

District 12 – Area 86
General Service Committee

Structure and Operating Procedures

Revised November 2013

Operating Procedures

Purpose

These Operating Procedures set out what the groups have agreed upon and not what anyone committed them to do. All provisions of these Operating Procedures and all actions of the District Committee arising there from, should conform to the principles of The Twelve Traditions, The Twelve Concepts and the current A.A. Service Manual and adhere strictly to the primary purpose of Alcoholics Anonymous- to carry the message to the alcoholic, who still suffers.

SECTION 1 - ORGANIZATION

Sub-section 1 – Name

This organization shall be known as The Niagara North District 12 General Service Committee.

Sub-Section 2- Structures

(A) District Committee Officers

The District Committee shall elect District Committee Officers and their alternates in odd numbered years, with nominations taking place in September and elections taking place in October. District Committee Officers are as follows:

- 1) District Committee Member (DCM)
- 2) Alternate District Committee Member (Alt. DCM)
- 3) Secretary
- 4) Treasurer

(B) District Committee Sub-Committee Chairpersons

The District Committee shall elect Sub-Committee Chairpersons in odd numbered years, with nominations taking place in September and elections taking place in October. Sub-Committee Chairpersons are as follows:

- 1) Bridging The Gap Chair/Coordinator (One keeper of volunteer list and 4 year tenure)
- 2) Correctional Facilities
- 3) Grapevine
- 4) Public Information and Cooperating with the Professional Community (PI/CPC)
- 5) Treatment Facilities (Special Needs)

(C) Workshops Chairperson (Special Functions)

The District Committee shall elect Workshop Chairperson in odd- numbered years.

(D) General Service Representatives

One General Service Representative (GSR) and an alternate shall be elected by their home group in odd numbered years.

(E) District Committee

The District Committee shall consist of The District Committee Officers, District Committee Sub-Committee Chairpersons, Workshop Chairperson and General Service Representatives or their alternates.

Sub-Section 3 – Voting Privileges

General Services Representatives (or in their absence, one alternate) shall be considered eligible to vote on all subjects brought before the District Committee, including elections. In the case of a tie, the DCM (or in his/her absence the Alt. DCM) will cast the deciding vote.

Sub-Section 4 – District Committee Meetings

- 1) The District Committee Meetings shall occur every month at a site agreed upon by the District Committee.
- 2) The monthly meetings are currently held on the second Sunday at 7pm.

Sub-Section 5 – Filling Positions

When a vacancy occurs, nominations shall be opened at the next District Committee Meeting. An election shall take place at the following meeting OR when a nomination has been accepted.

Sub-Section 6 – Amendment/ Revision

- 1) The District Committee Member (DCM) shall appoint an Ad-hoc Committee to review the Operating Procedures every 2 years for revision, if deemed necessary by the District Committee.
- 2) All amendments and revisions to the Operating Procedures, recommended by the Ad-hoc Committee shall be brought back to the groups for review.

SECTION 2 - ELECTED POSITIONS

3rd Legacy Procedures (pg. S22 Service Manual) shall be followed in all district elections.

Sub-Section 1 – Elected Officers

District Committee Member (DCM)

Qualifications

- 1) A past GSR, Sub-Committee, or someone well grounded in AA service work.
- 2) Enough sobriety time to run for the Delegate position (Usually 5 years and over).
- 3) The time and the energy to serve the district well.

Position Description

- 1) Hold and chair monthly meetings of the General Service Committee in the District.
- 2) Prepare a calendar of monthly meeting dates at the first meeting of their term.
- 3) It is suggested the DCM follow the checklist provided in the current Service Manual (Pg. S31).
- 4) It is suggested that they attend all Area 86 Meetings and Area Assemblies.
- 5) Prepare and present an agenda for each District Meeting.
- 6) DCM should attempt to hold at least 1 review meeting each year with Sub-Committee Chairpersons, the first being immediately after the election of new Sub-Committee Chairpersons.
- 7) DCM shall notify the Area Secretary/Registrar of new GSR's. In this matter GSR's will receive their kits from GSO in New York.
- 8) DCM should attempt to attend at least 1 meeting of each group in District 12 during their term.

Alternate District Committee Member (Alt. DCM)

Qualifications

- 1) A past GSR, Sub-Committee Chairperson or someone well grounded in service work.
- 2) Enough sobriety time to run for Delegate position (usually 5 years and over).
- 3) The time and energy to serve the district well.

Position Description

The Alt. DCM is a backup for the DCM. In the event that the DCM is unable to serve for any reason, the Alt. DCM steps in. Usually the Alt. DCM is elected at the same time as the DCM and by the same procedure. The Alt. DCM should be encouraged to assist, participate and share in the DCM's responsibilities at District and Area meetings (Refer to current Service Manual).

