

# EASTERN GEORGIAN BAY DISTRICT 7

## STRUCTURE AND OPERATING PROCEDURES

Revised

**August 15<sup>th</sup> 2021**

### PURPOSE

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

# Eastern Georgian Bay District 7 of the Western Ontario General Service Area 86 Structure and Operating Procedures

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**Section 1 - Organization**

**Structure**

1. The District Committee shall be composed of:
  - (a) District Committee Member (known as DCM)
  - (b) Alternate District Committee Member
  - (c) Treasurer
  - (d) Secretary
  - (e) Sub-Committee Chairperson for:
    - Grapevine
    - Public Information/Co-operation with the Professional Community
    - Treatment Settings/Bridging the Gap
    - Correctional Settings/Bridging the Gap
    - Accessibilities and Remote Communities
    - Website
    - Archives
  - (f) General; Service Representative (known as GSR) or another member of the same group, (one from each registered group in the District)

**Section 2 - Meetings**

1. The District Committee shall meet on the second Sunday of every month.
2. The District Committee meeting will be held at a time and place (platform) predetermined by the District Committee.
3. In the absence of both DCM and Alt. DCM the District Committee will be chaired by the Treasurer or in the absence of the Treasurer, by the Secretary.

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4. In an emergency, a District Committee Meeting may be called by the DCM or the Alternate DCM. Members shall be given as much notice as possible and advised of the agenda of the meeting.
5. Past DCM's can speak to a motion, but cannot make, second or vote on a motion.
6. The District have a “right of decision”, with regard to future events, with substantial unanimity,

**Section 3 - Motions**

1. All Motions must be properly moved and seconded by a District Committee member before being considered by the District Committee. All motions shall be carried only on a 2/3 majority of those present and eligible to vote, unless otherwise decided by the District Committee before the vote.
2. All new motions being brought to the District Committee from the groups for consideration shall be submitted to the DCM in writing 14 days prior to the District Committee for inclusion in the agenda.
3. New motions may arise from discussions at the table. These must be put in writing and handed to the secretary in order to be considered.
4. Any motion to amend the Structure and Operating Procedures shall require 2 District meetings notice in writing, to allow the GSR's an opportunity to determine their groups conscience on the motion.
5. In some cases a member of the district committee may want a motion taken back to the groups, in these cases a motion to table be made, seconded and voted on.
6. All Members of AA are invited to District Meetings, but other than a-f in section 1 above they are observers only and have no voice at the table.

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**Section 4 Voting**

1. All members of the District Committee, except the chairperson, shall be considered eligible to vote on all subjects properly brought before the District Committee, the chairperson will vote in the case of a tie.
2. Voting on motions is by either show of hands or by secret ballot, election voting is done by secret ballot, and in both cases majority will be 2/3 of those present.
3. If any sub-committee chairperson is absent the alternate to their position may vote.
4. A member from each registered group in District 7 is eligible to vote, this is typically the GSR or Alt GSR.

**Section 5 - Position Descriptions**

**District Committee Member shall:**

1. Consult with the treasurer for advice concerning any expenses that have been submitted. If circumstances warrant, the DCM shall exercise the right of decision to withhold payment. That item will be discussed with the District Committee at the next regular meeting.
2. Attend all District Committee meetings, making monthly written reports detailing activities. The DCM is also a member of the Area Committee as outlined in the AA Service Manual, and should attend all Area Committee meetings and Assemblies.
3. Complete, date and sign expense vouchers and submit them to the treasurer for reimbursement.
4. At all times follow the direction of the District Committee.

**Alternate District Committee Member Shall**

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

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2. Complete, date and sign expense vouchers. The Alternate DCM should not incur any expenses on behalf of the District unless so instructed by the DCM.
3. The Alternate DCM is also a member of the Area Committee outlined in the AA Service Manual, and should attend all Area Committee meetings and Assemblies.
4. At all times follow the direction of the DCM and District Committee.
5. Fill such vacancies as required.

**Treasurer**

The Treasurer shall:

1. Receive and deposit all monies belonging to the District in a Chartered bank or Trust Company as selected by the District Committee.
2. Record all financial transactions, banking and payment of all necessary bills.
3. Keep a record of all monies received and all payments made by the District, and prepare a monthly financial statement and forward it to the secretary prior to the monthly meeting, for inclusion in the agenda.
4. Prepare and present a yearly financial statement and proposed forecast statement.
5. Attend all District Committee Meetings.
6. Complete, date and sign expense vouchers. The treasurer should not incur any expenses on behalf of the District unless so instructed by the DCM.
7. At all times follow the direction of the DCM and the District Committee.

**Secretary**

The Secretary shall:

1. Record the minutes of the District Meeting, including only those reports that have been presented at the District Table. Distribute (via email and/or post) the minutes of District Meeting within 10 days of each meeting to the Committee and to the Area Committee, and to provide a limited number of paper copies of previous meetings to those without email.

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2. Attend all District Meetings.
3. Keep an up-to-date list of all the names, addresses and telephone numbers of all Committee members.
4. Give every new District Member a copy of this document and contact information for all other District Committee Members.
5. Complete, date and sign expenses vouchers. The Secretary should not incur any expenses on behalf of the District unless instructed to do so by the DCM.
6. Send group change of information forms to the Area Secretary Registrar.
7. At all times follow the direction of the DCM and the District Committee.

