

# **Greater Toronto Area Intergroup**

## **Operating Procedures and Guidelines**

**Effective Date: OCTOBER 2019**

**Great Toronto Area Intergroup  
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## Revision History

#	Changes	Date Published
7th	Multiple changes: housekeeping plus changes to the procedures amendment process, contribution limit, changed name of Executive Committee (EC) to Operating Committee (OC). See referendum list of changes for details.	October 2019
6th	Change to page 4, paragraph 3, under Operating Procedures. Ann AA group needs to adopt or acknowledge the 12 steps, Twelve Traditions, and 12 Concepts of AA, as adopted by the AA General Service Board, in order to be recognized as an AA group by GTA Intergroup (approved March 31, 2018)	March 31, 2018
5th	Change section 9.46 and 9.47 (page 14) to reflect that there are 8 service districts in the GTA; not 9 (Motioned and passed at the Executive Committee meeting October 22, 2014).	November 11, 2014
4th	Change the term of the Chair of the Finance Subcommittee to two years from one year 9.4.3.2 (approved January 29, 2013). To add further qualifications for the Finance Subcommittee 9.4.3.1 (approved January 29, 2013).	January 29, 2013
3rd	Rename the ORC Review Subcommittee to the ORC Advisory Subcommittee S8.5 (approved October 30, 2012). Change the date of the term of the Chairperson and Vice-Chairperson to September to August S7.1.1 (approved October 30, 2012). Removed note after 7.4.1 about transition to new procedures as it is no longer applicable.	October 30, 2012
2nd	Add paragraph as per referendum vote as of June 18, 2012 Change to allow use of current version of Robert's Rules of Order (approved December 20, 2011)	July 31, 2012
1st	Add ORC Review Committee to Guidelines (approved May 31, 2011) Add Title Page Add Revision History Miscellaneous format and grammar changes	August 30, 2011
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# 1. GTA INTERGROUP PROCEDURES – OVERVIEW

## 1.1 Purpose of this document

This document describes the Operating Procedures and Guidelines put in place to facilitate the smooth and efficient operation of the GTA Intergroup organization and its committees. The Procedures and Guidelines have been approved by the A.A. groups who participate in GTAI.

## 1.2 Organization Name

The Name of the organization is Greater Toronto Area Intergroup (“GTA Intergroup”).

## 1.3 GTAI Mandate

Greater Toronto Area Intergroup is a coordinating body that supports the 12 Step work of AA groups in the Toronto area, providing a point of contact between individual groups, the public, and the still suffering alcoholic.

## 1.4 GTAI and A.A.’s Twelve Traditions

GTAI operates in accordance with the Twelve Traditions of Alcoholics Anonymous.

A.A.’s Tradition 6 states: “An AA group ought never endorse, finance, or lend the AA name to any related facility or outside enterprise lest problems of money, property or and prestige divert us from our primary purpose.”

This Tradition in particular must be scrupulously followed by all committees, subcommittees, and those employed by the Intergroup Office, to ensure that there is no endorsement, expressed or implied, of any outside facility or enterprise, so that the name, goodwill, property or finances of AA in Toronto are not under any circumstances lent or given to anything of a public nature.

## 1.5 Composition of GTAI

GTA Intergroup is composed of:

- Intergroup Representatives from AA groups in the Greater Toronto Area
- Members of the Operating Committee (OC).

## 1.6 Criteria to be recognized by GTAI as an A.A. group

- An AA group needs to adopt *or* acknowledge the 12 Steps, 12 Traditions and 12 Concepts of AA, as adopted by the AA General Service Board, in order to be recognized as an AA group by GTA Intergroup.

## 1.7 Yearly Donations to Intergroup

- The maximum annual donation any individual may make to GTAI is \$5000.00.
- Donations to GTAI are only accepted from A.A. members, as per A.A.’s Tradition 7.

## 1.8 GTAI – Group Disclaimer

As embodied in the AA 4<sup>th</sup> Tradition, the information and operation of an AA group resides with the group conscience of its members. While hopefully every AA group adheres to the guiding principles of the 12 Steps and 12 Traditions, the GTA Intergroup neither monitors nor oversees the activities or practice of any AA group. Groups and meetings listed in the AA Meeting Directory appear at their own request. A directory listing does not constitute or imply approval or endorsement of any approach to, or practice of, the AA program. If you do not feel comfortable at a meeting, you are completely free to “shop around” until you feel that you belong.

