

## **DISTRICT 16 – WINDSOR/ ESSEX OPERATING PROCEDURES**

### **PURPOSE**

The object of this structure and operating procedure is to provide for the continuing successful operation of a united effort of groups in the District of Windsor/ Essex. There can be no rules in A.A., or any organization other than that which we choose to impose upon ourselves. These procedures set out what the groups have agreed upon and not what anyone committed them to do. All provisions of these operating procedures and all actions of the Windsor/Essex District Committee arising there from, ought to conform to the principles of the Twelve Traditions, Twelve Concepts, the A.A. Service Manual, and adhere strictly to the primary purpose of Alcoholics Anonymous – *to carry the message to the alcoholic who still suffers.*

### **SECTION I - Organization**

#### **Subsection 1 – Name**

The Committee shall be known as the “Windsor/ Essex District Committee” hereafter referred in these Operating Procedures as “District Committee”.

#### **Subsection 2 – Structure**

- 1) **District Committee:**  
To be elected by the District for a two-year term to coincide with the term of the Area 86 Delegate.  
The District Committee shall be composed of:
  - a) **District Committee Member**  
To be elected by the District Committee every second year.
  - b) **Alternate District Committee Member**  
To be elected by the District Committee every second year.
  - c) **Secretary**  
To be elected by the District Committee every second year.
  - d) **Treasurer**  
To be elected by the District Committee every second year.
  - e) **General Service Representatives**  
One from each group in the District. To be elected every second year by the members of each group.
  - f) **Sub-Committee Chairpersons**  
Chairpersons for Public Information, Cooperation with the Professional Community, Correctional Facilities, Treatment Facilities, Accessibilities/Remote Communities, Workshops, Coffee Maker, Literature, Telephone Answering Service, Dance, Archives, Registrar and Grapevine to be elected by

the District committee every second year. Any additional Chairpersons to be elected as determined by the needs of the District Committee.

**g) Past District Committee Members**

All past DCM's residing within the geographic area will be ex-officio, non-moving, non-voting members of the District Committee.

**2) District Officers:**

District Committee Member, Alternate District Committee Member, Secretary and Treasurer.

**Subsection 3 – Voting Privileges**

**General**

- 1) Only the General Service Representatives (GSR's) shall be considered eligible to vote on all subjects brought before the District Committee that are considered Group Conscience matters. (Anything that affects District finances or Operating Procedures is considered a group conscience matter). In addition, anything that has been presented as a "notice of motion" will also be voted on by GSR's only. Each group has but one vote. (Alternate GSR's vote only if the GSR cannot be present).
- 2) The other members of the District Committee vote on matters concerning the District which have not been presented as a "notice of motion" along with matters which do not call for group conscience and at elections. The Chairperson votes only to break a tie.

**Subsection 4 - Elections**

Members eligible to stand for a District position must either A) be in attendance or B) where attendance is not possible, a signed letter of intention, or e-mail, in the Secretary's hand prior to the election.

District Officers -The method to elect the District officers will be third Legacy procedure unless only one person is willing to stand for the position. If only one person is willing to stand then there is a vote by secret ballot (there will be no acclamations). Voting members must chose to vote in favour of the nominee or leave the ballot blank. A nominee must receive a simple majority in order to be put in that District seat.

- a) All current voting members of the District Committee to vote in District elections;
- b) Some committees will also allow newly elected GSR'S a vote, even though they might not take office until sometime after the election. Who is eligible to vote will be decided by the District Committee one meeting prior to the District elections.

Sub-Committee Chairpersons – The method of election to be decided by the District; i.e., third legacy procedure or plurality vote, (one vote more than the nearest candidate is elected). All positions will be done by secret ballot (there will be no acclamations). Voting members must choose to vote in favour of the sole runner for a position or leave the ballot blank. A sole runner must receive a simple majority.

## **Subsection 5 – District Meetings**

This body will be referred to as the District Committee and will meet on the second Sunday of each month (or as otherwise determined) at a predetermined location at 1:00 p.m. Exact time and place of the next meeting will be discussed at the close of each meeting.

