DISTRICT 11
LONDON MIDDLESEX

www.aadistrict11.ca

Structure and Operating Procedures
(SOPs)

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STRUCTURE

The District 11 Committee is composed of:

General Service Representatives (GSRs)

District Officers

- District Committee Member (DCM)
- Alternate District Committee Member (Alt DCM)
- District Secretary/Registrar
- District Treasurer
- Central Office Treasurer

Subcommittee Chairpersons

- Alkathon
- Archives
- Bridging the Gap & Telephone Answering Service
- Central Office
- Corrections
- Grapevine
- London Middlesex Roundup
- Newsletter & Website
- Public Information / Cooperation with the Professional Community
- Treatment and Accessibilities / Remote Communities
- Past District Committee Members will be ex-officio members of the District 11 Committee. They have a voice, but are non-moving, non-voting members of District 11.

MISSION STATEMENT

To help the still suffering alcoholic achieve sobriety by following our three legacies of Recovery, Unity and Service. We provide services and service positions for people who wish to grow in recovery and strengthen unity within our AA community.

DISTRICT 11 LONDON MIDDLESEX PROCEDURES

The purpose of this Structure and Operating Procedures document is to support the successful operation of District 11 London Middlesex. All provisions in this Structure and Operating Procedures and all actions of District 11 conform to the principles of the Twelve Traditions, the Twelve Concepts, and the most recent edition of the AA Service Manual. These provisions and actions adhere strictly to the primary purpose of Alcoholics Anonymous. This document provides a comprehensive description of the functions and duties of the committees and persons involved in the overall District 11 Service Structure.

Structure and Operating Procedures are to be reviewed by an Ad Hoc Committee appointed by the District Committee Member (DCM) no later than January of odd numbered years. This committee shall consist of the current DCM, Alternate DCM, three (3) General Service Representatives (GSRs), one (1) Subcommittee Chairperson and one (1) Past Delegate from Area 86. No changes will be made to the existing Structure and Operating Procedures during the two-year electoral term.

ELECTIONS

Elections for District 11 positions will occur in October of odd years and newly elected positions will take office on January 1 of even years.

The DCM will request nominations for an Elections Officer two months prior to the election date. It is suggested that an Elections Officer be a past DCM or a DCM/past DCM from a neighbouring district.

To hold a District 11 position, it is necessary to be a member in good standing of a Home Group within the District 11 structure.

To stand for election it is strongly suggested that an AA Member have a minimum of two (2) years of continuous sobriety and preferably service experience at the Group, District or the former Intergroup level.

An AA Member should not be re-elected to the same position for consecutive terms. Should the occasion arise whereby no one is willing to fill the vacant position, it will remain vacant until someone suitable and willing is found to fill the position.

Nomination Procedures for Elections

General Service Representatives (GSRs), District 11 Officers and Subcommittee Chairpersons are eligible to make nominations.

If an eligible candidate is unable to attend, a written resume shall be provided and read by the Elections Chairperson.

Voting Procedures for Elections

All current District 11 Committee members are eligible to vote, except past DCMs.

Alternate General Service Representatives (Alt GSRs) vote only if GSRs are not present. A group may, however, designate a group member a proxy vote if neither the GSR nor the Alt GSR is able to attend. Third Legacy Procedure, as outlined in the most recent edition of the AA Service Manual, shall be read to District 11 and followed for elections. See Appendix 3.

If there is only one candidate standing for a position, a ballot vote must still occur.

Candidates will be requested to provide their service history to a maximum of two (2) minutes.

Order of Election for District Officers:

- District Committee Member (DCM)
- Alternate District Committee Member (Alt DCM)
- Secretary/Registrar
- District Treasurer
- Central Office Treasurer

Order of Election for Subcommittee Chairpersons:

- Alkathon
- Archives
- Bridging the Gap & Telephone Answering Service
- Central Office Manager
- Corrections
- Grapevine
- London Middlesex Roundup
- Newsletter & Website
- Public Information / Cooperation with the Professional Community
- Treatment and Accessibilities / Remote Communities

Filling Vacancies

When a vacancy is announced at a District 11 meeting, the members of District 11 will be notified through the GSRs and other Committee members at local meetings. Any vacant positions will be agenda items until the vacancies are filled. The voting procedures for elections will be followed once an eligible candidate confirms their willingness to stand.

