

**Alcoholics Anonymous**

**Greater Vancouver Intergroup - Vancouver, BC**

**INTERGROUP  
OPERATING  
PROCEDURES  
AND GUIDELINES**

**2024**

# ***FOREWARD***

Since its earliest roots in 1982, when a dedicated group of long-sober members of Alcoholics Anonymous® in Vancouver brought forward a set of Procedures and Guidelines for adoption through group conscience, this document has served as a vital compass for unity, service, and accountability within our fellowship.

In 1989, the formation and registration of the Vancouver and Lower Mainland Intergroup Office Society (the “Society”) marked a significant moment of formalization, aligning our spiritual principles with the structural requirements of provincial governance. Through the years, our Procedures and Guidelines have continued to evolve—adapting to legislative changes, technological advancements, and the dynamic needs of both our members and the broader community we serve.

Notably, the comprehensive reviews conducted by ad hoc committees in 1999 and 2015 reflect our shared commitment to responsible and effective service—guided by the spiritual principles outlined in the Twelve Concepts for World Service. These revisions addressed the changing landscape of legal responsibility, outreach efforts, internal governance, and communications, ensuring that our trusted servants could fulfill their roles with clarity, accountability, and unity. In keeping with Concept IX, we recognize that good service leadership must be carried by those willing to assume responsibility and grow in effectiveness—and that rotation is key to allowing new members to bring fresh insight and perspective to our work. As expressed in Concept XII, we also uphold substantial unanimity as a vital element of group conscience in all significant decisions, reaffirming our trust in collective wisdom.

Each subsequent update—including major revisions in 2001, 2012, 2016, 2018, 2019, and now 2024—represents our group conscience in action, as expressed through participation and review by the service groups of the Greater Vancouver Intergroup. From refining committee structures to embracing digital tools in our service work, this living document continues to reflect our collective experience, strength, and hope as we work together in carrying the message to the alcoholic who still suffers.

It is with this enduring spirit of trusted service, guided by our Twelve Concepts, that we humbly present the 2024 edition.

# TABLE OF CONTENTS

## SECTION I

OPERATING PROCEDURES.....	4
THE INTERGROUP COMMITTEE .....	5
MEMBERS OF THE COMMITTEE.....	6
THE INTERGROUP REPRESENTATIVE .....	6
MEETINGS OF THE INTERGROUP COMMITTEE .....	6
THE GREATER VANCOUVER INTERGROUP SOCIETY .....	7
THE OPERATING COMMITTEE .....	7
MEMBERS AND QUALIFICATIONS .....	7
RESONSIBILITIES .....	8
CHAIRPERSON.....	8
FIRST VICE-CHAIRPERSON .....	9
SECOND VICE-CHAIRPERSON .....	9
OPERATING COMMITTEE MEMBER.....	10
INTERGROUP COMMITTEES .....	10
STANDING OPERATING COMMITTEES.....	11
FINANCE COMMITTEE .....	11
HUMAN RESOURCES COMMITTEE .....	12
OUTREACH SUBCOMMITTEES.....	13
OUTREACH SUBCOMMITTEE CHAIRPERSONS .....	13
ACCESSIBILITY COMMITTEE .....	14
COMMUNICATION COMMITTEE .....	14
COOPERATION WITH THE PROFESSIONAL COMMUNITY/PUBLIC INFORMATION	14
CORRECTIONAL FACILITIES COMMITTEE.....	15
TREATMENT COMMITTEE .....	15
SPECIAL WORKERS.....	16
INTERGROUP OFFICE MANGER .....	17
ASSISTANT OFFICE MANAGER .....	18
OTHER PAIDN EMPLOYESS .....	18
AMENDMENTS TO THE INTERGROUP OPERATING PROCEDURES .....	19