All members of Alcoholics Anonymous have a right to be present at District Meetings. Members of the District Committee have a voice during the business of the District. Visitors will be permitted to share after District business is concluded.

After two (2) consecutive meetings where any of the following are not represented: DCM, Alt. DCM, Secretary, Treasurer or any Sub-Committee Chairperson(s), it will be deemed that their absence of representation, or a status report, is a submission of their resignation for their respective position(s) and an election will be held at the following meeting for their vacated position(s). (Excessive absences by any Sub-Committee chairpersons or District officers will be addressed by the D.C.M.)

## **SECTION II - Duties**

### **Subsection 1 – District Committee Member (DCM)**

Only current and former GSR's are eligible to stand for this position. The DCM chairs the District Meeting. Qualifications and duties of the DCM are outlined in Chapter III of the A.A. Service Manual. A spare key for archives and district meeting room be kept with our D.C.M. To be passed on to next D.C.M.. The DCM will, if possible, attend the Regional Forum in year one of his/her term. *Monies are budgeted for this position. See Section IV "Expenses and Financial Transactions".*

### **Subsection 2 – Alternate District Committee Member**

Only current and former GSR's are eligible to stand for this position. The Alt. DCM will assist the DCM and stay attuned to matters within the District and Area. Should the DCM position become vacant, the Alternate DCM will assume the DCM position and will hold an election for a new Alternate DCM. The alt DCM will, if possible, attend the Regional Forum in year one of his/her term. *Monies are budgeted for this position. See Section IV "Expenses and Financial Transactions".*

### **Subsection 3 – Secretary**

Only current and former GSR's are eligible to stand for this position. Shall be responsible for recording the minutes of District Meetings and District Officers Meetings. Will distribute minutes in sufficient quantities to satisfy the District and Area committees (the minutes of the monthly District meetings shall be mailed, or emailed, within 7 – 14 days of each meeting).

- Shall give every new GSR a copy of District 16 Operating Procedures.
- Shall follow the direction of the DCM and the District Officers.
- Shall inform the DCM after roll call if any Officers or Sub-Committee Chairs have missed 2 consecutive meetings without a report.

*Monies are budgeted for this position. See Section IV "Expenses and Financial Transactions".*

## Subsection 4 – Treasurer

Only current and former GSR's are eligible to stand for this position.

- Shall operate the Main GSR Account and Dance Account ensuring that all cheques will be signed by any two of the following: Treasurer, DCM, or Alternate DCM
- Shall record the receipts of contributions from the groups and any disbursements by the District
- Shall present a summary report in writing to the District monthly, including Prudent Reserve Balance, Regional Forum Balance and Operating Account Balance.
- Shall be responsible to balance the books versus the bank balance and present to the DCM a bank receipt for entry into the minutes at the June meeting of each year.
- Shall choose the financial institution.
- Shall submit a proposed budget yearly at the January meeting. The Treasurer will be assisted by the DCM, Alt. DCM and the Secretary in the preparation of the budget.
- Shall maintain a prudent reserve as set by the District and an Operating Account Balance.
- Will maintain a separate account for the Dance fund and handle disbursements and receipts to the Dance Coordinator.
- Shall transfer \$500.00 from Operating Account Balance to the Regional Forum balance in June of each year.
- Will monitor expense claims and will report any expense claims that require clarification to the other District officers, and, where necessary, to the District Committee for approval.

*Monies are budgeted for this position. See Section IV "Expenses and Financial Transactions".*

## Subsection 5 – General Service Representatives (GSR)

The duties of the General Service Representatives are contained in Chapter II of the A.A. Service manual. Nothing in this operating procedure shall have any authority over or interfere with the General Service Representative in the performance of those duties. Each group is autonomous except in matters affecting other groups or AA as a whole.

## Subsection 6 - Sub-Committee Chairs

Each of the Sub-Committee Chairpersons will inform the members of their progress at the District Meeting and shall submit a written report on a monthly basis. Each subcommittee has a budget and shall present a detailed report on their expenditures as part of their monthly report. Chairpersons are expected to read and understand the information provided by the AA Workbook corresponding to their committee as well as other AA literature (pamphlets and the AA Service Manual) relevant to their service position. Sub Committee Chairpersons shall maintain contact with the corresponding Area Committee Chairperson. The District will reimburse any Sub Committee Chairperson up to \$100 per year for expenses related to the attendance of workshops at Area 86 Assemblies as long as the member attends a workshop for the position they currently serve District 16. Since these members have been asked to perform a service for the A.A. fellowship, a vote is given to these Sub-Committee Chairs as stated in Section I, Subsection 3 - Voting Privileges of these procedures.

