

The Fellowship of Gamblers Anonymous Scotland

Guidance Code For G.A. Scotland Members

**Updated October 2021
(Following the Annual General Meeting)**

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GAMBLERS ANONYMOUS SCOTLAND

Is a Fellowship of men and women who share their experience, strength, and hope with each other that they may solve their common problem and help others to recover from gambling addiction.

- The only requirement for membership is a desire to stop gambling.
- There are no dues or fees for G.A. membership: we are self-supporting through our own contributions.
- G.A. is not allied with any sect, denomination, politics, organisation, or institution: does not wish to engage in any controversy: neither endorses nor opposes any causes.
- Our primary purpose is to stay gambling free and help other compulsive gamblers to do the same.

ARTICLE 1:

NAME

The name of this Fellowship shall be known as:

THE FELLOWSHIP OF GAMBLERS ANONYMOUS SCOTLAND.

ARTICLE 2:

THE GUIDANCE CODE

The Guidance code is for The Fellowship of Gamblers Anonymous and is exactly for the purpose as its title states. This code is compiled by experienced officers of the same Fellowship and does not form part of nor intend to be a legal contract. However, this code may through its membership and elected Office Bearers by democratic means as outlined herein alter and modify the same contents where it is deemed necessary to improve our Fellowship.

ARTICLE 3:

OBJECTIVES OF THE FELLOWSHIP

The specific and only purposes for the formation of this Fellowship are as follows:

1. To contact and attract Problem Gamblers who seek help, no matter where they may be and encourage them to arrest and abstain from gambling one day at a time.
2. Carry the G.A. Scotland message to the problem gambler who still suffers, only by approved recognised methods as directed by the Scottish National Meetings with strict adherence to the Unity Programme.
3. Relay and encourage within the G.A. Scotland Fellowship information and an understanding of our sister Fellowship of GamAnon. The Fellowship of GamAnon is for those families and friends relative to the Problem Gambler. GamAnon is based on the same principles of Unity and Recovery.
4. To distribute and dispatch G.A. Scotland literature to Problem Gamblers, their relatives and or friends, organisations and institutions who may request the same.
5. To inform and encourage all appropriate external Agencies and Institutions to take an interest and understand the principles and activities of the G.A. Scotland programme.

ARTICLE 4:

DECLARATION

We are committed to the belief that a structurally sound Fellowship embedded in democratic spiritual principles will not only strengthen us, but will develop the confidence, respect, and help of people everywhere, as we extend a stronger hand to Problem Gamblers. Therefore, in order to build the greatest strength for ourselves we set forth the following principles for our Recovery, Unity and Guidance.

G.A. Recovery Programme.

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

G.A. Unity Programme

1. Our common welfare should come first; personal recovery depends upon G.A. unity.
2. Our leaders are but trusted servants; they do not govern.
3. The only requirement for G.A. membership is a 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 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 to be organised, 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 to 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, Television and all social media/digital platforms.
12. Anonymity is the spiritual foundation of the Gamblers Anonymous programme, Ever reminding us to place principles before personalities.

ARTICLE 5: **MEMBERSHIP**

Requirements for membership of this Fellowship are:

1. A desire to abstain from personal gambling a day at a time.

ARTICLE 6: **COST OF MEMBERSHIP**

We are a voluntary self-help and self-supporting Fellowship as such there are no fixed membership fees. It is important and necessary for each member to support their group meeting collection as generously as their financial means permit.

No one is more important to the Fellowship than the individual member. He or she has no ruler or superior, but he or she may elect a person to represent his or her rights in this Fellowship.

ARTICLE 7: **STRUCTURE OF THE FELLOWSHIP OF GAMBLERS ANONYMOUS SCOTLAND**

A. THE GROUP MEETING.

The G.A. Group meeting is the most effective method yet devised in bringing about a personal recovery for the problem gambler.

1. Whenever two or more persons with a desire to stop gambling meet together on a regular weekly scheduled basis to discuss their gambling problem and recovery, they will be known as a Group Meeting of the Fellowship of Gamblers Anonymous Scotland, only if they apply themselves to follow **Gamblers Anonymous Scotland Guidance Code** and limit their use to G.A. literature. They must also notify the Scottish National Meeting of their existence and gain approval in order to use the Gamblers Anonymous Scotland name. **(Any group not following the GA Scotland Guidance Code and Step 4 of the Unity Programme will be removed from the GA Scotland website and will no longer be considered a GA Scotland Group. All members would obviously be welcome to attend other GA Groups.)**
2. No new group will be qualified to vote on any issues affecting Gamblers Anonymous Scotland as a whole until they have conducted regular weekly meetings for at least a three-month period.
3. It is recommended that groups hold regular business meetings out with normal meeting times so as not interrupt normal meetings. It is also recommended that these business meetings be held approximately once a month to ensure the smooth running of the group meeting and prior to the Scottish National Meetings. So as matters arising from the group business meeting may be addressed at the Scottish National Meeting.

