

# Edmonton and Area Intergroup OPERATING PROCEDURES



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**EDMONTON AND AREA INTERGROUP  
OPERATING PROCEDURES**

**1. PURPOSE OF INTERGROUP AND THESE OPERATING PROCEDURES**

**1.1.** The work of Intergroup is grounded in the 12 Traditions and 12 Concepts of

A.A.. The following traditions are particularly relevant:

*“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.*

...

*9. A.A., as such, ought never be organized; but may create service boards or committees directly responsible to those they serve.”*

From the Twelve Traditions of Alcoholics Anonymous (short form).

**1.2.** The Purpose of Intergroup is to support A.A. groups in Edmonton and Area in the fulfilment of their primary purpose. It does that by:

1.2.1. providing a forum for the discussion and resolution of issues affecting other groups in Edmonton and Area; and

1.2.2. providing services that groups need to carry the AA message of sobriety and which are better provided by a local body rather than by individual groups or by the larger AA service structures.

**1.3.** The purpose of these operating procedures is to set out policies relating to:

1.3.1. membership of Intergroup;

1.3.2. the conduct of meetings of Intergroup;

1.3.3. the appointment and duties of Officers of Intergroup;

1.3.4. the creation, membership and mandate of Intergroup Committees.

**1.4.** In case of any conflict between these Operating Procedures and the bylaws of the Society, the bylaws of the Society shall govern.

## 2. DEFINITIONS

- 2.1. “**Budget**” means a document setting out the annual expenditures for Intergroup, including expenditures for Central Office, any Committees listed below and other activities of Intergroup.
- 2.2. “**Central Office**” means an office that is staffed and equipped to provide services to groups in Edmonton and Area.
- 2.3. “**Committee Chair**” means a member who chair’s one of the following intergroup committees: Archives, Policy & Procedures, Twelfth Step, Communications & Technology, and Group Services.
- 2.4. “**Contingency Fund**” means an account kept separate from the General Account, at a financial institution, to be used in the event that the General Account is depleted.
- 2.5. “**Edmonton and Area**” means those A.A. groups located in the cities of Edmonton, St. Albert and Sherwood Park; those A.A. groups that choose to be from Districts 10-12-60-61-64; those groups currently covered by the Edmonton Central Office Society (ECOS) insurance policy.
- 2.6. “**Fiscal Year**” means the financial year of Intergroup, which commences on January 1 in each year.
- 2.7. “**General Account**” means an account at a financial institution used for the regular operations of Central Office.
- 2.8. “**Group**” means an AA Group in Edmonton and Area that has registered with Central Office.
- 2.9. “**Intergroup Investment Policy**” means that policy established by Intergroup for the management and administration of the Contingency Funds.
- 2.10. “**Notice of Motion**” means a motion presented by an Intergroup Representative (or alternate), an Officer or Intergroup Committee Chair (or alternate) at an Intergroup meeting on a matter affecting Intergroup or Edmonton and Area AA that will be voted on at a future Intergroup meeting.
- 2.11. “**Officers**” or “**Officer**” means collectively the Secretary, Vice Chairperson, Chairperson and Past Chairperson as those described in Section 4.
- 2.12. “**Office Manager**” means an employee of Edmonton Central Office Society who reports to the Central Office Board and supervises all other employees and

volunteers of the Edmonton Central Office.

- 2.13. **President of the Edmonton Central Office Society** means the chair of the Central Office Board.
- 2.14. **“Society”** means the legal corporate entity registered in Alberta as the Edmonton Central Office Society (ECOS).
- 2.15. **“Treasurer”** means the treasurer of Edmonton and Area Intergroup.
- 2.16. **“Treasurer of the Edmonton Central Office Society”** means Treasurer of the Central Office Board.
- 2.17. **“Vice-president of the Edmonton Central Office Society”** means the Vice-Chair of the Central Office Board.

