



MID-ISLAND INTERGROUP SOCIETY  
*Serving Local A.A. Groups*

BYLAWS and  
OPERATING PROCEDURE MANUAL

JUNE 2019







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## Part 1 – Interpretation

1. In these bylaws, unless the context otherwise requires:
  - a) “Societies Act” means the Societies Act of the Province of British Columbia from time to time in force and all amendments to it;
  - b) “Ordinary Resolution” means a resolution passed in a general meeting by a majority of the Society representatives who, being entitled to do so, vote in person;
  - c) “Special Resolution” means a resolution passed in a general meeting by a majority of not less than 75% of the votes of those Intergroup Representatives who, being entitled to do so, vote in person, and must be used to change the Society’s name, purpose and bylaws;
  - d) “Registered address” of a member group means the address as recorded in the group records;
  - e) “Society” and or “Association” means the Mid-Island Intergroup Society;
  - f) “Mid-Island Area” means the general areas as far south as Chemainus, as far north as Bowser and as far east as Tofino/Uclulet;
  - g) “Member” means an Intergroup (Society) Representative;
  - h) “Intergroup Representative and Alternate” means a representative elected to speak and vote on behalf of an A.A. group at proceedings of the Society, otherwise known as a member;
  - i) “A.A. group” means an autonomous body of two or more Alcoholics which meets on a regular basis, conducts its meeting in accordance with the Twelve Traditions of A.A., and as a group has no other affiliation;
  - j) “Director” means any director of the Society for the time being and includes trustee, officer, member of an executive committee and a person occupying such position by whatever name”;
  - k) “Operating Committee” means the collective body of the members-at-large and the directors of Intergroup who act as officers and directors in the administration of the business of the Society: and
  - l) “Position” means an officer or coordinator in the Operating Committee.
2. The definitions in the Societies Act on the date these bylaws become effective apply to these bylaws.
3. Words importing the singular include the plural and vice versa; and word incorporating the male person include the female person and the corporation.
4. The Society shall have no control over the internal affairs, the management of, or the conduct of any A.A. group. The intent of these bylaws is to gain the unity and strength necessary to meet the problems when group cooperation is desired, and to preserve the complete independence of each individual group. The members pledge themselves to support, in good spirit, the activities undertaken by Intergroup.
5. These bylaws are based, in spirit, upon the principles of A.A. embodied in the Twelve Steps, Twelve Traditions and the Twelve Concepts for World Service; and the Steps, Traditions and Concepts will be strictly followed in any given situation.

## **Part 2 – Membership**

6. The members of the Society are the applicants for incorporation of the Society, and those A.A. groups who subsequently have become members, in accordance with these bylaws and, in either case, have not ceased to be members.
7. Any A.A. group in the Mid-Island area may attain membership in the Society on request.
8. An A.A. group may exercise its vote through its Intergroup Representative, who is entitled to speak and vote, and in all other respects exercise the rights of the A.A. group and that representative shall be reckoned as a member for all purposes with respect to a meeting of the Society.
9. An Intergroup Representative may not be the representative of more than one A.A. group. Any member of the Operating Committee including members at large cannot act as an Intergroup Representative, but may give a group report.
10. An A.A. group shall cease to be a member of the Society:
  - a) By advising, in writing, that the group is no longer a member; or
  - b) On ceasing to exist as an A.A. group; or
  - c) For non-compliance with the Constitution and Bylaws.
11. There shall be no dues or fees for membership.
12. No remuneration shall be paid to Intergroup Representatives, directors or members-at-large of the Society other than those expenses that may be reasonably incurred in the performance of the office and for which the Society has given prior approval.

## **Part 3 – Meetings of the Society**

13. General meetings of the Intergroup shall be held at the time and place, in accordance with the Society Act that the Intergroup Committee decides.
14. On the written request of 10% or more members, the Society shall call a general meeting of Intergroup Representatives within 14 days of receipt of the request for a meeting.
15. Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
16. Notice of a general meeting shall specify the place, day and hour of the meeting and, in the case of special business, the general nature of the business. Notice shall be published in the Intergroup newsletter.

17. The accidental omission to give notice of a meeting, or the non-receipt of a notice by any of the members entitled to receive notice does not invalidate proceedings at the meeting.
18. The annual general meeting of the Society shall be held within 60 days of the fiscal year end on a day named by the Operating Committee. The first annual general meeting shall be held within 15 months of the creation of the Society.
19. The Society shall hold a least three additional general meetings each fiscal year to inform the members of the status of the Society.

#### **Part 4 – Proceedings at Annual General Meetings**

Proceedings of any general or regular meeting these are the regulations.

20. Must have minutes of the previous AGM (the year before meeting) as per Roberts Rule of Order.
  - a) The adoption of the rules of order;
  - b) The consideration of the financial statements, if any; and
  - c) The reports of the directors, if any.
21. Special business is all business transacted at an annual general meeting except:
  - a) The adoption of the rules of order;
  - b) The consideration of the financial statements;
  - c) The reports of the directors;
  - d) The report of the auditor, if any;
  - e) The election of the directors;
  - f) The appointment of the auditor, if required; and
  - g) The other business that, under these bylaws, ought to be transacted at an annual general meeting, or business which is brought under consideration by the report of the directors issued with the notice convening the meeting.
22. For a meeting to be viable a quorum of 5 Intergroup Representatives must be present in person.
23. No business, other than the election of a chair and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not present.
24. If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.



25. The members present shall choose one of their number to chair if:
  - a) There is no chair, vice-chair or other director present within 15 minutes after the time appointed for holding the meeting: or
  - b) The chair and all the other directors present are unwilling to act as chair.
26. A general meeting may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting that is re-convened other than the business left unfinished at the meeting from which the adjournment took place.
27. When a meeting is adjourned for 10 days or more, notice of the adjourned meeting shall be given as in the case of the original meeting.
28. When a meeting is adjourned for less than 10 days, it is not necessary to give notice to re-convene or of the business to be transacted.
29. A resolution must be made by an Intergroup Representative at a meeting and must be seconded. The Operating Committee or any sub-committee may recommend or propose a resolution for Intergroup consideration.
30. In the case of an equality of votes the chair shall have the deciding vote. In any other instance, the chair shall not vote.
31. An Intergroup Representative present at a meeting of members is entitled to one vote. Only the elected Intergroup Representatives present at Intergroup meetings may vote and the chair in the event of a tie.
32. Voting is by show of hands unless the Third Legacy method of voting and election is adopted or requested by the Society.
33. Voting by proxy is not permitted.

