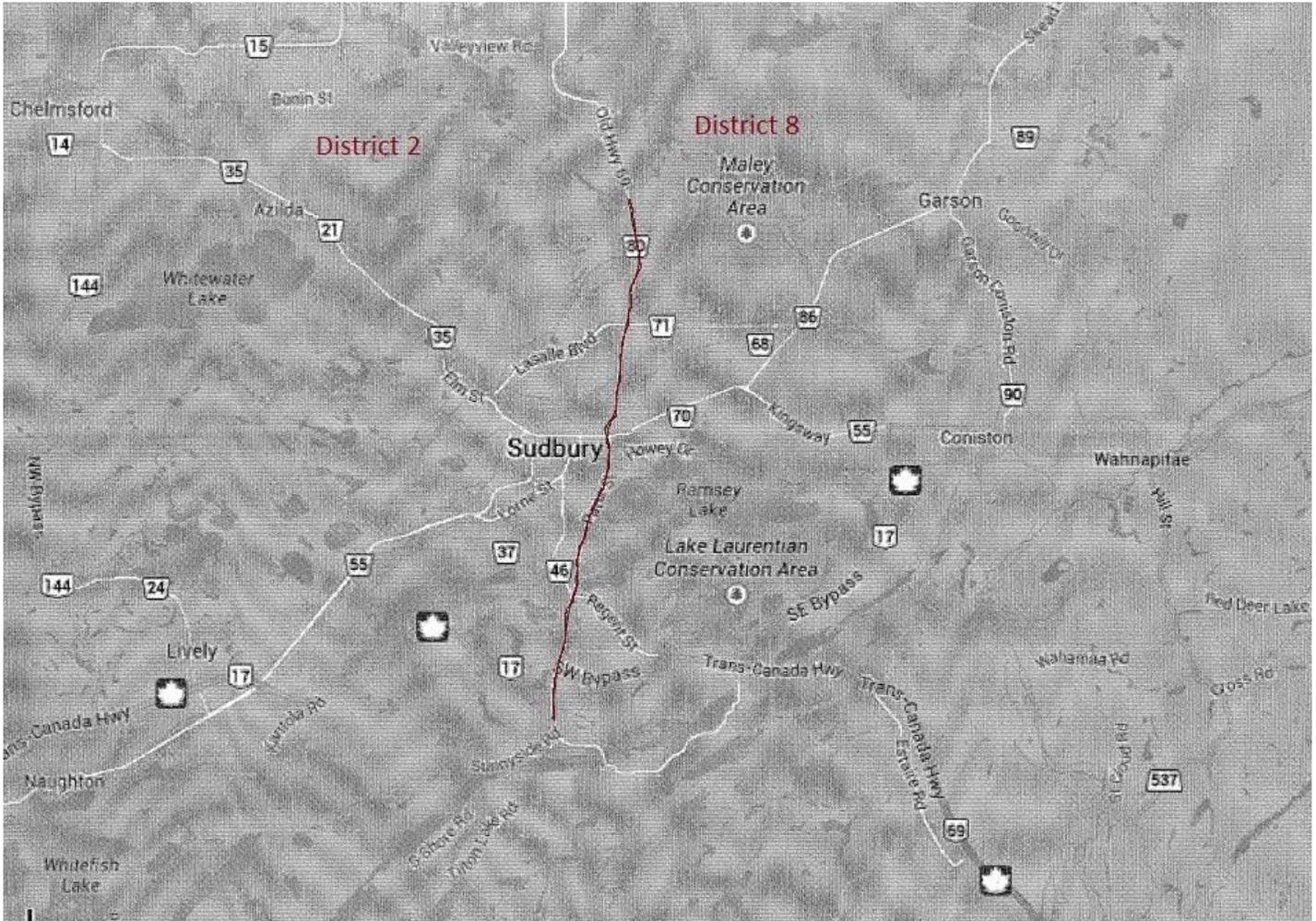


AA SUDBURY DISTRICT GUIDELINES

District 2 - Sudbury West

District 8 - Sudbury East



Last Revision:

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AA SUDBURY DISTRICT GUIDELINES
PREAMBLE

In solemn affirmation of the letter and the spirit of the Twelve Steps and Twelve Traditions, and placing all our activities under the guidance of a Higher Power, the various groups that make up District 2 (Sudbury West) and District 8 (Sudbury East) have joined to conduct business meetings as AA Sudbury District.

