

# Western Georgian Bay District 9 Guidelines

Accepted by Group Conscience: November 16, 2014

## **A Declaration of Unity**

This we owe this to A.A.'s future: to place our common welfare first; to keep our Fellowship united. For on A.A. unity depend our lives, and the lives of those to come.

## **I Am Responsible.**

When anyone, anywhere, reaches out for help, I want the hand of A.A. always to be there. And for that: I am responsible.

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## 1 Introduction<sup>1</sup>

1.1. The primary purpose of this structure and these operating guidelines is to provide for the continuing successful operation of District 9. The guidelines set out what the groups have agreed upon and not what anyone has committed them to do. These guidelines conform to the principles of the Twelve Traditions, Twelve Concepts and the A.A.

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<sup>1</sup> Each line of these guidelines is numbered for reference purposes when being discussed.

Service Manual and adhere to the primary purpose of Alcoholics Anonymous – *to carry the message to the alcoholic who still suffers.*

- 1.2. These guidelines are in addition to the Alcoholics Anonymous General Service Conference approved literature such as the A.A. Service Manual.
- 1.3. The A.A. Service Manual and related pamphlets ought to be referenced when this document fails to provide guidance.
- 1.4. While these guidelines are not rules it is recommended that the District Committee follow them as general practice and deviate from them only when a motion is passed to do so.

## **2. The Committee**

2.1. The District Committee is made up of the following positions:

2.1.1. Group General Service Representatives (G.S.R.'s) – one per A.A. Group.

2.1.2. Officers:

- 2.1.2.1. District Committee Member (D.C.M.)
- 2.1.2.2. Alternate District Committee Member
- 2.1.2.3. Treasurer
- 2.1.2.4. Secretary

2.1.3. Sub-committee Chairpersons (non-voting members):

- 2.1.3.1. Bridging the Gap
- 2.1.3.2. Grapevine
- 2.1.3.3. Public Information & Cooperation with the Professional Community (P.I./C.P.C.)
- 2.1.3.4. Special Needs/Remote Communities

2.1.3.5. Treatment (includes A.A. meeting held at Detox Centre, Owen Sound)

2.1.4. The term of Office for District Officers and Sub-committee Chairpersons shall be two years.

2.1.5. Terms of Office shall coincide with the Area Committee; traditionally starting in even years.

2.1.6. Elections for Officer and sub-committee chairpersons shall be conducted at the Regular October District meeting prior to the end of the term.

2.1.7. To be elected to and assume a District Officer or Committee Chairperson position, the candidate shall have been an active member of the District for at least one two-year term, either as G.S.R. or Alternate G.S.R..

### **3. The Meeting**

#### 3.1. Regular

3.1.1. When: 3<sup>rd</sup> Sunday of the month at 2 pm.

3.1.2. Where: Georgian Shores United Church basement, in Owen Sound at the corner of 4<sup>th</sup> Avenue and 9<sup>th</sup> Street – entrance off 9<sup>th</sup> Street.

3.1.3. Who: Group Representatives, Officers, Sub-Committee Chairpersons

#### 3.1.4. Agenda:

3.1.4.1. Moment of silence

3.1.4.2. Serenity Prayer, Responsibility Pledge, Unity Pledge – to be determined at the discretion of the Chairperson (for those who wish)

- 3.1.4.3. Reading of the Traditions or Concepts – at the discretion of the Chairperson
- 3.1.4.4. Roll Call
- 3.1.4.5. Secretary’s Report
  - 3.1.4.5.1. Call for errors or omissions.
  - 3.1.4.5.2. Motion and vote to accept.
- 3.1.4.6. Treasurer’s Report
  - 3.1.4.6.1. Call for errors or omissions
  - 3.1.4.6.2. Motion and vote to accept.
- 3.1.4.7. Correspondence
- 3.1.4.8. Announcements
- 3.1.4.9. D.C.M. Report
- 3.1.4.10. Alternate D.C.M. Report (optional)
- 3.1.4.11. Sub-committee Reports
- 3.1.4.12. Group Reports
- 3.1.4.13. Old Business
- 3.1.4.14. New Business
- 3.1.4.15. Motion to adjourn accepted by the Chair and vote on motion
- 3.1.4.16. Close with the Lord’s Prayer or other A.A. prayer/pledge – at the discretion of the Chairperson (for those who wish.)

3.1.5. Quorum:

- 3.1.5.1. A quorum shall be necessary in order to vote on Group Conscience motions brought before the committee at a Regular meeting.
- 3.1.5.2. If a quorum is not available, the meeting may take place but “motions of substance<sup>2</sup>” may not be voted on.