## **Part 5 – Operating Committee Directors**

34. The Intergroup Representatives shall elect the Operating Committee directors from amongst the members of Alcoholics Anonymous in the Mid-Island area at a general meeting of the Society called for that purpose.
35. The number of directors forming the Operating Committee numbers shall be determined from time to time at an AGM meeting.
36. Of the directors, chair, vice-chair, secretary, treasurer, or more shall be the officers of the Society.

37. In accordance with the spirit of rotation in the AA program, the term of office for the Operating Committee directors shall be no more than one, two-year term from June of each year as follows:
  - a) Chair, vice-chair, secretary and treasurer; and
  - b) Directors, serving a one-year term, elected each year to serve in the positions of Literature Coordinator, Telephone Answering Services Coordinator, Public Information Coordinator, Archives Coordinator, Newsletter Coordinator, and Website Coordinator.
38. A director may be re-elected for a second, one-year term then must rotate out of their position.
39. A director may be re-elected for an additional two-year term provided that he/she serves in a different position.
40. A director who has ceased to be a director under the provisions of bylaw 46(b) to (f) shall not be eligible for office for a period of one year after ceasing to be a director.
41. Nominations from the floor for the directors will be in order of position.
42. Separate elections shall be held for each position to be filled.
43. An election may be by acclamation, on approval of 2/3 of the Intergroup Representatives present at a meeting; otherwise the Third Legacy voting procedures will apply.
44. If a director resigns or otherwise ceases to hold office, the remaining directors shall appoint a member to take the place of the former director. Such appointment shall be ratified by the Intergroup Representatives at the next following meeting of the Society.
45. A director so appointed holds office only until the conclusion of the next following annual general meeting of the Society, but is eligible for re-election at the meeting.
46. A director shall cease to be a director:
  - a) On death;
  - b) On verbal resignation which is recorded in the minutes of the Society;
  - c) On written resignation;
  - d) On failing to attend three consecutive meetings of the Operating Committee, except in extenuating circumstances;
  - e) At any time the director fails to maintain sobriety; or
  - f) On being removed by a resolution of 2/3 of the Intergroup Representatives present at a meeting. Concept 5 as written and described in the approved Service Manual of Alcoholics Anonymous shall apply.
47. No act or proceeding of the directors is invalid only by reason of there being less than 5 of directors in office.

## **Part 6 – Members-at-Large**

48. Three members-at-large shall be elected each December for a two-year term.
49. A member-at -large may be re-elected for a second one-year term and shall not be eligible for election as a member-at-large for a period of one year after ceasing to be a member-at-large.
50. After ceasing to be a member-at-large he/she may be elected as a director.

## **Part 7 – Proceedings of Operating Committee**

51. The Operating Committee may meet at the places it thinks fit to dispatch business, adjourn and otherwise regulate its meetings and proceedings.
52. A quorum of the Operating Committee shall be a majority of the directors then in office, but shall never be less than two voting directors and 1 member at large.
53. The chair shall preside at all meetings of the directors, but if at a meeting the chair is not present within 15 minutes after the time appointed for holding the meeting, the vice-chair shall preside.
54. The chair may delegate any, but not all, of his or her powers to sub-committees as he or she thinks fit. A director may be a member of the sub-committee at the discretion of the chair.
55. In the absence of the secretary from a meeting, the directors shall appoint another person to act as secretary at the meeting.
56. Questions arising at a meeting of the directors shall be decided by a majority of votes.
57. No resolution proposed at a meeting of directors need be seconded and the chair of the meeting may move or propose a resolution.
58. No major act or thing or resolution shall be done by the Operating Committee that can affect any A.A. group or A.A. as a whole without discussion, resolution and authority of the Society body.
59. In the spirit of service, all business meetings of the Operating Committee shall be open to any member of A.A., but such member shall not be entitled to a vote.

## **Part 8 – Sub-Committees**

60. A sub-committee formed by delegation from the chair in the exercise of the powers so delegated shall conform to any rules imposed on it by the directors, and shall report every act or thing done in exercise of those powers to the earliest meeting of the directors to be held next after it has been done.
61. A sub-committee shall elect a chair of its meetings; but if no chair is elected, or if at a meeting the chair is not present within 15 minutes after the time appointed for holding the meeting, the members of the sub-committee may choose one of their number to chair the meeting.
62. The members of a sub-committee may meet and adjourn as they think proper.
63. No resolution proposed at a sub-committee meeting need be seconded. The chair of the meeting may move or propose a resolution.
64. No major act or thing or resolution shall be done by a sub-committee that can affect any A.A. group or A.A. as a whole without discussion, resolution and authority of the Society body.
65. In the spirit of service, all business meetings of a sub-committee shall be open to any member of A.A., but such member shall not be entitled to a vote.

## **Part 9 – Duties of the Operating Committee**

66. The Operating Committee shall meet as often as necessary to conduct the affairs of the Society. It shall be the duty and responsibility of the Operating Committee to administer the day-to-day affairs of the Society and the sub-committees reporting to it. To this end, the Operating Committee may adopt such methods of operating and operational controls required for the efficient and responsible functioning of the Society, subject to any restrictions imposed or direction given at a general meeting, and subject to:
  - a) All laws affecting the Society;
  - b) These bylaws;
  - c) The principles of Alcoholics Anonymous embodied in the Twelve Traditions and Twelve Concepts of World Service;
  - d) The Intergroup Operating Procedures and Guidelines, not being inconsistent with these bylaws which are approved from time to time by the Society in general meeting; and
  - e) The need for securing professional services as required.

It is the intent of this bylaw that the only real power of the directors is to implement such action that may be required though the motions and resolutions passed at a meeting of the Society.

67. The Operating Committee shall develop operating guidelines and procedures as it considers necessary or desirable for the effective and prudent administration of the Society's services and finances.
68. All operating guidelines and procedures made by the Operating Committee subsequent to any general meeting must be ratified at the next general meeting when they may be amended, deleted, or accepted.
69. No rule made or amended by the Society in general meeting, invalidates a prior act of the Operating Committee that would have been valid if that rule had not been made or amended.

