



Alcoholics Anonymous

Greater Vancouver Intergroup - Vancouver BC

**INTERGROUP
OPERATING
PROCEDURES
AND GUIDELINES**

2019

FOREWORD

In 1982, a group of long-time sober members of Alcoholics Anonymous in Vancouver, involved at the time in the organization then called “Intergroup”, presented a set of Procedures and Guidelines to the members. Following a group conscience, these were adopted and for many years were the foundation for guiding relationships within the fellowship.

On November 3, 1989, the Vancouver and Lower Mainland Intergroup Office Society (the “Society”), was formed and registered with the Government of British Columbia. In addition to the following set of Operating Procedures and Guidelines, the Society is bound by the Constitution and Bylaws filed, as required by governing legislation, with the Province of British Columbia as amended from time-to-time.

In 1999, an ad hoc committee of the Vancouver and Lower Mainland Operating Committee (a name change to Greater Vancouver Intergroup took place in 2000) was formed to review the Operating Procedures and Guidelines in order to, amongst other things and most notably, align them with current law and practices affecting the status of the Society employees and the liability of members, committees and groups providing service to alcoholics and those charged with their care. The Intergroup Operating Procedures and Guidelines, presented by this ad hoc committee, was adopted by the Greater Vancouver Intergroup in 2001. The document was amended in 2012 to include the Special Needs Committee procedures and guidelines. Over time and in conjunction with the former, an Employee Handbook was developed which has its own policies and a set form, process and composition for its review and update from time-to-time.

In 2015, a four-person ad hoc committee, ratified by Greater Vancouver Intergroup, was appointed and authorized by the Operating Committee to review the Greater Vancouver Intergroup Operating Procedures and Guidelines with a view to updating the document given the changing needs of both governance and the fellowship; codifying its relationships and interactions with the fellowship and other levels of service within the Alcoholics Anonymous structure; refining its committee structure, and their mandates, for ongoing outreach activities to broader Vancouver area community, and recognizing and anticipating changes in communications technology and related security issues. As the Personnel Policies/Employee Handbook is subject to a separate, distinct, and more regular process for review and change, it is now incorporated by reference in this document as being the definitive document for these important human resources matters.

The following document was adopted by the Greater Vancouver Intergroup after review by the registered groups in the Greater Vancouver Intergroup Service Area in a group conscience process in 2016. An 2018 edition reflected changes to the Finance Committee and the name change of the Accessibility Committee as approved by the Greater Vancouver Intergroup. This 2019 edition reflects various changes as put forward by the Human Resource Committee plus a change to the Intergroup Regular Monthly Meetings section as approved by the Greater Vancouver Intergroup.

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SECTION I

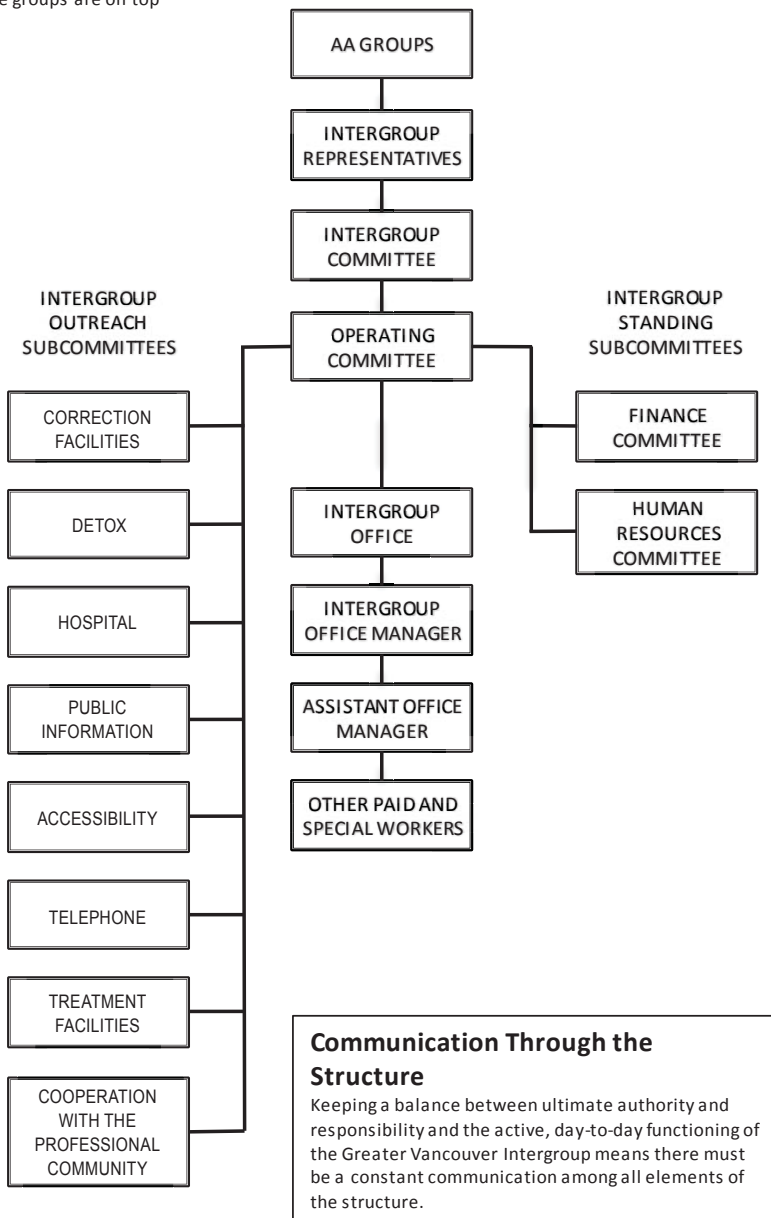
GREATER VANCOUVER INTERGROUP OPERATING PROCEDURES

The object of these operating procedures is to provide for the continuing successful operation of the Greater Vancouver Intergroup Society ("The Society") and to further the A.A. program in accordance with the Twelve Traditions and Twelve Concepts of Alcoholics Anonymous. These operating procedures set out what the groups have agreed to, not what has been imposed upon them.

THE INTERGROUP COMMITTEE

The Greater Vancouver Intergroup Service Structure

Alcoholics Anonymous has been called an upside down organization because, as the structure chart shows, the groups are on top



MEMBERS OF THE COMMITTEE

The Intergroup Committee shall consist of members of Alcoholics Anonymous duly elected to represent their respective groups as Intergroup Representatives, sitting members of the Operating Committee, outreach subcommittee chairs and a non-voting recording secretary. The Intergroup Committee provides direction in the management and operation of the affairs of A.A. in the Intergroup service area. The Intergroup service area will be defined by the Intergroup committee. Each member is entitled to one vote.

THE INTERGROUP REPRESENTATIVE

This is a position of responsibility. The Intergroup Representative shall keep the members of their group advised of the work of the outreach subcommittees, Intergroup, Finance and Operating committees. An Intergroup representative shall be elected by their group to a one-year term from date of election. For this position, it is suggested the member have at least one year of sobriety.

The Intergroup Representative encourages unity and participation of the groups in the Intergroup service area. This may include assisting Operating Committee members in visiting inactive groups within their zone as described in the duties of the Operating Committee member.

Each group shall notify the Intergroup office of the name and contact information of their Representative when elected.

If for any reason the Intergroup Representative cannot attend meetings of the Intergroup Committee, an elected alternate may represent the group and vote in their stead.

MEETINGS OF THE INTERGROUP COMMITTEE

The Intergroup Committee shall hold regular monthly meetings. Special meetings may be called at the discretion of the Operating Committee by giving notice in writing (including email, if requested by the group or Intergroup committee member) to all members of the Intergroup Committee of the time, place and agenda for any special meeting.

