

**ESSEX COUNTY GENERAL SERVICE
DISTRICT 23
STRUCTURE AND OPERATING PROCEDURES**

PURPOSE

The object of this structure and operating procedure is to provide for the continuing successful operation of a united effort of Groups in Essex County. All provisions of this operating procedure and all actions of the District General Service ought to conform to the principles of the Twelve Traditions, Twelve Concepts, and the AA Service manual, and adhere to the primary purpose of Alcoholics Anonymous-to carry the message to the alcoholic who still suffers.

ORGANIZATION

The committee known as "Essex County General Service Committee" shall be called the "District Committee". The District Committee shall be composed of the following:

HEAD TABLE:

- : District Committee Member (DCM)
- : Alternate District Committee Member (Alt. DCM)
- : Secretary
- : Treasurer

SUB-COMMITTEE CHAIRPERSONS:

- : Co-Operation with the Professional Community (CPC)/Public Information (PI)
- : Correctional Facilities / Bridging the Gap (BTG)
- : Literature/Grapevine
- : Newsletter/Website
- : One-Day Round-Up
- : Telephone Answering Service (TAS)
- : Treatment Facilities / Accessibilities / Bridging the Gap (BTG)
- : Workshop

GROUP REPRESENTATIVES:

- : General Service Representative (GSR)
- Or
- : Alternate General Service Representative (Alt. GSR)

DUTIES

All members of Alcoholics Anonymous have a right to be present at District meetings. Members of the District Committee have a voice during the business of the District meeting. VISITORS will be permitted to share at the discretion of the DCM/Chairperson. All District members of the Head Table and Sub-Committee Chairpersons are to attend monthly meetings and submit written or e-mail reports for the minutes. If any member of the Head Table or Sub-Committee Chairperson misses or does not send a report to 3 (three) consecutive meetings, this would be accepted as a resignation and an election will take place at the next District Meeting. All outgoing elected members of District 23 shall pass all information to their respective incoming elected members and assist them in understanding all facets of their new position. District members of the Head Table will review the financial report every 3 (three) months and view the on-line bank records.

DISTRICT COMMITTEE MEMBER (DCM): Shall chair monthly District Meetings and fulfill duties as outlined in chapter 2 of the current AA Service Manual. The DCM shall represent the District at Area Assemblies and Area Committee Meetings. Past GSR's, members of the Head Table and Sub-Committee Chairpersons are eligible to stand for DCM at election.

ALTERNATE DISTRICT COMMITTEE MEMBER (Alt.DCM): Shall assist the District Committee Member in carrying out duties within the District and shall keep up-to-date on all matters in the District in order to be able to take over the position of DCM if necessary. The Alternate DCM shall also attend Area Assemblies and Area Committee Meetings. The Alternate DCM shall be the Registrar for the District and forward any changes of District members of the Head Table , Subcommittee Chairpersons and GSRs and Alt GSRs to the Area Registrar.

SECRETARY: Shall record minutes of monthly meetings and mail or email a copy of the minutes to all GSRs, Alt GSRs, District members of the Head Table , and District Sub-Committee Chairpersons, and all members of the Area Committee within two weeks.

The secretary shall also keep an up to date list of names, mailing addresses, email addresses, telephone numbers, and group service numbers for District 23 groups, committee members, and alternates.

The secretary shall also record minutes of any special or emergency meetings of District 23 members of the Head Table.

TREASURER: Knowledge of computers and their operation is required. Treasurer will also inform the Liability Insurance carrier of their responsibility of being the contact person and pay the premiums when due. *

Shall receive and record contributions from the Groups in the District. The Treasurer shall set up a bank account with signing privileges to the Treasurer, DCM, Alt. DCM and Secretary with two signatures required.

The Treasurer will give a monthly report on the financial status of the District and pay all District expenses as outlined in these procedures or as the result of a motion by the District Committee. The treasurer will present at the November meeting of each year a proposed BALANCED budget, based on the immediate past two years actual Income and actual Expenses with the actual Income being the primary factor, for the groups' approval and will be in effect until a new budget has been approved. The Prudent Reserve shall be 50% of the Approved Budget rounded up to the next \$100.00 unit. At the year end, when all incoming funds have been received and all outstanding bills paid, we will disperse all funds above our Prudent Reserve in this manner: 25% to General Service Board in New York and 75% to Area 86 Western Ontario General Service. Our year ends on December 31.

