

# **District 22 of Area 23**

## **Procedure Guide**

### **Hamilton and Boone County, Indiana**

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#### **DISTRICT PREAMBLE**

District 22 of Area 23 of Alcoholics Anonymous is a service body and shall protect and respect the autonomy and privilege of dissent of any AA group in the District. The District shall be ever mindful of the ideas expressed in the Twelve Steps, the Twelve Traditions, the Twelve Concepts for World Service and the A.A. Service Manual, and shall strive to be the group conscience of District unity.

The primary purpose of the District shall be service. The District shall encourage all of its members to participate in the business of the Area 23 Assembly in its efforts to cooperate with the General Service Office and A.A. World Services.

#### **PROCEDURE GUIDE**

This Procedure Guide shall provide both a structure and a set of guidelines for conducting the business of the District's service work.

This Procedure Guide was approved with a minimum two-thirds District 22 members present on:  
Thursday, March 28, 2024

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# District 22 Procedures Guide

## TABLE OF CONTENTS

District Members..... Page 3

District Responsibilities ..... Page 3

District Officers..... Page 3

District Officer Responsibilities.....Page 4

Election of Officers ..... Page 5

Committees / Special Assignments..... Page 7

Disbursement of District Funds. .... Page 10

Budget and Expense Accounting. ....Page 12

Amending and Revising this Guide ..... Page 12

## **1. DISTRICT MEMBERS**

All members of A.A. are encouraged to attend any District 22 meeting. Voting District Members are those described below. All other members of A.A. in attendance will be non-voting participants. The following members are entitled to one and only one vote per person regardless of the number of ways which they may qualify as a Voting District member present at the time a vote is taken. A quorum for a District meeting shall be the number of Voting District Members present at the time a vote is taken. No absentee voting or proxies shall be used.

### **1.1. District Officers**

- District Committee Member (DCM) (Only to break a tie)
- Alternate DCM (ADCM) (Non-Voting Member)
- Secretary (Voting Member)
- Treasurer (Voting Member)

### **1.2. General Service Representatives (GSRs) of District Groups**

Any GSR (or their alternate if their GSR is not in attendance) from any Group affiliated with District 22 is considered a voting member at any District Meeting they attend.

### **1.3. District Committee Chairs**

Anyone serving as the Chairperson for a District Committee, if not already a Voting District Member.

## **2. DISTRICT RESPONSIBILITIES**

The District shall provide a DCM and/or ADCM in accordance with “The A.A. Service Manual” to carry the collective group conscience of the A.A. Members within the District.

The District shall meet monthly at a time and location determined by the District to be reasonable to the District membership.

All members of the fellowship are welcome to attend District 22 monthly meetings. Agenda discussion is normally limited to the District Officers, Standing Committee Chairs, GSRs and ad hoc committee participants. Concerns of other members should be presented by their GSR. The District may, per the conscience of the District, create, combine, or dissolve Committees to assist in their work, as necessary; and allocate funds needed to perform their duties.

## **3. DISTRICT OFFICERS**

In the absence of a District Officer, the District Committee Member (DCM) may appoint any other District Member in attendance to substitute for the absent Officer. The Alternate District Committee Member (ADCM) is the de facto proxy of the DCM.

### **3.1. District Officer Qualifications/Responsibilities**

#### **3.1.1. District Committee Member (DCM) Qualifications**

- Be a member of Alcoholics Anonymous.
- Have served as a GSR.
- Have at least four to five years of continuous sobriety.
- Be familiar with both the Twelve Traditions and Twelve Concepts.
- Have the time and energy to serve the District well.
- Be able to lead a District while respecting the conscience of the District.
- Have an email address or other easy way of maintaining contact with GSRs and other members.
- Be familiar with the GSO and area websites.