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<sup>2</sup> Defined as any motion *other than* those made concerning the conduct of the meeting; for example, a motion to accept the Secretary’s Report, or to close the meeting itself, is not considered a motion of substance.

3.1.5.3. The purpose of the quorum is to prevent the disunity caused by Group Conscience decisions that are made by too few committee members.

3.1.5.4. A quorum shall consist of 40% of the G.S.R.s (or their designated Alternates in their absence.) plus 2 of the 3 voting Officers.

### 3.1.6. Cancellation<sup>3</sup>

3.1.6.1. The District Meeting may be cancelled by:

3.1.6.1.1. Group Conscience motion vote at a Regular meeting.

3.1.6.1.2. A Committee Officer for reasons of:

3.1.6.1.2.1. bad weather

3.1.6.1.2.2. loss of venue (e.g., late notification of a church function)

3.1.6.1.2.3. lack of quorum

3.1.6.2. Notification

3.1.6.2.1. In the event that a meeting must be cancelled with insufficient prior notice, the Officers are responsible for notifying the rest of the committee members by phone/email.

## 3.2. Budget

District Officers get together to create the proposed budget for the new year.

3.2.1. When: December (preferred) or January

3.2.2. Where: At the D.C.M.'s discretion.

3.2.3. Who:

3.2.3.1. Officers

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<sup>3</sup> See section Error! Reference source not found. for the order of authority for meeting cancellation.

3.2.3.2. Sub-committee Chairpersons

3.2.3.3. Any G.S.R. (or Alternate) expressing a desire to attend.

### 3.3. Emergency

3.3.1. An Emergency meeting of the District Committee may be called by an Officer with a minimum of 24 hours of notice.

3.3.2. A quorum is not necessary to make decisions.

3.3.3. The D.C.M. or Alternate D.C.M. shall make decisions on matters of extreme urgency.

3.3.4. All decisions:

3.3.4.1. Shall be reported to the committee at the next Regular meeting.

3.3.4.2. Can be overturned by Group Conscience vote of the committee.

## 4. Voting

4.1. The following members are eligible to vote on motions brought before the Regular committee meeting:

4.1.1. G.S.R.s – or, in their absence, their designated Alternates – one or the other but not both.

4.1.2. District Officers - D.C.M. or, in his/her absence the Alternate D.C.M., Treasurer, and Secretary.

4.2. Methods:

4.2.1. Simple Majority

4.2.1.1. Defined as 50% + 1 of eligible voters in attendance.

4.2.2. Substantial Unanimity

4.2.2.1. Defined as 2/3<sup>rd</sup>s majority of eligible voters in attendance.

4.2.3. Complete Unanimity

4.2.3.1. Defined as 100% of the eligible voters in attendance.

4.2.4. Third Legacy Procedure

4.2.4.1. Defined in the A.A. Service Manual: *Chapter 1 Introduction to General Service*, section *Third Legacy Procedure*.

4.2.4.2. Used to elect District Officers and Sub-committee Chairpersons.

4.3. Deciding on a Method:

4.3.1. With the exception of elections, the chairperson of the Regular District meeting shall choose the method **prior to the time of voting**.

4.3.2. Any committee member may ask for a method other than that chosen by the chairperson. If the chairperson disagrees, an immediate Substantial Unanimity (2/3<sup>rd</sup>s) vote shall decide the issue.

