



# **Guidelines & Operating Procedures**

## **Niagara District Intergroup**

Approved and Accepted  
April 19, 2009  
Niagara District Intergroup

Amended September 20, 2009  
(refer to Aug. & Sept. minutes)

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## **Mission Statement**

The Niagara District Intergroup exists to aid the Groups & Meetings in their primary purpose of carrying the message of Alcoholics Anonymous to the alcoholic who still suffers.

## **Purpose**

Niagara District Intergroup provides services common to all groups and meetings in District 12 [Niagara North] and District 13 [Niagara South] of Area 86. Intergroup is directly responsible to and is financed by the voluntary contributions of the groups and meetings in the Niagara District. Each group may elect a representative to attend Intergroup meetings. These meetings are held on a regular basis [normally monthly] and are open to all Alcoholics Anonymous members. Intergroup provides the following services: answering service; stocks & sells A. A. literature; printed media; special functions; the Intergroup web-site; and sponsors the Pen San meeting. These Guidelines were developed by following: the A. A. Guidelines for Central or Intergroup Offices (MG-02), utilizing the 12 Steps, 12 Traditions, 12 Concepts and the experience of past and present Committee members.

# **Guidelines & Operating Procedures Niagara District Intergroup**

**Group # 115883**

## **INTERGROUP COMMITTEE STRUCTURE**

### **Intergroup Positions:**

- 1) Chairperson
- 2) Co-Chairperson
- 3) Treasurer
- 4) Co-Treasurer
- 5) Secretary
- 6) Co-Secretary

### **Sub-Committee Chairpersons:**

- 7) Answering Service Chairperson
- 8) Literature Chairperson
- 9) Printed Media Chairperson
- 10) Pen San Meeting Coordinator
- 11) Special Functions Chairperson
- 12) Web-Site Chairperson

### **Sub-Committee Co- Chairpersons:**

- 13) Answering Service Co-Chairperson
- 14) Literature Co-Chairperson
- 15) Printed Media Co-Chairperson
- 16) Pen San Meeting Co-Coordinator
- 17) Special Functions Co-Chairperson
- 18) Web-Site Co-Chairperson

## **ELECTION PROCEDURES**

- 1) Election of Intergroup officers will take place in November of even numbered years with nominations held the preceding October. Nominations are held open until the November meeting. All nominations need to be seconded.
- 2) If you cannot be present during the nomination meeting, a “letter of intent” will be accepted. If you cannot be present at an election meeting, a “letter of acceptance” will be acknowledged.
- 3) The elected candidates will serve a two year term commencing the January of odd numbered years to the December of even years.
- 4) The current Intergroup Chairperson or Co-Chairperson will conduct the elections by secret ballot and destroy the ballots thereafter by a motion. The Chairperson or Co-Chairperson may ask a non-voting member or members to help with the election.
- 5) Voting eligibility:
  - a) The group representative, or in their absence, the alternate group representative may vote. If the group representative or alternate group representative is absent, any member of their group may vote if they have their groups’ permission. Each group is allowed one vote, as per sign-in sheet.
  - b) Sub-committee chairpersons; if the chairperson is absent their co-chairperson has a vote.
  - c) The treasurer and secretary; if the treasurer or the secretary is absent the respective co-treasurer or co-secretary has a vote.
- 6) Those eligible to vote will be counted by the persons conducting the election - that number will be made known to the Intergroup body before proceeding with the election.
- 7) The nominee who receives a plurality is elected. (The person with the most votes is elected). In the event of a tie for first place, all candidates’ names tied for first place will go into the hat and the Chairperson will draw the newly elected candidate from the hat.
- 8) Elected Co-Chairpersons are expected to move up to their Chairperson’s position, if willing. [i.e. Co-Secretary moves up to Secretary), and the approval by voting. All progression to be conducted by a simple majority vote. [50% + 1]
- 9) Elected Officers and Sub-Committee Chairpersons are considered to have resigned, if they lose their sobriety, or miss more than three Intergroup meetings in a year, or miss three in a row (consecutive) without a valid reason. The normal election procedures and voting privileges are followed, when replacing these members.
- 10) Re-election of officers for the same position is possible, but not recommended, as we wish to keep “a spirit of rotation!”

