

EASTERN GEORGIAN BAY DISTRICT 7

STRUCTURE AND OPERATING PROCEDURES

Revised
June 5, 2011

EASTERN GEORGIAN BAY DISTRICT 7 OF THE
WESTERN ONTARIO GENERAL SERVICE AREA 86
STRUCTURE AND OPERATING PROCEDURES

PURPOSE

The object of this structure and operating procedure is to provide for the continuing successful operation of a united effort of groups in the District of EASTERN GEORGIAN BAY. There can be no rules in A.A. or any organization other than that which we choose to impose upon ourselves. The procedure sets out what the groups have agreed upon and not what any one has committed them to do. All provisions of this operating procedure and all actions of EASTERN GEORGIAN BAY DISTRICT arising there from, ought to conform to the principles of the Twelve Traditions, Twelve Concepts, the A.A. Service manual and adhere strictly to the primary purpose of Alcoholics Anonymous - to carry the message to the alcoholic who still suffers.

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SECTION 1 - ORGANIZATION

Subsection 1 - Name

The committee shall be known as the "Eastern Georgian Bay District #7 Committee" hereinafter called the "District Committee"

Subsection 2 – Structure

1. The District Committee shall be composed of:

- (a) District Committee Member (known as DCM)
- (b) Alternate District Committee Member
- (c) Treasurer
- (d) Secretary
- (e) Subcommittee Chairperson for:
 - Grapevine
 - Public Information / Co-operation with the Professional Community
 - Treatment Facilities
 - Correctional Facilities
 - Website (amended August 2009)
 - Archives (added June 5 2011)

(f) General Service Representative (known as GSR), or in the absence of the GSR, the Alternate GSR, or in the absence of the Alternate GSR, another member of the same group, (one from each registered group in the District).

(g) Past District Committee Member's (Past DCM's will be ex-officio member of the District Committee. They can speak to a motion but do not make motions or have a vote.)

2. The members of the District Committee, with the exception of the GSR, shall be elected by the District Committee in odd numbered years to serve a term of two years. The GSR shall be elected by the members of their Group to serve a recommended term of two years.

3. Qualifications for the DCM and Alternate DCM to stand for positions of DCM or Alternate DCM: shall be presently serving or past GSRs.

4 Any committee members 1. (a) to (e) [subsection 2] above, who miss or do not file a report, for three consecutive district meetings, this would be accepted as a resignation and an election will take place at the next district meeting

5. Each report written into the minutes of a given District meeting must have been presented to the Table by the person who wrote it, or in the case of his/her absence, presented by a member of the Table designated by that person. *(Revised May 3 2009)

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SECTION 2 – VOTING

1. All members of the District Committee, except the chairperson, shall be considered eligible to vote on all subjects properly brought before the District Committee, the chairperson will only vote in the case of a tie. *(Revised May 3 2009)
2. All motions must be properly moved and seconded by a District Committee member, and shall be "carried" only on a two-thirds majority of those present and eligible to vote, unless otherwise decided by the District Committee before the vote.
3. In Special Cases, it may be deemed wisest that the GSR take an issue back to their group for further discussion before a Committee decision is made. In order to promote ease of doing normal business this Special Case clause would be used only when requested by motion and seconded by any member of the District Committee. The motion to determine if a matter is a Special Case would then be voted on by all members of the District Committee present.
4. The district shall adhere to the guidelines established at the Spring Assembly in determining eligibility for voting at our District elections.

Sect 2A – Motions

1. All new motions being brought to the District Committee from the groups for consideration shall be submitted to the DCM in writing 7 days prior to the District Committee Meeting for inclusion in the agenda. *(Jan 4/2009 added)
2. Any motion to amend the STRUCTURE AND OPERATING PROCEDURES shall require 2 District meetings notice in writing, to allow the GSR's an opportunity to determine their group's conscience on the motion. *(Revised Feb 1,2009)

SECTION 3 – MEETINGS

1. The District Committee shall meet on the first Sunday of the month, unless it falls on a holiday weekend, then it will be the second Sunday of the month, i.e. New Years Day, Good Friday, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day. Meetings will be held each month during the calendar year. *(Revised May 3 2009)
2. The District Committee meeting will be held at a time and place predetermined by the District Committee
3. In the absence of both DCM and Alt DCM the District Committee Meeting will be chaired by either the Treasurer or Secretary. *(revised Jan 4/2009)
4. In an emergency, with fair notice, a District Meeting may be called by the DCM at the request of two-thirds of the members of the District Committee. At all times members shall be given ample notice and advised of the agenda of the meeting, or other reason.

