

Niagara North
District 12 – Area 86
General Service Committee

Structure and Operating Procedures
2018-2019

A.A. Unity Declaration

This we owe to A.A.'s future:
to place our common welfare first;
to keep our Fellowship united.
For on A.A. unity depend our lives
and the lives of those to come.

Revised November 2013
Revised August 2015
Ad Hoc Proposal November 2017
Rev.1 Amended October 22, 2017
Amended & Final Approval February 11, 2018

Table of Contents

| | |
|--|-----------|
| Operating Procedures..... | 2 |
| Purpose..... | 2 |
| SECTION 1 – ORGANIZATION | 2 |
| Sub-section 1 – Name..... | 2 |
| Sub-Section 2- Structures | 2 |
| 1. District Committee Officers | 2 |
| 2. District Committee Sub-Committee Chairpersons..... | 2 |
| 3. Workshops Chairperson (Special Functions)..... | 3 |
| 4. Living Free Meeting Coordinator | 3 |
| 5. General Service Representatives | 3 |
| 6. District Committee | 3 |
| Sub-Section 3 – Voting Privileges..... | 3 |
| Sub-Section 4 – District Committee Meetings | 3 |
| Sub-Section 5 – S.O.P. Review | 4 |
| SECTION 2 - ELECTED POSITIONS | 4 |
| Sub-Section 1– Observance | 4 |
| Sub-Section 2 – Procedure..... | 4 |
| Sub-Section 3 – Filling Positions..... | 5 |
| Sub-Section 4 – Elected Officers | 5 |
| Sub-Section 5—Sub-Committee Chairpersons | 8 |
| Sub-Section 6 - Workshop Chairperson..... | 10 |
| Sub-Section 7- Living Free Coordinator | 10 |
| Sub-Section 8 - General Service Representatives | 10 |
| SECTION 3- MOTIONS | 11 |
| Sub-Section 1 – Motions and Notices of Motions..... | 11 |
| SECTION 4 – EXPENSES | 11 |
| Sub-Section 1- D.C.M. and Alt. D.C.M. | 11 |
| Sub-Section 2 – Secretary and Treasurer..... | 12 |
| Sub-Section 3 – Sub-Committee Chairpersons | 12 |
| Sub-Section 4 – Workshop Chairperson | 12 |
| SECTION 5 – RESPONSIBILITY..... | 12 |
| Sub-Section 1 – Attendance..... | 12 |
| Sub-Section 2 – Reporting | 13 |

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, the current A.A. Service Manual and adhere 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- Area 86 General Service Committee.

Sub-Section 2- Structures

1. 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 (D.C.M.)
- 2) Alternate District Committee Member (Alt. D.C.M.)
- 3) Secretary
- 4) Treasurer

2. 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
- 2) Corrections
- 3) Grapevine
- 4) Public Information and Co-operation with the Professional Community (PI/CPC)
- 5) Treatment/Accessibilities

3. Workshops Chairperson (Special Functions)

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

4. Living Free Meeting Coordinator

The District Committee shall elect Living Free Meeting Coordinator in odd-numbered years.

5. General Service Representatives

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

6. District Committee

- 1) The District Committee shall consist of Committee Officers, Sub-Committee Chairpersons, Workshop Chairperson, Living Free Meeting Coordinator and General Service Representatives or their alternates.
- 2) All members of the District Committee shall be members of a registered group within district 12 for the duration of their term.
- 3) All past D.C.M.s residing within the geographic area will be ex-officio, non-moving, non-voting members of the District.

Sub-Section 3 – Voting Privileges

- 1) General Services Representatives (or in their absence, their alternate) shall be considered eligible to vote on all motions brought before the District Committee.
- 2) In the case of a tie, the deciding vote shall be pulled from the hat.
- 3) Pertaining to elections, 3rd Legacy Procedures (pg. S22 Service Manual) shall be followed.
- 4) Sub-Committee Chairpersons may voice their experience but have no voting privileges.
- 5) No proxy votes shall be recognized to ensure that the right to a minority opinion and ability for reconsideration is protected (Concept V.)