## **GENERAL GUIDELINES**

- 1) The Intergroup meeting is held on the third Sunday of each month at 7:00 pm at St. Columba Church Hall - 7 St. Columba Dr. St. Catharines ON.
- 2) Any member of Alcoholics Anonymous may attend the meeting. Only group representatives or their alternates [if group representative is unavailable] may enter into discussions, unless a member is recognized from the floor by the Chairperson.
- 3) Financing of Intergroup is by voluntary contributions from the groups and meetings in the Niagara District. This also includes income from Literature Sales and Special Functions.
- 4) Alcoholics Anonymous members may make individual contributions on a voluntary basis directly to Niagara District Intergroup. A member's contribution to the Niagara District Intergroup is not to exceed \$3000.00 in any one year.
- 5) Groups and meetings are asked to contribute what they can afford – many groups donate according to the pamphlet “Self-Support: Where Money and Spirituality Mix.” This pamphlet suggests: 10% to District General Service, 10% to the Area Committee, 30% to the General Service Office [G.S.O.] and 50% to Intergroup.
- 6) For help in financial planning, the 1977 General Service Conference recommended, “A suggested prudent reserve would preferably be from one to twelve months operating expenses, depending on local needs.” The Niagara District Intergroup has recommended utilizing a \$7000.00 prudent reserve, which currently reflects approximately 4 months of operating expenses as stated in our A.A. Guidelines – Central or Intergroup Offices. [MG 02]
- 7) Intergroup expenses include: rent for meeting rooms, P.O. Box 23091 rental, answering service, printed media (i.e. telephone ads), secretarial and treasurer supplies, literature donations (i.e. start-up kits or pamphlets for new Groups or Meetings), web-site expenses and workshops. In addition Intergroup provides expenses for Intergroup Officers travelling out of the Niagara District for seminars, workshops, conferences etc. as approved by Intergroup.
- 8) Rent and Insurance for the monthly Intergroup meeting at St. Columba Church is due in June of each year. Contracts are negotiated and signed on a yearly basis by the Intergroup Chairperson. The Secretary of St. Columba Church should be contacted in early May of each year to obtain costs.
- 9) The value of literature held by the Literature Chairperson which is directly financed by Intergroup should not exceed \$4800.00 CAD. The Literature Chairperson maintains a float of \$100.00; this float is returned to the Treasurer at the end of their term.
- 10) A motion will be entertained for the distribution of surplus funds beyond the prudent reserve twice annually; January and July. It is recommended these funds be sent to Alcoholics Anonymous World Service (A.A.W.S.).

- 11) It is strongly recommended that each A. A. member attending Intergroup hold only one position within that body. Wearing two hats can greatly confuse issues during the making of motions, and voting. For example, the Secretary etc. should not act as the Intergroup Representative for their home group.
- 12) The Chairperson will form an Ad Hoc committee every two years, to review and make recommendations to Intergroup for amendments. Any change to the Guidelines requires a two thirds [ $\frac{2}{3}$ ] majority vote of the groups present.
- 13) If an Alcoholics Anonymous Group wishes to be placed on, or removed from the Pen San Meeting rotation list, they are to contact the Pen San Meeting Coordinator in person or by phone.
- 14) If an Alcoholics Anonymous member wishes to be placed on, or removed from the Answering Service List, they can contact the Answering Service Chairperson in person or by phone.
- 15) The Intergroup Chairperson, Treasurer, Co-Treasurer and Special Functions Chairperson will arrange a "limited access small business card" to be used for deposits to the Intergroup bank account following special events. A "deposit only" pin number is arranged by the Special Functions Chairperson.
- 16) Motions:
  1. Motions can only be made by Intergroup Representatives or their alternate if the Intergroup Representative is absent.
  2. Sub-committee chairpersons or co-chairpersons if chairperson is absent.
  3. Only those eligible to vote can make a motion.
  4. See Appendices for additional necessary information on Motions and Notice of Motions. [Page 23]
- 17) The yearly contract with the Web Service provider, along with the Domain name registration is due in June of each year. The Web Service provider should be contacted in early May.

## **INTERGROUP OFFICERS**

### **Job Descriptions**

#### **1) CHAIRPERSON**

a) Qualifications:

1. Four years continuous sobriety, preferably with two years Intergroup experience
2. Knowledge of election and voting procedures, working knowledge of the Twelve Traditions, and an understanding of the Twelve Concepts
3. Previous service experience including:
  1. Preference given to Co-Chairperson of Intergroup
  2. Chair on one of the subcommittees
  3. Intergroup or General Service Representative

b) Duties and Responsibilities:

1. Responsible for organizing quarterly meetings with elected officers for exchange of information
2. Oversee subcommittees to insure respective duties are being carried out
3. Chair each monthly Intergroup meeting
4. Prepare agenda for Intergroup monthly meetings
5. Holds the second key to P.O. Box # 23091 and also the second key to St. Columba Church along with the access code. The keys are to be handed over to the incoming Chairperson along with the access code to the church.
6. The Chairperson is the liaison with St. Columba Church and must report any changes in regards to the possession of the key and access code
7. Keep in communication with Intergroup Co-Chairperson
8. The Chairperson will form an Ad Hoc committee every two years, to review and make recommendations to Intergroup for amendments to the Guidelines
9. The Chairperson is to act as liaison with the Intergroup Webmaster when archival material is requested

#### **2) CO-CHAIRPERSON**

a) Qualifications:

1. Two years continuous sobriety, preferably with Intergroup experience
2. An understanding of the Niagara District Intergroup Guidelines, the A.A. Guidelines for Central or Intergroup Offices [MG-02], Box 459, the 12 Traditions and the 12 Concepts

b) Duties and Responsibilities:

