

District 13 Niagara South
General Service Committee
August 7, 2007

Structure and Operating Procedures

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Area 86
District 13 Niagara South
General Service Committee

Structure and Operating Procedures

Purpose

The purpose of this structure and operating procedure is to provide the continuing successful operation of unified groups in our district. There can be no rules in AA other than those which we choose to impose upon ourselves. The structure and procedures set out what the groups have agreed upon and not what anyone has committed them to do.

It is suggested that all AA members of District 13 carry the message to the greater number of still suffering alcoholics within the confines of:

- 1) The Twelve Steps
- 2) The Twelve Traditions
- 3) The Twelve Concepts

Section 1 Organization

Sub-Section 1 The name

The Committee shall be known as “District 13 Niagara South General Service Committee”.

Sub-Section 2 Structure

The Committee shall be composed of the following elected “Trusted Servants”.

- 1) District Committee Member (DCM)
- 2) Alternate District Committee Member (Alt. DCM)
- 3) Treasurer
- 4) Alt. Treasurer
- 5) Secretary
- 6) Alt. Secretary
- 7) General Service Representatives (GSR’s) one from each group in the District
- 8) Sub-committee Chairpersons: Public Information, Co-operation with the Professional Community, Grapevine, Treatment Facilities and Correctional Facilities

Section 2 Elected Positions

Section 2 Sub-Section 1 Elected Officers

District Committee Member (DCM)

Qualifications

- a) A past GSR or Intergroup Representative 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 (GSR'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.
- 4) It is suggested they be present at all Niagara South Spring Roundup Meetings.
- 5) It is suggested they attend all Area 86 Meetings and Area 86 Assemblies.
- 6) Prepare and present an agenda for each District meeting.
- 7) They should attend and participate in the District Sub-Committee meetings.
- 8) They should hold at least 3 Review Meetings a year with the Sub-Committee Chairpersons: the first being in December immediately after the election of new Sub-Committee Chairpersons.
- 9) They shall notify the Area Secretary/Registrar of new GSR's. In this manner GSR's will receive their GSR kit from New York.
- 10) They should attend at least one meeting of every group in District 13 during their term.

Alternate District Committee Member (Alt. DCM)

Qualifications

- a) A past GSR or Intergroup Representative well grounded in AA service work.
- b) Enough sobriety time to run for the Delegate position.
- c) The time and energy to serve the District well.

Position Description

- 1) The Alt. DCM is a backup for the DCM. In the event that the DCM is unable to serve for any reason, the Alternate DCM steps in. Usually the Alt. DCM is elected at the same time as the DCM, by the same procedure. The Alt. DCM should be encouraged to assist, participate and share in the DCM's responsibilities at District and Area meetings. (Refer to current Service Manual)
- 2) The Alt. DCM is expected to attend District 12 Committee Meetings and Intergroup Meetings monthly.
- 3) The Alt. DCM should be available to assist District Sub-Committees.
- 4) The Alt. DCM should organize at least one workshop annually in District 13.
- 5) The Alt. DCM may be called upon to act as liaison with the Area Remote Communities/Special Needs Chairperson.
- 6) They should attend at least one meeting of every group in District 13 during their term.

Treasurer

Qualifications

- a) A past GSR or Intergroup Representative well grounded in AA service work.
- b) The time and energy to serve the District well.
- c) It is suggested that they have an understanding of basic bookkeeping, if possible, or the willingness to learn the present system, or set a new one.

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 GSR'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.

Section 2 Sub-section 1 Elected Officers Continued

- 7) Maintain care and control of bank accounts and signing authorities. 2 out of 3 authorized signatures are required for all cheques. (Authorized signatures are: DCM, Treasurer, and Secretary)

Alternate Treasurer

Qualifications

- a) A past GSR or Intergroup Representative 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.
- 2) The Alt. Treasurer will not have cheque-signing authority.

Secretary

Qualifications

- a) A past GSR or Intergroup Representative 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 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.)

Section 2 Sub-Section 1 Elected Officers Continued

- 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 Intergroup Representative 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.
- 2) The Alt. Secretary does not have cheque-signing authority.

Section 2 Sub-Section 2 Sub-Committee Chairpersons

Qualifications for all Sub-Committee Chairpersons

- a) A past GSR or Intergroup Representative well grounded in AA service work.
- b) The time and energy to serve the District well.
- c) Should familiarize themselves with the appropriate handbooks.

Public Information Chairperson (PI)

- 1) The Chairperson and committee carry the “AA Message” to the general public. The most common places this committee works are schools, colleges, libraries and community agencies within the District.
The media plays an important role in the community. It is important the committee be ever mindful of Tradition #11.
- 2) Chairperson to be available to make presentations in conjunction with other Sub-Committee Chairpersons.