### 3. INTERGROUP MEMBERSHIP

- 3.1. **Representatives and Alternates** All Alcoholics Anonymous groups registered with the Edmonton and Area Central Office may choose a member of their group to represent that group at meetings of Intergroup (a “Representative”). It is suggested that each group at all times have one Representative and another person (an “Alternate”), to attend in place of the Representative when the Representative is unable to attend meetings of Intergroup.
- 3.2. **One Group, One Vote** At any meeting of Intergroup where any matter is put to a vote, only one Representative or Alternate from each group may vote.
- 3.3. **Responsibilities of Representatives** It is suggested representatives:
  - 3.3.1. attend meetings of Intergroup regularly;
  - 3.3.2. notify their Alternate if he or she is not able to attend;
  - 3.3.3. communicate to his or her group the information provided at Intergroup;
  - 3.3.4. give serious consideration to volunteering for a position with Intergroup;  
and
  - 3.3.5. make a long-term commitment to the role of Representative (at least one year).

- 3.4. Responsibilities of the Group** Suggestions for Group’s responsibilities:
- 3.4.1. choose a Representative and Alternate who are capable of meeting their responsibilities;
  - 3.4.2. ensure that the Representative or Alternate is fulfilling those responsibilities; and
  - 3.4.3. create a forum where the Representative or Alternate can report to their group on the activities of Intergroup and receive guidance of the group’s conscience regarding these activities.

#### 4. INTERGROUP OFFICERS

- 4.1. Chairperson and Secretary** Every two years Intergroup must elect an Officer (called a Chairperson) to carry out the duties described in Section 4.4. and an Officer (called a Secretary) to carry out the duties described in Section 4.5. at the Annual General Meeting (hereafter called the “AGM”). The terms of office for the Chairperson and Secretary is two years and shall commence on January 1 following the AGM and shall expire at the end of the second year following their election.
- 4.2. Past Chairperson** For one year after the election of a new Chairperson, the previous Chairperson shall serve as Past Chairperson, acting as an advisor and mentor to the new Chairperson and chairing meetings of Intergroup if the Chairperson or Vice Chairperson is unable to attend.
- 4.3. Vice Chairperson** At the AGM marking the start of the second year of the Chairperson’s term, Intergroup shall elect a Vice-Chairperson who will learn the role of Chairperson and chair meetings if the Chairperson is unable to attend. At the end of the term, the Vice Chairperson is encouraged to run for the position of Chairperson but does not automatically assume that role.
- 4.4. Duties of Chairperson** The Chairperson shall:
- 4.4.1. chair all meetings of Intergroup;
  - 4.4.2. serve as a voting member of the Central Office Board
  - 4.4.3. chair the Operating Committee;
  - 4.4.4. act as a signing authority of the Central Office; and



4.4.5. act as liaison between the Operating Committee and all other Intergroup Committees as defined in Section 8.

**4.5. Duties of the Secretary** The Secretary shall:

- 4.5.1. attend all meetings of Intergroup and Operating Committee;
- 4.5.2. prepare minutes of meetings of Intergroup and Operating Committee;
- 4.5.3. in conjunction with the chairperson prepares agendas for all meetings of Intergroup and Operating Committee;
- 4.5.4. distribute agendas at least seven days before the date of the meeting; and
- 4.5.5. distribute minutes within 14 days after the meeting.

4.6 **Voting** Each Intergroup Officer shall have one (1) vote.

## 5. MEETINGS OF INTERGROUP

**5.1. Annual General Meetings** Once a year in December, Intergroup must have a meeting called the “AGM” to:

- 5.1.1. elect Officers and Committee Chairs (if those positions are vacant);
- 5.1.2. consider the financial statements and the accountant’s report;
- 5.1.3. review and vote on the proposed budget for Central Office;
- 5.1.4. select an accountant for the coming year.

**5.2. Regular Meetings** Intergroup may hold as many regular meetings as it sees fit. It is suggested that Intergroup meet once a month from September through June and on the same day of the week and week of the month.

**5.3. Special Meetings** The Central Office Board (COB) or the Chair of the COB, Intergroup Operating Committee (IOC) or the Chair of the IOC may call a Special Meeting of Intergroup pursuant to the bylaws of the Edmonton Central Office Society.