### (a) Public Information (PI)

Endeavors to carry the A.A. message to the general public via the media or by the way of those who work with or are familiar with active alcoholics. Examples include visits to schools or service clubs, etc. Monies

are budgeted for this Sub-Committee. Literature and guidelines are available through the Area PI Chairperson and on the AA.org website. The PI Chair is responsible for the District 16 website. See Appendix 6. *Monies are budgeted for this position. See Section IV “Expenses and Financial Transactions”.*

**(b) Cooperation with the Professional Community (CPC)**

Endeavors to carry the A.A. message to those who have contact with alcoholics through their profession or future profession. Examples include health care workers, the legal profession, unions, employers, social workers and members of the clergy along with students of such professions. Monies are budgeted for this Sub-Committee. Literature and guidelines are available through the Area CPC Chairperson and can also be found on the AA.org website.

*Monies are budgeted for this position. See Section IV “Expenses and Financial Transactions”*

**(c) Correctional Facilities (Jails)**

Enlists and coordinates volunteers who will participate in meetings which are held in the jail and ensures that members abide by the guidelines of Correctional Facilities and A.A.. The Corrections Chairperson should also be familiar with “Bridging the Gap” and should have a list of volunteers ready to take men and women who are leaving correctional facilities to AA meetings upon their release. Literature and guidelines are available through the Area Correctional Facilities Chairperson and can be found on the aa.org website.

*Monies are budgeted for this position. See Section IV “Expenses and Financial Transactions”.*

**(d) Treatment Facilities**

Basic responsibilities are to coordinate meetings held in the various hospitals, etc. These meetings are for patients and therefore not listed in the meeting directory. The Treatment Chairperson should also be familiar with “Bridging the Gap” and should have a list of volunteers ready to take men and women who are leaving treatment facilities to AA meetings upon their release. Literature and guidelines are available through the Area Treatment Facilities Chairperson and on the AA.org website.

*Monies are budgeted for this position. See Section IV “Expenses and Financial Transactions”.*

**(e) Accessibilities/Remote Communities**

Chairperson will familiarize themselves with the Accessibilities Workbook published by GSO and will form an Accessibilities committee who will identify Accessibilities related issues within our District and will find ways to inform groups and members of such issues and solutions. Chairperson and Committee members are also responsible for visiting (when possible) or sending a card of recovery to hospitalized A.A. members. They will also take a meeting, when requested, to members of A.A. that can no longer attend meetings because of accident, sickness, or infirmity. Chairperson will also inform the District of news or information pertaining to “remote communities” taken by other Districts or by the Area Accessibilities/Remote or by the General Service Office. Monies are budgeted for this Sub-Committee. Finances: *See Section IV “Expenses and Financial Transactions”*

**(f) Workshops**

Plan and implement workshops for the purpose of informing our membership on our service structure and its history, what AA is and is not, the Twelve Traditions, the Twelve Concepts, The Three Legacies (Unity, Service and Recovery), Safety in AA, and service related activities (such as how to take a group inventory and

service sponsorship). These workshops endeavor to educate and inform those members interested in the various ways to participate in service work. Monies are budgeted for this Sub-Committee. See Section IV “Expenses and Financial Transactions”.

**(g) Coffee Maker**

Ensures that the meeting room is set up, the coffee is made for the District Meeting and that the meeting room is left in good condition. *Monies are budgeted for this position. See Section IV “Expenses and Financial Transactions”.*

**(h) Literature**

The purpose of this position is to ensure that the groups have access to an adequate supply of conference-approved literature as well as meeting lists, etc. Guidelines are in place, which outline the Literature Centre operation. (See Appendix 1.)

