

# DISTRICT 2

(Includes Charlottetown, Cornwall, Stratford, Covehead, Long Creek)

## AREA 81 NB/PEI

### Structure and Operating Handbook

Adopted by District 2 at District meeting in April 2025

Version 2.0



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## Preface

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A copy of the District 2 Service Structure and Operating Handbook shall be held by:

District 2 Committee Member (DCM) and Alternate District Committee Member  
District 2 Secretary and Alternate Secretary  
District 2 Treasurer and Alternate Treasurer  
District 2 Service Committee Chairpersons and Officers  
District 2 Group Service Representatives (GSR)

An up-to-date Structure and Operating Handbook shall be kept by the District's Secretary and available at each district meeting for ready reference. The secretary will also be responsible for updating the handbook when the need arises.

An up-to-date copy of the Structure and Operating Handbook shall be kept on the district website.

Any changes to this handbook must be presented as a Notice of Motion and voted on at the district meeting following the Notice of Motion. Approved Motions are to be added to Appendix 1 of this handbook.

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## Purpose

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The purpose of this handbook is to:

1. Provide successful operation of a united effort of the AA groups in District 2;
2. Keep approved motions in one document for easy access to help clarify the purpose of district committee meetings and;
3. Provide guidance for district members to perform their functions correctly and efficiently.

### **A.A.'s 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 depends our lives,  
And the lives of those to come.

## District 2

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District 2 is autonomous, with a responsibility to its member groups to participate in the district, and the Area, according to the AA Service Manual. The AA Service Manual describes several ways for the district to contribute to the growth and well-being of its groups.

The District Committee shall be comprised of the GSRs (or their alternates) representing each Group in District 2 and the following District Officers:

District Committee Member (DCM) & Alternate  
Secretary & Alternate  
Treasurer & Alternate  
Communications and Public Relations (CPC/PI, Grapevine and Literature) & Alternate  
Women's Corrections & Alternate  
Men's Corrections & Alternate  
Treatment & Alternate  
Assembly, Roundup and Workshop & Alternate  
Technology (Web) & Alternate  
Entertainment & Alternate

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### Section I - District Meetings

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District 2 Committee meetings shall be held on the last Wednesday of the month at 6:30 pm at the North End room.

In the event that this falls on a holiday, or another service function, the district shall vote on a new date.

No District meetings are to be held for the months of August and December. If something arises, the District Committee Member can call a meeting.

All GSR Officers (or Alternates) shall attend the monthly District meeting and give reports on their respective activities.

All District Officers (and, or Alternates) shall attend the monthly District meeting, and give reports on their respective committee activities. If an Officer is unable to attend, the Treasurer is to be notified. If an Officer is absent for three (3) consecutive meetings without reason, the position will be considered vacant.

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## **Section II - Elections and Rotation of Officers**

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District Officers are selected for a two-year term at the October District meeting of odd-numbered years in accordance with the A.A. Third Legacy Procedure as outlined in the *A.A. Service Manual*.

Rotation of District officers takes place at a transition meeting, which will take the place of the regular monthly meeting at the end of November. Newly elected district officers and GSRs shall, at this transition meeting, assume the roles they have been voted to. Officers officially take on their role on January 1<sup>st</sup> of even-numbered years.

If feasible, this transition meeting should include a workshop for new incoming and District Officers & GSRs.

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## **Section III - Voting Members / Elections**

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District Committee Chairs, Officers and GSR's (or their alternate in the absence of the GSR) can vote on District Elections. One vote per person regardless of positions held; DCM to vote only when there is a tie.

The DCM should ask a previous DCM or district\area officer, who does not have a vote, to attend and to run the elections.

No reports are given at Election meetings unless necessary. Any district notices of motion that are to be voted on, will take place before the elections.