4. In the interest of unity, solidarity and efficiency, all group meetings should make every possible effort to become part of and co-operate with the Scottish National Meetings of Gamblers Anonymous Scotland.
5. Any person who attends a GA meeting, of any description will be asked to turn off their phones or any other recording equipment. It will be at the group's discretion to allow anyone who declares that they need to leave their phone on during the meeting. If anyone refuses to turn off their phone or recording equipment, they may be asked to leave the group by the group secretary or chairperson. (The exception to this would be if the whole group consent to the meeting being recorded for any reason) There will be signs made for the meetings explaining that all mobile phones and recording equipment have to be turned off.

B. BEGINNERS MEETING

Beginners meeting guidelines: to add these meetings should be informal, must adhere to GA Scotland Guidance Code and only use GA Scotland approved literature, the group can have a beginner's co-ordinator however the position will not be recognised at the Scottish National Meeting. The group will be run under Group Secretary's position.

A. THE G.A. GROUP STRUCTURE.

In order for G.A. Group meetings to function effectively a certain amount of organising needs to be done. Like all organisations, no matter their size, positions are created to deal with the tasks involved. Giving help to the problem gambler who still suffers will largely depend on how well the group interacts within itself. It is usual for the more experienced and responsible members of the group to take these positions and tasks on board.

The positions necessary for a good G.A. group is as follows:

1. The Group Meeting Secretary.
2. The Group Treasurer.
3. The Group Representative for SN bimonthly meetings.
4. Other Group positions, as necessary.

The above positions will be known as Group Officers and will be elected to their positions by their group at a business meeting. Group Officers will not yield any authority in their group other than those expressed by the group as a whole and within this Guidance Code. Group Officers may succeed themselves if re-elected for a second term. It is suggested however, that they serve for at least 12 months.

B. QUALIFICATIONS FOR GROUP MEETING OFFICERS TO BE AS FOLLOWS.

1. To have abstained from gambling for at least 12 months. Except when special circumstances arise e.g., a new group, group numbers etc.
2. To have attended at least 40 meetings regularly over a period of 12 months. 24 of these meetings must be in attendance at their own Base Group Meeting.

3. To have contributed by demonstration and loyalty of unity and wellbeing of the group meeting and G.A. as a whole.
4. Any member of a group holding office and reports gambling must equally and automatically resign their position of Group Officer.
5. ROTATION PRINCIPLE. Rotation is one of the most important principles in the structure and operation of G.A. as such, will shy away from the idea of any individual, no matter how competent, serving too long in any single capacity. One of the all-important principles in G.A. is that of "Principles before Personalities". Rotation of service responsibilities has proven to be an effective means for keeping emphasis where it belongs.
6. An amendment to the ROTATION PRINCIPLE was made at the 2007 AGM. Re National Officers it now reads in the absence of any volunteers to take up the position of a National Officer the current Officer can continue for another two years maximum.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES OF GROUP OFFICERS.

The **GROUP SECRETARY** is the Officer responsible for the following:

1. Opens the meeting hall. Should be the first to arrive and ensure that the meeting room is orderly and that the meeting starts at the time scheduled. They nominate a chairperson for the meeting. Because of the responsibility involved it is important that the Secretary selects a member who has good success in stopping gambling and has other good qualities such as being able to direct the meeting well and encourage without force members to speak.
2. Make available a supply of all G.A. literature at meetings and ensures that any new members are given a copy of the Newcomer's Handbook.
3. Keeps an up-to-date register of group members.
4. Keeps the group meeting fully informed on a week-by-week basis of all the Scottish National Meeting announcements.
5. Keeps a record of all group anniversaries and all other group information to the Scottish National bimonthly meeting and Service Office. A G.A. Hand-In sheet is provided to the groups for this purpose. The Secretary will secure pins from the National Treasurer for the Group member anniversaries.
6. Informs the group members of their financial responsibility to the Group, the Fellowship, and their own recovery.
7. Organise contact from existing members to the new member of the group, especially in their early weeks and months.

The **GROUP TREASURER** as the name suggests, is responsible for money collected at group meetings as follows:

1. Take up a collection at each meeting, usually at the break for interval.
2. Safe Keep and a record of all money collected and produce the same on request from group members.
3. Pay from collected monies all expenses relating to group activities such as

meeting place rent, pins, literature, and refreshments. Pins and GA Literature is free to all groups except in the following circumstances. **Groups who are in a position to send funds to GA Scotland and choose not to and who do adhere to the Guidance code should now pay for their pins, literature etc.**

3. Forward the residue of collected monies after expenses to the Scottish National Treasurer at the Bimonthly National Meeting. Cheques being sent to the National Treasurer must be made payable to "**Gamblers Anonymous Scotland**" and not to any individual member
4. Present a weekly and annual statement for examination and agreement by the Group Members.