**(i) Convention**

Plan and put on a one day round-up for the members of Windsor and Essex County following the guidelines set out by the membership. The chairperson and alt. chairperson are elected on a yearly basis by the Convention Committee, subject to the approval of the District Committee. (See Appendix 2.)

**(j) Telephone Answering Service**

Responsible to schedule and conduct quarterly T.A.S. Volunteer meetings. The Chairperson shall be responsible to update and distribute the T.A.S. Volunteer list, Twelfth Step list and a time and location schedule of A.A. meetings in the District. (See Appendix 3.) *Monies are budgeted for this position. See Section IV “Expenses and Financial Transactions”.*

**(k) Dance**

Responsible for coordinating the following functions: New Years Eve Dance, St. Patrick’s Day Dance, A.A. Anniversary Dance and the Halloween Dance. (See Appendix 4.)

**(l) Archives**

Responsible for keeping and maintaining the District Archives and recordings of Alcoholics Anonymous in reasonable condition. The Archives Chairperson shall be responsible for working in close cooperation and communication with the Convention Chairperson and have the Archives available for viewing at District and/or Group functions upon reasonable request. The Archives shall be responsible for presenting and submitting a monthly report to the District. Finances: see Expenses (See Appendix 5.) *Monies are budgeted for this position. See Section IV “Expenses and Financial Transactions”.*

**(m) Grapevine**

Serve as a link between group GVRs and the district and area structure.

Set up displays of Grapevine related materials that would be for sale at District functions.

Grapevine related materials would include CD's, Audio Cassettes, GV Books, Slogans etc. and District functions would include Workshops, The Essex County Convention, and Group Anniversaries etc.

The Grapevine Chairperson should encourage all Groups in the District to elect or appoint a GV Rep (GvR), and should keep an up-to-date list of Group GVR's in the District. Also assist Group GvR's in registering with the Grapevine Office.

Stay in contact with Group GVR's, and the Area Grapevine Chair, to share ideas and the progress of the Grapevine in District 16. The chairperson will report monthly at the district meeting regarding the financial status, including bank balance of the committee.

**(n) Registrar**

Notify the Area (86) Secretary/Registrar and the District Committee of the updates of Sub-Committee Chairpersons and District Officers. Notify the Area (86) Secretary/Registrar and the District Committee of any change in the District (new Sub-Committee Chairpersons, new GSR's, new group info, new groups, etc.) using the forms available from GSO.

The Area Secretary/Registrar will update their records and notify GSO of all changes.

*Monies are budgeted for this position. See Section IV "Expenses and Financial Transactions".*

Prepare and distribute the following three (3) Information Reports – Committee, GSRs and Alternate GSRs. The reports will include the following information: Committee (GSR, Alternate GSR), First Name, Last Name, Telephone Number, Home Group and E-mail address. These reports are to be updated quarterly and distributed to the Windsor/Essex District Committee Members, GSRs and Alternate GSRs. This information is to be CONFIDENTIAL at the District 16 and Area 86 levels.

**SECTION III – Motions (\*)****Subsection 1 – Motions and Notices of Motion****(a) Motions**

All business conducted at the meeting will be by motion from the floor. Items of new business need to be presented to the DCM in writing prior to the meeting so that they can be added to the Agenda. Actions will be moved and seconded, and recorded in the minutes. Any committee member except the chairperson, may make and/or second motions regardless of whether or not they would be eligible to vote on a motion. All motions that don't affect the District's Operating Procedures shall be carried on a simple majority, unless otherwise decided by the District Committee.

## **(b) Notices of Motion**

A Notice of Motion is a motion that is made with notice given prior to it being voted on. Any group or member of the District committee can request that any motion be presented as a notice of motion thereby ensuring the motion will be brought back to the groups. Any motion that deals with finances or changes to the Standard Operating Procedures effectively becomes a notice of motion. A notice of motion shall be presented in writing to the DCM prior to the District meeting so that it can be added to the agenda. As with any motion, it must be seconded at the District meeting in order to be considered. If the motion is seconded, discussion should take place at the current meeting but the vote will not take place until the following meeting so that the issue can be brought back to the group. *(Note that it is not discussed prior to the vote at the next meeting unless someone has new information to present).*