A quorum shall be defined as the Intergroup Committee members in attendance.

The Intergroup Committee holds an annual meeting not later than the last day of February. At the annual meeting, Operating Committee elections will be held as described in the Operating Committee Members and Qualifications section of these Procedures. The reports of the Operating Committee and its outreach subcommittees are given and these and other business of the Intergroup Committee shall be addressed.

At all meetings, the members of the Intergroup Committee represent the group conscience of all groups in the Intergroup service area their recommendations shall be carried out by the Operating Committee.

THE GREATER VANCOUVER INTERGROUP SOCIETY

The members of the Society shall consist of the Operating Committee. In compliance with the Societies Act of British Columbia, the directors of the Society shall be the Chair of the Operating Committee who shall act as the Executive Officer of the Society, the First Vice Chair of the Operating Committee who shall act as the Secretary of the Society, the Chairperson of the Finance Committee who shall act as Treasurer of the Society and the Second Vice Chair of the Operating Committee who shall be a Director of the Society. These Directors are the only authorized signing officers of legal documents on behalf of the Society.

The Annual General Meeting (AGM) of the Society shall be convened at the March meeting of the Operating committee at this time Society business will be conducted as required by the Societies Act of British Columbia.

THE OPERATING COMMITTEE

MEMBERS AND QUALIFICATIONS

The Operating Committee “The Society”, except for the provisions as to vacancies as described in this section, shall consist of ten members of Alcoholics Anonymous, including three Intergroup officers, six Operating Committee members and the Greater Vancouver Intergroup manager (if the Intergroup chooses to employ an Intergroup office manager). With the exception of the Intergroup office manager, these members shall be elected by vote of the Greater Vancouver Intergroup at the annual meeting or any special meeting called for that purpose after proper notice of such meetings has been forwarded to all groups. The Operating Committee Chairperson shall appoint a recording secretary who has no voice and no vote on the Operating Committee. All members of the Operating Committee shall have an equal voice and vote.

The elected members of the Operating Committee shall be members of Alcoholics Anonymous having served, past or present, as a Greater Vancouver Intergroup Representative or outreach subcommittee chair. It is suggested the member have at least two years of sobriety and preferably having served one full term on the Intergroup Committee. No member of the Operating Committee may serve as an Intergroup Representative or outreach subcommittee chair, other than non-voting interim chair, while holding a position on the Operating Committee.

The six members of the Operating Committee shall hold office for a term of one year. At the end of that term, Intergroup officers will be elected from this body and serve an additional one-year term. Operating Committee members not elected as officers may stand for re-election to the six-member Operating Committee for an additional one-year term. If not elected as an officer at the end of the second one-year term, their term shall be ended. No member of the Operating Committee shall be eligible for re-election upon expiration of their term on the Operating Committee until a further 24 months have elapsed.

Should a vacancy occur within the six-member Operating Committee within the first six months of the term, the Intergroup shall hold an election in a timely manner to fill the vacancy for the remainder of the term. Should a vacancy occur in the final six months, the remaining members shall continue with the reduced number so long as a quorum can be met.

Meetings of the Operating Committee shall be held monthly. Five members, including either the chairperson or a vice-chairperson, shall constitute a quorum.

In any matter where there is a perceived conflict of interest with any member of the Operating Committee, such member shall recuse themselves from discussion and vote pertaining to this matter. In addition, an officer may be removed from office as per the Societies Act of British Columbia.

An Intergroup Chairperson and First and Second Vice-Chairpersons shall be elected at the annual meeting of the Intergroup Committee from the current members of the Operating Committee. Should a vacancy occur in the office of the Intergroup Chairperson, the First Vice-Chairperson becomes Chairperson. Should a vacancy occur in the office of the First Vice-Chairperson, the Second Vice-Chairperson becomes First Vice-Chairperson. Intergroup officers' vacancies shall be filled by a currently serving member of the Operating Committee as chosen by the Operating Committee. That appointment will be subject to ratification at the next Intergroup meeting. The process for filling vacancies in a timely manner is outlined previously in this section.

Following the election at the annual meeting, the rotation of the newly elected committee will take place at the conclusion of old business during the March Operating Committee meeting.

RESPONSIBILITIES

CHAIRPERSON: This is a position of responsibility ensuring the smooth functioning of the Greater Vancouver Intergroup Society office, the Operating Committee, the Intergroup Committee and its standing committees and outreach subcommittees. By virtue of election to the position, the Chairperson is the Executive Officer of the Society and shall perform such duties as are incidental to this position. The chairperson shall ensure adherence to the Twelve Traditions, the Intergroup Operating Procedures and Guidelines and the Societies Act of British Columbia. If the need arises, the Chairperson shall appoint a governance advisor with knowledge of the Societies Act of British Columbia to aid them in carrying out duties relating to the Act.

As determined by the group conscience of the Intergroup body, the chairperson shall:

- preside at meetings of the Intergroup and Operating Committees.
- sit as a member of the Finance Committee.
- appoint a recording secretary for all meetings of the Intergroup and Operating Committees.
- familiarize themselves with the day-to-day functioning of the Intergroup office.
- act as a signing officer for the Society.
- review the bank statement, bank reconciliation and related documentation each month.

- ensure the Intergroup website and any other online content and functionality are reviewed no less than annually.
- ensure appropriate security measures are in place for the office, banking and Internet and have access to appropriate passwords.
- assign liaisons to appropriate subcommittees.
- encourage unity and participation of the groups in the Intergroup service area.

On completion of the term of office they shall continue to serve on the Finance Committee for an additional two terms.

FIRST VICE-CHAIRPERSON: This is a position of responsibility as this person takes on the duties of the Chairperson in his/her absence. By virtue of their election to the position, the first vice-chairperson is “the secretary” of the Society and performs duties as are incidental to this position.

As determined by the group conscience of the Intergroup body, the first vice-chairperson shall:

- act as a signing officer for the Society.
- attend monthly Operating and Intergroup committee meetings.
- attend meetings and act as liaison officer between the Operating Committee and such outreach subcommittees as the Chairperson may designate, and report the outreach subcommittee’s activities to the Operating Committee.
- fill vacancy of chair on such outreach subcommittees in a non-voting, interim capacity.
- ensure the outreach subcommittee follows the Twelve Traditions and the Intergroup Operating Procedures and Guidelines.
- act as liaison between paid staff and Operating Committee in their capacity as Human Resources Committee Chairperson. Report this committee’s activities to the Operating Committee.
- familiarize themselves with the Intergroup staff and their duties.
- encourage unity and participation of the groups in the Intergroup service area.

SECOND VICE-CHAIRPERSON: This is a position of responsibility as this person takes on the duties of the First Vice-Chairperson in his/her absence. This person serves as a Director of the Society and performs duties as are incidental to this position.

As determined by the group conscience of the Intergroup body the second vice-chairperson shall:

- attend monthly Operating and Intergroup committee meetings.
- attend meetings and act as a non-voting liaison officer between the Operating Committee and such outreach subcommittees as the Chairperson may designate, and report the outreach subcommittee’s activities to the Operating Committee.
- fill vacancy of chair on such outreach subcommittees in a non-voting, interim capacity.
- ensure the outreach subcommittee follows the Twelve Traditions and the Intergroup Operating Procedures and Guidelines.
- ensure Operating Committee members are assigned to a zone in the Intergroup service area. In order to better service the groups and provide better communication, the Intergroup service area will be divided

into six zones with an Operating Committee member as zone representative with the support of Intergroup Committee members. The geographic area covered by each zone will be reviewed at the beginning of each term and approved by the Operating Committee.

- encourage unity and participation of the groups in the Intergroup service area.