#### **3.1.2 District Committee Member (DCM) Responsibilities**

- Determine the collective conscience of the District and its affiliated Groups.
- Carry the District's collective conscience to Area 23 Assemblies/meetings and to any A.A. function attended.
- Conduct all District Meetings in accordance with this Procedure Guide and report to the District Members at those meetings.
- Provide agendas for District Meetings.
- Updates to this Procedure Guide in compliance with the established amendment procedures and issue revisions as they are adopted.
- Perform other duties as prescribed in the A.A. Service Manual.

#### **3.1.3. Alternate DCM (ADCM)**

- Have a background in A.A. service work.
- Assist the DCM in the duties of that office.
- Assume DCM duties if the DCM is unable to serve.

#### **3.1.4 Secretary**

- Be a member of Alcoholics Anonymous with a recommended one year of continuous sobriety, but importantly a solid period of sobriety.
- Keep minutes of District meetings.
- Provide PDF copies of District Meeting minutes to webmaster for posting on District 22 website.
- Distribute minutes to District trusted servants by whatever method of communication the District determines to be most effective.
- Maintain an archive of District documents by whatever method of mass storage the District determines to be most effective. Ensure that the following District documents or updates thereto (among others) are retained and available:
  - Meeting agendas
  - Meeting minutes
  - Group lists
  - District financial records
  - Information regarding District events (e.g. flyers)

- **3.1.5 Treasurer**

- Be a member of Alcoholics Anonymous with a recommended of continuous sobriety, but importantly a solid period of sobriety.
- Under the direction of the Treasurer, the officers will present a proposed yearly operating budget to the District at the November meeting and voted on at the January meeting.
- All funds will be maintained in accounts of insured financial institutions. Expenditures will be by check (requiring two authorized signatures).
- Receive and record contributions from the A.A. groups and members, as described in GSO Guidelines pertaining to contributions.
- Make disbursements according to budgetary constraints approved by the District and Section 5 of this document.
- Maintain records of all monies received and all expenses disbursed.
- Provide a report of income and expenditures at all District meetings.
- Maintain a report of actual expenditures and disbursements compared with allocated funds for each line item of the District budget. Provide this report to the District members annually and anytime requested by a District officer.
- Maintain custody of any District-provided equipment used in the duties of this office.
- Maintain an inventory of any and all assets of the District.
- Monitors the P.O. Box used for contributions to the District.

### **3.2 Election of Officers**

#### **3.2.1. Officer Eligibility**

- a). In the spirit of rotation, District officers are limited to one term of office, except as outlined in 3.3. It is accepted that if an officer is elected as a replacement for an officer that left their position prior to the end of their term, and they hold that office for less than one year, they may stand for the same position at the next District election without violating the spirit of rotation.
- b). It is recommended that the DCM relinquish a GSR position prior to the beginning of their elected term.
- c) It is recommended that DCM and ADCM officers have four to five years of continuous sobriety, have served as a GSR, and have previously attended at least one area assembly.
- d). It is recommended that the Secretary and Registrar have a minimum of one year of continuous sobriety.

#### **3.2.2. Voting**

- Nomination and election of District officers shall take place at the October District meeting.
- All candidates for any officer position, must be present for election to qualify themselves for the position.
- Current District officers, GSRs or their eligible alternates and committee chairs must be in attendance to cast votes. Absentee or proxies shall not be permitted.
- Acceptance of any nomination is contingent upon the nominee indicating their availability and commitment to serve in that position, if elected.

- As indicated in Section 1. Voting District Members are entitled to one and only one vote per person.

### **3.2.3. Election Process**

a). The election is facilitated by the DCM or ADCM. In the absence of a valid facilitator, the election can be facilitated by a person determined by the conscience of those District members in attendance.

b). All eligible voting members will be polled for their willingness to serve for the position being elected. After all eligible members are polled, nominations from the floor or from any District member, will then be accepted.

c). If no nominees for an officer position exist, nominations and voting for that officer position is postponed until the next District meeting.

d). If the number of nominees for a position exceeds one, voting is done via secret ballot in accordance with Third Legacy procedures as described in the A.A. Service Manual. Any votes for individuals not officially nominated are ignored (and do not count towards the number of votes received).

e). Appointed by general consensus of the District members, a non-voting member is asked to count the votes. If no non-voting members are present, the votes must be counted by a District Officer and the count must be verified by at least one GSR. A nominee for the office being voted upon may not count votes or verify vote counts.

f). This process is repeated for all remaining District Officer positions.