1. Become familiar with the Chairpersons responsibilities in order to chair the monthly Intergroup meeting if the Chairperson is absent
2. Attend monthly Intergroup meetings and be seated alongside the Chairperson at the head table.
3. Become familiar with the functions and activities of all the subcommittees

4. Liaison (maintain communication link) between Intergroup and General Service Structure
5. Represent Niagara District Intergroup as the liaison between District 12 Niagara North, and District 13 Niagara South. Attend both General Service monthly meetings and give a report on the activities at Intergroup. It is hoped that both District 12 & 13 will send a representative to Intergroup to give a report from their individual District.
6. Give a report at the monthly Intergroup meeting. The reports are to include general information on events and changes concerning Alcoholics Anonymous. A written report is to be submitted or e-mailed to the secretary for inclusion in the minutes.
7. Act as liaison with WOGS (Western Ontario General Service) by attending the Area 86 Assemblies every six months. Obtain and read the minutes from all Area Committee meetings and Assemblies. The Alternate Delegate is the liaison with all Intergroups in Area 86
8. Liaison with the GSO (General Service Office) and Alcoholics Anonymous World Service. Contact the Intergroup Liaison for Canada and the USA. Obtain and read Box 459 and the Final Conference Report

### 3) TREASURER

#### a) Qualifications:

1. Four years of continuous sobriety, preferably with Intergroup experience
2. A working knowledge of the Twelve Traditions, and an understanding of the Twelve Concepts
3. Ability to perform the duties of the Treasurer
4. Preference given to someone with experience in accounting and mathematics
5. Be familiar with the pamphlet "Self-Support: Where Money and Spirituality Mix," the service piece "The Group Treasurer," and the A.A. Guidelines on Finance [MG-15].

#### b) Duties and Responsibilities:

1. Attend monthly Intergroup meetings
2. Issue receipts for all donations to Intergroup
3. Present a monthly income/expense statement at Intergroup Meetings. Special Functions is noted separately for informational purposes only. A written report is to be submitted or e-mailed to the secretary for inclusion in the minutes
4. Pay all bills prior to "payment due" date
5. Issue cheques to committee members and subcommittee members as required
6. Deposit all income into Intergroup account
7. Obtain bank statement and balance against Intergroup's income statement
8. Present an annual statement of accounts payable and receivable (February meeting)
9. Retrieve bills, literature, etc., from P.O. Box 23091 monthly
10. Hand over the P.O. Box key to incoming Treasurer

11. Set up an Intergroup bank account with 3 Intergroup Officers having signing authority. Two signatures are required, either Treasurer, Chairperson or Co-Treasurer for each cheque
12. Set up a meeting with the Intergroup Chairperson, Co-treasurer, Special Functions Chairperson and the bank, to obtain a "limited access small business card."

#### **4) CO-TREASURER**

- a) Qualifications:
  1. Two years continuous sobriety, preferably with Intergroup experience
  2. Willingness to learn the duties of Treasurer
- b) Duties and Responsibilities:
  1. Attend most Intergroup meetings
  2. Read Treasurer's report in absence of Treasurer
  3. Assist Treasurer with accounts payable and receivables
  4. Assist Treasurer with recording all transactions

#### **5) SECRETARY**

- a) Qualifications:
  1. Two years continuous sobriety, preferably with Intergroup experience
  2. Ability to perform the duties of the Secretary
- b) Duties and Responsibilities:
  1. Record the minutes of Intergroup Meetings. To be read as a report the following month.
  2. Compile a mailing list [including e-mail address] of Intergroup Representatives
  3. Include dates for upcoming Pen San Meeting (one month in advance in minutes)
  4. Photocopy minutes (approx. 35 copies), e-mail or address and snail-mail minutes to Intergroup Representatives, Intergroup Officers, Sub-Committee Chairpersons, Co-Chairpersons, District Committee Members (DCM's) and their Alternates for Districts 12 & 13, also the Website for Archival purposes
  5. Retain copies of documents recorded during term of office, and turn the documents over to incoming Secretary
  6. Mentor Co-Secretary so that one can become familiar with secretarial duties
  7. Record a separate list of all accepted motions [excluding housekeeping issues] during the term of office. This list will be passed on to the Intergroup Chairperson to be considered by an Ad Hoc Committee for Guideline amendments. [See Intergroup Chairperson job description, item 8]
  8. Keep record of passwords, i.e. Niagara District website password
  9. Keep list of names and numbers for contacts regarding Special Functions events (Special Functions Chairperson will give this information to Secretary)
  10. Obtain a \$50.00 float from the treasurer; to be returned at the end of the two year term or upon resignation

**6) CO-SECRETARY**

a) Qualifications:

1. Two years continuous sobriety, preferably with Intergroup experience
2. Willingness to learn the duties of the Secretary
3. Computer/typing skills an asset (not a requirement)

b) Duties and Responsibilities:

1. Willingness to assist Secretary
2. Attend most Intergroup meetings

## **SUB-COMMITTEE CHAIRPERSONS**

### **Job Descriptions**

#### **7) ANSWERING SERVICE CHAIRPERSON**

a) Qualifications:

