

Alcoholics Anonymous

Sarnia/Lambton District 14

Structure & Operating Procedures

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SARNIA LAMBTON DISTRICT 14 STRUCTURE & OPERATING PROCEDURES

The object of this structure and operating procedure is to provide for the continuing successful operation of a united effort of groups in the Sarnia/Lambton District. The procedure sets out what the groups have agreed upon and not what anyone has committed them to do. All provisions of the operating procedure and all actions of the District arising therefore ought to conform to the principles of the Twelve Traditions, Twelve Concepts and 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- STRUCTURE

The operating procedures should be reviewed every 2 years in the odd year by District Committee Member, Alternate District Committee Member, Secretary and Treasurer and anyone else who is interested. All changes will be presented to the District Committee for approval. The changes take effect immediately after such approval. The last revision date will be included on the title page to be printed with this document. A copy of this document will be given to the Archives Chair, and made available to everyone within 14 days. A copy of this document will be available on the Web Site. (www.aasarnialambton.com)

1. The District Committee shall be composed of
 - a. District Committee Member (DCM)
 - b. Alternate District Committee Member (Alt. DCM)
 - c. Treasurer
 - d. Secretary
 - e. Sub-Committee Chairpersons for:
 - Literature
 - Public Information (PI)
 - Co-operation with the Professional Community (CPC)
 - Treatment Facilities
 - Grapevine (GvR)
 - Telephone Answering Service (TAS)
 - Corrections
 - Newsletter
 - Website
 - Archives
 - Special Needs
 - f. General Service Representatives (GSR) (one from each group)
 - g. Past District Committee Member-(Past D.C.M.s will be ex-officio member of the District Committee. They can speak to a motion but do not make motions or have a vote.)
2. The members of the District Committee, with the exception of the GSRs, shall be elected by the District Committee in odd numbered years to serve a term of two years. The GSRs shall be elected in odd numbered years by the members of their Group to serve a term of two years. It is suggested that elections be held prior to the Election Assembly of the Area (Fall Assembly of the odd numbered year).
3. Nominees for DCM, Alt. DCM or Treasurer shall be presently serving or past GSRs.
4. Any members (a) to (e) who miss three consecutive monthly meetings may be replaced on the Committee by election.

SECTION II – VOTING

- (a) All members of the District Committee shall be considered eligible to vote on subjects brought before the District Committee. In the absence of the GSR, the Alternate GSR will be eligible to vote. In the absence of both the GSR and the Alternate GSR, an appointed member of the group may attend and vote the group conscience.
- (b) All motions shall be "carried" only on a two-thirds majority, two thirds of those present and eligible to vote, unless otherwise decided by the District Committee. The decision must take place before the voting process starts.
- (c) Any motion to amend or revise the Sarnia/Lambton Structure and Operating Procedure shall require 60 days notice to give the GSRs an opportunity to determine their group's conscience on the motion.
- (d) The District shall adhere to the guidelines established at the Spring Assembly in determining eligibility for voting at our District elections. (see Appendix 1) (S21)
- (e) In Special Cases, it may be deemed wisest that the GSRs take an issue back to their group for further discussion before a Committee decision is made. This would follow the same 60 day guideline as spelled out in Section II (c). In order to promote ease of doing normal business this "Special Cases" clause would be used only when requested by motion and seconded by any member of the District Committee. The motion to determine if a matter is a "Special Case" would then be voted on by all members of the District Committee present. (Committee members as listed under SECTION I - STRUCTURE)

SECTION III – MEETINGS

The District Committee shall meet monthly at a site agreed on by the Committee. The DCM (or Alt. DCM if requested by the DCM) will chair the meeting. In the absence of the DCM, the Alt. DCM will chair the meeting. In the absence of the DCM and the Alt. DCM the members present may select a Chairperson for that meeting only.