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 Westminster United Church 180 Queenston Street, St. Catharines at 7pm.
- 3) All members of Alcoholics Anonymous are welcome to attend District 12 meetings as non-voting observers.

- 4) All members of Alcoholics Anonymous may be heard if recognized by G.S.R.s (simple majority show of hands) through the Chair.
- 5) At the call of the Chair, non-voting Sub-Committee Chairpersons, Workshop Chairperson and Living Free Meeting Coordinator may provide points of information and voice of experience.
- 6) Meeting participation shall be recognized by the Chair before talking. When speaking for the first time, meeting participants should state their name and service positions (if any) along with their respective group. This will identify the participant and aid the Secretary in recording the meeting minutes accurately.
- 7) It is also requested that participants limit their sharing thus allowing reasonable time for participation to all gathered.
- 8) Common courtesy should be observed while someone has the floor and other similar disruptions are discouraged. Cell phones should be set to silent during the course of the meeting.

Sub-Section 5 – S.O.P. Review

- 1) The District Committee Member (D.C.M.) shall appoint an Ad-hoc Committee to review the Operating Procedures every 2 years for possible revision. The Ad-hoc Committee is a fact finding committee which review or gathers information in order to make informed suggestions to the District Committee. The Ad-hoc Committee is without the power of decision.
- 2) All amendments and revisions to the Operating Procedures, recommended by the Ad-hoc Committee shall be brought back to the groups for review.
- 3) All amendments and revisions passed by-G.S.R.s shall take effect starting the next new panel term.

SECTION 2 - ELECTED POSITIONS

Sub-Section 1– Observance

- 1) 3rd Legacy Procedures (pg. S22 Service Manual) shall be followed in all District 12 elections.
- 2) It is suggested that if G.S.R. is elected to a District position, a new G.S.R. should be elected to fill their position within their group.

Sub-Section 2 – Procedure

- 1) A roll call conducted by the D.C.M. (unless standing for another position) shall be called from the current Roll Call List to include District Officers, Alternates, Sub-Committee Chairs, Workshop Chair, Living Free Meeting Coordinator and G.S.R.s. Following roll call, nominations shall be accepted from the floor.
- 2) Nominations shall be posted within the District minutes with elections taking place the following meeting.

- 3) Prior to elections, D.C.M. shall restate nominations and call three times for accepting additional nominations from the floor.
- 4) Each candidate shall be given time to provide any A.A. service qualifications and motive for standing (see Sub-Section 3 – Filling Positions.)
- 5) All service materials are the property of District 12 and are to be passed onto the incumbent or returned to the D.C.M. upon rotation.
- 6) Generic email addresses and passwords are to be forwarded to the incumbent and copied to the District Secretary upon rotation.

Sub-Section 3 – Filling Positions

- 1) If any District Officer resigns or is unable to serve for any reason, their Alternate shall step in for the remainder of the term. In such cases, the Alternates would be eligible to stand for the proceeding elections for a full term.
- 2) When a vacancy occurs, an election shall take place at the following meeting or when a nomination has been accepted.
- 3) No Secunder required for nominating.
- 4) Before elections are held, each candidate standing for position shall be requested to provide A.A. service qualifications and motive for standing.
- 5) A letter of intent, containing A.A. service qualifications and motive for standing must be provided to the D.C.M. in lieu of the candidate's attendance.

Sub-Section 4 – Elected Officers

District Committee Member (D.C.M.)

Qualifications

- 1) A past G.S.R. with four years A.A. service experience.
- 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 D.C.M. follow the Chapter 3 Duties- bulleted list provided in the current A.A. Service Manual (Pg. S32).
- 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) D.C.M. 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) D.C.M. shall notify the Area Secretary/Registrar of new G.S.R.s. G.S.R.s will receive their kits from GSO in New York.
- 8) D.C.M. should attempt to attend at least 1 meeting of each group in District 12 during their term.