**5.4. Minimum Attendance for the AGM** The minimum attendance (quorum) for an AGM is 21 Representatives or Alternates at the start of that meeting. If attendance falls below 21 Representatives or Alternates after the start of the meeting, the meeting may continue. If the minimum attendance is not met 30 minutes after the scheduled start of the meeting, the meeting will be automatically adjourned 14 days, at the same time and place. A meeting that has been adjourned in this way may proceed with or without the minimum attendance.

- 5.5. Attendance at Regular Meetings** There is no minimum attendance for a regular meeting.
- 5.6. Conduct of Meetings** The Chairperson will conduct meetings in an orderly way by:
- 5.6.1. following the approved agenda;
  - 5.6.2. clearly indicating whose turn it is to speak;
  - 5.6.3. ensuring that all Intergroup Members have the opportunity to ask questions or speak to an item;
  - 5.6.4. keeping track of those who have requested to speak and inviting them to do so in turn;
  - 5.6.5. when all those who have requested to speak have spoken, calling a vote on a matter or (if the agenda item does not require a vote) to clearly indicate that a matter is concluded; and
  - 5.6.6. promoting an atmosphere of respect and civility among attendees at the meeting.
- 5.7. Duration of Meetings** Unless Intergroup votes to extend the duration of a meeting, regular meetings of Intergroup shall not last more than two hours. AGMs of Intergroup will last until the matters required to be dealt with have been dealt with or until Intergroup votes to adjourn.

## **6. INTERGROUP COMMITTEES**

- 6.1. Election of Committee Chairpersons** Every two years Intergroup must elect at the AGM the chairpersons of the following Committees:
- 6.1.1. Twelfth Step
  - 6.1.2. Group Services
  - 6.1.3. Policies and Procedures
  - 6.1.4. Archives
  - 6.1.5. Communication and Technology
- whose terms of office shall commence on January 1 next following that AGM.

- 6.2. General or Special Functions** Intergroup may also elect chairpersons of committees to carry out special functions (i.e. Central Office fundraisers), provided that budgets are in place for the special functions at the beginning of the Fiscal Year. If a budget is not in place for the particular special function and the work of the committee requires funding, the budget must be amended before any committee may approve the special function.
- 6.3. Responsibility of Chairpersons of Committees** The chairpersons of Committees are responsible to Intergroup for carrying out the mandates of the Committees.
- 6.4. Orientation of Chairpersons of Committees** The Policies and Procedures Committee chairperson and outgoing chairpersons will orient the incoming chairpersons.
- 6.5. Term of Office** Chairpersons and Committee members of all the Committees, with the exception of the Central Office Board, will each serve a two-year term of office commencing on January 1 following the AGM at which he or she is elected. If a committee chairperson position becomes vacant before the end of the two-year term, Intergroup may hold an election to replace that chairperson who will serve to the end of the predecessor's two-year term.
- 6.6. Committee Members** The chairperson of each Committee may recruit members to serve on that Committee and shall work with them to define the terms of their service. Committee Chairpersons shall notify the Intergroup Operating Committee of the names of new Committee members and any changes in membership. Committee members who are not an Intergroup Rep or Alternate do not have a vote at an Intergroup meeting, Special Meeting or AGM.
- 6.7. Voting** Each Committee Chair shall have one (1) vote

## 7. COMMITTEE OPERATIONS

- 7.1. Committee Meetings;** Intergroup Committees may meet as often as they see fit and should meet at least monthly from September to June.
- 7.2. Reports of Committee Meetings** Within 15 days of the next Intergroup Meeting the chairperson of each Committee shall ensure that a Report is filed with Operating Committee summarizing the decisions and achievements of that committee. The report should communicate outcomes of the Committee's work

rather than record in details the deliberations and activities of that committee.

- 7.3. Sub-Committees** Committees may appoint sub-committees for special projects of the Committees.
- 7.4. Plan for the Year** At the first Regular Meeting following the AGM, Committee Chairs shall present a plan or outline to Intergroup describing the activities the committee intends to carry out in the coming year.