OPERATING COMMITTEE MEMBER: This is a position of responsibility. In addition to actively participating in the Operating Committee and as a member of the Greater Vancouver Intergroup Society will have the following responsibilities:

- attend meetings and act as liaison officer between the Operating Committee and such outreach subcommittees as the chairperson may designate, and report the outreach subcommittee's activities to the Operating Committee.
- fill vacancy of chair on such outreach subcommittees in a non-voting, interim capacity.
- ensure the outreach subcommittee follows the Twelve Traditions and the Intergroup Operating Procedures and Guidelines.
- take responsibility for a designated zone in order to encourage unity and participation of groups in the Intergroup service area. This may include visiting, or ensuring an Intergroup rep visits, inactive groups. Report these activities to the Operating Committee.
- attend monthly Intergroup meetings.
- encourage unity and participation of the groups in the Intergroup service area.

INTERGROUP COMMITTEES

The following shall be Intergroup's Standing Operations Committees:

Finance Committee
Human Resources Committee

In addition, the following Outreach Subcommittees of the Operating Committee are:

Accessibility
Cooperation with the Professional Community (CPC)
Correction Facilities
Detox
Hospitals
Public Information (PI)
Telephone
Treatment Facilities

Nothing in these Operating Procedures precludes the temporary combination or separation of the Outreach subcommittees listed above, as needs dictate and resources allow, on approval of the Intergroup Committee. Active subcommittees, or amalgamations thereof, shall cooperate or seek the cooperation of similarly tasked committees of BC/Yukon Area 79.

The Operating Committee may also authorize ad hoc subcommittees for any general or special purpose and may appoint the chairperson of such committee. The ad hoc subcommittee will report back to the Operating Committee.

STANDING OPERATIONS COMMITTEES

FINANCE COMMITTEE

This committee shall have three members including the current chairperson of the Operating Committee and the two immediately previous chairs, one of whom shall rotate off every year.

To ensure the functionality of this committee no fewer than two members are required, therefore, should any member of this committee be unable or unwilling to act, the committee shall fill the vacated position, in a timely manner, with a member who previously served on the Operating Committee. A previous member of the Finance Committee is ineligible to fill a vacancy until one year has elapsed from the end of their term. This appointment will be ratified by the Operating Committee and will be subject to ratification at the next Intergroup meeting.

The chairperson shall be the member in their third term (or their replacement) on the Finance Committee, and the vice-chairperson shall be the person in their second term (or their replacement).

The chairperson shall:

- be the Treasurer of the Society and shall perform such duties as are incidental to this position.
- preside at meetings of the Finance Committee.
- be the Intergroup treasurer and one of the signing officers.
- report to the Operating Committee and present the monthly cash flow statement to the Intergroup Committee.
- submit an annual budget forecast to the Operating Committee for review and approval prior to presentation to the Intergroup Committee for approval.
- ensure appropriate banking security measures are in place, including access to appropriate passwords.
- present to the Intergroup Committee an annual operating statement and balance sheet, reviewed by a certified accountant who is not a member of the Society.
- ensure that generally accepted accounting practices are being followed and oversee all leases, contracts, etc. on behalf of the Society.
- ensure all employees and signing officers, as well as members of the Operating Committee and the Finance Committee, are covered by liability insurance paid for by Intergroup.

The signing officers for cheques, on behalf of the Society, shall include chairperson of Finance Committee, chairperson of Operating Committee, the first vice-chairperson of Operating Committee and the Intergroup office manager. Two signatures shall be required.

At the discretion of the current signing officers a fifth person may be authorized by them to counter-sign cheques in the event there is any urgent need and only one of the signing officers is available. The person appointed shall be a member of Alcoholics Anonymous. Recognizing this is a position of delegated responsibility, great care must be taken in ensuring the person has the respect and confidence

of the designated signing officers. Ability of this person to be present at the Intergroup office on short notice is a requirement. This appointment will be ratified by the Operating Committee.

No cheques shall be pre-signed.

HUMAN RESOURCES COMMITTEE

This committee shall consist of the first vice-chairperson of the Operating Committee sitting as chairperson, the chairperson of the Operating Committee, the chairperson of the Finance Committee. A fourth member of the committee shall be chosen by the staff for a one-year term.

The fourth member of the committee shall act as liaison between the staff and the Human Resources Committee chair.

The chair of the committee shall act as liaison between the Human Resources Committee and the Operating Committee.

This committee shall conduct no less than annual performance appraisals of the Intergroup office manager having regard for the duties and responsibilities as enumerated in the Personnel Policies/Employee Handbook and amplified in these Intergroup Operating Procedures and Guidelines.

This committee shall establish and review terms and conditions of employment as well as maintain job descriptions for all employees as defined in the Personnel Policies/Employee Handbook and amplified in these Intergroup Operating Procedures and Guidelines.

Special workers will be appraised annually.

Any and all personnel information shall be kept in strict confidence.

OUTREACH SUBCOMMITTEES

Should any of the outreach subcommittees be unable to designate a chairperson, the Operating Committee liaison will fill the vacancy in a non-voting, interim capacity.

Chairpersons of all outreach subcommittees serve for a one-year term only, but may be reappointed for another one-year term at the discretion of the Operating Committee.

OUTREACH SUBCOMMITTEE CHAIRPERSON

This is a position of responsibility. For this position it is suggested the person have no less than one year of sobriety. This person will also serve as an active member of the Intergroup Committee with a vote and a voice.

In the spirit of cooperation, given the circumstance where there is overlap of responsibilities, the chairperson shall work with all other outreach subcommittees as well as various District and Area 79 committees.

The Outreach Subcommittee Chairperson shall:

- be elected by the outreach subcommittee and ratified (or dismissed) by the Operating Committee.
- become familiar with the specific duties of the outreach subcommittee and review workbooks and pamphlets relevant to the subcommittee work.
- preside at meetings of the outreach subcommittee, provide a written report and present the report to the Intergroup committee.
- appoint a recording secretary.
- ensure minutes are sent to the Intergroup office manager.
- liaise with the Intergroup office manager.
- encourage unity, participation and adherence to the Traditions.

ACCESSIBILITY COMMITTEE

The Accessibility Committee is responsible to explore, develop and offer resources, including literature, to make the A.A. message and participation in Alcoholics Anonymous available to anyone with special needs. Special needs includes, but is not limited to, the deaf and hard of hearing, the developmentally disabled, the mentally and physically challenged, including non-verbal, blind and partially blind A.A. members.

The outreach subcommittee shall meet regularly and encourage participation.

COOPERATION WITH THE PROFESSIONAL COMMUNITY COMMITTEE

In the spirit of cooperation without affiliation, the Cooperation with the Professional Community Committee (CPC) shall be responsible to develop and implement activities designed to provide information about A.A. to those who have contact with alcoholics through their profession. This group includes health care professionals, educators, members of the clergy, lawyers, social workers, union leaders, industrial managers, government officials, as well as those working in the field of alcoholism. Information is provided about where we are, what we are, what we can do, and what we cannot do.

This outreach subcommittee shall:

- provide training for members interested in CPC work.
- fill requests for A.A. speakers and/or panels for non-A.A. events.
- investigate ways to carry the A.A. message to those who have contact with alcoholics through their profession and to take action at the direction of the Operating Committee.
- ensure an adequate supply of Intergroup-approved literature is available for these purposes.

The outreach subcommittee shall meet regularly and encourage participation.

CORRECTION FACILITIES COMMITTEE

The Correction Facilities Committee shall be responsible for supplying chairpersons, speakers and literature in order to carry our message of recovery to alcoholics in correctional facilities.

The outreach subcommittee chairperson shall deal directly with institution staff and personnel who are responsible for the alcoholic. The chairperson is also responsible to facilitate clearance for members to attend meetings and to ensure compliance with each facility's policies.