**SECTION II**

GUIDELINES FOR THE OPERATING PROCEDURES ..... 21

THE INTERGROUP COMMITTEE ..... 21

    INTERGROUP COMMITTEE MEMBERS ..... 21

    RECORDING SECRETARY ..... 21

    CONDUCT OF MEETINGS ..... 22

    CONDUCT OF ELECTIONS ..... 22

    ANNUAL MEETING..... 22

    REGULAR MONTHLY MEETINGS ..... 23

OPERATING COMMITTEE ..... 23

STANDING OPERATING COMMITTEES..... 24

    FINANCE COMMITTEE ..... 24

    HUMAN RESOURCES COMMITTEE ..... 24

OUTREACH SUBCOMMITTEES..... 25

    ACCESSIBILITY COMMITTEE ..... 25

    COMMUNICATION COMMITTEE ..... 26

    COOPERATION WITH THE PROFESSIONAL COMMUNITY/ PUBLIC INFORMATION 26

    CORRECTIONAL FACILITIES COMMITTEE..... 27

    TREATMENT COMMITTEE ..... 27

SPECIAL WORKERS AND VOLUNTEERS..... 29

    DUTIES AND RESPONSIBILITIES ..... 29

    INTERGROUP OFFICE MANAGER ..... 29

    INTERGROUP ASSISTANT OFFICE MANAGER..... 29

    OTHER PAID EMPLOYEES..... 29

AMENDMENTS TO GUIDELINES ..... 29

GLOSSARY ..... 30

APPENDIX A: NOTICE OF MOTION GUIDE & FORM..... 33

THE TWELVE STEPS OF ALCOHOLICS ANONYMOUS ..... 35

THE TWELVE TRADITIONS OF ALCOHOLICS ANONYMOUS ..... 36

12 CONCEPTS FOR WORLD SERVICE..... 37

# ***SECTION I***

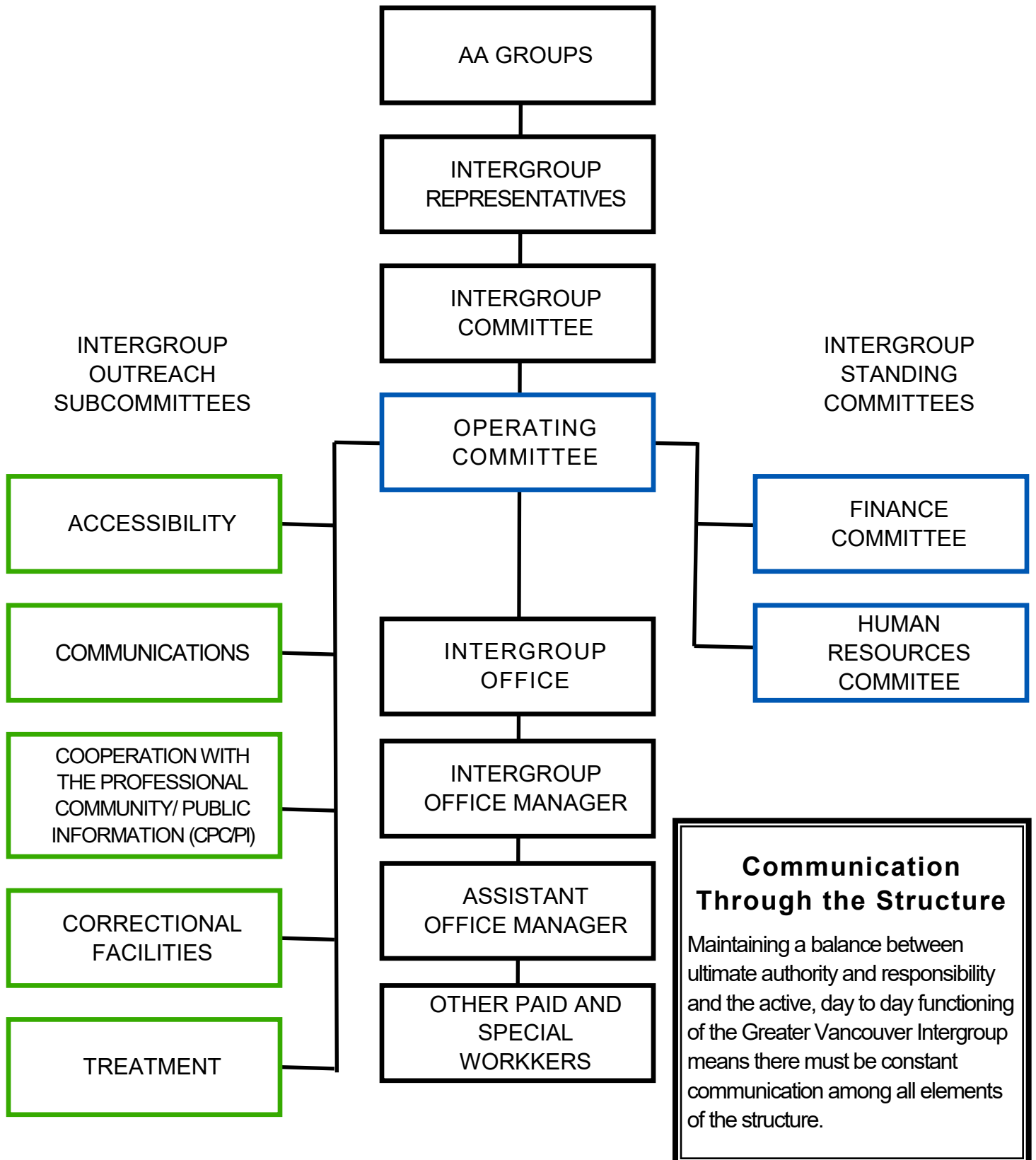
## **GREATER VANCOUVER INTERGROUP OPERATING PROCEDURES**

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 at the 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 nonvoting 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 (IGR) 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. Responsibilities include carrying the voice of the group's conscience back to the Intergroup Committee. 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 zones. This may include assisting Operating Committee members (OCM) 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 contact information of the Intergroup Representative when elected. This may be done in person or through [www.vancouveraa.ca](http://www.vancouveraa.ca) website.

If the Intergroup Representative is unable to attend Intergroup Committee meetings for any reason, an elected Alternate Intergroup Representative (ALT-IGR) may substitute for them and vote on behalf of their group.

## **MEETINGS OF THE INTERGROUP COMMITTEE**

The Intergroup Committee shall hold regular monthly meetings. The Operating Committee may call special meetings, at their discretion, providing written notice (including email, if requested by a group or Intergroup committee member) to all Intergroup Committee members (ICM), detailing the time, location, and agenda for the meeting.

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

The Intergroup Committee (IC) holds an annual meeting no later than the last day of February. At the annual meeting, Operating Committee elections will be held as described in the "Operating Committee" (p.7), *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 zones. 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 (OC). In compliance with the *Societies Act of British Columbia*, the directors of *the Society* shall be the Chair of the OC who shall act as the Executive Officer of the Society, the First Vice Chair of the OC 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 OC 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 OC 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 (OC) "The Society", except for the provisions as to vacancies described in this section, shall consist of ten members of Alcoholics Anonymous, including three Intergroup officers, six Operating Committee members (OCM) and the Greater Vancouver Intergroup Office Manager (OM) (if the Intergroup chooses to employ an Intergroup office manager). With the exception of the Intergroup OM, the 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. All members of the Operating Committee shall have an equal voice and vote. The OC Chairperson shall appoint a recording secretary who has no voice and no vote for the Operating Committee.

