

Final

**District 12 – Area 86**  
**General Service Committee**

**Structure and Operating Procedures**

Revised September 2011

# **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 and the current A.A Service Manual and adhere strictly 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 General Service Committee.

### **Sub-section 2 – Structures**

#### **(A) District Committee Officers**

The District Committee shall elect district Committee Officers and their alternates in odd-numbered years. 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

## **(B) District Committee Sub-committee Chairpersons**

The District Committee shall elect sub-Committee Chairpersons in odd-numbered years. Sub-Committee Chairpersons are as follows:

- 1) Bridging The Gap Chair/Coordinator (One keeper of volunteer list and 5 year tenure)
- 2) Correctional Facilities
- 3) Grapevine
- 4) Public Information and Cooperating with the Professional Community (PI/CPC)
- 5) Treatment Facilities (Special Needs)

## **(C) Workshops Chairperson (Special Functions)**

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

## **(D) General Service Representatives**

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

## **(E) District Committee**

The District Committee shall consist of The District Committee Officers, District Committee Sub-Committee Chairpersons, Workshop Chairperson and General Service Representatives or their alternatives.

## **Sub-Section 3 – Voting Privileges**

General Service Representatives (or in their absence, one alternative) shall be considered eligible to vote on all subjects brought before the District Committee, including elections. In the case of a tie, the D.C.M. (or in his/her absence the Alt. D.C.M.) will cast the deciding vote.

### **Sub-Section 4 – District Committee Meetings**

- 1) The District Committee Meetings shall occur every month at a site agreed upon by the District Committee
- 2) The monthly meetings are currently held on the second Sunday at 7.00pm

### **Sub-Section 5 – Filling Positions**

When a vacancy occurs, nominations shall be opened at the next District Committee Meeting. An election shall take place at the following meeting OR when a nomination has been accepted.

### **Sub-Section 6 – Amendment/Revision**

- 1) The District Committee members shall appoint an Ad Hoc Committee to review the Operating Procedures every two years for revision, if deemed necessary by the District Committee.
- 2) Any amendments to/revision of the Operating Procedures, recommended by the Ad Hoc Committee shall be brought back to the groups for review.

## **SECTION 2 – ELECTED POSITIONS**

### **Sub-Section 1 – Elected Officers**

#### **District Committee Member (D.C.M.)**

#### **Qualifications**

- a) A past G.S.R. or someone well grounded in AA service work
- b) Enough sobriety time to run for the Delegate position (Usually 5 years and over)
- c) The time and energy to serve the District well

#### **Position Description:**

- 1) Hold and chair monthly meetings of the General Service Committee in the District
- 2) Prepare and present a calendar of monthly meeting dates at the first meeting of his/her term.
- 3) It is suggested that he/she follow the checklist provided in the current Service Manual (P S31)
- 4) It is suggested that he/she attend all Area 86 Meetings and Area Assemblies
- 5) Prepare and present an agenda for each District Meeting
- 6) He/She should attempt to hold at least 1 Review Meeting each year with Sub-Committee Chairpersons, the first being in December, immediately after the election of new Sub-Committee Chairpersons
- 7) He/She shall notify the Area Secretary/Registrar of new G.S.R.s. In this manner G.S.R.s will receive their kits from GSO in New York.
- 8) He/She should attempt to attend at least one meeting of each group in District 12 during his/her term

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

## Qualifications

- a) A past G.S.R or somebody well grounded in AA service work
- b) Enough sobriety time to run for Delegate position (Usually 5 years and over)
- c) The time and energy to serve the District well

Pg. 5

### Position Description:

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. The Alt. D.C.M. should be encouraged to assist, participate and share in the D.C.M.'s responsibilities at District and Area meetings. (Refer to current Service Manual)

## Treasurer

### Qualifications

- a) A past G.S.R. or someone well grounded in AA service work
- b) It is suggested that he/she has an understanding of basic bookkeeping
- c) The time and energy to serve the District well

