

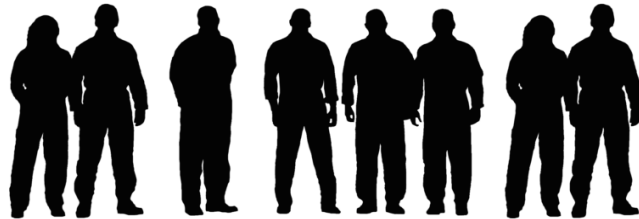
Alcoholics Anonymous Chatham-Kent District 15

Structure and Operating Procedures (SOPs)

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**Welcome to Alcoholics Anonymous
Chatham-Kent District 15**

Our Answering Service 519-360-5246

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Who We Are:

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District 15 is composed of all AA members in Chatham-Kent who strive to keep unity in the groups. Any AA members are welcome to attend any or all District 15 meetings. Visitors are permitted to share as acknowledged by the DCM but do not have a vote.

Purpose:

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The purpose of these Operating Procedures is to provide guidance for the successful conduct of business at Chatham-Kent District 15, Area 86. There can be no rules in Alcoholics Anonymous (A.A.) other than those we impose on ourselves. These Structure and Operating Procedures (SOPs) set out what Chatham-Kent District 15 has agreed upon, not what anyone has commanded it to do. All provisions of the Structure and Operating Procedures and all actions of the district ought to conform to the principles of the Twelve Traditions and adhere strictly to the primary purpose of Alcoholics Anonymous: "To carry the message to the Alcoholic who still suffers."

SECTION ONE – STRUCTURE

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Review of SOPs

These operating procedures shall be reviewed every two (2) years beginning in September of odd years by District Committee Member, Alternate District Committee Member, Treasurer, Alternate Treasurer, Secretary, Alternate Secretary, and any District 15 member who is interested.

All recommended changes will be presented to the District Committee to bring to the Groups for discussion for 60 days prior to voting for approval. The changes take effect January of the next term. The last revision date will be included on the title page of this document. A copy of this document will be made available to all District 15 General Service Representatives (GSR's) within 14 days of approval. An approved copy of this document will also be available on the Web Site <https://aachathamkent.com>

The District 15 Committee

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1. The District 15 committee shall be composed of:
 - a) District Committee Member (DCM)
 - b) Alternate District Committee Member (Alt. DCM)
 - c) Treasurer
 - d) Alternate Treasurer
 - e) Secretary
 - f) Alternate Secretary
 - g) Sub-Committee Chairpersons for:
 - g.1 Literature / Grapevine
 - g.2 Website
 - g.3 Telephone Answering Service (TAS)
 - g.4 Cooperation with the Professional Community (CPC) / Public Information (PI)
 - g.5 One-Day Round-up
 - h) General Service Representatives (GSR) – one from each group

2. The members of the District Committee, except for the GSRs, shall be elected by the District Committee in odd numbered years (term beginning the following January) to serve a two year term. It is suggested that elections be held prior to the Election Assembly of the Area (Fall Assembly in November).
3. It is suggested GSRs shall be elected in odd numbered years by the members of their Group to serve a two year term.
4. Nominees for DCM, Alternate DCM, shall be past or presently serving, or a past GSR.
5. If any member, (a) to (g), misses three consecutive monthly meetings the DCM shall inform the District Committee so they can review the circumstances. An election for the position may result.

SECTION TWO – VOTING

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Depending on the district and the type of the committee, the committee chairs may be elected by the district or be appointed by the DCM. Group conscience determines who may or may not be able to vote. (Re: service manual)

1. All members of the District Committee, excluding the Chairperson of that particular District 15 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, the Alternate Secretary 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. The District shall adhere to the guidelines established in the most recent edition of the AA Service Manual to determine eligibility for voting at our District elections (see Appendix Two—from Service Manual, Third Legacy Procedure).
3. It is suggested that motions for consideration are to be on the agenda.
4. All motions shall be carried with a two-thirds majority, two thirds of those present and eligible to vote) (66.6%). In following our Concepts, the Minority Opinion shall be heard before a motion is considered carried.
5. Any motion to amend or revise these Chatham-Kent District 15 Structure and Operating Procedures shall require sixty (60) days' notice to give the GSRs an opportunity to determine their group's conscience on the motion.
6. Any motion that proposes a course of action or change that does not adhere to the Structure and Operating Procedures should be taken back to the groups following the 60-day procedure.
7. Special Cases may arise when a decision must be made and does not allow the 60 days. As spelled out in "Section One". In these circumstances, the committee will be trusted to make these decisions

as a committee and there will be a responsibility to convey the situation and decision reached to the groups. These special situations will require a 100% vote in favour of the motion, of those District Committee members present at the meeting in order to be carried.

SECTION THREE – MEETINGS

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

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

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Budget Preparation: The Treasurer, along with the DCM and Alternate DCM and Secretary will prepare a budget forecast to be presented to the District Committee for approval in January of each year.