The elected members of the Operating Committee shall be members of Alcoholics Anonymous having served, past or present, as a Greater Vancouver Intergroup Representative (IGR) or Outreach Subcommittee Chair. It is suggested the member have at least two years of sobriety and has served one full term on the Intergroup Committee. No member of the OC may serve as an IGR or Subcommittee Chair, other than nonvoting interim chair, while holding a position on the OC.

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 will serve an additional one-year term. Operating Committee members who are not elected as officers may stand for re-election to the six-member Operating Committee for an additional one-year term. If they are not elected as an officer at the end of their second one-year term, their term shall end. No member of the Operating Committee shall be eligible for re-election upon the expiration of their term 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 OC as chosen by the Operating Committee. That appointment will be subject to ratification at the next Intergroup meeting. The process for filling the 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.
- prepare meeting agendas for OC and Intergroup meetings.
- sit as a member of the Finance Committee.
- sit as a member of the Human Resources Committee.
- appoint a Recording Secretary for all meetings of the IG and OC committees.
- familiarize themselves with the day-to-day functioning of the Central/ 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 zones.

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

**FIRST VICE CHAIRPERSON:** This is a position of responsibility as this person takes on the duties of the Chairperson in their 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 Chair person shall:

- act as a signing officer for *the Society*.
- attend monthly OC and IG committee meetings.
- attend meetings and act as Liaison Officer between the OC and any subcommittees as the Chairperson may designate.
- fill vacancy of Chair on such outreach subcommittees in a nonvoting, 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 their 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 OC and IC committee meetings.
- attend meetings and act as Liaison Officer between the OC and any subcommittees as the Chairperson may designate.
- fill vacancy of the Chair on such subcommittee in a nonvoting, interim capacity.
- ensure the subcommittee follows the *Twelve Traditions* and the *Intergroup Operating Procedures and Guidelines*.
- ensure that Operating Committee members are assigned to a specific zone within

the Intergroup service area. To improve service to the groups and enhance communication, the service area will be divided into seven zones, each represented by an OCM, with the support of Intergroup Committee members. The geographic boundaries of 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 (GVIS) 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 nonvoting, interim capacity.
- ensure the outreach subcommittee follow 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 zones.

