

Alcoholics Anonymous Sarnia / Lambton District 14

Structure & Operating Procedures

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Appendices are included for information purposes only.

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SARNIA LAMBTON DISTRICT 14 STRUCTURE & OPERATING PROCEDURES

The purpose of the Structure and Operating Procedures is to provide for the continuing successful operation of a united effort of groups in Sarnia/Lambton District 14. *This document outlines the direction the Groups of District 14 have provided to the District Committee by approval of these guidelines.* All provisions of the operating procedures and all actions of the District should conform to the principles of the Twelve Traditions, Twelve Concepts, and the most recent edition of 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 ONE - STRUCTURE

The operating procedures shall be reviewed every two (2) years beginning in January of the odd year by District Committee Member, Alternate District Committee Member, Treasurer, Alternate Treasurer, Secretary/Registrar, Alternate Secretary/Registrar, and any District 14 member who is interested. All recommended changes will be presented to the District Committee to bring to the Groups for discussion for 60 days prior to voting for approval. The changes take effect January of the next term. The last revision date will be included on the title page of this document. A copy of this document will be given to the Archives Chairperson, and made available to all District 14 Groups within 14 days of approval. An approved 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) & Bridging the Gap
 - c) Treasurer
 - d) Alternate Treasurer
 - e) Secretary / Registrar
 - f) Alternate Secretary / Registrar
 - g) Sub-Committee Chairpersons for:
 - g.1 Literature & Grapevine (GVR)
 - g.2 Newsletter & Website
 - g.3 Telephone Answering Service (TAS)
 - g.4 Cooperation with the Professional Community (CPC)
 - g.5 Public Information (PI)
 - g.6 Treatment
 - g.7 Corrections
 - g.7i) Female Chair
 - g.7ii) Male Chair
 - g.8 Accessibilities
 - g.9 Archives
 - h) General Service Representatives (GSR) – one from each group
 - i) Past District Committee Members (Past DCMs will be ex-officio members 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. It is suggested that elections be held prior to the Election Assembly of the Area (Fall Assembly of the odd numbered year).

3. 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).
4. Nominees for DCM, Alternate DCM, Treasurer or Alternate Treasurer shall be presently serving, or past GSRs.
5. If any member, (a) to (g), misses three consecutive monthly meetings the DCM shall inform the District Committee so they can review the circumstances. An election for the position may result.

SECTION TWO – VOTING

1. All members of the District Committee, excluding the Chairperson of that particular District 14 meeting, shall be considered eligible to vote on subjects brought before the District Committee. In the absence of the Treasurer, the Alternate Treasurer will be eligible to vote. In the absence of the Secretary/Registrar, the Alternate Secretary/Registrar will be eligible to vote. 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.
2. All motions shall be "carried" with a two-thirds majority, two thirds of those present and eligible to vote) (66.6%). In following our Concepts, the Minority Opinion shall be heard before a motion is considered carried.
3. Any motion to amend or revise the Sarnia/Lambton District 14 Structure and Operating Procedures shall require sixty (60) days' notice to give the GSRs an opportunity to determine their group's conscience on the motion.
4. The District shall adhere to the guidelines established in the most recent edition of the A.A. Service Manual to determine eligibility for voting at our District elections. (see Appendix One) (Service Manual – Third Legacy Procedure).
5. 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 shall follow the same sixty (60) day guideline as spelled out in Section Two (2)- In order to promote ease of doing normal business; these "Special Case" clauses may 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 One - Structure)

SECTION THREE – MEETINGS

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

In order to cancel a meeting a motion must be presented 60 days prior to said meeting and must be voted on 30 days before meeting.

SECTION FOUR – DUTIES & QUALIFICATIONS

a) District Committee Member (DCM):

The duties of the DCM are contained in the most recent edition 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 Alternate DCM, shall prepare the agenda for the District Meetings.

Qualifications: A DCM should have enough continuous sobriety (generally 4-5 years), and have held the GSR position, to be eligible for election.

b) Alternate DCM:

The duties of Alternate DCM are contained in the most recent edition of the A.A. Service Manual. The Alternate DCM will assist the DCM at all Area 86 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 the event of loss or incapacity of the DCM until an election can occur. The Alternate DCM, with the assistance of the DCM, shall prepare the agenda for the District Meetings. The Alternate DCM will also be responsible for the role of Bridging the Gap.

Qualifications: An Alternate DCM should have enough continuous sobriety (generally 4-5 years) and have held the GSR position, to be eligible for election.

c) Treasurer:

The Treasurer shall receive and deposit all moneys contributed to the District, intact, to a Chartered Bank or Trust Company decided upon by the DCM, Alternate DCM, Treasurer, and Secretary/Registrar. The Treasurer shall 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 meetings. The report shall include published balance sheet and group contribution list. The fiscal year for the District shall be January 1 to December 31, inclusive, with an annual statement to be prepared by the Treasurer at years' end. The Treasurer, along with the DCM and Alternate DCM, will prepare a forecast (using the SOPs as a guideline) 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, Alternate Treasurer, DCM, Alternate DCM, Secretary/Registrar or Alternate Secretary/Registrar. Persons with signing authority shall not act as signatories on cheques made out to themselves. (By the end of February, copies of all monthly and reconciled year-end reports must be given to the Archives Chairperson in Digital form). The Treasurer is to follow the guidelines from the pamphlet GSO MG-15

Qualifications: A Treasurer should have enough continuous sobriety (generally 2 years), and have held the GSR position, to be eligible for election.

d) Alternate Treasurer:

The duties of the Alternate Treasurer are to assist the Treasurer, striving to attain a good working knowledge of the duties of the Treasurer and recognizing the necessity to assume those duties in the event of loss or incapacity of the Treasurer until an election can occur.