## **8. OPERATING COMMITTEE**

- 8.1. General Role the Operating Committee** The Operating Committee is responsible to Intergroup for the overall structure and operation of Alcoholics Anonymous in Edmonton and Area. It co-ordinates the activities of Intergroup Committees and Officers, and monitors them, to ensure they are fulfilling their obligations to Intergroup. It is the link between Intergroup the Committees and Officers who serve Intergroup.
- 8.2. Calling Meetings of Intergroup** The Operating Committee shall schedule regular meetings of Intergroup and if required any Special Meetings.
- 8.3. Motions of Intergroup** When Intergroup passes a Motion, the Operating Committee shall;
- 8.3.1. review the motion;
  - 8.3.2. assign the Motion to one or more Committees or Officers for action (which may include the Operating Committee itself);
  - 8.3.3. monitor progress toward fulfilment of the Motion;
  - 8.3.4. ensure that Intergroup is informed of the status of the Motion; and
  - 8.3.5. ensure that a record of the motion is kept.
- 8.4. Budgets, Accountant's and Accountant's Recommendations** The Operating Committee shall:
- 8.4.1. review the Treasurer's proposed budget, suggest changes, if any, and submit the proposed budget to Intergroup for review, discussion and approval;
  - 8.4.2. review the recommendation of the Treasurer for a qualified professional to carry out a review of the organization's financial statements;

8.4.3. after the accountants review is completed and presented to Intergroup, review the accountant recommendations and, if necessary, assign the responsibility for action, monitoring progress toward fulfilment of these recommendations and reporting back to Intergroup.

**8.5. Monitoring Performance** Operating Committee shall monitor the performance of all Officers and Committee Chairs to ensure that they are complying with these Operating Procedures and otherwise fulfilling their duties to Intergroup.

**8.6. Correcting Performance** If the Operating Committee determines that a Committee Chair or Intergroup Officer has failed to comply with these procedures or otherwise failed in his or her duty to Intergroup it may take any or all of the following actions:

8.6.1. informally advise the Committee Chair or Officer of his or her shortcoming(s) and the steps needed to correct it;

8.6.2. formally (in writing) advise the Committee Chair or Officer of his or her shortcoming(s) and the steps needed to correct it;

8.6.3. if the Operating Committee believes that the shortcoming is serious enough and that there is no reasonable hope that it can be corrected

8.6.3.1. ask that person to resign or

8.6.3.2. prepare a Notice of Motion for Intergroup removing that person from their position.

**8.7. Operating Committee Meetings** Meetings of the Operating Committee shall be held at least monthly from September to June. The Operating Committee may meet more frequently if necessary. Minimum attendance (quorum) for a meeting of the Operating Committee is five members.

**8.8. Membership** The Operating Committee shall consist of:

8.8.1. the Chairperson;

8.8.2. the Past Chairperson or Vice Chairperson;

8.8.3. the Treasurer;

8.8.4. the chairperson of the Central Office Board;

8.8.5. the chairperson of the Policies and Procedures Committee;

8.8.6. the Secretary;

- 8.8.7. the chairperson of the Twelfth Step Committee;
- 8.8.8. the chairperson of the Communication and Technology Committee;
- 8.8.9. the chairperson of the Group Services Committee and
- 8.8.10. the chairperson of the Archives Committee.

#### **8.9. Alternates**

- 8.9.1. A Committee Chairperson who is unable to attend a meeting of Operating Committee may appoint a member of his or her Committee to attend and vote as an alternate and that person shall count toward the minimum attendance.
- 8.9.2. A Chairperson, Past Chairperson, Vice Chairperson, Treasurer or Secretary who is unable to attend a meeting of Operating Committee may not appoint an alternate for voting purposes but may appoint any member of the Operating Committee to chair the meeting or take minutes in their absence.