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## **Section IV - Business Meetings**

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The District agenda format is as follows:

- Welcome and moment of silence followed by Serenity Prayer
- Reading of 12 traditions
- Approval of Agenda
- Last meeting minutes
  - Old business: issues previously addressed but not resolved
  - Approval of minutes
- Group Reports
- District Reports:
  - DCM
  - Treasurer (Approval of Report)
  - Communication and Public Relations
  - Women's Corrections
  - Men's Correction

- Treatment
  - Assembly, Roundup and Workshop & Alternate
  - Technology (Web) & Alternate
  - Entertainment & Alternate
- New business: issues on agenda and/or issues brought forward
  - Notice of Motions
  - Close by accepting all reports, announcing next meeting and stand for Responsibility Pledge
  - Other financial decisions needs to be made as a motion and voted on. This also goes for DCM's expenses when attending Area functions

Meetings shall be conducted in compliance with the Roberts Rules of Order. The following is a shortened version of Roberts Rules Of Order:

- DCM to start meeting with general meeting guidelines.
- Raise hand to have floor, no cross talk, etc.
- Each person may speak for two minutes on new/old business and motions.
- No one may speak for a second time on a topic until all who wish have spoken a first time.
- Voting on Motions are by show of hands.
- After voting is done, the minority gets the opportunity to speak. A motion to reconsider a vote must be made by a member who voted with the winning side, seconded by anyone.

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## **Section V - District Officers and Their Responsibilities**

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Each committee chairperson shall present a budget to the Treasurer in January of each year. This will be included as part of the operating fund for the fiscal year (Jan 1- Dec 31).

### **V.1 District Committee Member (DCM)**

The DCM is the link between the group's GSRs and Area Delegate. The DCM is exposed to the group conscience of its district and can pass on the district's thinking to the Delegate and Area committee.

- Keep the Alt DCM fully informed
- Book, attend and chair all district meetings. Keep GSRs informed of the District and Area activities and information
- Attend Area Pre-Conference, Assemblies and Sharing Session
- Collect and submit forms to Area Registrar (change of GSR, new group form etc)
- Take part of organizing workshops and/or sharing session on service activities
- Bring Twelve Tradition issues/concerns to the Delegate's attention
- Invite the Area Delegate to attend District meeting where applicable

Qualifications: has served as GSR (if GSR when nominated - must be willing to resign if appointed. If newly elected GSR member does not qualify).

Have at least 4 years of sobriety. Must have time and energy to serve the district well. Be willing to serve two-year term and carry out responsibilities.

## **V.2 Alternate DCM**

- The Alternate DCM **shall** serve in the absence of the DCM and is expected to be prepared to assume these duties
- Shall attend all district meetings
- If necessary, keeps track of time during discussion, keeping discussion to 2 minutes per speaker
- Give updates on upcoming activities in district and area

Qualifications: has served as GSR. Have at least 4 years of sobriety. Must have time and energy to serve the district. Be willing to serve a two-year term and carry out responsibilities.

## **V.3 Secretary & Alternate**

- to take minutes at district meetings and gather reports. The minutes should be sent out prior to the next meeting.
- Maintain an up-to-date distribution list of GSR and District committee and officer members
- Have minutes and agenda printed and available at District meetings
- Provide archivist with a copy of the minutes
- Send out district agenda and any other AA related documents sent by DCM
- When a change of group's information or a group begins/closes, this gets updated in the meeting list. When change is complete, the new version gets sent to the Area Webmaster to upload on Website
- Print meeting lists to be available at District meetings
- Add approved motions to Appendix 1

Qualifications: two years sobriety, attend all district meetings, helpful to have basic computer skills. (Alt - take on responsibilities when treasurer is unavailable. Be willing to take on the position if needed.)

## **V.4 Treasurer & Alternate**

- The primary responsibility of the Treasurer is receiving group contributions, pay bills, maintain financial records and give report at District
- The District Treasurer is responsible for writing out district related cheques and receipts
- Maintain accurate record of District's financial condition including committee budgets and bookkeeping for the District
- Check Post Office Box regularly

Qualifications: two years sobriety, attend all district meetings, helpful to have bookkeeping skills and basic computer. (Alt - take on responsibilities when treasurer is unavailable. Be willing to take on the position if needed.)