Qualifications: An Alternate Treasurer should have enough continuous sobriety (generally 2 years), and have held the GSR position, to be eligible for election.

e) Secretary / Registrar:

The Secretary shall record the minutes of the District meetings and distribute to members of the Committee within two weeks via email or regular mail. Minutes of our monthly meeting will also be sent via email or regular mail to all members of the Area Committee, (after the District has approved same). At the end of January, copies of the minutes and journal entries must be given to the Archives Chair in digital form. The Secretary shall maintain current District 14 contact lists. The Secretary will update information submitted from groups on the group information change forms (F28 – See Appendix Three (3)) and ensure the Area Registrar is given the F28 forms when complete. The Secretary will also communicate all group changes to the DCM, Treasurer, Literature, TAS and Newsletter/Website Chairpersons. The secretary will also be responsible for maintaining a Motion Journal to provide the district with a record of all motions presented at District 14 Committee meetings. Said journal will be kept in the file box.

Qualifications: It is recommended to have two (2) years continuous sobriety and has served as a GSR

f) Alternate Secretary / Registrar:

The duties of the Alternate Secretary / Registrar are to assist the Secretary / Registrar; striving to attain a good working knowledge of the duties of the Secretary / Registrar and recognizing the necessity to assume those duties in the event of loss or incapacity of the Secretary / Registrar until an election can occur.

Qualifications: It is recommended to have two (2) years continuous sobriety and has served as a GSR.

g) Sub Committees

Qualifications: It is recommended to have two (2) years continuous sobriety and has served as a GSR.

g.1) Literature Chairperson/Grapevine (GVR):

The Literature Chairperson shall purchase Conference Approved A.A. literature, from the best available source, on behalf of the A.A. Groups and meetings in the District. The Literature Chairperson shall maintain an up-to-date Literature Price List. The Chairperson is also responsible for the printing and distribution of Group Meeting Lists (Group Meeting Lists are paid for by the District). When a new supply of meeting lists are needed the Secretary / Registrar should be consulted regarding changes. If the Chairperson is made aware of changes to any group, the change should be communicated to the Secretary/Registrar. In addition, the chairperson will promote Grapevine materials and magazines subscriptions, within the fellowship. A Grapevine display belonging to the District is available for this purpose. The Chairperson will follow the Literature guidelines (MG-09) and the workbook from the Grapevine website (aagrapevine.org—current Grapevine Workbook and current Grapevine Representative Handbook) The Chairperson will report to the District Committee at the monthly District meeting, including a financial report and inventory at least once yearly in December.

g.2) Newsletter / Website Chairperson:

The Chairperson will gather information and prepare a Newsletter as per Newsletter guidelines (See Appendix Two (2)— Guidelines) established by the District Committee (and Central or Intergroup Guidelines for Newsletter Guidelines from Alcoholics Anonymous World Services MG-02). Annual subscriptions, to be paid in advance, are available for groups and individuals from the Newsletter/Website Chairperson. The Chairperson is the liaison between District 14 and the webmaster. The Chairperson will follow the Website Guidelines (MG-18), established by Alcoholics Anonymous World Services. If the Chairperson is made aware of changes to any group, an email will be sent to the webmaster and the change will take place within 2 business days. As well, the change should be communicated to the Secretary/Registrar. The Chairperson will report to the District Committee at the monthly District meeting, including a financial report. The Newsletter shall have a start-up amount of \$50.00. In January of each year, any amount remaining over \$50.00 shall be turned in to the District Treasurer and recorded as a contribution. The webmaster will provide, for security reasons, the password to the Website to the Newsletter/ Website Chairperson as well as the DCM, Alternate DCM, Treasurer and Alternate Treasurer.

g.3) Telephone Answering Service Chairperson (TAS):

The TAS Chairperson is responsible for maintaining the Cloud Based Phone System data regarding current meeting information. The Chairperson has the responsibility of recruiting volunteers to answer phone calls routed from the district phone number from people who want to speak to a member of AA. The Chairperson also has the responsibility of recruiting volunteers to respond to

online chats made through the Chat App on the District Website (Chat Responders). The Chairperson will ensure that all Chat Responder volunteers have been properly trained and received materials on the use of the Chat App and on how to answer Chats.