SECTION IV – DUTIES

- (a) DCM: The duties of the DCM are contained in Chapter III of the A.A. Service Manual. The DCM will represent Sarnia/Lambton District 14 at all Area 86 Assemblies and Committee Meetings. The DCM, with the assistance of the ALT DCM, shall prepare the agenda for the District Meetings.
- (b) Alt. DCM: The duties of Alt. DCM are contained in Chapter III of the A.A. Service Manual. The Alt. DCM will assist the DCM at all Area86 Committee Meetings and Assemblies, striving to attain a good working knowledge of the duties of DCM and recognizing the necessity to assume those duties in event of loss or incapacity of the DCM. The Alt. DCM, with the assistance of the DCM, shall prepare the agenda for the District Meetings.
- (c) Treasurer: The Treasurer shall receive and deposit all moneys belonging to the District, intact, to a Chartered Bank or Trust Company decided upon by the DCM, Alt. DCM, Treasurer, and Secretary and pay all District expenses as outlined in these procedures or as a result of a motion by the District Committee. The Treasurer shall report to the District Committee at the monthly meeting. The fiscal year for the District shall be January 1st to December 31st, inclusive, with an annual statement to be prepared by the Treasurer at years end. The Treasurer, along with the DCM and Alt. DCM, will prepare a forecast to be presented to the District Committee for approval in January of each year. Signing authority for District 14 bank account will be any two of the following, Treasurer, DCM, Alt. DCM, or Secretary. Persons with signing authority may not act as signatories on cheques made out to themselves. (By the end of each year copies of all monthly and year end reports must be given to the Archives Chair.)
- (d) Secretary: The Secretary shall record the minutes of the District meetings and distribute to members of the Committee within two weeks via email (snail mail may be requested). Minutes of our monthly meeting will also be sent (email or snail mail) to all members of the Area Committee. (At the end of each year copies of the minutes must be given to the Archives Chair).

Section IV – Duties Cont'd

- (e) Literature Chairperson: The Chairperson will purchase Conference Approved A.A. literature from the best available source for sale to the A.A. Groups and meetings in the District. The Chairperson is also responsible for the printing and distribution of the District Meeting Books. When a new supply of meeting books is needed the District Committee should be consulted re: changes, etc. The Chairperson will report to the District Committee at the monthly meeting.
- (f) Public Information Chairperson (PI): The Chairperson and the Committee carry the A.A. message to the general public within our District. The Chairperson and the Committee must at all times adhere to the Guidelines in the Public Information Guidelines. The Chairperson will report to the District at the monthly meeting.
- (g) Co-operation with the Professional Community Chairperson (CPC): The Chairperson and the Committee carry the A.A. message to the professional community within our District. The Chairperson and the Committee must at all times adhere to the Guidelines in the Public Information Guidelines. The Chairperson will report to the District at the monthly meeting.
- (h) Treatment Facilities: The Chairperson shall ensure that all literature racks in all treatment facilities such as hospitals and health clinics in District 14 Sarnia-Lambton are filled. The Chairperson will report to the district Committee at the monthly meeting.
- (i) Grapevine Chairperson: The Chairperson will order from New York upon request and deliver to the groups the number of monthly Grapevine Magazines they require. He/she will also promote Grapevine materials within the fellowship. A Grapevine display belonging to the District is available for this purpose. The Chairperson will report to the District Committee at the monthly meetings.
- (j) Telephone Answering Chairperson: The Chairperson is the District's liaison with the Telephone Answering Service. He/she will keep the Telephone Answering Service informed of District functions and all meeting changes. The Chairperson has the responsibility of managing the pager and a current list of those AA members available to receive calls. Members on the list will also have a copy of the updated list. The Chairperson will report to the District Committee at the monthly meeting. Procedures for the telephone service will be available to the DCM, Alt. DCM and Secretary.
- (k) Corrections Chairperson: The Chairperson and the Committee carry the A.A. message to those in our District jails and Correctional Facilities. The Committee members must at all times co-operate with the management of the Correctional Institutions. Meetings are held at their discretion, and adhere to the Corrections Guidelines. The Chairperson will report to the District Committee at the monthly meeting.
- (l) Newsletter Chairperson: The Chairperson will gather information and prepare a Newsletter as per Newsletter guidelines (See Appendix 2— guidelines) established by the District Committee. Annual subscriptions, to be paid in advance, are available for groups and individuals from the Newsletter Chairperson. The Chairperson will report to the District Committee in the months of January, March, May, July, September, and November.
- (m) Website: The Chairperson is responsible for the maintenance and the update of the District website. The Chairperson will follow the website Guidelines. The Chairperson will report to the District Committee at the monthly meeting. The password for editing purposes will be available to the Chairperson as well as the District Committee Member, Alt. DCM and Treasurer.
- (n) Archives: The Chairperson will coordinate meetings consisting of the past District Committee Members of District 14 and will be responsible for documents (examples: minutes and Treasurer's reports) and of District 14's archival material. Each member of the Committee (past District Committee Members) will receive a copy of the inventory. The archives display should be readily available for any functions upon request. The Chairperson will follow the Archive Guidelines and will report to the District Committee.
- (o) Special Needs: The Chairperson shall adhere to the Special Needs Guidelines. The Chairperson will report to the District Committee at the monthly meeting.
- (p) GSR: The duties of the GSR are contained in Chapter II of the A.A. Service Manual. The GSR represents his/her group at the District Meetings and Area Assemblies. The GSR, or in his/her absence, the Alt. GSR shall give a written and/or verbal group report at the monthly District meeting. In the absence of the GSR and the Alt. GSR, an appointed member of the group may give a report.

