

# **OPERATING PROCEDURES**

**ALCOHOLICS ANONYMOUS DISTRICT 06  
MISSISSAUGA, ON.  
AREA 83**

# DISTRICT 06 MISSISSAUGA OPERATING PROCEDURES

## TABLE OF CONTENTS

<b><u>Section</u></b>		<b><u>Page</u></b>
<b>PURPOSE</b>		<b>1</b>
<b>SECTION I</b>	<b>MEMBERSHIP AND MEETINGS</b>	<b>1</b>
1.	COMPOSITION	1
	a. General Service Representatives	1
	b. Committee Chairs and Liaisons	1
	c. District Officers	1
2.	MEETINGS	1
	a. Monthly Meetings	1
	b. District Inventory	2
<b>SECTION II</b>	<b>RESPONSIBILITIES AND REQUIREMENTS</b>	<b>2</b>
1.	GENERAL SERVICE REPRESENTATIVES	2
2.	DISTRICT OFFICERS	2
	a. DCM	2
	b. Alternate DCM	2
	c. Secretary/Treasurer	2
	d. Registrar Webmaster	2
3.	COMMITTEE CHAIRPERSONS	2
4.	INTERGROUP LIAISON	3
5.	SOBRIETY REQUIREMENTS	3
6.	TERM OF OFFICE	3
<b>SECTION III</b>	<b>VOTING AND MOTIONS</b>	<b>3</b>
1.	QUORUM	3
2.	VOTING	3
3.	MOTIONS	3
4.	VOICE	4

<u>Section</u>	<u>Page</u>
<b>SECTION IV ELECTIONS</b>	<b>4</b>
1.    DISTRICT OFFICERS	4
a. Elections	4
b. Eligibility	4
2.    COMMITTEE CHAIRPERSONS	4
a. Elections	4
b. Eligibility	4
3.    VOTING	5
4.    CONDUCT OF ELECTIONS	5
5.    ATTENDANCE AT MEETINGS	5
6.    VACANCIES	5
a. DCM	5
b. Other District Officers	5
<b>SECTION V FINANCES</b>	<b>6</b>
1.    ACCOUNTS	6
a. Financial Reserve	6
b. Audit	6
c. Bank Reconciliation	6
d. Required Signatures and Signing Officers	6
e. E-Transfers	6
2.    EXPENSES	6
a. DCM and Alternate DCM	6
b. Secretary/Treasurer, Registrar/Webmaster and Service Committee Chairs	6
c. GSRs and Alternate GSRs	7
d. Regional Forum	7
e. Zoom Account	7
f. Incidental expenses Committee Chairs	7
3.    EXCESS FUNDS	7
<b>SECTION VI Process for amendments to the Operating Procedures</b>	<b>7</b>
<b>Section VII Change Register</b>	<b>8</b>

## **PURPOSE**

The purpose of these Operating Procedures is to provide guidance for the continuing effective operation of District 06 Mississauga. These procedures set out what the groups in the District have agreed upon and not what anyone has committed them to do. All provisions of these Operating Procedures and all actions of the District ought to conform to the principles of the Twelve Traditions, the Twelve Concepts and *The A.A. Service Manual* and adhere to the primary purpose of Alcoholics Anonymous - to carry the message to the alcoholic who still suffers.

## **SECTION I – MEMBERSHIP AND MEETINGS**

### **1. COMPOSITION**

The District Committee will be known as the “District Table” and will include:

- a. General Service Representatives (GSR) from each registered group in the District
- b. Committee Chairs and Liaisons
  - Accessibility
  - Archives
  - Co-operation with the Processional Community (CPC)
  - Correction Facilities(CF)
  - Grapevine (GvR)
  - Public Information (PI)
  - Self-Support
  - Treatment Facilities (TF)
  - Intergroup Liaison
- c. District Officers
  - District Committee Member (DCM)
  - Alternate District Committee Member (Alternate DCM)
  - Secretary/Treasurer
  - Registrar/Webmaster

### **2. MEETINGS**

- a. Monthly Meetings

District meetings will be held once a month on the 3<sup>rd</sup> Wednesday of each month at 7:00 pm. at a designated location for in person meetings or virtually on Zoom or such other time or place as agreed upon by the District Table.

