

Ottawa
(Area 5C)
Gamblers Anonymous
Intergroup

Policies and Guidelines

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This document records the policies of the Ottawa GA intergroup.

We are governed by, and must always conform to, the Gamblers Anonymous Unity Program reproduced in **section A**.

We are guided by the Intergroup Guidelines as presented in Article X of the GA Guidance Code reproduced in **section B**.

The Intergroup Guidelines are superseded by the Local Policies and Guidelines found in **section C**.

Trustee information is included in **section D**.

Guidelines and procedures for the beeper and treasurer are documented elsewhere.

A. Unity Program

1. Our common welfare should come first; personal recovery depends on group unity.
2. Our leaders are but trusted servants, they do not govern.
3. The only requirement for Gamblers Anonymous membership is the desire to stop gambling.
4. Each group should be self-governing except in matters affecting other groups or Gamblers Anonymous as a whole.
5. Gamblers Anonymous has but one primary purpose – to carry its message to the compulsive gambler who still suffers.
6. Gamblers Anonymous ought never endorse, finance or lend the Gamblers Anonymous name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.
7. Every Gamblers Anonymous Group ought to be fully self-supporting, declining outside contributions.
8. Gamblers Anonymous should remain forever non-professional, but our service centres may employ special workers.
9. Gamblers Anonymous, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Gamblers Anonymous has no opinion on outside issues; hence the Gamblers Anonymous 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, films, and television.
12. Anonymity is the spiritual foundation of the Gamblers Anonymous program, ever reminding us to place principles before personalities

B. ARTICLE X

Intergroup Guidelines

Section 1.

An Intergroup is a group of local groups which meet together to discuss mutual problems and work with one another for the common good of all.

Section 2.

All groups in a geographical area should belong to the Intergroup, but no group can be expelled from an Intergroup without approval of the Board of Trustees. **Section 3.**

Trusted servants to carry the workload of the Intergroup shall be elected in a manner selected by the groups comprising the Intergroup. However, it is suggested that the term of office be for the calendar year.

Section 4.

All Gamblers Anonymous literature, books and service pins should be purchased from Gamblers Anonymous through the International Service Office (I.S.O.), except when otherwise approved by the Board of Trustees.

Section 5.

Functions of the Intergroup:

- 1) To disseminate Gamblers Anonymous information and approved Gamblers Anonymous literature to any group or individual requesting same.
- 2) The Intergroup shall be answerable to those groups that it represents and the Board of Trustees where it affects Gamblers Anonymous as a whole.
- 3) The Intergroup shall, if it so desires, publish a bulletin or newsletter at regular intervals.

- 4)** Any newly formed Gamblers Anonymous group shall be able to participate but not vote in the business portion of the Intergroup meetings until being in existence for a period of no less than three (3) months, assuming, of course, that the group meets all requirements of a Gamblers Anonymous group. A majority of the groups must be represented before a vote can take place.
- 5)** Intergroup meetings should be held at least once per month and copies of the minutes should be forwarded to all member groups, other Intergroups, the Regional Service Office and the International Service Office (I.S.O.).
- 6)** Each group shall have the right to elect representatives and alternates equal to the number of representatives and alternates of any other group.
- 7)** The order of business of the Intergroup shall be conducted by the trusted servants in accordance with the Guidance Code.
- 8)** The Intergroup should be supported financially by the member groups.
- 9)** Trusted servants of the Intergroup should consist of a CHAIRMAN, ASSISTANT CHAIRMAN, TREASURER, PUBLIC RELATIONS REPRESENTATIVE, RECORDING SECRETARY, PRESSURE RELIEF GROUP CHAIRMAN, and any other trusted servants deemed necessary by the Intergroup.
 - a)** Duties of the CHAIRMAN shall be to conduct the meeting in an orderly fashion, to prepare the agenda, with assistance of the other trusted servants.
 - b)** Duties of the ASSISTANT CHAIRMAN should be to perform the Chairman's duties when the Chairman is absent, keep an accurate record of group representatives and take the Intergroup meeting attendance.
 - c)** Duties of the RECORDING SECRETARY shall be to take minutes of all meetings and notify all groups of meeting dates of Intergroup Open Meeting and changes, additions and deletions of any current group meeting, and mail the minutes to all parties as outlined in Paragraph E.
 - d)** Duties of the TREASURER are to collect, record and prepare for disbursement all funds collected from the groups, to prepare monthly statement of finances, to see that pins and literature are available to groups upon request and should be one of two signatures required on checks.
 - e)** Duties of the PUBLIC RELATIONS REPRESENTATIVE shall be to disseminate information, inform Regional Service Office and International Service Office (I.S.O.) of any public relations efforts, and be responsible for creating public relations activities in the Intergroup area within the framework of the Guidance Code.
 - f)** Duties of the PRESSURE RELIEF GROUP CHAIRMAN shall be to be responsible for educating the groups on pressure relief, maintaining updated forms and giving assistance to groups where needed.
- 10)** The Intergroup should publish a meeting list for the area and should send copies to the other Intergroups, the Regional Service Office and the International Service Office (1.5.0.) every time there is a revision.
- 11)** Wherever possible, the Intergroup should hold the election for the Trustees that are to be selected from their area, and they should include other groups not members of the Intergroup who fall within the Trustees' geographic area.
- 12)** No trusted servant of the Intergroup shall receive compensation for service rendered as a trusted servant of the Intergroup.