1. Two years continuous sobriety
2. Willingness to help a suffering alcoholic
3. Ability to describe the three-fold nature of alcoholism; physical, mental, and spiritual
4. Ability to listen, be patient and compassionate
5. Ability to share your own experience, strength and hope

b) Duties and Responsibilities:

1. Contact Answering Phone Service Company monthly and obtain information on calls received and present these findings at the monthly Intergroup Meeting. Ensure that members names on the answering list are contacted in the correct sequence by the Answering Service Company
2. Attend monthly Intergroup meetings to give a report on last months activities (calls received and twelve step calls made). A written report is to be submitted or e-mailed to the secretary for inclusion in the minutes.
3. Advise the members of the Answering Service Committee regarding Twelve Step calls
4. Suggest to family and friends of the suffering alcoholic what Alcoholics Anonymous has to offer
5. Every four or five months, with the assistance of the Co-chairperson, divide the names and numbers of the members on the Answering Service Committee list, and call them to see if they are still in good standing. It is hoped this contact will promote a good working relationship and assist volunteers by answering any questions or concerns arising from their twelve step work
6. Conduct at least one workshop on the "Answering Service and Twelve Step calls," for all AA members to attend, including Answering Service Committee members
7. Recruit new committee members in areas having insufficient number of female and male committee members
8. Maintain communication with the Co-chairperson

#### **8) LITERATURE CHAIRPERSON**

a) Qualifications:

1. Minimum four years continuous sobriety, preferably with Intergroup experience
2. The willingness to learn the present inventory control system, or develop a dependable method of their own

- b) Duties and Responsibilities:
1. Open hall monthly
  2. Safeguard books and literature
  3. Have a supply of literature on hand for sale at Intergroup each month
  4. Accept and place special orders for individuals
  5. Give monthly sales report to Intergroup and hand in receipts to the Treasurer.
  6. A written report is to be submitted or e-mailed to the secretary for inclusion in the minutes
  7. Order new books and literature as required from A.A.W.S.
  8. Keep inventory at \$4,800.00 CAD level
  9. Report approximate monthly inventory-on-hand to Intergroup
  10. Recruit volunteers and plan to attend the District 13 Roundup, Blossom Time Convention, Dunnville Convention, as well as service days, and special anniversaries as requested
  11. Close hall monthly after Intergroup meeting or make other arrangements with the Intergroup Chairperson
  12. Give annual written statements including quantity sold, bought, and donated
  13. Work with Co-Chairperson so that they can become familiar with the Literature Chairpersons duties
  14. Provide a telephone number or e-mail address to Intergroup for groups and meetings to pre-order literature
  15. Obtain a float of \$100.00 from the Treasurer at the start of term, and return the float to the Treasurer at the end of the two year term or upon resignation

**9) PRINTED MEDIA CHAIRPERSON**

- a) Qualifications:
1. Minimum two years continuous sobriety
- b) Duties and Responsibilities:
1. Review A.A. newspaper advertisements in the Niagara Intergroup Service Area on a consistent basis
  2. Keep the meeting list as current as possible
  3. Announce any changes on the meeting list at the monthly Intergroup meeting. A written report is to be submitted or e-mailed to the secretary for inclusion in the minutes
  4. Maintain open communication with the Website Chairperson, relating any changes made to the meeting list

**10) PEN SAN MEETING COORDINATOR**

- a) Qualifications:
1. Minimum two years of sobriety
  2. Commitment to ensure doors of Pen San Meeting are open every Sunday

- b) Duties and Responsibilities:
1. Liaison with Hotel Dieu Shaver Hospital on any issues affecting the Pen San Meeting
  2. Monthly payment to Hotel Dieu Shaver Hospital for weekly coffee and milk service
  3. Ensure sufficient supplies (sugar, cups, etc.) are on hand for meetings
  4. Bi-monthly report to Intergroup showing contributions, expenses and balance being turned over to Intergroup
  5. Ensure co-coordinator is trained to look after meeting should the Coordinator be unable to attend
  6. Ensure that the literature case is kept up-to-date. Put in a request to Intergroup if any literature is required for the meeting
  7. Make sure setup and cleanup is done every Sunday morning
  8. Annually prepare a new list showing groups who will be hosting the meeting for the following twelve months. This list is usually made up in mid March and covers the twelve months May to April of the following calendar year
  9. If hosting group fails to attend, Intergroup is advised. If hosting group fails to attend a second time, Intergroup should be asked whether or not that hosting group should be stricken from the list. If the hosting group fails to attend, the Coordinator should be prepared to put on the meeting.
  10. A brief history – the Pen San meeting was started in 1957 and placed on our meeting list in 1966.