### **1.9 Definition of Procedures versus Guidelines**

- **Procedures** are the descriptions of the roles, responsibilities, policies, rules, and processes used by GTAI. The Procedures in this document have been vetted and approved by the AA groups participating in the GTAI. See section 8 for a description of the process that allows for all the GTAI AA group members to participate in approving any changes to the Procedures.
- **Guidelines** are recommended practices for GTAI to follow. Guidelines may be changed with the submission of a notice of motion prior to a meeting, to be voted on at the next meeting. See Section 13 for a description of the process for changing the Guidelines. Example of a guideline: changes to the standard agenda for Intergroup meetings.

## **2. RIGHTS OF MEMBERS OF GTA INTERGROUP**

### **2.1 Intergroup Representative or Alternate**

An Intergroup Representative (or, in the absence of the Intergroup Representative, the Alternate) has the following rights:

- to speak at GTA Intergroup meetings as the representative of their group
- to move motions before GTA Intergroup
- to second motions before GTA Intergroup
- to vote on motions before GTA Intergroup
- to nominate candidates for the OC
- to stand for election to the OC

### **2.2 Operating Committee Members**

Members of the OC have the following rights:

- to speak at GTA Intergroup Meetings
- to attend all subcommittee meetings of GTA Intergroup and all Joint Service Committee meetings.

### **2.3 Sub-Committee Chairs**

The Chair of the Operating Committee may recognize the Chair of sub-committees to allow them to speak at GTA Intergroup Meetings.

## **3. INTERGROUP /ALTERNATE REPRESENTATIVES**

### **3.1 Group Representation at GTAI**

- Each group is entitled to representation by one Intergroup Representative (or Alternate) at GTA Intergroup; a group gets one vote.
- An A.A. member can only be the Intergroup or Alternate rep for one group. One member cannot have 2 votes at Intergroup.

### **3.2 Intergroup Representative Role**

- Recommended sobriety requirement is 2 years of continuous sobriety
- Responsibilities:
  - to represent and communicate the group conscience of their group at GTA Intergroup
  - to make such recommendations as they deem proper for the consideration of and action by the OC
  - to keep their groups advised of the work of the OC and GTA Intergroup

### **3.3 Alternate Rep Role**

- The Alternate Intergroup representative for a group is welcome to attend GTAI meetings as an observer
- The Alternate, **when representing the group in the absence of the Intergroup Representative**, has the same rights and voting privileges as the Intergroup Representative

### **3.4 Intergroup/ Alternate Reps and Operating Committee**

- At no time may a group have more than one representative on the OC.
- If an Intergroup Representative or Alternate is elected to the OC, s/he must cease to be the Intergroup (or Alternate) Representative for their group, and the group must elect a new one.

### **3.5 Contact Info for Group Intergroup Representative**

Each group shall notify the Administrative Assistant of the name and contact information for the Intergroup Representative upon election. (Note: this may be done at the monthly GTAI meeting)

## **4. OPERATING COMMITTEE (OC)**

### **4.1 Operating Committee Composition**

The Operating Committee is composed of (at full complement) ten persons:

- The Chairperson and Vice Chairperson
- Six committee members
- Secretary
- Treasurer (Chair of the Finance Committee)
  - The office of Treasurer is held by the current Chairperson of the Finance Subcommittee. The Treasurer, in turn, is a member of the Operating Committee by virtue of holding this office

### **4.2 Qualifications of Members of the Operating Committee**

Members of the OC must have a minimum of two years of sobriety

### **4.3 Terms of Office for Members of the Operating Committee**

- Members of the OC are nominated and elected as necessary when vacancies occur. They are elected by the voting members of the Intergroup Floor from the total membership of
- Alcoholics Anonymous in the Greater Toronto Area, including serving Intergroup Reps and/or Alternate Reps.
- The term for a member of the OC is one year; this term may be renewed annually, for up to 2 more years, to a maximum of 3 continuous years (plus any partial term if elected during the year). See exception for Chair and Vice Chair below.
- Term for OC Chair and OC Vice Chair is 2 years for each position.
- If an OC member is elected as Vice Chair or Chair, the maximum term for continuous service on the OC may be extended for the terms of those positions only, to a maximum of 6 years.
- At the end of their term of office, members of the OC are ineligible to serve on the OC for a period of 24 months.