*District 23 purchases Liability Insurance and all groups are included on the policy unless the individual group does not wish to be included and informs the treasurer that they do not wish to be included by the August District meeting.

SUB-COMMITTEE:

It is suggested that all Subcommittees are formed with volunteers obtained from Past or Present Group GSR's. Subcommittee Chairpersons will be reimbursed according to the current budget to attend the Spring and Fall Assemblies based on expense report submitted unless they are representing their group.

CO-OPERATION WITH THE PROFESSIONAL COMMUNITY (CPC) / PUBLIC INFORMATION (PI):

Shall form a committee to carry the AA message to the still suffering alcoholic by informing the professional (e.g. doctor, lawyer, clergy, etc.) "Third person" whose work is or may be involved with the active alcoholic. Also, shall carry the AA message to the still suffering alcoholic indirectly, as well as directly, by informing the general public about the AA program and by keeping the fellowship well informed, so that members and groups may carry the message more effectively (e.g. schools, radio stations etc.).

CORRECTIONAL FACILITIES (CF)/BRIDGING THE GAP (BTG):

Shall recruit volunteers to facilitate meetings at the Correctional Facilities serviced by District 23. The Chairperson shall coordinate, in conjunction with the Volunteer Services Coordinator(s) of the Correctional Facilities, the qualifying process to become a volunteer. The Chairperson will provide and maintain a current contact list and schedule of (for) the volunteers to both the District Committee and the volunteers. The Chairperson will be the contact person for Probation Officers, Social Workers, Lawyers and any other Correctional Facility representatives under the Bridging the Gap Guidelines of District 23, to help direct inmates toward local AA meetings in our community, upon their release.

LITERATURE/GRAPEVINE:

The Literature/Grapevine Chairperson shall purchase A.A. Conference Approved literature, Grapevine material, meeting lists and anniversary tokens from the best available source on behalf of the A.A. Groups and meetings in the District.

Maintain a small supply of literature on hand focused mainly upon popular items. The Chairperson shall make a Literature and/or Grapevine display available to Groups, Workshops or Round-Ups upon request.

An accurate and up to date record of income and expenses needs to be kept to maintain an adequate float so the chairperson will have no out of pocket expenses.

Literature prices fluctuate due to US/Canada exchange rates and AA World Service pricing. When there is an increase in the purchase price, all items on hand should be sold at the increased price.

When the purchase price decreases all items should be sold at the old price until new items are purchased.

Accept and place special orders for individuals and groups.

The Chairperson will report to the District Committee at the monthly District meeting and a complete inventory of items will be given at every June and December meetings.

NEWSLETTER/WEBSITE:

Knowledge of computers and their operation is required.

Shall form a committee to assume the responsibilities of the District 23 website. All emails sent to the website contacts shall be sent as well to the District Committee Member (DCM).

Is also accountable to create a Newsletter (frequency is at the committee's discretion/participation) that may contain district announcements, group member's birthdays and articles related on AA topics.

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."

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.

ONE DAY ROUND-UP:

Chairperson shall form a committee to put on a One Day Round-Up. The Chairperson shall try to recruit a member from each Group in the District. The Chairperson will be responsible for securing the Kingsville Pavilion for 2 years in advance to a Saturday in September. Any changes of date must meet the approval of District 23.

The One Day Round-up reserve fund will be \$2,000.00 for next year's start up. Anything over \$3,000.00 will go to the district at the first District 23 meeting in January.

The chairperson will book the caterer one year in advance.

The Roundup Committee will get speakers one to two years in advance.

TELEPHONE ANSWERING SERVICE (TAS):

Shall form a Committee with the purpose of answering the cell phone and assess the caller's needs. If the caller needs to talk to someone, have someone from the Answering Service Committee return the call. If the caller requests a visit from our fellowship, dispatch two members from our 12 Step volunteers. The TAS Chairperson shall insure that all volunteers on the TAS committee have the necessary literature and information necessary to perform their duties.