The Chairperson should maintain a current list of those AA members available to refer Twelfth Step calls to. The Chairperson is responsible for maintaining a list of Sarnia and Area Resource Numbers on a regular basis and at minimum once yearly. If the Chairperson is made aware of changes to any group, the change should be communicated to the Secretary/Registrar. The Chairperson will report to the District Committee at the monthly District meetings. Procedures for the Cloud Based Phone Answering Service [Appendix 4(a)] and the Chat APP [Appendix 4(b)] shall be reviewed by incoming TAS, DCM, Alternate DCM and Secretary / Registrar every two years.

The Chairperson will follow the AA Answering Services Guidelines (MG-12). The Chairperson shall meet quarterly with all current Chat Responders to receive feedback and share experiences with using the Chat App in order to further develop training materials and best practices. The outgoing Chairperson shall provide training to the incoming Telephone Answering Service Chairperson and the Incoming Executive Committee by the end of February in the first year of the panel.

For detailed information refer to Guidelines in:

Appendix 4(a)- Cloud Phone
Appendix 4(b)- Chat App

g.4) Co-operation with the Professional Community Chairperson (CPC):

The CPC Chairperson and their selected Committee carry the A.A. message to the professional community within our District. The Chairperson and committee must at all times adhere to the Guidelines in the Public Information Guidelines (MG-11) and use the CPC workbook (M411). The Chairperson and committee should cooperate with Public Information, Treatment and Accessibilities. The Chairperson will report to the District Committee at the monthly District meeting.

g.5) Public Information Chairperson (PI):

The PI Chairperson and their selected committee carry the A.A. message to the general public, and the media, within our District. The Chairperson and Committee must at all times adhere to the Guidelines in the Public Information Guidelines (MG-07) and PI workbook (M271). The Chairperson and committee should cooperate with Cooperation with the Professional Community, Treatment and Accessibilities. The Chairperson will report to the District Committee at the monthly District meeting.

g.6) Treatment Chairperson:

The Treatment Chairperson shall ensure that all literature racks in all medical facilities such as hospitals and health clinics located within District 14 Sarnia-Lambton are filled with literature recommended in the Treatment Facilities Guidelines (MG-14) and Workbook (M-40I) The Chairperson and their selected committee must at all times adhere to the guidelines (MG-14) and the Treatment Facilities Workbook (M-40I). The Chairperson and committee should cooperate with Cooperation with the Professional

Community, Public Information, and Accessibilities. The Chairperson will report to the District Committee at the monthly District meeting.

g.7) Corrections Chairperson:

The Corrections Chairperson(s) and their selected 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 facilities. Meetings are held at the facilities' discretion, and must adhere to both the corrections facilities' guidelines and AA Corrections Guidelines (MG-06) and Corrections workbook (M45i). The Chairperson(s) will ensure adequate literature is made available at these meetings, using the literature recommended in the Corrections Workbook. The Chairperson(s) will report to the District Committee at the monthly District meeting.

g.7i)- Female Chair

g.7ii)- Male Chair

g.8) Accessibilities Chairperson:

The Chairperson shall adhere to the Special Needs Guidelines (MG16) and workbook (M48i). The Chairperson and their selected Committee shall educate District 14 members, GSRs and Groups of what can be available for members with special needs. The Chairperson and committee should cooperate with Cooperation with the Professional Community Public Information and Treatment. The Chairperson will report to the District Committee at the monthly District meeting.

g.9) Archives Chairperson:

The Chairperson will coordinate meetings consisting of the past DCMs of District 14, along with their selected committee, and will be responsible for inventorying and archiving documents (examples: minutes and Treasurer's reports) and District 14's archival material. Each member of Committee (past DCMs) will receive a copy of the inventory listing. The archives display should be readily available for any functions upon request. The Chairperson will follow the Archive Guidelines (MG-17) and Archives workbook (M44i) and will report to the District Committee at monthly District meetings

h) General Service Representative (GSR):

The duties of the GSR are contained in the most recent edition of the A.A. Service Manual. The GSR represents their group at the District Meetings and Area Assemblies. The GSR, or in their absence, the Alternate GSR shall give a written and/or verbal group report at the monthly District meeting. In the absence of the GSR and the Alternate GSR, an appointed member of the group may give a report. The GSR maintains and provides a birthday list to the Newsletter/ Website Chairperson making sure to have permission from group members to publish names of group members.

SECTION V– ELECTIONS

1. Regular Elections – District Officers

As outlined in the most recent edition of *The A.A. Service Manual*, and in keeping with the principle of service rotation, regular bi-annual elections of District Officers take place in District 14 in the Fall, preferably prior to the Area Fall Assembly, in the odd number years, with the two (2) year term of office starting on January 1 of the even numbered years.

2. Officers to be elected and order of election

- DCM
- Alternate DCM
- Treasurer
- Alternate Treasurer
- Secretary / Registrar
- Alternate Secretary / Registrar

3. Eligibility

- a. Members of the outgoing District Committee.
- b. Members of the immediate past District Committee.
- c. Nominations from the floor or self-nomination
- d. All officers are to be elected by the Third Legacy Procedure, as outlined in the most recent edition of *The A.A. Service Manual*. (Appendix One (1))
- e. Candidates eligible for election must be present, or must have given permission in writing to the DCM for their names to stand. If the person is not present, a written resume must be provided.
- f. Before the election is held, each person standing for the office shall be requested to say a few words on their service history to a maximum of 2 minutes. If the person is not present, the resume shall be read.