### **9. CENTRAL OFFICE BOARD**

#### **9.1. Responsibilities of the Central Office Board** The Central Office Board is responsible for the following:

- 9.1.1. determining the hours that Central Office will be open to the public;
- 9.1.2. maintaining and updating insurance on the assets and activities of Central Office;
- 9.1.3. ensuring security of Central Office;
- 9.1.4. obtaining office furnishings and equipment and communication services necessary to adequately fulfil the functions of Central Office;
- 9.1.5. hiring and terminating the employees required for daily operation of Central Office;
- 9.1.6. providing direction to the Office Manager in order that the functions of Central Office may be carried out within the frameworks established by the Twelve Traditions, Twelve Concepts, the IOP and the ECOS Bylaws;
- 9.1.7. designating one employee as the Office Manager and supervises that person's activities to ensure they are consistent with the activities Intergroup has approved.

- 9.1.8. acting as the members, directors and officers of the Society;
- 9.1.9. instituting and maintaining sound business/financial principles and practices for Central Office;
- 9.1.10. establishing the prices of AA literature and other items supportive of AA.
- 9.1.11. negotiating and paying of wages, salary, and benefit premiums for the Central Office employees and ensuring the reporting and remittances to governmental authorities;
- 9.1.12. posting in Central Office information and materials of interest to AA Groups and the general public;
- 9.1.13. maintaining the Central Office Policy and Procedures Manual;
- 9.1.14. holding regular meetings during the year;
- 9.1.15. in cooperation with the Treasurer: locating and obtaining office space and negotiating or renewing leases; preparing the budget for Central Office and all Intergroup Committees; presenting the budget to the Operating Committee; presenting a comparative financial report to Intergroup on a monthly basis; 90 days prior to the fiscal year end, recommending to the Operating Committee and Intergroup a qualified accountant to conduct the annual review; within 90 days of the fiscal year end, presenting a financial statement reflecting the previous fiscal year's operation to Intergroup through the Operating Committee; implementing and maintaining an investment policy (if required).
- 9.1.16. in cooperation with the Policies & Procedures Committee, ensuring that the Bylaws of the Society are maintained and updated as required.

**9.2. Membership**      The Central Office Board will be composed of the following:

- 9.2.1. the Chairperson of Central Office Board;
- 9.2.2. the Vice Chairperson of Central Office Board;
- 9.2.3. the Secretary of the Central Office Board;
- 9.2.4. the Treasurer of the Central Office Board;
- 9.2.5. two additional Directors and
- 9.2.6. the Chairperson of Intergroup

**9.3. Voting**      Each member of the Central Office Board has one vote.

**9.4. Terms of Office** The Chairperson of the Central Office Board, the Secretary of the Central Office Board and Treasurer of the Central Office Board (are Directors and called Officers of the Central Office Board) are elected by Intergroup at the AGM for 1 year term of office commencing on January 1, next following the AGM. The following term of office for Vice-Chairperson Central Office Board should be used for succession planning – at the AGM marking the start of the second year of the Chairperson Central Office Board term Intergroup shall elect a Vice-Chairperson Central Office Board (who is a Director and called Officer) to learn the role of Chairperson and chair meetings if the Chairperson is unable to attend. At the end of this one-year term, the Vice Chairperson is encouraged to run for the position of Chairperson but does not automatically assume that role. In the “spirit of rotation” it is suggested the term limit of office for the Chairperson, Secretary, Treasurer and two Directors of the Central Office Board be two years. Following the two-year term of the Chairperson of the Central Office Board the member will rotate into the position of Vice-Chairperson of the Central Office Board for one year. The term of office on Central Office Board for the Chairperson of Intergroup is the same as the terms of office for those positions as set out in these Operating Procedures in Section 4.1..

## **10. ARCHIVES COMMITTEE**

- 10.1. Responsibilities of the Archives Committee** The Archives Committee shall direct the activities of the committee to preserve the history of Edmonton and Area A.A. and be responsible for the following:
- 10.1.1. collect material of historical significance;
  - 10.1.2. maintain the records and artefacts entrusted to it;
  - 10.1.3. enable access to these records through catalogues, displays and facsimiles consistent with archival practice;
  - 10.1.4. preparing and administering an annual budget for operation of the Committee and submitting it to the Treasurer.