## 11) SPECIAL FUNCTIONS CHAIRPERSON

- a) Qualifications:
1. Minimum four years continuous sobriety, preferably with Intergroup experience
- b) Duties and Responsibilities:
1. Organize events that are sponsored by Intergroup, such as the; Annual Intergroup Picnic, Annual Gratitude Dinner and Dance, New Year's Eve Gala and Founders Day Celebration.
  2. The Special Functions Chairperson will make arrangements for a "pin number" used for "deposit only" for the limited access small business card. This card can be used for bank deposits following special events. A new pin number is to be obtained by each succeeding Chairperson.
- c) General Procedures:
1. The list of contacts (names and numbers) for various events is to be held by secretary of Intergroup as well as Special Functions Chairperson.

## SPECIFIC EVENTS

- a) Procedures for the Annual Intergroup Picnic (July)
  1. Park facilities reserved in January of each year
  2. Start-up fund of \$200.00 requested in January
  3. Flyer presented at May Intergroup meeting
  4. Arrange for two BBQ's for cooking & two coolers for pop/water
  5. Purchase cooking supplies
  6. Food sold at reasonable prices
  7. Purchase adult and child prizes for draws and games
  8. Insure park area is left as it was upon arrival, otherwise city charges will apply
  9. Provide final report and financial statement to Intergroup when financial details are compiled
  
- b) Procedures for the Annual Gratitude Dinner and Dance (first Saturday in October)
  1. Obtain Catering services
  2. Obtain services of a Speaker for the meeting held after the meal
  3. Make arrangements for accommodations for Speaker, if required
  4. Obtain services of Sobriety Countdown person
  5. Start-up fund of \$500.00 requested from Intergroup in June or July
  6. Create, print, and distribute event flyer in time to Intergroup
  7. Create event tickets and distribute them in time for selling purposes
  8. Order table cloths, napkins, etc., in August and make arrangements to pick up the linen on Friday before the event and return the next business day after the event
  9. Purchase gifts for Speaker, door Prizes and Spot Dances
  10. Contact Wayside to obtain services for four residents to help setup for the meal, serve meals and refreshments, and clean up the hall
  11. Purchase all tickets required for refreshment sales and any other draws that might be held to increase income
  12. Purchase coffee, sugar, cups, and plastic glasses etc., ahead of time, while the creamer should be purchased the day of the event
  13. On the morning of the event, volunteers (including Wayside friends) arrive to arrange and cover tables with linen
  14. Arrange for volunteer to help with food and any duties required during the event
  15. Ensure that the hall is just as it was before the event. The hall can be cleaned immediately after the event or the next morning. This can be negotiated with the Church ahead of time
  16. Supplies and refreshment can be kept in storage for the New Year's Eve Gala unless the expiry date of the pop or water comes before the date of the event
  17. Having kept all the receipts from all purchases, create a financial statement and submit report to Intergroup when financial details are compiled

18. Reserve Westminster United Church Hall for upcoming year as soon as possible after the end of the Gratitude Event.
- c) Procedures for the New Year's Eve Gala
  1. Start-up fund requested at Intergroup meeting in October
  2. Gala flyers distributed at Intergroup meeting in October
  3. Report and financial statement submitted to Intergroup meeting in January
  4. Local speaker to be chosen as Opening Speaker
  5. Party favors (noise makers) purchased in early December or before
  6. All liquid left-over liquid inventories sold at cost
  7. All other duties similar to Annual Gratitude Dinner and Dance
- d) Founders Day Celebration (every 5 years). Procedures were not submitted for this event

## 12) WEBSITE COMMITTEE CHAIRPERSON

- a) Qualifications:
  1. Minimum two years continuous sobriety
  2. Understanding of the Twelve Traditions
  3. The time and energy to commit to a two year term of service
- b) Duties and Responsibilities:
  1. To attend and facilitate regularly scheduled Website Committee meetings
  2. To present monthly reports to Intergroup regarding committee and website activity. A written report is to be submitted or e-mailed to the secretary for inclusion in the minutes
  3. To act as spokesperson for the Website Committee as required

## **SUB-COMMITTEE CO-CHAIRPERSONS**

### **Job Descriptions**

#### **14) ANSWERING SERVICE CO-CHAIRPERSON**

- a) Qualifications:
  - 1. Minimum one year continuous sobriety
  - 2. Willingness to help a suffering alcoholic
  - 3. Ability to describe the three-fold nature of alcoholism; physical, mental, and spiritual
  - 4. Ability to listen and to be patient and compassionate
  - 5. Ability to share your own experience, strength and hope appropriately
- b) Duties and Responsibilities:
  - 1. Attend most Intergroup meetings
  - 2. Willingness to learn all the duties and responsibilities of the chairperson
  - 3. Ability to fulfill the duties and responsibilities of the Chairperson in their absence

#### **15) LITERATURE CO-CHAIRPERSON**

- a) Qualifications:
  - 1. Minimum two years continuous sobriety.
- b) Duties and Responsibilities:
  - 1. Knowledge of literature stock on hand i.e. pamphlets and books available for sale
  - 2. Assist Chairperson in taking and processing orders at special functions
  - 3. Help set up Intergroup meetings
  - 4. Help when Chairperson cannot attend meetings, for example, fill orders, make change and give groups receipts for monies received
  - 5. Attend A.A. functions, i.e. Blossom Time and Information Day, and set up literature table for general display and sale
  - 6. Take orders at home and pass on to Chairperson to have ready by next Intergroup meeting

#### **16) PRINTED MEDIA CO-CHAIRPERSON**

- a) Qualifications:
  - 1. Minimum two years of continuous sobriety
- b) Duties and Responsibilities:
  - 1. Minimum two years of continuous sobriety
  - 2. Willingness to learn all the duties and responsibilities of the Chairperson
  - 3. Ability to fulfill the duties and responsibilities of the Chairperson in their absence.