## **Part 10 – Individual Duties of Members of the Operating Committee**

70. The Operating Committee shall control, manage, and administer the services, programs, and assets of the Society for the benefit of Alcoholics Anonymous in the mid-island area through the individual duties of its members as follows:
  - a) The chair shall preside at all meetings of the Society and the Operating Committee. The chair is responsible for the effective coordination of the activities and programs of the Society and shall act as liaison with the other members of the Operating Committee in the execution of their duties.
  - b) The vice-chair shall carry out the duties of the chair during his/her absence and shall assume such additional duties as may be assigned from time to time by the Operating Committee.
  - c) The secretary shall conduct the correspondence of the Society, issue notices of meetings of the Society and the Operating Committee, keep minutes of all meetings of the Society and Operating Committee, ensure safe custody of the common seal, all records and documents of the Society, maintain the register of members and perform such other duties as are consistent with the office that may be assigned from time to time by the Operating Committee.
  - d) The treasurer shall collect, receive and deposit all contributions from A.A. groups and others, and all receipts from sales of literature and other items sold by the Society; all sums of money properly required to be paid on account of all services, supplies and assessments pertaining to or for the benefit of the Society; keep the financial records, including books of account, necessary to comply with the Society Act; file annual tax returns as required by Revenue Canada; render financial statements to the Operating Committee and members as required by them; and prepare an annual budget if required. The treasurer will manage cash flow and the Prudent Reserve. In addition he/she will assist with the annual physical inventory count and cost the inventory.
  - e) The literature coordinator shall ensure that there is an adequate supply of General Service Office and Grapevine literature and other items as approved by the Society held for sale at the Intergroup Office for day-to-day sales as well as rallies and other special events. He/she will also conduct, at minimum, an annual physical count of all inventory held for sale or at such other times as directed by the Society.

- f) The telephone answering services coordinator shall train volunteers to answer calls at the Intergroup Office or at their residences, maintain lists of volunteers, and ensure that volunteer shifts at the Intergroup Office are filled.
- g) The public information coordinator shall ensure that the message of recovery is made available to the public schools, community agencies, medical and other professionals, and the media by, but not limited to, organizing speaking engagements, literature distribution and special events. He/she shall work with the literature coordinator to ensure adequate supplies are on hand for public information activities.
- h) The members-at-large shall provide advice to the Operating and Intergroup Committees on the Twelve Traditions and the Twelve Concepts for World Service.
- i) The Website Coordinator shall post current announcements and the Pass It On newsletter on the website. Maintain an online, up to date meeting list. Update information about Intergroup and Districts 5, 6 and 7. Monitor/update the website as required. Website chair shall submit a report to the Intergroup Committee and keep the Operating Committee up to date on new projects or concerns
- j) The Newsletter Coordinator shall create the annual *Pass It On* newsletter production timeline. Collect announcements, flyers and sobriety dates. Coordinate submissions from members and/or GSO approved content. Prepare all newsletter content, layout and design. Newsletter chair shall submit a report to the Intergroup Committee and keep the Operating Committee up to date on new projects or concerns.
- k) The directors of the Society shall be assigned such other duties, programs or services as may be required from time to time by the Intergroup Committee.

71. A member of the Operating Committee is not personally liable for an act done in good faith in carrying out duties required as a member of that committee.

## **Part 11 - Seal**

72. If required, the directors may provide a common seal for the Society and may destroy a seal and substitute a new seal in its place.

73. The common seal shall be affixed only when authorized by a resolution of the directors and then only in the presence of the persons prescribed in the resolution, or if no persons are prescribed, in the presence of the chair and secretary or chair and treasurer.

## **Part 12 - Borrowing**

74. In order to carry out the purpose of the Society the directors may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in the manner they decide, subject nevertheless to:
- a) The spirit of Tradition 7 which states that Alcoholics Anonymous is self-supporting through its own contributions;
  - b) Any monies borrowed are limited to those loans that would normally be classified as operational accounts payable and are subject to the treasurer's approval; and
  - c) Any lease is subject to the approval of the Society and would include, but not necessarily be limited to, leases for premises or equipment.
75. No debentures shall be issued.
76. The members may, by special resolution, further restrict the borrowing powers of the Operating Committee, but a restriction imposed expires at the next annual general meeting.

## **Part 13 - Auditor**

77. This Part applies only where the Society is required or has resolved to have an auditor to assess the financial operations of the Society.
78. Any auditor so appointed must have a CA, CGA or CMA designation and may be appointed or hired for the required purpose from inside or outside the AA fellowship.
79. No director and no employee of the Society shall be auditor.

## **Part 14 – Notice to Members**

80. A notice may be given to a member, either personally, by group mailbox or by mail at its registered address or through publication in the newsletter.
81. A notice sent by mail shall be deemed to have been given on the second day following that on which the notice is posted, and in proving that notice has been given it is sufficient to prove the notice was properly addressed and put in Canadian Post Office receptacle.
82. Notice of a general meeting shall be given to:
- a) Every member shown on the register of members on the day notice is given; and
  - b) The auditor, if Part 10 applies.

## **Part 15 - Bylaws**

83. On being admitted to membership, each member is entitled to and the Society shall give him without charge, a copy of the Constitution and Bylaws of the Society.
84. These bylaws shall not be altered or added to except by special resolution.

## **Part 16 – Previously Unalterable Provision**

85. Upon wind-up or dissolution of the Society, the assets remaining after payment of any debts of the Society shall be transferred to the B.C.-Yukon Area Committee. This clause was previously unalterable.

### **Bylaw Revisions**

1998 - Original Constitution and Bylaws when Intergroup Society incorporated.

2008 - Amendments submitted to and certified by BC Societies Registrar.

2014 - Bylaws updated but not submitted to BCSR so, not certified.

2017 - Transition to the New Societies Act through BC Societies Registrar.

Changes included the 2016 resolution to split the Communication Coordinator into two positions, Newsletter Coordinator and Website Coordinator and removing a section of the constitution and placing it in Part 16 of the Bylaws-Previously Unalterable Provision. This was mandatory, did not require a resolution and can be moved to a different Part of the Bylaws with the next Bylaw changes.