Meetings will be chaired by the DCM. In the absence of the DCM, the Alternate DCM will chair the meeting. In case both are absent, the Secretary/Treasurer will chair the meeting.

b. District Inventory

The District shall hold a "District Inventory" meeting in May of the second year of the term. It is to be led by the Delegate or the Alternate Delegate.

The minutes will be prepared and held by the Secretary and will be reviewed by the District Table prior to the end of the term of the District Table conducting the review.

## **SECTION II – RESPONSIBILITIES AND REQUIREMENTS**

### **1. GENERAL SERVICE REPRESENTATIVE**

The duties of the GSR are laid down in *The A.A. Service Manual*, Chapter Two.

### **2. DISTRICT OFFICERS**

a. DCM duties are laid down in *The A.A. Service Manual*, Chapter Three.

b. Alternate DCM duties are laid down in *The A.A. Service Manual*, Chapter Three.

c. Secretary/Treasurer duties include:

- as Secretary, recording and distributing minutes of District meetings and distribution of other items as required.
- As Treasurer, maintaining a bank account in the name of the District, responsible for the receipt and disbursement of all monies on behalf of the District in accordance with the guidelines in Section V and presenting a report to each District meeting.

d. Registrar/Webmaster duties include:

- As Registrar, maintaining District records and group registration forms and submitting all requested information to the Area Registrar in a timely manner.
- As Webmaster, maintaining and updating the District website in a timely manner and in accordance with established District web guidelines.

### **3. COMMITTEE CHAIRPERSONS**

Committee Chairperson Responsibilities include:

- Be familiar with the GSO Service Workbook
- Attend monthly meetings of their respective GTA Intergroup Service Committee
- Liaise with the Area Chairperson of their respective Service Committee
- Ensure District 06 meets its service commitments for which the Service Committee is responsible
- Provide a report to each District meeting on Committee activities
- Return the GSO Service Workbook at the conclusion of their term.

#### **4. INTERGROUP LIAISON**

The Intergroup Liaison will attend monthly meetings of GTA Intergroup and report to District meetings.

#### **5. SOBRIETY REQUIREMENTS**

If not provided in *The A.A. Service Manual*, sobriety requirements for District Officers will be 2 years and for Committee Chairpersons will be one year unless otherwise determined by the District Table.

#### **6. TERM OF OFFICE**

District Officers and Committee Chairpersons will serve a 2-year term commencing on January 1<sup>st</sup> and running concurrently with the term of Area 83 officers.

### **SECTION III – VOTING AND MOTIONS**

#### **1. QUORUM**

A quorum will be fifty per cent plus 1 of GSRs (or their alternates in their place) from registered groups.

The number of groups is deemed to be those groups that attended at least 25% of the District meetings in the prior two-year cycle.

This does not exclude any group from attending the District meetings, it is for calculation purposes only. If a quorum is not in attendance, no votes will be held.

*(Old) A quorum will be based on the number of groups that attended the previous term at least 25% of the time (6 meetings) If a quorum is not present no votes will be held.*

#### **2. VOTING**

Voting privileges on motions at the District Table will be as follows and there is one vote per group:

- All GSRs, or in the absence of the GSR, the Alternate GSR, or in the absence of both the GSR and Alternative GSR, a representative of the group who is present at the table.
- Committee chairpersons who do not otherwise have a vote on the motion as GSR or Alternate GSR or representative of their group in the absence of the GSR or Alternate GSR
- District Officers who do not otherwise have a vote on the motion as GSR or Alternate GSR or representative of their group in the absence of the GSR or Alternate GSR, with the exception of the DCM who can only vote in the event of a tie.