**17) PEN SAN MEETING CO-COORDINATOR**

- a) Qualifications:
  - 1. Minimum two years of continuous sobriety
- b) Duties and Responsibilities:
  - 1. Attend most meetings
  - 2. Willingness to learn all the duties and responsibilities of the Coordinator

**18) SPECIAL FUNCTIONS CO-CHAIRPERSON**

- a) Qualifications:
  - 1. Minimum two years continuous sobriety
- b) Duties and Responsibilities:
  - 1. To assist the chairperson in organizing all events
  - 2. Responsible for recording ticket distribution and collection
  - 3. Help purchase dance and raffle prizes
  - 4. Book the necessary facility for the event

**19) WEBSITE COMMITTEE CO-CHAIRPERSON**

- a) Qualifications:
  - 1. Minimum two years continuous sobriety
  - 2. Understanding of the Twelve Traditions
  - 3. The time and energy to commit to a two year term of service
- b) Duties and Responsibilities:
  - 1. Attend and facilitate regularly scheduled Website Committee meetings
  - 2. Assume all of Chairperson's responsibilities in the event that the Chairperson is unavailable or unable to do so

## **WEBSITE COMMITTEE STRUCTURE & Job Descriptions**

*The Website Committee is comprised of 8 positions*

### **1) WEBSITE COMMITTEE CHAIRPERSON**

a) Qualifications:

1. Minimum two years continuous sobriety
2. Understanding of the Twelve Traditions
3. The time and energy to commit to a two year term of service

b) Duties and Responsibilities:

1. To attend and facilitate regularly scheduled Website Committee meetings
2. To present monthly reports to Intergroup regarding committee and website activity
3. To act as spokesperson for the Website Committee as required

### **2) WEBSITE COMMITTEE CO-CHAIRPERSON**

a) Qualifications:

1. Minimum two years continuous sobriety
2. Understanding of the Twelve Traditions
3. The time and energy to commit to a two year term of service

b) Duties and Responsibilities:

1. Attend and facilitate regularly scheduled Website Committee meetings
2. Assume all of Chairperson's responsibilities in the event that the Chairperson is unavailable or unable to do so

### **3) WEBSITE COMMITTEE WEBMASTER**

a) Qualifications:

1. Minimum two years continuous sobriety
2. Understanding of the Twelve Traditions
3. The time and energy to commit to a two year term of service
4. Ability to perform the functions as described or the willingness to learn
5. Must already possess knowledge and ability to maintain website

b) Duties and Responsibilities:

1. Maintain the website with the most current information available
2. Update Meeting Lists, Maps, Events Information, and Flyers on a regular basis
3. Communicate with the Print Media Chairperson regarding all meeting list changes/updates
4. Attend regularly scheduled Website Committee meetings

5. Act as liaison with current web host who bills annual fees and maintains the integrity of the website. The Webmaster reports back to the committee on upcoming fees, changes to programming of additional pages, and significant changes to functioning and functionality of the site
6. Due to the special nature of the work involved, the Webmaster need not rotate out on a regular basis
7. Archives the monthly minutes from District 12, District 13, and Niagara District Intergroup. Maintain the anonymity of such documents, releasing copies only at the request of the District Committee Members [DCM's] or the Intergroup Chair. An AA member may request a copy of such documents through the DCM'S or Intergroup Chair
8. The Webmaster must maintain the anonymity of all AA members at all times

**4) WEBSITE COMMITTEE CO-WEBMASTER**

- a) Qualifications:
  1. Minimum two years continuous sobriety
  2. Understanding of the Twelve Traditions
  3. The time and energy to commit to a two year term of service
- b) Duties and Responsibilities:
  1. As above when the Webmaster is not available

**5) WEBSITE COMMITTEE SECRETARY**

- a) Qualifications:
  1. Minimum two years continuous sobriety
  2. Understanding of the Twelve Traditions
  3. The time and energy to commit to a two year term of service
- b) Duties and Responsibilities:
  1. Attend regularly scheduled Website Committee meetings
  2. Record minutes of the regularly scheduled website meetings
  3. Issue email reminders to all committee members for upcoming Website Committee meetings
  4. Forward the minutes to all committee members in a timely fashion
- c) Procedures
  1. All communications are done by e-mail

**6) WEBSITE COMMITTEE CO-SECRETARY**

a) Qualifications:

1. Minimum two years continuous sobriety
2. Understanding of the Twelve Traditions
3. The time and energy to commit to a two year term of service

b) Duties and Responsibilities:

1. As above, when the Secretary is unavailable

**7) WEBSITE COMMITTEE E-MAIL COORDINATOR**

a) Qualifications:

1. Minimum two years continuous sobriety
2. Understanding of the Twelve Traditions
3. The time and energy to commit to a two-year term of service

b) Duties and Responsibilities:

1. Attend and facilitate regularly scheduled Website meetings
2. Check for incoming website email messages on designated days
3. Respond to basic requests for information in a timely fashion
4. Forward service requests to either District 12 or 13 Alternate D.C.M.'s (rotating basis)

c) Procedures:

1. Always guard anonymity in responding to and in forwarding messages

**8) WEBSITE COMMITTEE E-MAIL CO-COORDINATOR**

a) Qualifications:

1. Minimum two years continuous sobriety
2. Understanding of the Twelve Traditions
3. The time and energy to commit to a two-year term of service

Duties and Responsibilities:

1. Attend and facilitate regularly scheduled website meetings
2. Assume all of the e-mail coordinator's responsibilities in the event that the Chairperson is unavailable or unable to do so

b) Procedures:

1. Always guard anonymity when responding to and forwarding messages

## Suggestions for an Intergroup Representative

- 1) Obtain a copy of the Niagara District Intergroup Guidelines from your outgoing Intergroup Representative. If one is not available, get one from the Intergroup Secretary.
- 2) Attend all monthly Intergroup Meetings.
- 3) Take notes at the monthly Intergroup Meeting, in order to present your remarks to your home group business meeting in case the minutes arrive late. Experience shows that some groups have the entire copy of the minutes read, while other groups expect the Intergroup Representative to provide only the significant information.
- 4) Purchase or have your group purchase the most recent copy of: *The A.A. Service Manual Combined With Twelve Concepts for World Service by Bill W.* [BM-31]
- 5) Inform your group about new material from the Literature Catalogue, in many cases the Intergroup Representative becomes responsible for keeping your group's literature rack filled. Anniversary cards, chips, pins & medallions can be purchased prior to the start of the Intergroup Meeting.
- 6) Ensure your group has ample recent copies of our meeting list available; this is purchased from the Literature Chair or downloaded from our website: [aaniagara.org](http://aaniagara.org).
- 7) Encourage your group to use the 50% -30% -10% -10% donation amounts as suggested in our General Guidelines (page 6 article 5).
- 8) Many of our Sub-Committees [i.e. Special Functions, and Literature] require a great deal of planning and action. By joining and helping out on any of these committees you help enhance your recovery and emotional sobriety.
- 9) Previous Intergroup Representatives have found it important to understand our voting and motions procedures. This often requires some familiarity as an Intergroup Representative, so ask **lots** of questions. It is often said "there are no stupid questions" and in the area of motions and voting procedures – this is very true. Experience confirms that working with your service sponsor will enhance your understanding on this point.
- 10) The Special Functions Chairperson often asks for volunteers to distribute tickets within your home group and A.A. as a whole. This important service provides all A.A. members the opportunity of attending Intergroup dances, picnics, etc. Many newer members to A.A. are not aware of these events, and may miss out on the fun side of recovery.

## **Procedural Guidelines: Motions and Notice of Motions**

### **Introduction**

Procedural guidelines are essential guides along our path toward an informed group conscience. Agreed-upon procedural guidelines insure the practice of “principles before personalities” while Intergroup business is being conducted. A free-form discussion may appear to be the most open and easy way to conduct business, but it has the tendency to degenerate into arguments and personality conflicts. Procedural Guidelines help keep discussion focused, and allow business to proceed in a successful and spiritual manner.

### **Chairpersons Role in Procedural Guidelines**

The chairperson ensures that all persons have an equal opportunity to be heard, and that all speakers are listened to politely and respectfully. The chairperson acts as a moderator, calling on speakers in order, and occasionally re-stating the motion or a pertinent piece of information. The chairperson should not speak in favor or against any motions, and should not express personal opinions regarding the discussion.

### **The Intergroup Member’s Role in Procedural Guidelines**

In the interest of “placing principles before personalities” while effectively addressing the business of Intergroup, it is suggested that discussion from Intergroup Representatives be directed to the merits of the pending motion. Speakers should address their remarks to the chairperson, maintain a courteous tone, and – especially in reference and difference of opinion – avoid interjecting personal notes into the discussion. Everyone is entitled to, and should, express his or her group’s concerns. A thorough discussion that includes all pros and cons often leads to a fully informed group conscience. Address only one motion at a time. Fully discuss and make certain all Intergroup Representatives understand the nature of the motion.