4.4. Types:

4.4.1. Show of hands.

4.4.1.1. This is the usual type.

4.4.1.2. May be used for elections at the discretion of the Committee.

4.4.2. Secret ballot.

4.4.2.1. Generally used for elections and decisions in which high emotions are an issue.

## 5. Motions

5.1. A motion is defined as a proposal put before the District Committee for a Group Conscience vote.

5.2. Motions:

5.2.1. Shall be written by the Secretary and read back to the Committee prior to a vote.



- 5.2.2. Shall have a "second".
    - 5.2.2.1. The person seconding the motion shall be another eligible voter on the committee.
    - 5.2.2.2. If no "second" is forthcoming, the motion automatically fails.
  - 5.2.3. Are recorded by the Secretary in the minutes.
  - 5.2.4. Amendments are permitted and must be moved, seconded, and voted on before the original motion is voted on. Shall be written by the Secretary and read back to the Committee prior to the vote.
- 5.3. Procedure
- 5.3.1. Motion is made and seconded.
  - 5.3.2. Motion is recorded by the Secretary and then read out loud to ensure the wording and/or spirit of the motion is correct.
  - 5.3.3. Motion is discussed.
    - 5.3.3.1. Only eligible voters may discuss the motion.
    - 5.3.3.2. The views of non-voters may be heard at the discretion of the meeting chairperson.
    - 5.3.3.3. At any point in the discussion, a voting member may ask that the vote be called. The actual calling of the vote shall be at the discretion of the meeting chairperson.
  - 5.3.4. Meeting chairperson chooses and announces a method of voting (refer to Voting section)
  - 5.3.5. If a secret ballot type is chosen, the meeting chairperson shall announce its use.
    - 5.3.5.1. A voting member may ask that a specific type be used.
  - 5.3.6. Meeting chairperson calls for a vote (after agreement on type of vote to be used)

- 5.3.6.1. Those in favour.
- 5.3.6.2. Those opposed.
- 5.3.6.3. Those abstaining.

5.3.7. Votes are tallied by two committee members.

5.3.8. Pass or fail is announced and recorded in the minutes by the Secretary.

5.3.9. Minority Opinion is called for if anyone was opposed to the motion.

- 5.3.9.1. If no minority opinions are voiced, the result stands.
- 5.3.9.2. If minority opinion is voiced:
  - 5.3.9.2.1. The chairperson asks if anyone in the majority wishes to change their vote.
  - 5.3.9.2.2. If anyone indicates they wish to change their vote, voting is done again (refer to Voting section).
  - 5.3.9.2.3. If no one wants to change their vote, the result stands.

## 6. Finances

6.1. Prudent Reserve

6.1.1. A prudent reserve of three months operating expenses shall be maintained.

6.2. Banking

6.2.1. District funds shall be placed in a bank account in the District's name.

6.2.2. Disbursements are made by cheque.

6.2.3. Individual disbursement cheques shall require two signatures; usually the Treasurer and D.C.M.

- 6.2.4. Three Officers shall be authorized to sign disbursement cheques.
- 6.2.5. A separate Bank Account will be maintained by the District Roundup Committee and will be operated in accordance with District Operating Procedures.
- 6.3. Bookkeeping
  - 6.3.1. The Treasurer shall maintain a ledger and/or a bank book providing itemized details of deposits and withdrawals.
- 6.4. Budget
  - 6.4.1. Reference section *3.2 Budget* for information on budget creation; including when, where, and who.
  - 6.4.2. The budget shall be presented by the meeting chairperson and discussed at the January meeting; quorum, circumstance, and weather permitting.
  - 6.4.3. The budget shall be accepted by Substantial Unanimity vote at the Regular February meeting; quorum, circumstance, and weather permitting.
- 6.5. Disbursements
  - 6.5.1. District funds may be disbursed without vote by the Treasurer in accordance with the budget line items (once the budget is accepted by vote), these guidelines, and financially-related motions passed by the District Committee. Any disbursement that falls outside of this guideline shall be reported to the committee as soon as possible.
  - 6.5.2. Disbursements include operating expenses, and trusted servant expenses.
- 6.6. Operating Expenses
  - 6.6.1. Itemized as line items in the budget.

6.7. Trusted Servant Expenses

6.7.1. Itemized as line items in the budget.

6.7.2. Examples include:

6.7.2.1. D.C.M. expenses; travel to Area Committee meeting, travel and accommodation for Area Assemblies, etc.

6.7.2.2. Literature; Beginner's Pamphlet, PI/CPC literature, etc.

6.8. Contributions – Passing it on.

6.8.1. As part of the District budget, funds may be allocated for contribution to the Area and the General Service Office (G.S.O.) in New York.

6.8.2. The Treasurer may disburse budgeted contributions to the Area without vote during the year as funds are available.

6.8.3. The District can vote to make additional contributions over and above the budgeted amounts.

6.9. 7<sup>th</sup> Tradition

6.9.1. The basket is not passed at the District meeting.

## 7. Guidelines

7.1. These guidelines shall be reviewed at the beginning of each new Term of Office (January or February of the year following District elections) or as deemed necessary by District Officers and approved by the Committee.

7.2. The review shall be conducted by the District Officers and/or an ad hoc committee appointed by the D.C.M. with the approval of the District Committee.

7.3. The product of the review shall be either a "No Amendments Required" determination, or an itemized list of proposed amendments.

- 7.3.1. Each amendment item shall be individually moved, discussed, and voted on by the District Committee. This process need not be accomplished during a single District Committee meeting.
  
- 7.4. Motions to amend these guidelines shall require Substantial Unanimity (2/3<sup>rd</sup>s) in order to pass.
  