## 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  
Communications (Telephone and Chat)  
Cooperation with the Professional Community/ Public Information (CPC/PI)  
Correctional Facilities  
Treatment (Treatment, Detox and Hospital)

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 will appoint the chairperson of each committee. Each 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 the chairperson of the Finance Committee, chairperson of Operating Committee, the first vice chairperson of Operating Committee and the Intergroup office manager. Two signatures are required.

In urgent cases when only one signing officer is available, the current signing officers may authorize a fifth individual—who must be a member of Alcoholics Anonymous—to co-sign cheques. This delegated role requires someone who commands the signing officers' respect and confidence and can attend the Intergroup office on short notice. The appointment must be ratified by the Operating Committee.

Under no circumstances shall cheques be presigned.

## **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 by the Office Manager.

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 and vice chairpersons of all outreach subcommittees serve for a one-year term only, however they 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:

- appoint a recording secretary.
- 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.
- appoint vice chairs), subject to ratification or dismissal by the Operating Committee
- encourage unity, participation, and adherence to the Traditions.
- ensure minutes and intergroup reports are sent to the Intergroup office manager.
- facilitate meetings of the outreach subcommittee, prepare a written report, and present it at the monthly Intergroup Committee meeting.
- liaise with the Intergroup office manager.

Any ad hoc committees will have their chairperson ratified by the Operating Committee.

## **ACCESSIBILITY COMMITTEE**

The Accessibility Committee is responsible to ensure that the A.A. message and participation is accessible to individuals with disabilities or other specific needs. This could include providing resources, such as literature or adapting meeting formats, to accommodate people who are deaf, hard of hearing, blind, physically disabled, or have developmental or mental health challenges. The goal is to remove barriers and ensure that all individuals have the opportunity to participate in A.A. meetings and activities.

The outreach subcommittee shall meet regularly and encourage participation.

## **COMMUNICATION COMMITTEE**

The Communication Committee is responsible for ensuring that telephones at the Intergroup office are answered during the hours designated by the Intergroup Committee. Additionally, the committee must monitor and address all forms of electronic communication, including the chat line. Committee members must be trained on the proper use of each electronic communication tool they handle.

The committee is composed of Telephone Representatives selected by groups, Live Help Members, and other interested members of Alcoholics Anonymous.

This outreach subcommittee shall:

- elect vice-chairs for the telephone and chat sectors of the committee.
- ensure twelve-step lists are regularly reviewed, updated, and maintained and that the revised lists are returned to the groups for verification.
- 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.

The outreach subcommittee shall meet regularly and encourage participation.

## **COOPERATION WITH THE PROFESSIONAL COMMUNITY/ PUBLIC INFORMATION (CPC/PI) COMMITTEE**

In the spirit of cooperation without affiliation, the Cooperation with the Professional Community sector (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, faith leaders, 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.

The Public Information sector (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:

- elect vice-chairs for CPC/PI.
- 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.
- fill requests for A.A. speakers and/or panels for non-A.A. events.
- investigate ways to carry the A.A. message to the public, media, and those who have contact with alcoholics through their profession and to take action at the direction of the Operating Committee.
- provide training for members interested in CPC and P.I. work.

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

## **CORRECTIONAL FACILITIES COMMITTEE**

The Correctional 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 for ensuring compliance with the policies of each correctional facility.

The outreach subcommittee shall meet regularly and encourage participation.

## **TREATMENT COMMITTEE**

The Treatment Committee serves Alcoholics Anonymous in facilities that provide treatment for alcoholism. These facilities may include hospitals, detox and treatment centres. The committee is responsible to ensure the A.A. message is carried in the form of meetings and/or panel discussions in those facilities wishing to have such meetings.

This outreach subcommittee shall:

- 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 their patients/clients attending meetings or requesting visits from A.A. members.
- elect vice-chairs for hospitals, detox, and treatment facilities sectors of the

committee.

- facilitate training for individuals and groups taking part in the work of the outreach committee.
- maintain an Intergroup-approved literature supply for all facilities as needed.

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

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. 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.
- inventory management.
- knowledge of current office and data procedures.
- 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.