A person stepping into a position mid-term will be eligible to stand for re-election for the following full term.

MOTIONS

Motion		Requires a second?	Is debatable? (discussion *)	Vote required for approval	Minority voice heard?
Notice of Motion **	Presented by District 11 Committee members	Yes	Yes	Two - thirds	Yes
Amending a motion	A motion on the floor is owned by the entire voting body. Therefore, a motion to amend depends on the approval of the voting body	Yes	Yes	Two - thirds	Yes
Tabling a motion (postponing discussion to a later time)	Made without comment	Yes	Yes	Simple majority	No
Calling the question (bring the debate to a halt)	Made without comment	Yes	No	Two - thirds	No
Reconsidering a vote	May only be made by a member who voted with the prevailing side No action may be reconsidered twice	Yes (may be seconded by either side)	No	Simple majority	No

***** Discussion at District 11 meetings is limited to the current District 11 Committee members.
****** Notices of Motions by current District 11 Committee members must be presented (in writing) to the DCM two (2) weeks prior to the District 11 monthly meeting.

Voting Procedures for Motions

Motions require a **two-thirds majority vote** of District 11 Committee members present at the meeting when the vote is taken.

All current District 11 Committee members are eligible to vote, except past DCMs.

The Alternate GSRs vote only if the GSRs are not present. A group may, however, designate a group member to proxy vote if neither the GSR nor the Alternate is able to attend.

The minority opinion shall be heard before a motion is considered carried.

Should a motion require discussion and vote at the group level, it is the intent of District 11 that all motions be concluded within three (3) meetings.

RESPONSIBILITIES AND DUTIES

District 11 Officers and Chairpersons of all Subcommittees are provided with a soft copy of the Structure and Operating Procedures at the time of acceptance and are required to report to District 11 at the monthly meeting. Soft copies will also be provided to GSRs.

District 11 Officers are responsible for mentoring the next elected panel of Officers.

If an Officer or Subcommittee Chairperson is not fulfilling the duties of their position as outlined within their responsibilities and duties, the District Committee Member (DCM) will approach that member to resolve the issue. If removal is necessary, approval of General Service Representatives (GSRs) present at the next meeting is required.

District 11 Expense Forms (Appendix 1) must be completed by District 11 Officers requiring reimbursement and Subcommittee Chairpersons handling the finances within their portfolio. The forms must be submitted (Appendix 1) to the District 11 Treasurer. All financial reconciliations must be submitted within two (2) meetings following the accrued expense. All expenses incurred are to be reflected in the monthly reports.

ATTENDANCE, RESIGNATIONS AND REPORTS

District 11 Officers and Subcommittee Chairpersons

District 11 Officers and Subcommittee Chairpersons are to attend monthly meetings and submit a written report for the minutes. If three (3) consecutive meetings are missed it will be considered a resignation. An Election will take place at the next District 11 Meeting.

Written reports, including challenges, concerns, success stories and recommendations, are to be made available to the District 11 Secretary/Registrar **at least four (4) days** prior to the meeting to allow for distribution. Financial statements from the District 11 Treasurer and the Central Office Treasurer must be included with their reports.

District Committee Member (DCM)

The duties of the DCM are contained in the most recent edition of the AA Service Manual.

The DCM will:

- Represent District 11 London Middlesex at all Area 86 Assemblies and Area Committee Meetings.
- Prepare the agenda for the District 11 meetings with the assistance of the Alternate DCM.
- Will appoint Financial Review Committees to review both, the District 11 and the Central Office accounts, in January of the following year. These committees are to present their findings at the February District 11 meeting.
- Initiate a call for nominations for an Elections Officer and brief the successful nominee on the required duties.
- Be available to attend all District 11 Subcommittee meetings as ex officio.
- Access and use the assigned email, through the District 11 Webmaster.
- Have held the GSR position to be eligible for election, and it is suggested that they have at least four (4) or five (5) years of continuous sobriety.