These Guidelines, derived from the experience of our predecessors as put forth in the former Sudbury and District Intergroup Guidelines (January 2005) and adherence to the procedures within the AA Service Manual, serve to fulfill our obligations to help carry the A.A. message as an association within the fellowship of A.A., and to serve as a guide for our successors.

SECTION I

ARTICLE I: *NAME*

Section 1. The name of this association is AA Sudbury District, also referred to as the District.

ARTICLE II: *PURPOSE OF AA SUDBURY DISTRICT*

Section 1: The purpose of this AA Sudbury District is as follows:

- a) Carry the message to the Alcoholic who still suffers.
- b) To coordinate the special service activities of districts currently designated as District 2 (Sudbury West) and District 8 (Sudbury East) and any future district(s).
- c) To complement and cooperate with the Northeastern Ontario Area 84 and the General Service Office in the effective development and communication of an informed group conscience.
- d) To serve and function as an information exchange for the member groups with respect to matters of local group interest and concerns.

ARTICLE III: MEMBERSHIP

Section 1: Membership of the AA Sudbury District shall be open to;

Sub-section 1: the groups in the two Sudbury Districts as outlined in Article II Section 1b) and any future district(s)

Sub-section 2: Officers elected under Section IV, sub-section 2 (Executive and Standing Committee Chairpersons).

Section 2: Groups of AA Sudbury District shall submit in writing to the secretary the names of its elected General Service Representative (GSR), alternate General Service Representative, their phone numbers and e-mail addresses if available.

Section 3: Traditionally, each group supports AA Sudbury District by special contributions. However, financial support is not necessary in order that a group be represented.

ARTICLE IV: GENERAL SERVICE REPRESENTATIVES (GSRs)

"...linking your home group with the whole of AA."

Qualifications & Duties - see **CHAPTER 2** in The AA Service Manual

Section1: Each group comprising the membership of the AA Sudbury District shall be represented by a General Service Representative or an Alternate General Service Representative, or, in the absence of both the GSR and the Alternate GSR, any one person representing the group with the knowledge and consent of said group.

Section 2: Each group representative shall faithfully reflect the "group conscience" and shall act as a liaison between his/her group and the AA Sudbury District in the following manner:

- a) shall be a member of the group he/she represents.
- b) should attend all meetings of the AA Sudbury District.
- c) shall communicate activities, growth and current problems of AA Sudbury District to his/her group.
- d) normally, is expected to vote, make motions and act for his/her group at each AA Sudbury District meeting without consulting the group on every issue.

However, where a majority of General Service Representatives feel a Group Conscience Direction is needed on a motion, said motion shall be tabled to the following meeting when it shall be voted upon.

- e) should be familiar with the AA Sudbury District Guidelines
- f) should be familiar with "The AA Service Manual combined with the Twelve Concepts for World Service."
- g) Sudbury Intergroup.

ARTICLE V: DISTRICT COMMITTEE MEMBERS (DCMs)

"an essential link between the GSR and the Area Delegate to the General Service Conference"

Qualifications & Duties - see **CHAPTER 3** in The AA Service Manual

- a) generally, 4 to 5 years of continuous sobriety suggested
- b) has previous experience as a GSR, Committee Chair or Executive officer
- c) elected by other GSRs to take responsibility for district activities
- d) regularly attend all district meetings and area assemblies
- e) make sure GSRs are acquainted with The AA Service Manual, The Twelve Concepts and other service material
- f) send District Minutes to the Area Delegate
- g) help GSRs make interesting reports to their groups
- h) organize service workshops and/or sharing sessions

DCMs are generally elected in the fall of the year. The election should take place after the GSR election and before that of the Area Delegate because the DCM is chosen from among currently serving GSRs or from a combination of past and present GSRs.