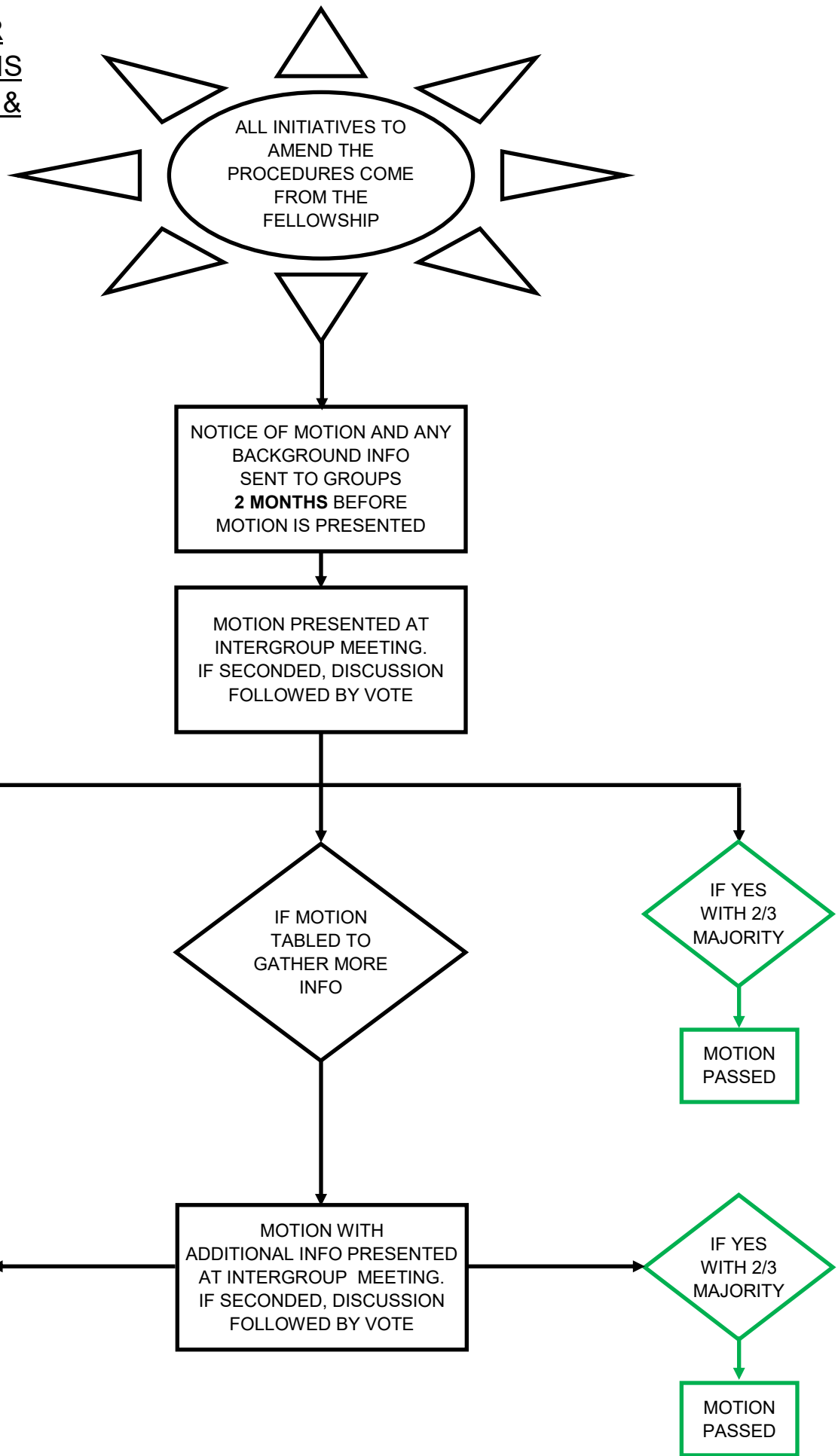
A notice of motion for change to these Operating Procedures may only be made at an Intergroup meeting through an Intergroup Committee member and must be given in writing using the form and procedures provided for this purpose. See *Appendix A*.

The notice of motion and any background information will be sent to all the groups listed with intergroup office with the name, phone number or address of the secretary or e-mail address and other Intergroup Committee members electronically, or by mail 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.

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 alternate must register upon arrival at each meeting, whether attending in person or online.

