



Guidelines & Operating Procedures Niagara District Intergroup

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Niagara District Intergroup

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Niagara District Intergroup

Niagara District Intergroup Guidelines

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Niagara District Intergroup Guidelines

Mission Statement

The Niagara District Intergroup exists to aid the Groups & Meetings in their primary purpose of carrying the message of Alcoholics Anonymous to the alcoholic who still suffers.

Purpose

Niagara District Intergroup provides services common to all Groups and Meetings in District 12 (*Niagara North*) and District 13 (*Niagara South*) of Area 86. Intergroup is directly responsible to and is financed by the voluntary contributions of the Groups and Meetings in the Niagara District. Each Group may elect a Representative to attend Intergroup Meetings. These Meetings are held on a regular basis (*normally monthly*) and are open to all Alcoholics Anonymous members. Intergroup provides the following services: Answering Service; stocks & sells A. A. Literature; Printed Media; Special Functions; the Intergroup Website; and sponsors the Pen San Meeting. These Guidelines were developed by following: The A. A. Guidelines for Central or Intergroup Offices (*MG-02*), utilizing the 12 Steps, 12 Traditions, 12 Concepts and the experience of past and present Committee members.

Niagara District Intergroup Guidelines

Guidelines & Operating Procedures Niagara District Intergroup

Group # 115883

INTERGROUP

COMMITTEE STRUCTURE

Intergroup Officers:

- 1) Chairperson
- 2) Co-Chairperson
- 3) Treasurer
- 4) Co-Treasurer
- 5) Secretary
- 6) Co-Secretary

Sub-Committee Chairpersons:

- 7) Answering Service Chairperson
- 8) Literature Chairperson
- 9) Printed Media Chairperson
- 10) Pen San Meeting Chairperson
- 11) Special Functions Chairperson
- 12) Website Chairperson

Sub-Committee Co-Chairpersons:

- 13) Answering Service Co-Chairperson
- 14) Literature Co-Chairperson
- 15) Printed Media Co-Chairperson
- 16) Pen San Meeting Co-Chairperson
- 17) Special Functions Co-Chairperson
- 18) Website Co-Chairperson

Intergroup Representative:

- 19) Home Group Representative
- 20) Alternative Home Group Representative

Niagara District Intergroup Guidelines

ELECTION PROCEDURES

- 1) Election of Intergroup Officers will take place in November of even numbered years with nominations held the preceding October. Nominations are held open until the November meeting. All nominations need to be seconded.
- 2) If you cannot be present during the Nomination meeting, a "*Letter of Intent*" will be accepted. If you cannot be present at an Election meeting, a "*Letter of Acceptance*" will be acknowledged.
- 3) The elected candidates will serve a two-year term commencing the January of odd numbered years to the December of even years.
- 4) The Chairperson or Co-Chairperson shall appoint a non-voting member or members (*suggested but not limited to the visiting General Service Liaisons*) to conduct and assist with the "*Secret Ballot*" Election.
- 5) Voting eligibility.
 - a) The Group Representative, or in their absence, the alternate Group Representative may vote. If the Group Representative or alternate Group Representative is absent, any member of their Group may vote if they have their Groups' permission. Each Group is allowed one vote, as per sign-in sheet.
 - b) Sub-Committee Chairperson; if the Chairperson is absent their Co-Chairperson has a vote.
 - c) The Treasurer and Secretary; if the Treasurer or the Secretary is absent the respective Co-Treasurer or Co-Secretary has a vote.
 - d) The Intergroup Chairperson and Co-Chairperson are eligible to vote for elections only.
- 6) The appointed member shall conduct a roll call.
 - a) The roll call will consist of the Intergroup Committee Structure, the attending Sign-In sheet, Nominations (*Seconded*) and Letter of Intent.
 - b) A roll call and vote shall be conducted for each open position.
 - c) The number of eligible votes cast shall be established and made known to the electoral body proceeding with each election.
 - d) The secret ballots shall be destroyed after each election.
 - e) Election results and their respective positions shall be posted within the minutes.
 - f) Vacant positions shall be posted within the minutes calling for nominations.
- 7) The nominee who receives a plurality is elected (**The person with the most votes is elected**) . In the event of a tie for the first place, all candidates' names tied for first place will go into the hat and the Chairperson will draw the newly elected candidate from the hat.
- 8) Elected Co-Chairpersons are strongly expected to move up to their Chairperson's position, if willing. (*i.e. Co-Secretary moves up to Secretary*), and the approval by voting. All progression to be conducted by a simple majority vote. (50% + 1)
- 9) Elected Officers and Sub-Committee Chairpersons are considered to have resigned, if they lose their sobriety, or miss more than three Intergroup meetings in a year without a report, or miss three in a row (*consecutive*) in person without a valid reason. The normal election procedures and voting privileges are followed when replacing these members.

Niagara District Intergroup Guidelines

Election Procedures (continued)

- 10) Re-election of Officers for the same position is possible, but not recommended, as we wish to keep “*a spirit of rotation*”.