Signing Authority for District 15 Bank Account will be any two of the following: Treasurer, DCM, Alternate DCM, Secretary. Persons with signing authority shall not act as signatories on cheques made out to themselves.

Outgoing Chairpersons

All outgoing chairpersons will assist the new incoming chairpersons as to their duties.

a) District Committee Member (DCM)

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

The duties of the DCM are contained in the most recent edition of the A.A. Service Manual. The DCM will represent Chatham-Kent District 15 at all Area 86 Assemblies and Committee Meetings.

The DCM, with the assistance of the Secretary, shall prepare the agenda for the District Meetings including forwarding any agenda items by email brought forward by any committee member / GSR's one week prior to the district meeting. (For those without email the agenda will be provided by the Secretary at the upcoming meeting).

The DCM and / or the Alternate DCM shall endeavor to visit all groups in District 15 twice / year.

b) Alternate DCM

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

The duties of Alternate DCM are contained in the most recent edition of the A.A. Service Manual. The Alternate DCM will assist the DCM at all Area 86 Committee Meetings and Assemblies, striving to attain a good working knowledge of the duties of DCM and recognizing the necessity to assume those duties in the event of loss or incapacity of the DCM until an election can occur.

c) Treasurer

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A Treasurer should have enough continuous sobriety, minimum of 3 years to be eligible for election.

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 shall deposit all monies contributed to the District prior to the end of the month. Monies will be deposited to a Chartered Bank or Trust Company decided upon by the DCM, Alternate DCM, Treasurer, and Secretary.

The Treasurer shall report to the District Committee at the monthly meetings. The report shall include published balance sheet and group contribution list up to the end of the previous month. Any contributions or monies received after the end of the bank statement will be listed in the next month's report.

The Treasurer shall pay all District expenses as outlined within District 15 approved budget.

The treasurer will maintain all monthly and reconciled year-end reports for incoming treasurer.

The Treasurer shall issue a receipt for all contributions received to that group's GSR or alternate when not present.

The treasurer is to obtain and file monthly statements from the bank as to cheque's written and deposits as at the end of the previous month.

The Treasurer will pay upon receipt of an account approved budget expenses. (eg: Rent for District meetings, Meeting Lists, Website domain hosting, Miscellaneous District Committee Expenses, liability insurance).

The Treasurer shall endeavor to hold a reserve equal to the amount of three months of the projected annual budgeted expenses.

d) Alternate Treasurer

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An Alternate Treasurer should have enough continuous sobriety, minimum of 3 years to be eligible for election.

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

e) Secretary

It is recommended to have two (2) years continuous sobriety.

The Secretary shall record the minutes of the District 15 meetings and distribute to members of the Committee within two weeks via email. (In the event that a member that does not have email, a hard copy will be available at the next district meeting.

In keeping with Tradition Twelve, the Secretary will respect the anonymity of AA members by not citing last names, personal emails or phone numbers including those that reflect places of employment will not be included in minutes.

Minutes of our monthly meeting will also be sent via email or regular mail to the Area Secretary.

The Secretary shall maintain current District 15 contact lists.

The Secretary will provide current information change forms. The Secretary will also communicate all group changes to the committee chairs.

When the members of a meeting wish to become an A.A. Group a new group form must be filled out and a representative of the proposed Group will forward it to the District 15 Secretary. The District 15 Secretary will then send this to GSO with a copy to the Area 86 Secretary/Registrar.

Secretary will maintain the liability Insurance policy. All groups will be listed on the liability insurance policy. If an individual group does not wish to participate, they must inform the district secretary in writing to be removed.

The secretary will maintain a Motion Journal to provide the district with a record of motions together with the history and result of the motions.

f) Alternate Secretary

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It is recommended to have two (2) years continuous sobriety.

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

g) Sub-Committees

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g.1) Literature/Grapevine Chairperson

The Chairperson will report to the District Committee at the monthly District meeting a financial report.

Literature fund and Inventory to be done in November of each year and upon change of officers.

Literature inventory is to be completed by the Chairperson and one other person and presented at the December district meeting.

The Literature Chairperson shall endeavor to purchase Conference Approved A.A. literature only, from the best available source, on behalf of the A.A. Groups and meetings in the District 15.

The Literature Chairperson shall maintain an up-to-date Literature Price List. The Chairperson is also responsible to arrange for the printing and distribution of Group Meeting Lists (Group Meeting Lists are paid for by the District).

When a new supply of meeting lists are needed the Secretary and Website Chairperson should be consulted regarding changes. If the Chairperson is made aware of changes to any group, the change should be communicated to the Secretary and Website Chair. In addition, the chairperson will promote Grapevine materials and magazines subscriptions, within the fellowship.

g.2) Website Chairperson

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The Chairperson will follow the Website Guidelines (MG-18), established by Alcoholics Anonymous World Services. If the Chairperson is made aware of changes to any group, change will take place within 7 business days. As well, the change should be communicated to the Secretary.