- 7.5. Amendment Procedure
  - 7.5.1. A motion to amend these Guidelines shall be made in writing and given to the Secretary at a Regular meeting.
  
  - 7.5.2. A Notice of Motion, along with a copy of the motion, shall be included with the minutes of that meeting that are distributed.
  
  - 7.5.3. The motion may only be voted on at a *subsequent* Regular meeting, after members of the committee have had a chance to review them and discuss them with their groups.
  
- 7.6. Distribution of These Guidelines
  - 7.6.1. Who: Group Representatives, Officers, Sub-Committee Chairpersons, Area
  
  - 7.6.2. When: January, or when a new person comes onboard

## **APPENDIX A**

### **POSITION DESCRIPTIONS – DISTRICT COMMITTEE**

#### **1. GENERAL SERVICE REPRESENTATIVE GROUP (GSR)**

##### **a. Purpose**

The general service representative has the job of linking his/her group with A.A. as a whole. The GSR represents the voice of the group conscience, reporting the group's thoughts to the district committee member and to the delegate, who passes them on to the Conference. This communication is a two-way street, making the GSR responsible for bringing back to the group Conference Actions that affect A.A. unity, health, and growth. Only when a GSR keeps the group informed, and communicates the group conscience, can the Conference truly act for AA as a whole.

##### **b. Financial Support**

Current experience indicates that many groups provide financial support for their general service representatives to attend service functions.

##### **c. Qualifications**

- Experience shows that the most effective GSRs have been active in group, intergroup or other service where they have developed a desire to serve and encountered situations in which the Twelve Traditions have been called upon to solve problems
- Usually, prospective GSRs have at least two years of continuous sobriety
- They have time available for District Meetings and Area Assemblies
- They have the confidence of the group and an ability to listen to all points of view.

##### **d. Duties**

- GSRs attend District meetings
- They also attend Area Assemblies
- GSRs serve as the mail contact with the General Service Office (GSO), and they are listed in the AA directories as contacts for their groups. They receive the GSO bulletin Box 4-5-9 and keep their groups abreast of AA activities all over the world
- They serve as mail contact with their District Committee Member (DCM) and with the Area Committee
- GSRs supply their DCMs with up-to-date group information, which is relayed to GSO for inclusion in the directories and for GSO mailings

- They usually serve on group steering committees
- They work with group Treasurers to develop practical plans for group support of GSO such as the Regular Contribution Plan and the Birthday Plan. They encourage the group to support the Area and District Committees and local central offices or inter-groups, and they are familiar with the leaflet “Self-Support: Where Money and Spirituality Mix”
- They participate in District and Area Service meetings, and often help with planning for Area get-togethers and conventions. Following these events, they make reports to their groups for the benefit of those who could not attend.

**e. Need to be Knowledgeable about:**

- Material available from GSO – new literature, guidelines, bulletins, videos, tapes, kits, etc. – and they are responsible for passing such information on to the groups.
- The Twelve Traditions and Twelve Concepts and are familiar with the AA Service Manual, the books Twelve Steps and Twelve Traditions and AA Comes of Age, Twelve Concepts for World Service, and the pamphlets “The AA Group”, “AA Tradition – How It Developed”, “The Twelve Traditions Illustrated” and “The Twelve Concepts Illustrated”.

## **2. ALTERNATE GENERAL SERVICE REPRESENTATIVE (ALTERNATE GSR)**

The Alternate GSR is backup for the GSR. If the GSR resigns or is unable to serve for any reason, the alternate steps in. The Alternate is elected at the same time as the GSR and by the same procedure. The Alternated GSR should be encouraged to assist, participate, and share in the GSR’s responsibilities at Group and District meetings.

## **3. DISTRICT COMMITTEE MEMBER**

**a. Purpose**

The District Committee Member (DCM) is an essential link between the Group GSR and the Area Delegate to the General Service Conference. As leader of the District Committee the DCM is exposed to the group conscience of that District. As a member of the Area Committee, he/she is able to pass on the District’s thinking to the Delegate and the Committee.

## b. Financial Support

Current experience indicates that many Districts provide financial support for their DCM to attend service functions. Invariably, this pays off in increased activity, interest and group participation.

## c. Qualifications

- Has usually served as GSR and is elected by other GSRs to take responsibility for District activities. If the person chosen is a current GSR, a new GSR should be elected to fill his/her position
- Should have enough sobriety (generally four or five years) to be eligible for election as a Delegate
- He/she also needs to have the time and energy to serve the District well.