The chairperson of this outreach subcommittee is responsible to ensure compliance with the policies of each correctional facility.

The outreach subcommittee shall meet regularly and encourage participation.

DETOX COMMITTEE

The Detox Committee is responsible to ensure the A.A. message is carried in the form of meetings and/or panel discussions in those detox centres wishing to have such meetings.

This outreach subcommittee shall:

- provide training for individuals and groups taking part in the work of the committee.
- maintain an Intergroup-approved literature supply for all detox centres.
- cooperate with these centres in providing assistance and service in accordance with the primary purpose and Traditions of A.A.
- deal directly with institution staff and personnel who are responsible for the alcoholic.

The chairperson of this outreach subcommittee is responsible to ensure compliance with the policies of each detox centre.

The outreach subcommittee shall meet regularly and encourage participation.

HOSPITAL COMMITTEE

The Hospital Committee is responsible to ensure the A.A. message is carried in the form of meetings and/or panel discussions in those hospitals wishing to have such meetings.

This outreach subcommittee shall:

- maintain an Intergroup-approved literature supply for hospitals.
- cooperate with hospitals in providing assistance and service in accordance with the primary purpose and traditions of A.A.
- deal directly with hospital staff and personnel who are responsible for the patients attending meetings or requesting visits from A.A. members.
- ensure compliance with the policies of each hospital.

The chairperson of this outreach subcommittee is responsible to ensure compliance with the policies of each hospital.

The outreach subcommittee shall meet regularly and encourage participation.

PUBLIC INFORMATION COMMITTEE

The Public Information Committee (PI) is responsible to convey accurate A.A. information to the general public, including the media. An understanding of the Twelve Traditions, including a firm grasp of anonymity traditions is essential.

This outreach subcommittee shall:

- provide training for members interested in P.I. work.
- fill requests for A.A. speakers and information.
- investigate ways to carry the A.A. message to the public and media and to take action at the direction of the Operating Committee.
- ensure an adequate supply of Intergroup-approved literature is available for these purposes.
- ensure libraries have an adequate supply of A.A. literature and replenish where needed.

From time to time, Tradition breaks may occur at the public level. The P.I. outreach subcommittee is responsible to ensure the appropriate action is taken to address these situations, in communication and cooperation with the Area 79 Delegate.

The outreach subcommittee shall meet regularly and encourage participation.

TELEPHONE COMMITTEE

The Telephone Committee is responsible to ensure the telephones at the Intergroup office are answered during the hours designated by the Intergroup Committee. The committee consists of the Telephone Representatives chosen by groups and other interested members of Alcoholics Anonymous.

This outreach subcommittee shall:

- provide training for members interested in volunteering for this work.
- regularly review, update and maintain the Guidelines for Telephone Volunteers documents as approved by the Operating Committee.
- ensure 12-Step lists are regularly reviewed, updated and maintained and that the revised lists are returned to the groups for verification.

The outreach subcommittee shall meet regularly and encourage participation.

TREATMENT FACILITIES COMMITTEE

The Treatment Facilities Committee is responsible to ensure meetings and/or panel discussions are held and supported in those treatment facilities wishing to have such meetings.

This outreach subcommittee shall:

- provide training for individuals and groups taking part in the work of the outreach subcommittee.
- provide Intergroup-approved literature at the direction of the Operating Committee.
- cooperate with these facilities in providing assistance and service in accordance with the primary purpose and Traditions of A.A.
- deal directly with facility staff and personnel who are responsible for the alcoholic.

The chairperson of this outreach subcommittee is responsible to ensure compliance with the policies of each treatment centre.

The outreach subcommittee shall meet regularly and encourage participation.

SPECIAL WORKERS

Within the constraints of the budget authorized by the Intergroup Committee, the Society as directed by the Operating Committee, may employ such employees as may be required for such time and at such salary as needed to perform the functions of the Intergroup office. As the legal employer, the Society may also terminate the services of any employee either on completion of the term for which the employee was hired or for unsatisfactory performance of duties outlined herein and in the Personnel Policies/Employee Handbook as referenced.

When the need arises to fill a position for full-time employment, the Operating Committee shall appoint a Selection Committee. This committee shall consist of five members of Alcoholics Anonymous, only one of whom is an Operating Committee officer, and one alternate to serve in the event of a vacancy. Recognizing these are positions of responsibility, great care must be taken in choosing members having thorough knowledge of the Traditions and Concepts of Alcoholics Anonymous and these Intergroup Procedures and Guidelines.

The members of the Selection Committee shall be ratified by the Intergroup Committee. If not ratified this procedure shall be repeated. The chairperson of the Selection Committee shall be chosen by the ratified members of the committee from amongst its members.

The Selection Committee shall review all applications for the position to be filled. Preference shall be given to those applicants with over five years of continuous sobriety, all other factors being equal. Their final choice as the best candidate shall be submitted to the Operating Committee for ratification. In addition, the Selection Committee shall submit their second choice.

Performance appraisals shall be conducted at the end of three months and at the end of the six-month probationary period for all new employees, as well as annually thereafter.

INTERGROUP OFFICE MANAGER

In accordance with staffing procedures, the Society, under the direction of the Operating Committee, may employ an Intergroup office manager. The Intergroup office manager is an employee of the Society, and serves as a member of the Operating Committee. Other terms of reference for the Intergroup office manager are described in the Personnel Policies/Employee Handbook which is incorporated in this document by reference.

The Intergroup office manager must be an active member of A.A. and have a thorough knowledge of the Twelve Steps and Twelve Traditions of Alcoholics Anonymous. In addition, the Intergroup office manager must have experience in the service structure of Alcoholics Anonymous, both general service and Intergroup service.

This is an administrative and executive position and therefore the following requirements are necessities:

- demonstrated ability to work harmoniously with others.
- good understanding of bookkeeping and accounting practices.
- knowledge of current office and data procedures.
- inventory management.
- working knowledge of website administration, current technologies and platforms.

The Intergroup office manager shall ensure appropriate security measures are in place for the office, banking and Internet, and have access to appropriate passwords.

At all times the Intergroup office manager shall comply with these Procedures and Guidelines and any other directives of the Intergroup Committee as implemented by the Operating Committee.

Any and all information in respect of individuals shall be kept by the Intergroup office manager in strict confidence.

The Intergroup office manager shall be responsible for the safekeeping of all files, records and minutes including provision of quarterly group contribution reports.

Thirty days prior to the annual meeting of the Intergroup Committee, the Intergroup office manager shall notify all groups of the time, place and date of such meetings. This notice shall include the election procedures and list all of the names of the current Operating Committee.

ASSISTANT OFFICE MANAGER

In accordance with staffing procedures, the Society as directed by the Operating Committee may employ an assistant office manager. The assistant office manager is an employee of the Society, and is not a voting member of the Intergroup Committee or Operating Committee. Other terms of reference for the assistant office manager are described in the Personnel Policies/Employee Handbook which is incorporated in this document by reference.

The assistant office manager must be an active member of A.A. and have a thorough knowledge of the Twelve Steps and Twelve Traditions of Alcoholics Anonymous. In addition, the assistant manager must have experience in the service structure of Alcoholics Anonymous, both general service and Intergroup service.

This is an administrative position and therefore the following requirements are necessities:

- demonstrated ability to work harmoniously with others.
- good understanding of bookkeeping and accounting practices.
- knowledge of current office and data procedures.
- inventory management.
- working knowledge of website administration, current technologies and platforms.

Any and all information in respect of individuals shall be kept by the assistant office manager in strict confidence.

