

Alcoholics Anonymous Sarnia / Lambton District 14

Structure & Operating Procedures

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Appendices are included for information purposes only.

Originally prepared and approved Fall 1989

Revised and Approved: June 28, 2011

Copied to Archives: May 2015

Approved: July 25, 2017

Next revision date: January 2019

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 Sarnia/Lambton District 14. The procedure sets out what the groups have agreed upon and not what any one person has committed them to do. All provisions of the operating procedure and all actions of the District 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 ONE - STRUCTURE

The operating procedures shall be reviewed every two (2) years in 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 changes will be presented to the District Committee for approval. The changes take effect January of the next term. 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 Chairperson, and made available to all District 14 Groups 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) & 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 Co-operation with the Professional Community(CPC)
 - g.5 Public Information (PI)
 - g.6 Treatment
 - g.7 Corrections
 - 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. 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, Treasurer or Alternate Treasurer shall be presently serving, or past GSRs.
4. If any member, (a) to (g), misses three consecutive monthly meetings the District Committee will 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.
3. Any motion to amend or revise the Sarnia/Lambton District 14 Structure and Operating Procedure's 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 at the Spring Assembly in determining eligibility for voting at our District elections. (see Appendix One) (Service Manual page S21 – 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 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 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) DCM:

The duties of the DCM are contained in Chapter Three 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.

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

b) Alt. DCM:

The duties of Alt. DCM are contained in Chapter Three of the A.A. Service Manual. The Alt. 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. The Alt. 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 Alt. 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, Alt. DCM, Treasurer, and Secretary/Registrar 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 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 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, Alternate Treasurer, DCM, Alt. DCM, Secretary/Registrar or Alternate Secretary/Registrar. Persons with signing authority may 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 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 is 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

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 (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, (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. He/she will update information submitted from groups on the group information change forms (F28 – See Appendix Three (3)) and ensure DCM is given the F28 forms when complete. He/she will also communicate all group changes to the 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 is 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.

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 Chairperson is also responsible for the printing and distribution of the District Meeting Books and Group Meeting Lists (Group Meeting Lists are paid for by the District). When a new supply of meeting books is needed the Secretary / Registrar should be consulted regarding changes. If he/she 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- 2014 GV Workbook Final 09.04.14 and Manual GVR 1_15) The Chairperson will report to the District Committee at the monthly District meeting.

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 he/she 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. The webmaster will provide, for security reasons, the password to the Website to the Newsletter/Website Chairperson as well as the DCM, Alt. DCM Treasurer and Alt. Treasurer.

g.3 Telephone Answering Service Chairperson (TAS): The TAS Chairperson is the District's liaison with the Telephone Answering Service and is responsible for keeping the answering service data updated. The Chairperson has the responsibility of managing the pager, recruiting volunteers and maintaining a current list of those AA members available to receive calls. Members on the list will also have a copy of the updated contact list. If he/she 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 Telephone Answering Service (appendix four (4)) and shall be reviewed by incoming TAS, DCM, Alt. DCM and Secretary / Registrar bi-annually. The chairperson will follow the AA Answering Services Guidelines (MG-12)

g. 4 Co-operation with the Professional Community Chairperson (CPC): The CPC Chairperson and his/her 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 Special Needs. The Chairperson will report to the District Committee at the monthly District meeting.

g.5 Public Information Chairperson (PI): The PI Chairperson and his/her 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 Special Needs. 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-401) The Chairperson and his/her selected committee must at all times adhere to the guidelines (MG-14) and the Treatment Facilities Workbook (M-401). The Chairperson and committee should cooperate with Cooperation with the Professional Community Public Information and Special Needs. The Chairperson will report to the District Committee at the monthly District meeting.

g.7 Corrections Chairperson: The Corrections Chairperson and his / and her 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 will ensure adequate literature is made available at these meetings, using the literature recommended in the Corrections Workbook. The Chairperson 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 his/her 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 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

f) General Service Representative (GSR): The duties of the GSR are contained in Chapter Two 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. 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

Before an election is held, each person standing for the position shall be requested to say a few words on their service history.

1. Regular Elections – District Officers

As outlined in *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 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 A.A. Service Manual* Chapter One. (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 Alt. DCM is eligible to vote. If both the DCM and the Alt. 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 he/she is 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
- Special Needs
- Archives

SECTION SIX– EXPENSES

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

- Telephone Answering Service
- Bell Canada
- 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
- DCM expenses to attend Area Assemblies (\$400.00 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)
- Alt. DCM expenses to attend Area Assemblies (\$400.00 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)
- DCM will receive \$100.00 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. 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)
- Alt. DCM will receive \$100.00 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. 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)
- Sub Committee Chairpersons, Treasurer, Alt. Treasurer, Secretary/Registrar and Alt. Secretary/Registrar attending workshops 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
- Attendance of the DCM to attend Eastern Canada Regional Forums/Special Forums/Ontario Delegates Committee Meeting.
- Attendance of the Alt. DCM to attend Eastern Canada Regional Forums/Special Forums/Ontario Delegates Committee Meeting.