TREATMENT FACILITIES/ACCESSIBILITIES/BRIDGING THE GAP:

Shall form a committee with the purpose of making contact with Treatment Facilities and Bridging the Gap requests within the District. The chairperson is also, a liaison with the Corrections Sub-Committee chairperson.

The Treatment Facilities/Accessibilities/Bridging the Gap Chairperson and Committee shall announce about AA members in the hospital and visit AA members in treatment facilities and hospitals when called upon. The Treatment Facilities/Accessibilities/Bridging the Gap Chairperson shall provide pamphlets and used Grapevines to District Treatment Facilities. Chairperson shall also assist with and address any special needs and concerns.

WORKSHOP:

Shall form a committee to put on workshops concerning AA topics. The Workshop Chairperson shall also help a Group present a workshop upon their request.

The Workshop Chairperson is required to have 1 (one) workshop each year of their term.

Start up money is available. (See budget.)

GENERAL SERVICE REPRESENTATIVE (GSR):

Shall represent the Group at the monthly District meeting. The Alternate GSR can represent the Group if the GSR is absent. Group Conscience elects a GSR and an Alt. GSR for the same two-year period as the District committee.

Groups are responsible to support their GSR's and/or Alt. GSR's in attending the Area Assemblies in order to carry their Group Conscience to the Area Assemblies.

VOTING PRIVILEGES ON BUSINESS MATTERS

Only GSR's shall be considered eligible to vote on business matters concerning money brought before the District Committee. Each Group has 1 (one) vote. The Alternate GSR may vote only if the GSR is absent. District members of the Head Table and Sub-Committee Chairpersons can vote on matters concerning District business which does not concern money matters that were taken back to the groups.

ELECTION OF DISTRICT COMMITTEE

All positions will be elected at the September meeting in odd numbered years. At the elections, all positions will be filled by nominations and voted according to the Third Legacy Procedures as outlined in the Service Manual. If there are two or more people standing for the position, the 3rd Legacy Procedure will be used. If only one person stands for the position, blind ballots will be used and a 2/3 vote is necessary.

Candidates eligible for election must be present or must have given permission in writing for their names to stand.

It is preferred that one volunteer perform the duties of one position, however if enough volunteers are not available, a capable member may perform the duties of 2(two) positions until a volunteer is elected to assume the duties of the available position.

In the case of Correctional Facilities, Treatment Facilities, Telephone Answering Service and the Round-Up Chairpersons it might be wise to elect someone who has been on the committee previously.

Treasurer should have at least 2 (two) years of continuous sobriety.

Round Up Chairperson is suggested to have 5 (five) years of continuous sobriety. The Chairperson and Alternate Chairpersons names would be presented for the District Committees approval.

Due to the complexity and responsibilities of the Correctional Facilities/BTG Chairperson it is recommended that they must meet all requirements to attend the Correctional Facilities serviced by District 23 and served at least 2 years as a volunteer in the facility.

If a volunteer of the Head Table or Subcommittee chairperson resigns within their term, their position should be voted in as soon as possible.

REVISION AND AMENDMENT OF OPERATING PROCEDURES

The District Operating Procedures will be reviewed at the October meeting in odd numbered years. The proposed revisions will be sent back to the groups in the District for approval at the November meeting. A meeting of outgoing and incoming District Officers will be held prior to the meeting if required.

Under this article the DCM will implement approved changes to the Essex County General Service District 23 Operating Procedures with the assistance of the District Officers for the start of the new rotation.

Revisions and amendments approved November 19, 2023.