OTHER PAID EMPLOYEES

In accordance with staffing procedures, the Society, as directed by the Operating Committee, may employ other special workers as employees of the Society. They shall not be voting members of the Intergroup Committee or Operating Committee. Other terms of reference are described in the Personnel Policies/Employee Handbook which is incorporated in this document by reference.

These paid employees must be active members of A.A. and have a thorough knowledge of the Twelve Steps and Twelve Traditions of Alcoholics Anonymous. In addition, experience in the service structure of Alcoholics Anonymous, both general service and Intergroup service, is a valued asset.

Any and all information in respect of individuals shall be kept by the paid employees in strict confidence.

AMENDMENTS TO THE INTERGROUP OPERATING PROCEDURES

These Operating Procedures may not be superseded in whole or in part or amended in any respect except as follows.

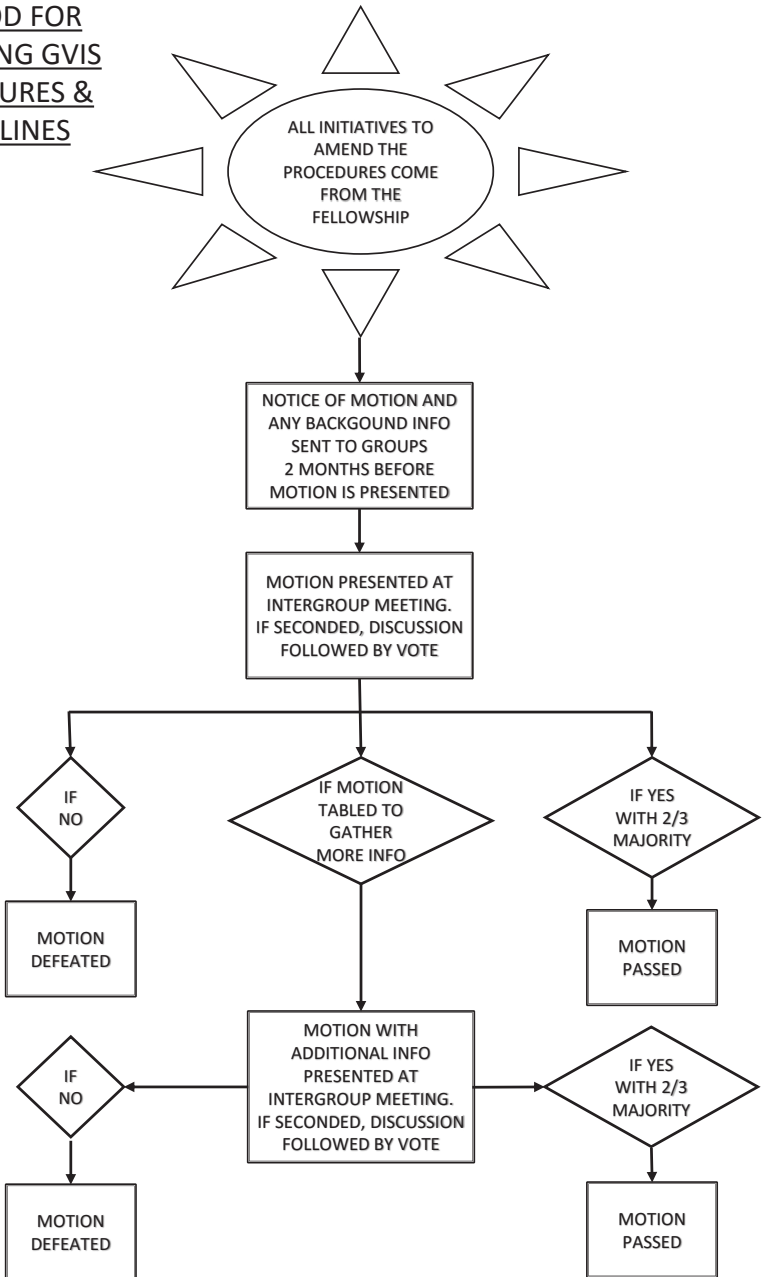
A notice of motion for change to these Operating Procedures may only be made at an Intergroup meeting through an Intergroup Committee member and must be given in writing using the form and procedures provided for this purpose. See *Appendix A*.

The notice of motion and any background information will be sent to all the groups-at-large and other Intergroup Committee members by mail, or electronically if requested, for consideration along with the date of the Intergroup meeting called to discuss the motion. No less than two months' notice must be given to ensure all groups have an opportunity to participate. For the purposes of the Greater Vancouver Intergroup Committee a group-at-large is any group listed at the Intergroup Office with the name and address of their secretary or a mailing address.

The motion must then be presented at the Intergroup meeting specified in the notice. If seconded, discussion will proceed. The motion will be voted upon unless a motion is received to table the motion pending gathering of further information for an informed group conscience.

Final approval of a motion for amendment of these Operating Procedures requires a majority of two-thirds of the total vote cast by the Intergroup members in attendance.

METHOD FOR
AMENDING GVIS
PROCEDURES &
GUIDELINES



SECTION II

GUIDELINES FOR THE OPERATING PROCEDURES

The object of these guidelines is to supplement the Operating Procedures, to provide for the continuing successful operation of the Greater Vancouver Intergroup Society (“The Society”) and to further the A.A. program in accordance with the Twelve Traditions and Twelve Concepts of Alcoholics Anonymous. These guidelines set out what the groups have agreed to, not what has been imposed upon them.

THE INTERGROUP COMMITTEE

INTERGROUP COMMITTEE MEMBERS

Each new Intergroup Committee member will be provided with a copy of these Intergroup Operating Procedures and Guidelines and be encouraged to attend the orientation meeting.

Each Intergroup Committee member or their alternate is expected to attend and is encouraged to participate in all meetings of the committee. The Group Representative or their alternate reports the proceedings to their home group.

Each Intergroup Committee member and/or alternate is required to register on arrival at each meeting.

RECORDING SECRETARY

The recording secretary for the Intergroup Committee has neither a voice nor vote in the proceedings of the committee. This person must be a member of Alcoholics Anonymous who is not an Intergroup Committee member or a paid employee.

The recording secretary is responsible for providing a written record of the proceedings of meetings. This will be in a standard format of “Minutes” which record motions, by whom made and seconded and whether passed or defeated. These minutes will not attempt to include either a transcript or summary of discussion concerning any motion. There may be occasions when a sense of the meeting may be reached instead of by motion and vote. In such cases, the result of the sense of the meeting will be recorded.

The minutes will be promptly provided to the Intergroup office manager for distribution.

CONDUCT OF MEETINGS

All Intergroup Committee members or in their absence, the alternate Intergroup Committee members are eligible to vote or present a motion.

The chairperson of the Intergroup Committee may establish a time limit on presentations and discussion.

No one will speak for a second time until everyone who wishes to speak has been heard.

A show of hands will be sufficient to declare the outcome of a motion unless it is deemed to be close, then a count will be made. In keeping with A.A. principles, any motion deemed to be more than a housekeeping motion requires substantial unanimity. The same applies to tabled motions. A housekeeping motion is a motion which affects the conduct of the current meeting only and does not have any continuing effect.

The minority voice will always have the opportunity to be heard after the vote has been counted. After the minority voice has been heard, the Chairperson will ask if any member of the majority wishes to change their vote. If any member indicates yes, a second and final vote will be taken.

CONDUCT OF ELECTIONS

The Chairperson will explain the eligibility criteria, term of office and rotation schedule and expectations of the members (as outlined in the Procedures) prior to calling for nominees. The Chairperson will choose non-voting members to count ballots.

Except for election of Intergroup Officers, any active member of A.A., who meets the eligibility requirements, may volunteer to serve or may nominate any other eligible member for election to the Operating Committee. A nomination does not require a "second". Nominees must agree to accept nomination.