Alternate District Committee Member (Alt DCM)

The duties of the Alt DCM are contained in the most recent edition of the AA Service Manual.

The Alt DCM will:

- Assist the DCM at all Area 86 Assemblies and Area Committee Meetings, striving to attain a good working knowledge of the duties of the DCM and recognizing the necessity to assume those duties in the event of loss or incapacity of the DCM until an election can occur.
- Assist the DCM with the preparation of the agenda for the District 11 meetings.
- Review the Group Change Forms and ensure that necessary information is completed correctly and submitted to the District 11 Secretary/Registrar for onward submission to Member Services and the Area 86 Secretary.
- Access and use the assigned email, through the District 11 Webmaster.
- Have held the GSR position to be eligible for election, and it is suggested that they have at least four (4) or five (5) years of continuous sobriety.

District Treasurer

The Treasurer will:

- Receive and disperse all monies belonging to District 11.
- Prepare and present an annual budget at the November District 11 meeting.
- Deposit all money in a chartered bank selected by District 11.
- Following elections, set up signing authorities at the bank for the DCM, Alt DCM, Secretary/Registrar, Treasurer and Central Officer Treasurer.
- Have all cheques signed by any two (2) District Officers. District 11 Officers do not sign for their own expenses.
- Consult with the DCM for direction concerning any questionable expenses.
- Seek a motion to forward to Area 86 and/or the General Service Board (GSB) any funds in excess of the prudent reserve (total budgeted expenses divided by 12, multiplied by 3).
- Ensure that any expenses/invoices paid by electronic funds transfer have two (2) authorized signatures prior to the transfer. The confirming email is to be completed using the AA District 11 email and attached to the Expense Form.

- Review the AA Guidelines on Finance (MG 15) from the General Service Office at www.aa.org

- Access and use the assigned email, through the District 11 Webmaster.

District Secretary/Registrar

The District Secretary/Registrar will:

- Ensure that reports are distributed two (2) days prior to the District 11 meeting.

- Record minutes of the District 11 Committee Meetings and District 11 Committee Officers' meetings and distribute them by email to the District 11 Committee and GSRs. A small number of hard copies will be made available at District 11 Committee meetings for new GSRs and members without electronic devices.

- Provide every new GSR with a Group Information Change Form (F-28 Appendix I, AA Service Manual).

- Provide every new GSR with a soft copy of the current District 11 Structure and Operating Procedures document via email (hard copy will be provided upon request).

- Email the approved minutes to the Area 86 Committee.

- Provide updates of District 11 Officers and Subcommittee Chairpersons to the Area 86 Secretary/Registrar.

- Notify the Area 86 Secretary/Registrar of any changes in District 11 using the Group Information Change Form (F-28 Appendix I, AA Service Manual) and/or the New Group Form (F-30 Appendix H, AA Service Manual).

- Email a copy of the Group Information Change Form and the New Group Form to memberservices@aa.org

- Access and use the assigned email, through the District 11 Webmaster.

Central Office Treasurer

The Central Office Treasurer will:

- Prepare the monthly financial statement and reconciliations of the Central Office and present them to District 11. If the Central Office Treasurer is not available, the report shall be presented by the District 11 Treasurer.

- Prepare and present an annual budget at the September District 11 Meeting.
- Present year end (October 31) statements at the December District 11 Meeting.
- Assist the Central Officer Manager in paying bills, mailing cheques, and entering and recording all transactions in the computer system.
- Calculate and provide the cost of goods and present this with the annual budget.
- Ensure that all cheques have two (2) signatures. Payees do not sign for their own expenses.
- Review the AA Guidelines on Finance (MG 15) from the General Service Office at www.aa.org
- Access and use the assigned email, through the District 11 Webmaster.