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## **The Twelve Traditions**

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

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## **The Twelve Steps**

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

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## **A Declaration of Unity**

This we owe to A.A.'s future; to place our common welfare first; to keep our Fellowship united. For on A.A. unity depend our lives, and the lives of those to come.

## **I Am Responsible**

When anyone, anywhere, reaches out for help, I want the hand of A.A. always to be there. And for that:  
I am responsible.

## **Preamble**

ALCOHOLICS ANONYMOUS is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism.

The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self-supporting through our own contributions.

A.A. is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy, nor endorses or opposes any causes.

Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

## **Function of the Local Intergroup Services**

Traditionally, general service committees and intergroups/central offices have performed different functions.

Central offices provide local services; general service committees maintain the link between the A.A. groups and the A.A. General Service Board by means of the Conference. So, these two separate but vital service structures coexist in many areas in cooperation and harmony.

At the time the Conference was started, there were already well-established central offices in several large cities, providing services for local A.A. groups and members. Today, there are many more central offices throughout the U.S.A. and Canada, supported by the A.A. groups in the communities they serve. Each group elects a representative to attend central office meetings.

These offices provide such services as:

- Receiving, arranging, and following up Twelfth Step calls.
- Answering inquiries about A.A.
- Establishing local public information committees.
- Maintaining information about local hospitals and recovery facilities for alcoholics.
- Publishing local A.A. meeting lists.
- Providing a newsletter.
- Ordering, selling, and distributing A.A. Conference-approved literature.

## **Object of Operating Procedures**

The object of these operating procedures is to provide the continuing successful operation of a united Intergroup in the Mid-Island area and to further the A.A. Program, in accordance with the Twelve Traditions of Alcoholics Anonymous. These operating procedures set out what the Mid-Island A.A. groups have agreed to with regards to the operation of Intergroup.

This booklet should be read in conjunction with the Bylaws of the Mid-Island Intergroup Society.

## **The Intergroup Committee**

The Intergroup Committee consists of the Intergroup Representatives, chair, vice chair, treasurer, secretary, telephone answering service coordinator, literature coordinator, public information coordinator, archives, coordinator, newsletter coordinator, website coordinator, members-at-large and sub-committees.

The Intergroup Committee shall consist exclusively of members of Alcoholics Anonymous. Intergroup Representatives are duly elected to speak for their respective groups with respect to the management and operation of the affairs of Intergroup. Each group is suggested to elect one member (and one alternate) and has one vote on the Intergroup Committee.

Each group shall notify the Intergroup office coordinator of the name and telephone number of their Representative.

The chair, vice chair, treasurer, secretary, telephone answering service coordinator, literature coordinator and public information coordinator, archives coordinator, newsletter coordinator, and website coordinator are elected in June for a one year term, and may be elected for a second term subject to the bylaws.

Three members-at-large are elected in December for a two-year term and may be elected for a second-year term subject to the bylaws, as alternating terms.

## **Meetings of the Intergroup Committee**

The Intergroup Committee holds regular monthly meetings. Special meetings may be held at the discretion of the Society or the recommendation of the Operating Committee.

### **Presentation of Motions**

- a) Motions will be accepted from Intergroup Representatives, the Operating Committee and other Intergroup Committee.
- b) Motions, once they are seconded will have a short period for general discussion, after which the question will be called for a vote.
- c) Motions may be “tabled”, (put off for further consideration) if the majority votes in favor of tabling the motion. If a majority votes against tabling the motion then the original motion will be voted on when the question is called.

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

The Group Representatives shall keep the members of their groups advised of the work of the Intergroup and Operating Committees.



## Order of Business

*The sequence in which business is taken up during a meeting is known as the “Order of Business.” The Order of Business typically has the following components:*

### ○ **Opening the Meeting**

The presiding officer should never call the meeting to order until a quorum is present. A quorum is the number of members entitled to vote who must be present for business to be legally transacted. Quorum is typically defined in the bylaws

### ○ **Approval of the Minutes or Consent Agenda**

In meetings when minutes are to be approved, the minutes are typically distributed to all members so that they do not have to be read aloud. Corrections and approval are normally done by unanimous consent. That is, the presiding officer can ask, “Is there any objection to approving the minutes (consent agenda) as distributed.” If there is no objection, the minutes are approved.

A consent agenda is used as a time saving device so that minutes of the previous Intergroup meeting can be approved along with acceptance of the Operating Committee minutes and Standing Committee reports in one vote of approval. If there is anything in the consent agenda that needs further discussion it can be removed from the consent agenda before the approval vote and discussed under New Business.

### ○ **Group Reports by Intergroup Representatives**

Reports are generally for information only. If a Group has a recommendation related to Intergroup and its services it would typically be presented as a motion under new business.

### ○ **Any Committee Reports Not Included in the Consent Agenda**

Reports are generally for information only. In such instances, no motion is necessary following the reports unless there are recommendations to be implemented. A motion “to adopt” or “to accept” a report is seldom wise except when the report is to be issued or published in the name of the organization. On the other hand, it is common that the reporting member end by making a motion if there is a specific recommendation for action.

Unlike standing committees established in the bylaws, special committees do not have continual existence. Instead, special committees exist solely for a specific project. For example, a special committee might be created to plan a specific function or event. Special committees typically go out of existence upon their final report.

### ○ **Unfinished Old Business**

Unfinished business refers to matters carried over from a previous meeting. This category of business is sometime incorrectly referred to as “old business.” “Old business” is a misnomer in that unfinished business is not simply items that have been discussed previously. Unfinished or Old Business are items that have been brought up at a previous meeting but have not been resolved.

The presiding officer should know if there are any items to be considered under unfinished business and have put them on the agenda. As a result, the presiding officer should not ask, “Is there any unfinished business?”

- **New Business**

Much of the work in a meeting is accomplished during the heading of new business. In this category of business, members can introduce any new item of for consideration (unless there are notice requirements that must be considered). In some instances, the presiding officer may be unaware of what items of business will arise under new business.

The presiding officer introduces the heading of new business by asking, “Is there any new business?” Any member can then introduce new items of business.

- **Closing the Meeting**

In most meetings, the presiding officer can adjourn the meeting without waiting for a motion to adjourn. If all items of business have been considered, the presiding officer can ask, “Is there any further business?” If there is no response, the presiding officer simply states, “Since there is no further business, the meeting is adjourned.”