4. Who Can Vote

- a. All of the outgoing district members are eligible to vote.
- b. If the DCM is not present, the Alternate DCM is eligible to vote. If both the DCM and the Alternate DCM are absent, the incoming DCM is eligible to vote.
- c. If the GSR is absent, the alternate GSR is eligible to vote. If both the GSR and the alternate GSR is absent, an appointed member of the group may vote.

5. Election Process

- a. This Procedure and the Third Legacy Procedure shall be read to the District and approval requested to continue.
- b. The list of names of the outgoing District Committee shall be read and each shall be asked if they are willing to stand. If there is only one candidate, a ballot vote must still occur.

- c. If there is no one prepared to stand from the outgoing Committee, the list of names of the previous Committee shall be read and asked if they wish to stand.
- d. Nominations from the floor shall be requested.

6. District Subcommittee Chairperson to be elected and order of election

- Literature & Grapevine
- Newsletter & Website
- Telephone Answering Service (TAS)
- Co-operation with the Professional Community (CPC)
- Public Information (PI)
- Treatment
- Corrections – female and male
- Accessibilities
- Archives

SECTION SIX– EXPENSES

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

- Cloudphone- maintain funds on a prepaid Credit Card to cover monthly cost of telephone service
 - Public Information Ads within Lambton County approved by the District Committee.
 - Rent for District meetings
 - Post Office Box rental
 - Meeting Lists
 - Website domain hosting / domain name / website security
 - Health Fair (Literature Supplies)- \$100.00
 - District Inventory Expenses (in the odd numbered year)- \$1000.00
 - Information Days (i.e. Service Workshops) (in the even numbered years)-\$1000.00
 - District Committee Meeting Expenses (example- coffee supplies)- \$100.00
 - Miscellaneous District Committee Meeting Facility Expenses- \$50.00
-
- DCM expenses to attend Area Assemblies (\$500.00 per Assembly) paid prior to the assembly. Reasonable expenses above \$500.00 will be reimbursed upon 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)
 - Alternate DCM expenses to attend Area Assemblies (\$500.00 per Assembly) paid prior to the assembly. Reasonable expenses above \$500.00 will be reimbursed upon 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)
 - DCM will receive \$150.00 to attend each Area Meeting. It is understood that this sum will vary from meeting to meeting depending on the distance of the host Area from Sarnia-Lambton. Reasonable expenses above \$150.00 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)
 - Alternate DCM will receive \$150.00 to each attend Area Meeting. It is understood that this sum will vary from meeting to meeting depending on the distance of the host Area from Sarnia. Reasonable expenses above \$150.00 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)
 - Sub Committee Chairpersons, Treasurer, Alternate Treasurer, Secretary/Registrar and Alternate Secretary/Registrar attending workshops will be advanced for expenses up to \$150.00 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 \$150.00 per assembly, per person.

SECTION SIX– EXPENSES (con't)

•Approved expenses for Committee/ Sub-Committee positions as follows:

- DCM- \$200.00
- Alternate DCM- \$100.00
- Bridging the Gap- \$100.00
- Treasurer- \$100.00
- Secretary- \$100.00
- Literature/ Grapevine- \$150.00
- Public Information- \$200.00
- CPC- \$200.00
- Treatment- \$200.00
- TAS- \$100.00
- Corrections- \$250.00 (split between the Co-Chairs)
- Archives- \$200.00
- Accessibilities- \$200.00

Items requiring prior approval by the District Committee with sixty (60) days' notice to give the GSRs an opportunity to determine their group's conscience on the motion:

- Attendance of the DCM to attend Eastern Canada Regional Forums/Special Forums/Ontario Delegates Committee Meeting/ CERAASA (Canada Eastern Regional AA Service Assembly)
- Attendance of the Alternate DCM to attend Eastern Canada Regional Forums/Special Forums/Ontario Delegates Committee Meeting.

As of December 31, all funds in excess of that year's Prudent Reserve shall be disbursed to Western Ontario General Service (WOGS) and the General Service Office (GSO). The percentage of these disbursements shall be determined by the District Committee once the Year End Financial Statement has been presented at the January District Committee Meeting.

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

Prudent Reserve is the average of three (3) months of operating expenses and to be no less than \$3000.00

SECTION SEVEN- DISTRICT INVENTORY

The district shall hold a district inventory in the fall of the odd numbered years. The inventory shall be conducted by at least one (1) past delegate from outside District 14. It is the responsibility of the current committee to ensure the district inventory is completed.

See Appendix Seven (7)

SECTION EIGHT- INFORMATION DAYS

The District shall hold a Service Related Information Day in the spring of the even numbered years. It is the responsibility of the current committee to ensure the Information Day is conducted.