Niagara District Intergroup Guidelines

GENERAL GUIDELINES

- 1) The Intergroup Meeting is held on the third Sunday of each month at 6:30 pm at St. John's the Evangelist Church Hall, 13 Carleton St. Thorold, ON.
- 2) Any member of Alcoholics Anonymous may attend the Meeting. Only Group Representatives or their alternates (*if Group Representative is unavailable*) may enter into discussions, unless a member is recognized from the floor by the Chairperson.
- 3) Financing of Intergroup is by voluntary contributions from the Groups and Meetings in the Niagara District. This also includes income from Literature sales and Special Functions.
- 4) Alcoholics Anonymous members may make individual contributions on a voluntary basis directly to Niagara District Intergroup. A member's contribution to the Niagara District Intergroup is not to exceed \$5,000.00 in any one year (*April 2018, Approved Annual Conference, New York City, as stated in the Report, Page 44 first paragraph, and Page 46, under Finance #14*).
- 5) Groups and Meetings are asked to contribute what they can afford – many Groups donate according to the pamphlet “*Self-Support: Where Money and Spirituality Mix*.” This pamphlet suggests: 10% to District General Service, 10% to the Area Committee, 30% to the General Service Office (G.S.O.) and 50% to Intergroup.
- 6) For help in financial planning, the 1977 General Service Conference recommended, “*A suggested prudent reserve would preferably be from one to twelve months operating expenses, depending on local needs.*” The Niagara District Intergroup has recommended utilizing a \$5000.00 (*approved January 2017*) prudent reserve, which reflects approximately 4 months of operating expenses as stated in our A.A. Guidelines – Central or Intergroup Offices. (*MG-02*)
- 7) Intergroup operating expenses include - rent for the Meeting hall, P.O. Box 23091 rental (*125 Carlton St., St. Catharines*), Answering Service, Printed Media, Bell Canada, Secretarial and Treasurer supplies, Literature donations including Pen San Meeting expenses (*i.e. start-up kits or pamphlets for new Groups or Meetings*), Website expenses, Literature and Special Functions. In addition, Intergroup provides expenses for Intergroup Officers travelling out of the Niagara District for seminars, workshops, conferences etc. as approved by the Intergroup body.
- 8) Rent and Insurance for the monthly Intergroup Meeting at St. John's Anglican Church is due in October of each year.
- 9) The value of Literature held by the Literature Chairperson which is directly financed by Intergroup should not exceed \$5000.00 CAD Funds (*approved January 2017*). The Literature Chairperson maintains a float of \$100.00; this float is to be returned to the Treasurer at the end of their term. Any Literature Order placed is not to exceed \$2000.00 CAD Funds without prior approval from the Officers of Niagara District Intergroup.

Niagara District Intergroup Guidelines

General Guidelines (continued)

- 10) A Motion will be entertained for the distribution of surplus funds beyond the prudent reserve twice annually - January and July. It is recommended these funds be sent to Alcoholics Anonymous General Service Office Board.
- 11) It is strongly recommended that each A. A. member attending Intergroup hold only one position within that body. Wearing two hats can greatly confuse issues during the making of motions and voting (*i.e. the Secretary etc. should not act as the Intergroup Representative for their Home Group*).
- 12) The Chairperson will form an Ad-Hoc Committee every two years, to review and make recommendations to Intergroup for amendments to the Guidelines & Operating Procedures. Any change to the Guidelines & Operating Procedures requires a two thirds ($\frac{2}{3}$) majority vote of the Groups present.
- 13) If an Alcoholics Anonymous Group wishes to be placed on, or removed from the Pen San Meeting rotation list, they are to contact the Pen San Meeting Chairperson in person, by phone, or email.
- 14) If an Alcoholics Anonymous member wishes to be placed on, or removed from the Answering Service List, they can contact the Answering Service Chairperson in person, by phone, or email.
- 15) Motions:
 1. (a) Motions can only be made by Intergroup Representatives or their alternate if the Intergroup Representative is absent.
(b) Sub-committee Chairpersons or Co-Chairpersons if Chairperson is absent.
 2. Only those eligible to vote may make a Motion.
 3. See Appendices for additional necessary information on Notice of Motions & Motions (*Page 25 - 27*).
- 16) The host Website server contract is due yearly in November.
 - (a) motion for payment should be heard in October.
- 17) The Domain name (www.aaniagara.org) contract is due yearly in May.
 - (a) motion for payment should be heard in April.
- 18) All reports presented at the Intergroup meeting are to be submitted to the Secretary as hard copy or emailed prior to the meeting, (*Approved June 15, 2014*)

Niagara District Intergroup Guidelines

INTERGROUP OFFICERS

Job Descriptions

1.)

CHAIRPERSON

a) Qualifications:

- 1 Four years of continuous sobriety, preferably with two years Intergroup experience.
- 2 Knowledge of election and voting procedures, working knowledge of the Twelve Traditions and an understanding of the Twelve Concepts.
- 3 Previous service experience including:
 - a. Preference given to Co-Chairperson of Intergroup.
 - b. Chairperson on one of the Sub-Committees.
 - c. Intergroup or General Service Representative.
- 4 An understanding of the Niagara District Intergroup Guidelines and Operating Procedures. The A.A. Guidelines for Central or Intergroup Offices (*MG-02*), Box 459, the 12 Traditions and the 12 Concepts.

b) Duties and Responsibilities:

- 1 Responsible for organizing Bi-Annual Meetings with elected Officers for exchange of information.
- 2 Oversee Sub-Committees.
- 3 Chair each monthly Intergroup Meeting.
- 4 Prepare agenda for Intergroup Monthly Meeting.
- 5 Holds the second key to P.O. Box # 23091 (*post office @ 125 Carlton St., St. Catharines*) and also the second key to St. John's the Evangelist Church along with the access code. The keys are to be handed over to the incoming Chairperson along with the access code to the Church.
- 6 The Chairperson is the liaison with St. John's the Evangelist Church, and must report any changes, with regards to the possession of the keys and access code. Contracts are negotiated and signed on a yearly basis by the Intergroup Chairperson. The Secretary of St. John's the Evangelist Church should be contacted in early August each year to obtain costs.
- 7 Keep in communication with Intergroup Co-Chairperson.
- 8 The Chairperson will form an Ad-Hoc Committee every two years, to review and make recommendations to Intergroup for amendments to the Guidelines & Operating Procedures.
- 9 The Chairperson is to act as liaison with the Intergroup Webmaster when archival material is requested.
- 10 Arrange a meeting at bank to change the signing authority for the Intergroup bank account and obtain "Read Only" bank cards for the 3 following officers: Chairperson, Co-Chairperson and Treasurer (all have signing authority). Two signatures are required for each cheque.
- 11 The Chairperson is responsible to use a "Read Only" card to access account balance of Intergroup funds, prior to the monthly Meeting.