### **Making a Motion and Notice of Motion**

Items of business to be voted on by Intergroup should be brought to the meeting in the form of a motion by a voting member or group. A motion is made in the form of: “I move that...” or “I make a motion that...” Seconding of a motion is required, if not, the motion is dropped. Intergroup encourages the use of the “Notice of Motion” form found in these Guidelines page 39. A notice of motion presented by a group, gives notice, that at some point in the future [generally at the next Intergroup Meeting] a group will make a motion that will be voted on. This allows group representatives the opportunity to attain their group’s conscience for voting purposes.

### Suggestion for discussion on motions

- 1) Immediately after the chairperson has stated the motion, the person making the motion is given the opportunity to speak first, possibly to clear up any misunderstanding.
- 2) The chairperson recognizes those who wish to speak on the motion. An attempt will be made to recognize speakers in the order in which they raised their hands.
- 3) It is suggested in most cases, each representative's comments be not more than two (2) minutes.
- 4) No one may speak for a second time on a topic until all who wish to speak have spoken for the first time.
- 5) When every person wishing to speak has been called upon twice, it is appropriate for the chairperson to end discussion and put the question to a vote.

### Some additional procedural guidelines

**Motion to Table** – Tabling a motion delays or postpones a discussion to a later time, usually used to lay the pending question aside when something else of immediate urgency arises, or to go back to the groups for input. Tabling a motion requires a motion and a second; it is not debatable. It needs only a simple majority to pass and does not include a minority voice after the vote. The tabled motion, if passed, is usually placed under old business at the next meeting.

**Substantial Unanimity** – All matters of policy require substantial unanimity, that is, a “two thirds” majority vote. Any action, particularly to amendments to the Niagara District Guidelines, requires a “two thirds” majority vote. The phrase “two thirds vote” is taken to mean “two-thirds of the votes cast” which is very different from “two thirds” of the voting members present, since some may abstain, which is every voting members right. The minority will always be given the opportunity to speak to their opposition.

**Amend** – A motion to amend is used to modify, within certain limits, the wording of a main motion – it is not used to substantially change the intent of a motion.

**Point of Information** – Any AA member attending the Intergroup meeting can raise a “point of information.” This is made when a member desires clarification of details, or has procedural information not considered by the meeting.

**Point of Order** – A speaker should not be interrupted while speaking, except in certain special situations. The most common of these is for a “point of order.” This may be called by any member of the Intergroup when a breach of procedure in the meeting is noticed, such as:

- ✓ discussion beginning on a motion that has not been seconded, when one is needed
- ✓ if comments are made about an issue not previously presented before Intergroup for consideration
- ✓ if there are personal comments or attacks upon another member

After a point of order has been raised, the chairperson calls upon the member to explain the point. The chairperson then comments whether or not the point “is well taken” or “is not well taken” and suggests the original speaker re-direct their remarks, or simply allow the speaker to continue. The chairperson does not need to call a point of order if they believe that the discussion is moving away from the topic. The chairperson politely informs the speaker and requests that the speaker confines their remarks to the question at hand.

**Calling the Question** – When a member of Intergroup believes that the discussion on a motion has been exhausted and no new or substantive points are being made, they may call the question. Calling the question brings discussion to a halt while members decide whether to proceed directly to vote (the question) or go on with the discussion. A motion to call the question:

- ✓ Is made in the same manner as other motions – “I move to call the question”
- ✓ Requires a second
- ✓ Is not debatable
- ✓ Requires a two thirds vote to pass
- ✓ The Intergroup member can only call the question without making any other comments on the main motion
- ✓ Does not include a minority voice after the vote
- ✓ If calling the question is used – it is a custom in many areas to let all speak before a question is called.

If calling the question is passed, discussion ceases and the members proceed immediately to vote on the main motion before them. If calling the question is not passed, then discussion on the main motion resumes.

Calling the question should not be used by Intergroup members to limit debate and/or manipulate the Intergroup Meeting to suit their own ends.

**The above dialogue on motions borrowed extensively from the Area 30 Handbook**

 **Notice of Motion**   
Niagara District Intergroup

Date \_\_\_\_\_ Group Name: \_\_\_\_\_

Outline of problem/condition:

Suggested solution of problem/condition:

Notice of motion: (Be as specific as possible)

Signature of Intergroup Representative: \_\_\_\_\_  
Signature of Group Secretary: \_\_\_\_\_

∞ Sample Notice of Motion ∞  
Niagara District Intergroup

Date: June 10, 2008 Group Name: The Perfect Recovery Group

Outline of problem/condition:

*The Intergroup Guidelines are outdated having been last done in 1998. We need job descriptions – better voting and election procedures – updated BTC guidelines – and some suggestions for Intergroup Reps.*

Suggested solution of problem/condition:

*That an Ad Hoc committee be formed to update the Guidelines ASAP.*

Notice of motion: (Be as specific as possible)

*The Perfect Recovery Group makes a motion: That Intergroup form an Ad Hoc committee to review and update the Niagara District Intergroup Guidelines; that the expenses to carry out this review be covered by the Intergroup Body; that Mr. Keith W. is named Chair of this Committee.*

Signature of Intergroup Representative: Bernard Smith

Signature of Group Secretary: Ebby Thatcher