C. Local Policies and Guidelines

1. Each group may select 1 representative and one alternate to attend Intergroup. Clean time requirement for representatives and alternates is 90 days. Any member may attend Intergroup meetings and run for a position (if they have the clean time)
2. Each group has one vote at Intergroup.
3. Quorum is based on the formula $50\% + 1$, so that $6 \text{ meetings} / 2 = 3 + 1 = 4$ meetings must be represented to vote. Due to low attendance, the quorum rule was waived in January 2005.
4. Clean time requirement to be an Intergroup Trusted Servant Chair, Asst. Chair and Treasurer – one Year, Secretary - six months.
5. An Intergroup Trusted Servant's one year term begins in April. Elections are held in March.
6. An incumbent Trusted Servant may continue to serve if no one is available to replace them.
7. Intergroup Trusted Servant positions will consist of: Chairperson, Assistant Chairperson, Treasurer and Recording Secretary. A literature and supply position is provided to assist the Treasurer if needed.
8. An Intergroup trusted servant or committee head should not also be the sole representative of a group. In other words, trusted servants should not have a vote. Only a group has a vote.
9. Intergroup committees will include: Pager, Mini Conference, Activities, Pressure Relief and, Public Relations.
10. There will be a three-month wait before new groups are put on the meeting list. They may be put on the phone list immediately.
11. Each new group should request a new meeting package from ISO and will also receive a \$50.00 donation from Intergroup.
12. No collection will be taken at Intergroup meetings

D. Trustee

Information about the Board of Trustees is found in the “Gamblers Anonymous Guidance Code” pamphlet Article VII and Article XVIII.

GUIDELINES FOR NATIONAL TRUSTEES OF GAMBLERS ANONYMOUS

1. Attend all physical Board of Trustee meetings and answer all mail and quick response board meetings.
2. Be a living example of the precepts of Gamblers Anonymous and personally work the Steps of Recovery and Unity.
3. Uphold and try to implement the Guidance Code, and all decisions made by the Board of Trustees (not fulfilling this affects G.A. as a whole).
4. Attend all meetings in your area once a year. ¹ Where physical attendance is not possible, keep in regular communication through the mail and/or telephone.
5. Be available to all members and groups in your Trustee area for advice and guidance.
6. Attend Gamblers Anonymous functions such as open meetings, mini-conferences, dinner dances, picnics, etc.
7. Offer assistance to any group that has a problem.
8. Serve actively on committees of the Board of Trustees.
9. Be a Lifeline and encourage group and membership to support the International Service Office through Lifelines and Group Contributions.
10. Regularly attend Gamblers Anonymous meetings, at least thirty-nine Gamblers Anonymous meetings a year.
11. Make area groups aware of and encourage use of tools of Gamblers Anonymous such as Pressure Group Pamphlets, Group Handbook, Sponsorship Pamphlets, Big Book, Public Relations Material, Ninety Day Plateau, New Member Letter, etc.
12. Attend Regional or Intergroup meetings if they exist in your area.
13. Actively participate in communicating with the Board of Trustees, individual members, group, Intergroup, to obtain agenda items for the Board of Trustees.
14. A Trustee should offer assistance to any member starting a new G.A. group.
15. A Trustee should regularly write his/her area happenings and any other thoughts to the bulletin.

¹ Changed from “Attend as many of the various group meetings within your area as possible.” by Ottawa Intergroup June 2005.