## **V.5 Communications & Public Relations (CPC\PI, Grapevine and Literature) & Alternate**

### **Role 1. CPC/PI:**

- Update the AA volunteer phone list at Medecom
- Recruit committee member ands, meet regularly for focus of PI goals in to our community
- Budget available for pamphlets and other PI materials to reach goals
- Carries the message by getting in touch with: media, schools, clergy, senior centers, libraries, hotels, hospitals, general public and AA fellowship
- Receive CPC kit and pamphlets from previous chair or GSO
- Work with one group of professionals at a time

### **Role 2. Grapevine:**

- The Grapevine Rep's primary job is to make the magazine available to the group and encourage AA's to: read it, subscribe to it and write for it.
- Have copies of the magazines available and displayed at district meetings
- Announce arrival of new issues and publication of new items
- Encourage individual and group subscriptions
- Stock Grapevine items on literature table
- Encourage members to submit articles/stories

### **Role 3. Literature:**

- Literature is to inform District 2, its groups, and individual A.A. members about A.A. Conference approved literature, audiovisual materials, and other items of A.A. literature. Education about these materials is done through displays of items and presentations at district functions, workshops, and meetings.
- Should be familiar with the A.A. Literature Workbook and other related resources. The aa.org website provides access to all Conference approved literature.

Qualifications: two or more years of sobriety, willing to serve for two years and carry out responsibilities, have time and energy to commit, leadership skills and willing to serve two years. (Alt - take on responsibilities when Communications & Public Relations Officer is unavailable. Be willing to take on the position if needed.)

## **V.6 Women's Corrections & Alternate AND Men's Corrections & Alternate**

- The Corrections Chair's main responsibility is to bring AA meetings into provincial jails and encourage volunteer participation

- Maintain and update volunteer list of members
- Have a schedule of two members to go into the weekly jail meeting on designated evenings
- Chair should be available to go in if someone cancels last minutes. If a meeting gets missed or cancelled, the Chair is responsible to contact the jail ahead of time if possible (last resort)
- Keep district informed

Qualifications: two or more years of sobriety, desire and ability to organize AA meetings in treatment settings, have an understanding of working with the Professional community, willing to serve two years and carry out duties. (Alt - work with Chair to help find volunteers and to schedule. Be willing to take on the position if needed.)

### **V.7 Treatment & Alternate**

- The Treatment Chair's main responsibility is to bring AA meetings into institutions such as Detox, hospitals, and any other institution that may want our services. Will also encourage volunteer participation
- Maintain and update volunteer list of members
- Have a schedule of groups\members to go into said institutions on designated evenings
- Chair should be available to go in (remove) if someone cancels last minutes. If a meeting gets missed or canceled, the Chair is responsible to contact the institution ahead of time if possible (last resort)
- Keep district informed
- Be willing to coordinate meeting if the need arises within the district (ie: new treatment Centre, request for a patient at hospital)

Qualifications: two or more years of sobriety, desire and ability to organize AA meetings in treatment settings, have an understanding of working with the Professional community, willing to serve two years and carry out duties. (Alt - work with Chair to help find volunteers and to schedule. Be willing to take on position if needed.)

### **V.8 Assembly, Roundup and Workshop**

#### **Role 1. Assembly & Roundup:**

- Create feasibility study for assembly and/or sharing session bids, to be presented by DCM to Area 81 for consideration
- Assemble a committee of volunteers for any assembly or sharing session hosted by District 2
- Chair all committee meetings
- Keep accurate track of expenditures and income
- Present a balanced budget at end of hosted assembly or sharing session
- Disburse any profit realized between District 2, Area 81, and General Service Office (GSO). Normal split is 60% Area 81, 30% District 2, 10% GSO. The Assembly & Roundup Committee members may vote to split differently, if they feel there is a need, but must ensure that the split is 3 ways.