### **3.3. Term of Office**

- If a DCM or ADCM is elected during the normal term elections, they shall serve in their official capacity for two years beginning January 1st following the District election.
- If a Secretary, Treasurer, Registrar or Archivist is elected during the normal term elections, they shall serve in their official capacity for two years, beginning January 1st following the District election. If an officer is a mid-term replacement, their term begins immediately following the meeting in which they are elected and continues for the remainder of the original term.
- A member is eligible to serve again as an officer after one year sabbatical..

### **3.4. Officer Replacement**

a). An officer is expected to complete their term as so committed however, it is understood that situations may occur which make completion of their term difficult or impossible. Therefore, an officer may step down from their service commitment to the District without explanation at any time during their term.

b). An officer can be removed from office by a two-thirds majority of voting District members by confidential ballot at any District meeting. Such a vote may be called from a seconded motion by any Voting District member.

c). Interim vacancies (with the exception of paragraph d below) will be filled by special election. The election will be held at the regular District meeting one month following the meeting in which the interim vacancy is announced.

d). If the vacant office is that of the DCM, the ADCM (being the DCM pro-tem) is made the DCM immediately and the office of the ADCM becomes vacant. The election for the replacement officer is held at the regular District meeting one month following the meeting in which the interim vacancy is announced. Until a replacement officer is determined, the DCM

has the authority to appoint an ad hoc replacement to perform the functions of the vacant position.

### **3.5. Committees**

#### **3.5.1. Standing Committee Chairs**

- Standing Committee Chairs can be nominated by District 22 members or they can volunteer to chair a Committee. Once the voting is complete, if there are any remaining vacant positions, the DCM may recruit A.A. members for the position but they still must be ratified and voted by District members.
- Each standing committee shall consist of a chairperson and the necessary number of committee members. The individual committee chairpersons will select the members of their respective committees.

#### **3.5.2 Eligibility**

- All persons considering or being considered for a position should be a member of Alcoholics Anonymous and have a reasonable period of sobriety commensurate with the responsibility and accountability of the position.
- Any person elected for Committee Chair needs to commit the time and energy to serve the District well.

## **4. COMMITTEES/SPECIAL ASSIGNMENTS**

### **4.1. District Committees/Special Assignments**

The following committees/special assignments are suggested to be maintained at the District level. The District may establish or disestablish by a two-thirds majority vote at any District Meeting, any of these committees to meet the needs of the District.

### **4.2. Responsibilities of the Chair:**

- Encourage and/or solicit committee membership, as appropriate, to facilitate an informed group conscience that is representative of the District within the area of concern of the committee.
  - Maintain a contact list of the members of the committee.
  - Become familiar with the guidelines, pamphlets and service manuals of the District and A.A., especially as they relate to the area of concern of the committee.
  - Provide a verbal and/or written report at all monthly District meetings regarding the activities of their committee. Should the chair be unable to attend a District meeting, a report should be presented by a proxy or a written report should be provided to the DCM prior to the District meeting.
  - Account to the District for money spent.
  - Upon the completion of their service term, nominate a qualified person to the DCM as a replacement Standing Committee Chair.
  - Maintain a pass-along file to assist their replacement.
- a). **Archives** - Ensure, with the guidance of the G.S.O. Guidelines, that the preservation, organization and use of the archives is consistent with the highest professional and ethical standards, and in accord with copyright laws and the Tradition of anonymity.
- Collects and maintains District 22 meeting minutes, standing committee reports and other materials distributed at District 22 meetings, These materials should be stored in a digital format.