*(\*) Simple majority – items of simple business that are not group-related.*

*Two-thirds majority – generally those issues related to group conscience where unanimity is desirable.*

## **SECTION IV – Expenses and Financial Transactions**

### **Subsection 1 – District Committee Members**

As described in previous sections, monies have been budgeted to the District Committee Members and will be paid as specified. All withdrawals or transfers are to be done by cheque with 2 signatures. The Grapevine and Literature Accounts are maintained separately and require 2 signatures of two of the following, Treasurer, DCM and Literature Subcommittee Chair in the case of the Literature account and Treasurer, DCM and Grapevine Subcommittee Chair in the case of the Grapevine Account. All online access to all accounts shall be view only, and if this is not possible, then there shall be no online access to the account.

#### **(a) District Committee Member**

The District Treasurer will reimburse the DCM upon receipt of an account of expenses incurred in the performance of his/her duties

- attendance of Area Assemblies, Area Meetings and Regional Forums;
- all costs of printing, stationery, mailing and telephone as required.

#### **(b) Alternate District Committee Member**

The District Treasurer will reimburse the Alternate DCM upon receipt of an account approved by the DCM

- attendance of Area Assemblies, Area Meetings and Regional Forums;
- all costs of printing, stationery, mailing and telephone as required.

#### **(c) Secretary**

The District Treasurer will reimburse the Secretary upon receipt of an account approved by the DCM and Alternate DCM all expenses incurred in the performance of his/her duties

- all costs of printing, stationery and mailing.



**(d) Treasurer**

Upon receipt of an account all expenses incurred in the performance of his/her duties shall be approved by the DCM and Alternate DCM

- all costs of printing, mailing and telephone.

The DCM, Alternate DCM, Treasurer and Secretary shall review the over-budget expenses and approve or send back to the Groups for approval.

**(e) Sub-Committee Chairpersons**

Consult with the current year's budget to see what amount has been put aside for each Sub-Committee. The budgeted amount is to be used for expenses directly related to the purchase of literature, direct costs of outreach and costs associated with preserving our assets. In addition, the District will also reimburse any Sub-Committee Chairperson up to \$100 per year, for costs associated with attending a workshop on their specific Committee at one of the Area Assemblies. All sub-committees must provide the treasurer with detailed expense sheets and receipts for all purchases.

**(f) General Service Representatives**

It is the home group's responsibility to pay the expenses to attend the Area Assemblies.

**SECTION V - Revision and Amendment of Operating Procedures**

Proposals for amendment or revision of this procedure may be by Notice of Motion only as described in Section III, Subsection 1 above. Any amendment or revision to the procedure shall require a two-thirds majority vote of the District meeting. A hard copy of any changes to the SOPs at the meeting will be handed out so everyone can follow.

**(a) Operating Procedures**

The incoming DCM shall form an ad hoc committee (usually past DCM's) to review District 16 Operating Procedures and present proposed revisions to the District Committee according to the schedule below.

**(b) Sub-Committee Guidelines**

Sub-Committee Guidelines will be reviewed by the outgoing and incoming Chairpersons and committee participants as appointed by the incoming DCM. These guidelines shall be presented to the District Committee by the April District Meeting of the review year, as noted below, for inclusion in the Operating Procedures.

<b>Item</b>	<b>Last Reviewed</b>	<b>Next Review</b>
(a) Operating Procedures	<u>2018</u>	<u>2020</u>
(b) Appendices:		
Appendix 1 - Literature Centre Guidelines	<u>2018</u>	<u>2020</u>
Appendix 2 - Convention Guidelines	<u>2018</u>	<u>2020</u>
Appendix 3 - T.A.S. Guidelines	<u>2018</u>	<u>2020</u>
Appendix 4 - Dance Guideline	<u>2018</u>	<u>2020</u>
Appendix 5 -Archives Guidelines	<u>2018</u>	<u>2020</u>
Appendix 6 -Website Guidelines	<u>2018</u>	<u>2020</u>
Appendix 7 – Grapevine Guidelines	<u>2018</u>	<u>2020</u>
Appendix 8 – Expense Reports and Claim Forms	<u>2018</u>	<u>2020</u>