Once nominations have been closed, a brief service history of each nominee will be given. Ballots will then be distributed to voting members, provided there are more nominees than positions to be filled.

Candidates receiving the most votes will be declared elected.

When the result is not clear due to a tie, a second vote will be taken between the tied candidates. In the event of a second tie, a name will be drawn from "the hat".

On completion of the vote, the chairperson will ask for a motion to destroy the ballots.

ANNUAL MEETING

The February meeting is also the annual meeting of the Intergroup. The chairperson will give a final report with recommendations for future consideration and conduct all business.

An election of the Intergroup officers will occur.

Following the election of Intergroup officers, six members of the Operating Committee will be elected.

REGULAR MONTHLY MEETINGS

Prior to the regular monthly meeting, an orientation session for new members will be held.

At each regular monthly meeting:

- minutes of the previous meeting will be reviewed and accepted.
- the Intergroup Chair will report.
- the Finance Chair will report.
- Outreach Committee chairs will report.
- the Intergroup office manager will report.
- any old business or business arising from the minutes will be addressed.
- the floor will be open to new business.

An opportunity for questions will follow each report.

The minutes of the most recent and reviewed Operating Committee meeting will be made available.

OPERATING COMMITTEE

On the recommendation of the chairperson, the Operating Committee may request the resignation of any member who has missed two consecutive regularly scheduled Operating Committee meetings and/or subcommittee assignments without cause. In addition, a director may be removed from office as per the Societies Act of British Columbia.

Operating Committee members in their capacity as liaison to outreach subcommittees will endeavour to ensure that the subcommittees are fully aware of these Procedures and Guidelines, that there is no duplication of effort between subcommittees and that they comply with the Twelve Traditions.

The March Operating Committee meeting will be a combination of the outgoing and incoming members. Transition takes place at the conclusion of old business. Prior to the new business, Society transfer documents will be signed. Zone and outreach committee liaison assignments will be announced. This meeting is the AGM of the Society.

At the April meeting, or as need arises, the Operating Committee and chairpersons of the outreach subcommittees will meet to discuss committee needs, including possible committee combinations or separation depending on needs or resources.

The committee will provide the Intergroup office with an up-to-date list that will include the name and contact information of each member on the committee.

STANDING OPERATIONS COMMITTEES

FINANCE COMMITTEE

The chairperson of this committee will work closely with the office staff to ensure accuracy of financial statements and availability of background material related to the same.

The format of the financial reports will reflect the wishes of the Intergroup members.

Not less than three months prior to the end of the fiscal year the Finance Committee will present the proposed budget to the Operating Committee for approval. The budget will then be presented at the next Intergroup meeting. Discussion will proceed. The budget will be voted upon at the following Intergroup meeting. This delay allows Group Representatives an opportunity to seek their group's approval. If the budget is not passed by Intergroup, it will be returned to the Finance Committee for re-evaluation, study and revision. It is then presented to the Operating Committee and Intergroup Committee for approval.

This committee, with the approval of the Operating Committee, will establish the expense limit for non-routine purchases. Expenditures beyond these limits will require prior approval of the Operating Committee.

The committee will provide the Intergroup office with an up-to-date list that will include the name and contact information of each member on the committee.

HUMAN RESOURCES COMMITTEE

The chair of the Committee will call meetings as deemed necessary.

This committee will report monthly to the Operating Committee.

The staff will practice substantial unanimity in the selection of the fourth member of this committee. For this purpose staff means all paid employees.

This committee will review the job descriptions and Personnel Policies/Employee Handbook at the time of appraisals, job postings or as otherwise required.

This committee is responsible to approve the method and reporting forms for employee appraisals.

This committee will act as a board of review for all unresolved staff complaints or disputes.

This committee, at its discretion, may consult with outside professionals.

This committee is responsible for exit interviews.

The committee will provide the Intergroup office with an up-to-date list that will include the name and contact information of each member on the committee.

OUTREACH SUBCOMMITTEES

The purpose of every outreach subcommittee is to assist the Intergroup Committee in carrying out the primary purpose of Alcoholics Anonymous as expressed in Tradition 5. Each outreach subcommittee is therefore assigned a particular area of responsibility.

Outreach subcommittees will meet regularly at times and places as published. Should an outreach subcommittee find it necessary or advisable to change its regular time and place of meeting, notification will be given to the Intergroup Committee and all groups will be notified of such change.

Attendance at all outreach subcommittee meetings is open to all members of Alcoholics Anonymous. Groups are encouraged to send a representative to all outreach subcommittees.

The outreach subcommittee will elect the chairperson and, where possible, a vice-chairperson from amongst its members. They should have a good understanding of the Twelve Traditions and some knowledge of the outreach subcommittee's area of responsibility.

On the recommendation of the outreach subcommittee, the Operating Committee may request the resignation of any outreach subcommittee chairperson who has missed two consecutive, regularly scheduled outreach subcommittee meetings.

All outreach subcommittees will become familiar with Conference Approved Literature and Service Material available from the A.A. General Service Office and particular to their committee.

In the month of September each outreach subcommittee will present a proposed budget for the following year to the Finance Committee.

In keeping with Traditions 4 and 6, all action plans contemplating outreach to outside organizations or individuals will be presented to the Operating Committee for prior approval.

Where appropriate, outreach subcommittees will work together to create and maintain a Bridging the Gap volunteer contact list.

ACCESSIBILITY COMMITTEE

Members of the Accessibility Committee should become familiar with appropriate literature, guidelines and Accessibilities workbook from GSO.

The outreach subcommittee will encourage A.A. members to volunteer to assist those with special needs. The outreach subcommittee will provide the Intergroup office with an up-to-date list of A.A. members:

- willing to take members with special needs to A.A. meetings.
- willing to take A.A. meetings to homebound members.
- who speak American Sign Language.

The outreach subcommittee will provide the Intergroup office with an up-to-date list that will include the name and contact information of each member on the outreach subcommittee .

COOPERATION WITH THE PROFESSIONAL COMMUNITY COMMITTEE

Members of Cooperation with the Professional Community Committee (CPC) should become familiar with appropriate literature, guidelines and the CPC workbook from GSO.

Due to the public nature of this work, the outreach subcommittee shall ensure that members with direct contact with outside professionals have sufficient length of sobriety and knowledge to carry out the approved action plan. A minimum of two years sobriety is recommended.

The outreach subcommittee will provide the Intergroup office with an up-to-date list that will include the name and contact information of each member on the outreach subcommittee.

CORRECTION FACILITIES COMMITTEE

Members of the Correction Facilities Committee should become familiar with appropriate literature, guidelines and the Corrections workbook from GSO.

This outreach subcommittee shall ensure that members having contact with correction facilities have sufficient length of sobriety, knowledge, qualifications and clearance to carry out the outreach subcommittee's approved action plan. Attendance at no less than three regular committee meetings is required prior to application for clearance.

Part of the outreach subcommittee's action plan might include events such as the Corrections Round-up. In the case of a round up, the outreach subcommittee will appoint a chair and treasurer for ratification by the Operating Committee.

Members of this outreach subcommittee may be designated to sponsor meetings and if so designated will act as liaison between the meeting and the outreach subcommittee. Meeting sponsors will adhere to the spirit of rotation.

Committee members, in cooperation with other outreach committees, will encourage A.A. members to volunteer as temporary sponsors for "Bridging the Gap" keeping in mind the special nature of this outreach work. The names and contact information of such volunteers will be provided to the Intergroup office.

The chairperson of this outreach subcommittee is responsible to ensure the meeting directory is up-to-date including clearance requirements.

The outreach subcommittee will provide the Intergroup office with an up-to-date list that will include the name and contact information of each member on the outreach subcommittee and institutional liaison responsibilities, and a list of contacts at each facility/institution.