#### **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 in person voting members, and electronic polling will be provided for online 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 annual meeting will be held in a hybrid format.

The February meeting serves as the Intergroup's annual meeting. During this session, the chairperson will present a final report with recommendations for future consideration and address all business matters. An election for the Intergroup officers will take place, followed by the election of six members to the Operating Committee.

## **REGULAR MONTHLY MEETINGS**

All meetings will be hybrid.

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**

Operating committee meetings will generally be hybrid, but the Chairperson may choose to hold them in-person at their discretion.

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 endeavor 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 the times and locations that are published. These meetings will be held in a hybrid format. If an outreach subcommittee determines it is necessary or advisable to change its regular meeting time or location, the Intergroup Committee will be notified, and all groups will be informed of the 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 (BTG) 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 accessibility 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 subcommittee.

## **COMMUNICATION COMMITTEE**

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

The communication representatives from each group act as liaisons between the outreach subcommittee and their home group and are, therefore, expected to attend regular meetings of the outreach subcommittee. Individual Live Help Members of the live chat are also expected to attend the monthly meeting.

This outreach subcommittee will encourage groups and individuals to attend communication 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 fulfillment of groups who volunteer for phone-answering and chat duties. 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.

## **COOPERATION WITH THE PROFESSIONAL COMMUNITY/PUBLIC INFORMATION COMMITTEE (CPC/PI)**

Members of Cooperation with the Professional Community/ Public Information (CPC/PI) should become familiar with appropriate literature, guidelines and the CPC and/or PI workbook from GSO.

Given the public nature of this work, the outreach subcommittee will ensure that members who have direct contact with outside professionals, individuals, and groups outside of A.A. possess adequate sobriety and knowledge to effectively implement the approved action plan. A minimum of two years of 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.

## **CORRECTIONAL FACILITIES COMMITTEE**

Members of the Correctional 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 correctional 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.

The outreach subcommittee's action plan may include events like the Corrections Roundup. For such events, the subcommittee will appoint a chair and treasurer, who will then be subject to 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 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.

## **TREATMENT COMMITTEE**

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

Members of this outreach subcommittee should be prepared to attend and/or chair meetings or panels of Alcoholics Anonymous at various facilities providing treatment for alcoholism throughout the Intergroup service area. These facilities may include hospitals, detox and treatment centres.

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

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 outreach subcommittee members will encourage A.A. members to volunteer to escort patients to A.A. meetings within hospitals and to visit patients in the hospital. The names, contact information, and designated hospital) of volunteers willing to visit patients will be submitted to the Intergroup office

Committee members will encourage A.A. members to volunteer 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.

# **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 (2/3rds majority) of the Intergroup Committee, provided a 30-day notice of intent to amend the guidelines has been accepted by the Intergroup Committee.

# GLOSSARY

## ABBREVIATIONS

AGM	annual general meeting
ALT-IGR	alternate Intergroup
AM	annual meeting
CPC	cooperation with the professional community
GSC	general service
GSO	general service office
GSR	general service representative
GVIS	Greater Vancouver Intergroup Society
HR	human resources
IGR	intergroup representative
OCM	operating committee member
PI	public information

## 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 out- growth 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 established to address a specific task or goal, which is dissolved once the task is completed or the objective is achieved. Most committees, except for standing committees, are of the 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 ser- vice 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.

**Area committee:** Refers to a committee that represents a specific region. For example, the Greater Vancouver Intergroup Society is part of Area 79, which primarily includes British Columbia and the Yukon (<https://bcyukonaa.org>).

**Bridging the Gap (BTG):** Bridging the Gap is a temporary contact program for individuals getting out of treatment, correctional or other facilities. In order to bridge the gap, A.A. members have

volunteered to be temporary contacts and introduce newcomers to Alcoholics Anonymous in the Greater Vancouver Intergroup service zones.

**12 Concepts:** The "Twelve Concepts for World Service" provide an interpretation of A.A.'s global service structure. They highlight the evolution of this structure to its current form and explain the experience and reasoning that form the foundation of its operation today. These concepts aim to preserve the "why" behind our service structure, ensuring that the valuable lessons and experiences of the past are never forgotten or lost.

**12 Traditions:** A set of established guiding principles, the 12 Traditions form a foundation upon which our fellowship can function effectively and maintain unity for all time.