If custom or tradition requires that a motion to adjourn be made, the presiding officer can ask, “Is there a motion to adjourn?” Once the motion is made and seconded, the presiding officer can ask, “Is there any objection to adjourning the meeting? Hearing no objection, the meeting is adjourned.”

## **Business Procedures**

- **MOTION:** Motions can be made at the meetings or they can be submitted in writing to the Intergroup chair or to Intergroup Central Office no later than 14 days before the next intergroup meeting so that it can be included as an agenda item. Only Intergroup Representatives can make motions. Operating Committee and special committees may propose motions.
- **SECOND:** A member does not have to be in favour of a motion to second it – it simply means “I agree that we should discuss this”. If a motion is not seconded it will not be discussed.
- **DISCUSSION:** It is more inclusive if no speaker speaks for a second time, to a topic, until all who wish to have spoken for the first time. Our aim is to arrive at an informed group conscience by hearing everyone’s point of view, careful to consider the minority.
- **VOTE:** “All in favour” and “All opposed”. All motions require “substantial unanimity” (a two-thirds majority) to carry. Exceptions to the two-third majority are for requests to re consider a motion (see below) and changes to the Society’s constitution and bylaws (see MIIS bylaws).
- **MINORITY OPINION:** Only from voters against the outcome of the vote. The function of the minority voice is to help keep the majority on its toes, to be alert and responsive. Very often a Higher Power is found in the still, small voice of the minority. Once the minority voice has been heard, the question will be asked: “Does anyone wish to change their vote?” If this question is responded to in the affirmative, by even one member, the vote is taken again.

### **Other Procedures that may arise during discussion:**

- **TABLE A MOTION:** Motions can be tabled (put off to another meeting for further consideration) with a simple majority vote. If the majority vote against tabling the motion, the motion will continue to be discussed and voted on when the question is called.
- **AMENDMENT:** During the discussion, a voting member may propose an amendment to the main motion. An amendment requires a 2<sup>nd</sup> and is debatable. If the amendment carries, the amended motion replaces the original motion. After the vote is taken on the amendment discussion continues; a) on the original motion if the amendment does not carry or b) on the amended motion if the amendment does carry. A motion may be amended more than once.
- **CALL THE QUESTION:** This allows the Intergroup Committee to decide how much time is to be spent debating a motion. When a Question is called; a 2<sup>nd</sup> is required and it is not debatable. If two-thirds is achieved, debate ends and the voting members proceed immediately to vote on the business on the floor. If a two-thirds majority is not achieved, debate will continue. The possibility of limiting debate preserves the rights of the majority. Otherwise, a small minority could frustrate the assembly by prolonging debate indefinitely. Consideration should be given that there has been sufficient discussion prior to calling the question.
- **POINT OF ORDER:** It is the responsibility of those in the meeting to bring up a point of order if the procedures are not being followed or a step has been missed. The Chair responds by either clarifying the procedure or identifying how it will be corrected if required. A point of order takes priority over all other discussion.
- **PROCEDURAL INQUIRY:** This can be used if a member wants to know how to do something i.e.: change their vote, amend a motion, postpone the discussion, resubmit an item, etc. The Chair responds by informing the member: a) if what the member wants to do is possible and b) how to do so if applicable. This takes priority over all items except a Point of Order.
- **REQUEST TO RECONSIDER:** A request to reconsider a main motion can be made by someone who had voted with the majority side of the action, and now wishes to change their vote. BUT only when there was no minority voice and the question “does anyone wish to change their vote” has not been asked, no action can be reconsidered twice at the same meeting. A motion to reconsider requires a 2<sup>nd</sup> and is debatable. A simple majority is required for this motion to carry. A request to reconsider is only applicable to the outcome of the vote on a main motion.

Note: Our responsibility is to deliver what we have to share ... not to convince. Winning and losing are not part of the vocabulary of Group Conscience. Respectful conduct is essential. Principles above Personalities should always be our guide

## **Motion Guidelines – Mid-Island Intergroup Society**

This Guide is intended to aid the Fellowship in drafting motions, it is only a suggestion. In keeping with our Traditions and Concepts, there may be motions that are contrary to Traditions or Concepts (for example, a motion that is personally punitive would be contrary to Concept 12, Warranty 5). The Operating Committee will help prepare any motion if assistance is requested. There is no motion approval process. Any motion may be presented to the Intergroup Committee for an informed group conscience.

### **Motion:**

- Should be clearly stated and be able to be answered as a “yes” or “no”. Needs to be able to be understood without reference to any other material, including the background material.
- Be aware that two part motions may fail by resistance to one part or the other, or a lack of clarity in one part.
- Ensure it does not conflict with our Traditions or Concepts.
- Use plain language.
- You will have an opportunity to speak to the motion, but the motion must still stand on its own.
- A written motion can be submitted to the chair or to central office no less than 14 days before the next Intergroup meeting so that it may be included in the consent agenda package. Otherwise the motion can be brought to Intergroup and handled if time allows.

### **History or Current Practice:**

- This is intended to help understand the context of the motion.
- What are we doing now?
- Has this kind of motion been considered before (see the Motions Book)?
- Try not to refer to what someone in AA says or does.
- Are we correcting something inconsistent with past AA practice?

### **If Passed:**

- What will change?
- How will AA be impacted?
- Is there any negative effect?
- Why should we do this? Why is this motion needed?

### **If Not Passed:**

- How will AA be impacted?

### **For Further Consideration:**

- Any other useful information. Again, not referring to what any individual says or does.

# Motion

**Motion:**

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**History or Current Practices:**

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**If passed:**

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**If not passed:**

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**For further consideration:**

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**Motion submitted by:** \_\_\_\_\_

## Informed Group Conscience

**Tradition Two:** *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.*

### From the A.A. pamphlet, "The A.A. Group-Where It All Begins"

The group conscience is the collective conscience of the group membership and thus represents substantial unanimity on an issue before definitive action is taken. This is achieved by the group members through the sharing of full information, individual points of view, and the practice of A.A. principles. To be fully informed requires a willingness to listen to minority opinions with an open mind.