#### **3. MOTIONS**

- a. Motions may be made verbally at any time during the District meeting by a voting member of the District Table or in writing submitted to the Secretary.
- b. Voting will take place immediately following discussion unless the group conscience of the District Table decides that the motion should take place at a subsequent meeting to allow discussion by groups.
- c. Motions will require a simple majority vote to be carried unless otherwise agreed upon.

#### **4. VOICE**

All members of the District Table and any person attending the District meeting will be heard unless otherwise agreed upon.

### **SECTION IV – ELECTIONS**

#### **1. DISTRICT OFFICERS**

##### **a. Elections**

The DCM and the Alternate DCM will be elected in the month of June prior to the January start of the 2-year term unless an election is required in an earlier month to accommodate travel arrangements for the incoming DCM to attend the Regional Forum.

The Secretary/Treasurer and the Registrar/Webmaster will be elected in the month of October prior to the January start of the new 2-year term.

##### **b. Eligibility**

DCM and Alternate DCM eligibility will be in accordance with *The A.A. Service Manual*, Chapter Three.

Secretary/Treasurer and Registrar/Webmaster will be elected from outgoing GSRs and or currently sitting Table Officers.

#### **2. COMMITTEE CHAIRPERSONS**

##### **a. Elections**

Committee Chairpersons and Alternate Chairpersons will be elected in the January at the start of the new 2-year term.

##### **b. Eligibility**

- (first) from currently serving GSR's and or the past alternate committee chairperson of said committee if now currently sitting as an Alt. GSR or GSR but if no one is prepared to stand,
- (second) from currently serving Alternate GSRs, but if no one is prepared to stand,

- (third) from outgoing GSRs, but if no one is prepared to stand,
- (fourth) from outgoing Alternate Committee Chairs, but if no one is prepared to stand,
- (fifth) nominations from the floor of a member of a group in the District.

### **3. VOTING**

Voting privileges for elections will be as follows, thus ensuring only 1 vote per group:

- All GSRs, or in the absence of the GSR, the Alternate GSR, or in the absence of both the GSR and Alternative GSR a representative of the group who is present at the table.
- Committee chairpersons who do not otherwise have a vote as GSR or Alternate GSR on the motion or representative of their group in the absence of the GSR or Alternate GSR
- District Officers who do not otherwise have a vote as GSR or Alternate GSR or representative of their group in the absence of the GSR or Alternate GSR, with the exception of the DCM who can only vote in the event of a tie.

### **4. CONDUCT OF ELECTIONS**

All elections will be conducted in accordance with AA's Third Legacy procedures as laid out in *The A.A. Service Manual*.

Elections will be conducted by the outgoing DCM unless otherwise agreed by the District Table.

Candidates eligible for election must be present or must have given permission in writing for their names to stand. If the person is not present a written resume must be provided.

Election of District Officers will be by closed ballot. Election of Committee Chairpersons will be by show of hands unless the District Table agrees to have a closed ballot.

### **5. ATTENDANCE AT MEETINGS**

If an elected member of the District Table misses 3 consecutive meetings a vote may be called to replace the person in that position.

### **6. VACANCIES**

#### **a. DCM**

If the DCM position becomes vacant, the Alternate DCM will assume the DCM position for the balance of the term.

#### **b. Other District Officers**

If a District Officer position, other than DCM, or a Committee Chairperson position becomes vacant, nominations will be invited and an election held at the meeting following the announcement of the vacancy and conducted in accordance with "Conduct of Elections"



## **SECTION V – FINANCES**

### **1. ACCOUNTS**

a. Financial Reserve

District 06 Mississauga will keep a financial reserve of 3 to 4 months expenses (approximately \$1,300.00 in 2011, increased to \$1750 in December 2023).

b. Audit

A 'spiritual audit' will be conducted on the District's books when the Treasurer's position changes at the end of each term.

c. Bank Reconciliation

The reported balance maintained by the Treasurer shall be reconciled with the true bank balance on a monthly basis.

d. Required Signatures and Signing Officers

Two signatures will be required on all cheques. Signing officers will be DCM, Alternate DCM, and Secretary/Treasurer.