**Conference Approved Literature:** The term "Conference-approved" describes written or audiovisual material approved by the Conference for publication by G.S.O. This process ensures that everything in such literature is in accord with A.A. principles. Conference-approved material always deals with the recovery program of Alcoholics Anonymous or with information about the A.A. Fellowship.

**Contact information:** This includes name, a phone number, email address, mailing address or other means of communication.

**Hybrid Meetings/ Events:** Meetings that are conducted in a format combining both in-person and virtual participation. Attendees can join either physically at a designated location or remotely through video conferencing tools, allowing for greater inclusivity and accessibility.

**Intergroup/ Central Office:** An Intergroup or Central Office is an A.A. service entity created through a partnership of groups within a community, similar to how individual A.A. groups are partnerships of people. This office is established to manage functions that are shared by all the groups and are most effectively handled centrally. It is typically maintained, supervised, and supported by the groups to serve their collective interests. The primary purpose of an Intergroup/Central Office is to assist the groups in their shared mission of carrying the A.A. message to those still struggling with alcoholism. Each group in the service area may elect an Intergroup Representative (IGR) to attend monthly meetings and participate in voting on business matters in Greater Vancouver.

**Motion:** A formal proposal put to a committee. Typically for the purpose of initiating a specific action or decision. It is usually presented for discussion and requires approval by a vote from the group or assembly.

**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 it's meetings to make the proceedings of that meeting valid.

**Secretary of GVIS:** For the Greater Vancouver Intergroup Society, this role also serves as the First

Vice-Chairperson, and is the HR Committee chairperson.

**Societies Act of British Columbia:** A law that governs the creation, operation, and regulation of nonprofit organizations, known as societies, in the province of British Columbia. It sets out the requirements for registering a society, its governance, financial responsibilities, and other legal obligations. See [www.bclaws.gov.bc.ca](http://www.bclaws.gov.bc.ca) for more information.

**Substantial unanimity:** Means a two-thirds (or more) majority vote.

**“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.

**Treasurer of GVIS:** For the Greater Vancouver Intergroup Society, this role also serves as the Finance Committee chairperson.

**Twelve Step List:** A list of active members provided by each group, updated annually in December, containing the necessary contact information for the committees to carry out Twelfth Step work.

**Zones:** The intergroup service area is divided into six-sections. These sections are referred to as zones.

# 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 practice is inconsistent with A.A. past practice 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.

## NOTICE OF MOTION FORM

### **MOTION:**

---

---

---

### **HISTORY OR CURRENT PRACTICE:**

---

---

---

### **IF PASSED:**

---

---

---

### **IF NOT PASSED:**

---

---

---

### **FOR FURTHER CONSIDERATION:**

---

---

---

### **MOTION SUBMITTED BY:** \_\_\_\_\_

Attach additional documents or use the back of the form if more space is needed. Please ensure that this NOTICE OF MOTION is submitted to the Intergroup office via email ([staff@vancouveraa.ca](mailto:staff@vancouveraa.ca)) or in written form at least one (1) week before the meeting where the submitters' wish for the NOTICE OF MOTION to be 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.

Copyright © 1952, 1953, 1981 by Alcoholics Anonymous Publishing  
(now known as Alcoholics Anonymous World Services, Inc.)  
All rights reserved.

The Twelve Steps are explained in the book [\*Alcoholics Anonymous\*](#).

[www.aa.org](http://www.aa.org)

## **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.

Copyright © 1952, 1953, 1981 by A.A. Grapevine, Inc. and Alcoholics Anonymous Publishing  
(now known as Alcoholics Anonymous World Services, Inc.)

All rights reserved.

A summary of the Twelve Traditions can be found in the [appendices of the book \*Alcoholics\*](#)

[Anonymous.](#)

## **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:

- I. Final responsibility and ultimate authority for A.A. world services should always reside in the collective conscience of our whole Fellowship.
- II. 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.
- III. 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."
- IV. 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.
- V. Throughout our structure, a traditional "Right of Appeal" ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.
- VI. 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.
- VII. 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.
- VIII. 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.

- IX. 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.
- X. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
- XI. 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.
- XII. 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.

Copyright © 1962  
Alcoholics Anonymous World Services, Inc.  
All rights reserved

The text of the complete Concepts is published in [\*The A.A. Service Manual/Twelve Concepts for World Service \(BM-31\)\*](#).

[www.aa.org](http://www.aa.org)



**AA**

**Alcoholics Anonymous**

**Greater Vancouver Intergroup - Vancouver, BC**