See Appendix Eight (8)

Appendix One (1):

▼ APPENDIX G: THIRD LEGACY PROCEDURE

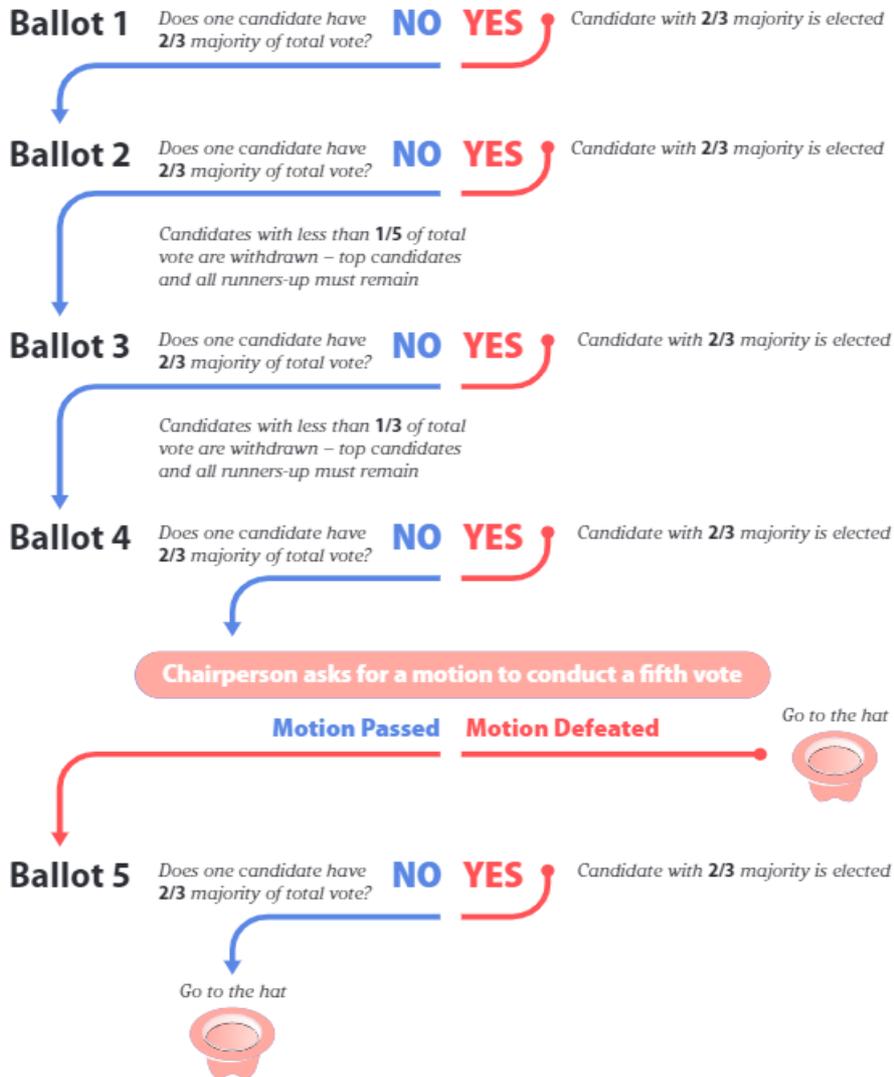
PURPOSE

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.

► PROCEDURE

1. 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.
2. 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.)
3. 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.)
4. 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.
5. 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.
6. Lots are then drawn by the teller, and the first one “out of the hat” is the delegate (or trustee or other officer).

THE THIRD LEGACY PROCEDURE



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Alcoholics Anonymous Sarnia/Lambton District 14
 Structure & Operating Procedures, Updated September 28, 2021

Appendix Two (2):

NE

WSLETTER GUIDELINES SARNIA LAMBTON DISTRICT 14 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 bimonthly (February, April, June, August, October, and December) newsletter.
- b. To distribute the subscribed newsletters at the District meetings.
- 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 they represent.
- e. To prepare and make available a financial report at the monthly District Meeting.

3. Required Content

- a. A disclaimer sentence, or two, must be included in each issue. Such as:
"This Newsletter is a member-to-member publication and the viewpoints expressed herein do not represent those of AA as a whole."
- 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. Last names should never be published.

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 AA 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
- d. AA Birthday Date Listings:
 - Groups are responsible for providing the current Editor with accurate Birthday data and for informing the current Editor of any changes
 - Listings are restricted to AA members who belong to a District 14 Group
 - 3 months of birthdays will be included in each publication (current plus the next two months)

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 February District meeting of each year
- d. Groups or individuals who subscribe after the first edition of the year has been distributed will pay the full annual subscription and the Editor will provide them with the appropriate missing copies, if requested.

