DISTRICT 16 WINDSOR-ESSEX
STANDARD 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 AA, 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 AA 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. It is recommended that GSRs (and Alternates) have an active email address.

f) Sub-Committee Chairpersons

Chairpersons 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. For District meeting attendance purposes Past-DCMs should be included in roll call under a separate heading.

District Officers:

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

Subsection 3 – Voting Privileges

General

1) Only the General Service Representatives (GSRs) 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) Subcommittee Chairs have voting privileges 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, received by the Secretary 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 choose to vote in favour of the nominee or leave the ballot blank. Any nominee for a District Officer Position must have served as a group's GSR. A lone 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). If only one person is willing to stand voting members must choose to vote in favour of the lone nominee for a position or leave the ballot blank. A lone nominee must receive a simple majority. Positions will be elected according to roll call: 1) DCM 2) Alt. DCM 3) Treasurer 4) Secretary 5) Literature 6) Telephone Answering Service 7) Public Information/Website 8) Treatment Facilities 9) Correctional Facilities 10) Cooperation with the Professional Community 11) Registrar 12) Archives 13) Grapevine 14) Hospitals and Outreach 15) Workshops 16) Dance 17) Coffee Maker.

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 DCM.)

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 AA Service Manual. A spare key for archives and district meeting room be kept with our DCM. To be passed on to next DCM. 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 the minutes and any accompanying reports and correspondence via email within 7-14 days. Shall email 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 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 the 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.
- Is responsible for administering the district credit card as per "Appendix 9 – Guidelines for District16 Credit Card."

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 AA 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 AA fellowship, a vote is given to these Sub-Committee Chairs as stated in Section I, Subsection 3 - Voting Privileges of these procedures.

(a) 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. The Chairperson will report monthly at the District Meeting regarding the financial status, including bank balance of the committee. Guidelines are in place, which outline the Literature Centre operation. (See Appendix 1.)

(b) Telephone Answering Service

Responsible to maintain a committee of members willing to serve the TAS Responsible to learn how to use the Grasshopper telephone system and conduct quarterly TAS Volunteer meetings. The Chairperson shall be responsible to update and distribute the TAS Volunteer list, Twelfth Step list and a time and location schedule of AA meetings in the District. (See Appendix 3.) *Monies are budgeted for this position. See Section IV "Expenses and Financial Transactions".*

(c) Public Information (PI)/Website

Endeavors to carry the AA 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".*

(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) 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 AA 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".*

(f) Cooperation with the Professional Community (CPC)

Endeavors to carry the AA 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*

(g) 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. Notify the District 16 Committee of any updates/changes in the District Sub-Committee Chairpersons and/or District Officers. Notify the Area 86 Registrar of all changes using the forms available from GSO.

Prepare and distribute the following three (3) Information Reports:

1) Registry of the District Sub-Committee Chairs,

2) Registry of GSRs, and Alternate GSRs. *These reports are to be shared with District 16 representatives.

3) Registry of Groups and Contact Mailing Information. *This report is to be kept CONFIDENTIAL at the District16 Committee level.

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

(h) Archives

Responsible for keeping and maintaining the District Archives and recordings of Alcoholics Anonymous in reasonable condition. The Archives Chairperson shall make 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".*

(i) Grapevine

Serve as a link between group GVRs (Grapevine Reps) 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 audio material, GV Books, Slogans etc. and District functions would include Workshops 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. *Monies are budgeted for this position. See Section IV "Expenses and Financial Transactions".*

(j) Hospital & Outreach Committee

Chairperson and Committee members are responsible for visiting (when possible) or sending a card of recovery to hospitalized AA members, or members in long-term care facilities. They will also take a meeting, when requested, to members of AA that can no longer attend meetings because of health issues. *Monies are budgeted for this Sub-Committee. Finances: See Section IV "Expenses and Financial Transactions.*

(k) 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".*

(l) Dance

Responsible for coordinating the following functions: New Years Eve Dance and Founder's Day Dance (See Appendix 4.)

SECTION III – Motions

Subsection 1 –Notices of Motion and Motions

(a) Notices of Motion

A Notice of Motion is a motion that is made in advance of voting so the GSRs can take the motion back to their groups 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, changes to the Standard Operating Procedures, or any item where group conscience is required 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.*

Third Legacy Procedure/Two-thirds majority *– generally those issues related to group conscience where substantial unanimity is desirable.*

(b) Motions

Business not pertaining to changes to the Standard Operating Procedures or District Finances can be conducted via motions from the floor. Ideally 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. Motions 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 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.

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, Alternate DCM, and Literature Subcommittee Chair in the case of the Literature account and Treasurer, DCM, Alternate DCM, and Grapevine Subcommittee Chair in the case of the Grapevine 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 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.

(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.

-attendance of Secretary Workshop up to $100 per year.

(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.

-attendance of Treasurer Workshop up to $100 per year.

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

(d) 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.

(e) 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 copy of the proposed changes to the Standard Operating Procedures will be emailed to committee members.

(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.

Item	**Last Reviewed**	**Next Review**
Operating Procedures	2024	2026
Appendices:		
Appendix 1 – Literature Centre Guidelines	2024	2026
Appendix 2 – Convention Guidelines	2024	2026
Appendix 3 – T.A.S. Guidelines	2024	2026
Appendix 4 – Dance Guidelines	2024	2026
Appendix 5 – Archives Guidelines	2024	2026
Appendix 6 – Website Guidelines	2024	2026
Appendix 7 – Grapevine Guidelines	2024	2026
Appendix 8 – Expense Reports and Claim Forms	2024	2026
Appendix 9 – Guidelines for District 16 Credit Card	2024	2026