ARTICLE VI: MEETINGS

Section 1: District meetings are open meetings of the DCMs and GSRs within the District.

- a) Regular meetings of the AA Sudbury District shall be held the first Wednesday of each and every month.
- b) Special meetings of the AA Sudbury District shall be held at any time upon the request of one or more of the District Committee Member's (DCMs).
- c) The Secretary must call a special meeting of the AA Sudbury District at the request of at least twenty-five percent of the membership.
- d) Each of the two (2) DCMs of the AA Sudbury District, shall Chair the monthly meetings on a rotational basis at their discretion.
- e) In the absence of both DCMs an alternate DCM shall preside as Chairperson.
- f) The Chairperson shall have the right to address himself/herself on the merits of a motion before calling for a vote thereof.
- g) Before the meeting, the Chair shall ensure a bilingual person is present to translate if required.
- h) The order of business at all meetings of AA Sudbury District ***may*** be as follows:
 - 1 The chairperson will ask for a bilingual member present to translate if required.
 - 2 Opening of meeting: moment of silence followed by Serenity Prayer
 - 3 Reading of the Preamble
 - 4 Reading of the Twelve Traditions
 - 5 Reading of the Tradition of the Month - with a 5 minutes discussion thereof
 - 6 Review of agenda for meeting & motion to accept
 - 7 Roll Call
 8. Chairpersons' Report & topic of the month from the Service Manual
 9. Minutes of the previous meeting - any errors or omissions & motion to accept
 10. Treasurer's Report & motion to accept
 - 11 Reading of correspondence
 - 12 DCM Reports
 - 13 GSR Reports
 - 14 Standing Committee Reports:
 - I. Archives
 - II. Correctional Facilities
 - III. Co-operation with the Professional Community & Public Information
 - IV. Grapevine
 - V. Treatment Facilities
 - VI. Service Development
 - VII. Northeastern Area 84 Convention (when applicable)

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- 15 Old Business (arising from the previous minutes)
- 16 New Business
- 17 Disbursement of Funds
- 18 Date and Time of Next Meeting
- 19 Motion to adjourn
- 20 Close meeting with the Responsibility Pledge

This order may be changed or dispensed of with by a majority vote of the eligible members present.

- i) Prior to the commencement of any voting, the Chairperson may direct persons who do not have a vote to sit back from the table, to facilitate vote counting
- j) In regards to the agenda there shall be one vote for each group, each Executive officer (except DCMs), and each Standing Committee Chairperson (or Co-Chair if the Chair is not present). In the event of a tied vote, the DCM, who is chairing the meeting, will cast the deciding vote,
- k) Agenda for the meeting shall be prepared under the direction of the two (2)DCMs.
- l) On a rotational basis, one of the DCMs, the alternate DCMs or another member of the executive shall act as liaison at the Sudbury and District Intergroup and attend their monthly meetings which are held on the second Wednesday of each month.

ARTICLE VII: FINANCIAL GUIDELINES

(revised September 06 2017)