### **4.4 Responsibilities of Members of the Operating Committee**

- All members of the OC have the duty to attend meetings of the OC, the general Intergroup meetings, and the joint-sharing meetings

#### 4.5 Responsibilities of the OC Chair and Vice-Chair

##### Chair

- Is the Operating Officer of the Intergroup office and performs such other duties as are incidental to this office.
- Chairs the meetings of GTA Intergroup and the OC
- Is automatically a voting member of all Subcommittees of GTA Intergroup that he/she attends.
- Outgoing Chair is expected to provide a final report of any recommendations for future consideration by GTAI. This is usually done at the December GTAI meeting.

##### Vice-Chair

- Assumes the duties of the Chairperson in the absence of the Chairperson and acts as liaison officer between the OC and such Subcommittees as the Chairperson may designate.
- Acts as the Reception Co-coordinator for the GTAI meetings (or delegates to another OC member), and is responsible for arranging set-up, registration and clean-up at each meeting.

#### 4.6 Responsibilities of the OC Secretary

- Responsible for recording minutes of the OC meetings and distributing the minutes in a timely manner

#### 4.7 Subcommittee Liaison Role

- All Intergroup subcommittees are assigned a member of the OC to act in the role of Intergroup Liaison
- Liaison has the right of participation at the subcommittee meetings, but does not have the right to vote, make motions, or second them
- OC Liaison may chair a committee meeting, if asked by the committee, in the subcommittee Chair's absence
- OC liaison may deliver the subcommittee report at the Intergroup meeting, in the subcommittee Chair's absence
- If requested by the subcommittee, the liaison may take on an active role in the committee operations but cannot not be given voting rights.

#### 4.8 Operating Committee Vacancies

- If a vacancy occurs in the office of the OC Chair, the Vice-Chair automatically becomes the Chair.
- An Election to replace the Vice-Chair is held the following month at the GTAI meeting.
- Similarly, an election is held in the month following any other vacancy in the OC.
- In each case, the newly elected member completes the remaining time of the vacating member and has the right to run for re-election and to then serve the allowable term of a newly elected member of the committee.

#### 4.9 Operating Committee Membership - Removal Policy

- Should a member be absent from two consecutive meetings of the OC without notifying the chair, the OC shall remove the member and declare the position vacant with a 2/3 majority vote of the members of the Committee.
- An OC member shall also be removed from the OC with a 2/3 majority vote of the members of the Committee, for non-performance of the duties or if the qualifications for OC membership are no longer met.

#### 4.10 Meetings of the Operating Committee



**4.10.1 Frequency & Minutes**

Meetings of the Operating Committee are held monthly, or as required, and the minutes of these meetings are kept in safekeeping at the GTA Intergroup office.

**4.10.2 Availability of Minutes**

The minutes of the OC, except for portions of such minutes, which contain confidential or privileged information relating to employees of GTA Intergroup, are available to members of Alcoholics Anonymous upon written request to the GTA Intergroup Office.

**4.10.3 Quorum for Meetings of the Operating Committee**

Five members constitute a quorum for a meeting of the OC, and one of the members making up this quorum must be the Chairperson or the Vice-Chairperson.

**5. MEETINGS OF GTA INTERGROUP**

**5.1 Regular Meetings**

GTA Intergroup meets monthly at the time and location indicated in the agenda for the meeting, to receive and discuss the reports of the OC and Subcommittees, and to conduct any other business that it deems fit to consider.

**5.2 Special Meetings**

The OC, at its discretion, may call Special Meetings of GTA Intergroup for a special purpose. For example, a workshop meeting may be held to provide Intergroup representatives and alternates information on the activities of the sub-committees and an orientation on the GTAI Procedures and Guidelines.

