

District 7 Suggested Guidelines

Presented via committee concluded on 8/31/25

1. District 7 Meetings

- 1.1. District 7 meetings will be held the last Sunday of the month at 2:00 PM, hosted by the group previously selected unless notified by the District DCM or Secretary. \$25.00 is contributed to the hosting group, therefore, a basket will not be passed.
- 1.2. District 7 Officers, Committee Chairs (Standing and Ad Hoc), and group GSRs should be present at, or send alternates to, all District meetings.
- 1.3. The District Meeting Calendar will be updated by the web chair as needed including dates for the Area 73 Assembly, Convention, and other Area 73 functions, District functions (e.g., Picnics, Christmas Dinners, Service Workshops, etc.)
- 1.4. The DCM will set the agenda, which includes reports, old and new business.
- 1.5. All GSRs and district level service positions (Secretary, Treasurer and committee chairs) are eligible to vote on motions made during the meeting. In the event a GSR holds a service position at the district level, they will have only one vote. DCM will only vote in the event of a tie.

2. District 7 Elections and Procedures

- 2.1. District 7 will hold elections every two years, on even numbered years, in the month of August turn-over in January of the following year. Announcements regarding the elections should begin no later than May of the election year.
- 2.2. A report of all changes at the district level will be submitted by the DCM to Area73 and the General Service Office by December of that election year.

- 2.3. Elections conducted at District 7 will follow the Third Legacy Procedure outlined in the Area 73 Handbook.
- 2.4. In the event only one eligible member 'stands' for a position and there are no nominees, a two thirds majority vote is still required. Votes may be cast by a show of hands or secret ballot. This is to ensure a 'vote of confidence' from the district for the member standing for the position. If a two-thirds majority is not reached on the first ballot, the position will remain vacant and nominations re-opened at the next scheduled district meeting.
- 2.5. All GSRs and district level service positions (DCM, Secretary, Treasurer and committee chairs) are eligible to vote in the elections process. In the event a GSR holds a service position at the district level, they will have only one vote. Vacancies will be filled by the election process as soon as possible. In the event no one 'stands' for a vacant position and no nominations are forthcoming, the position will remain vacant until filled by the procedures outlined above.

3. District 7 Service Positions and Qualifications

- 3.1. District 7 will hold elections for the following service positions (description of duties and responsibilities detailed below): District Committee Member (DCM), Alternate DCM, District Secretary, District Treasurer, Literature & Grapevine, Public Information (PI), Cooperation with Professional Community (CPC), Accessibilities and Treatment (A&T), Schedules, Corrections, Website, and Archives.
- 3.2. It is recommended, but not required, that individuals who stand for any district service position have at least two (2) years of continuous sobriety.
- 3.3. Nominees for the position of DCM and Alternate DCM should have a recommended minimum of four (4) years continuous sobriety and two (2) years of prior service at the district level.

4. Duties and Responsibilities of District 7 Officers and General Service Representatives:

- 4.1. Refer to the AA Service Manual, and the Area 73 Handbook for suggested qualifications for service positions as well as duties and responsibilities. It is suggested that all members become familiar with the “AA Service Manual”, the “Area 73 Handbook”, and the “Suggested Guidelines for District 7”.
- 4.2. Members serving in the following positions are asked to attend all District meetings and Area Assemblies. Written reports are required for all meetings.
 - 4.2.1. **DCM** (refer to the AA pamphlet “Your DCM” as well as the duties and responsibilities described in the AA Service Manual and the Area 73 Handbook), additional duties may include, but are not limited to, the following:
 - 4.2.1.1. attend all Area 73 Agenda meetings, which may be online or in-person
 - 4.2.1.2. provide District 7 agendas to GSRs or contact persons prior to monthly district meetings
 - 4.2.1.3. bring District 7 motions to Area 73 Agenda meetings
 - 4.2.1.4. prepare District 7 reports for Area 73 Assemblies
 - 4.2.1.5. attend all District 7 functions (picnics, dinners, workshops, etc.) when possible
 - 4.2.1.6. ensure new GSRs are provided with New Group forms and report all changes in a timely manner as required by Area 73 procedures | District 7 Guidelines
 - 4.2.2. **Alternate DCM** generally fills in for the DCM as needed (see duties and responsibilities above) and is responsible for the following duties:
 - 4.2.2.1. insure 800# contacts and meetings are up to date for the Area 73 answering service

4.2.3. **District Secretary** is responsible for the following duties:

- 4.2.3.1. record minutes for all District meetings
- 4.2.3.2. compile and update contact information of each district officer, committee chair, GSR, Alternate GSR, and/or contact person
- 4.2.3.3. prepare and distribute meeting minutes (to include a current Treasury balance in Treasurer's Report section) to all District 7 committee members, GSRs and/or contact persons via e-mail or USPS, no later than two weeks after the meeting
- 4.2.3.4. keep an electronic file for each month that includes meeting minutes and agendas

4.2.4. **District Treasurer** is responsible for the following duties:

- 4.2.4.1. maintain a District 7 checking account and credit/debit card in their name
- 4.2.4.2. bring the checkbook to all District meetings
- 4.2.4.3. provide a written report of current account activities and District balance at each meeting
- 4.2.4.4. manage banking data
- 4.2.4.5. disburse money as approved
- 4.2.4.6. enforce process for disbursements/reimbursements:
 - budgetary items do not require additional District approval; however, receipts are required
 - non-budgetary items require District approval and original receipts
- 4.2.4.7. follow the budget as outlined by the District