b). **Corrections** - Encourages A.A. members to assume responsibility for carrying the message to alcoholics behind the walls in Hamilton and Boone Counties. Keeps an updated list of the contact for the jails who can provide training. Acts as a single-point of contact for people interested in taking meetings into the jail.

c). **Grapevine** - Make sure that members are aware off how the magazine supports recovery and how A.A. members can subscribe or submit stories. Also announce new materials and coordinate distribution. This servant is the ink between District 22 and A.A. Grapevine office.

d) . **Gratitude Meeting.**

- 1). Committee Chair is nominated, qualified and elected by District 22 members.
  - o Recommended substantial sobriety with a minimum of 5 years.
- 2). Position is a two-year commitment.
- 3). Committee responsibilities:
  - o Choose the speakers for the event. This includes conducting interviews with potential speakers, **ensuring they understand the spirit of the message:** time allotted, etc. This is particularly crucial considering the speakers will discuss their spirituality.
  - o Speaker format: Three (3) spiritual speakers and one (1) main speaker.
    - ◆ Spiritual speakers - **spirit is to discuss how their spirituality aligns with the 12 steps of A.A. and the meaning of gratitude.** (15 minutes per speaker).
    - ◆ Consider traditional Catholic, Christian, Jewish and Secular speakers.
    - ◆ Main speaker is a traditional lead 45-60 minute lead. Speaker should be encouraged to align their experience with the meaning of gratitude.
- 4). Committee member positions - all positions are a 1-year commitment.
  - o Public information
    - ◆ Responsible for creating flyers, encouraging participation in the event including financial commitments from groups.
  - o Refreshments
  - o Setup/cleanup
  - o Greeters
- 5). Financial
  - o Event Budget and District financial commitment
  - o Encourage groups to contribute money to the event (on the bottom of the flyer). This money should be set aside for expenses related to the event.
  - o Pass the basket, 7th tradition. This one will be collected and returned to the District Treasurer. Splits shall be voted on by District GSRs.
- 6). Potential expenses/suggestions:
  - o Rent - traditional donation to the host site of \$1 per attendee. \$500 based on 500 attendees.
  - o Insurance - example if hosted at St. Elizabeth Seton, insurance is \$95 to Arch Diocese 2023.
  - o Refreshments/snacks - coffee, water, etc., not to exceed \$300.
    - ◆ Ask for individual baked goods contributions from groups.



- o Speaker gifts - past gifts of (4) first edition Big Books signed by the committee (\$15 each 2024) (1) Big Book for the newcomer \$15, not to exceed a total of \$100.
  - ◆ No travel expense will be reimbursed.
- o Total estimated expenses - \$995
- e). **Intergroup Liaison** - Attends monthly Intergroup Meetings and provides an exchange of information between District 22 and Intergroup. This includes workshops and if District 22 can assist or be of service to the local Intergroup Office.
- f). **Registrar** - Attends monthly District meetings and maintains an updated District membership contact list on behalf of G.S.O.
  - Be a member of Alcoholics Anonymous with a recommendation of two years of sobriety, but importantly a solid period of sobriety.
  - Maintains whatever method of communication the District determines to be most effective, a record of all groups in District 22, including group name, meeting location, day, time, and Group Service Representative (GSR) name and contact information or Group contact.
  - Assists new GSRs and Alt-GSRs with registration at the Area and GSO levels.
  - Compiles lists through cross-comparison of meetings listed in the current schedule and meetings represented at District for use by the DCM to reach out to unrepresented meetings.
  - Contact the Area 23 Group Services Chair and Fellowship Connection at GSO whenever there are any changes as far as the District's trusted servants' contact information or service position(s) within the District or within their respective groups, or a change occurs relative to a District group, including, but not limited to:
    - New group or new trusted servant
    - Change in trusted servant or group's address or location
    - Change in trusted servant's phone or email address
    - Change in position from GSR to District Officer and the like
- g). **Website** - Maintains the District 22 website using A.A. Guidelines.
- h). **Workshops** - Acts as the main coordinator for special events in the District by notifying the Intergroup Office and the District webmaster with flyers of upcoming events.