**5.3 Notice of Meetings**

The Administrative Assistant shall give written notice to all groups of the time, place and agenda for all meetings.

**5.4 Rules of Order at Meetings**

The Rules of Order at Meetings are those adopted by GTA Intergroup in its Operating Procedures and Guidelines.

**5.5 Minutes of Meetings**

The Administrative Assistant (or someone acting in their stead) records the minutes of all Intergroup meetings. The Administrative Assistant distributes these minutes to all registered Intergroup Representatives and all members of the OC. These minutes are also available on demand to all members of AA (current practice is to post on the GTAI website).

**5.6 Floor Motions**

Motions may be made from the floor by a voting floor member (intergroup Representative or alternate if Rep is absent), at any regular GTAI meeting.

- Motion must be seconded by voting floor member to go to discussion
- The motion may be voted on in this meeting or may be tabled to the next general meeting.
- The decision to table the motion to the next meeting may be made either by the floor or the OC Chair, to allow reps time to discuss with their groups.

## **6. GTAI SUBCOMMITTEES**

### **6.1 GTAI Subcommittees Defined**

The Subcommittees of GTA Intergroup are:

- Archives
- Communications
- Finance
- Ontario Regional Conference
- Twelfth Step Committee
- Special Events e.g. Concepts Workshop, Winter Season Open House, Info AA Day

GTAI may create other Intergroup subcommittees, as it sees fit from time to time.

### **6.2 Meetings and Minutes of Subcommittees**

- The subcommittees of GTA Intergroup meet as often as they are directed to do so either by GTA Intergroup or by the Operating Committee. If there is no direction from GTA Intergroup or the Operating Committee on the frequency of meetings, the subcommittees shall meet no less than six times per year.
- The subcommittees shall keep minutes of all of their meetings and deposit these minutes for safekeeping with the Administrative Assistant within thirty days of the meeting.
- The minutes of all subcommittees, except for portions of such minutes, are available to members of Alcoholics Anonymous upon written request to the GTA Intergroup Office.

### **6.3 Chairpersons of Subcommittees**

- The Operating Committee appoints the chairpersons of the GTAI subcommittees listed in 6.1, to perform the service functions required. Exception is the ORC chair, who is appointed by the ORC. ORC Advisory Committee (see section 11.4)
- Sole criterion (aside from a sobriety requirement identical to that for an Intergroup Representative or an Alternate) for selection as GTA Subcommittee chairpersons is their ability to perform the duties and tasks of the office.
- Chairpersons of all GTA subcommittees (except ORC chair) hold their appointments at the pleasure of the Operating Committee and may be removed before the expiry of their term by a 2/3 vote of the members of the Operating Committee.
- Chairpersons of the GTA subcommittees have the responsibility to adhere to the policies established by the Operating Committee.
- Chairperson of each GTA subcommittee is responsible to ensure that the effective strength of the subcommittee does not fall below three persons.
- Terms of office:
  - Chair for Archives Committee serves for an indefinite term, at the pleasure of the OC
  - Term for the Finance Committee Chair is 2 years
  - Chairpersons of all other GTAI subcommittees are appointed for term of one year and may be reappointed for a second term with OC approval.
- Chair appointments are reviewed annually by the OC.

### **6.4 Mandates and Functions of the Subcommittees**

#### **6.4.1 Archives**

The Archives Subcommittee is responsible for collecting records, documents and memorabilia from Alcoholics Anonymous, and for maintaining them at the GTA Intergroup office.

### **6.4.2 Communications**

The Communications Subcommittee is responsible for:

- The maintenance of the Web Site and creating and issuing of the Better Times.
- Handles local requests for information on A.A. (e.g. from the press).
- The committee provides information if appropriate or act as a liaison or refers such requests to the appropriate local service entity (i.e. one of the 8 districts serving the GTA).

