

Barrie and Area Intergroup
Structure and Operating Procedures
June 09, 2023

BARRIE AND AREA INTERGROUP
STRUCTURE AND OPERATING PROCEDURES

ACCEPTED JUNE 09, 2023

Election procedure added August 9, 2019

Update to Social Functions Float October 22, 2019

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Purpose

The purpose of the “Structure and Operating Procedures” is to provide guidelines, which allow the groups in Barrie and Area to operate in a unified manner. There can be no rules in Alcoholics Anonymous, other than what we choose to impose on ourselves. The procedures set out what the groups have agreed upon and not what anyone else commanded them to do. All provisions of the Operating Procedures and all actions of the Barrie and Area Intergroup Committee out to conform to the principles of the Twelve Traditions and Twelve Concepts and adhere strictly to the primary purpose of Alcoholics Anonymous – **TO CARRY THE MESSAGE TO THE ALCOHOLIC WHO STILL SUFFERS.**

Intergroup Responsibilities

1. Operate Intergroup Office.
2. Maintain the A.A. listing in telephone directories and A.A. website.
3. Maintain a 12 Step Volunteer List.
4. Respond to correspondence where necessary, or direct correspondence to the appropriate District Committees.
5. Serve as a communications centre for participating groups and meetings by providing:
Current Meeting List
AA Website
6. Sponsor and Arrange any joint activities the Member Groups may want:
 - Spring Round Up
 - Gratitude Dinner
 - New Year’s Dance
7. Maintain a supply of A.A. Literature and Medallions for the Groups.

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8. Cooperate with the District General Service Committee to prevent duplication of activities and to ensure that the necessary work of the fellowship is ongoing.

Structure

The Intergroup Officers are elected by the Intergroup Representatives and hold office for a two-year term from January 1st to December 31st. Elections for Intergroup Offices to be held 3 months prior to assuming the positions, of the 2nd year term. Wherever possible, all nominees for office will be from current Intergroup Representatives.

Election Procedure is contained on Page 11

Intergroup Officers listed in order of election:

- **Chairperson (Minimum 3 years sobriety, previous intergroup committee experience suggested)**
- **Alternate Chairperson (Minimum 2 years sobriety)**
- **Treasurer (Minimum 2 years sobriety)**
- **Secretary (Minimum 2 years sobriety)**
- **Central Office Coordinator (Minimum 2 years sobriety)**
- **Literature Chairperson (Minimum 2 years sobriety)**
- **Webmaster (Minimum 2 years sobriety)**

Any Intergroup Officer who misses 3 meetings or have been unable to fulfill their duties with a Calendar year will be asked to resign their position.

Social Functions Committee – Made up of at least a Chairperson, Alternate Chairperson, Secretary and Treasurer. When possible, committee members rotate through all positions to Chairperson. Normal length of office for each position is one year. Rotation occurs after Spring Round Up.

Intergroup Representatives and Alternates – Elected every two years through their own groups elections. It is suggested to have one Representative and one Alternate Representative from each group.

The Intergroup / Central Office Committee – Shall consist of the Chairperson, Alternate Chairperson, Secretary, Treasurer, Central Office Coordinator, Literature Chairperson and Webmaster. All Intergroup Officers shall be eligible to serve for two (2) consecutive two (2) years terms i.e. 4 years.

Responsibilities and Duties

Chairperson:

Responsible for conducting meetings of Intergroup. The Chair, with the assistance of the Intergroup Committee, is responsible for the preparation of the agenda for all Intergroup Meetings and its distribution to Intergroup Committee Members and intergroup Representatives 2 days prior to the meeting.

Coordinate all matters and communications connected with the business of Intergroup and the forwarding of information to the Intergroup Officers, when necessary.

Assist the Alternate Chair to learn the duties, scope and responsibilities associated with the Chair's function.

Work closely with the Social Functions Committee by attending committee meetings and assisting wherever possible.

Take on responsibility to educate Barrie and Area Groups and Meetings of the need to help support Intergroup in its work of spreading the message of A.A. to other suffering alcoholics.

Attend Area Assemblies twice a year (Expenses to be paid by Intergroup).

Alternate Chairperson:

Attend all meetings – regular or otherwise. Responsible for the Twelve Step Telephone Answering List with the assistance of the Group Representatives, and ensure the List is up to date. Be prepared to work with the Chair in order to learn the necessary duties and responsibilities.

Persons for Twelve Step List should have a minimum of 1 year sobriety, and will take 1 other person with a minimum 2 years sobriety on Twelve Step calls.

In the absence of the Chair, the Alternate Chair will conduct the monthly meeting and handle any issues where necessary.