#### **4.3 Removal from Office**

- a). It is generally suggested that a District 22 Officer or Committee Chairperson be asked to resign by the DCM if he or she does not carry out the responsibilities of the position. In the event of receiving a resignation, the duties of such office shall be exercised by the DCM or ADCM on a temporary basis until such time that the position may be filled through an election held at a District meeting. It is recommended that such an election be held at the earliest convenience of the District allowing for the announcement of the service opportunity to the groups.
- b). Any District officer may be removed from office subject to approval by secret ballot and shall require a two-thirds vote in favor of removal by the District members in attendance. A special election shall then be held to fill the remaining term of the office thus vacated.
- c). Standing Committee Chairs may be removed from the office by a simple secret ballot majority vote of the District members.

#### **4.4. Ad Hoc Committee**

If an ad hoc committee is deemed necessary to meet the needs of the District for a specific need or purpose, the District may establish or disestablish a committee using the same criteria for other committees as described here within Section 4.

### **5. DISBURSEMENT OF DISTRICT FUNDS**

These guidelines shall be followed by the Treasurer in the disbursement of funds and are to be followed by all members of the District in submitting supporting documentation and District Reimbursement Requests. Unless covered specifically within the guidelines of this section, disbursement of District funds requires a simple majority of District members.

#### **5.1. District Members**

District officers and committee chairs are supported by the District budget. Funds budgeted for District members are to be used to support the responsibilities assigned to that District member. No money will be expended over the approved budget unless approved by the District by simple majority vote. Documentation requirements for financial support are provided in Section 5.4 below.

##### **5.1.1. DCM and ADCM Travel Expenses**

The District shall fund the travel expenses (lodging, meals, tolls, mileage, etc.) incurred by the DCM (or the ADCM in the event the DCM cannot attend) to attend the four annual Assemblies. If funds are available, the District may choose to fund the travel expenses for the ADCM to attend the four annual Assemblies also. Reimbursements are limited by the guidelines contained in this document.

##### **5.1.2. GSR Travel Expenses**

Groups are encouraged to be fully self-supporting of the GSRs travel, lodging and meal expenses to attend Area 23 Assemblies. The District shall maintain a GSR Travel Scholarship Fund of \$500 within the annual budget.

If a group cannot provide financial support, a GSR may request a scholarship for a portion of their travel expenses, not to exceed \$100. This will be on a first come, first serve basis. GSR reimbursement requires notification of intent to the Treasurer prior to the travel event. Reimbursement also requires that appropriate receipts be provided to the Treasurer. If pre-travel notification has not been provided to the Treasurer or if the District budgeted amount for this service line item has been exceeded, approval for reimbursement requires a simple majority vote of the District.

#### **5.2. Calculated Expense and Advance Disbursements**

Unless authorized by simple majority vote by the District membership or excluded by the subsections below, disbursement of District funds is limited to the actual expense incurred and require documentation as described in Section 5.3.1.

##### **5.2.1. Advance for Expenses**

Advances for travel or other expenses are limited to District budgeted items unless approved by simple majority of the District. The use of any advanced funds shall be limited to expenses intended by that advance. The recipient of advanced funds is responsible to use and document use of these funds in accordance with these guidelines and is required to submit documentation as described in Section 5.3 within

30 days of the incursion of the expense. Unused portions of advanced funds shall be returned to the Treasurer within 30 days of the incursion or expected incursion of the expense.

**5.2.2. Mileage Reimbursement**

Eligible mileage reimbursement for all travel will be paid at a rate of two-thirds of the IRS approved business travel rate. (2024 IRS rate is \$0.67/mile, so District approval reimbursement rate would be \$0.45/mile). Claim for mileage expense does not require receipts. Payment for mileage of eligible travel exempts all other vehicle related expenses (fuel, insurance, maintenance, etc.) from being eligible for reimbursement. Tolls for highways and bridges are considered separate reimbursable expenses.