### **6.4.3 Finance**

The Finance Subcommittee is responsible for:

- the financial soundness and well-being of the operations of the Intergroup Office
- the presentation to the OC for approval of a draft annual budget for the Intergroup Office, including recommendations regarding compensation for employees
- the presentation to GTA Intergroup for approval of an annual budget for the Intergroup Office previously approved by the OC
- the presentation of monthly statements of income and expense and monthly balance sheets to GTA Intergroup
- the presentation of quarterly budget variance reports to GTA Intergroup
- Making available, upon request, a yearly total of donations /commitments from an individual group, for its records *only*
- the implementation of Gratitude Month, on an annual basis
- Obtaining an audit by independent external accountants every four years (years that are divisible by 4)
- Obtaining a review, by independent external accountants, of the financial statements, every calendar year except in audit years

## **1. Composition**

The Finance Subcommittee is composed of 5 voting members:

- 4 members with a minimum of five years continuous sobriety and a business or accounting background
- And the OC Chairperson
- At least one member of the Finance Committee must be a designated accountant.
- The Chairperson and Vice Chairperson of the OC may attend the meetings of the Finance Subcommittee and take part in the deliberations. Other members of the OC may also attend the meetings.

## **2. Term and Appointment**

- Each year the Operating Committee appoints two AA members to the Finance Subcommittee to serve a term of two years. The Operating Committee considers the recommendations of the current members of the Finance Subcommittee in making these appointments, and annually calls for résumés and reviews the qualifications of persons seeking the office.
- The Operating Committee appoints the Chair of the Finance Subcommittee. The two-year term of office of the Finance Chair begins January 1.
- The Chair of the Finance committee serves, by virtue of holding the office of Chair, as Treasurer of GTA Intergroup.

## **3. Signing Authority**

- Two signatures are required on all cheques.
- The signing officers on the bank accounts are:
  - The Finance Chair
  - OC Chair

- OC Vice Chair
- Office Co-Ordinator

#### 4. **Resignations**

If a member of the Finance Subcommittee resigns, the Operating Committee appoints a replacement to the subcommittee who meets the qualifications for the office. The Operating Committee considers the recommendations of the current members of the Finance Subcommittee regarding suitable candidates. The replacement shall serve the balance of the term of office of the member who resigned.

#### 6.4.4 **Ontario Regional Conference Subcommittee**

- ORC Subcommittee is responsible for the organization of the Ontario Regional Conference sponsored by GTA Intergroup and financed by a reserve fund maintained by GTA Intergroup to provide start-up financing for each new conference and to cover any losses.
- The Chair of the Ontario Regional Conference Subcommittee is responsible for presenting a set of financial statements to the OC and GTA Intergroup floor, no later than 90 days after the close of the Conference.

#### 6.4.5 **Twelfth Step Committee**

The Twelfth Step Subcommittee is responsible for phone greeters, schedules, training and for updating the 12-step greeter lists, and any other activities deemed appropriate by the OC.

#### 6.4.6 **Special Events**

These committees are responsible for organizing events such as Info AA Day, Winter Season Open House and other planned special events for the purpose of raising awareness about AA.

## 7. **EMPLOYEES**

### 7.1 **Office Administration**

- The hiring of the GTA Intergroup staff is the responsibility of the OC and its members, and the Chair of the Finance Subcommittee
- The OC shall approve salaries for such staff, based on recommendations from the Finance committee. These salaries are kept confidential as per privacy legislation
- OC shall exercise the authority accruing to it as employer in matters relating to employer/employee relations
- The performance of the GTAI staff are reviewed annually. Renewal of contracts are dependent on the results of the review.

## 8. **AMENDMENTS TO THE PROCEDURES**

### 8.1 **Requirement to approve a change**

Amendments to these procedures require a 60% majority of the votes cast by individual members of GTAI AA groups in a referendum conducted as outlined below.

### 8.2 **Motion to amend the Procedures**

- A written notice of motion describing the proposed change(s) is submitted to be included in the next GTAI meeting agenda. Motion is presented and must be seconded at that meeting to proceed. It is not discussed on the floor until the next GTAI meeting.

- At the next meeting, the motion is debated and voted on by the GTAI floor. If a simple majority of the GTAI approves, the motion proceeds to a referendum.

Note: the months of July, August, and December are not included in the one-month period before the motion is discussed and voted on. Example: if the motion is presented in June, the vote takes place at the September meeting.