- 9) D.C.M. shall strike and chair an Ad Hoc Committee to observe SOP Review Procedures (see Section 1, Sub-Section 5.)

Alternate District Committee Member (Alt. D.C.M.)

Qualifications

- 1) A past G.S.R. with four years A.A. service experience.
- 2) Enough sobriety time to run for the Delegate position (usually 5 years and over.)
- 3) The time and energy to serve the district well.

Position Description:

- 1) The Alt. D.C.M. is a backup for the D.C.M. In the event that the D.C.M. is unable to serve for any reason, the Alt. D.C.M. steps in. Usually the Alt. D.C.M. is elected at the same time as the D.C.M. and by the same procedure.
- 2) The Alt. D.C.M. should be encouraged to assist, participate and share in the D.C.M.'s responsibilities at District and Area meetings (Refer to current Service Manual.)
- 3) The Alt. D.C.M. shall assist in coordinating efforts with the Workshop Chairperson for all service workshops.
- 4) The Alt. D.C.M. shall act as the District 12 liaison to District 13 and Niagara District Intergroup, obtaining and providing any contact information and providing reports.

Treasurer

Qualifications

- 1) A past G.S.R. or two years A.A. service experience.
- 2) Minimum two years continuous sobriety.
- 3) It is suggested that one have an understanding of basic bookkeeping.
- 4) 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) Attend monthly District Meetings.
- 3) Present a balanced monthly financial statement and a year-end report at the District Meeting for approval by the G.S.R.s.
- 4) The treasurer is responsible for encouraging contribution support at the District level.
- 5) Maintain a prudent reserve fund for the District. A reserve fund of \$1000.00 should be maintained.
- 6) Receive and distribute monies as directed.
- 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: D.C.M., Treasurer and Alt. D.C.M. Grapevine account authorized signatories are: D.C.M., Treasurer, Alt. D.C.M., and Grapevine Chairperson.)
- 8) Issue expense forms to Officers when required.

- 9) Consult with D.C.M for direction concerning any questionable expenses submitted. If circumstances warrant, the D.C.M. shall exercise the "Right of Decision" to withhold payment until the item is discussed with the next convening District Committee meeting.
- 10) Maintain District mailbox and collect mail weekly.

Alternate Treasurer

Qualifications

- 1) A past G.S.R. or two years A.A. service experience.
- 2) Minimum two years continuous sobriety.
- 3) It is suggested that they have an understanding of basic bookkeeping.
- 4) 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 G.S.R. or two years A.A. service experience.
- 2) Minimum two years continuous sobriety.
- 3) The time and energy to serve the district well.

Position Description:

- 1) Secretary shall take minutes of each District Meeting, prepare and distribute as appropriate copies to all District Committee Members within the District in a timely manner.
- 2) Secretary shall send copies of the minutes to the following: Delegate, Alt. Delegate, Western Ontario General Service (W.O.G.S.) Chairperson, Area Secretary/Registrar, Area Treasurer, W.O.G.S. Sub-Committee Chairpersons, Niagara South Alt. D.C.M., Intergroup Liaison, aaniagara.org website and any Districts requesting them.
- 3) Keep up to date records of all groups in the District, complete with group numbers and current G.S.R.s.
- 4) It is suggested that they have an understanding of general office work, adequate computer knowledge and the ability to capture the essentials of what is happening during a meeting and communicate with the District effectively and in a timely manner.
- 5) Maintain supplies as necessary for carrying out the duties of the Secretary (envelopes, stamps, printing supplies etc.)

Alternate Secretary

Qualifications

- 1) A past G.S.R. or two years A.A. service experience.
- 2) Minimum two years continuous sobriety.

- 3) 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 5—Sub-Committee Chairpersons

Qualifications: For all Sub-Committee Chairpersons

- 1) A past G.S.R. or two years A.A. service experience.
- 2) Minimum two years continuous sobriety.
- 3) The time and energy to serve the district well.