**Subcommittee Chairpersons**

Each Subcommittee Chair shall:

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

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**General Service Representative**

The duties of the GSR are contained in Chapter 2 of the A.A .Service Manual. (p.S-25).

**Section 6 Dispute Resolutions**

Upon a request being made by any group for help from the District Table the following applies:

- a) That meeting takes place to resolve the issue at the Group level.
- b) The sitting DCM would meet with the Group members to resolve the issues.
- c) If unresolved at that level, the sitting DCM would appoint a group of three members sitting at the District Table to meet with the affected group(s),
- d) That if there is no resolution after completion of (a), (b), (c), and (d) above, then the group of three members and the affected group(s) bring the matter back to the District Table for input.

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

**Section 7 - Ad Hoc Committee**

There will be times when unforeseen issues may arise that require study or investigation. At these times the DCM shall form an Ad Hoc committee, consisting of the Alternate DCM, any past DCM and any 2 other District Committee members. The Ad Hoc committee will report its progress at each subsequent District Committee meeting until its final report is tabled.

**Section 8 - Expenses**

1. The District Treasurer will reimburse expenses incurred, upon receipt, of an account approved by the DCM. These expenses may only be incurred by the DCM, Alternate DCM, Treasurer, Secretary and sub-committee Chairs.
2. The District will pay for the DCM and Alternate DCM to attend all Area Committee Meetings (ACM) and all Western Ontario General Service (WOGS) Assemblies.



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3. Monies to cover the cost of sending the Treasurer, the Secretary and the Subcommittee Chairs to the Western Ontario General Service (WOGS) Assembly must be approved 2 District Meetings in advance.
4. Expenses other than attendance at Assemblies and ACM to be reimbursed at the current Area 86 rates.
5. The District is not responsible for expenses incurred by the GSR's.

**Section 9 - Financial Responsibility**

1. A copy of the proposed forecast shall be provided to each GSR at the time of presentation by the Treasurer. Each GSR shall be allowed until the next regular District Meeting to take the proposed forecast to his/her groups for their group conscience.
2. The proposed forecast shall be discussed, amended if necessary and passed on or before the District meeting in February.
3. The Prudent Reserve of \$2,000.00, and maintaining a \$500.00 operating fund, may be increased or decreased by:
  - (a) A motion made and seconded at one District Meeting and
  - (b) Passed by at least 2/3 majority of those voting members present at the first regular District Meeting following the date of the presentation of the motion.
4. That any sums remaining in the District bank account on December 31<sup>st</sup>. less the prudent reserve, \$500.00 operating fund, and outstanding cheques, shall be distributed equally between Area 86 and GSO.

**Section 10 - Election Procedures**

1. As outlined in the AA Service Manual, and in keeping with the principle of service rotation, regular biannual elections of District Officers take place in Eastern Georgian Bay District 7 at the November meeting in odd numbered years, with the 2-year term of office (except Archives which is 4 years) starting on January 1st of the even numbered years.

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2. At the October meeting, the list of names (roll call) of the outgoing District Meeting shall be read and each asked if he/she is willing to for any of the elected positions. Personal nominations will be accepted at this time.
3. All officers and sub-committee chairs are to be elected by the Third Legacy Procedure, as outlined in the AA Service Manual. (p. S-21). No one is acclaimed.
4. The Members of the District Committee, with the exception of the GSR, (elected by the respective groups) and the Archives Chair (4 year Term) shall be elected by the District Committee in odd numbered years to serve a recommended term of 2 years.

**Section 11 - Eligibility**

**Officers to be elected and order of election**

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

**District officers shall be elected in the following order:**

District Committee Member (DCM)

Alternate District Committee Member

Treasurer

Secretary

**Sub-committee Chairpersons for:**

Grapevine

Public Information /co-operation with the professional community

Treatment Settings

Correctional Settings

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Accessibilities and Remote Communities

Website

Archives (two consecutive terms)

Sub-committee Alternate Chairperson:

Grapevine

Public information/Co-operation with the professional community

Treatment Settings

Correctional Settings

Accessibilities and Remote Communities

Website

Archives (2 consecutive terms)

1. Candidates eligible for election must be present or must have given permissions, in writing, to the District Committee Member (DCM), for their names to stand. If the person is not present, a written resume must be provided.
2. Before the election is held, each person standing for the office shall be requested to say a few words. If the person is not present the resume shall be read.

## **Election Process**

1. An election officer will be nominated in September of odd number years. The District Committee will vote on nominees for election officer. Approval requires a simple majority

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**Filling Vacancies**

1. (a) The Alternate DCM is backup for the DCM. If the DCM is temporarily unable to serve for any reason, the Alternate assumes the duties of the DCM until the DCM returns to the position. (AA Service Manual p.E31)
1. (b) If the DCM resigns for any reason, the Alternate DCM assumes the duties of the DCM for the duration of the term. An election shall be held to fill the resulting Alt. DCM vacancy.
2. (a) In the event that the Secretary or Treasurer is temporarily unable to serve the Alternate DCM should assume the added responsibilities of the particular office until the person returns to the position.
2. (b) In the event that the Secretary or Treasurer resigns or is no longer able to serve for any reason, the Alternate DCM should assume the added responsibilities of the specific office until someone is elected to the position for the duration of the term.
3. Any committee member other than GSR's, who miss or do not file a report for 2 consecutive District Meetings, will be considered as resigned.