

EASTERN GEORGIAN BAY DISTRICT 7

STRUCTURE AND OPERATING PROCEDURES

Revised
November, 2015

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

PURPOSE

The objective of this structure and operating procedure is to provide for the successful operation of District 7, of Area 86 of Alcoholics Anonymous (The District). The only organization or guidelines in AA are those we choose to impose upon ourselves. This Structure and Operating Procedure sets out decisions reached through discussion, vote, and whenever possible substantial unanimity. All provisions of this operating procedure conform to the principles of the Twelve Traditions, the Twelve Concepts and the AA Service Manual. They support the primary purpose of Alcoholics Anonymous, to carry the message to the alcoholic who still suffers.”

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**EASTERN GEORGIAN BAY DISTRICT 7 OF THE
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SECTION 1 - ORGANIZATION

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
 - Archives
 - (f) General Service Representative (known as GSR), or another member of the same group, (one from each registered group in the District).
 - (g) Past District Committee Member's can speak to a motion but are non-moving, non-voting committees members
2. The members of the District Committee, with the exception of the GSR, (elected by the respective groups) and the Archives Chair (4 year term) shall be elected by the District Committee in odd numbered years 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. 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.
5. All members of AA are invited to District Meetings, but other than a-g above, they are observers only and have no voice at the table.

SECTION 2 – MEETINGS

1. The District Committee shall meet on the second Sunday of every month.
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 the Treasurer or in the absence of the Treasurer, by the Secretary.
4. In an emergency, a District Committee Meeting may be called by the DCM or the Alternate DCM. Members shall be given as much notice as possible and advised of the agenda of the meeting.

SECTION 3 -MOTIONS

1. All motions must be properly moved and seconded by a District Committee member before being considered by the District Committee. All motions shall be carried only on a 2/3 rds majority of those present and eligible to vote, unless otherwise decided by the District Committee before the vote.
2. All new motions being brought to the District Committee from the groups for consideration shall be submitted to the DCM in writing 14 days prior to the District Committee Meeting for inclusion in the agenda.
3. New motions may arise from discussions at the table. These must be put in writing and handed to the secretary in order to be considered.

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4. 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

5. In some cases a District Committee Member may want a motion taken back to the groups. In these cases a motion to table be made, seconded and voted on.

SECTION 4 – 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.

2. Voting will typically be done by a show of hands.

SECTION 5 - POSITION DESCRIPTIONS

District Committee Member

1. The duties of the DCM are contained in Chapter 3 of the AA Service Manual (S-31). In addition, there are some further duties spelled out in this Operating Procedure.

The District Committee Member shall;

2. Consult with the Treasurer for advice concerning any expenses that have been submitted. If circumstances warrant, the DCM shall exercise the right of decision to withhold payment. That item will be discussed with the District Committee at the next regular meeting.

3; Attend all District Committee meetings, making monthly written reports detailing activities. The DCM is also a member of the Area Committee as outlined in the AA Service Manual, and should attend all Area Committee meetings and Assemblies.

4; Complete, date and sign expense vouchers and submit them to the treasurer for reimbursement

5; At all times follow the direction of the District Committee

Alternate District Committee Member

1. The duties of the Alternate DCM are contained in Chapter 3 of the AA service Manual (S-31). In addition, there are some further duties spelled out in this Operating Procedure.

The Alternate DCM shall;

2. Attend all District Committee Meetings making monthly written reports detailing activities.

3. Complete, date and sign expense vouchers. The Alternate DCM should not incur any expenses on behalf of the District unless so instructed by the DCM

4. The Alternate DCM is also a member of the Area Committee as outlined in the AA Service Manual, and should attend all Area Committee meetings and Assemblies.

5. At all times follow the direction of the DCM and the District Committee.

6. Fill such vacancies as required

Treasurer

The treasurer shall;

1. Receive and deposit all monies belonging to the District in a Chartered bank or Trust Company as selected by the District Committee

2. Be responsible for recording all financial transactions, banking and payment of all necessary bills

3. Keep a record of all monies received and all payments made by the District, and prepare a monthly financial statement and forward it to the secretary at each Meeting, for inclusion in the agenda.

4. Prepare and present a yearly financial statement and proposed forecast statement.

5. Attend all District Committee Meetings

6. Complete, date and sign expense vouchers. The Treasurer should not incur any expenses on behalf of the District unless so instructed by the DCM.

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7. At all times follow the direction of the DCM and the District Committee.

Secretary

The Secretary shall:

1. Record the minutes of the District Meeting, including only those reports that have been presented at the District Table
2. Distribute (via email and/or post) the minutes of the District Meeting within 10 days of each meeting to the Committee and to the Area Committee, and to provide a limited number of paper copies of previous meetings to those without email.
3. Attend all District Meetings
4. Keep an up-to-date list of all the names , addresses and telephone numbers of all Committee Members.
5. Give every new District Member a copy of this document and contact information for all other District Committee Members.
6. Complete, date and sign expense vouchers. The Secretary should not incur any expenses on behalf of the District unless so instructed by the DCM.
- 7 Send group change of information forms to Area Secretary Registrar.
8. At all times follow the direction of the DCM and the District Committee.