Alkathon Chairperson

The Alkathon Chairperson will:

- Work with the current chairperson, allowing the new chairperson time to form a committee.
- Establish a committee to assist with the responsibilities and appoint an Alternate Chairperson.
- Be responsible for organizing the yearly Alkathon by requesting the help and support of the London groups; finding an appropriate location, food service, etc.
- Request an advance of funds from the Alkathon account through the District 11 Treasurer.
- Keep an itemized record of expenses, etc. and present a written post event report to District 11 (no later than the February meeting of the following year).
- Ensure all funds and expense forms are returned to the District 11 Treasurer after the event.
- Access and use the assigned email, through the District 11 Webmaster.

Archives

The Archives Chairperson will:

- Work with the current chairperson, allowing the new chairperson time to form a committee.
- Liaise with the Area 86 Archives Subcommittee Chairperson.
- Establish a committee to assist with the responsibilities.
- Collect, organize and preserve material of historical interest.
- Prepare an itemized record of materials.
- Create and maintain a District 11 Archives display, as needed.
- Ensure the privacy and protect the anonymity of members whose names are included in the collected documents.
- Review the AA Guidelines on Archives (MG 17) from the General Service Office (GSO) at www.aa.org
- Access and use the assigned email, through the District 11 Webmaster.

Bridging the Gap (BTG) & Telephone Answering Service (TAS)

The Bridging the Gap & Telephone Answering Service Chairperson will:

- Work with the current chairperson, allowing the new chairperson time to form a committee.
- Liaise with the Area 86 Bridging the Gap Subcommittee Chairperson.
- Establish a committee to assist with the responsibilities, and appoint an Alternate Chairperson.
- Have access to a smartphone and computer with internet access to facilitate communications and services on behalf of the committee.
- Set up a list of volunteers – men with men, women with women.
- Train volunteers – volunteers to have a minimum of one (1) year sobriety.
- Establish and maintain contact with the volunteer coordinator at Elgin Middlesex Detention Center (EMDC) and Treatment Facilities in the London Middlesex District 11, to make them aware of the program and facilitate bridges.

- Be responsible for the effective operation of the telephone answering service.
- Have access to all calls coming to District 11, through a home computer.
- Recruit and train team captains and volunteers to ensure that calls are tracked and serviced 24 hours a day.
- Review the AA Guidelines on AA Answering Services (MG 12) from the General Service Office (GSO) and the Bridging the Gap Pamphlet (P49) at www.aa.org
- Access and use the assigned email, through the District 11 Webmaster.

Central Office Chairperson (hereafter called Central Office Manager)

The Central Office Manager will:

- Train with the current Central Office Manager.
- Appoint an Alternate Chairperson.
- Ensure deposits are made on a regular basis and balanced with sales each week.
- Enter and record all Central Office transactions in the computer system.
- Pay invoices by cheque or electronic funds transfer.
- Ensure volunteers are adequately trained and capable of following established Central Office procedures.
- Ensure volunteers are familiar with products and services, hours of operation, customer service principles and the Employment Standards Act of Ontario.
- Manually complete inventory and price checks on a quarterly basis. The total dollar amount of inventory assets must be recorded.
- Make monthly District 11 meeting minutes and financial statements available for viewing at the Central Office.
- Keep a record of District 11 contributions received at the Central Office and deposit them into the appropriate accounts, also advising the Treasurer.
- Open the Central Office as per scheduled hours.
- Maintain an accurate account of petty cash and float.

- Authorize Central Office operating expenses, ensuring that relevant signature policies are followed.
- Make current meeting lists available for printing.
- Adhere to the Employment Standards Act of Ontario at the Central Office, and ensure compliance with AA Traditions and Concepts.
- Facilitate the change of the safe combination upon rotation of Central Office Managers.
- Perform other duties as outlined in the Central Office Procedures (Appendix 2).
- Access and use the assigned email, through the District 11 Webmaster.

Corrections

The Corrections Chairperson will:

- Work with the current chairperson, allowing the new chairperson time to form a committee.
- Liaise with the Area 86 Corrections Subcommittee Chairperson.
- Establish a committee to assist with the responsibilities, and appoint an Alternate Chairperson.
- Stay in contact with the volunteer coordinator at Elgin Middlesex Detention Center (EMDC) and ensure that AA literature is available at the facility.
- Have a minimum of two (2) years of continuous sobriety.
- Screen volunteers to ensure they have a minimum of two (2) years of continuous sobriety, have a sponsor, are active in their home group, and meet the necessary requirements in compliance with EMDC policies.
- Maintain an active schedule for EMDC meetings.
- Review the AA Guidelines on Corrections Committees (MG 06) from the General Service Office (GSO) at www.aa.org
- Access and use the assigned email, through the District 11 Webmaster.

