**Kawartha District 86 – Operating Procedures**

The object of this operating procedure is to provide for the continuing successful operation of a united group effort in the Kawartha District. There can be no rules or organization in AA other than what we choose to impose upon ourselves. This operating procedure sets out what the groups have agreed upon, not what anyone commanded them to do.

The Kawartha District Committee hereafter will be referred to as the Operating Committee. The intention of the Operating Procedure is not to override or change any policies in the AA service manual.

It is hoped that every member will obtain a copy of the Operating Procedures at the earliest opportunity. This will enable you to acquaint yourself with the working of your Operating Committee and the part you and it play in AA affairs.

**Kawartha District Operating Committee**

Members and Qualifications (voting members)

1. The Operating Committee shall consist exclusively of members of Alcoholics Anonymous in good standing, duly delegated and authorized to represent their respective groups in management and operation of the affairs of AA in the Kawartha District. Each group shall be entitled to have one member and such members shall be known as General Service Representatives (GSR). For this purpose it is suggested the member should have two years continuous sobriety. Should sobriety not be maintained, such member shall immediately be replaced by his/her group.
2. Their group shall elect a GSR and Alternate for a two-year term. Elections to be held in September of even numbered year. Term to commence January 1 of odd numbered year. Each group shall notify the Operating Committee Secretary of the name of the GSR and Alternate elected no later than the October District Meeting in each election year.
3. It is suggested that when a GSR is elected to the office of Chairperson, the Alternate GSR become their group’s representative and a new alternate is voted in.
4. A GSR may not represent more than one group.
5. Only Members of a registered group within the District are entitled to vote.

Duties of Elected Officers (non-voting members)

1. District Committee Member (DCM)

The DCM and Alternate DCM must have served as a past or present GSR in the Kawartha District. The DCM is subject to the control of the Operating Committee, shall chair all District Committee meetings and perform such duties as are incidental to the office. The DCM shall be a member ex-officio of all Sub-Committees. Shall counter-sign all cheques issued by the Treasurer.

1. Alternate District Committee Member

Shall assume the duties of DCM in the event of the DCM’s absence and shall act as Liaison Officer between the Operating Committee and such Sub-Committees as the DCM may designate.

1. ***Secretary/Registrar***

The Secretary shall keep all files in good order and record minutes of all Operating Committee Meetings. Shall do any work designated by the DCM. The Secretary shall refer all matters dealing with the various Sub-Committees to respective Chairpersons. All reports and announcements given to the Secretary shall be in writing. All the Minutes will be marked Confidential and group names will be included. The outgoing Secretary will leave all files at the AA Office.

***As Registrar, shall be responsible for compiling and updating the District records and group registrations, forwarding all changes to the Area Registrar, Secretary and the General Service Office as well.***

Duties of Elected Officers (non-voting members) (continued)

1. Treasurer

Shall collect and record all monies from the groups. The Treasurer shall submit a yearly financial forecast. Shall issue all cheques and maintain record of payments. Shall make a monthly report to the Operating Committee and submit a balance sheet and statement at the end of each year. The outgoing Treasurer to give all documents to the incoming Treasurer. Two Auditors are to be selected by the incoming Committee in January to do a bi-annual review.

**Meeting of the Operating Committee**

1. The Operating Committee shall hold regular monthly meetings and such special meetings as may be called at the discretion of the DCM for any special purpose.
2. At all meetings, the members of the Operating Committee, remembering that they represent the group conscience, may make recommendations as they deem proper for consideration and action of the Committee and shall keep their respective groups advised of the work of the Committee.
3. Changes in the Operating Procedures may only be made by a Notice of Motion by a group representative and must be given in writing at the regular monthly meeting of the Operating Committee.
4. The Operating Procedure may only be amended or superseded by a 2/3rd majority vote of the Operating Committee members present, guided by their respective group’s conscience. Such vote to be taken at the regular meeting following the Notice of Motion.

**Sub-Committees (non-voting)**

The Operating Committee shall elect Chairpersons of the following Sub-Committees: Public Information, Cooperation with the Professional Community (PI/CPC); Corrections; Treatment; Accessibilities; Conference; Intergroup; Grapevine; Self-Support; Archives; Special.