DETOX COMMITTEE

Members of the Detox Committee should become familiar with appropriate guidelines and literature from GSO.

Members of this outreach subcommittee should be prepared to attend and/or chair meetings of Alcoholics Anonymous at various detox centres throughout the Intergroup service area.

The chairperson of this outreach subcommittee is responsible to ensure the meeting directory is up-to-date including attendance requirements.

Members of this outreach subcommittee may be designated to sponsor meetings and if so designated will act as liaison between the meeting and the outreach subcommittee. Meeting sponsors will adhere to the spirit of rotation.

Committee members, in cooperation with other outreach committees, will encourage A.A. members to volunteer as temporary sponsors for "Bridging the Gap". The names and contact information of such volunteers will be provided to the Intergroup office.

The outreach subcommittee will provide the Intergroup office with an up-to-date list that will include the name and contact information of each member on the outreach subcommittee and the liaisons for each meeting, and a list of contacts at each facility/institution.

HOSPITAL COMMITTEE

Members of the Hospital Committee should become familiar with appropriate guidelines and literature from GSO. Members of this outreach subcommittee should be prepared to attend and/or chair meetings of Alcoholics Anonymous at various hospitals throughout the Intergroup service area. Members of this outreach subcommittee may be designated to sponsor meetings and if so designated will act as liaison between the meeting and the outreach subcommittee. Meeting sponsors will adhere to the spirit of rotation.

The chairperson of this outreach subcommittee is responsible to ensure the meeting directory is up-to-date.

The outreach subcommittee members will encourage A.A. members to volunteer to escort patients within the hospital to the meeting, and will encourage members to visit patients in the hospital. The names, contact information and designated hospital(s) of such volunteers willing to visit patients will be provided to the Intergroup office.

Committee members, in cooperation with other outreach committees, will encourage A.A. members to volunteer as temporary sponsors for "Bridging the Gap". The names and contact information of such volunteers will be provided to the Intergroup office.

The outreach subcommittee will provide the Intergroup office with an up-to-date list that will include the name and contact information of each member on the outreach subcommittee and the liaisons for each meeting, and a list of contacts at each facility/institution.

PUBLIC INFORMATION COMMITTEE

Members of the Public Information Committee (PI) should become familiar with appropriate literature, guidelines and the P.I. workbook from GSO.

Due to the public nature of this work, the outreach subcommittee shall ensure that members with direct contact with individuals and groups outside of A.A. have sufficient length of sobriety and knowledge to carry out the approved action plan. A minimum of two years sobriety is recommended.

The outreach subcommittee will provide the Intergroup office with an up-to-date list that will include the name and contact information of each member on the outreach subcommittee.

TELEPHONE COMMITTEE

Members of the Telephone Committee should become familiar with the Telephone Volunteer Guidelines, all appropriate literature and guidelines from GSO and be prepared to facilitate training sessions for telephone volunteers.

The telephone representatives from each group act as liaison between the outreach subcommittee and their home group and, therefore, are expected to attend regular meetings of the outreach subcommittee.

This outreach subcommittee will encourage groups and individuals to attend telephone workshops, if available, and to volunteer to answer telephones. It also works closely with Intergroup office staff to coordinate scheduling.

This outreach subcommittee will work closely with other outreach subcommittees to ensure all Group Phone Representative and volunteer lists are current. They will also work closely with the Intergroup office staff to review and provide telephone volunteers with up-to-date guidelines, volunteer lists and reference materials.

The outreach subcommittee monitors the responsible fulfilment of groups who volunteer for phone-answering duty. Where a group is shown to be failing in its duties, the chairperson will notify the group's telephone representative and a letter will be sent to the group. Upon the third time within a 12-month period that such action is required, the group will be notified they have been removed from the active groups list and will be advised as to the process for reinstatement.

The outreach subcommittee will provide the Intergroup office with an up-to-date list that will include the name and contact information of each member on the outreach subcommittee.

TREATMENT FACILITIES COMMITTEE

Members of the Treatment Facilities Committee should become familiar with appropriate literature, guidelines and Treatment Committee workbook from GSO.

Members of this outreach subcommittee should be prepared to attend and/or chair meetings of Alcoholics Anonymous at various treatment facilities throughout the Intergroup service area.

Members of this outreach subcommittee may be designated to sponsor meetings and if so designated will act as liaison between the meeting and the outreach subcommittee. Meeting sponsors will adhere to the spirit of rotation.

Committee members, in cooperation with other outreach committees, will encourage A.A. members to volunteer as temporary sponsors for "Bridging the Gap". The names and contact information of such volunteers will be provided to the Intergroup office.

The outreach subcommittee will provide the Intergroup office with an up-to-date list of various meeting sponsors. The list will include the name and telephone numbers of each A.A. member on the outreach subcommittee.

The outreach subcommittee will provide the Intergroup office with an up-to-date list that will include the name and contact information of each member on the outreach subcommittee and the liaisons for each meeting, and a list of contacts at each facility/institution.

SPECIAL WORKERS AND VOLUNTEERS

DUTIES AND RESPONSIBILITIES

Paid employees and volunteers are responsible to ensure that the Twelve Traditions and Twelve Concepts of Alcoholics Anonymous are protected in all our works. Further, they work to ensure that the Procedures and Guidelines herein listed are consulted when changes are being considered which might affect the operation of the Greater Vancouver Intergroup.

INTERGROUP OFFICE MANAGER

As outlined in the Procedures, Personnel Policies/Employee Handbook and job description, the Intergroup office manager is responsible for the efficient day-to-day operation of the Intergroup office and reports directly to the Society. The Intergroup office manager must be able to work with committees; have leadership qualities for the purpose of delegating work and for training special workers and volunteers in their tasks. In addition to this, the Employee Handbook is incorporated by reference in this document.

INTERGROUP ASSISTANT OFFICE MANAGER

As outlined in the Procedures, Personnel Policies/Employee Handbook and job description, the assistant office manager is responsible to assist in the efficient day-to-day operation of the Intergroup office and reports directly to the Intergroup office manager. They will be required to fill in for the manager in cases of absence and therefore will have the same qualifications as the manager.

OTHER PAID EMPLOYEES

As outlined in the Procedures, Personnel Policies/Employee Handbook and job description, the paid employees are responsible to assist in the efficient day-to-day operation of the Intergroup office and report directly to the Intergroup office manager. They may be required to fill in for the assistant office manager in cases of absence.

Casual or part-time employees may be hired by the Society on the recommendation of the Intergroup office manager.

AMENDMENTS TO GUIDELINES

These guidelines may be amended by substantial unanimity of the Intergroup Committee, provided a 30-day notice of intent to amend the guidelines has been accepted by the Intergroup Committee.