Appendix Three (3)

U.S. and Canada **ALCOHOLICS ANONYMOUS GROUP INFORMATION CHANGE FORM**

GROUP SERVICE No. _____ **DATE:** _____

DELEGATE AREA No. _____ **DISTRICT No.** _____ **No. OF MEMBERS:** _____

OLD INFORMATION	NEW INFORMATION
<p>GROUP NAME: _____</p> <p>Group Meeting Location: _____</p> <p>Street: _____</p> <p>City/Town: _____</p> <p>State/Province: _____</p> <p>Zip Code: _____ Telephone: _____</p> <p style="text-align: center;">MEETING DAY</p> <p>MON <input type="checkbox"/> TUES <input type="checkbox"/> WED <input type="checkbox"/> THUR <input type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/> SUN <input type="checkbox"/></p> <p style="text-align: center;">MEETING TIMES</p> <p>____ ____ ____ ____ ____ ____ ____</p> <p>GENERAL SERVICE REPRESENTATIVE (G.S.R.)</p> <p>Name: _____</p> <p>Street: _____</p> <p>City/Town: _____</p> <p>State/Province: _____</p> <p>Zip Code: _____ Telephone: _____</p> <p>E-mail: _____</p> <p>ALTERNATE G.S.R. <input type="checkbox"/> or MAIL CONTACT <input type="checkbox"/> (Please check one ✓)</p> <p>Name: _____</p> <p>Street: _____</p> <p>City/Town: _____</p> <p>State/Province: _____</p> <p>Zip Code: _____ Telephone: _____</p> <p>E-mail: _____</p>	<p>GROUP NAME: _____</p> <p>Group Meeting Location: _____</p> <p>Street: _____</p> <p>City/Town: _____</p> <p>State/Province: _____</p> <p>Zip Code: _____ Telephone: _____</p> <p style="text-align: center;">MEETING DAY</p> <p>MON <input type="checkbox"/> TUES <input type="checkbox"/> WED <input type="checkbox"/> THUR <input type="checkbox"/> FRI <input type="checkbox"/> SAT <input type="checkbox"/> SUN <input type="checkbox"/></p> <p style="text-align: center;">MEETING TIMES</p> <p>____ ____ ____ ____ ____ ____ ____</p> <p>GENERAL SERVICE REPRESENTATIVE (G.S.R.)</p> <p>Name: _____</p> <p>Street: _____</p> <p>City/Town: _____</p> <p>State/Province: _____</p> <p>Zip Code: _____ Telephone: _____</p> <p>E-mail: _____</p> <p>ALTERNATE G.S.R. <input type="checkbox"/> or MAIL CONTACT <input type="checkbox"/> (Please check one ✓)</p> <p>Name: _____</p> <p>Street: _____</p> <p>City/Town: _____</p> <p>State/Province: _____</p> <p>Zip Code: _____ Telephone: _____</p> <p>E-mail: _____</p>

If the Group is to be listed in the Directory, please provide a telephone number and mailing address for the G.S.R., Alternate G.S.R., or Group contact. Listing in the Directory is for Twelfth Step referral and/or for meeting information. The G.S.R.'s (or other contact) name and telephone number will be included in the Directory with the group's name and service number.

OK TO LIST IN THE DIRECTORY? Yes No

SIGNATURE: _____ **DATE:** _____

"Our membership ought to include all who suffer from alcoholism. Hence we may refuse none who wish to recover. Nor ought AA Membership ever depend upon money or conformity. Any two or three alcoholics gathered together for sobriety may call themselves an AA group, provided that, as a group they have no other affiliation." — Tradition Three (the long form)

"Each Alcoholics Anonymous group ought to be a spiritual entity having but one primary purpose — that of carrying its message to the alcoholic who still suffers." — Tradition Five (the long form)

"Unless there is approximate conformity to AA's Twelve Traditions, the group... can deteriorate and die." — Twelve Steps and Twelve Traditions, page 174.

THREE WAYS TO RETURN THIS FORM:

- Postal Mail to:** A.A. World Services, Inc.
 Grand Central Station
 P.O. Box 459
 New York, NY 10163
- By Fax:** 212-870-3003 (Attn: Records)
- E-mail:** records@aa.org

Alcoholics Anonymous Sarnia/Lambton District 14
 Structure & Operating Procedures, Updated September 28, 2021

Appendix Four (4): Telephone Answering Service and Chat App Procedures

Appendix 4a - CloudPhone

Overview:

The Telephone Answering Service uses CloudPhone as the mechanism to accept phone calls to District 14. This is an Auto-Attendant that we can configure to answer and route incoming calls, and to provide voicemail if the call is not answered. When a voicemail is left on the system by a caller, a notification of the call including the voicemail is sent to the Call-Back Pool by email and / or by text.

Answering Pool

- Phone numbers of volunteers are added to the “extension” of either AA or AI-Anon
- Calls ring through to all members within the pool
- Like any phone call, we always have the option of answering the call or letting it go to voicemail

Call-Back Pool

- A small sub-set of the Answering Pool
- All members of the Call-Back Pool will receive notifications of all voicemails left
- Will communicate with all other members of the Call-Back Pool that they have actioned a voicemail and have successfully made contact.