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Responsible to set up Workshops on Twelve Step work in conjunction with the Office Coordinator.

Serve as liaison for the Intergroup to the District and attend all District Meetings.

Secretary:

Responsible for recording the minutes of the Intergroup Meetings and following review by Chairperson, distributing the minutes within 2 weeks of the Intergroup Meeting to the Committee and Representatives.

Inform the Webmaster of any pertinent information, such as Workshops, Conventions and Conferences.

Keep a Motion Book to record all motions passed by Intergroup.

Get Mail and distribute and answer mail when appropriate.

Maintain the Intergroup committee directory.

Maintain the Intergroup files at the Central Office.

Treasurer:

Responsible for the receipt and dispersal of all money belonging to the Barrie and Area Intergroup (with the exception of Social Functions Committee money). All money to be deposited in a Chartered financial institution. The Treasurer requires a second signature, by the Chairperson or Literature Chairperson, on all cheques. Under no circumstances Etransfers out of the intergroup bank account are to be made without the consent of intergroup.

Responsible for submitting a monthly statement on a standardized reporting document approved by Intergroup Committee. The document will include a statement of Income and Expenses for Barrie and Area Intergroup. For comparative purposes, the previous year's statistics will be included with current month and year to date statistics. No individuals' names will be recorded in accordance with Tradition Twelve.

The fiscal year is from January 1st to December 31st.

The Treasurer shall prepare and present an annual projection of income and expenses for the review and approval of the Intergroup Committee. This presentation shall be made at the February meeting each year.

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An auditor(s) within the fellowship, appointed by Intergroup Officers will audit the books prior to any succeeding Treasurer commencing office.

Contributions by Non A.A. members are not to be accepted.

Central Office Coordinator:

Responsible to coordinate the activities of Central Office and the Telephone Volunteers. Telephone Volunteers are to have a minimum of 1 year sobriety. It's suggested that new volunteers sit with existing volunteer for 2 shifts before commencing duties.

Work with the Intergroup Officers to ensure that the telephone volunteers are fully briefed on telephone techniques and the purpose of the office.

Responsible for the efficient operation and maintenance of the office, and responsible for supplies to operate office.

Literature Chairperson:

Chairperson to develop a literature committee to assist in sales of literature, pamphlets and medallions.

Maintain a reasonable amount of A.A. inventory – books, pamphlets and medallions.

Record the sales in a receipt book and provide a receipt to the group. Maintain the Inventory Sheet for all sales.

Submit money from Sales to the Treasurer on a regular basis.

Complete an order form for literature and medallions, when necessary, and forward to the Treasurer.

Take inventory on a regular basis, every three (3) months.

Social Functions Committee:

Responsible for the social functions of Intergroup.

Although the actual committee is composed of a Chairperson, Alternate Chairperson, Secretary and Treasurer, additional committee members are asked to join as needed for special functions.

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The Social Functions Treasurer is responsible for the receipt and dispersal of money for each social function. The money is to be deposited in a Chartered financial institution. The Social Functions Treasurer requires a second signature by the Social Functions Chairperson on all cheques. The Social Functions Committee will maintain a balance of not more than \$1,500.00. Money is transferred to the Intergroup Treasurer not later than one month after a function; to bring the balance back to \$1,500.00.

The Intergroup Social Functions Committee is a subcommittee of the Barrie and Area District Intergroup and is responsible to Intergroup.

Webmaster:

Webmaster must be competent to ensure the website is staying current with all available technology.

Post medallions and birthdays in a timely manner when requested.

Ensure web hosting provider is paid on time.

Answer emails from users asking for help, meeting information and general inquiries. Redirect incoming emails to appropriate recipients.

Evaluate suggestions from users and confer with web administrators in other districts.

Ensure that the site does not lose focus on our primary purpose, to help the still suffering alcoholic.

Set up Meeting Lists, keeping all update and current information. Set Meetings to be able to go to Google Maps for Locations.

Intergroup Representative:

- a) Make known the wishes and concerns of their group.
- b) Report to their group the activities, decisions and finances of the Intergroup Committee.
- c) Provide an updated list every three months of group members who would like to be Twelve Step Volunteers.
- d) Provide an updated list every three months of group members who would like to be telephone volunteers.
- e) Assist with any subcommittees or task groups for Intergroup when asked.

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- f) Ensure that the Group Contributions are paid up to date.
- g) Provide the Webmaster all necessary information on Anniversaries, Birthdays or Special Events to be celebrated by their Group if they wish to do so.
- h) In the event that their group does not have a Literature Representative, they must ensure that their group gets literature.
- i) If possible, the Intergroup Representatives should have a minimum of one year continuous sobriety.
- j) If the Intergroup Representative cannot attend the monthly meeting of Intergroup, the Alternative Representative should attend, or an appointed member from their group.
- k) Both the Group Representative and Alternate must give their Name, Phone Number and Group Name to the Secretary.