**8.3 Conducting a Referendum**

- The proposed amendment(s) to the Procedures is sent to the groups using the voting form described below. The Administrative Assistant mails the form to all Intergroup Representatives on the mailing list within two weeks of the motion receiving a simple majority on the GTA Intergroup floor. The form may also be requested on demand by any group in GTA Intergroup
- Each group considers the amendment(s) at its business meeting, then records the vote for and against the amendment(s), for its members in attendance. Abstentions are not counted.
- Then each group returns the form, signed by the Chairperson of the group business meeting and by the Group Secretary (or in the place of the Group Secretary, by another officer selected by the group) to the Intergroup office, within 2 months of the date when the motion received a simple majority on the GTA Intergroup floor.
- The result of the vote on the referendum is announced at the meeting of GTA Intergroup immediately following the end of the 2-month period. If passed, it takes effect either when announced or on the date indicated in the motion. Note: Procedures document is updated and published on the website with the changes, as soon as possible.

**8.4 Referendum form for amendments to Intergroup Procedures**

*A form is distributed which includes this information:*

To the members of the [Insert the name of AA Group here] group:

Greater Toronto Area Intergroup has resolved to amend its procedures as follows:

[Insert the text of the motion here, including name of mover and seconder, and date the motion was approved to go to referendum]

To take effect the amendment(s) must be approved by 60% of the members of Greater Toronto Area Intergroup’s constituent groups voting on the question.

Please present this motion to your next business meeting and record the results of the vote in the space below.

This form should be signed and returned to Greater Toronto Area Intergroup offices at 234 Eglinton Avenue East, Suite 202, Toronto, Ontario, M4P1K5, by [insert the date by which the form must be returned].

To Greater Toronto Area Intergroup:

The members of the [insert group name here] group have met at their business meeting (or equivalent) and have considered the motion set out above. The members of the group have voted as follows on the motion:

Number voting for the motion	
Number voting against the motion	

Also included is this information:

Date	
Signature of Chairperson of Group Business Meeting	
Signature of Group Secretary or other group officer	

## 9. GUIDELINES

### 9.1 Meetings of GTA Intergroup

All members of AA are welcome to attend GTA Intergroup meetings, but only Intergroup Representatives (or Alternates in their absence) and members of the OC may speak or address the meeting.

When addressing the meeting, an Intergroup Representative or a member of the OC should go to a microphone, be recognized by the chair, state their first name and last name, state whether s/he is the Intergroup Representative or Alternate, and state the name of the group which s/he represents. Speakers should limit their remarks to no more than two minutes, and nobody should speak for a second time until all who wish to participate have made their remarks.

### 9.2 Regular Meetings: Standard Agenda

1. Call to order and introduction of the Chair
2. Moment of Silence followed by the Serenity Prayer
3. Reading of the Traditions
4. Motion to Adopt Minutes of last meeting.
5. 7<sup>th</sup> Tradition
6. Election to the OC (if any openings)
7. Subcommittee Reports
8. District Committee Reports
9. Old Business
10. New Business
11. Close

### 9.3 Workshop Meeting

The sole function of an annual Workshop Meeting is to provide an orientation to the Intergroup reps about the GTAI Procedures and Guidelines, the GTA Intergroup structure, and the general functioning of the Office/Literature Department. All the attending OC members and reps are given written histories and summaries of the Subcommittees of GTA Intergroup.

### 9.4 Rules of Order at Meetings of GTA Intergroup

- Should any matter not be covered by the Procedures and Guidelines, then the matter is decided by reference to the current version of *Robert's Rules of Order*.

### **9.5 Minutes of Meetings**

- The Minutes of Meetings of GTA Intergroup contain a listing of each motion (including the names and groups of the mover and seconder) presented at the meeting along with a note as to whether the motion was carried, defeated, tabled or otherwise disposed of.
- The minutes also include a list of groups represented at the meeting and a summary of the reports presented.
- All reports are written or typed and presented to the Administrative Assistant at or before the Intergroup meeting.

## **10. THE OPERATING COMMITTEE**

### **10.1 Elections for Chair and Vice Chair**

- The elections take place at the September GTAI meeting, for terms to start January 1 of the next year, unless a vacancy occurs during the term. Then the election is held at the next meeting.
- Chair is elected first, then the Vice Chair.
- Each member of the OC is asked if they stand or decline to stand for the position, and the names of the members standing are posted.
- Each candidate is given a maximum of two minutes to address the meeting.
- Chair is then elected by the Intergroup Representatives, by a simple majority in a secret ballot.
- The Vice-Chair is next elected in the same manner.