Grapevine

The Grapevine Chairperson will:

- Work with the current chairperson, allowing the new chairperson time to form a committee.
- Liaise with the Area 86 Grapevine Subcommittee Chairperson.
- Establish a committee to assist with the responsibilities, and appoint an Alternate Chairperson.
- Keep an up-to-date list of Group Grapevine Representatives (GVR) in District 11, encourage and support groups to elect or appoint a GVR.
- Encourage the incoming GVRs to register with the Grapevine Office at www.aagrapevine.org
- Ensure that the Grapevine Display at the Central Office is stocked and up-to-date.
- Set up displays and keep a supply of Grapevine items on hand for sale at District 11 events and at individual groups upon request.
- Keep a detailed account of inventory, orders, and money received and owed.
- Have a $200.00 float from District 11 to purchase inventory. Report to the District 11 Treasurer the balance of the float and inventory monthly. Any surpluses of funds are forwarded to District 11 at the end of the calendar year.
- Access and use the assigned email, through the District 11 Webmaster.

London Middlesex Roundup

The London Middlesex Roundup Chairperson will:

- Work with the current Chairperson, allowing the new Chairperson time to form a committee.
- Establish a committee to assist with the responsibilities, and appoint an alternate Chairperson.
- Be responsible for organizing the yearly London Middlesex Roundup; finding an appropriate location, food service, etc.
- Provide a post-event summary at the first District 11 meeting following said event including financial report.

- Review the AA Guidelines on Conferences, Conventions and Roundups (MG 04) from the General Service Office (GSO) at www.aa.org

- Access and use the assigned email, through the District 11 Webmaster.

Newsletter & Website

The Newsletter & Website Chairperson will:

- Work with the current chairperson, allowing the new chairperson time to form a committee.

- Liaise with the Area 86 Technology Subcommittee Chairperson.

- Establish a committee to assist with the responsibilities, and appoint an Alternate Chairperson.

- Ensure that all published materials comply with relevant AA Copyright (Appendix N of the current AA Service Manual) and Anonymity principles and adhere to the Twelve Traditions, Twelve Concepts and AA Guidelines from the General Service Office (GSO).

- Create a monthly newsletter by:

    - Compiling information and layout for a letter-sized newsletter for print. (Central Office is responsible for printing.)

    - Uploading a PDF of the newsletter to the District 11 website.

    - Creating an HTML version of the newsletter and sending this to the mailing list on the first of the month, including a link to the PDF version.

- Review the AA Guidelines Section 'Newsletters or Bulletins' in the AA Guidelines on Central or Intergroup Offices (MG 02) from the General Service Office (GSO) at www.aa.org

- Complete District 11 updates as requested and ensure that the website complies with the AA Guidelines on Internet (MG 18) from the General Service Office (GSO) www.aa.org

- Manage the District 11 virtual meetings and renew the District 11 account each year.

- Manage the District 11 email accounts and create new accounts when needed.

- Review and renew the District 11 domains and website engine plan through website hosting services as appropriate.

- Renew and/or subscribe to any newsletter related subscriptions, as appropriate.
- Access and use the assigned email, through the District 11 Webmaster.

Public Information (PI) / Cooperation with the Professional Community (CPC)

The Public Information / Cooperation with the Professional Community Chairperson will:

- Work with the current chairperson, allowing the new chairperson time to form a committee.
- Liaise with the Area 86 Public Information (PI) / Cooperation with the Professional Community (CPC) Subcommittee Chairpersons.
- Establish a committee to assist with the responsibilities, and appoint an Alternate Chairperson.
- Provide accurate AA information to the public when requested and visit schools, businesses, and community meetings for this purpose.
- Serve as a point of contact for our friends in the local media, emphasizing our Tradition of Anonymity, singleness of purpose and non-affiliation, as well as offer AA public service announcements to radio and television stations.
- Reach out to professionals to carry the message of AA in District 11 and coordinate with committee members to make contact (by letter, phone call, email, or face-to-face) and keep a record of such contacts.
- Maintain a calendar of established recurring events and coordinate attendance and participation with the District 11 Officers.
- Review the AA Guidelines on Public Information (MG 07) / Cooperation with the Professional Community (MG 11) from the General Service Office (GSO) at www.aa.org
- Access and use the assigned email, through the District 11 Webmaster.