On sensitive issues, the group works slowly — discouraging formal motions until a clear sense of its collective view emerges. Placing principles before personalities, the membership is wary of dominant opinions. Its voice is heard when a well-informed group arrives at a decision. The result rests on more than a "yes" or "no" count — precisely because it is the spiritual expression of the group conscience. The term "informed group conscience" implies that pertinent information has been studied and all views have been heard before the group votes (From: What is an Informed A.A. Group Conscience?)

Before a vote is taken, it is essential that the members be given all facts relevant to the subject at hand. In many cases, a few members may be asked to consider the pros and cons of the issue and present them at the meeting. Arriving at an informed group conscience in big matters or small is a process that may take some time. But it is important that the minority, or dissenting views be heard along with those of the majority. In some instances, they may even turn the tide. (From: A.A. Business Meetings)

Almost every group problem has a resolution, which usually can be reached through the mechanism of an informed group conscience. Importantly, a good sense of humor, cooling-off periods, patience, courtesy, willingness to listen and to wait — plus a sense of fairness and trust in a "Power greater than ourselves" — have been found far more effective than legalistic arguments or personal accusations. (From: About Those A.A. Group Problems)

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### From the Grapevine Quote of the Day January 13, 2016

“Unity seldom means that we all agree on everything. Nor is unity served by setting aside our concerns and conforming to the majority opinion (or the vocal minority) ...Unity is best achieved by a full hearing of all points of view.... time for all those involved to step back from emotional responses...as well as careful consideration and prayer for that which will best serve the group or A.A. as a whole.”  
~ Springville, UT, January 1998 ~

## **Meetings and Responsibilities of the Operating Committee**

It is the responsibility of the Operating Committee to administer the day-to-day affairs of the Society. To this end, it shall develop guidelines and operating procedures considered necessary for effective administration of the Society's services and finances. It may adopt such methods of operating and operational controls required for the efficient and effective functioning of the Society, subject to any restrictions imposed or direction given by the Intergroup Committee. Any guidelines and procedures developed or amended must be ratified by the Intergroup Committee at its next meeting.

The Operating Committee shall meet monthly preceding the Intergroup Committee meeting and shall present a report to the Intergroup Committee to keep them informed of the actions and business accomplished on their behalf.

In the spirit of openness and service, all meetings of the Operating Committee shall be open to any member of A.A., but such member is not entitled to a vote.

## **Operating Committee Members and Qualifications**

It is strongly recommended that a nomination for office not be accepted unless the nominated members are willing and prepared to serve. The duties and responsibilities of the member should be well understood before nominations are accepted.

The Operating Committee shall consist of members of Alcoholics Anonymous: chair, vice chair, treasurer, secretary, telephone answering service coordinator, literature coordinator, public information coordinator, archives coordinator, newsletter coordinator, website coordinator, as well as three members-at-large.

Operating Committee members shall attend all regular intergroup and Operating Committee meetings.

### **Chair**

Subject to the direction of the Intergroup Committee, the chair shall chair the Intergroup Society, and perform such duties as are incidental to the position as per bylaws. Presiding at all Intergroup meetings, the chair shall only exercise their vote in the event of a tie. The chair also serves as the chair to the Operating Committee.

He/she shall be one of the signing officers for payment of Intergroup bills.

The chair should have extensive experience within the Intergroup Committee.

Suggested length of sobriety is three years.

### **Vice-Chair**

The vice chair shall assume the duties of the chair in the event of the chair's absence. It is incumbent upon the vice chair to remain current on all issues affecting the Intergroup Committee, so they may assume the responsibilities of chair should the situation arise.

He/she shall be one of the signing officers.

As a member of the Operating Committee, the vice-chair will act as liaison to such sub-committees as the chair may designate. The vice chair should have significant experience with the Intergroup Committee.

Suggested length of sobriety is three years.

### **Secretary**

The Secretary records and reads the minutes of all Intergroup and Operating Committee meetings. Minutes will record motions made, who put the motions forward and who seconded. Discussion on a motion will not be recorded, but the results of a vote on motions will be noted. Consensus votes will also be recorded as such.

The secretary also provides valued input and experience on matters affecting the Intergroup Committee.

Suggested length of sobriety is one year.

### **Treasurer**

Working closely with Intergroup Office staff, the treasurer shall oversee the bookkeeping at the Intergroup office. The treasurer shall prepare and present a monthly and year to date financial position to the monthly Intergroup Committee meetings. The treasurer shall ensure payment of bills, leases and insurance policies as required and other duties as per bylaw 70 (d). The treasurer shall ensure that all disbursements have two signatures applied. The treasurer shall be a signing officer. No cheques without payees shall be pre-signed by any of the signing officers.

The treasurer shall possess the following skills and experience

- a) Experience in maintaining a complete set of accounting books and records using the Excel workbook program.
- b) Experience in preparing cash and accrual basis financial statements
- c) Excellent Excel work book program skills
- d) "Word" word processing skills.
- e) Have a home computer with email, Word and Excel programs.



In the absence of a treasurer with these, the Operating Committee shall ensure the accounting duties are performed, while the Treasurer presents the financial statements and treasurer's report to the Intergroup Committee.

Suggested length of sobriety is three years.

### **Public Information Coordinator**

Public information coordinator shall ensure that the message of recovery is made available to the public schools, community agencies, medical and other professionals, and the media by, but not limited to, organizing speaking engagements, literature distribution and special events. He/she shall work with the literature coordinator to ensure adequate supplies are on hand for public information activities.

When circumstances warrant the public information coordinator shall form a committee to assist in carrying out these duties.

The public information coordinator must present a report to the Intergroup Committee and the Operating Committee at each regular meeting.

Funds for the purchase of literature and media spots are provided by a special account.

Suggested length of sobriety is two years.

### **Telephone Answering Service Coordinator (T.A.S.)**

Telephone answering services coordinator shall train volunteers (with a minimum 3 months' sobriety) to answer calls at the Intergroup Office or at their residences; maintain lists of volunteers; and ensure that volunteer shifts at the Intergroup Office are filled.

The T.A.S. coordinator updates and maintains the Guidelines for Telephone Volunteers at the back of this document, maintains a schedule to ensure appropriate coverage of the phones, and holds an updated list of volunteers and referral telephone numbers, as well as providing assistance to the Intergroup Office. Under no circumstances shall the personal phone number of any A.A. member be given out to a caller.