### **10.2 OC Subcommittees**

- OC may create an adhoc subcommittee, with no budget, to support its mandate as it sees fit.

## **11. INTERGROUP SUBCOMMITTEES**

### **11.1 Ontario Regional Conference**

- Members interested in serving as the ORC Chair should submit their resumes to the OC before the end of December.
- No previous Chairperson of the ORC is allowed to chair the conference again for 10 years. No member of the ORC committee (including Chairperson) can participate on another ORC committee for 3 years following their service commitment.

### **11.2 Additional Responsibilities of Finance & Operating Committees**

- The Finance Subcommittee acts as the internal auditor of the day-to-day operations of the Intergroup Office. It recommends salaries and benefits to the OC.
- The Finance Committee reports its assessment of the performance of the employees in writing to the Operating Committee. The report includes its opinion of the results of operations and of the methods and procedures in place.
- The OC, with the advice and report of the Finance Committee, evaluates and assesses performance of employees.
- All members of the OC may attend meetings of the Finance Subcommittee. Only the Chairperson of the OC has a voice and a formal vote at the meetings unless the Finance Committee decides otherwise.

### 11.3 Twelfth Step Subcommittee

- The 12<sup>th</sup> Step Subcommittee is responsible for ensuring that the GTA Intergroup phone lines are staffed by trained volunteers with a minimum of one year of sobriety
- Responsible for maintaining a volunteer list of available members for 12-Step calls
- Work with other committees on projects where responsibilities of carrying the message overlap

### 11.4 ORC Advisory Subcommittee

- The ORC Advisory Subcommittee meets on an ad hoc basis as required.
- The Subcommittee is comprised of:
  - the 4 past ORC Chairs (cannot be part of the current ORC Subcommittee unless in a Member without Portfolio or liaison capacity)
  - Chair of the Finance Subcommittee
  - 2 Intergroup Operating Committee members (usually Chair and Vice-Chair).

#### Responsibilities:

- Review and approve the hotel contract prior to signing (2 signatures required – ORC Chair and Finance Committee Chair). Majority vote required to approve commercial terms (at least 5 members in attendance).
- Provide financial reporting requirements to incoming Chair & approve proposed conference budget.
- Review Budget vs. Actual conference P&L after the ORC and query variances. The ORC Advisory Committee reports to the Intergroup floor whether the final report has been approved or queried and provides the report to Intergroup Representatives to take back to their groups.
- Maintain an ORC Chairperson job description, review resumes, and select ORC Chairpersons

## 12. AMENDMENTS TO THE GUIDELINES

### 12.1 Procedure to Amend Guidelines

- The Guidelines may be amended by a simple majority vote of members of GTA Intergroup
- A motion to amend the Guidelines must be preceded by a written notice of motion presented to the Administrative Assistant by an Intergroup Representative. The notice of motion is read aloud at a Meeting of GTA Intergroup and then tabled until the next Regular Meeting of GTA Intergroup.
- At the next Regular Meeting of GTA Intergroup the motion must be moved, and if it is seconded, it is debated and disposed of as GTA Intergroup sees fit.

## APPENDIX A: EMPLOYEE RESPONSIBILITIES

These are provided for information only and may be changed as needed.

**Office Coordinator responsibilities** include, at this publication date:

- Report to the Operating Committee Chair and the Finance Chair twice monthly on all aspects of the day to day operations of the GTA Intergroup Office

**Administrative Assistant responsibilities** currently include, at this publication date:

- Hold in safekeeping all files, records, and minutes of all Intergroup and Sub-Committee meetings
- Record the minutes of Intergroup meetings and distribute these minutes to members of GTA Intergroup and the OC following approval by the Operating Committee Chair
- See that inquiries are properly attended to in accordance with instructions issued by the OC
- Refer all matters dealing with Sub-Committees to the appropriate Sub-Committee
- Shall keep all information in respect of individuals in the strictest confidence