1. There will be one AA Sudbury District operating account, named “AA Sudbury District” that includes both operating funds and a prudent reserve.
2. The fiscal year begins January 1st and ends December 31st.
3. The AA Sudbury District will, together, establish a budget for the upcoming calendar year, normally in February of that year.
4. The AA Sudbury District Prudent Reserve will be set at about one third of the annual operating budget for the calendar year. On a regular basis the District Committee should review their financial needs and consider forwarding funds held in excess of the prudent reserve ... to other A.A. service committees.
5. The Treasurer will make a financial report available to the Groups on a monthly basis, using verbal, written and electronic means wherever possible.
6. The Sudbury District account will have three Signing Authorities, and will operate on a minimum of a two-signature basis.
7. The District Committee shall select/appoint two members at the November meeting to audit the Treasurer's books. The Audit is to be completed and reported on by no later than February of the following fiscal year.
8. The Treasurer will report regularly on year-to-date income (contributions), District expenditures, budgets and overall financial position. The Treasurer should be prepared to answer any questions that members may have about District finances or accounting.
9. Advances to Members or Committee Chairs in service to the District are permitted, in order to assist those individuals with accomplishing their service goals. All advances and repayments are to be fully reported and explained in reports to the District Committee, and wherever possible, approved in advance at a meeting of the District.
10. Budgets will be established for each Standing and Special Committee including the following: Archives, Correctional Services, Public Information and Cooperation with the Professional Community, Treatment Facilities, Service Development, Grapevine Representative, DCM Expenses, Secretary Expenses, Treasurer Expenses, District Operational Expenses including facility rental, Bank Fees, Area Convention and Donations. All service entities are expected to work within the approved District budget.

SECTION II

AA SUDBURY DISTRICT CHAIRPERSON

The Chairperson for AA Sudbury District is one of the two DCMs from District 2 Sudbury West or District 8 Sudbury East (or an Alternate DCM if a DCM is not present) who will chair the monthly District meeting on a rotational basis.

Qualifications and Duties:

See **CHAPTER 3** for the *District Committee Member* (DCM) in the A.A. Service Manual or an abbreviation in Article V

- A. Has the necessary time and energy to serve the District well
- B. Chair monthly AA Sudbury District meetings
- C. Prepare/ direct preparation of the monthly Agenda
- D. Gather and present all relevant correspondence received
- E. Record meeting attendance, along with the Secretary
- F. Maintain order at meetings
- G. Ensure meetings are set up and the clean-up is done after meetings
- H. Responsible to make sure all GSRs and Standing Committee members are registered with GSO and receive their respective packages or workbooks
- I. Read/review the AA Sudbury District Guidelines with all GSRs, Executive and Standing Committees at the beginning of each term (can add to Agenda or hold meeting after business meeting closes)
- J. Ensure all members are aware of the current AA Sudbury District Guidelines and that all district business is conducted following the Guidelines

HAS NO VOTE except

- K. In the event of a tie, the subject will be turned back to the table for further discussion. If a second tie occurs, the Chair shall cast the deciding vote. (please follow Third Legacy Procedure S-20)

SECRETARY

SUGGESTED QUALIFICATIONS:

1. 2 years continuous sobriety
2. good keyboarding skills
3. computer word processing skills
4. listening & writing skills
5. reliable & responsible
6. a good sense of order
7. some business experience and/or clerical skills

DUTIES:

- A. attend all monthly AA Sudbury District meetings and any Special Meetings
- B. prepare a monthly agenda under the direction of the Chairperson
- C. record minutes at AA Sudbury District meetings
- D. record the group attendance, along with the Chairperson (Roll Call)
- E. type the minutes
- F. ensure copies of the minutes available at the Intergroup office within 10 days of the meeting so members without computer access can pick up a photocopy for their home group's business meetings
- G. have a list of all DCMs, GSRs and Standing Committee Chairs including telephone numbers, addresses and e-mail addresses
- H. file original minutes and reports in the Archives room
- I. arrange for another member to take the minutes in the event of absence and inform the DCM that will be chairing
- J. responsible for returning all documentation and materials to AA Sudbury District at the end of his/her term

HAS A VOTE

TREASURER

SUGGESTED QUALIFICATIONS:

1. 5 years continuous sobriety
2. reliable and responsible
3. bookkeeping/accounting experience is an asset

DUTIES:

- A. attend all monthly AA Sudbury District meetings
- B. submit the Treasurer's report to the Secretary and inform the Secretary if unable to attend the monthly meeting
- C. responsible for receipt and disbursement of all monies on behalf of the District
- D. promptly deposit all monies in the bank account belonging to the District
- E. ensure two signatures are on each cheque for withdrawal of funds, normally that of the Treasurer and one of [normally] two other co-signors designated by the District Committee, typically one of the DCMs
- F. must have the "Payable to" party on all cheques filled in before the second designator's signature is written on the cheque
- G. submit a financial statement at all District meetings, including a list of the group contributions ... an income and expense statement
- H. report regularly on year-to-date contributions by groups, offer budgets for review, provide bank statements when asked and be prepared to answer and questions from members or groups
- I. pay all AA Sudbury District invoices
- J. train/inform incoming Treasurer – provide sample reports in written and electronic formats
- K. keep all financial records in an organized and comprehensible manner and store records older than a couple of years in the archives
- L. safe-keeping of all books, financial ledgers, vouchers, cheque books, etc.
- M. bring any financial discrepancy to the District body immediately
- N. not provide prepayment without specific authority of the District body
- O. make available all books, papers, or materials needed to conduct its audit
- P. assist an Audit by explaining entries to the ledger, or any other banking books/statements as required
- Q. return all documentation and materials to AA Sudbury District or the Archives at the end of the term

HAS A VOTE

STANDING COMMITTEES:

Each of the following committees (Archives, Correctional Facilities, Cooperation with the Professional Community & Public Information, Grapevine, Treatment Facilities and Service Development) will have an elected **Co-chairperson**.

This person will be responsible to assist the Committee Chairperson and will represent that Chair at all District meetings in the event of their absence. To encourage sponsorship into service, it is suggested that the Co-Chairperson be a GSR.

ARCHIVES CHAIRPERSON

SUGGESTED QUALIFICATIONS:

1. 4 years continuous sobriety
2. good communication skills
3. sound understanding of our Twelve Steps and Twelve Traditions
4. appreciation of AA history
5. ability to give committees direction and incentive
6. time, interest and energy
7. understanding of copyright laws
8. familiarity with library and archival procedures

DUTIES:

- A. liaise with Area Archives Chairperson
- B. take direction from and work with Area Archives Chairperson
- C. work with the elected Co-chair and form a committee
- D. gathering of memorabilia, books about AA and/or alcoholism, pamphlets, photos, directories, GSO bulletins, conference reports, taping of old-timer memories of early AA, group histories, newsletters, news clippings, magazine articles, Grapevines, oral histories and correspondence
- E. ensure safety, security and preservation of any collected archival material until turned over to the Area Archives Chairperson or Archivist
- F. attend monthly District meetings and submit a written report
- G. Inform the District Secretary in the event of an absence
- H. protect the principles of anonymity and confidentiality for all AA members (living or deceased)

For more details, please refer to the Archives workbook.

HAS A VOTE

CORRECTIONAL FACILITIES CHAIRPERSON

SUGGESTED QUALIFICATIONS:

1. 2 years continuous sobriety
2. dedicated and responsible
3. good communication skills and organizational skills
4. must know importance of carrying the message

DUTIES:

- A. liaise with Area Correctional Facilities Chairperson
- B. work with the elected Co-chair and form a committee
- C. supply literature to correctional facilities (Sudbury District Jail - male & female residents, Cecil Facer - male & female residents and any future institutions)
- D. maintain literature supply
- E. recruit volunteers to chair meetings in various correctional facilities
- F. facilitate security clearance for volunteers
- G. follow up to ensure weekly meetings occur in each facility
- H. attend monthly District meetings and submit a written report on previous month's activities
- I. inform the District Secretary in the event of an absence
- J. compile a list of volunteers willing to take inmates to outside meetings when requested
- K. train incoming Correctional Facilities Chairperson
- L. prepare an annual proposed budget with the assistance of the AA Sudbury District Treasurer
- M. return all documentation and materials to AA Sudbury District at the end of his/her term

For more details, please refer to the Correctional Facilities workbook.