Treasurer

Qualifications

- 1) A past GSR or someone well grounded in AA service work.
- 2) It is suggested that one have an understanding of basic bookkeeping.
- 3) The time and energy to serve the district well.

Position Description

- 1) The District Treasurer Guidelines are taken from suggestions in the current Service Manual for Area Treasurer.
- 2) Present a balanced monthly financial statement at the District Meeting for approval by the GSR's.
- 3) The treasurer is responsible for encouraging contribution support at the District level.

- 4) Maintain a prudent reserve fund for the District. A reserve fund of \$1000.00 should be maintained.
- 5) Receive and distribute monies as required.
- 6) Attend monthly District Meetings.
- 7) Maintain care and control of bank accounts and signing authorities. Two out of three authorized signatures are required for all cheques.
(Authorized signatories are: DCM, Treasurer, Alt. DCM).

Alternate Treasurer

Qualifications

- 1) A past GSR or someone well grounded in AA service work.
- 2) It is suggested that they have an understanding of basic bookkeeping.
- 3) The time and energy to serve the district well.

Position Description

The Alt. Treasurer guidelines will follow those of the District Treasurer.

Secretary

Qualifications

- 1) A past GSR or someone well grounded in AA service work.
- 2) The time and energy to serve the district well.
- 3) A good basic knowledge of electronic communications.

Position Description

- 1) Secretary shall take minutes of each District Meeting, prepare and distribute as appropriate copies to all GSR's in the District.
- 2) Secretary shall send copies of the minutes to the following: Delegate, Alt. Delegate, Western Ontario General Service (WOGS) chairperson, WOGS Sub-Committee Chairpersons, Area Secretary/Registrar, Area Treasurer,

aaniagara.org website Chair and anyone else the DCM gives direction for (eg. other districts)

- 3) Keep up to date records of all groups in the District, complete with group numbers and current GSR's.
- 4) Attend the monthly District Committee Meeting.
- 5) Maintain supplies as necessary for carrying out the duties of the Secretary (envelopes, stamps etc.)
- 6) Pass on all information, materials and supplies to the incoming Secretary at the end of the term.

Alternate Secretary

Qualifications

- 1) A past GSR or someone well grounded in AA service work.
- 2) The time and energy to serve the district well.

Position Description

The Alt. Secretary is there to assist the Secretary with any and all of the duties of Secretary whenever called upon to do so.

Sub-Section 2—Sub-Committee Chairpersons

Qualifications for all Sub-Committee Chairpersons

- 1) A past GSR or someone well grounded in AA service work.
- 2) They should be familiar with the appropriate handbooks.
- 3) The time and energy to serve the district well.

Bridging The Gap Chairperson

Qualifications

- 1) A past GSR or someone well grounded in AA service work.
- 2) A minimum of 4 years sobriety.
- 3) Good understanding of 12 Step work and ability to match volunteers with clients
- 4) Experience in Corrections/Treatment is suggested.

Position Description

- 1) Create and keep updated a list of volunteers for Bridging the Gap
- 2) Communicate between Corrections and Treatment Chairpersons.
- 3) Coordinate with Bridging the Gap Chairpersons from other districts in the event that client is coming from an outside area.

Corrections Chairperson

- 1) The Chairperson and committee are to carry the AA message to those in correctional facilities. We try to keep all positions open to all AA's however, the correctional facility dictates who may enter the facility.
- 2) The Chairperson is required to have at least one year's experience on the corrections committee and is required to coordinate with the Bridging the Gap Chairperson.
- 3) The Niagara Regional Detention Centre has requirements that must be met for clearance into the institution. Admittance to the facility is allowed only if the person has 2 years of continuous sobriety and 5 years clear of any correctional facility, including parole. It is Alcoholic Anonymous' position that we cooperate with outside agencies. Since the Sub-Committee Corrections Chairperson deals mostly with this Facility, they should fit these requirements.
- 4) District 12 Corrections Chairperson will share the responsibility of the Niagara Detention Centre with District 13 Corrections Chairperson.

Grapevine Chairperson

- 1) The Chairperson and committee are responsible for promoting the Grapevine magazine and all related merchandise. The Chairperson

- and committee work within the District and serve all functions requiring the committee's assistance, ie: Group Anniversaries, etc.
- 2) The Chairperson will maintain the Grapevine Display kit, fill orders and presents a monthly financial report, stating opening balance, sales and purchases for the month, value of inventory in dollars, petty cash on hand and closing balance. This inventory should not exceed \$750.00. This the Grapevine Chairperson will do in addition to other duties described in the pamphlet "What a Grapevine Representative Does".
 - 3) The Grapevine Chairperson will attempt to organize a yearly meeting with all group Grapevine Representatives.
 - 4) The out going and incoming Grapevine Chairpersons should meet with the outgoing and incoming DCM's to inventory all Grapevine stock, supplies and cash. All to be transferred to the incoming Grapevine Chairperson.