Co-operation with the Professional Community (CPC)

- 1) The Chairperson and committee are responsible for carrying the “AA Message” to the professional community: those coming into contact with the still suffering alcoholic. This position entails working with those involved in the field of alcoholism. Some of the professionals the chairperson may come into contact with are: police, judges, lawyers, physicians, nurses, social workers and pharmacists. It is important that this committee be ever mindful of Tradition #6.
- 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, halfway houses, probation and parole offices, and correctional youth 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 2 years of continuous sobriety and 5 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) This is a unique position in that the chairpersons alternate responsibilities between District 12 and District 13 with each two-year term.

Grapevine Chairperson

- 1) The Chairperson and committee are responsible for “Not Keeping the Grapevine a Secret”. The Grapevine committee works within the District and serves all functions requiring the committee’s assistance, i.e.: (Blossom Time Convention, the Spring Roundup and the Dunnville Convention)
- 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”. The Grapevine Representative has the distinction of being a promoter within the fellowship of Alcoholics Anonymous.
- 3) The outgoing and incoming Grapevine Chairperson should meet with the outgoing and incoming DCM to inventory all Grapevine stock, supplies and cash. All to be transferred to incoming Grapevine Chairperson.

Section 3 General Guidelines

- 1) District 13 Committee will hold a regular monthly meeting. Time and place to be designated by the DCM.
- 2) It is suggested that you be willing to use your surname and provide your address and telephone number to be used within the service fellowship of Alcoholics Anonymous. (Pamphlet: Understanding Anonymity)
- 3) Can an Elected Officer vote on issues brought forth by a motion at a District Meeting?
No. The DCM, Alt. DCM, Treasurer and the Secretary may not vote on motions, nor may they bring forth a motion. There are two exceptions:
 - 1) The DCM is obligated to vote in the event of a tie.
 - 2) All Elected Officers may vote at elections. (Passed: Oct.13 1997)

Section 3 General Guidelines Continued

- 4) Should an Elected Officer be a GSR for their group?
Experience shows us that it is not practical for one to serve as an elected officer and a GSR at the same time.
- 5) Should a Sub-Committee Chairperson be a GSR for their group?
Experience shows us that it is not recommended for a Sub-Committee Chairperson to serve as a Sub-Committee Chair and a GSR at the same time.
- 6) Can a Sub-Committee Chairperson vote on issues brought forth at a District Meeting?
Yes, a Sub-Committee Chairperson may vote on a motion, as well as bring forth a motion. (Passed at Sept. 4 1990 District Meeting).
- 7) Can a non-alcoholic attend General Service meetings?
On a motion passed at the July 14 2003 General Service meeting it was decided to leave it to our own discretion as to whether a non-alcoholic may attend GSR Meetings.
- 8) In the spirit of rotation it is strongly suggested that those present assume the responsibility of taking charge of the key and the opening and closing of the General Service meeting at the District level.
- 9) **An Adhoc Committee** is a fact finding committee who reviews or gathers information in order to make educated suggestions to the District Committee to be voted on or adopted to address any topic of concern to the District. An Adhoc Committee is without power of decision.

Section 4 Expenses

- | | | |
|------------------|--|-------------------|
| 1) Area Meeting | DCM & Alt. DCM | \$100.00/Meeting |
| 2) Area Assembly | DCM | \$200.00/Assembly |
| | Alt. DCM | \$200.00/Assembly |
| | Sub-Committee Chairperson (who is not a GSR) | |
| | \$125.00 to attend workshops | |

Section 4 Expenses Continued

3) Secretary Float	\$100.00
PI Float	\$50.00
CPC Float	\$50.00
Treatment Float	\$50.00
Corrections Float	\$50.00

To be replenished monthly with receipts

- 4) If an Elected Officer or Sub-Committee member has the intention of attending an AA service function, a motion for expenses will be entertained if it is brought to the District thirty days prior to the function.
- 5) It is recommended that where possible, the Sub-Committee Chairpersons obtain service literature from the Area.

Section 5 Election Guidelines

- 1) Can an Elected Officer be re-elected?
Yes. At a regular election where there is every opportunity for presenting all available candidates. The fact is though; AA's generally feel that the "spirit of rotation" keeps everything more vital and productive.
- 2) The term of office shall be 2 years for the Elected Officers and the Sub-Committee Chairpersons. Their term begins January 1st even years and ends December 31st odd numbered years, running concurrently with the Area Committee. (see current Service Manual)
- 3) The electoral call for the Elected Officers (DCM, Alt. DCM, Treasurer and Secretary) will take place in September of odd numbered years.
- 4) A roll call of outgoing Elected Officers, Sub-Committee Chairpersons and GSR's shall be read for each position to be filled. Each person will be asked if they are willing to stand for election.
- 5) Following the roll call, nominations will be taken from the floor. Nominations to remain open until the October District meeting.