HAS A VOTE

**COOPERATION WITH THE PROFESSIONAL COMMUNITY and PUBLIC
INFORMATION CHAIRPERSON**

SUGGESTED QUALIFICATIONS:

1. Five (5) years continuous sobriety
2. Knowledgeable in public relations
3. Good communication skills (oral and written)
4. Ability to relay the importance of carrying the message
5. Ability to make the community aware of and care about the progressive illness of alcoholism

DUTIES: *Co-operation with the Professional Community*

- A. liaise with Area PI & CPC Chairperson
- B. work with the elected Co-chair and form a committee
- C. provide information to health care professionals, educators, members of the clergy, lawyers, social workers, union leaders, EAP representatives, industrial managers, as well as those working in the field of alcoholism
- D. supply literature to various professionals upon request
- E. maintain literature supply
- F. attend monthly District meetings and submit a written report
- G. inform the District Secretary in the event of an absence
- H. return all documentation and materials to AA Sudbury District at the end of his/her term

For more details, please refer to the Co-operation with the Professional Community workbook

DUTIES: *Public Information*

- A. liaise with the chairperson of the Area PI and CPC
- B. work with the elected Co-chair and form a committee
- C. establish and maintain contact with the Media to insure public awareness (free Media time is available)
- D. serve as a resource to local media by emphasizing our Traditions of anonymity, singleness of purpose and non-affiliation
- E. provide accurate AA information
- F. carry the message to schools, businesses and other interested groups
- G. maintain literature supply
- H. provide literature where requested
- I. recruit volunteers to share their experience, strength and hope in various facilities
- J. respond to correspondence from the Public
- K. attend monthly District meetings and submit a written report
- L. inform the District Secretary in the event of an absence
- M. responsible to train incoming Public Information Chairperson
- N. responsible to return all documentation and materials to AA Sudbury District at the end of his/her term

have Open Public Information Meeting at least once during term of office

For more details, please refer to the Public Information workbook.

HAS A VOTE

GRAPEVINE CHAIRPERSON

SUGGESTED QUALIFICATIONS:

1. 2 years of continuous sobriety
2. good communication and organization skills
3. dedicated and responsible
4. must know the importance of carrying the message

DUTIES:

- A. liaise with Area Grapevine Chairperson
- B. work with the elected Co-chair and form a committee
- C. serve as a link between the Group Grapevine Representative's and the Area structure
- D. encourage every group to have a Grapevine or La Vigne subscription
- E. promote Grapevine material (i.e. cassettes, CD's, books, tapes, slogans, etc.)
- F. keep an up-to-date listing of GvRs in the District
- G. encourage groups to elect or appoint a GvR or La Vigne representative
- H. stay in contact with all GvRs in the District and share ideas with them
- I. ensure a Grapevine display is set up at all District functions (i.e. Gratitude Supper) and all other functions upon request (i.e. group or member anniversaries)
- J. hold meetings or workshops for GvRs in the District
- K. attend monthly District meetings and submit a written report
- L. inform the District Secretary in the event of an absence
- M. return all documentation and materials to AA Sudbury District at the end of his/her term

For more details, please refer to the Grapevine workbook.

HAS A VOTE

[15]

TREATMENT FACILITIES CHAIRPERSON

SUGGESTED QUALIFICATIONS:

1. 4 years continuous sobriety
2. dedicated and responsible
3. good communication and organizational skills
4. must know the importance of carrying the message

DUTIES:

- A. liaise with Area Treatment Facilities Chairperson
- B. work with the elected Co-chair and form a committee
- C. supply pamphlets & meeting lists to Sudbury District treatment facilities as the need arises (i.e. Pinegate Withdrawal Management -Men's & Women's Detox, Sudbury Algoma Hospital, Salvation Army)
- D. keep an updated list of groups interested in chairing meetings in treatment facilities
- E. provide a schedule assigning the groups interested in chairing meetings in Treatment Facilities
- F. inform General Service Representatives of their scheduled week
- G. attend monthly District meetings and submit a written report
- H. inform the District Secretary in the event of an absence
- I. responsible to train incoming Treatment Facilities Chairperson
- J. responsible to return all documentation and materials to AA Sudbury District at the end of his/her term
- K.