Niagara District Intergroup Guidelines CO-CHAIRPERSON

- 2.)
- a.) Qualifications:
- 1 Two years of continuous sobriety, preferably with Intergroup experience.
 - 2 An understanding of the Niagara District Intergroup Guidelines, the A.A. Guidelines & Operating Procedures for Central or Intergroup Offices (*MG-02*), Box 459, the 12 Traditions and the 12 Concepts.
- b.) Duties and Responsibilities:
- 1 Become familiar with the Chairpersons responsibilities, to be able chair the monthly Intergroup Meeting if the Chairperson is absent.
 - 2 Attend monthly Intergroup Meetings and be seated alongside the Chairperson at the Head Table.
 - 3 Become familiar with the functions and activities of all the Sub-Committees.
 - 4 Liaison (*maintain communication link*) between Intergroup and General Service Structure.
 - 5 Represent Niagara District Intergroup as the liaison between District 12 Niagara North, and District 13 Niagara South. Attend both General Service monthly Meetings and give a report on the activities at Intergroup. It is hoped that both District 12 & 13 will send a Representative to Intergroup, to give a report from their individual District.
 - 6 Give a report at the monthly Intergroup Meeting. The reports are to include general information on events and changes concerning Alcoholics Anonymous. A written report is to be submitted or emailed to the Secretary prior to the meeting for inclusion in the Minutes.
 - 7 Act as liaison with WOGS (*Western Ontario General Service*) by attending the Area 86 Assemblies every six months. The Co-Chair will be advanced \$200.00, the excess to be returned with receipts.
 - 8 Obtain and read the minutes from all Area Committee Meetings and Assemblies. The Alternate Delegate is the liaison with all Intergroups in Area 86.
 - 9 Liaison with the GSO (*General Service Office*) and Alcoholics Anonymous World Service. Contact the Intergroup Liaison for Canada and the USA. Obtain and read Box 459 and the Final Conference Report.
 - 10 To assist the Treasurer in the absence of the Co-Treasurer, with the finances at the Intergroup Meeting.
 - 11 To record the minutes in the absence of the Secretary or Co-Secretary, at the Intergroup Meeting.

Niagara District Intergroup Guidelines

3.)

TREASURER

a.) Qualifications:

- 1 Four years of continuous sobriety, preferably with Intergroup experience.
- 2 Working knowledge of the Twelve Traditions, and an understanding of the Twelve Concepts.
- 3 Accounting skills would be an asset (*not a requirement*).
- 4 Be familiar with the pamphlet "*Self-Support: Where Money and Spirituality Mix*" the service piece "*The Group Treasurer*," and the A.A. Guidelines on Finance (*MG-15*).

b) Duties and Responsibilities:

- 1 Attend Monthly Intergroup Meetings.
- 2 Issue receipts for all donations to Intergroup.
- 3 a) Present a monthly income/expense statement at Intergroup Meetings. A hard copy of the printout of the bank statement for the current month along with a written report is to be submitted or e-mailed to the Chairperson of Intergroup and to the Secretary prior to the meeting for inclusion in the minutes.
b) The monthly financial statement should clearly show the bank reconciliation month end.
- 4 Pay all bills prior to "*payment due*" date.
- 5 Issue cheques to Committee members and Sub-Committee members as required.
- 6 Deposit all income into Intergroup account within 3 business days.
- 7 Present an annual statement of accounts payable and receivable. (*January Intergroup Meeting*).
- 8 Retrieve bills, literature, etc., from P.O. Box 23091 (*125 Carlton St. St Catharines*) monthly.
- 9 Give P.O. Box Key to the incoming Treasurer.

4.)

CO-TREASURER

a) Qualifications:

- 1 Recommend two years of continuous sobriety, preferably with Intergroup experience.
- 2 Willingness to learn the duties of Treasurer.

b) Duties and Responsibilities:

- 1 Attend most Intergroup Meetings.
- 2 Read Treasurer's Report in absence of Treasurer.
- 3 Assist Treasurer with accounts payable and receivables.
- 4 Assist Treasurer with recording all transactions.
- 5 Assume all Treasurer's responsibilities, in the event, that the Treasurer is unavailable or unable to do so.

Niagara District Intergroup Guidelines

5.) SECRETARY

a) Qualifications:

- 1 Two years of continuous sobriety, preferably with Intergroup experience.
- 2 Ability to perform the duties of the Secretary.

b) Duties and Responsibilities:

- 1 Record the minutes of Intergroup Meetings.
- 2 Maintain a current mailing list (*including e-mail address*) of Intergroup Representatives and Changes to Representatives through a Representative Change Form (*Page 30*).
- 3 Include dates and groups for upcoming Pen San Meeting (*one month in advance in minutes*).
- 4 Email or hard copy (*snail mail minutes*) to Intergroup Representatives, Intergroup Officers, Sub-Committee Chairpersons, Co-Chairpersons, District Committee Members (*DCM's*) and their Alternates for Districts 12 & 13, Area 86 Alt. Delegate, also the Website for Archival purposes and bring hard copies to the Intergroup Meeting. Mail to anyone else as directed by the Chairperson.
- 5 Retain documents and minutes recorded during term of office and pass the materials over to incoming Secretary.
- 6 Mentor Co-Secretary so that person can become familiar with Secretarial duties.
- 7 Record a separate list of all accepted Motions (*excluding housekeeping issues*) during the term of office. This list will be passed on to the Intergroup Chairperson to be considered by an Ad-Hoc Committee for Guidelines and Operating Procedures amendments. (*See Intergroup Chairpersons Job Description, item 8*).
- 8 Keep a list of names and numbers for contacts regarding Special Functions events (*Special Functions Chairperson will give this information to Secretary*).
- 9 Obtain a \$75.00 float from the Treasurer for Secretarial expenses, to be returned at the end of the two-year term or upon resignation. (*Approved January 20·2011*)

6.) CO-SECRETARY

a) Qualifications:

- 1 Recommend two years of continuous sobriety, preferably with Intergroup experience.
- 2 Willingness to learn the duties of the Secretary.

b) Duties and Responsibilities:

- 1 Willingness to assist Secretary.
- 2 Attend most Intergroup Meetings.

