

DISTRICT 2

(Includes Charlottetown, Cornwall, Stratford, Covehead, Long Creek)

AREA 81 NB/PEI

Structure and Operating Handbook

(adopted by District 2 at District meeting on September 29, 2021
Version 1.0, September 29, 2021)



Preface

A copy of the *District 2 Service Structure and Operating Handbook* should be held by:

District 2 District Committee Member (DCM) and Alternate District Committee Member
District 2 Secretary and Alternate Secretary
District 2 Treasurer and Alternate Treasurer
District 2 Service Committee Chairpersons and Officers
District 2 Group Service Representatives (GSR)

An up-to-date *Structure and Operating Handbook* shall be kept by the District's Secretary and available at each district meeting for ready reference. The secretary will also be responsible to update the handbook when the need arises.

An up-to-date copy of the *Structure and Operating Handbook* should be kept on the website

Any changes to this handbook must be presented as a Notice of Motion and voted on at the District meeting following the Notice of Motion.

It is strongly recommended that District 2 make copies of this Handbook to have available for all General Service Representatives.

A copy of the *Area 81 NB/PEI Service Structure and Operating Handbook* should be held by:

District 2 District Committee Member and Alternate District Committee Member.

It is strongly recommended that District 2 make copies of the Area Handbook available to District Officers and all General Service Representatives.

Purpose

The object of this Handbook is to provide continuing successful operation of a united effort of the groups in District 2.

To keep motions going forward by having them all in one document for easier access. For anyone new to service in hope to help clarify the purpose of district committee meetings.

A.A.'s DECLARATION OF UNITY

This we owe to A.A.'s future"
To place our common welfare first;
To keep our fellowship united
For on A.A. unity depends our lives,
And the lives of those to come.

District 2

District 2 is autonomous, with a responsibility to its member groups to participate in the District, and the Area, according to the AA Service Manual. The AA Service Manual describes several ways for the district to contribute to the growth and well being of its groups.

The District Committee is comprised of the GSRs representing each Group in District 2 and the following District Officers:

District Committee Member
Alt. District Committee Member
Secretary-Treasurer
Treatment
Literature
CPC/PI
Assembly & Roundup (if needed)
Telephone (if needed)
Entertainment (if needed)
Grapevine (if needed)
Workshops (if needed)
Meeting List (if needed)
Archivist (if needed)
Technology (if needed)

Section I - District Meetings

District 2 Committee meetings are to be held on the last Wednesday of the month at 6:30 pm at the North End room.

In the event that this falls on a holiday, or another service function, the district will vote on a new date.

No District meetings to be held for the months of July, August and December. If something arises, the District Committee Member can call a meeting.

All District Officers and GSR's shall attend the monthly District meeting, and give reports on their respective committee activities.

Section II - Elections and Rotation of Officers

District Officers are elected for a two-year term at the October District meeting of odd-numbered years in accordance with the A.A. Third Legacy Procedure as outlined in the *A.A. Service Manual*.

Rotation of District officers takes place at a transition meeting, which will take the place of the regular monthly meeting at the end of November. Newly elected district officers and GSR's shall, at this transition meeting, assume the roles they have been voted to. Officers officially take on their role on January 1st of even-numbered years.

If feasible, this transition meeting should include a workshop for new incoming and District Officers & GSRs.

Section III - Voting Members / Elections

District Committee Chairs', Officers and GSR's (or their alternate in the absence of the GSR) can vote on District Elections. One vote per person regardless of positions held; DCM to vote only when there is a tie.

The DCM should ask a previous DCM, who does not have a vote, to attend and to run the elections.

No reports are given at Election meeting unless necessary. Any district notices of motion that are to be voted on, will take place before the elections.

Section IV - Business Meetings

Agenda Format:

- Welcome and moment of silence followed by Serenity Prayer
- Reading of 12 traditions
- Last meeting minutes
- District Reports:

DCM	Alt DCM
Treasurer	Womens Corrections
Mens Corrections	Treatment
Literature	Pi/CPC
Grapevine	Meeting List
- Group Reports
- Old business: issues previously addressed but not resolved
- New business: issues on agenda and/or issues brought forward
- Close by accepting all reports, announcing next meeting and stand for Responsibility Pledge

- Other financial decision needs to be made as a motion and voted on. This also goes for DCM's expenses when attending Area functions

Notes:

- All District Officers and GSR's shall attend the monthly District meeting, and give reports on activities.
- DCM to start meeting with general meeting guidelines they have decided to adapt from Robert's Rules of Order. For example: raise hand to have floor, no cross talk, etc.
- Each person may speak for two minutes on new/old business and motions.
- No one may speak for a second time on a topic until all who wish have spoken a first time.
- Voting on Motions are by show of hands
- After voting is done, the minority gets the opportunity to speak. A motion to reconsider a vote must be made by a member who voted with the winning side, seconded by anyone.