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SECTION 4 - POSITION DESCRIPTIONS

District Committee Member

The duties of the DCM are contained in Chapter Three of the A.A. Service Manual. In addition, there are some further duties spelled out in this Operating Procedure. Nothing in this Operating Procedure shall be construed as having any authority over, or interference with, the DCM in the performance of those duties. The DCM is also a member of the Area Committee as outlined in the service manual and should attend all Area Committee Meetings and Assemblies.

Alternate District Committee Member (Revised April 2010)

The duties of the Alternate DCM are contained in Chapter Three of the A.A. Service Manual.

1(a) The Alternate DCM is a backup for the DCM. If the DCM is temporarily unable to serve for any reason, the Alternate assumes the duties of the DCM until the DCM returns to the position. (p. S31)

1(b) If the DCM resigns for any reason, the Alternate assumes the duties of the DCM for the duration of the term. An election shall be held to fill the resulting Alt. DCM vacancy.

2 (a) In the event that the Secretary or Treasurer is temporarily unable to serve, the Alternate DCM shall assume the added responsibilities of the particular office until the person returns to the position.

2 (b) In the event that the Secretary or Treasurer resigns or is no longer able to serve for any reason, the Alternate DCM shall assume the added responsibilities of the specific office until someone is elected to the position for the duration of the term.

Treasurer

Shall receive and deposit all monies, intact, belonging to the District in a Chartered Bank or Trust Company as selected by him/her. Two signatures shall be required on all cheques. The signing officers will be the Treasurer, and/or the DCM, Alternate DCM, or a GSR residing in the locality where the Treasurer is a resident. *(Revised May 3 2009)

Shall be responsible for recording all financial transactions, banking, and payment of all necessary bills.

Shall consult with the DCM for direction concerning any questionable expenses that may be submitted, if circumstances warrant, the DCM, shall exercise the Right of Decision to withhold payment until the item is discussed with the District Committee at its next meeting.

Shall keep a record of all monies received and all payments made by the district, and prepare a monthly financial statement to be included in the minutes.

Shall prepare and present a yearly financial statement and proposed forecast prior to the first of each year.(Revised June 5, 2011)

Shall be responsible for maintaining a Prudent Reserve.

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SECTION 4 – Continued

Secretary

Shall be responsible for recording the minutes of the District Committee Meeting, for the distribution of the minutes in sufficient quantities to satisfy the District Committee, and for such other duties as are necessary and may arise from time to time to conduct the proper business of this office.

Shall keep an up to date list of all the names, address, and telephone numbers of all the District Committee Members.

Shall give every new District Committee Member a copy of this document and list of all District Committee Members.

Shall at all times follow the direction of the DCM and the District Committee.

Subcommittee Chairpersons

Shall be available at all times to assist in all matters pertaining to their office, and to provide every possible assistance in District Workshops or any District or Group Service functions pertaining to that office.

Shall order from the Area Subcommittee Chairperson and/or the Central office, sufficient literature to maintain an inventory of such literature as may be required for the performance of their office. *(Revised May 3 2009)

Should at all times follow the direction of the DCM and the District Committee.

General Service Representative

The duties of the GSR are contained in Chapter 2 of the A.A. Service Manual. In addition, there are some further duties spelled out in this Operating Procedure. Nothing in this operating procedure shall be construed as having any authority over, or interference with, the GSR in the performance of those duties.

SECTION 5 - EXPENSES

The District Treasurer will reimburse expenses incurred, upon receipt, of an account approved by the DCM. These expenses may only be incurred by the DCM, Alt. DCM, Treasurer, Secretary and Sub-Committee Chairpersons. Monies to be approved two District meetings in advance by the District Committee for expenses to cover the cost of attending the Area Assembly. The District is not responsible for expenses incurred by the GSRs (Revised June 5, 2011)

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SECTION 6 - DISPUTE RESOLUTION

That upon a request being made by any group for help from the District Table then the following applies:

- (a) The sitting DCM would meet with the Group members to resolve the issues
- (b) If unresolved at that level, the sitting DCM would recommend that a group of three members sitting at the District Table be appointed to meet with the Group in need of help.
- (c) That meetings take place to resolve the issues at the Group level

- (d) That if there is no resolution after the completion to (a), (b), and (c) above, then the group of three members and the group in need of help brings the matter back to the District Table for further direction.