Treatment and Accessibilities / Remote Communities

The Treatment and Accessibilities / Remote Communities Chairperson will:

- Work with the current chairperson, allowing the new chairperson time to form a committee.

- Liaise with the Area 86 Treatment and Accessibilities / Remote Communities Subcommittee Chairpersons.

- Establish a committee to assist with the responsibilities, and appoint an Alternate Chairperson.

- Compile a list of volunteers interested in “carrying the message” into treatment facilities and maintain an active schedule for meetings.

- Regularly visit the treatment facilities’ meetings to ensure they are held in accordance with treatment facilities’ regulations and guidelines. Some of the treatment facilities in District 11 are: Center of Hope Withdrawal Management, Recovery Community Centre (RCC) and St Joseph’s Health Care London – Parkwood Institute.

- Ensure that all meetings have a chairperson, adequate meeting supplies, Conference-approved AA literature and that AA Traditions are followed.

- Encourage the development of AA outreach to promote accessibility for members with disabilities requiring assistance.

- Carry the AA message by supporting any community or member isolated by language, culture, and/or geography by using virtual media platforms, if necessary.

- Follow up and assist with public inquiries regarding meeting accessibility.

- Review the AA Guidelines on Treatment Committees (MG 14) and Accessibility for all Alcoholics (MG 16) from the General Service Office (GSO) at www.aa.org

- Access and use the assigned email, through the District 11 Webmaster.

EXPENSES

DCM and Alternate DCM

The District 11 Treasurer will reimburse the DCM and Alternate DCM, upon receipt of a completed District 11 Expense Form, for the following expenses incurred in the performance of their duties:

- Attendance at Area 86 Assemblies, Area Committee Meetings (ACM), Eastern Canada Regional Forums and the Canadian Eastern Regional Alcoholics Anonymous Service Assembly (CERAASA).
- Costs for printing, stationery and long-distance telephone calls, as required.
- Cost of accommodation and banquet ticket for Area 86 Assemblies.
- Mileage and meals at the rate of the current Area 86 Structure and Operating Procedures (SOPs).

District Secretary/Registrar

The District Treasurer will reimburse the Secretary/Registrar, upon receipt of a completed District 11 Expense Form, for the following expenses incurred in the performance of duties:

- Printing, stationery and long-distance telephone calls, as required.
- Attendance at the Area 86 Assembly Workshops (Saturday) to a maximum of $ 75.00.

District and Central Office Treasurer

The District Treasurer will reimburse, upon receipt of a completed District 11 Expense Form, for the following expenses incurred in the performance of duties:

- Printing, stationery and long-distance telephone calls, as required.
- Attendance at the Area 86 Assembly Workshops (Saturday) to a maximum of $ 75.00.

Sub Committee Chairpersons

The District Treasurer will reimburse the District Subcommittee Chairperson, upon receipt of a completed District 11 Expense Form, for attendance at the Area 86 Assembly Workshops (Saturday) to a maximum of $ 75.00.