Section IV - District Officers and Their Responsibilities

District Committee Member (DCM)

The DCM is the link between the group's GSRs and Area Delegate. The DCM is exposed to the group conscience of its district and can pass on the district's thinking to the Delegate and Area committee.

- Keep the Alt DCM fully informed
- Book, attend and chair all district meetings. Keep GSRs informed of the District and Area activities and information
- Attend Area Pre-Conference, Assemblies and Sharing Session
- Collect and submit forms to Area Registrar (change of GSR, new group form)
- Take part of organizing workshops and/or sharing session on service activities
- Bring Tradition problems to the Delegate's attention

Qualifications: has served as GSR (if GSR when nominated - must be willing to resign if appointed. If newly elected GSR member does not qualify).

Have at least 4 years of sobriety. Must have time and energy to serve the district well. Be willing to serve two-year term and carry out responsibilities.

Alt DCM

- The Alternate DCM serves in the absence of the DCM and is expected to be prepared to assume these duties
- To attend all district meetings
- If necessary, keeps track of time during discussion, keeping discussion to 2 minutes per speaker

- Give updates on upcoming activities in district and area

Qualifications: has served as GSR (if GSR when nominated - must be willing to resign if appointed). Have at least 4 years of sobriety. Must have time and energy to serve the district well. Be willing to serve two-year term and carry out responsibilities.

Secretary\Treasurer & Alt.

- The primary responsibility of the Secretary-Treasurer is to take minutes at district meetings and gather reports. The minutes should be sent out prior to the next meeting.
- Maintain an up-to-date distribution list of GSR and District committee and officer members
- Have minutes and agenda printed and available at District meetings
- Provide archivist with a copy of the minutes
- Send out district agenda and any other AA related documents sent by DCM
- The District Treasurer is responsible for receiving group contributions, pay bills, maintain financial records and give report at District
- Make out district related cheques and receipts
- Maintain accurate record of District's financial condition including committee budgets and bookkeeping for the District
- Check Post Office Box regularly

Qualifications: two years sobriety, attend all district meeting, helpful to have bookkeeping skills and basic computer

(Alt - take on responsibilities when treasurer is unavailable. Be willing to take on position if needed.)

Telephone & Alt.

- The District Telephone chair is responsible to updating the telephone binder material as needed' including Twelve Step contacts, volunteers and other contacts for Al-Anon and other districts
- Organize workshops and be available for information sessions at regular AA meetings
- Assure that the budget meets its financial responsibilities
- Reroute information when necessary to other committees
- Maintain telephone equipment

Qualifications: two years sobriety, willing to carry out duties for two years

(Alt - work with Chair to keep updated list, be available when Chair isn't for answering any questions that may come through phone line. Be willing to take on position if needed.)

Women's and Men's Corrections & Alt.

- The Corrections Chair's main responsibility is to bring AA meetings into provincial jails and encourage volunteer participation

- Maintain and update volunteer list of members
- Have a schedule of two members to go into the weekly jail meeting on designated evenings
- Chair should be available to go in if someone cancels last minutes. If a meeting gets missed or cancelled, the Chair is responsible to contact Detox ahead of time if possible (last resort)
- Keep district informed
- Be willing to co-ordinate meeting if the need arises within the district (ie: new treatment Centre, request for a patient at hospital)

Qualifications: two or more years of sobriety, desire and ability to organize AA meetings in treatment settings, have an understanding of working with the Professional community, willing to serve two years and carry out duties

(Alt - work with Chair to help find volunteers and to schedule. Be willing to take on position if needed.)

Public Information (PI)/ Cooperation with the Professional Community (CPC)

- Receipt PI Workbook from previous Chair or GSO
- Recruit committee members, meet regularly for focus of PI goals to our community
- Budget available for pamphlets and other PI materials to reach goals
- Carries the message by getting in touch with: media, schools, clergy, senior centers, libraries, hotels, hospitals, general public and AA fellowship
- Receive CPC kit and pamphlets from previous chair or GSO
- Work with one group of professionals at a time
- Make a list at committee level and reach out
- Have professional meeting, presentations, literature

Qualifications: Previous GSR, two or more years of sobriety, have time and energy to commit, leadership skills and willing to serve two years

Grapevine

- The Grapevine Rep's primary job is to make the magazine available to the group and encourage AA's to: read it, subscribe to it and write for it.
- Have copies of the magazines available and displayed at meetings
- Announce arrival of new issues and publication of new items
- Encourage individual and group subscriptions
- Stock Grapevine items on literature table
- Encourage members to submit articles/stories

Qualifications: two or more years of sobriety, willing to serve for two years and carry out responsibilities

Treatment & Alt.