When circumstances warrant the T.A.S. coordinator shall form a committee to assist in carrying out these duties.

The T.A.S. coordinator must present a report to the Intergroup Committee and the Operating Committee at each regular meeting.

Suggested length of sobriety is two years.

### **Archives Coordinator**

Receive, classify, and index all relevant material, correspondence, and literary works and artefacts considered to have historical importance to Alcoholics Anonymous in and around Nanaimo. Hold and preserve material. Provide information services to assist the operations of Alcoholics Anonymous in Nanaimo. Promote knowledge and understanding of the origins, goals and programs of Alcoholics Anonymous in and around Nanaimo.

Archives must present a report to the Intergroup Committee and the Operating Committee at each regular meeting.

Suggested length of sobriety is two years.

### **Newsletter Coordinator**

Create the annual *Pass It On* production timeline. Collect announcements and sobriety dates. Coordinate submissions from members and/or GSO approved content. Prepare all the *Pass It On* content layout and design.

Newsletter coordinator must submit a report to the Intergroup Committee and keep the Operating Committee up to date on new projects or concerns

Suggested length of sobriety is two years.

### **Website Coordinator**

Post current announcements and the *Pass It On* newsletter on the website. Maintain an online, up to date meeting list. Update information about Intergroup and Districts 5, 6 and 7. Monitor/update the website as required.

Website coordinator must submit a report to the Intergroup Committee and keep the Operating Committee up to date on new projects or concerns

Suggested length of sobriety is two years.

### **Literature Coordinator**

Literature coordinator is responsible for keeping an adequate supply of Society approved literature in stock at the Intergroup Office. He/she will also be responsible for, at minimum, maintaining an inventory of stock on hand and marking books with prices.

When circumstances warrant the literature coordinator shall form a committee to assist in carrying out these duties. The literature coordinator must present a report to the Intergroup Committee and the Operating Committee at each regular meeting.

Suggested length of sobriety is two years.

## **Members-at-Large**

The duties and responsibilities of the member-at-large should be well understood before nominations are accepted. members-at-large shall participate in an advisory capacity only, their valuable experience and objective voice having considerable weight and carrying substantial impact at meetings.

A member-at-large is elected in December for a term of two years and may be re-elected for a second one year term.

Members-at-large do not have a vote at Operating Committee or Intergroup Committee meetings. The members-at large shall provide advice to the Operating and Intergroup Committees on the Twelve Traditions and the Twelve Concepts for World Service.

Members-at-large help maintain a balance between accountability and authority, and help to prevent personalities entering where principles should be upheld.

## **Sub-Committees**

Sub-committees will be formed as the need arises, and chairs will be nominated and elected at regular Intergroup meetings. Each sub-committee is to report its progress to the Intergroup and Operating Committees at each regular meeting.

Minutes of the sub-committee-meeting shall be taken by one of the committee members, and a copy of these minutes will be kept in their file at the Intergroup Office.

Operating Committee members shall have an active role in any subcommittee of which they are a member, and shall ensure the standards and goals of Intergroup and Operating Committees are being met.

## **Intergroup Office Procedures**

1. The office is open during the hours designated by the Operating Committee. Calls for help and information during these hours are handled promptly, helpfully and sensitively and referred to A.A. members, committees, other 12-step programs and other agencies.
2. Accurate records and receipts are kept for literature sales and contributions, as well as cheques issued and automatic debit.
3. Records are kept of daily petty cash expenditures.
4. Mailing lists and phone contacts of Intergroup Representative, D.C.M.'s and Operating Committee Members are maintained.

5. Financial statements, minutes and committee reports are available to Intergroup Reps every month.
6. When a contribution, which is not acceptable by our Traditions, is received, the donor is informed tactfully and carefully, and the donation is returned.
7. Anyone wishing information about Alcoholics Anonymous is given suitable attention and sufficient literature as may be useful to them.
8. Incoming chairs from all committees are given the assistance and co-operation necessary to make their work effective.
9. A copy of the Bylaws and the Operating Procedures shall be made available to members of Intergroup and, upon request, to other members of the Society.
10. The office environment is to be clean and attractive.
11. Notices of upcoming events and any other information pertinent to groups are put into group mail boxes.
12. Meeting directories for District 5 and 7 are produced, updated and maintained on a regular basis, including our website. Meeting lists for District 6 are available at the office.
13. Equipment necessary for efficient running of the office is maintained in good working order.
14. A record of calls received is maintained for reporting to the Intergroup Committee.
15. Input to the monthly newsletter is given to the newsletter coordinator.

## **Employees**

Subject to the approval of the Intergroup Committee, the Operating Committee may hire employees as required, for such time and at such salary as the Intergroup Committee may determine.

Employees shall be subject to a three-month probation period, with a performance review after three months by the Operating committee. If the candidate's performance is satisfactory, his/her employment should be confirmed. Performance reviews shall be conducted with the employee annually thereafter. The Operating Committee will review and authenticate all references and ensure applicants are qualified for the position.

Deductions and contributions shall be made in accordance with the Canada Customs and Revenue Act.

Every employee shall have a job description.

## **Office Coordinator**

The Intergroup Committee may hire an office coordinator. Applicants for this position, if members of Alcoholics Anonymous, should have a minimum of three years' continuous sobriety.

The office coordinator is not a member of the Intergroup Committee. The office coordinator reports directly to the Operating Committee.

The office coordinator works out of the Intergroup Office, and carries out the policies of the Society.

Any and all information with respect to individuals shall be kept by the office coordinator in strict confidence.

The office coordinator will ensure that all newcomers, and inquiries from newcomers, are properly attended to.

The office coordinator shall be responsible for the safekeeping of all files, records and minutes of meetings, as well as carrying out other related duties assigned by the Operating Committee.

### Skills and Abilities:

- a) Bookkeeping skills, typing skills, and ability to prepare payroll,
- b) Knowledge and application of good office procedures, skilled at using our word processing, spread sheets, and email applications,
- c) Clear understanding of the 12 steps and 12 Traditions of Alcoholics Anonymous,
- d) Able to communicate well with the Society, the public, and various committees,
- e) Ability to update the current website.