The Chairperson will report to the District Committee at the monthly District meeting.

Website Chairperson will maintain the website, making appropriate links and posting AA events as requested.

The Chairperson will manage all / be in control of assigned email accounts.

g.3) Telephone Answering Service Chairperson (TAS)

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The TAS Chairperson is responsible for maintaining current meeting information.

The Chairperson has the responsibility of recruiting volunteers to answer phone calls forwarded / routed from the district phone number from people who want to speak to a member of AA.

The Chairperson should maintain a current list of those AA members available to refer Twelfth Step calls to. The Chairperson is responsible for maintaining a list of Chatham-Kent Area outsider resource numbers (e.g., Al-anon, Narcotics Anonymous etc.) on a regular basis and at minimum once yearly.

The Chairperson will follow the AA Answering Services Guidelines (MG-12). The Chairperson shall meet quarterly with all current volunteers. The outgoing Chairperson shall provide training to the incoming Telephone Answering Service chairperson and the Incoming District Committee by the end of February in the first year of the panel.

g.4) Co-operation with the Professional Community (CPC) / Public Information Chairperson

The CPC/ PI Chairperson and their selected Committee carry the A.A. message to the professional community, public, and the media, within our District. The Chairperson and committee must always adhere to the Guidelines in the Public Information Guidelines (MG-11) and use the CPC workbook (M-41i). Guidelines in the Public Information Guidelines (MG07) and PI workbook (M-27i). The Chairperson will report to the District Committee at the monthly District meeting.

g.5) District 15 One-Day Roundup

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The Chair and Alternate Chair are approved by District 15 for a two-year position and recommended they have 2 years of sobriety. Hold meetings on a regular basis. Form a committee consisting of treasurer, secretary, and other sub-committees. The Chairperson or in their absence the alternate chair will report to the District Committee at the monthly District meeting. See appendix 1 for details of Sub-committee responsibilities.

All Sub-committee Qualifications: It is recommended that the subcommittee chairs have two (2) Years continuous sobriety. It is helpful if any subcommittee chair has experience at the district level.

h) General Service Representative (GSR)

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The duties of the GSR are contained in the most recent edition of the A.A. Service Manual. The GSR represents their group at the District Meetings and Area Assemblies. The GSR, or in their absence, the Alternate GSR shall give a written and/or verbal group report at the monthly District meeting. In the absence of the GSR and the Alternate GSR, an appointed member of the group may give a report.

SECTION FIVE- ELECTIONS

1. Regular Elections – District Officers

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As outlined in the most recent edition of The A.A. Service Manual, and in keeping with the principle of service rotation, regular bi-annual elections of District Officers take place in District 15 in the Fall, preferably prior to the Area Fall Assembly, in the odd number years, with the two (2) year term of office starting on January 1st of the even numbered years.

2. Officers to be elected and order of election

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- DCM
- Alternate DCM
- Treasurer
- Alternate Treasurer
- Secretary
- Alternate Secretary

3. Suggested Eligibility of District Officers

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- a. Members of the outgoing District Committee.
- b. Members of the immediate past District Committee, nominations from the floor, or self-nomination
- c. All officers are to be elected by the Third Legacy Procedure, as outlined in the most recent edition of The A.A. Service Manual. (See Appendix One (1))
- d. Candidates eligible for election must be present, or must have given permission in writing to the DCM for their names to stand.
- e. Before the election is held, each person standing for the office will be invited to say a few words on their service history to a maximum of 2 minutes.

4. Who Can Vote

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- a. All the outgoing district members are eligible to vote.
- b. If DCM is not present, the Alternate DCM is eligible to vote. If both the DCM and the Alternate DCM are absent, the incoming DCM, once elected, 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

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

6. District Subcommittee Chairpersons to be elected and order of election [Table of Contents](#)

- Literature / Grapevine
- Website
- Telephone Answering Service (TAS)
- Co-operation with the Professional Community (CPC) / Public Information (PI) Alternate's will follow.

7. Ad-hoc Committee Chairs (eg. SOP committee, budget committee, literature inventory committee...) must be approved by the district but do not have a vote.

Ad-hoc – An informal organized group of AA members usually appointed to carry out a specific charge. This charge may involve a proposal to change or revise AA related activities at the local level. For example, an ad hoc committee may be appointed by the chairperson of a group in order to research and propose a change in the location of a meeting. The ad hoc committee does NOT make the decision but merely provides information to the AA group where it is voted on according to the AA Traditions.

APPENDIX

Appendices are included for information purposes only.

Appendix One

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Round up Committee responsibilities.

- Develop a budget based on previous two years.
- Set a prudent reserve of 2000.00 and total operating budget of 3500.00
- Hold a separate bank account with 3 signing authorities and any 2 to sign.
- Monthly activity report to District 15
- AA Literature approved only (Grapevine included)

THE THIRD LEGACY PROCEDURE