## **11. TWELFTH STEP COMMITTEE**

- 11.1. Responsibilities of the Twelfth Step Committee**      The Twelfth Step Committee is responsible for the operation of the Alcoholics Anonymous telephone answering service, which is operated by an outside contractor, a service to allow the still suffering alcoholic to call after regular office hours and be put in touch with a member of Alcoholics Anonymous. This includes:
- 11.1.1. monitoring of the Alcoholics Anonymous telephone answering service;
  - 11.1.2. coordinating Groups to monitor Alcoholics Anonymous telephone answering service;
  - 11.1.3. locating, organizing and assisting AA Groups to monitor Alcoholics Anonymous telephone answering service;
  - 11.1.4. communicating with the representatives of the answering service and providing them with the names and phone numbers of the current members of the Twelfth Step Committee;
  - 11.1.5. compiling and maintaining a list of Members willing to carry out Twelfth Step work in the Edmonton and Area;
  - 11.1.6. submitting yearly to the Intergroup Operating Committee and the Central Office Manager a listing of names of AA Groups and the contacts of those Groups committed to answering phones for the upcoming year and advise of changes made during the year;
  - 11.1.7. preparing and administering an annual budget for operation of the Committee.

## **12. GROUP SERVICES COMMITTEE**

- 12.1. Responsibilities of the Group Services Committee**      The Group Services Committee is responsible for:
- 12.1.1. communicating to groups what Intergroup is and why they should get active in its activities;
  - 12.1.2. welcoming new Representatives to Intergroup, providing them with a copy of these Procedures and any other explanatory or background material that can help the new Representative become familiar with Intergroup;

- 12.1.3. encouraging new Representatives to serve Intergroup in other capacities;
- 12.1.4. informing new Representatives of their duties and how best to carry them out;
- 12.1.5. encouraging Groups to financially support Central Office;
- 12.1.6. acting as a communication medium between Intergroup and the Groups;
- 12.1.7. maintaining a contact list for all Groups;
- 12.1.8. in cooperation with the Central Office Manager, updating the Group registration and information forms twice a year;
- 12.1.9. when requested, addressing concerns that may arise or bringing these concerns to the Operating Committee; and
- 12.1.10. preparing and administering an annual budget for operation of the Committee.

### **13. POLICIES AND PROCEDURES COMMITTEE**

#### **13.1. Responsibilities of the Policies and Procedures Committee**

The Policies and Procedures Committee is responsible for:

- 13.2. recommending candidates for election by Intergroup to the Elected Positions;
- 13.3. receiving advance written Nominations, if available, for the election of the Elected Positions;
- 13.4. establishing and maintaining Intergroup voting and nomination procedures;
- 13.5. overseeing and conducting elections at Intergroup;
- 13.6. establishing and maintaining an orientation program for all Intergroup chairpersons;
- 13.7. in the event that these Operating Procedures conflict with the bylaws of the Society, proposing amendments to these Operating Procedures that would resolve the conflict;
- 13.8. in cooperation with the Central Office Board, ensuring that the Bylaws of the Society are updated as the need arises;
- 13.9. ensuring these Operating Procedures are fairly and consistently applied at Intergroup Meetings;
- 13.10. preparing and administering an annual budget for operation of the Committee.

#### 14. **COMMUNICATION AND TECHNOLOGY COMMITTEE**

- 14.1. Responsibilities of Communication and Technology Committee** The Communication and Technology Committee is responsible for the following:
- 14.1.1. creation and management of a website for Edmonton and Area AA;
  - 14.1.2. the management of the Central Office e-mail system;
  - 14.1.3. the design, installation and maintenance of the technical systems within Central Office, including ensuring security and integrity;
  - 14.1.4. the creation and management of any electronic newsletters produced for Central Office;
  - 14.1.5. updating policies and procedures of the Communications and Technology Committee as needed; and
  - 14.1.6. preparing and administering an annual budget for the Communications and Technology Committee.