SECTION V – EXPENSES

The Treasurer will pay upon receipt of an account the following outgoing expenses:

- (a) Telephone answering service
- (b) Bell Canada
- (c) Public Information Ads within Lambton County approved by the District Committee.
- (d) Rent for District meetings
- (e) Post Office Box rental
- (f) DCM expenses to attend Area Assemblies (\$300.00 per Assembly) paid prior to the assembly. **A written report must be presented at the next District Meeting.** (Receipts to be turned in to the Treasurer upon return. Unused funds shall be returned at this time)
- (g) Alt. DCM expenses to attend Area Assemblies (\$300.00 per Assembly) paid prior to the assembly. **A written report must be presented at the next District Meeting.** (Receipts to be turned in to the Treasurer upon return. Unused funds shall be returned at this time)
- (h) DCM will receive \$100.00 to attend Area Meetings. It is understood that this sum will vary from meeting to meeting depending on the distance of the host Area from Sarnia. Expenses above \$100.00 will be reimbursed on approval of the District Committee. **A written report must be presented at the next District Meeting.** (Receipts to be turned in to the Treasurer upon return. Unused funds shall be returned at this time)
- (i) Alt. DCM will be attending Area Meeting with the DCM. Only in the event that the DCM will not be present the Alt. DCM will receive expenses in lieu of the DCM. **A written report must be presented at the next District Meeting.**
- (j) Sub Committee Chairpersons attending a workshop will be advanced for expenses up to \$75.00 prior to the assembly. Receipts are to be turned in to the Treasurer upon return. **A written report must be presented at the next District Meeting.** No subcommittee chairperson shall receive more than \$75.00 per assembly, per person.

Items requiring approval by the District Committee:

Telephone, photocopying, postage and stationary supplies will require approval for reimbursement from the district Committee.

Attendance of the DCM to attend Eastern Canada Regional Forums/Special Forums held in Ontario at the discretion of the District Committee group conscience.

Attendance of the ALT DCM to attend Eastern Canada Regional Forums/Special Forums held in Ontario at the discretion of the District Committee group conscience.

At the end of January, when district 14's year end is complete and any amount of the previous year's surplus is known, the District Committee shall decide how much of that surplus is to be paid to WOGS and how much to the General Service Office (New York), bearing in mind that the Prudent Reserve must be maintained at District level for the incoming year".

All additional disbursements will require a motion from the District Committee.

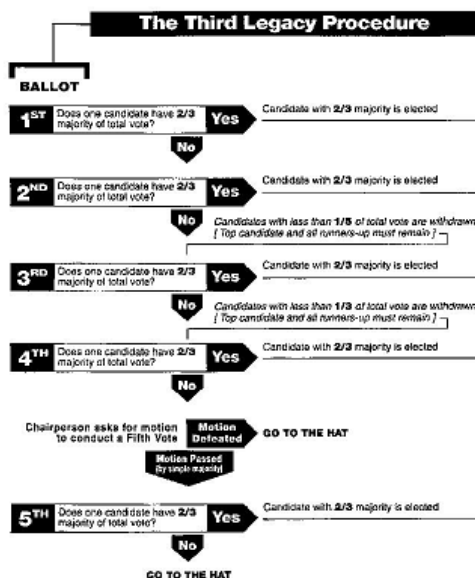
Appendix (1)

THIRD LEGACY PROCEDURE

A.A.'s Third Legacy Procedure is a special type of electoral procedure, used primarily for the election of delegates and regional and at-large trustees. It is considered to be unique to A.A., and at first glance, appears to introduce a strong element of chance into a matter that should depend solely on the judgment of the majority. In practice, however, it has proved highly successful in eliminating the influence of factions or parties that seem to thrive on most political scenes. The railroading of a candidate for election is made difficult, if not impossible, since voters have a wide selection of candidates to choose from. More importantly, a second-place candidate who may be extremely well qualified but without early popular support is encouraged to stay in the balloting rather than withdraw.