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 contributed to Western Ontario General Service (WOGS) and how much to the General

Service Office (GSO New York), bearing in mind that the Prudent Reserve must be maintained at the District level for the incoming year.

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 \$2000.00.

SECTION SEVEN– DISTRICT INVENTORY

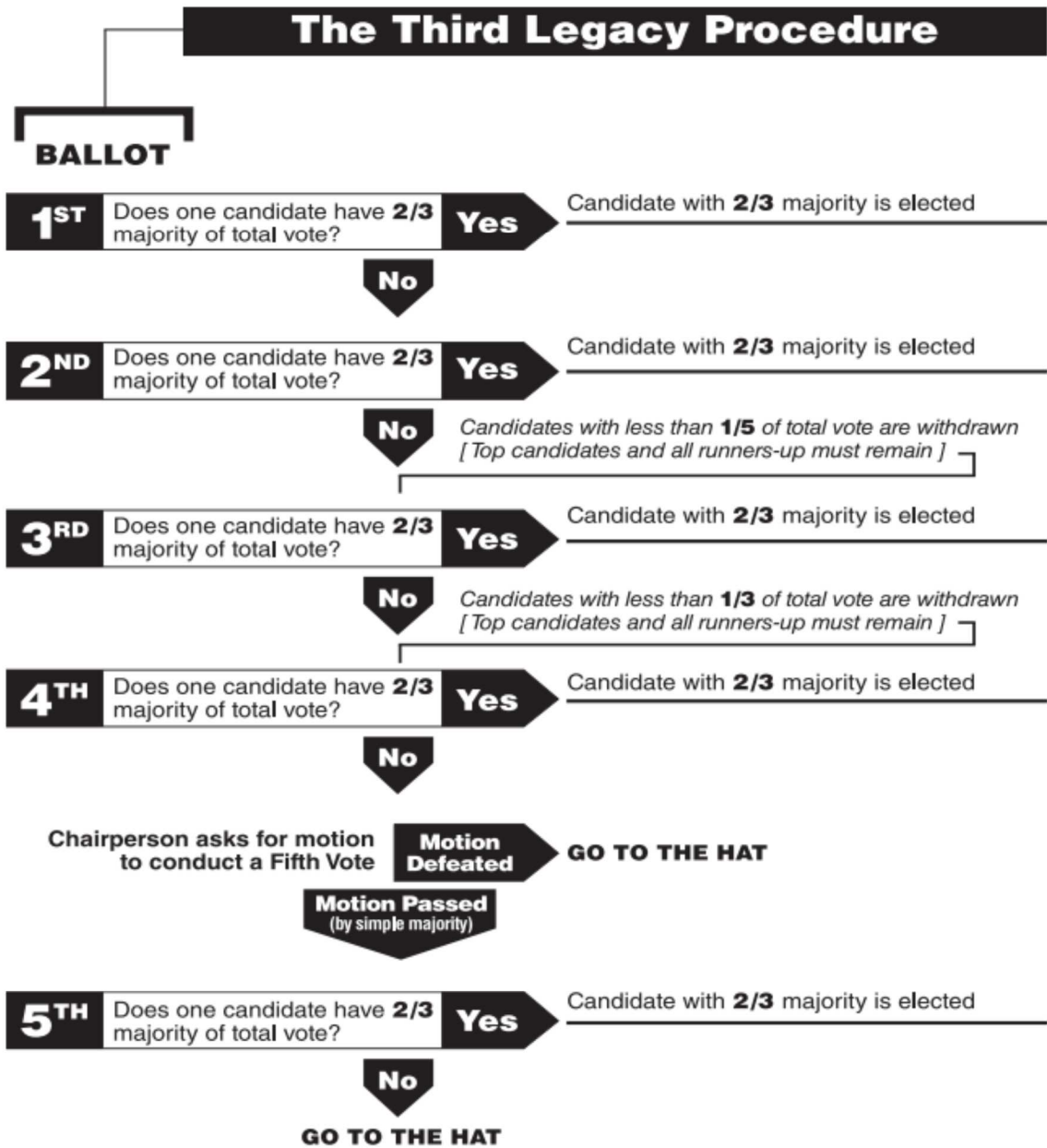
The district shall hold a district inventory in the fall of the odd numbered years.
The inventory shall be conducted by at least one (1) past delegate from outside District 14.
It is the responsibility of the current committee to ensure the district inventory is completed.

Appendix One (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 withdrawn¹ - 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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Reprinted from: *The A.A. SERVICE MANUAL (2014/2015)* Combined with *TWELVE CONCEPTS for WORLD SERVICE* by Bill W. pg. 22.