Niagara District Intergroup Guidelines

7.) SUB-COMMITTEE CHAIRPERSONS

Job Descriptions

ANSWERING SERVICE CHAIRPERSON

- a.) Qualifications:
- 1 Recommend two years of continuous sobriety.
 - 2 Ability to describe the threefold nature of alcoholism: physical, mental and spiritual.
 - 3 Ability to listen, be patient and compassionate.
 - 4 Ability to share your own experience, strength and hope appropriately.
- b) Duties and Responsibilities:
- 1 Contact Answering Phone Service Company monthly and obtain information on calls. Ensure that members' names on the Answering Line are contacted in the correct sequence by the Answering Service Company.
 - 2 Attend Monthly Intergroup Meetings to give a report on last month's activities (*Calls received, and Twelve Step Calls made*). A written report to be submitted or emailed to the Secretary for inclusion in the minutes.
 - 3 Advise the members of the Answering Service Committee regarding Twelve Step Calls made.
 - 4 Every year, with the assistance of the Answering Service Co-Chairperson, divide the names and numbers of the members on the Answering Service Committee List, and call them to see if they are still in good standing. It is hoped this contact will promote a good working relationship and assist volunteers by answering any questions or concerns arising from their Twelve Step work.
 - 5 Conduct at least one workshop per term on *the "Answering Service and Twelve Step Calls,"* for all A.A. members to attend, including Answering Service Committee members.
 - 6 Recruit new Committee members in areas having insufficient number female and male Committee members.
 - 7 Ensure all those on the Answering Service List are familiar with the Niagara District Intergroup Policy on Responding to Suicidal Callers. (*Page 24*).
 - 8 Maintain communication with the Answering Service Co-Chairperson.
 - 9 Maintain communication with the Intergroup Chairperson.

Niagara District Intergroup Guidelines

8.)

LITERATURE CHAIRPERSON

a) Qualifications:

- 1 Recommend four years of continuous sobriety, preferably with Intergroup experience.
- 2 The willingness to learn the present inventory control system or develop a dependable method of their own.

b) Duties and Responsibilities:

- 1 Open and close hall monthly before and after Intergroup Meeting or make other arrangements with the Intergroup Chairperson and be familiar with the keys and access/exit code.
- 2 Safeguard Books, Literature and Cash.
- 3 Have a supply of Literature on hand for sale at Intergroup each month.
- 4 Accept and place special orders for individuals. Orders will be placed with regular literature orders otherwise a delivery fee may be incurred.
- 5 Give monthly Sales Report to Intergroup and hand in receipts and cheques to the Treasurer.
- 6 A written report is to be submitted or emailed to the Secretary for inclusion in the minutes.
- 7 Prior to ordering new books and literature from the General Service Office, confirm with our Chairperson and Treasurer that there are sufficient funds.
- 8 Maintain inventory at \$5000.00 CAD Funds (*approved January 2017*).
- 9 Report approximate monthly inventory on hand to Intergroup.
- 10 Recruit volunteers and plan to attend the District 13 Roundup, A.A. Dunnville Convention and Campout as well as Service Days, and Special Anniversaries as requested.
- 11 A.) In April and November provide a written statement, including quantity sold, bought, and donated Literature.
B.) In April & November conduct a physical inventory of the Literature.
C.) In April & November conduct a review of the pricing of the Literature.
- 12 Work with Co-Chairperson so that they can become familiar with the Literature Chairperson's duties.
- 13 Provide a telephone number or email address to the Intergroup body, for Groups and Meetings to pre-order Literature.
- 14 Obtain a float of \$100.00 from the Treasurer at the start of term and return the float to the Treasurer at the end of the two-year term or upon resignation.
- 15 Outgoing and incoming Literature Chairpersons to exchange key and code, according to the Church Policies.

Niagara District Intergroup Guidelines

9.) PRINTED MEDIA CHAIRPERSON

a) Qualifications:

- 1 Recommend two years of continuous sobriety.

b) Duties and Responsibilities:

- 1 Keep the Meeting List as current as possible. Contact printing service.
- 2 Announce any changes on the Meeting List at the monthly Intergroup Meeting. A written report is to be submitted or emailed to the Secretary for inclusion in the minutes.
- 3 Maintain open communication with the Website Chairperson, relating to any changes made to the Meeting List.
- 4 Supply the Literature Chairperson with Meeting Lists for selling.