**5.2.3. District Approved Workshop/Program Reimbursement**

District approved Workshop/Program reimbursement for expenses to put on the event shall not exceed \$150. Receipts for the event must accompany the Reimbursement Request Form and must be provided to the District Treasurer no later than 30 days following the event.

**5.3. Expense Documentation**

**5.3.1. General**

Unless excluded in Section 5.2, no disbursement of funds shall be made without proper documentation (copies of paid bills, canceled checks or cash receipts). All disbursements of funds with the exception of vendors paid directly by the Treasurer, should be submitted with sufficient detail as to be considered reasonable.

**5.3.2. Unavailable or Lost Receipts**

Receipts should be requested whenever possible for all expenses. Care to maintain these receipts should be a primary concern for the payer of this expense, It is, however, understood that receipts for certain expenses may not be available or may be lost or inadvertently destroyed. In such cases, the reimbursement for that expense is contingent upon approval by simple majority of the District. Exemptions to this approval requirement are limited to the following:

- ◆ Mileage expenses as described in 5.2.2.
- ◆ Every effort to disseminate information digitally will be made, however in cases where photocopies are necessary there will be reimbursement. Photocopies from machines that do not provide receipts (exemption limited to \$40).
- ◆ Miscellaneous expenses deemed necessary by the Treasurer (exemption limited to \$20).
- ◆ Expenses pre-approved by simple majority of the District for disbursement without receipt.

#### **5.4. Limits for Lodging and Meal Expenses**

All other reimbursable expenses shall be limited to reasonable limits as determined by the Treasurer. Exclusions to this reimbursement limitation shall require a simple majority vote by the District membership.

##### **5.4.1. Lodging Expense Limits**

Reimbursement for lodging requires documentation as described in Section 5.3 and shall be limited to a reasonable cost as determined by the District on a case-by-case basis.

##### **5.4.2. Meal Expense Limits**

Reimbursement for meals shall be limited to a per diem (per day) maximum of \$40. Partial day reimbursement shall be limited to \$20.

##### **5.4.3. Negotiated Rates**

If Area 23 or District 22 has negotiated a discounted hotel or hotel package price for an event, reimbursement for the associated expenses shall not exceed the cost of the negotiated price. It is the responsibility of the attendee to book their reservation in time to receive the discounted pricing. Exclusions to this reimbursement limitation shall require a simple majority vote by the District.

### **6. BUDGET AND EXPENSE ACCOUNTING**

#### **6.1. Budget Process**

6.1.1. The fiscal year will run from January 1 through December 31st.

6.1.2. All requests for budgeted expense items for the upcoming year are to be submitted to the District Treasurer no later than the October District meeting.

6.1.3. The Treasurer will submit a preliminary budget to the District officers two weeks prior to the January District meeting. The District officers will act to compile a "proposed budget" which will be presented at the January District meeting.

6.1.4. The budget will be negotiated and approved at the January District meeting. Approval of the budget will be by two-thirds unanimity of the District members present.

#### **6.2. Prudent Reserve**

Keeping in mind that the Prudent Reserve is a guideline only, the District membership directs the Treasurer to maintain 50% of the annual budget as a prudent reserve.

#### **6.3. Disbursements**

The balance of the District's checking account shall be rectified at the end of the fiscal year, with a report of estimated unspent funds to be presented by the Treasurer at the October meeting. Disbursement of said funds shall be voted on by the District members at the District meeting held in October to be made at the end of December.

### **7. AMENDING AND REVISING THE PROCEDURAL GUIDE**

Proposed amendments and revisions to this Procedural Guide shall be submitted in writing to the DCM and AdHoc committee. The proposed amendment or revision, in final form, will be prepared by the Secretary for distribution to all District members at the next District meeting. Passage of an amendment and/or revision will require a two-thirds majority vote.

The signatures of the DCM and Secretary signify the approval of the District Body by a two-thirds majority vote.

Coxie Luster

DCM

3-28-2024

Date

[Handwritten Signature]

Secretary

3-28-2024

Date