## d. Duties

The DCM job is primarily that of two-way communication. The DCM:

- Regularly develops agenda, attends and chairs all District Meetings
- Regularly attends all Area Assemblies
- Receives reports from the Groups through GSRs and through frequent personal contact with the Groups in the District
- Holds regular meetings of all GSRs in the District
- Helps the Conference Delegate cover the Area, which would be impossible for the Delegate to do on a Group by Group basis
- Assists the Delegate in obtaining Group information in time to meet the deadline for AA directories
- Keeps GSRs informed about Conference activities; this includes setting up opportunities for the Delegate's Conference report, occasionally making the Conference report if the Delegate cannot be present, and inviting the Delegate to regular District Meetings.
- Makes sure that GSRs are acquainted with the AA Service Manual, The Twelve Concepts for World Service, the GSO bulletin Box 4-5-9, workbooks and guidelines from GSO and any other service material
- Helps GSRs make interesting reports to Groups and encourages them to bring new AA members to service events
- Keeps Groups informed about Conference-approved books and pamphlets
- Organizes workshops and/or sharing sessions on service activities
- Regularly keeps in touch with the Alternate DCM and the Delegate; sends District minutes to the Delegate and Alternate and exchanges them with other Districts
- Brings Traditions problems to the attention of the Delegate
- Makes a regular practice of talking to groups (new and old) on the responsibilities of general service work.
- Attempt to attend at least one meeting of each group in District 9 each calendar **term. Please note that the DCM does not receive compensation for mileage or travel expenses associated with this activity. If a Group asks for the DCM to attend a meeting, he/she**



**may ask for mileage compensation at the approved rate at that time paid for by the Group.**

#### **4. ALTERNATE DISTRICT COMMITTEE MEMBER**

The Alternate DCM is backup for the DCM. If the DCM resigns or is unable to serve for any reason, the Alternate steps in. The Alternate is elected at the same time as the DCM by the same procedure. Alternate DCMs should be encouraged to assist participate and share in the DCM's responsibilities at District and Area meetings.

#### **5. TREASURER**

##### **a. Purpose**

The District Treasurer is responsible to the District to ensure that all financial commitments are met.

##### **b. Qualifications**

- Has usually served as GSR and is elected by other GSRs to take responsibility for District financial activities
- Should have two years continuous sobriety
- If possible, knowledge of accounting practices
- He/she also needs to have the time and energy to serve the District well.

##### **c. Duties**

- Attend the District meetings
- Collect Group voluntary contributions
- Collect Self Support contributions
- Manage District funds as per Group conscience
- Maintain Bank Accounts and Signing Authorities on behalf of the District
- Act as one of the signing officers for the District
- Provide monthly financial statements which clearly indicate
  - Opening Balance at the beginning of the period
  - Expenses – what payments were made
  - Contributions – Group/Self Support
  - Closing Balance – at the end of the period.
- Disburse funds on behalf of the District
  - Routine bills
  - Trusted Servant Expenses
  - Other as approved by District Committee
  - Submits District contributions to Area 86

- Provide feedback to the District about funds needed for upcoming events (i.e. Assemblies, etc)
- Ensure Prudent Reserve is maintained according to District Guidelines
- Oversee any financial matters that have to do with District funds

## **6. SECRETARY**

### **a. Purpose**

Maintains the District records. Records, produces and distributes the minutes of monthly District meetings.

### **b. Qualifications**

- Has usually served as GSR and is elected by other GSRs
- Should have two years continuous sobriety
- If possible, computer and administrative skills
- He/she also needs to have the time and energy to serve the District well.

### **c. Duties**

- Attend the District meetings
- Record minutes of the District meeting
- Distribute minutes of the District meeting to all members of the District Committee and Area Committee
- Maintain contact lists and Group lists
- Develop and distribute annual calendar of meetings/events
- Maintain all District records and Operating Guidelines
- Attend Area Assembly when possible

## **7. CHAIR – BRIDGING THE GAP**

To be provided

## **8. CHAIR – GRAPEVINE**

To be provided

## **9. CHAIR – PUBLIC INFORMATION & COOPERATION WITH THE PROFESSIONAL COMMUNITY (PI/CPC)**

To be provided

## **10. CHAIR – TREATMENT**

To be provided

## **11. WEB COORDINATOR**

To be provided

## APPENDIX B

### Document History

<b>Date</b>	<b>Amendments</b>
2011.05.17	Accepted by Group Conscience vote.
2014.11.16	Accepted by Group Conscience vote.