10.) PEN SAN MEETING CHAIRPERSON

a) Qualifications:

- 1 Recommend two years of continuous sobriety.
- 2 Commitment to ensure doors of Pen San Meeting are open every Sunday.

b) Duties and Responsibilities:

- 1 Liaison with Hotel Dieu Shaver Hospital on any issues affecting the Pen San Meeting.
- 2 Ensure sufficient supplies (*sugar, cups, etc.*) are on hand for Meetings.
- 3 Monthly report to Intergroup showing Group attendance, contributions, expenses and balance being given to Intergroup.
- 4 Ensure Committee members are familiarized with conducting the Meeting.
- 5 Ensure setup and cleanup is done every Sunday morning.
- 6 Maintain Literature Displays and Meeting Lists (*the Pen San Meeting is underwritten by Intergroup*).
- 7 Annually prepare a new list showing Groups who will be hosting the Meeting for the following twelve months. The new lists to be made in November to cover January – December of the following calendar year and forwarded to the Website Chairperson and Secretary in a timely manner.
- 8 If a Group fails to attend, the Chairperson and Committee should be prepared to put on the Meeting.
- 9 Encourage Groups to announce the Pen San Meeting Hosts each week, during Group announcements at their Home Groups.

Note. A brief history – the Pen San Meeting was started in 1957 and placed on our Meeting List in 1966.

Niagara District Intergroup Guidelines

11.) SPECIAL FUNCTIONS CHAIRPERSON

- a) Qualifications:
Recommend two years of continuous sobriety, preferably with Intergroup experience.
- b) Duties and Responsibilities:
Organize annual events that are sponsored by Intergroup, such as the Intergroup Picnic, Gratitude Dinner and Dance, February Fellowship Dinner and Dance.
- c) General Procedures:
The list of contacts (*names and numbers*) for various events is to be held by the Secretary of Intergroup, as well as Special Functions Chairperson.
- d) To attend monthly Intergroup Meeting and submit a monthly report.

EVENTS

- A) Procedures for the Annual Intergroup Picnic (*July*)
 - 1 a.) Start-up fund of \$100.00 to be requested in January for park reservation.
 - 2 b.) In May request \$500.00 for supplies/expenses for the event.
 - 2 Reserve park facilities in January.
 - 3 In May at the Intergroup Meeting distribute Flyers and arrange for this information to be posted on our Website.
 - 4 Arrange for two BBQ's for cooking & two coolers for pop/water.
 - 5 Purchase cooking supplies.
 - 6 Food and drinks to be sold at reasonable prices.
 - 7 Purchase prizes for draws and games.
 - 8 Ensure park area is left as it was upon arrival, otherwise City charges may apply.
 - 9 Provide financial report (*to be included in the minutes*) to the Secretary. Give receipts and money to the Treasurer at the next Intergroup Meeting.
- B) Procedures for the Annual Gratitude Dinner and Dance (*a Saturday in October, avoiding the Thanksgiving weekend*).
 - 1 In July request a start-up fund of \$800.00.
 - 2 Obtain catering services for both Gratitude Dinner/Dance and February Fellowship Dinner/Dance
 - 3 Obtain services of a Speaker for the Meeting portion of the event.
 - 4 Make necessary arrangements for accommodations for the Speaker, if required.
 - 5 Obtain Services of a Disc Jockey (for both events) and a Sobriety Countdown Person.

Niagara District Intergroup Guidelines
Special Functions Chairperson Job Description (continued)

- B) Procedures for the Annual Gratitude Dinner & Dance (*continued*)
- 6 In July order tickets from printing company for the Dinner/Dance. In August at the Intergroup Meeting, distribute tickets, flyers and arrange for this information to be posted on our Website.
 - 7 Three months prior to the Annual Gratitude Dinner and Dance and February Fellowship Dinner and Dance, obtain Insurance for these events.
 - 8 If Groups are able, request they donate prizes.
 - 9 Purchase gifts for Speaker, Door Prizes, Raffles, and Spot Dances.
 - 10 Contact Wayside House to obtain volunteers (if required), to help setup for the meal, serve meals and refreshments, and clean up hall.
 - 11 Purchase all tickets required for refreshments sales and other draws.
 - 12 Purchase coffee, sugar, cups, and plastic glasses etc., ahead of time, while the milk/cream should be purchased the day of the event.
 - 13 Obtain decorations and set up facility for the event.
 - 14 Arrange for volunteers to help with food and any duties required during the event.
 - 15 Ensure that the hall is left in same condition as it was before the event and that all decorations are taken down and packed away. The hall can be cleaned immediately after the event or the next morning. This can be negotiated with the facility ahead of time.
 - 16 Left over supplies and decorations can be kept in storage for future events at the facility.
 - 17 Provide financial report (*to be included in the minutes*) to the Secretary. Give receipts and money to the Treasurer at the next Intergroup Meeting.
 - 18 Reserve Grantham Lion's Club hall for upcoming year, as soon as possible after the end of the Annual Gratitude Dinner and Dance.
- C) Procedures for the February Fellowship Dinner and Dance
- 1 In November request a start-up fund of \$800.00.
 - 2 In November order tickets from printing company for Dinner/Dance. In December at the Intergroup Meeting distribute the tickets, flyers and arrange for this information to be posted on our Website.
 - 3 All other duties similar or same as the Annual Gratitude Dinner and Dance.
 - 4 Provide financial report (*to be included in the minutes*) give receipts and money to the Treasurer at the next Intergroup Meeting.
- D) Founders Day Celebration (*every 5 years*) corresponding to the International Convention.

Niagara District Intergroup Guidelines

12.) WEBSITE COMMITTEE CHAIRPERSON

a) Qualifications:

- 1 Recommend two years of continuous sobriety.
- 2 Understanding of the Twelve Traditions.

b) Duties and Responsibilities:

- 1 To attend and facilitate regularly scheduled Website Committee Meetings.
- 2 To present monthly reports to Intergroup regarding Committee and Website activity. A written report is to be submitted or emailed to the Secretary for inclusion in the minutes.
- 3 Attend WOGS (Western Ontario General Service) every six months for representation from Website at Area 86 Assembly. The Website Committee Chairperson will be advanced \$200.00, the excess to be returned with receipts.
- 4 Maintain open communication relating to any change in the Meeting List with Printed Media Chairperson.
- 5 The procedure for access to the Intergroup Website Archives is obtained only through the Intergroup Chairperson, or either of the D.C.M.'s for District 12 & 13.