Third Legacy Procedure is as follows:

- The names of eligible candidates are posted on a board. All voting members (of the area or Conference body) cast written ballots, one choice to a ballot. The tally for each candidate is posted on the board.
- The first candidate to receive two-thirds of the total vote is elected.
- Withdrawals start after the second ballot. If any candidate has less than one-fifth of the total vote, his or her name is automatically withdrawn — except that the top two candidates must remain. (In case of ties for second place, the top candidate and all tied runners-up remain as candidates.)
- After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except the two top candidates remain. (In case there are ties for second place, the top candidate and all tied runners-up remain as candidates.)
- After the fourth ballot, if no candidate has two-thirds of the total vote, the candidate with the smallest total is automatically withdrawn, except that the top two candidates remain. In case there are ties for second place, the top candidate and all tied second-place candidates remain. At this point, the chairperson asks for a motion, second, and a simple majority of hands on conducting a fifth and final ballot. If this motion is defeated, balloting is over and the choice is made by lot — “going to the hat” — immediately. If the motion carries, a fifth and final ballot is conducted.
- If after the fifth ballot no election occurs, the chairperson announces that the choice will be made by lot (from the hat). At this point, the top two candidates remain. In case there are ties for first place, all tied first place candidates remain. In case there are no ties for first place, the top candidate and any tied second-place candidates remain.
- Lots are then drawn by the teller, and the first one “out of the hat” is the delegate (or trustee or other officer).



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Appendix (2)

NEWSLETTER GUIDELINES SARNIA LAMBTON DISTRICT 14 GSR COMMITTEE

1 The Newsletter

- a) Name of newsletter The Update
- b) Suggested format 1-2 sheets (2 preferred) 8.5" x 11" paper, printed on both sides

2 Duties of the Editor

- a) To produce a newsletter in the months of January (for February/March), March (April/May), May (June/July), July (August/September), September (October/November) and November (December/January) before the GSR meeting
- b) To distribute the newsletters, as ordered, at the GSR meetings in January, March, May, July, September and November
- c) To manage the finances of the Newsletter, collecting, recording and issuing duplicate receipts to Newsletter subscribers
- d) To keep and maintain a record of all subscribers, the number of copies ordered, the name and contact information of the person placing the order as well as the Group he/she represents
- e) To prepare and make available a financial report at the GSR Meeting in the months listed in 2b

3 Required Content

- a) A disclaimer sentence or two, such as

"This Newsletter is a member-to-member publication and the viewpoints expressed herein do not represent those of AA as a whole"

must be included in each issue

- b) Although letters and articles may be published anonymously, the name of the submitter must be revealed to the Editor, who, in keeping with the Twelfth Tradition, shall respect the anonymity of all such persons

4 Permitted Content

- a) Quotations from Conference-Approved Literature, which must cite the source of origin, including page numbers

- b) The long form of Tradition Eleven should always be observed:

"Our relations with the general public should be characterized by personal anonymity. We think AA. ought to avoid sensational advertising. Our names and pictures as A.A. members ought not to be broadcast, filmed, or publicly printed. Our public relations should be guided by the principle of attraction rather than promotion. There is never need to praise ourselves. We feel it better to let our friends recommend us"

[The AA Service Manual combined with Twelve Concepts for World Service by Bill W., rev. 1999, p. S14]

- c) Announcements regarding AA events

Appendix (2) Cont'd

d) AA Birthday Date Listings:

~ Groups are responsible for providing the Editor with accurate Birthday data and for informing the Editor of any changes

~ Listings are restricted to AA members who belong to a District 14 Group

~ No person's name shall be included in these listings without his/her express permission

5 Content Not Permitted

- a) Reproduction of published material other than Conference-Approved Literature
- b) Material not relating to the disease of alcoholism
- c) Advertising material
- d) Announcements of non-AA events

6 Financing

- a) The Newsletter is entirely self-supporting by means of annual subscription
- b) Groups and individuals may subscribe to the Newsletter
- c) Subscription dues should be **paid in advance** to the Editor by January 15 of each year
- d) Groups or individuals who subscribe after the first edition of the of the year has been distributed will pay the full annual subscription and the Editor will provide them with the appropriate missing copies

Approved by Ad Hoc Committee of Sarnia Lambton District 14 GSR Committee 3 August, 2006