MEETINGS

The Intergroup Committee shall meet monthly and the meetings shall be held at a time agreed upon by the Intergroup Committee. These meetings shall be known as Barrie and Area Intergroup Meetings. The Regular Intergroup Monthly Meeting is held on the second Friday of each month at 7:00 p.m.

Intergroup Meetings may be called by a Chairperson in the case of an emergency or at the request of two-thirds of the Intergroup Committee. At all times, the members of Intergroup shall be advised of meeting well in advance and notified of the agenda or reason for the meeting.

MOTIONS AND MOTIONS FOR CONSIDERATION

All motions at the Intergroup Committee Meeting shall be verbal and require a seconder. All motions shall require a two-thirds majority (of members present at the meeting) to be carried unless otherwise agreed upon by the Intergroup Committee. Dissenters should have the Right of Appeal and Petition pertaining to the motion.

All motions from Groups for consideration should be voice at the Intergroup Meeting and these motions for consideration should be written down on the Monthly Agenda by each Representative and reported back to their own Group at their next Business Meeting. Then the Representative can bring back the Intergroup Committee their Groups' conscience pertaining to the motion for consideration.

SUBSECTION II – Amendment or Revision of the Procedure;

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Proposals for amendment or revision of the Barrie and Area Intergroup Structure and Operating Procedure may be made by Notice for Consideration by one of the following:

- a) Approval at Any Group Business Meeting
- b) Recommendation of the Intergroup Officers

All amendments must be received by the Intergroup Chairperson 30 days prior to the Intergroup meeting where it will be presented to the group representatives to be taken back to the groups.

Any amendment or revision of the Barrie and Area Intergroup Structure and Operating Procedures shall require a two-third majority vote of the group representatives attending the Intergroup Meeting.

The Barrie and Area Intergroup Structure and Procedure shall be reviewed in the middle of the Second year term. The Intergroup shall appoint a committee for this purpose (no Intergroup Sitting Member can be on this Committee).

VOTING PRIVILEGES

Only Intergroup Representative or Appointed Representative shall be considered eligible to vote on all motions brought before the Intergroup Committee for decision on Group Conscience matters. Each group has only **one vote**. Alternates (or appointed Member of the Group) vote only if the Representative cannot be present.

The Chairperson votes only to break a tie.

INTERGROUP OPERATING FORECAST

An auditor(s) within the fellowship, appointed by Intergroup Officers will audit the books prior to any succeeding Treasurer commencing office.

Prior to any donations outside of Intergroup, the Committee will review the Operating Forecast.

Intergroup will work towards a six month prudent reserve of operating expenses. Operating expenses include office rent and expenses, telephone and advertising.

APPENDIX "A"

1. Barrie and Area Intergroup – New Group Information Form.
2. Barrie and Area Intergroup – Representative and Alternate Information Form.
3. Barrie and Area Intergroup – Motion Form.

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These Guidelines have been read by each Group in the Barrie & Area Intergroup and have been accepted as the “Structure and Operating Procedures” of the Barrie and Area Intergroup.

Date of Acceptance: June 09, 2023

Election Procedure motion was carried on August 9, 2019.

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ELECTION PROCEDURE

1. The Chairperson to call for the Election under Old Business.
2. The Chairperson is to read the qualifications and duties of the position to the membership.
3. The Chairperson to explain the Election Procedure using the Third Legacy or the Simple Majority found in the Service Manual. If the Simple Majority is accepted, the Chairperson is to ask for a motion to be put on the floor, mover and seconder.
4. The Chairperson to turn the meeting over to the Secretary for Roll Call starting with the Committee to see if each person wants to stand for the position; continue this process with Subcommittee and Intergroup Representatives. After Roll Call, ask the membership for nominations from the floor. A person who wants to stand and is not in attendance at the meeting must submit a letter of intention to stand in order to be nominated.
5. Once all nominations are received, the Chairperson asks each person to give a brief history of their service.
6. The Election may proceed by ballot if two or more people are standing for the same position.
7. Only the Intergroup Representative can vote. The Alternate Representative can only vote if the regular Intergroup Representative is not in attendance at the meeting.
8. Ballots are then collected and counted by two members of the Subcommittee appointed by the Chairperson.
9. Each person standing for a position has the right to appoint a Scrutineer to oversee the ballot counting.
10. If the results come back in a tie, the Chairperson may break the tie by putting the names into a hat and drawing one to be the successful candidate.

This information has been collected by looking at several Intergroup Office SOPs in Canada and the United States.