Past experience indicates that there is this need for resolution to be in place when problems are presented.

SECTION 7 - FINANCIAL RESPONSIBILITY

1. The Treasurer shall submit a proposed forecast disclosing the estimated income and the proposed expenses of the District for that year of operation by the December District meeting. The proposed forecast shall provide for a prudent reserve of \$2,500.00. (Revised Jan. 4, 2009)(Revised June 5, 2011)
2. A copy of the proposed forecast shall be provided to each GSR at the time of presentation by the Treasurer. Each GSR shall be allowed until the next regular District Meeting to take the proposed forecast to his/her groups for their group conscience.(Revised May 3, 2009))(Revised June 5, 2011)
3. The proposed forecast shall be discussed, amended if necessary and ultimately passed with or without amendments on or before the District meeting in February. (Revised Jan. 4, 2009))(Revised June 5, 2011)
4. The Prudent Reserve of \$2,500.00 may be increased or decreased by:
 - (a) a motion made and seconded at one District Meeting and
 - (b) passed by at least a 2/3 majority of those voting members present at the FIRST regular District Meeting following the date of the presentation of the motion.)(Revised June 5, 2011)
5. That any sums remaining in the District bank account on December 31st of each year after taking into consideration the Prudent Reserve and any outstanding cheques shall be transferred to the Area, GSO, or a motion from the District table to disperse the surplus to District or another specific A.A. need that the District deems necessary, to be passed by a 2/3's majority of those voting members present. (as amended June 5, 2011)

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SECTION 8 – ELECTION PROCEDURES – (Revised Aug. 2009)(Revised April 2010)

1. As outlined in the AA Service Manual, and in keeping with the principle of service rotation, regular biannual elections of District Officers take place in Eastern Georgian Bay District 7 at the October meeting in odd numbered years, with the 2-year term of office starting on January 1 of the even numbered years.
2. At the September meeting, the list of names of the outgoing District Committee shall be read and each shall be asked if he/she is willing to stand for any of the positions.
3. All officers are to be elected by the Third Legacy Procedure, as outlined in the AA Service Manual.

ELIGIBILITY

Officers to be elected and order of election

Qualifications for the DCM and Alternate DCM to stand for positions of DCM or Alternate DCM: shall be presently serving or past GSRs. (Amended August 2009)(Revised June 5, 2011)

- (a) District Committee Member (DCM)
Alternate District Committee Member
Treasurer
Secretary

(b) Subcommittee Chairpersons for

Grapevine
Public Information/Co-operation with the Profession Community
Treatment Facilities
Correctional Facilities
Website
Archives two consecutive terms (Added June 5, 2011)

(c) Subcommittee Alternate Chairpersons for

Grapevine
Public Information /Co-operation with the Profession Committee
Treatment Facilities
Correctional Facilities
Website
Archives (Added June 5, 2011)

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ELIGIBILITY - continued

Officers to be elected and order of election

Members of the outgoing District Committee and Personal nominations are acceptable.

Candidates eligible for election must be present or must have given permission, in writing, to the District Committee Member (DCM), for their names to stand. If the person is not present, a written resume must be provided.

Before the election is held, each person standing for the office shall be requested to say a few words. If the person is not present the resume shall be read.

Election Process

The Chairperson is to be selected by the current panel, someone who is not a member of the current committee but will be elected by the current committee by simple majority.

This procedure and the third Legacy procedure shall be read to the District committee and approval requested to continue.

The list of names of the outgoing District Committee shall be read and each shall be asked if they are willing to stand plus personal nominations.

Filling Vacancies

Members of the immediate past District Committee and personal nominations are acceptable

All officers are to be elected by the Third Legacy Procedure, as outlined in the AA Service Manual.

Candidates eligible for election must be present or must have given permission, in writing, to the District Committee Member (DCM) for their names to stand. If the person is not present, a written resume must be provided.

Before the election is held, each person standing for the office shall be requested to say a few words. If the person is not present the resume shall be read.

Who Can Vote

All members of the District Committee are eligible to vote.

If any Sub-committee chairperson is absent the alternate to their position may vote.

If any General Service Representative (GSR) is absent the alternate GSR is eligible to vote. If both the GSR and alternate GSR are absent an appointed member of the group may vote.