Bridging the Gap Chairperson

Position Description:

- 1) Experience with 12 Step work and ability to match volunteers with clients.
- 2) Create and maintain an updated list of Temporary Contact Person volunteers for Bridging the Gap.
- 3) Experience in Corrections/Treatment is suggested.
- 4) Communicate between Corrections and Treatment/Accessibilities Chairpersons.
- 5) Provide Bridging the Gap presentations to facilitators and is liaison when required.
- 6) Coordinate with other Bridging the Gap Chairpersons in other districts, in the event that a client is leaving from or coming into District 12.
- 7) Check emails daily.
- 8) Prepare and submit a monthly report and annual summary of Bridging activity.

Corrections Chairperson

Position Description:

- 1) The Chairperson and committee are to carry the A.A. message to those in correctional facilities. We try to keep all positions open to all A.A.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 as a meeting volunteer.
- 3) The Chairperson is required to coordinate with the Bridging the Gap Chairperson to ensure that the Bridging the Gap message is carried into the correctional facilities.
- 4) The NRDC (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 15 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 meet all the current NRDC requirements.
- 5) District 12 Corrections Chairperson will share the responsibility of the NRDC with District 13 Corrections Chairperson.

- 6) Prepare and submit a monthly report and annual summary of Correctional activities.

Grapevine Chairperson

Position Description:

- 1) The Chairperson and committee are responsible for promoting the Grapevine magazine and all related merchandise. The Chairperson and committee work within the District promoting Grapevine products.
- 2) The Chairperson will maintain the Grapevine display kit, fill orders, prepare and submit a monthly financial report stating opening balance, sales and purchases for the month, value of inventory in CAD dollars, petty cash on hand and closing balance. This inventory should not exceed \$750.00.
- 3) The Grapevine Chairperson will attempt to organize a yearly meeting with all group Grapevine representatives.
- 4) The outgoing and incoming Grapevine Chairpersons should meet with the outgoing and incoming D.C.M.'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

Position Description:

- 1) The Chairperson and committee are responsible for carrying the A.A. 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 or anyone who may deal with problem drinkers in the course of their work. 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.
- 3) Prepare and submit a monthly report and annual summary of PI/CPC activities.

Treatment/Accessibilities Chairperson

Position Description:

- 1) The Chairperson and committee are to carry the A.A. message to hospitals, treatment facilities and related institutions. 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 coordinates with the Bridging the Gap Chairperson.
- 4) Prepare and submit a monthly report and annual summary of Treatment/Accessibilities activities.

Sub-Section 6 - Workshop Chairperson

Special Functions

Position Description:

- 1) The Chairperson and committee are responsible for the organization of workshops including but not limited to Information Day (April) and Tradition Day (November). The Chairperson may request food and book donations and designate volunteers to share their experience, strength and hope pertaining to the subject at hand.
- 2) The Chairperson will seek approval from the District Committee and coordinate these events with Alt. D.C.M.
- 3) Request a start-up fund based on a budgetary estimate for the event.
- 4) Prepare and submit a post event financial report upon the next following District General Service Meeting.

Sub-Section 7- Living Free Coordinator

- 1) The Living Free Meeting is sponsored by the Niagara North District 12 General Service.
- 2) Each month, a volunteered group within District 12 shall host the meeting.
- 3) The Living Free Meeting Coordinator shall be responsible for presenting reports at the District Committee Meeting and income statements to the District Treasurer.
- 4) Coordinator shall notify D.C.M. and/or Alt. D.C.M. if unable to open for set-up and closure of the meeting.
- 5) Notifies District Committee if a host opening exists.
- 6) Sets-up and breaks down Living Free Meeting.
- 7) Collects and documents 7th tradition.
- 8) Liaison for Salvation Army facility ensuring their rules are respected.
- 9) Liaison for communicating with website chair for group listings and any changes in a timely manner.