APPENDIX 1 - EXPENSE VOUCHER

District 11 Area 86

Expense Voucher

Name: _____ **Office:** _____

From: _____ To: _____

Purpose of Trip _____

			Unit price	Sales tax	Total
Transport	0	km @ 0.55/km	$ 0.55	$ -	$ -
Accomodation	0	nights @	$ -	$ -	$ -
Meals		meals @ $ 25.00		$ -	$ -
	Less amount received		$ -		$ -
		Subtotal			**$ -**

Attach all receipts

		Unit price	Sales tax	Total
Stationary				$ -
Photocopying				$ -
Postage / Shipping				$ -
Telephone				$ -
Supplies				$ -
Grapevine				$ -
Other				$ -
				$ -
				$ -
	Subtotal	$ -	$ -	**$ -**
			Total	**$ -**

Remarks: _____

Approved by (need 2 signatures from signatories):

DCM _____ Central Office Treasurer _____

Alternate DCM _____ Secretary _____

District Treasurer _____

Updated: November 4, 2023

APPENDIX 2 - CENTRAL OFFICE PROCEDURES

The Central Office Chairperson will employ a regularly updated accounting system and methods that will ensure proper recording of all transactions within and/or concerning the Central Office.

1. This system should:
   a. be user friendly so anyone with basic computer skills can operate it;

   b. facilitate accurate entry of all transactions;

   c. provide a method of inventory control; and

   d. for insurance purposes, reflect the annual net worth of the total business, including goods and chattels.

2. The Central Office will ensure that:
   a. information about A.A., A.A. meetings and activities is provided;

   b. paper records and information remain in the Central Office. Electronic data will reside in a secure external storage system;

   c. bank statements and all financial reports are included in the monthly minutes for General Service Representatives (GSRs);

   d. an organized filing system be kept for all invoices, receipts, sales sheets, all accounts payable, accounts receivable and communications;

   e. cheques and electronic funds transfers are issued for supplies and authorized expenses;

   f. any expenses/invoices paid by electronic funds transfer have two (2) authorized signatures. The confirming email is to be addressed to the AA District 11 email and attached to the relevant document(s);

   g. all cheques are signed by any two (2) District 11 Officers and it is suggested that Officers do not sign for their own expenses whenever possible;

   h. blank cheques are not signed under any circumstances;

   i. a consistent effort be made to be self supporting through sound business practices as suggested by Tradition 7;

   j. an annual financial review of the Central Office be presented at the February District 11 Meeting. It is suggested that an independent review be performed by two (2) members with financial and/or treasurer experience, who are not currently serving at District 11; and

   k. all leases and contracts are approved by Group Conscience vote. All leases and contracts are to be signed by two (2) District 11 Officers.

APPENDIX 3 - THIRD LEGACY PROCEDURE (Appendix G – AA Service Manual)

"Purpose

A.A.'s Third Legacy Procedure is a special type of electoral procedure, used primarily for the election of delegates and regional and at large trustees. It is considered to be unique to A.A., and at first glance, appears to introduce a strong element of chance into a matter that should depend solely on the judgement of the majority. In practice, however, it has proved highly successful in eliminating the influence of factions or parties that seem to thrive on most political scenes. The railroading of a candidate for election is made difficult, if not impossible, since voters have a wide selection of candidates to choose from. More importantly, a second-place candidate who may be extremely qualified but without early popular support is encouraged to stay in the balloting rather than withdraw.

Procedure

1. The names of eligible candidates are posted on a board. All voting members (of the area or Conference body) cast written ballots, one choice to a ballot. The tally for each candidate is posted on the board.

    - The first candidate to receive two-thirds of the total vote is elected.

2. Withdrawals start after the second ballot. If any candidate has less than one-fifth of the total vote, his or her name is automatically withdrawn – except that the top two candidates must remain. In case of ties for second place, the top candidate and all tied runners-up remain as candidates.)

3. After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except that the top two candidates must remain. In case of ties for second place, the top candidate and all tied runners-up remain as candidates.)

4. After the fourth ballot, if no candidate has two-thirds of the total vote, the candidate with the smallest total is automatically withdrawn, except that the top two candidates must remain. In case of ties for second place, the top candidate and all tied runners-up remain as candidates.)