Niagara District Intergroup Guidelines

SUB-COMMITTEE CO-CHAIRPERSONS

Job Descriptions

13.) ANSWERING SERVICE CO-CHAIRPERSON

- a) Qualifications:
 - 1 Recommend two years of continuous sobriety.
 - 2 Ability to describe the threefold nature of alcoholism: physical, mental, and spiritual.
 - 3 Ability to listen and to be patient and compassionate.
 - 4 Ability to share your own experience, strength and hope appropriately.
- b) Duties and Responsibilities:
 - 1 Attend most Intergroup Meetings.
 - 2 Willingness to learn all the duties and responsibilities of the Chairperson.
 - 3 Ability to fulfill the duties and responsibilities of the Answering Service Chairperson in their absence.

14.) LITERATURE CO-CHAIRPERSON

- a) Qualifications:
 - 1 Recommend two years of continuous sobriety.
- b) Duties and Responsibilities:
 - 1 Knowledge of literature stock on hand i.e. pamphlets and books available for sale.
 - 2 Assist Literature Chairperson in taking and processing orders at special functions
 - 3 Help set up at Intergroup Meetings.
 - 4 In the event the Chairperson cannot attend monthly Intergroup meeting, assume Literature Chair duties.
 - 5 Attend A.A. functions with Literature Chairperson, i.e. District 13 Roundup, Dunnville Convention and Campout, as well as Service Days, and set up Literature Table for general display and sale.
 - 6 Take orders at home and pass on to Literature Chairperson to have ready by next Intergroup Meeting.
 - 7 Assist with the inventory.

Niagara District Intergroup Guidelines

15.) PRINTED MEDIA CO-CHAIRPERSON

- a) Qualifications:
 - 1 Recommend two years of continuous sobriety.
- b) Duties and Responsibilities:
 - 1 Willingness to learn all the duties and responsibilities of the Printed Media Chairperson.
 - 2 Attend most Intergroup Meetings.
 - 3 Ability to fulfill the duties and responsibilities of the Printed Media Chairperson in their absence.

16) PEN SAN MEETING CO-CHAIRPERSON

- a) Qualifications:
 - 1 Recommend two years of continuous sobriety.
- b) Duties and Responsibilities:
 - 1 Attend most Pen San and Intergroup Meetings.
 - 2 Willingness to learn all the duties and responsibilities of the Pen San Meeting Chairperson.
 - 3 Ability to fulfill the duties and responsibilities of the Pen San Meeting Chairperson in their absence

17) SPECIAL FUNCTIONS CO-CHAIRPERSON

- a) Qualifications:
 - 1 Recommend two years of continuous sobriety.
- b) Duties and Responsibilities:
 - 1 To assist the Special Functions Chairperson in organizing all events.
 - 2 Attend most Intergroup Meetings.
 - 3 Responsible for recording ticket distribution and collection.
 - 4 Help purchase dance and raffle prizes.
 - 5 Assist Special Functions Chairperson with counting funds and preparing financial report.

18.) WEBSITE CO-CHAIRPERSON

- a) Qualifications:
 - 1 Recommend two years of continuous sobriety.
 - 2 Understanding of the Twelve Traditions.
- b) Duties and Responsibilities:
 - 1 Attend and facilitate regularly scheduled Website Committee Meetings.
 - 2 Attend most Intergroup meetings.
 - 3 Ability to assume and fulfill the duties and responsibilities of the Website Chairperson, in the event the Website Chairperson is absent, not available or unable to do so.

Niagara District Intergroup Guidelines

WEBSITE STRUCTURE & Job Descriptions

The Website Committee is comprised of 5 positions and only Chairperson and Co-Chairperson are voted in positions by Intergroup. The other positions are taken care of by The Committee

1.) WEBSITE WEBMASTER

- a) Qualifications:
 - 1 Recommend two years of continuous sobriety.
 - 2 Understanding of the Twelve Traditions.
 - 3 Ability to perform the functions as described or the willingness to learn.
 - 4 Must already possess knowledge and ability to maintain Website.

- b) Duties and Responsibilities:
 - 1 Maintain the Website with the most current information available.
 - 2 Update Meeting Lists, Maps, Events Information, and Flyers on a regular basis.
 - 3 Communicate with the Printed Media Chairperson regarding all Meeting Lists changes/updates.
 - 4 Attend regularly scheduled Website Committee Meetings.
 - 5 Act as liaison with current Web Host who bills annual fees and maintains the integrity of the Website. The Webmaster reports back to the Committee on upcoming fees, changes to programming of additional pages, and significant changes to functioning and functionality of the Site.
 - 6 Due to the special nature of the work involved, the Webmaster need not rotate out on a regular basis.
 - 7 Webmaster ensures the monthly minutes from District 12, District 13, and Niagara District Intergroup are archived. Maintain the anonymity of such documents, releasing copies only at the request of the District Committee Member (*D.C.M.*) or the Intergroup Chairperson. An A.A. member may request a copy of such documents through the D.C.M. or Intergroup Chairperson.
 - 8 The Webmaster must maintain the anonymity of all A.A. members at all times.

Niagara District Intergroup Guidelines

2) WEBSITE SECRETARY

- a) Qualifications:
 - 1 Recommend two years of continuous sobriety.
 - 2 Understanding of the Twelve Traditions.
- b) Duties and Responsibilities:
 - 1 Attend regularly scheduled Website Committee Meetings.
 - 2 Record minutes of the regularly scheduled Website Committee Meetings
 - 3 Issue email reminders to all Committee members for upcoming Website Committee Meetings.
 - 4 Forward the minutes to all Committee members in a timely fashion.
- c) Procedures:
 - 1 All communications are done by email.