#### 15. **BUDGET**

- 15.1. Committee Budgets** The chairperson of each of the Committees shall be responsible for the preparation of a Committee budget on an annual basis that should be submitted to the Treasurer on or before October 1.
- 15.2. Failure to Submit a Budget** If a Committee does not submit a budget by October 1, the Treasurer will prepare a budget on behalf of that Committee.
- 15.3. Preparation and Approval of Intergroup Budget**
- 15.3.1. The proposed Intergroup Budget shall be prepared by the Treasurer and submitted to the October meeting of the Operating Committee for review;
  - 15.3.2. The Treasurer shall present the proposed Budget to the November meeting of Intergroup and forward it to the groups for consideration together with a Notice of Motion for its approval at the AGM of the Edmonton central Office Society.
  - 15.3.3. Intergroup shall consider, make amendments, if any, and approve the proposed budget at the AGM.

- 15.4. Budget Voting Procedures** At the AGM, the following procedures shall be followed for the consideration and approval of the Budget:
- 15.4.1. at the commencement of the meeting, prior to the vote upon the Budget, the Policies & Procedures Chair shall take a roll call of all Representatives present at the meeting;
  - 15.4.2. if the result of the roll call is that there is minimum attendance, the Chairperson will call the meeting to order; and,
  - 15.4.3. acceptance of the proposed budget and amendments (if any) require a 2/3 vote of those eligible to vote at the meeting.

## **16. STANDING FOR AN ELECTED POSITION AND ELECTIONS**

- 16.1. Mandatory Requirements** To be eligible to stand for any Elected Position, that person must:
- 16.1.1. be a member of a Group in Edmonton and Area;
  - 16.1.2. not have occupied the same elected position for more than two consecutive terms;
  - 16.1.3. not be an employee of the Society;
- 16.2. Suggested Qualifications** In addition to these mandatory requirements, Appendix “A” sets out some suggested qualifications. Lack of any qualification set out in Appendix A does not disqualify a person from serving in an elected position.
- 16.3. No nomination required** A person wishing to stand for election, does not need to be nominated. He or she simply needs to declare the intention to stand and satisfy the Chair of the Policies and Procedures Committee that he or she meets the mandatory requirements listed above.
- 16.4. Statement of Qualifications** It is suggested that the person wishing to stand for election should, at least one week prior to the vote, provide the Procedures Chair with a statement setting out
- 16.4.1. his or her name and email address (if they have one)
  - 16.4.2. the position applied for
  - 16.4.3. the name of his or her home Group

16.4.4. stating that he or she meets the mandatory requirements above (in 16.1).

16.4.5. a description of the degree to which he or she meets the suggested qualifications set out in Appendix “A”

16.4.6. any other relevant experience or qualifications for the position.

**16.5. Verbal Statement** If the person wishing to stand for an Elected Position is unable to submit this information in writing in advance, he or she will be allowed 2 minutes to address Intergroup as to how he or she meets the requirements for the position.

**16.6. Supervision by Policies and Procedures Committee** All of the AGM and Intergroup elections shall be held under the supervision of the Policies and Procedures Committee.

**16.7. Election Procedures** The procedures for Intergroup elections shall be as follows:

16.7.1. before the vote for an Elected Position and if more than person one is standing for the position they will be asked to leave the room;

16.7.2. upon the completion of the vote for an Elected Position, the results will be reported to the meeting;

16.7.3. once the Group Representatives have had sufficient time to understand the results the nominated persons are recalled to the room;

16.7.4. upon the return of the nominated persons, the name of the successful person will be announced and recorded by the Secretary.

**16.8. No one to stand for an Elected Position** If no one stands for an Elected Position, the incumbent will be asked to carry on, for the interim, until the Policies and Procedures Committee is able to find a suitable candidate for the position.

**16.9. Replacement** Upon the Policies and Procedures Committee finding suitable candidate(s) for the Elected Position(s) there shall be an election to fill the vacant position at the next regular meeting of Intergroup.