General Responsibilities

1. Chairpersons of Sub-Committees shall be elected for a two-year term with exception of the Conference Chairperson and the Chairperson of Special Committees.
2. Chairperson of any Sub-Committee reporting to the District table has at least two years of continuous sobriety.
3. The Chairperson of each Sub-Committee shall work in liaison with the members of the Operating Committee.
4. The Chairperson of each Sub-Committee shall be responsible for maintaining the policy set forth by the Operating Committee as a whole.
5. The Chairperson of each Sub-Committee shall appoint additional members to effectively carry out the responsibilities of the Committee.
6. The Chairperson and Members of all Sub-Committees shall be members of Alcoholics Anonymous in good standing as per service manual.
7. Chairpersons of Sub-Committees are responsible for following the direction and guidance of respective Handbooks and AA Guidelines.
8. Chairpersons are responsible for obtaining and distributing literature.
9. Chairpersons of Committees are responsible to attend District Meetings and submit a written report to the Secretary.
10. Chairpersons and Elected Officers shall submit a yearly budget no later than the February District Meeting.
11. Chairpersons shall provide receipts to be reimbursed for expenses incurred while attending the Area Assembly, providing funds are available.

Specific Sub-Committee Responsibilities

PI/CPC

Webmaster (PI/CPC Committee Member)

The guidelines and qualifications for a “Webmaster” position should be the minimum suggested for the District GSRs. The person should be an AA member in good standing with at least two years of continuous sobriety, elected/appointed by the PI/CPC Committee to which the person should report. The Webmaster only would make changes of a major nature to the local web page as directed by the PI/CPC Committee after all such major changes had been confirmed by the District Table. The exception would be making changes/corrections to the meeting lists for such things as the time, place, etc. The term would be in step with the two years of the elected PI/CPC Chairperson.

Conference

1. This Sub-Committee will be comprised of at least six members.
2. The Chairperson of this Sub-Committee will be elected annually in October and will have a minimum of two years continuous sobriety.
3. Whenever possible, two members will have served as members of the Committee the previous year.
4. A Member of the Committee shall not serve on any more than two consecutive Conference Committees. Chairperson shall not chair consecutive Conferences.
5. This Sub-Committee is responsible for planning, administration and execution of the Annual Kawartha District Conference.
6. At the completion of the Annual Conference, a full report, including recommendations and a financial statement, will be presented to the District Operating Committee no later than the September meeting. The outgoing Conference Committee will transfer the set advance to the next Conference Committee. All monies in excess of the set advance will be returned to the District Treasurer and the final approval for distribution will be the responsibility of the Operating Committee.

Self-Support

Shall be responsible for informing the groups how to be fully self-supporting by the voluntary contributions of their own members of money and time at all levels (i.e. Sponsorship, Service work and our Spiritual way of life).

Archivist

Shall collect, catalogue, and maintain records and documents relative to the history of AA in the Kawartha District.

**Elections**

1. The minutes of the August District Meeting will announce the positions to be filled.
2. Nominations will be called at the September District Meeting.
3. All nominees are required to be in attendance or submit a letter of acceptance to the DCM.
4. Elections will take place at the October District Meeting.

**Who Votes?**

The GSR or the Alternate GSR or a Group Designee is eligible to vote.

**Individual Contributions -** District 86 accepts contributions from individual members with appropriate safeguards to ensure contributions are from AA members only and do not exceed a maximum of $1,000 per year**.**

**Bequests In Wills -** District 86 accepts Bequests in Wills only from members of Alcoholics Anonymous. The limit for such bequests is five thousand dollars ($5,000) and must be on a one-time-only basis and not in perpetuity**.**

Kawartha District Operating Procedures – Reviewed, updated and approved August 2003 General Service Meeting.

Amendment - Reviewed, updated and approved September 10, 2006 General Service Meeting

Amendment – Reviewed, updated and approved January 6, 2008 General Service Meeting

Amendment - Reviewed, updated and approved August 9, 2009 General Service Meeting

Amendment - Reviewed, updated and approved October 14, 2012 General Service Meeting

Amendment - Reviewed, updated and approved December 4, 2016 GeneralService Meeting

Amendment – updated in accordance with January 8, 2023 District 86 Meeting Minutes