Subcommittee Chairpersons

Each Subcommittee Chair shall;

1. Be available upon request to assist in all matters pertaining to their office, and to provide assistance in District Workshops or any District or Group Service functions.
2. Order from the Area Subcommittee Chairperson and/or the general Service Office, sufficient literature to maintain an inventory of such literature as may be required for the performance of their office.
3. Attend all District Meetings, making a monthly written reports detailing activities.
4. Encourage growth and development of the subcommittee throughout the District.
5. Pass on material and detailed information to subsequent Subcommittee chairs.
6. Complete, date and sign expense vouchers. The Subcommittee Chairs should not incur any expenses on behalf of the District unless so instructed by the DCM.
7. 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. (p S-25)

SECTION 6 - DISPUTE RESOLUTION

1. Upon a request being made by any group for help from the District Table 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 appoint a group of three members sitting at the District Table to meet with the affected group(s).
- (c) That meetings take place to resolve the issues at the Group level
- (d) That if there is no resolution after the completion of (a), (b) and (c) above, then the group of three members and the affected group(s) bring the matter back to the District Table for input”.

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

SECTION 7 - AD HOC COMMITTEE

1. There will be times when unforeseen issues may arise that require study or investigation. At these times the DCM shall form an Ad Hoc committee, consisting of the Alternate DCM, a Past DCM and any 2 other District Committee members.

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The Ad Hoc committee will report its progress at each subsequent District Committee meeting until its final report is tabled.

SECTION 8 – EXPENSES

1. 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, Alternate DCM, Treasurer, Secretary and subcommittee Chairs.
2. The district will pay for the DCM and Alternate DCM to attend all Area Committee Meetings (ACM) and all Western Ontario General Service (WOGS) Assemblies.
3. Monies to cover the cost of sending the Treasurer, the Secretary and the Subcommittee Chairs to the Western Ontario General Service (WOGS) Assembly must be approved 2 District meetings in advance.
4. Expenses other than attendance at Assemblies and ACM to be reimbursed at the following rates; meals up to \$35 per day and travel at 19 cents/km.
5. The District is not responsible for expenses incurred by the GSRs

SECTION 9 - FINANCIAL RESPONSIBILITY

- 1.. 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.
2. The proposed forecast shall be discussed, amended if necessary and passed on or before the District meeting in February.
3. 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.
4. That any sums remaining in the District bank account on December 31, less prudent reserve, less outstanding cheques, shall be distributed equally between Area 86 and GSO

SECTION 10 – ELECTION PROCEDURES

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(except archives which is 4 years)starting on January 1 of the even numbered years.
2. At the September meeting, the list of names (roll call) of the outgoing District Meeting shall be read and each asked if he/she is willing to stand for any of the elected positions. Personal nominations will be accepted at this time
3. All officers are to be elected by the Third Legacy Procedure, as outlined in the AA Service Manual.(p. S-21)

SECTION 11-ELIGIBILITY

Officers to be elected and order of election

1. Qualification to stand for position of DCM or Alternate DCM; shall be presently serving or past GSR. See Section s-23 of the AA Service Manual re: Principle of rotation.
2. There are no set qualifications to stand for the other positions except being a member of Alcoholics Anonymous

District officers shall be elected in the following order;

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

Subcommittee Chairpersons for

Grapevine
Public Information/Co-operation with the Professional Community
Treatment Facilities
Correctional Facilities
Website
Archives (two consecutive terms)

(c) **Subcommittee Alternate Chairpersons for**

Grapevine
Public Information /Co-operation with the Professional Committee
Treatment Facilities
Correctional Facilities
Website
Archives (two consecutive terms)

1. 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.
2. 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

1. An election officer will be nominated in August of odd number years. The District Committee will vote on nominees for election officer. Approval requires a simple majority.
2. At the October meeting, the 3rd legacy procedure shall be read to the District Committee
3. At the October meeting, the list of candidates for each position shall be read.
4. All officers shall be elected following the 3rd Legacy Procedure.

Filling Vacancies

- 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. (AA Service Manual p.S31)
- 1(b) If the DCM resigns for any reason, the Alternate DCM 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.

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3. Any committee member other than GSRs, who miss or do not file a report for 2 consecutive District Meetings, will be considered as resigned.
4. Members of the immediate past District Committee and personal nominations are accepted.
5. All officers are to be elected by the Third Legacy Procedure, as outlined in the AA Service Manual.
6. 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.
7. 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

1. All members of the District Committee are eligible to vote.
2. If any Subcommittee chairperson is absent the alternate to their position may vote.
3. 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.

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A.A.

DISTRICT 7

Expense Voucher

Name:		Office:	
<u>Trip 1</u>	From:	To:	
Purpose of Trip			
	Transport	kms@	=
	Less amount received		Subtract
	Accomod.	nights@	=
	Meals	meals@	=
			Subtotal
<u>Trip 2</u>	From:	To:	
Purpose of Trip			
	Transport	kms@	=
	Less amount received		Subtract
	Accomod.	nights@	=
	Meals	meals@	=
			Subtotal
<u>Trip 3</u>	From:	To:	
Purpose of Trip			
	Transport	kms@	=
	Less amount received		Subtract
	Accomod.	nights@	=
	Meals	meals@	=
			Subtotal
Stationary			=
Photocopying			=
Postage/Shipping			=
Telephone			=
Supplies			=
Grapevine			=
Other			=
			Subtotal
			Total
Remarks:			
Approved		Signed:	
		Date:	

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