The District 6 Secretary/Treasurer will be allowed to use E-Transfers up to a maximum of \$500 to pay bills with permission of one of the two other signing officers.

e. The District 6 Secretary/Treasurer is authorized to accept and deposit contributions electronically via their financial institution's E-Transfer function.

### **2. EXPENSES**

District will, subject to availability of funds, and provided the recipient has attended 2 of the 4 meetings immediately prior to the Area Assembly pay the following travel expenses of attendance at Area Assembly, Area Committee meetings and Regional Forum.

a. DCM and Alternate DCM:

Pay travel expenses to Area Committee Meetings and Area Assemblies for the DCM and Alternate DCM.

b. Secretary/Treasurer, Registrar/Webmaster and Service Committee Chairs:

Pay travel expenses, to a maximum of \$400.00, to attend Area Assemblies for the Secretary/Treasurer, Registrar/Webmaster and Service Committee Chairs who are not GSRs.

c. GSRs and Alternate GSRs:

Assist with travel expenses, up to \$180.00, for any GSR (or Alternate GSR if the GSR is unable to attend) to attend the Area Assemblies if that GSR's group cannot afford to send him or her.

d. Regional Forum:

Pay travel expenses for the DCM elect for the new term to attend the Regional Forum.

If a District Officer or Committee Chairpersons is also a GSR, it is expected that the group concerned will fund that person's attendance at Area Assemblies. If the group is not in a financial position to do so, the provisions of paragraph b. above apply.

Expenses will be reimbursed by the District on submission of receipts.

e. Zoom Account

The incoming District Table will be asked for a volunteer from any one of the following; District Committee Member (DCM), Alternate District Committee Member (ADCM), Secretary/Treasurer, Webmaster/Registrar and/or Committee Chairs to provide a Zoom Account in the name of District 6, and the costs incurred to be reimbursed by the District.

f. Incidental expenses Committee Chairs

Committee chairs will be allowed to spend up to \$50 per month on incidental expenses, provided they produce receipts and explain in their monthly report what the expenses were made for. Upon provision of the receipt the Treasurer can pay the expense without further approvals.

### **3. EXCESS FUNDS**

Excess funds will be passed on to Eastern Ontario International Area 83 and/or the General Service Office in New York in amounts and splits approved by the District Table.

## **SECTION VI – Process for amendments to the Operating Procedures**

Amendments to these Operating Procedures require a 2/3 majority of the voting members of the District Table following written notice of motion to the Secretary. The motion will be tabled for vote at the next District meeting.

**Change Register**

**Note:** This document is based on the version that was adopted by District06 on the 15<sup>th</sup> of July 2020, and was amended December 2020 and March 2023. References to this were removed from the title page. The latest date was added to the footer.

This change register was added after a motion approving this change on December 20, 2023.

<b>Date</b>	<b>Change</b>	<b>Reason</b>	<b>Who</b>
Jan 10, 2024	Fixed page numbers to start after TOC	Proper numbering	Bart B, secretary
Jan 10, 2024	Added Change register	As per motion December 20, 2023	Bart B, secretary
Jan 11, 2024	Updated Section V – Finances, point 1a, Financial Reserve to \$1750	As per motion December 20, 2023	Bart B, secretary
Jan 11, 2024	Updated the TOC with Section VI – Amending these procedures and added entry for the Change Register	Missing entries in TOC	Bart B, secretary
Jan 15, 2024	Added sub-section f to Section 2 – Finances for incidental expenses of \$50 for committee chairs added	As per motion Dec 20, 2023	Bart B Secretary