- The Treatment Chair's main responsibility is to bring AA meetings into institutions such as Detox, hospitals, and any other institution that may want our services. Will also encourage volunteer participation
- Maintain and update volunteer list of members
- Have a schedule of groups\members to go into said institutions on designated evenings
- Chair should be available to go in if someone cancels last minutes. If a meeting gets missed or cancelled, the Chair is responsible to contact the institution ahead of time if possible (last resort)
- Keep district informed
- Be willing to co-ordinate meeting if the need arises within the district (ie: new treatment Centre, request for a patient at hospital)

Qualifications: two or more years of sobriety, desire and ability to organize AA meetings in treatment settings, have an understanding of working with the Professional community, willing to serve two years and carry out duties

(Alt - work with Chair to help find volunteers and to schedule. Be willing to take on position if needed.)

Assembly & Roundup

- Create feasibility study for assembly and\or sharing session bids, to be presented by DCM to Area 81 for consideration
- Assemble a committee of volunteers for any assembly or sharing session hosted by District 2
- Chair all committee meetings
- Keep accurate track of expenditures and income
- Present a balanced budget at end of hosted assembly or sharing session
- Disburse any profit realized between District 2, Area 81, and General Service Office (GSO). Normal split is 60% Area 81, 30% District 2, 10% GSO. The Assembly & Roundup Committee members may vote to split differently, if they feel there is a need, but must ensure that the split is 3 ways.

Qualifications: Two years or more of sobriety; desire and ability to organize large events; willing to work with public; willing to serve position for two (2) years, and fulfill duties as described above.

Workshops

- Workshop Chair's primary job is to conduct workshops at District based on need/request, also to attend group business meetings or to meetings for conducting workshop upon request
- Conduct workshops on topics that come down from Area
- Ask District topics they would like to discuss as a Workshop
- Offer service to groups to conduct information at business meeting or workshop at their group

Qualification: two years sobriety, background in Service work, willing to do research using AA approved literature, keep district informed and willing to serve for two years

Meeting List

- The Meeting List Chair's primary job is to keep District 2's meeting list updated
- When a change of group's information or a group begins/closes, this gets updated in the meeting list. When change is complete, the new version gets sent to the Area Webmaster to upload on Website
- Printed meeting lists to be available at District meetings

Qualifications: have two years of sobriety, have a computer and computer skills an asset, willing to serve two years and carry out responsibilities

Technology (Web)

- The Technology chair should sit on the PEIAA Web Committee as the representative of District 2
- Ensure that the Web Committee adheres to Guidelines created by said committee
- Relay any concerns District 2 may have to the PEIAA Web Committee
- Relay any concerns he\she may have concerning Web Committee to District for discussion
- Provide monthly reports to the district

Qualifications: must have 2 years of sobriety; web design or similar computer skills an asset; must be willing to commit 2 years and carry out responsibilities

Section V – Expenses

- District 2 should, where possible and upon receipt(s), reimburse District Officers, or their alternates, for any expenses incurred when conducting district business. This includes, but is not limited to copying, stamps, paper etc.
- District 2 should, where possible and upon receipt(s), re-imburse the District 2 DCM, or their alternate, for expenses occurred during attendance at Area Assemblies. This includes registration, accommodations, mileage, bridge, and meals. The mileage rate, if any, should be at the rate determined by Area 81
- District 2 should give consideration for DCM, or their alternate, to attend CERAASA (Canadian Eastern Region of Alcoholics Anonymous Service Assembly) and the Eastern Canada Regional Forum. These two (2) events should be voted on well in advance of the event, so that arrangements can be made for attendance.
- District 2 shall pay, if required, rental fee for monthly District meeting, to help defray expenses (coffee, pop, water, etc).

- District 2 should pay for any workshop hosted by District 2. District 2 also has the right to charge a nominal fee to defray costs of any workshop, to a maximum charge of \$20 per participant, for each event. In lieu of fees, District 2 can decide to take a collection.
- District 2 shall, when hosting an Area 81 Assembly or Sharing Session, give the Roundup Committee a start-up fund of no less than \$150.00 to cover initial expenses. This start-up fund will be reimbursed to District 2 after all other expenses have been paid.