Hours of Operation

- 10 am – 10 pm is Daytime – will ring through to the Answering Pool
- 10 pm – 10 am is After-hours – will automatically go to Voicemail

Returning a Call

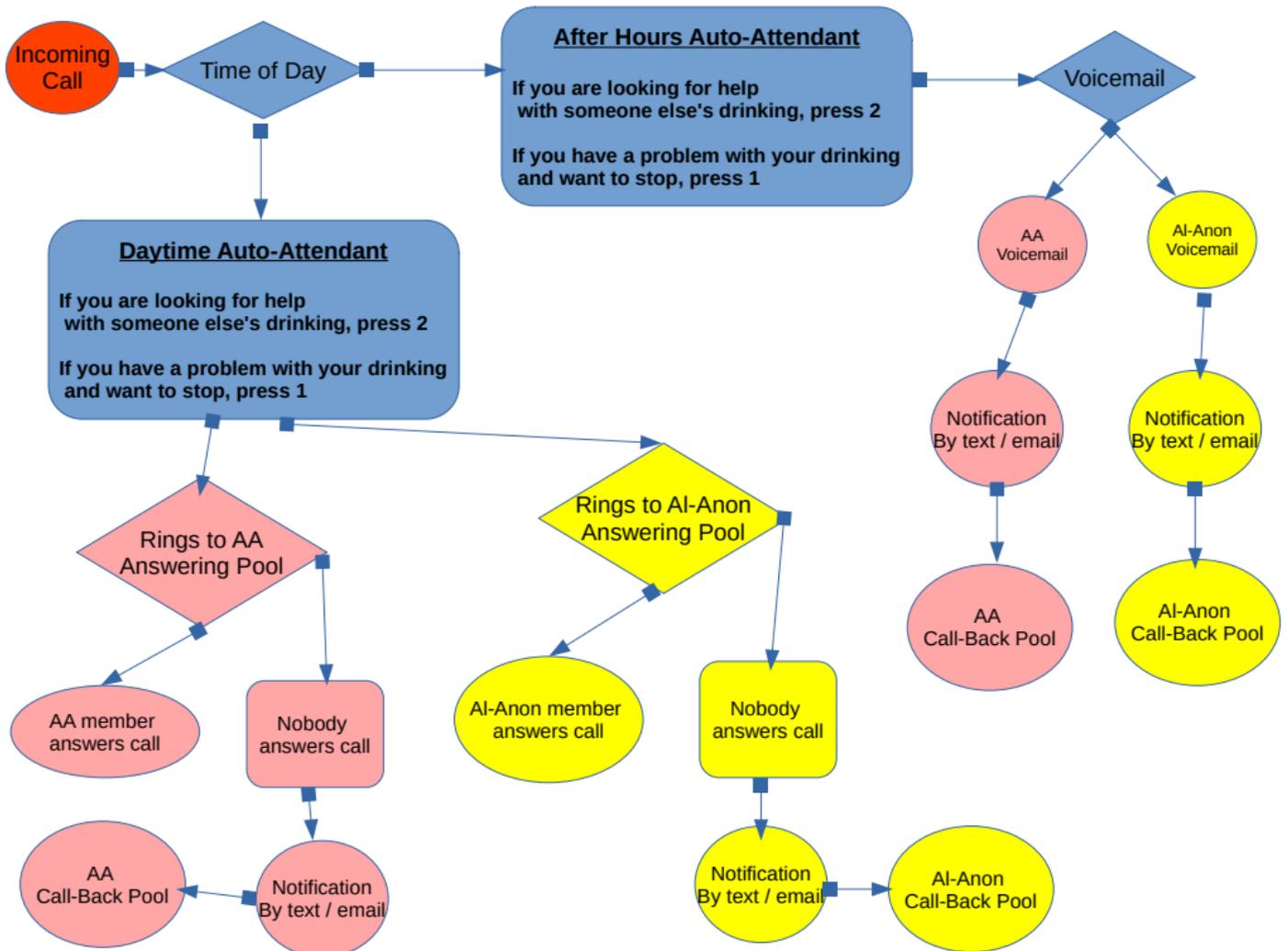
- Always ensure that you are talking to the person that left the message
- Never disclose to someone else that answers the phone that you are returning a call made to Alcoholics Anonymous, or that you are calling from AA.
- If the caller is not available, simply say that you will call back at another time.
- **Never leave a message if there is no answer.**
- It is our responsibility to protect the anonymity of the caller that left the message --- even from their family.
- To protect your number and your personal anonymity, it is a good practice to block your phone number.

If you are using a **landline** use *67 prior to dialing the number.

If you are using a **cellular** phone dial #31# prior to dialing the number.

Instead of your phone number being displayed the receiver will see either Blocked or Private Number.

Flow of a Call to District 14 AA



Alcoholics Anonymous Sarnia/Lambton District 14
 Structure & Operating Procedures, Updated September 28, 2021

Appendix 4(b) - Chat App

CHAT RESPONDER JOB DESCRIPTION- REQUIREMENTS and RESPONSIBILITIES

Purpose of role:

The main purpose of the Tawk.to Chat App is to answer live, real time queries from the still suffering alcoholic and provide them with basic information about AA and the 12 Step Program. We strive to encourage newcomers to attend a meeting or reach out to the Telephone Answering Service.

The Chat App is not meant to be a replacement for a 12th Step Calls; it is meant to make 12th Step Calls possible.

We do not provide technical support via the Chat App.

