

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

**Structure and Operating Procedures**

Revised October 2009

# **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, ought to 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**

#### **(1) District Committee Officers**

District Committee Officers and their alternates shall be elected by the District Committee in odd numbered years. District Committee Officers are:

- 1) District Committee Member (D.C.M.)
- 2) Alternate District Committee Member (Alt. D.C.M.)
- 3) Secretary
- 4) Treasurer

## **(2) District Committee Sub-Committee Chairpersons**

Sub-Committee Chairpersons and their alternates shall be elected by the District Committee in odd numbered years. Sub-Committee Chairpersons are:

- 1) Public Information and Cooperating with the Professional Community (PI- CPC)
- 2) Treatment Facilities (Special Needs)
- 3) Correctional Facilities
- 4) Grapevine

## **(3) Workshops Chairperson**

Workshops Chairperson shall be elected by the District Committee in odd numbered years.

## **(4) General Service Representatives**

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

## **(5) District Committee**

The District Committee shall consist of the District Committee Officers, District Committee Sub-Committee Chairpersons, Workshops Chairperson, and General Services Representatives and their alternates.

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

General Service Representatives (or in their absence one alternate) shall be considered eligible to vote on all subjects brought before the District Committee, including elections. In the case of a tie, D.C.M (or in their absence 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 meetings are currently held on every second Sunday at 7:00 p.m.

### **Sub-Section 5 - Filling Vacancies**

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 and / or 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)
- c) The time and energy to serve the District well.

#### **Position Description**

- 1) Hold and chair monthly meetings of the General Service Representatives (G.S.R.'s) in the District.
- 2) Prepare and present a calendar of monthly meeting dates at the first meeting of their term.
- 3) It is suggested they follow the checklist provided in the current Service Manual. (Page S31)
- 4) It is suggested they attend all Area 86 Meetings and Area Assemblies.

- 5) Prepare and present an agenda for each District meeting.
- 6) They 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) They shall notify the Area Secretary / Registrar of new G.S.R.'s. In this manner G.S.R.'s will receive their kit from New York.
- 8) They should attempt to attend at least one meeting of every group in District 12 during their term.

### **Alternate District Committee Member ( Alt. 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.
- c) The time and the energy to serve the District well.

#### **Position Description**

- 1) The Alt. D.C.M. is a backup for the D.C.M... In the event that the D.C.M. is unable to serve for any reason, the Alternate D.C.M. steps in. Usually the Alt. D.C.M. is elected at the same time as the D.C.M., 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 they have an understanding of basic bookkeeping.
- c) The time and the 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 the approval of 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 \$1000.00 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 signatures are: D.C.M., Treasurer, and Secretary.)

### **Alternate Treasurer**

#### **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**

- 1) The Alt. Treasurer guidelines will follow those of the District Treasurer.

## **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**

- 1) The Secretary shall take the minutes of each District Meeting, prepare and mail / email as soon as possible copies to all GSR's in the District.
- 2) The Secretary shall send copies of the minutes to the following: Delegate, Alt. Delegate, W.O.G.S. (Western Ontario General Service) Chairperson, W.O.G.S. Sub-Committee Chairpersons, Area Secretary, Area Treasurer and anyone else the DCM gives direction for (i.e.: other districts).
- 3) Keep up to date records of all the groups in the District, complete with group numbers and their current GSR's.
- 4) Attend the monthly District Committee Meeting.
- 5) Maintain supplies necessary for carrying out the duties of the Secretary. (i.e.: envelopes, stamps, etc.)
- 6) Pass on all information, materials and supplies to the incoming secretary at the end of the term.

## **Alternate Secretary**

### **Qualifications**

- a) A past GSR or someone well grounded in AA service work.
- b) The time and energy to serve the district well.

### **Position Description**

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

## **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) Should familiarize themselves with the appropriate handbooks.
- c) The time and the energy to serve the District well.

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

- 1) The Chairperson and committee are responsible for carrying the AA message to the professional community as well as the general public. This committee may find themselves communicating with police, judges, lawyers, physicians, nurses, social workers and pharmacists. As well as schools, colleges, libraries, and community agencies. It is important that this committee is ever mindful of Tradition # 6 & # 11.
- 2) Chairperson to be available to make presentations in conjunction with other Sub-Committee Chairpersons.

### **Treatment Chairperson**

- 1) The Chairperson and committee are to carry the AA 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 co-operate with outside agencies. We must abide by the institutions’ criteria.

## **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 in the Fellowship, but in this case, the correctional facility dictates who may enter the facility.
- 2) The Niagara Regional Detention Centre has requirements that must be met for clearance into the institution. Admittance to the facility is allowed only if you have two years of continuous sobriety and five years clear of any correctional facility, including parole. It is Alcoholics Anonymous' position that we co-operate with outside agencies. We must abide by the institutions' criteria. Since the Sub-Committee Chairperson deals mostly with this facility, they should fit this requirement.
- 3) District 12 Chairperson will share the responsibility of Niagara Detention Center with the District 13 Corrections Chairperson.

## **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 serves all functions requiring the committee's assistance, i.e.: Group Anniversaries.
- 2) The Chairperson will maintain the Grapevine display kit, fill orders and will present 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 Representative will do in addition to other duties described in "What a Grapevine Rep. does".
- 3) The Grapevine Chairperson should attempt to organize a yearly meeting with all group Grapevine Reps.
- 4) The outgoing and incoming Grapevine Chairperson should meet with the outgoing and incoming D.C.M. to inventory all Grapevine stock, supplies and cash. All to be transferred to incoming Chairperson.

### **Sub-Section 3 Workshop Chairperson**

- 1) The Chairperson and committee are responsible for the organization of workshops such as Tradition Day and Information Day. The Chairperson will designate all food / 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 Notice of Motions**

- 1) Every motion, verbal or written, brought by a G.S.R. must be seconded, 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 so that the General Service Representatives 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 two – thirds (2/3) 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.**

- 1) The Treasurer shall advance an honorarium for all expenses incurred in the performance of their duties, as outlined in the following;
  - a) Area Assemblies – the cost and travel to and from, accommodation and meals up to \$200.00, as determined by the District. Area Committee meetings will be compensated at the rate of \$75.00.
  - b) All costs of printing, stationary, photocopies, faxes, mailing and telephone calls.
  - c) All honorariums require completion of expense sheet (supplied by the Treasurer), with receipts.

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

- 1) All expenses incurred in the performance of their duties, such as printing, stationary, photocopies, faxes, office supplies and postage, etc.
- 2) The Secretary and Treasurer will receive \$125.00 to attend W.O.G.S. one day workshops, one time during their two year term.
- 3) All honorariums will require completion of expense sheets (supplied by the Treasurer), with receipts.

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

- 1) Public Information / Co-operation with the Professional Community  
PI / CPC, Treatment, Corrections, Grapevine.
- 2) The Sub-Committee Chairpersons shall be provided with a \$50.00 float at the beginning of their two year term (to be replenished by the Treasurer from time to time, upon receipts), which float shall be returned at the end of their term. They shall provide a financial report of their expenses, monthly.
- 3) A fixed amount shall be determined by the District Committee from time to time, to be paid to the Sub-Committee Chairpersons to defray the expenses of their committees.

- 4) Sub-Committee Chairpersons will receive \$125.00 to attend W.O.G.S. for one day workshops.
- 5) All honorariums will require completion of expense sheets (supplied by the Treasurer), with 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.