### Position Description

- 1) The District Treasurer Guidelines are taken from suggestions in the current Service Manual for Area Treasurer
- 2) Present a balanced monthly financial statement at the District Meeting for approval by the G.S.R.s
- 3) The Treasurer is responsible for encouraging contribution support at the District level
- 4) Maintain a prudent reserve fund for the District. A reserve fund of \$1,000.00 should be maintained
- 5) Receive and distribute monies as required
- 6) Attend monthly District Meetings
- 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, Secretary)

## Alternative Treasurer

## **Qualifications**

- a) A past G.S.R. or someone well grounded in AA service work
- b) It is suggested that he/she has an understanding of basic bookkeeping
- c) The time and energy to serve the District well

## **Position Description**

The Alt. Treasurer guidelines will follow those of the District Treasurer

Pg. 6

## **Secretary**

### **Qualifications**

- a) A past G.S.R. or someone well grounded in AA service work
- b) The time and energy to serve the District well
- c) A good basic knowledge of electronic communications

### **Position Description**

- 1) The Secretary shall take minutes of each District Meeting, prepare and distribute as appropriate copies to all G.S.R.s in the District
- 2) He/She shall send copies of the minutes to the following: Delegate, Alt. Delegate, Western Ontario General Service (W.O.G.S.) Chairperson, W.O.G.S. Sub-Committee Chairpersons, Area Secretary/Registrar, Area Treasurer, aaniagara.org website Chair and anyone else the D.C.M. gives direction for (e.g. other districts)
- 3) Keep up to date records of all groups in the District, complete with group numbers and current G.S.R.s
- 4) Attend the monthly District Committee Meeting
- 5) Maintain supplies as necessary for carrying out the duties of the Secretary (envelopes, stamps etc.)
- 6) Pass on all information, materials and supplies to the incoming Secretary at the end of the term

## **Alternative Secretary**

## **Qualifications**

- a) A past G.S.R. or someone well grounded in AA service work
- b) The time and energy to serve the District well

## **Position Description**

The Alt. Secretary is there to assist the Secretary with any and all of the duties of Secretary whenever called upon to do so

Pg. 7

## **Sub-Section 2 – Sub-Committee Chairpersons**

### **Qualifications for all Sub-Committee Chairpersons**

- a) A past G.S.R. or someone well grounded in AA service work
- b) He/She should be familiar with the appropriate handbooks
- c) The time and energy to serve the District well

## **Bridging The Gap Chairperson/Coordinator**

### **Qualifications**

- a) A past G.S.R. or someone well grounded in AA service work
- b) A minimum of five years sobriety
- c) Good understanding of 12 Step work and ability to match volunteers with clients
- d) Experience in Corrections/Treatment is suggested

### **Position Description**

- a) Create and keep updated a list of volunteers for Bridging The Gap
- b) Communicate between Corrections and Treatment Chairpersons
- c) Coordinate with Bridging The Gap Chairpersons in the event that client is coming from another District

## **Corrections Chairperson**

- 1) The Chairperson and committee are to carry the AA Message to those in correctional facilities. We try to keep all positions open to all AA's but, in this case, 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 and is also required to coordinate with the Bridging The Gap Chairperson/Coordinator
- 3) The 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 two years of continuous sobriety and five years clear of any correctional facility, including parole. It is Alcoholics Anonymous' position that we cooperate with outside agencies. Since the Sub-Committee Corrections Chairperson deals mostly with this facility, he/she should fit these requirements
- 4) District 12 Chairperson will share the responsibility of the Niagara Regional Detention Centre with the District 13 Corrections Chairperson

Pg.8

## **Grapevine Chairperson**

- 1) The Chairperson and committee are responsible for promoting the Grapevine magazine and all related merchandise. The Grapevine Chairperson and committee work within the District and serve all functions requiring the committee's assistance, i.e. Group Anniversaries
- 2) The Chairperson will maintain the Grapevine Display kit, fill orders and presents a monthly financial report stating opening balance, sales and purchases for the month, value of inventory in dollars, petty cash on hand and closing balance. This the Grapevine Chairperson will do in addition to other duties described in the pamphlet "What A Grapevine Representative Does"
- 3) The Grapevine Chairperson will attempt to organize a yearly meeting with all group Grapevine Representatives
- 4) The outgoing and incoming Grapevine Chairpersons should meet with the outgoing and incoming D.C.M.'s to inventory all Grapevine stock, supplies and cash. All to be transferred to the incoming Grapevine Chairperson