For more details, please refer to the Treatment Facilities workbook.

HAS A VOTE

SERVICE DEVELOPMENT COMMITTEE CHAIRPERSON

(Approved by Districts June 07, 2017)

SUGGESTED QUALIFICATIONS:

1. 4 years of continuous sobriety
2. communication, coordination and organization skills
3. experience in the service structure
4. must know the importance of carrying the message
5. available to attend district, planning and event meetings

DUTIES:

- A. form a committee including active GSR's of Districts 2&8
- B. hold regular Service Development Committee Meetings
- C. generate information to AA groups through general service representatives
- D. attend monthly District meetings and submit reports
- E. assist the District Committee Member to encourage new GSR representation as needed
- F. inform and educate GSR's and members of AA service structure
- G. responsible to hold sharing sessions and orientation workshops for GSR's and members on a schedule that suits the need of the Districts
- H. the service committee Chairperson submits a report, as well as a full financial report after workshops and events on activities
- I. encourage groups to elect a GSR and an alternate as a group representative at the District
- J. will hold a 2 year term
- K. responsible to return all documentation and materials to AA Sudbury District at the end of her/his term
- L. inform the District Secretary in the event of an absence
- M. responsible to pass along information to incoming Service Committee Chairperson

HAS A VOTE

CONVENTION CHAIRPERSON

(Every 3 years as required when Convention hosted by Sudbury)

SUGGESTED QUALIFICATIONS:

1. 10 years continuous sobriety
2. proven leadership capabilities
3. ability to interact with diplomacy & tact
4. good planning, communication and organizational skills
5. suggest that Chairperson have served on a Convention Committee

DUTIES:

Please refer to Northeastern Ontario Area 84 Operating Procedures & Guidelines.

- A. To be elected in June, the year prior to the Convention
- B. attend all District & Area 84 meetings and submit a written report
- C. include recommendations for next Chairperson in final report to the AA Sudbury District

For additional information, please refer to the Minutes kept by Archives from the last conference held in Sudbury and the AA Guidelines - Conferences and Conventions.

HAS NO VOTE

SECTION IV ELECTION GUIDELINES

Sub-section 1: REGULAR BIENNIAL NOMINATIONS AND ELECTIONS

Nominations and elections for District Committee Members, Alternate District Committee Members, Secretary and Treasurer will be held in the fall (October) of the odd numbered year. Nominations and elections of Standing Committee Chairs will be held the month after (November).

In the event that Standing Committee Chairs have been unable to appoint a suitable Cochair, nominations and elections of Standing Committee Co-chairs will take place early in the following year. Officers will take office January 1st of the even year, and will hold office for two years. **(E.g. elected in Fall 2017 to serve a two-year term in 2018 and 2019)**

Sub-section 2: OFFICERS TO BE ELECTED

1. District Committee Member (2) to be elected by their respective Districts
2. Alternate District Committee Member (2) to be elected by their respective Districts
3. Secretary
4. Treasurer
5. Archives Chairperson
6. Correctional Facilities Chairperson
7. Cooperation with the Professional Community & Public Information Chairperson
8. Grapevine Chairperson
9. Treatment Facilities Chairperson
10. Service Development Committee Chairperson
11. NE Area 84 Convention Committee Chairperson (when necessary)

Sub-section 3: ELIGIBILITY

The AA Sudbury District Committee, which consists of all in Section IV, Sub-section 2, all group GSRs and nominations from the floor, which would include any group representative or A.A. member at large.

- 1) Those 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 will also be provided.