## **Mid-island Intergroup Society Telephone Answering Service Guidelines for Handling Calls**

**“When anyone, anywhere reaches out for help,  
I want the hand of A.A. always to be there and for that I am responsible.”**

One of the most important services of Mid-Island Intergroup Central Office is the answering of calls for help and information. It is imperative that all calls are handled promptly, with love and tolerance.

Under no circumstances shall a personal phone number, e-mail address or home address of any A.A. member be given out to a caller.

We have no opinion on outside issues, thereby avoiding controversy – for example, no opinion on the role that religion might play in helping an alcoholic. Never argue with a caller.

We do not offer medical, legal or marital advice, even in relation to alcoholism, so don't get drawn into any discussions of this nature, as it will only cause problems. We are not professionals: we offer help through our experience strength and hope with recovery from alcoholism.

We do not visit friends, spouses or other relatives of a person with an alcohol problem. We will only visit the person with the problem and only at his or her own request. People calling on behalf of someone with a problem with alcohol may be referred to Alanon or other agencies on the Referral List.

Please read Chapter 7 “Working with Others” in the Big Book.

### **Callers Looking for Help or Information - Ask the caller the following:**

- Is this the caller's first contact with A.A.? (Even if the caller only asks for meeting information, it may still be their first contact with A.A.)
- When the caller had their last drink.
- Would the caller like an A.A. member to come to their home to talk to them or just have someone call and arrange to take them to a meeting or provide further information?
- First name, phone number and area of town in which they live.
- If the caller is reluctant to give their name or phone number, don't insist.
- Depending on their wishes, assure them that someone will call them back. If it takes a considerable amount of time to find an A.A. member to call them, then call them yourself periodically to reassure them that you are still working on it.
- If the caller wishes to go to Detox give them the Detox phone number in Nanaimo. 250-739-5891. Or Substance Use Services 250-713-5118. They must make the call themselves as we do not make Detox arrangements.
- Provide meeting and event information and contact information from the Outside Agency Referral List.
- Mention the Intergroup website, [www.nanaimoaa.org](http://www.nanaimoaa.org), to find a meeting, find out about volunteer opportunities and for other information.

## **Passing the Call to a 12-Step Volunteer - Remember, always two members go to a call**

- 12-Step volunteers can be contacted to speak with newcomers and struggling long-time members. 12-Step volunteers are required to have 1-year of sobriety and working the program.
- Calls to the 12 –Step Volunteer must be made promptly and during your shift if possible. If this is not possible, mark this clearly on the form provided in the TAS binder or let the Office Coordinator know that follow-up is required so that the following shift may handle the call.
- Remind members that they must go to the caller’s home in pairs. This is for safety, but also there is a better chance for the caller to identify with one of the members.
- If a caller appears angry, belligerent or hostile be sure to make that clear to the 12-Step Volunteer contacting them so they are aware and don’t walk into a potentially dangerous situation.
- Ask the 12-Step Volunteer to phone Intergroup Central Office when they have completed the call so that the follow-up information can be recorded. If necessary, they can leave a message on the office answering machine.

## **Unusual Calls**

Be sure that callers understand that they have reached Alcoholics Anonymous.

We take all calls seriously and express compassion and concern for the caller. Acknowledge their pain, engage them and offer hope. If they express feeling suicidal suggest that they call 911 and/or the crisis line 1 888 494-3888.

Ensure you document the call, passing the information onto the Office Coordinator. If you want to debrief the call the crisis line can help.

## **Anonymity and Privacy**

As A.A. members we protect the anonymity of other A.A. members by not disclosing who is in the fellowship or discussing what they have shared in confidence. Personal information must be collected, used and disclosed only for the stated purpose it was collected for.

## **Recording Calls**

Calls and drop-in information is important for Intergroup to collect.

Record information either in the Office binder or if you are a home phone volunteer pass it along to the Office Coordinator.

- Date and time of the call
- Was the call a request for help or for information
- Record the name of the 12-Step volunteer, if one was contacted, and ask that volunteer to let you know how the follow-up went
- Record any changes requested to any of the contact lists and pass the changes on to the office coordinator, making sure to include contact information of the person requesting the change in case more information is required.

**Thank you for volunteering and ensuring that when anyone reaches out for help the hand of AA is there**

## **Amendments to the Intergroup Operating Procedures**

A group, Operating Committee, or any other committee struck for such purpose may propose a change to the Operating Procedures by submitting in writing, to a regular Intergroup Meeting. If the change is approved by 75% of those in attendance it shall be forwarded to all groups for consideration.

Notice of the approved change shall be put in each group mailbox advising that discussion will be held at the next Intergroup meeting and a final vote will be held at the next following Intergroup meeting.

### **Operating Procedure Amendments**

(not required to be submitted to the BC Societies Registrar)

**July 2017** - A 2016 Resolution to split the Communication Coordinator into two positions, Newsletter Chair and Website Chair.

#### **June 2019**

- Resolution for addition to the Operating Procedure Manual of an Order of Business, Business Procedures, Motion Guidelines and Informed Group Conscience Information.
- Updated Telephone Answering Service Guidelines
- Housekeeping items (no substantial changes) Change Office Manager to Office Coordinator, and add all the director titles into the section, Operating Committee Members and Qualifications.



## **The Twelve Concepts**

1. Final responsibility and ultimate authority of A.A. world services should always reside in the collective conscience of our whole Fellowship.
2. The General Service Conference of A.A. has become, for nearly every practical purpose, the active voice and the effective conscience of our whole Society in its world affairs.
3. To insure effective leadership, we should endow each element of A.A. – the Conference, the General Service Board and its service corporations, staffs, committees, and executives – with a traditional “Right of Decision.”
4. At all responsible levels, we ought to maintain a traditional “Right of Participation,” allowing a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our structure, a traditional “Right of Appeal” ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.
6. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board.
7. The Charter and Bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purpose for final effectiveness.
8. The trustees are the principal planners and administrators of overall policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.
9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.
10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
11. The trustees should always have the best possible committees, corporate service directors, executives, staffs and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.
12. The Conference shall observe the spirit of the 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, by substantial unanimity; that its actions never be personally punitive nor an incitement of public controversy; that it never perform acts of government and that, like the Society it serves, it will always remain democratic in thought and action.

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