Public Information/ Co-operation with Professional Community Chairperson

- 1) The Chairperson and committee are responsible for carrying the AA message to the Professional Community in addition to the General Public. The committee may find itself communicating with police, judges, lawyers, physicians, nurses, social workers, and pharmacists together with schools, colleges, libraries, and community agencies. It is important that this committee is mindful of both Traditions 6 and 11.
- 2) Chairperson to be available to make presentations together with other Sub-Committee Chairpersons.

Treatment Chairperson

- 1) The Chairperson and committee are to carry the message to hospitals, Treatment facilities and related institutions. An important function of this committee is "Bridging the Gap" between facility and Alcoholics Anonymous. It is important that this committee be ever mindful of Tradition 6.
- 2) It is Alcoholics Anonymous position that we cooperate with outside agencies. We must abide by the institution's criteria.
- 3) The Chairperson must coordinate with the Bridging the Gap Chairperson.

Sub-Section3

Workshop Chairperson (Special Functions)

- 1) The Chairperson and committee are responsible for the organization of workshops such as Information Day (April) and Tradition Day (November). The Chairperson will request all food and book donations and designate volunteers to share their experience, strength and hope pertaining to the subject at hand.
- 2) The Chairperson will coordinate these events with Alt. DCM.

SECTION 3- MOTIONS

Sub-Section – Motions and Notices of Motions

- 1) Every motion, verbal or written, brought by a GSR must be seconded in order to be placed before the District Committee.
- 2) The GSR bringing the motion shall make a Notice of Motion at the District meeting so all GSR's may return to their groups for review and discussion- to obtain their respective group conscience (unless otherwise agreed upon) and the motion shall be brought to the next District meeting for decision.
- 3) A simple majority shall carry all motions.

SECTION 4- EXPENSES

All expenses incurred by the District Committee Officers and Sub-Committee Chairpersons shall be reimbursed as follows:

Sub-Section 1 DCM and Alt. DCM

The Treasurer shall advance an honorarium for all expenses in occurred in the performance of their duties, as outlined in the following:

- 1) Area Assemblies- the cost of travel, accommodation and meals as follows:
 - a) Travel (shared gas)
 - b) Meals (Breakfast \$10.00, Lunch \$15.00, and Dinner/ Banquet \$35.00)
 - c) Shared accommodation at the special rate quoted by the hotel.
 - d) A maximum of \$250.00 will be reimbursed
- 2) Area Committee Meetings:
 - a) Travel (gas)
 - b) Meals (breakfast, lunch, dinner (\$30.00 max.)
 - c) Shared accommodation at the special rate overnight if location is more than 175km one way.
- 3) All costs of printing, stationary, photocopies, faxes, mailing and telephone calls.
- 4) All honorariums require completion of expense sheet (supplied by Treasurer) with accompanying receipts.

Sub-Section 2 – Secretary and Treasurer

- 1) All expenses incurred in the performance of their duties such as printing, faxes, office supplies, postage etc.
- 2) The Secretary and Treasurer shall receive travel (shared gas) expenses and 1 night shared accommodation to attend WOGS (Spring) one day workshops 1 time during their term, preferably during the first year of their rotation.
- 3) All honorariums require completion of expense sheet (supplied by Treasurer) with accompanying receipts.
- 4) WOGS maximum expenses \$175.00

Sub-Section 3 – Sub-Committee Chairpersons

Bridging the Gap Chairperson, Corrections Chairperson, Grapevine Chairperson, PI/CPC Chairperson and Treatment Chairperson.

- 1) The above Sub-Committee Chairpersons shall each be provided with a \$50.00 float with the exception of the PI/CPC Chairperson who will receive \$125.00 at the beginning of their term and shall be returned at the end of their term. Floats will be replenished with accompanying receipts.
- 2) All the above Sub-Committee Chairpersons shall receive travel (shared gas) expenses and 1 night shared accommodation to attend WOGS and meals. WOGS maximum expenses \$175.00.
- 3) All honorariums require completion of expense sheet supplied by the Treasurer with accompanying receipts.

Sub-Section 4 – Workshop Chairperson

The District Committee will determine a start up fund for each function.

SECTION 5 – RESPONSIBILITY

Any elected Officer or Sub-Committee Chairperson missing 3 consecutive meetings shall automatically resign said position held, with the exception of excused absences.