## **Role 2. Workshop:**

- Workshop Chair's primary job is to conduct workshops at District based on need/request, also to attend group business meetings or to meetings for conducting workshop upon request
- Conduct workshops on topics that come down from Area
- Ask District topics they would like to discuss as a Workshop
- Offer service to groups to conduct information at business meeting or workshop at their group

Qualifications: Two years or more of sobriety; desire and ability to organize large events; willing to work with public; willing to serve position for two (2) years, and fulfill duties as described above. Willing to do research using AA approved literature, keep district informed and willing to serve for two years

## **V.9 Technology (Web)**

- The Technology chair shall sit on the PEIAA Web Committee as the representative of District 2 and attend all PEI Web Committee meetings.
- Ensure that the Web Committee adheres to Guidelines created by said committee
- Relay any concerns District 2 may have to the PEIAA Web Committee
- Relay any concerns he\she may have concerning Web Committee to District 2 for discussion
- Provide monthly reports to the district
- Ensure that District 2 is in good standing with the PEI Web Committee

Qualifications: must have 2 years of sobriety; computer skills an asset (but not necessary); must be willing to commit 2 years and carry out responsibilities.

## **V.10 Entertainment**

- Entertainment Chair's primary job is to conduct activities for District based on need/request.
- Provide upcoming events to district at committee meetings.

Qualifications: must have 2 years of sobriety; computer skills an asset (but not necessary); must be willing to commit 2 years and carry out responsibilities.

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## **Section IV – Expenses**

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- District 2 , shall where possible and upon receipt(s), reimburse District Officers, or their alternates, for any expenses incurred when conducting district business. This includes, but is not limited to copying, stamps, paper etc.
- District 2 shall, where possible and upon receipt(s), reimburse the District 2 DCM, or their alternate, for expenses incurred during attendance at Area Assemblies. This includes registration, accommodations, mileage, bridge, and meals. The mileage rate, if any, should be at the rate determined by Area 81

- District 2 shall give consideration for DCM, or their alternate, to attend CERAASA (Canadian Eastern Region of Alcoholics Anonymous Service Assembly) and the Eastern Canada Regional Forum. These two (2) events should be voted on well in advance of the event, so that arrangements can be made for attendance.
- District 2 shall pay, if required, rental fee for monthly District meeting, to help defray expenses (coffee, pop, water, etc).
- District 2 shall pay for any workshop hosted by District 2. District 2 shall have the right to charge a nominal fee to defray costs of any workshop, to a maximum charge of \$20 per participant, for each event. In lieu of fees, District 2 can decide to take a collection.
- District 2 shall, when hosting an Area 81 Assembly or Sharing Session, give the Roundup Committee a start-up fund of no less than \$150.00 to cover initial expenses. This start-up fund will be reimbursed to District 2 after all other expenses have been paid.

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### **Section VII – Prudent Reserve**

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The District's prudent reserve is \$1,500 (Approximately six (6) months expenses). This amount of money is set aside to provide a source of funds for situations such as a sudden increase in expenses or an unanticipated loss in contributions. Any reserve used is to be replenished within a reasonably short period of time.

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### **Section VIII – Operating & Surplus Funds**

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The district's operating fund is to be \$1,500. The operating funds is to cover six(6) months of expenses. Operating expenses include phone, oil, rent, mailbox and other expenses to maintain smooth operation on the district. Any funds above the prudent and operating funds is to be submitted in accordance with Area Guideline.



**Appendix 2: GSR Report**

<b>GSR Monthly Report</b>	
<b>Group Name:</b> _____	<b>Month:</b> _____
<b>Introductions:</b> _____	<b>Re-introductions:</b> _____
<b>Average attendance:</b> _____	<b>7th Tradition:</b> _____
<b>Chips:</b> _____	
<b>Outside Commitments: Met</b> ____ <b>Not Met</b> ____ <b>Group GSR:</b> _____	
<b>GSR Monthly Report</b>	
<b>Group Name:</b> _____	<b>Month:</b> _____
<b>Introductions:</b> _____	<b>Re-introductions:</b> _____
<b>Average attendance:</b> _____	<b>7th Tradition:</b> _____
<b>Chips:</b> _____	
<b>Outside Commitments: Met</b> ____ <b>Not Met</b> ____ <b>Group GSR:</b> _____	
<b>GSR Monthly Report</b>	
<b>Group Name:</b> _____	<b>Month:</b> _____
<b>Introductions:</b> _____	<b>Re-introductions:</b> _____
<b>Average attendance:</b> _____	<b>7th Tradition:</b> _____
<b>Chips:</b> _____	
<b>Outside Commitments: Met</b> ____ <b>Not Met</b> ____ <b>Group GSR:</b> _____	