**16.10. Term of Office** The term of office for an elected position that is filled at a meeting other than an AGM shall be from the date of election until the next AGM.

## 17. SIGNING AUTHORITY

- 17.1. General Account** All cheques, instruments and documents relating the withdrawal of funds from the General Account require the signature of two of the following:
- 17.1.1. Chairperson – Intergroup
  - 17.1.2. Treasurer – Central Office Board
  - 17.1.3. Chairperson - Central Office Board.
- 17.2. Contingency Fund** All cheques, instruments and documents relating the withdrawal of funds from the Contingency Fund require the authorization of two of the following:
- 17.2.1. Chairperson - Intergroup
  - 17.2.2. Chairperson - Central Office Board
  - 17.2.3. Vice Chairperson - Central Office Board

## 18. AMENDMENTS TO THESE OPERATING PROCEDURES

- 18.1.** Any Representative, Officer or Committee Chair may make a Notice of Motion to amend these Operating Procedures.
- 18.2.** The notice of motion must be in writing and must specify the exact words that are to be deleted or added, and adhere to A.A. Traditions. It is strongly suggested that anyone wishing to submit such a notice of motion consult with the Policy and Procedures Chair on the wording of the motion.
- 18.3.** Once a notice of motion has been made, the Operating Committee shall review it at its next meeting and make a recommendation to Intergroup to support, amend or defeat it.
- 18.4.** After the Operating Committee has considered the notice of motion, it will be placed on the agenda of the next meeting of Intergroup for debate and voting.
- 18.5.** In order to discuss and vote to amend these Operating Procedures, the meeting must have the same minimum attendance as for an AGM. Failing this the motion will be adjourned to the next meeting. If the minimum attendance is not met at that meeting to which the motion was adjourned, the motion may be debated and voted on with or without minimum attendance.

- 18.6.** If a motion can be discussed and voted on, when the matter comes up in the agenda, the Chairperson will first invite the mover to speak to the motion, then invite the Chair of the Policies and Procedures Committee to report on the Operating Committee's recommendation and then invite discussion from other Representatives present.
- 18.7.** At the conclusion of discussion on the motion, the Chairperson will call the vote. The amendment will only pass if a two-thirds majority of Representatives present vote in favour of the motion

## APPENDIX A

### GUIDELINES FOR INTERGROUP & CENTRAL OFFICE BOARD POSITIONS

**NOTE:** *A member standing for election to Intergroup or the Central Office Board should not be a current Intergroup Representative, they must give up their Group Representative position to stand for election.*

***Sobriety qualifications:*** for elected Intergroup Chair, Vice-Chair a suggested preference of 5 consecutive years of sobriety. For elected Intergroup secretary and all Intergroup Committee Chairs a suggested preference of 2 consecutive years of sobriety.

***Sobriety qualifications:*** for all elected Central Office Board members a suggested preference of 5 consecutive years of sobriety.

#### ***Other Suggested Qualifications***

***Intergroup Chairperson:*** should have a working knowledge of meeting procedures and governance, possess some leadership skills and have a history of A.A. service, preferably within Intergroup.

***Intergroup Vice-Chairperson:*** should be willing to work along with the Intergroup Chair to gain experience, possess some leadership skills and have a history of A.A. service.

***Intergroup Treasurer:*** must be financial statement literate, have a working knowledge of accounting procedures and budgets, and be a good communicator.

***Intergroup Secretary:*** must be able to produce accurate and legible minutes.

***Polices & Procedures Chair:*** should have a history of A.A. service preferably within Intergroup and an understanding of the 12 Traditions & Concepts.

***Group Services & 12 Step Chair:*** should have some home group A.A. service and must have an interest to perform the specified work.

***Communications & Technology Chair:*** It would be helpful to have a working knowledge of website maintenance and emails systems (but not a requirement) with a solid understanding of A.A.'s principle of anonymity.

***Central Office Board Members:*** should possess an interest in and have some abilities in the following suggested areas: administration, office management, accounting, communications and a variety of A.A. service experience.