3) WEBSITE EMAIL CO-ORDINATOR

- a) Qualifications:
 - 1 Recommend two years of continuous sobriety.
 - 2 Understanding of the Twelve Traditions.
 - 3 The time and energy to commit to a two-year term of service.
- b) Duties and Responsibilities
 - 1 Attend regularly scheduled Website Committee Meetings.
 - 2 Check for incoming Website email messages.
 - 3 Respond to basic requests for information in a timely fashion.
 - 4 Forward service requests to either District 12 or 13 Alternate D.C.M.s.
- c) Procedures:
 - 1 Always guard anonymity in responding to and in forwarding messages.

Niagara District Intergroup Guidelines

Suggestions for an Intergroup Representative

- 1) Obtain a copy of the Niagara District Intergroup Guidelines from your outgoing Intergroup Representative. If one is not available, get one from the Intergroup Secretary or online at aaniagara.org then go to service opportunities.
- 2) Attend all monthly Intergroup Meetings.
- 3) Take notes at the monthly Intergroup Meeting, in order to present your remarks to your Home Group Business Meeting in case the minutes arrive late. Experience shows that some Groups have the entire copy of the minutes read, while other Groups expect the Intergroup Representative to provide only the significant information.
- 4) Purchase or have your Group purchase the most recent copy of: *The A.A. Service Manual Combined With Twelve Concepts For World Service by Bill W. (BM-31)*.
- 5) Inform your Group about new material from the Literature Catalogue; in many cases the Intergroup Representative becomes responsible for keeping your Group's Literature rack filled. Anniversary Cards, Chips, Pins & Medallions can be purchased prior to the start of the Intergroup Meeting.
- 6) Ensure your Group has ample recent copies of our Meeting List available; this is purchased from the Literature Chairperson or downloaded from our Website at aaniagara.org.
- 7) Encourage your group to donate: 50% to Niagara District Intergroup, 10% to District General Services, 10% to Area Committee and 30% to General Services Office (G.S.O.) as suggested in the pamphlet "Self Support: Where Money and Spirituality Mix".
- 8) Many of our Sub-Committees (*i.e. Special Functions, Website, Answering Service and Pen San*) require a great deal of planning and action. By joining and helping out on any of these Committees you help enhance your recovery and emotional sobriety.
- 9) Previous Intergroup Representatives have found it important to understand our Voting and Motions Procedures. This often requires some familiarity as an Intergroup Representative, so ask **lots** of questions. It is often said "*there are no stupid questions*" and in the area of Motions and Voting Procedures – this is very true. Experience confirms that working with your service sponsor will enhance your understanding on this point.
- 10) The Special Functions Chairperson often asks for volunteers to distribute tickets within your Home Group and A.A. as a whole. This important service provides all A.A. members the opportunity of attending Intergroup Dances, Picnic, etc. Many newer members to A.A. are not aware of these events and may miss out on the fun side of recovery.

Niagara District Intergroup Guidelines

Niagara District Intergroup Procedural Policy: For Responding To Suicidal Callers

A person doing a 12 Step Call is confronted with a person who threatens suicide or harm to themselves, Official Protocol dictates that we are to inform them you can no longer talk to them and hang up and call the police. Retain name and phone number to pass on to the police.

The reason for this is that we are not trained mental health professional counsellors or therapists trained to deal with suicide. Better to pass the caller on to someone that may be able to get the caller the help needed as soon as possible.

Niagara District Intergroup Guidelines

Procedural Guidelines for Motions

Introduction

Procedural Guidelines are essential guides along our path toward an Informed Group Conscience. Agreed upon Procedural Guidelines ensure the practice of “*principles before personalities*” while Intergroup business is being conducted. A freeform discussion may appear to be the most open and easy way to conduct business, but it has the tendency to degenerate into arguments and personality conflicts. Procedural Guidelines help keep discussion focused and allow business to proceed in a successful and spiritual manner.

Chairpersons Role in Procedural Guidelines

The Chairperson ensures that all persons have an equal opportunity to be heard and that all speakers are listened to politely and respectfully. The Chairperson acts as a moderator, calling on speakers in order and occasionally restating the Motion or a pertinent piece of information. The Chairperson should not speak in favour or against any Motions and should not express personal opinions regarding the discussion.

The Intergroup Member’s Role in Procedural Guidelines

In the interest of “*placing principles before personalities*” while effectively addressing the business of Intergroup, it is suggested that discussion from Intergroup Representatives be directed to the merits of the Pending Motion. Speakers should address their remarks to the Chairperson, maintain a courteous tone and – especially in reference and difference of opinion – avoid interjecting personal notes into the discussion. Everyone is entitled to and should express his or her Group’s concerns.

- 1) A thorough discussion that includes all pros and cons that leads to a fully informed Group Conscience.
- 2) Address only one Motion at a time.
- 3) Fully discuss and make certain all Intergroup Representatives understand the nature of the Motion.

Niagara District Intergroup Guidelines

Procedural Guidelines for Motions (continued)

Making a Notice of Motion and Motion

Items of business to be voted on by Intergroup should be brought to the Meeting in the form of a Motion by a voting member or Group. A Motion is made in the form of: *“I move that...”* or *“I make a Motion that...”* Seconding of a Motion is required, if not, the Motion is dropped. Intergroup encourages the use of the *“Notice of Motion”* form found in these Guidelines on Page 28. A Notice of Motion, presented by a Group, gives Notice that at some point in the *future (generally at the next Intergroup Meeting)* a Group will make a Motion that will be voted on. This allows Group representatives the opportunity to attain their Group’s Conscience for voting purposes.