Section 5 Election Guidelines Continued

- 6) Those standing for any position may be asked for a brief service history.
- 7) The election for these positions (DCM, Alt. DCM, Treasurer and Secretary) will be held at the October District meeting.
- 8) Electoral call for the Sub-Committee Chairpersons as well as Alternate Secretary and Alternate Treasurer will take place in October of odd numbered years.
- 9) A roll call of outgoing Elected Officers, Sub-Committee Chairpersons and GSR's will be read for each position to be filled. Each person will be asked if they are willing to stand for election.
- 10) Following the roll call, nominations will be taken from the floor. Nominations are to remain open until the November District Meeting.
- 11) Those standing for any position may be asked for a brief service history.
- 12) The election will be held at the November District Meeting.
- 13) How do I get nominated for a position?
Your name must be brought forth by a GSR, Sub-Committee Chairperson, or the Alt. DCM at a District Meeting allotted for nominations. You may stand or decline. If the person nominated is absent, it must be seconded by someone else at the same District Meeting.
- 14) Do I have to be present to be nominated for a position?
NO. It is strongly suggested that you be present at nomination meetings.
If you cannot attend, a letter of intent will be accepted. Your nomination must be made with a motion and a second.
- 15) Do I have to be present at an election meeting if I am standing for a position?
NO. It is strongly suggested that you be present at an election meeting.
If you cannot attend with a valid reason, a "Letter of Acceptance" will be accepted. Reasons: work, illness, vacation.

Section 5 Election Guidelines Continued

- 16) How do I get elected to a position?
You have “stood” at the nomination meeting and have accepted at the election meeting.
- DCM and Alt. DCM - Third Legacy Procedure.
 - Secretary and Treasurer - Third Legacy Procedure.
 - Alt. Secretary and Alt. Treasurer - Third Legacy Procedure.
 - Sub-Committee Chairpersons - Third Legacy Procedure.
 - All voting is by secret ballot.
- 17) Third Legacy Procedure for voting.
- Count all eligible to vote.
 - A Scrutineer is selected. This AA member is not eligible to vote.
 - Have Scrutineer distribute ballots.
 - A 2/3rds majority is required.
 - Follow guide in the current Service Manual.
- 18) What if an Elected Officer or Sub-Committee Chairperson “fades” away?
A motion was brought forth and passed at the May 2 1991 District Meeting stating “Any Elected Officer missing 3 consecutive meetings shall automatically resign said position held, with the exception of excused absences”.

Section 6 Spring Roundup Committee

The Spring Roundup Committee follows the
District 13 Niagara South General Service
Niagara South Annual Spring Roundup
Suggested Guidelines and Operating Procedures.

Section 7 Third Legacy Procedure

For the purpose of all District 13, Niagara South Committee elections The following procedure will be followed.

(Exert from 2006-2007 Service Manual)

THIRD LEGACY PROCEDURE

A.A.'s Third Legacy Procedure is a special type of electoral procedure, used primarily for the election of delegates and regional and at-large trustees.

It is considered to be unique to A.A., and at first glance, appears to introduce a strong element of chance into a matter that should depend solely on the judgment of the majority. In practice, however, it has proved highly successful in eliminating the influence of factions or parties that seem to thrive on most political scenes. The railroading of a candidate for election is made difficult, if not impossible, since voters have a wide selection of candidates to choose from. More importantly, a second-place candidate who may be extremely well qualified but without early popular support is encouraged to stay in the balloting rather than withdraw.

Third Legacy Procedure is as follows:

- The names of eligible candidates are posted on a board. All voting members (of the area or Conference body) cast written ballots, one choice to a ballot. The tally for each candidate is posted on the board.
- The first candidate to receive two-thirds of the total vote is elected.
- Withdrawals start after the second ballot. If any candidate has less than one-fifth of the total vote, his or her name is automatically withdrawn¹ — except that the top two candidates must remain. (In case of ties for second place, the top candidate and all tied runners-up remain as candidates.)
- After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except the two top candidates remain. (In case there are ties for second place, the top candidate and all tied runners-up remain as candidates.)

After the fourth ballot, if no candidate has two-thirds of the total vote, the candidate with the smallest total is automatically withdrawn, except that the top two candidates remain. In case there are ties for second place, the top candidate and all tied second-place candidates remain. At this point, the chairperson asks for a motion, second, and a simple majority of hands on conducting a fifth and final ballot. If this motion is defeated, balloting is over and the choice is made by lot — “going to the hat” — immediately. If the motion carries, a fifth and final ballot is conducted.

- If after the fifth ballot no election occurs, the chairperson announces that the choice will be made by lot (from the hat). At this point, the top two candidates remain. In case there are ties for first place, all tied first place candidates remain. In case there are no ties for first place, the top candidate and any tied second-place candidates remain.
- Lots are then drawn by the teller, and the first one “out of the hat” is the delegate (or trustee or other officer).

Section 7 Third Legacy Procedure Continued