Requirements:

2 years continuous sobriety is recommended as well as a good understanding of the AA Program and AA Traditions, 12th Stepping and the AA Service Structure and the Tawk.to Chat App Guidelines.

Attend at least one training session per year. Attend feedback meetings with the TAS Chairperson to help further develop the app and guidelines based on experiences using the app.

Be familiar with the resources available on the AA World Services website (aa.org) in order to refer people there.

Volunteers should have a sponsor.

The Tawk.to Chat App service uses a live chat box to respond to any enquiries, so working knowledge of and ability to operate a device (computer, cell phone, tablet etc.) and access the internet is expected. Good communication skills, spelling and grammar are also important.

Responsibilities:

You will be part of a team to answer chats. The hours of operation are from 10:00 a.m. to 10:00 p.m. daily.

When a chat request comes in, all those on duty will be notified by their tawk.to apps. Each responder should attempt to immediately respond, unless they see that another responder has already answered. If a Responder has already joined the chat, the others will back off (See How to Answer a Chat Request document). Only one Responder is able to “join” the chat. Others may watch the chat conversation without joining. Other Responders who are watching may “whisper” to the Responder if it is necessary to provide information to that responder.

When answering a chat, you will be able to see what the person is typing before they send it. Please wait for them to send their message before responding, and do not respond to anything they started to type but did not send.

Each Responder should be able to answer chat requests for most of their shift, but may be unable to respond for brief periods. *If you cannot serve a shift, please notify the Telephone Answering Service Chair immediately.*

Appendix Five (5): Expense Voucher for the District

Expense Voucher

Name:		Service Position:	
<u>REASON FOR TRAVEL</u>		<u>DATE(S) OF TRAVEL</u>	
Location	From:	To	
	Accommodations Cost :		
	Fuel Cost:		
	Meals total:		
		Total:	

	Description:	Amount
Stationery/ Photocopy/ Supplies		
Literature ordered		
Other (Specify)		
	Total	
	Grand Total	
SOP Approved Expense Amount		
Approved by:		
Signature:		
Cheque and Date		

Appendix Six (6): Contribution Form District 14



**CONTRIBUTION FORM
AREA 86 - DISTRICT 14**

Chq. # _____ \$ _____

Group Name: _____

Group Reg # (if known): _____ District #14

Receipt required: yes _____ no _____

Additional comments

Make cheques payable to: **Sarnia Lambton GSR**

Appendix Seven (7): District Inventory

District Inventory

Purpose:

- to identify what is working well within District 14
- to identify where District 14 could improve
- to identify any shortcomings within District 14 that should be addressed

Steps to have a District Inventory conducted:

1. DCM to advise the District Committee that our SOPs state that a District Inventory shall be conducted in the fall of the odd numbered year and ask that an ad hoc committee be formed to make arrangements for the event. It is recommended that this ad hoc committee be formed by July in order to allow time for planning.
2. Ad hoc committee and DCM to pick an appropriate date – suggested as a Saturday in September or October.
3. Ad hoc committee to secure a venue to hold the event.
4. Ad hoc committee to make arrangements for food, refreshments, hall setup and cleanup, etc.
5. Ad hoc committee to ensure that flyers are printed and distributed within the fellowship. The event should be included on the District Website. The committee should strive to encourage maximum participation across the fellowship. Each member has an equal voice and everyone will be heard.
6. DCM to select and enlist a Past Delegate from outside of District 14 to conduct the District Inventory. The person selected will determine the format, questions or topics, and other aspects of how the inventory is conducted; this ensures that the District does not “steer” the outcome or what is discussed or not discussed.
7. DCM to ask Past Delegate what supplies they will require to complete the inventory. The ad hoc committee is responsible for providing the supplies.
8. DCM and ad hoc committee should present the findings of the District Inventory to the District Committee within one month at the District Committee Meeting.

Expenses:

1. The District Inventory is included as an expense item in the annual forecast presented by the District Treasurer.
2. The Past Delegate asked to conduct the District Inventory is reimbursed for their expenses to attend. The DCM should be mindful of these costs when selecting the Past Delegate as some will incur more expenses than others due to travel distance.
3. A 7th Tradition for lunch, coffee, etc. should be collected.
4. Hall rental should be paid.
5. The District Inventory should be free for all AA members to attend --- and should be limited to only AA members.
6. The ad hoc committee as part of their report shall include a financial report for costs incurred and paid out, and for monies collected. Any surplus is to be turned over to the District Treasurer.

Appendix Eight (8): Information Days

Information Days

1. The purpose of an Information Day is to encourage participation in service through understanding of AA Service. This event is for any AA member. It is not open to the public.
2. The Information Day is included as an expense item in the annual forecast presented by the district Treasurer, to occur in alternating years from the District Inventory.
3. The district committee forms an ad hoc committee to organize the event.
4. A date is selected that does not interfere with other area or district activities.
5. A venue is selected and reserved. Insurance is obtained if required by the venue.
6. The ad hoc committee plans for a 7th Tradition lunch and refreshments for the event.
7. To encourage attendance it is suggested to distribute flyers and post the event on the district website.