4.2.5. **Literature and Grapevine Chair** is responsible for the following duties:

- 4.2.5.1. maintain contact with the Grapevine Chair for Area 73
- 4.2.5.2. maintain contact with Grapevine Representatives in District 7 home groups if applicable
- 4.2.5.3. promote the Grapevine to District 7 home groups
- 4.2.5.4. submit written report prior to each District meeting

4.2.6. **Public Information Chair (PI)** is responsible for the following duties:

- 4.2.6.1. form a PI Committee when necessary
- 4.2.6.2. maintain contact with the PI Chair for Area 73
- 4.2.6.3. obtain a PI Kit or Workbook from GSO via the DCM, and form an action plan to review with the DCM/Alt. DCM
- 4.2.6.4. is a Website Committee member
- 4.2.6.5. submit written report prior to each District meeting

4.2.7. **Cooperation with Professional Community Chair (CPC)** is responsible for the following duties:

- 4.2.7.1. form a CPC Committee when necessary
- 4.2.7.2. maintain contact with the CPC Chair for Area 73
- 4.2.7.3. obtain a CPC Kit or Workbook from GSO, via the DCM and form an action plan to review with the DCM/Alt. DCM
- 4.2.7.4. submit written report prior to each District meeting.

- 4.2.8. **Accessibility & Treatment Chair (A&T)** is responsible for the following duties:
- 4.2.8.1. form A&T Committee when necessary
 - 4.2.8.2. maintain contact with the A&T Chair for Area 73
 - 4.2.8.3. obtain a A&T Kit or Workbook from GSO, via the DCM and form an action plan to review with the DCM/Alt. DCM
 - 4.2.8.4. submit written report prior to each District meeting.
- 4.2.9. **Corrections Chair** is responsible for the following duties:
- 4.2.9.1. form a Corrections Committee when necessary
 - 4.2.9.2. maintain contact with the Corrections Chair for Area 73
 - 4.2.9.3. obtain a Corrections Kit or Workbook from GSO, via the DCM and form an action plan to review with the DCM/Alt. DCM
 - 4.2.9.4. submit written report prior to each District meeting.
- 4.2.10. **Schedule Chair** is responsible for the following duties:
- 4.2.10.1. update/print the Schedules as corrections occur
 - 4.2.10.2. provide updated copies of the Schedule to district members upon request
- 4.2.12. **General Service Representatives (GSR)** are elected by their home groups and are ultimately responsible to those groups. They do not 'work for' District 7. The District works for the GSRs; however, the following suggested useful information is provided as a guide for procedure at District meetings:

- 4.2.12.1. the “AA Service Manual” contains specific duties and responsibilities for the GSR position. Additionally, GSRs are encouraged to become familiar with the Area 73 Handbook, District 7’s Suggested Guidelines, and the “Robert’s Rules of Order” handout.
- 4.2.12.2. submit your group’s information (including GSR and Alt. GSR) to the DCM in order to receive a GSR Kit from GSO and official status as a new GSR for your group. Those GSRs that are continuing from a previous term, must resubmit their information.
- 4.2.12.3. represent group at District meetings and encourage attendance at district meetings by their Alternate GSR and other group members. In addition, GSRs or their Alternate GSR are responsible to attend Area 73 Assemblies where they have a vote, or find a proxy to go in their absence.
- 4.2.12.4 submit written report prior to each District meeting
- 4.2.13. **Website Chairperson** is responsible for the following duties:
 - 4.2.13.1. form a Website Committee when necessary
 - 4.2.13.2 maintain the domain registration and hosting for wvaadistrict7.org
 - 4.2.13.3. obtain current email address information needed for District 7 business
 - 4.2.13.4. maintain the website as developed and approved by the Website Committee, and according to AA traditions
 - 4.2.13.5. is responsible for update the website as needed

4.2.14. **Archivist** is responsible for the following duties:

- 4.2.14.1. maintain contact with the Area 73 Archivist
- 4.2.14.2. obtain an Archivist Kit or Workbook from GSO, via the DCM and form an action plan to review with the DCM/Alt. DCM
- 4.2.14.3. submit written report prior to each District meeting

5. **Inactive Service Workers and Vacancies**

- 5.1. Any individual serving in an elected position at the district level who misses: two consecutive meetings, or misses four meetings within an eight month period, becomes 'inactive' and their position declared as 'vacant' (refer to 'Elections and Procedure' above).
- 5.2. Any individual serving in an elected position at the District level may be asked to resign their position by consent and two-third's majority vote by the District officers and GSRs.

6. **Standing Committees**

- 6.1 Activities Committee will plan social events throughout the year.
 - 6.1.1. The Chairperson is responsible for presenting request to the District for funds in the form of a motion, which should be approved by a two thirds majority
 - 6.1.2. submit written report prior to each District meeting
- 6.2 Workshop Committee will plan workshops throughout the year.
 - 6.2.1. The Chairperson is responsible for presenting request to the District for funds in the form of a motion, which should be approved by a two thirds majority
 - 6.2.2. submit written report prior to each District meeting