

BARRIE AND AREA INTERGROUP  
STRUCTURE AND OPERATING PROCEDURES  
ACCEPTED AUGUST 2017

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Barrie and Area Intergroup  
Structure and Operating Procedures

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## **Barrie and Area Intergroup Structure and Operating Procedures**

### **Purpose**

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

### **Intergroup Responsibilities**

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

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**Structure**

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

**Intergroup Officers listed in order of election:**

- **Chairperson (Minimum 3 years sobriety)**
- **Alternate Chairperson (Minimum 2 years sobriety)**
- **Treasurer (Minimum 2 years sobriety)**
- **Secretary (Minimum 2 years sobriety)**
- **Central Office Coordinator (Minimum 2 years sobriety)**
- **Literature Chairperson (Minimum 2 years sobriety)**
- **Webmaster ( Minimum 2 years sobriety)**

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

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

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

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

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**Responsibilities and Duties**

**Chairperson:**

Responsible for conducting meetings of Intergroup. The Chair, with the assistance of the Operating Committee, is responsible for the preparation of the agenda for all Intergroup Meetings and its distribution to Intergroup Committee Members before the meeting.

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

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

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

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

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

**Alternate Chairperson:**

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

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

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

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

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

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**Secretary:**

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

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

Keep a Motion Book to record all motions passed by Intergroup

Get mail and distribute and answer mail when appropriate.

Maintain the Intergroup committee directory.

Maintain the Intergroup files at the Central Office.

The Secretary should follow the directions of the Chairperson of Intergroup.

**Treasurer:**

Responsible for the receipt and dispersal of all money belonging to the Barrie and Area Intergroup, (with the exception of Social Functions Committee Money). All money to be deposited in a Chartered financial institution. The Treasurer requires a second signature, by the Chairperson or Secretary, on all cheques.

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

The fiscal year is from January 1<sup>st</sup> to December 31<sup>st</sup>.

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

The Treasurer at all times should follow the direction of the Chairperson and the Intergroup Committee.

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

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**Central Office Coordinator:**

Responsible to coordinate the activities of Central Office and the Telephone Volunteers  
Telephone Volunteers are to have minimum 1 year sobriety.

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

Responsible for the efficient operation and maintenance of the office.

The Central Office Operating Committee is a Sub-Committee of the Intergroup.

**Literature Chairperson:**

Chairperson to develop a literature committee to assist in Sales of Literature, pamphlets and Medallions.

Maintain a reasonable amount of A.A. Inventory-books, pamphlets and medallions.

Chairperson to have a literature committee representative available at set times to sell literature and medallions.

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

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

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

Take inventory on a regular basis, every three months.

**Social Functions Committee:**

Responsible for the social functions of Intergroup.

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

The social functions treasurer is responsible for the receipt and dispersal of money for each social function. The money is to be deposited in a Chartered financial Institution. The Social Functions Treasurer requires a second signature by the Social Functions Chairperson on all cheques. The social functions will maintain a balance of not more than \$1,000.00. Money is transferred to the Intergroup Treasurer not later than one month after a function; to bring the balance back to \$1,000.00.

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

## Barrie and Area Intergroup Structure and Operating Procedures

### **Webmaster:**

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

Post Medallions and birthdays in a timely manner when requested

Ensure web hosting provider is paid on time.

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

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

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

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

### **Intergroup Representatives:**

- a) Make known the wishes and concerns of their group.
- b) Report to their group the activities, decisions and finances of the Intergroup Committee.
- c) Provide an updated list every three months of group members who would like to be Twelve Step Volunteers.
- d) Provide an updated list every three months of group members who would like to be telephone volunteers.
- e) Assist with any subcommittees or task groups for intergroup when asked.
- f) Ensure that the Group Contributions are paid up to date.
- g) Provide the Webmaster all necessary information on Anniversaries, Birthdays or Special Events to be celebrated by their Group if they wish to do so.
- h) In the event that their group does not have a Literature Representative, they must ensure that their group gets literature.
- i) If possible, the Intergroup Representatives should have a minimum of one year continuous sobriety.

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- j) If the Intergroup Representative cannot attend the monthly meeting of intergroup, the Alternate Representative should attend, or an appointed member from their group.
- k) Both the Group Representative and Alternate must give their Name, Phone Number and group Name to the Secretary.

**MEETINGS**

The Intergroup Committee shall meet monthly and the meetings shall be held at a time agreed upon by the Intergroup Committee. These meetings shall be known as Barrie and Area Intergroup Meetings. The Regular Intergroup Monthly Meeting is held on the Second Friday of each month at 7.00 p.m.

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

**MOTIONS AND MOTIONS FOR CONSIDERATION**

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

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

**SUBSECTION II – Amendment or Revision of the Procedure;**

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

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

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

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

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

**VOTING PRIVILEGES**

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

The Chairperson votes only to break a tie.

**INTERGROUP OPERATING FORECAST**

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

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

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

**APPENDIX "A"**

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

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

**Date of Acceptance: AUGUST 11,2017**

BARRIE AND AREA INTERGROUP NEW GROUP  
INFORMATION FORM

GROUP NAME \_\_\_\_\_

GROUP LOCATION (CITY) \_\_\_\_\_

GROUP ADDRESS \_\_\_\_\_

GROUP MEETING DAY (S) \_\_\_\_\_

GROUP MEETING TIMES FROM \_\_\_\_\_ TILL \_\_\_\_\_

TYPE OF MEETING C – CLOSED DISCUSSION

O – OPEN SPEAKER

DOES THE LOCATION HAVE WHEELCHAIR  
ACCESABILITY?

CONTACT PERSON \_\_\_\_\_ PHONE #

ANY SPECIAL INSTRUCTIONS

DATE GROUP START \_\_\_\_\_

# Barrie and Area Intergroup Motion

**Submitted by:**  
**Date Submitted:**

<b>Motion:</b>
<b>Intent/Purpose:</b>
<b>Current Practice:</b>
<b>Budgetary Impact:</b>

The motion requires someone to 'second' it before it will be discussed and voted on.  
Discussion will take place prior to voting.  
All motions require a two thirds majority (of voting representatives present at meeting) to pass.

BARRIE AND AREA INTERGROUP REPRESENTATIVES  
AND ALTERNATE  
INFORMATION FORM

DATE \_\_\_\_\_

GROUP NAME \_\_\_\_\_

REPRESENTATIVES NAME \_\_\_\_\_

REPRESENTATIVES E-MAIL \_\_\_\_\_

ALTERNATES NAME \_\_\_\_\_

ALTERNATES E-MAIL \_\_\_\_\_

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