

Niagara North
District 12 – Area 86
General Service Committee

Structure and Operating Procedures 2023-2024

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

Ad Hoc Proposal September 8, 2019

Rev. 1 Amended September 19, 2019

Amended & Final Approval November 10, 2019

Ad Hoc Proposal November 16, 2021

Amended & Final Approval December 11, 2021

Ad Hoc Proposal October 8, 2023

2nd Ad Hoc Proposal, November 22, 2023

Amended & Final Approval December 10, 2023

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. Living Free Meeting Coordinator	3
4. General Service Representatives	3
5. District Committee.....	3
Sub-Section 3 – Voting Privileges.....	3
Sub-Section 4 – District Committee Meetings.....	4
Sub-Section 5 – S.O.P. Review.....	4
SECTION 2 - ELECTED POSITIONS	5
Sub-Section 1– Observance	5
Sub-Section 2 – Procedure.....	5
Sub-Section 3 – Filling Positions.....	5
Sub-Section 4 – Elected Officers.....	6
Sub-Section 5—Sub-Committee Chairpersons	9
Sub-Section 6- Living Free Coordinator	11
Sub-Section 7- General Service Representatives.....	11
SECTION 3- MOTIONS.....	12
Sub-Section 1 – Motions and Notices of Motions	12
SECTION 4 – EXPENSES.....	12
Sub-Section 1- D.C.M. and Alt. D.C.M.....	12
Sub-Section 2 – Secretary and Treasurer	13
Sub-Section 3 – Sub-Committee Chairpersons.....	13
SECTION 5 – RESPONSIBILITY.....	13
Sub-Section 1 – Attendance.....	13
Sub-Section 2 – Reporting	13
 SECTION 6 – AREA MAP	
District Outline.....	14

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. The term will start in January of the next even numbered year. 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. The term will start in January of the next even numbered year. 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
- 6) Workshop

3. Living Free Meeting Coordinator

The District Committee shall elect Living Free Meeting Coordinator in odd-numbered years. The term will start in January of the next even numbered year.

4. General Service Representatives

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

5. District Committee

- 1) The District Committee shall consist of Committee Officers, Sub-Committee Chairpersons, Living Free Meeting Coordinator and General Service Representatives or their alternates.
- 2) All members of the District Committee shall be members of an in-person, virtual or hybrid 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 (Appendix G 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 at a site agreed upon or virtually on Zoom as decided by the District Committee the monthly meetings are currently held on the second Sunday of the month at 7:00 pm.
 - a) Where the second Sunday of the months falls on a holiday weekend or special occasion (i.e. Mother’s Day) and pending approval of meeting site Administrator, the meeting could be changed to the first Sunday of the month
- 2) Meetings will be chaired by the DCM. In the absence of the DCM, the Alternate DCM will chair the meeting. In case both are absent, the Secretary will chair the meeting.
- 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 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 by August of the second year for possible revision. The Ad-hoc Committee is a fact-finding committee which review or gather information 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 and approval.
- 3) All amendments and revisions passed by-G.S.R.s in the previous two years, shall be included in the final approved Operating Procedures for the following term.

SECTION 2 - ELECTED POSITIONS

Sub-Section 1- Observance

- 1) 3rd Legacy Procedures (Appendix C 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, Living Free Meeting Coordinator and G.S.R.s. Following roll call, nominations shall be accepted from the floor.
- 2) Call for Nominations shall be posted in the September 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.15, Chapter 2).
- 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. shall 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. shall 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 Procedures (see Section 1, Sub-Section5).

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. shall assist, participate and share in the D.C.M.'s responsibilities at District and Area meetings (Pg 16, Chapter 2)
- 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 (Pg 28 – Chapter 4)
- 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 expense and collect mail weekly.
- 11) Ensure upcoming expenses are reported and brought to the Committee to be approved in advance of their due date.

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) The secretary shall do the Roll Call,
Secretary shall send copies of the minutes to the following: Delegate, Alt. Delegate, Western Ontario Service (W.O.S.) Chairperson, Area Secretary/Registrar, Area Treasurer, W.O.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 and meetings in the district, complete with group numbers, current G.S.R.s, and encourage use of the Group Information form.
- 4) It is suggested that they have an understanding of general office work, and computer knowledge, including email. The ability to capture the essentials of what is happening during a meeting and communicate with the district effectively and in a timely manner is suggested.
- 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 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, energy and willingness 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 acts as a 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 creating awareness of the Grapevine magazine and all related merchandise. The Chairperson and committee work within the District providing Grapevine products, at meetings and workshops.
- 2) The Chairperson will maintain the Grapevine display kit, sell grapevine books and material, fill orders, and maintain the inventory. This inventory should not exceed \$750.00.
- 3) The chairperson will deposit income into the Grapevine account, 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.
- 4) The Grapevine Chairperson will attempt to organize a yearly meeting with all group Grapevine representatives.
- 5) 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.

Workshop Chairperson

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 6- 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 7 - General Service Representatives

- 1) The G.S.R is any member of an A.A. Group within District 1.
- 2) The GSR shall act as a liaison between their group and the District Committee, and are to, to share their group's conscience with committee and report back to their group.
- 3) 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.)
- 4) G.S.R.s are encouraged to attract other members into service by informing and extending invitations to attend District meetings and/or workshops.
- 5) G.S.R.s shall become familiar with A.A. Traditions, Concepts, the A.A. Service Manual, District Guidelines, and other service-related materials.
- 6) To ensure each group's conscience is heard, G.S.R.s are encouraged to attend Western Ontario Service (W.O.S.) Area 86 Spring Pre- Conference and Fall Assemblies and workshops, in accordance with the 12 Concepts.

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 deferred 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 Service Assemblies (W.O.S.):
 - a) Hotel at current W.O.S. group rate.
 - b) Banquet ticket at current W.O.S. rate.
 - c) Out of pocket expenditures to a maximum of \$175.00 for travel, meals and Area support (with \$25.00 of which goes to Area 86 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 25 cents per kilometer plus \$40 for meals and area support.
- 3) All costs of printing, stationary, photocopies, faxes, mailing and telephone calls.

Sub-Section 2 – Secretary and Treasurer

Sub-Section 3 – Sub-Committee Chairpersons

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

- 1) The above Sub-Committee Chairpersons shall each be provided with a \$75.00 float at the beginning of their term (except Grapevine & Workshop 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 (except Workshop Chair) and if not receiving financial support as 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.S. group rate.
 - b) Banquet ticket at current W.O.S. rate.
 - c) Out of pocket expenditures to a maximum of \$100.00 for travel and meals.

SECTION 5 – RESPONSIBILITY

Sub-Section 1 – Attendance

- 1) All elected Officers or Sub-Committee Chairperson shall attend monthly District Committee meetings and workshops.
- 2) Any elected Officer or Sub-Committee Chairperson missing 3 consecutive monthly District General Service meetings, without notified absences shall be deemed resigned from the position.

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.

MAP OF DISTRICT 12