Appendix 1

One Day Roundup Guidelines

1. All One Day Roundups to follow these guidelines.
2. Chairperson to choose a recording service with approval of the One Day Roundup Committee. Recording at the One Day Roundup—first name and last initial only. Consent to be recorded for each speaker at the One Day Roundup will be verified by the Chairperson.
3. Slate of One Day Roundup Committee to be presented at the February District 23 Committee meeting.
4. All committee members to have a working knowledge of the Twelve Traditions.
5. Chairperson and Alt. Chairperson will be elected by the One Day Roundup Committee.
6. In covering One Day Roundup expenses, all cheques are to be made out for all expenses.
7. All cheques will be signed by any two of the following; the Treasurer and two One Day Roundup committee members with signing privileges. Preferably the Chairperson and the Alternate Chairperson.
8. Chairperson and/or Alt. Chairperson is responsible for submitting monthly reports at GSR meetings including a financial report.
9. Previous One Day Roundup Chairpersons to act as advisors to present One Day Roundup Committee.
10. Al-Anon asked to participate with voting privileges. They are not given the privilege of voting for the next Chairperson or Alt. Chairperson.
11. Al-Anon speaker to be invited by Al-Anon representative. One Day Roundup Committee to be responsible for the Al-Anon speakers One Day Roundup expenses.
12. Any future change in locale for the One Day Roundup is to be brought to the District Committee.
13. One Day Roundup Committee will prepare a budget based upon past years income and expenses.
14. One Day Roundup Chairperson is to ask the District Committee Member (DCM) to invite the Delegate to participate in the One Day Roundup. One Day Roundup Committee to be responsible for the Delegate's One Day Roundup expenses.
15. All One Day Roundup Committee Members, including Al-Anon, and Subcommittee volunteers must pay full registration.
16. One Day Roundup Committee will not accept any donations for registration in keeping with Tradition 7.
17. All tickets and money must be accounted for at least seven (7) days before the One Day Roundup. No exceptions and no tickets held at the door unless they have been paid for.

Appendix 2

Essex County AA District 23							
Expense Voucher							
Name:				Position:			
Trip 1	From:			To:			
Purpose of Trip							
		Mileage:		Kms @		=	
		Accommodation:		Nights @		=	
	Day 1	Meals		Breakfast @		=	
				Lunch @		=	
				Dinner @		=	
	Day 2	Meals		Breakfast @		=	
				Lunch @		=	
				Dinner @		=	
	Day 3	Meals		Breakfast @		=	
				Lunch @		=	
				Dinner @		=	
							Subtotal:
				Less amount received:		=	Subtract:
							Subtotal:
Stationary							
Photocopying							
Postage/Shipping							
Telephone							
Supplies							
Literature							
Other							
							Subtotal:
							Total:

Appendix 3

Expenses

- Money has been budgeted for recurring District 23 expenses in the current years Approved Balanced Budget. Money has been budgeted for the District Committee Member, Alternate District Committee Member, Treasurer, Secretary and Subcommittee Chairpersons to attend the Area 86 Assemblies.
- An amount for incidental expenses referred to as “District Duties” is available to the District Committee Member, Alternate District Committee Member, Treasurer, Secretary and Subcommittee Chairpersons. All members do not avail themselves of these funds and past years records will be used to arrive at a reasonable budgeted amount and recorded accordingly by the Treasurer under line items for “Area 86 Committee Meetings/Area 86 Assemblies” and “District Duties”.

Area 86 Assemblies

- Mileage shall be reimbursed at the same rate as stated in the Area 86, Western Ontario General Services current Structure and Operating Procedures to attend the Area 86 Assemblies.
- Area 86 Assembly banquet ticket shall be reimbursed at current cost (if attended).
- Accommodations at Area 86 Assemblies. (Two nights if required.) (Receipts required)
- Meals reimbursed up to a maximum of \$60.00 per day. (Receipts required)
- Carpooling and sharing a room recommended.
- The General Service Representatives’ group is responsible for all expenses including carpooling and sharing a room.

Area 86 Committee Meeting (ACM)

The District Committee Member and Alternate District Committee Member are required by District 23’s Structure and Operating Procedures to attend the Area 86 Committee Meetings.

The above expense allowances would apply for the Area 86 Committee Meetings. In the case of a male and female attending the ACM two rooms will be available.

District Duties

District Duties, up to a maximum of \$200.00 for the year, such as printing, stationary, mailing, and literature as required are to be reimbursed.

All expenses should be done by voucher (Appendix 2) and receipts if available.