Sub-Section 8 - General Service Representatives

- 1) The G.S.R is any member of an A.A. Group within District 12, elected by that group to act primarily as a connecting link between their group and the District 12 General Service Representative Committee, interpreting each to the other (two-fold communication.)
- 2) It is recommended that G.S.R rotation coincides with the rotation of District 12 Officers and Sub-Committee Chairs (elections take place in September odd years and the term starts the following January in even years.)
- 3) Should attempt to attract other members into service by informing and extending invitations to attend District meetings and/or workshops.
- 4) Become familiar with A.A. Traditions, Concepts, the A.A. Service Manual, District Guidelines and other service related materials.

- 5) Recommended to attend Western Ontario General Service (W.O.G.S.) Area 86 Spring Pre-Conference and Fall Election Assemblies and workshops in accordance with their group conscience.

SECTION 3- MOTIONS

Sub-Section 1 – Motions and Notices of Motions

- 1) Every motion, verbal or written, brought by a G.S.R. must be seconded in order to be placed before the District Committee.
- 2) The G.S.R. bringing the motion shall make a Notice of Motion at the District meeting so all G.S.R.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

- 1) Every effort shall be made by Committee Members to keep expenses to a minimum.
- 2) All honorariums require completion of an expense sheet (supplied by the Treasurer) with accompanying receipts.
- 3) Expenses covered by District for Western Ontario General Service (W.O.G.S.) Assemblies is contingent that a sub-Committee member who is not a G.S.R.
- 4) If funds permit and in accordance with the approved budget, expenses incurred by the District Committee Officers and Sub-Committee Chairpersons may be issued as follows:

Sub-Section 1- D.C.M. and Alt. D.C.M.

The Treasurer shall advance an honorarium for expenses as outlined in the following:

- 1) Western Ontario General Service Assemblies (W.O.G.S.):
 - a) Hotel at current W.O.G.S. group rate.
 - b) Banquet ticket at current W.O.G.S. rate.
 - c) Out of pocket expenditures to a maximum of \$125.00 for travel, meals and Area support (with \$25.00 of which goes to Area Support.)
- 2) Area Committee Meetings:
 - a) Hotel at current group rate if location is more than 175km one way.
 - b) Out of pocket expenditures to a maximum of \$125.00 for travel, meals and Area support (with \$25.00 of which goes to Area Support.)
- 3) All costs of printing, stationary, photocopies, faxes, mailing and telephone calls.

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 honorarium for expenses (if not G.S.R.) to attend a W.O.G.S. twice during their term (preferable once per year of their term as follows:
 - a) Hotel for one night at current W.O.G.S. group rate.
 - b) Banquet ticket at current W.O.G.S. rate.
 - c) Out of pocket expenditures to a maximum of \$100.00 for travel and meals.

Sub-Section 3 – Sub-Committee Chairpersons

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

- 1) The above Sub-Committee Chairpersons shall each be provided with a \$50.00 float at the beginning of their term (except Grapevine Chairperson.) Floats will be replenished with accompanying receipts and returned to the District at the end of their term.
- 2) The above Sub-Committee Chairpersons (who is not a G.S.R.) shall receive honorarium for expenses to attend W.O.G.S. as follows:
 - a) Hotel for one night at current W.O.G.S. group rate.
 - b) Banquet ticket at current W.O.G.S. rate.
 - c) Out of pocket expenditures to a maximum of \$100.00 for travel and meals.

Sub-Section 4 – Workshop Chairperson

The Treasurer shall advance a start-up fund based on the District Committee's approved budget for each event.

SECTION 5 – RESPONSIBILITY

Sub-Section 1 – Attendance

- 1) All District Committee Members shall attend monthly District Committee meetings and workshops.
- 2) Any elected Officer or Sub-Committee Chairperson missing 3 consecutive monthly District General Service meetings shall automatically resign said position held, with the exception of notified absences.

Sub-Section 2 - Reporting

- 1) Reports to be readied and supplied to secretary (hard copy or electronic form) prior to or day of monthly District meeting, in order to distribute minutes within a timely manner.

END.