GLOSSARY

1) Abbreviations

- AGM - annual general meeting
- AM - annual meeting
- CPC - cooperation with professional community
- GSC - general service conference
- GSO - general service office
- GSR - general service representative
- GVIS - Greater Vancouver Intergroup Society
- HR - human resources
- PI - public information

2) Terms

- A.A. Service Manual
A manual containing an in depth guide to the overall structure, functioning & guidelines of Alcoholics Anonymous. The A.A. Service Manual is an outgrowth of the "Third Legacy Manual" which served the movement so well beginning with Bill W.'s first draft in 1951. All of the basic service principals and procedures outlined in that document have been retained. In the interests of convenience and completeness, the material has been edited and rearranged. An overall revision was approved by the 1999 General Service Conference. This manual also contains The 12 Concepts for World Service.
- *ad hoc committee*
A committee formed for a specific task or objective, and dissolved after the completion of the task or achievement of the objective. Most committees (other than the standing committees) are of ad hoc type.
- *alternate*
A service worker who, at group, district, or area level, assists, supports, and participates in service responsibilities, and stands ready to step into the service position if the person occupying it is no longer able to serve.
- *Annual General Meeting*
Meeting convened by Directors of the Society to conduct the business of the Society as required by the Societies Act of B.C.
- *Annual Meeting*
An annual meeting where Operating Committee elections are held.
- *area committee*
Refers to the committee representing a designated area. In the case of the Greater Vancouver Intergroup Society we are a part of Area 79 which is made up primarily of British Columbia and the Yukon.
- *Bridging the Gap*
The Bridging the Gap program matches up someone new to A.A. who is leaving a treatment, correctional, hospital, or detox facility with a temporary contact person who will take the newcomer to a variety of A.A. meetings; introduce him or her to other A.A.s; ensure that he or she has the phone numbers of several A.A. members, and share the experience of sponsorship and a home group.
- *conference approved literature*
Pamphlets, books, videos, and films, produced under the auspices of various Conference and trustees' committees which the appropriate Conference committees have reviewed and recommended to the Conference for its approval and which have been approved by the Conference.

- *contact information*
Name, email, phone, address or any other pertinent information
- *Intergroup or Central Office*
Intergroup (or a Central Office) is an A.A. service office that involves partnership among groups in a community - just as A.A. groups themselves are partnerships of individuals. A central office is established to carry out certain functions common to all the groups- functions which are best handled by a centralized office - and is usually maintained, supervised, and supported by these groups in their general interest. It exists to aid the groups in their common purpose of carrying the A.A. message to the alcoholic who still suffers. Each A.A. group within the area may elect a representative to attend monthly Intergroup meetings and also vote on business matters.
- *motion*
A formal proposal put to a committee.
- *notice of motion*
A written notice that a motion has been proposed and requires consideration by groups whereas a vote will then be taken on a specified date.
- *performance appraisal*
A systematic & periodic process that accesses an individual employee's job performance & productivity in relation to certain pre-established criteria and organizational objectives.
- *personnel policy/employee handbook*
A book given to employees, by the employer, which contains a summary of policies, procedures and practices. The office manager is accountable for the implementation of the policies outlined in this manual.
- *quorum*
The minimum number of members of an assembly or society that must be present at any of its meetings to make the proceedings of that meeting valid.
- *Societies Act of British Columbia*
website - <http://www.bclaws.ca/>
- *The Society*
The legal entity incorporated under the Societies Act of B.C. of which the Operating Committee form the membership and are liable for the conduct of Society business.
- *zones*
The intergroup service area is divided into six-sections. These sections are referred to as zones.
- *12 concepts*
The "12 Concepts for World Service" are an interpretation of A.A.'s world service structure. They reveal the evolution by which it has arrived in its present form, and they detail the experience and reasoning on which our operation stands today. These concepts therefore aim to record the "why" of our service structure in such a fashion that the highly valuable experience of the past, and the lessons we have drawn from that experience, can never be forgotten or lost.
- *12 Traditions*
A set of codified general principals the 12 Traditions constitute a platform upon which our fellowship can best function and hold together in unity for all time to come.

APPENDIX A:

NOTICE OF MOTION GUIDE TO AMEND GREATER VANCOUVER INTERGROUP OPERATING PROCEDURES

The following explains the documentation required for a Notice of Motion to change Intergroup Procedures via AMENDMENTS TO THE INTERGROUP OPERATING PROCEDURES. As per A.A. practice in these important matters, all such changes should be given enough time for the fellowship to consider and enable a fully informed group conscious to be made.

ALL NOTICES OF MOTION:

- 1.) will require a copy (written or electronic) for the Intergroup Secretary to include in records of the meeting, for presentation to an Intergroup meeting and for subsequent circulation to the groups-at-large for their consideration.
- 2.) should be clearly stated, using plain language, and be able to be answered as a “yes” or “no” and should, to the extent possible, be able to be understood without reference to any other material, including the background information.
- 3.) must be vetted to ensure that it does not conflict with A.A. Traditions or Concepts.

HISTORY OR CURRENT PRACTICES

This section in the attached FORM OF NOTICE OF MOTION is intended to help the reader understand the context in which the Notice of Motion is being made as to, amongst other things:

- 1.) what we are doing now;
- 2.) with reference to previous motions, see if similar changes have been suggested before;
- 3.) show where current practise is inconsistent with A.A. past practise at other service levels.

IF PASSED

This section in the attached FORM OF NOTICE OF MOTION is intended to help the reader understand the implications the Notice of Motion will have as regards to questions, amongst other things, about:

- 1.) why the motion is needed?
- 2.) how will A.A. be impacted?
- 3.) what negative impacts there are, if any?
- 4.) what will change?

IF NOT PASSED

This section in the attached FORM OF NOTICE OF MOTION is intended to help the reader understand the implications on how the Notice of Motion will impact A.A. if it is not passed.

FOR FURTHER CONSIDERATION

This section in the attached FORM OF NOTICE OF MOTION is intended to guide the reader through other attached useful information, which can be highlighted, if necessary for greater clarity.

Greater Vancouver Intergroup
www.vancouveraa.ca
3457 Kingsway, Vancouver, BC V5R 5L5
Tel: (604) 434-3933 FAX: 604-434-2553

NOTICE OF MOTION FORM

MOTION:

HISTORY OR CURRENT PRACTICE:

IF PASSED:

IF NOT PASSED:

FOR FURTHER CONSIDERATION:

MOTION SUBMITTED BY:

Add attachments or use the back of the form if more space is required. Please ensure that this NOTICE OF MOTION is submitted to the Intergroup office via e-mail (staff@vancouveraa.ca) or in written form, at least one (1) week prior to the meeting at which the submitter(s) desires to see the NOTICE OF MOTION considered.

THE TWELVE STEPS OF ALCOHOLICS ANONYMOUS

1. We admitted we were powerless over alcohol—that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God as we understood Him.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these Steps, we tried to carry this message to alcoholics, and to practice these principles in all our affairs.

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THE TWELVE TRADITIONS OF ALCOHOLICS ANONYMOUS (SHORT FORM)

1. Our common welfare should come first; personal recovery depends upon A.A. unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for A.A. membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole.
5. Each group has but one primary purpose—to carry its message to the alcoholic who still suffers.
6. An A.A. group ought never endorse, finance, or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.
7. Every A.A. group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

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THE TWELVE CONCEPTS FOR WORLD SERVICE (SHORT FORM)

The Twelve Concepts for World Service were written by A.A.'s co-founder Bill W., and were adopted by the General Service Conference of Alcoholics Anonymous in 1962. The Concepts are an interpretation of A.A.'s world service structure as it emerged through A.A.'s early history and experience. The short form of the Concepts reads:

1. Final responsibility and ultimate authority for A.A. world services should always reside in the collective conscience of our whole Fellowship.
2. The General Service Conference of A.A. has become, for nearly every practical purpose, the active voice and the effective conscience of our whole society in its world affairs.
3. To insure effective leadership, we should endow each element of A.A.—the Conference, the General Service Board and its service corporations, staffs, committees, and executives—with a traditional “Right of Decision.”
4. At all responsible levels, we ought to maintain a traditional “Right of Participation,” allowing a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our structure, a traditional “Right of Appeal” ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.
6. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board.
7. The Charter and Bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purse for final effectiveness.

8. The trustees are the principal planners and administrators of over-all policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.
9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.
10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
11. The trustees should always have the best possible committees, corporate service directors, executives, staffs, and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.
12. The Conference shall observe the spirit of A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and whenever possible, substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government; that, like the Society it serves, it will always remain democratic in thought and action.

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www.vancouveraa.ca

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