Appendix Two (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 bimonthly (January, March, May, July, September and November) newsletter.
- b. To distribute the subscribed newsletters at the GSR 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 he/she represents.
- e. To prepare and make available a financial report at the monthly GSR 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

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): F28 Group Change Form

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
GROUP NAME: _____	GROUP NAME: _____
Group Meeting Location: _____	Group Meeting Location: _____
Street: _____	Street: _____
City/Town: _____	City/Town: _____
State/Province: _____	State/Province: _____
Zip Code: _____ Telephone: _____	Zip Code: _____ Telephone: _____
MEETING DAY	MEETING DAY
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"/>	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"/>
MEETING TIMES	MEETING TIMES
_____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____
GENERAL SERVICE REPRESENTATIVE (G.S.R.)	GENERAL SERVICE REPRESENTATIVE (G.S.R.)
Name: _____	Name: _____
Street: _____	Street: _____
City/Town: _____	City/Town: _____
State/Province: _____	State/Province: _____
Zip Code: _____ Telephone : _____	Zip Code: _____ Telephone : _____
E-mail: _____	E-mail: _____
ALTERNATE G.S.R. <input type="checkbox"/> or MAIL CONTACT <input type="checkbox"/> (Please check one ✓)	ALTERNATE G.S.R. <input type="checkbox"/> or MAIL CONTACT <input type="checkbox"/> (Please check one ✓)
Name: _____	Name: _____
Street: _____	Street: _____
City/Town: _____	City/Town: _____
State/Province: _____	State/Province: _____
Zip Code: _____ Telephone : _____	Zip Code: _____ Telephone : _____
E-mail: _____	E-mail: _____

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 A.A. Membership ever depend upon money or conformity. Any two or three alcoholics gathered together for sobriety may call themselves an A.A. 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 A.A.'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

Appendix Four (4): Telephone Answering Service Procedures

Information- Telephone number: 519-337-5211

- **Do not leave a message if there is no answer**
- When responding to phone enquiries there are certain procedures that need to be followed: -Never give out another member's number and always phone them and give them the interested person's number
- Always ask the caller if they would like someone from AA to call them or meet somewhere.
- Please work down the list in order to give everyone a chance to help
- To block someone who may be annoying, press *67 as this is free service from Bell Telephone and it is optional.
- The pager reception capabilities are limited. The approximate reception range is London, Grand Bend, Chatham, and Sarnia. Should the pager carrier be travelling outside of the range capabilities the pager must be turned over to someone within the operating area.
- The Telephone Answering Service chair and the person carrying the pager has a current copy of the pager list.
- **The person carrying the pager will not act on behalf of Al-anon or any other sub-committee.**

Responsibilities

- **Do not leave a message if there is no answer**
- Please remember to have two (2) members going out to meet a caller. It is beneficial to a newer member to see how a 12 step call is done.
- It is responsibility of the Telephone Answering Service Chairperson to deal with issues regarding maintenance, repair, replacement, etc.
- It is the responsibility of the Telephone Answering Service Chairperson to keep all telephone lists up to date.
- It is the responsibility of the Telephone Answering Service Chairperson to keep all meeting times and location on the messaging system up to date.
- **The person carrying the pager will not act on behalf of Al-anon or any other sub-committee.**

Responding to Pages

- **Do not leave a message if there is no answer**
- Please remember to have two (2) members going out to meet a caller. It is beneficial to a newer member to see how a 12 step call is done.
- The AA member carrying the pager will receive a call from Spectrum or the answering service company.
 - This page is normally very detailed, it will indicate if it is for AA or AI Anon.
 - For AA – either use the male or female contact list, continue down the list until someone is willing to take the call.
 - As a last resort the person carrying the pager will field the call. As recommended calls should be women callers to female members and men callers to male members.
 - For AI Anon - contact the person responsible for fielding calls (the reason for this is an AI Anon member is better equipped with the knowledge necessary to handle these calls)
- Always ask the caller if they would like someone from AA to call them or meet somewhere.
- For information requests other than meeting schedule or times contact the Cooperation with Professional Community Chairperson (CPC).
- Follow up with the person who accepted the 12 Step call to see if contact was made or more contact or information is necessary.
- **The person carrying the pager will not act on behalf of AI-anon or any other sub-committee.**

Telephone numbers

Westover 24/7	1-800-721-3232 or 519-692-5110
Withdrawal Management Sarnia	519-332-4673
Detox London(Alexandra’s Hospital London)	1-519-432-7241
Detox Windsor (Withdrawal Management Services)	1-519-257-5225
Distress Line Sarnia	519-336-3000 or 1-888-347-8737
CMHA Crisis hotline	519-336-3445 or 1-800-307-4319

Appendix Five (5): Expense Voucher for the District

Expense Voucher

Name:		Office:	
Trip	From:	To	
	Accommodations:		
	Meals:		
			Total:

	Description:	Amount
Stationary / Photocopy/ Supplies		
Telephone		
Literature ordered		
Other (Specify)		
Remarks:		
	Total	
	Grand Total	
Approved:		
Signature:		
Date:		
Cheque given:		

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**