Suggestion for Discussion on Motions

- 1) Immediately after the Chairperson has stated the Motion, the person making the Motion is given the opportunity to speak first, possibly to clear up any misunderstanding.
- 2) The Chairperson recognizes those who wish to speak on the Motion. An attempt will be made to recognize speakers in the order in which they raised their hands.
- 3) It is suggested in most cases, each Representative’s comments be not more than two (2) minutes.
- 4) No one may speak for a second time on a topic until all who wish to speak have spoken for the first time.
- 5) When every person wishing to speak has been called upon twice, it is appropriate for the Chairperson to end discussion and put the question to a vote.

Some Additional Procedural Guidelines

Motion to Table – Tabling a Motion delays or postpones a discussion to a later time, usually used to lay the pending question aside when something else of immediate urgency arises, or to go back to the Groups for input. Tabling a Motion requires a Motion and a seconder; it is not debatable. It needs only a simple majority to pass and does not include a minority voice after the vote. The Tabled Motion, if passed, is usually placed under old business at the next meeting.

Substantial Unanimity – All matters of policy require Substantial Unanimity, that is, a *“two thirds”* majority vote. Any action, particularly to amendments to the Niagara District Intergroup Guidelines & Operating Procedures, requires a *“two thirds”* majority vote. The *phrase “two thirds vote”* is taken to mean *“two thirds of the votes cast”* which is very different from *“two thirds”* of the voting members present, since some may abstain, which is every voting members right. The minority will always be given the opportunity to speak to their opposition.

Niagara District Intergroup Guidelines

Procedural Guidelines for Motions (continued)

Amend – An amendment to a Motion can be made to modify, within certain limits, the wording of the original Motion – it is not used to substantially change the intent of a Motion. The person who originally made the Motion and seconder must agree to this amendment.

Point of Information – Any A.A. member attending the Intergroup Meeting can raise a “*point of information*”. This is made when a member desires clarification of details, or has procedural information not considered by the Meeting.

Point of Order – A speaker should not be interrupted while speaking, except in certain special situations. The most common of these is for a “*point of order*.” This may be called by any member of the Intergroup when a breach of procedure in the meeting is noticed, such as:

- 1 Discussion beginning on a Motion that has not been seconded when one is needed.
- 2 If comments are made about an issue not previously presented before Intergroup for consideration.
- 3 If there are personal comments or attacks upon another member.

After a Point of Order has been raised, the Chairperson calls upon the member to explain the Point. The Chairperson then comments whether or not the Point “*is well taken*” or “*is not well taken*” and suggests the original speaker re-direct their remarks, or simply allow the speaker to continue. The Chairperson does not need to call a Point of Order if they believe that the discussion is moving away from the topic. The Chairperson politely informs the speaker and requests that the speaker confine their remarks to the question at hand.

Calling the Question – When a member of Intergroup believes that the discussion on a Motion has been exhausted and no new or substantive points are being made, they *may* “*Call the Question*.” “*Calling the Question*” brings discussion to a halt while members decide whether to proceed directly to vote (*the question*) or go on with the discussion. A Motion to “*Call the Question*.”

- 1 Is made in the same manner as other Motions – “*I move to Call the Question*”.
- 2 Requires a seconder.
- 3 Is not debatable.
- 4 Requires two thirds vote to pass.
- 5 The Intergroup member can only “*Call the Question*” without making any other comments on the Main Motion.
- 6 Does not include a minority voice after the vote.
- 7 If “*Calling the Question*” is used – it is a custom in many areas to let all speak before a question is called.

If “*Calling the Question*” is passed, discussion ceases and the members proceed immediately to vote on the Main Motion before them. If “*Calling the Question*” is not passed, then discussion on the Main Motion resumes.

“*Calling the Question*” should not be used by Intergroup members to limit debate, and/or manipulate the Intergroup Meeting to suit their own ends.

The above dialogue on Motions borrowed extensively from the Area 30 Handbook

Niagara District Intergroup Guidelines

Notice of Motion

Niagara District Intergroup

Date _____

Group Name _____

Outline of problem/condition:

Suggested solution of problem/condition:

Notice of Motion: (Be as specific as possible)

Signature of Intergroup Representative: _____

Signature of Group Secretary: _____

Niagara District Intergroup Guidelines

Sample Notice of Motion

Niagara District Intergroup

Date: June 10, 2008 Group Name: The Perfect Recovery Group

Outline of problem/condition:

The Intergroup Guidelines are outdated having been last done in 1998. We need job descriptions – better voting and election procedures – updated BTC Guidelines – and some suggestions for Intergroup Reps.

Suggested solution of problem/condition:

That an Ad-Hoc Committee be formed to update the Guidelines ASAP.

Notice of Motion: (Be as specific as possible)

The Perfect Recovery Group makes a Motion: That Intergroup form an Ad-Hoc Committee to review and update the Niagara District Intergroup Guidelines; that the expenses to carry out this review be covered by the Intergroup Body; that Mr. Keith W. is named Chairperson of this Committee.

Signature of Intergroup Representative: Bernard Smith

Signature of Group Secretary: Ebby Thatcher

Niagara District Intergroup Guidelines

A.A. Niagara Intergroup Representative and Alternate Representative Change Form

Home Group: _____ Effective Date: _____

Date Updated by Home Group Secretary: _____

Outgoing Intergroup Representative:

Name: _____

Address: _____

City/Province: _____ Postal Code: _____

Phone: _____ Home/Mobile (*circle one*)

Email: _____

Incoming Intergroup Representative:

Name: _____

Address: _____

City/Province: _____ Postal Code: _____

Phone: _____ Home/Mobile (*circle one*)

Email: _____

Date Updated by Intergroup Secretary _____

Secretary Name: _____

Secretary Signature: _____