## **Public Information/Co-operation with Professional Community**

- 1) The Chairperson and committee are responsible for carrying the AA 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. 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

## **Treatment Chairperson**

- 1) The Chairperson and committee are to carry the message to hospitals, treatment facilities and related institutions. An important function of this committee is “Bridging The Gap” between the facility and Alcoholics Anonymous. 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 must coordinate with the Bridging The Gap Chairperson/Coordinator

Pg. 9

## **Sub-Section 3 – Workshop Chairperson (Special Functions)**

The Chairperson and committee are responsible for the organization of workshops such as Tradition Day and Information Day. The Chairperson will designate all food and book donations and volunteers needed to share their experience, strength and hope pertaining to the subject at hand

# **SECTION 3 – MOTIONS**

## **Sub-Section 1 – Motions and Notices of Motion**

- 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 Committee meeting so the all G.S.R.s may return to their groups for review and discussion – to obtain their respective group conscience (unless otherwise agreed upon) and the Motion shall be brought to the next District Committee meeting for decision
- 3) A 2/3 (two thirds) majority shall carry all motions

# **SECTION 4 – EXPENSES**

All expenses incurred by the District Committee Officers and Sub-Committee Chairpersons shall be reimbursed as follows:

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

The Treasurer shall advance an honorarium for all expenses incurred in the performance of their duties, as outlined in the following:

- 1) Area Assemblies – the cost of travel, accommodation and meals as follows:
  - i. Travel at \$0.40 per kilometer
  - ii. Meals: Breakfast \$10.00, Lunch \$15.00 and Dinner (Banquet) \$35.00
  - iii. Accommodation at the special rate quoted by the hotel
- 2) Area Committee Meetings:
  - I. Travel at \$0.40 per kilometer
  - II. Meals \$15.00
  - III. Accommodation overnight if location is over 175K one way
- 3) All Costs of printing, stationary, photocopies, faxes, mailing and telephone calls
- 4) All honorariums require completion of expense sheet (supplied by the treasurer) with accompanying receipts

Pg.10

## **Sub-Section 2 – Secretary and Treasurer**

- 1) All expenses incurred in the performance of their duties such as printing, stationary, photocopies, faxes, office supplies, postage etc.
- 2) The Secretary and Treasurer shall receive \$0.40 per kilometer travel expenses and the cost of one night's accommodation to attend W.O.G.S. one day workshops one time during their two year term
- 3) All honorariums require completion of expense sheet (supplied by the treasurer) with accompanying receipts

## **Sub-Section 3 – Sub-Committee Chairpersons**

Bridging The Gap Chairperson/Coordinator, Corrections Chairperson, Grapevine Chairperson, PI/CPC Chairperson and treatment Chairperson.

- 1) The above Sub-Committee Chairpersons (except Bridging The Gap Chairperson/Coordinator) shall each be provided with a \$50.00 float at the beginning of their two-year term (to be replenished by the Treasurer periodically upon production of receipts), which floats shall be returned at the end of their term. They shall provide a financial report of their expenses at the monthly District Committee meeting

- 2) All the above Sub-Committee chairpersons shall receive \$0.40 per kilometer travel expenses and the cost of one night's accommodation to attend W.O.G.S.
- 3) All honorariums require completion of expense sheet (supplied by the treasurer) with accompanying receipts

### **Sub-Section 4 – Workshop Chairperson**

The District Committee will determine a start up fund for each function

## **SECTION 5 – RESPONSIBILITY**

Any elected Officer or Sub-Committee Chairperson missing three consecutive meetings shall automatically resign said position held, with the exception of excused absences