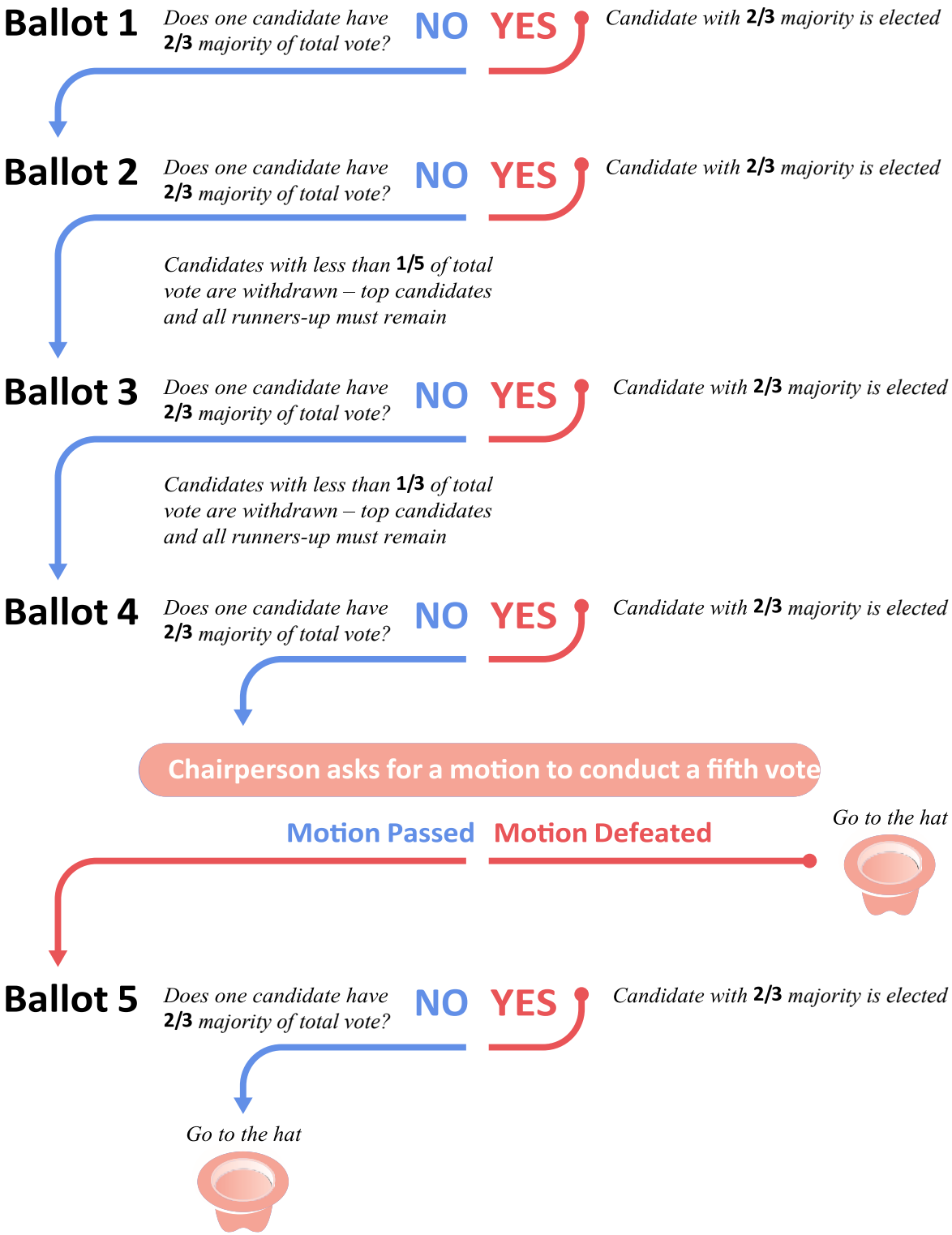
    - At this point, the chairperson asks for a motion, second, and a simple majority of hands on conducting a fifth and final ballot

    - If the motion is defeated, balloting is over and the choice is made by lot – 'going to the hat' – immediately.

    - If the motion carries, a fifth and final ballot is conducted.

5. If after the fifth ballot no election occurs, the chairperson announce that the choice will be made by lot (from the hat). At this point, the top two candidates remain. In case there are ties for first place, all tied first place candidates remain. In case there are no ties for first place, the top candidate and any tied second-place candidates remain.

6. Lots are then drawn by the teller, and the first one 'out of the hat" is the delegate (or trustee or other officer).



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