THE GROUP NATIONAL REPRESENTATIVE

1. To attend Scottish National Committee meetings every two months.
2. To represent and express on behalf of their group, their groups views on all matters relating to G.A. Scotland.
3. To cast the collective group meeting vote decision on all Scottish National Committee matters requiring a vote irrespective of personal views.
4. To report back to their group the substance of the National Meeting discussions.

C. THE SCOTTISH NATIONAL MEETING (SNM) Bimonthly Meeting

Hereafter known as the Scottish National Meeting, described as guardians of this Guidance Code will meet once every two months and in special circumstances will meet, when necessary, as directed by the National Secretary. The Scottish National Meeting is responsible for the finance, literature, helpline, website, live chat, social media accounts, the Scottish service office and all other matters associated with the Gamblers Anonymous Fellowship of Scotland. The Scottish National Meeting will be made up with officers known as National Officers. National Officers will be elected from Elected Group Representatives from all G.A. Group Meetings in Scotland who have existed for more than three months. The primary purpose of National Officers of the Scottish National Meeting will be to ensure the most effective exchange of thoughts and ideas among all Officers at the National Meetings from all G.A. Groups in Scotland encompassing the following ideals:

1. The Fellowship will be guided by the precepts of the Unity Programme in all their decisions.
2. The SNM will act for the Fellowship in all matters affecting the whole Fellowship of Gamblers Anonymous Scotland.
3. The SNM shall set an example to the Fellowship by conducting their meetings in a spirit of G.A. Unity. Remembering always to place principles before personalities.
4. The SNM will act as guardians of the Recovery and Unity Programmes.
5. As stated above the SNM will meet every two months.

6. The National Secretary and or a two thirds majority of members of the SNM officers may call for an additional SNM meeting at any time, having given two weeks' notice to all National Officers.
7. The SNM shall have the sole authority to amend this Guidance Code subject to having received two thirds mandate from the AGM or EGM decision.
8. The SNM prior to publication must first approve any literature produced by or on behalf of any section of the Fellowship.
9. The SNM can call for a vote of all Scottish Groups at any time for any purpose it deems necessary.
10. It shall be the responsibility of the SNM to have books of accounts kept by the National Treasurer professionally and independently audited.
11. The selection of a date for the Annual General Meeting (AGM) and meeting place shall be the sole responsibility of the SNM. The venue should be Carefully selected for convenience to all G.A. Groups in Scotland.
12. Any National Officer, who by their own volition reports gambling, performs their duty without consideration or consequence to the Fellowship as a whole and does not attend Group and National Meetings will automatically absolve their position of office.
13. Removal of any SNM officer will require a two thirds majority vote at the next SNM meeting. Any SNM member not present for two consecutive SNM without reasonable explanation to the SNC will be absolved from their office.
14. One half or more SNM Group representatives present at any National meeting will constitute a quorum.
15. No SNM officer shall receive any remuneration of any kind other than out of pocket expenses which must be confirmed with receipts.

THE SCOTTISH NATIONAL COMMITTEE. (SNC)

Positions of officers that make up the SNC are as follows

1. Scottish National Secretary. (NS)
2. Scottish National Service Office Co-ordinator. (SOC)
3. Scottish National Public Relations Officer. (PRO)
4. Scottish National Treasurer. (NT)
5. Scottish National Web Team Coordinator (WTC)
6. Scottish National Help Line Telephone Co-ordinator. (TC)
7. Scottish Life Magazine Editor. (Editor)
8. Scottish National Prisons Liaison Officer. (PLO)
9. Scottish National Live Chat Coordinator (LCC)
10. Scottish National Social Media Coordinator (SMC)

Other positions and appointments as deemed necessary by the SNC.

The above positions must be filled at all times where possible to ensure a fully functional, cohesive smooth working Scottish National Committee. Officers of the SNC shall be appointed from Group Officers and Fellowship Members from all G.A. Groups in Scotland and on the following conditions:

1. That the nominee has abstained from gambling for more than 12 months, has demonstrated at Group Meetings willingness to participate with Group work.
2. Has reasonable knowledge of the work entailment attached to all the positions as listed above?
3. Understands the Duties and Responsibility of Office, works in a co-operative way with all Officers of the SNC and reports to and at the SNM on a bimonthly meeting basis.
4. The Nominee is elected by a two thirds majority at the SNM bimonthly meeting by all SNM representatives in attendance.
5. The Nominee holds their position of Office for a minimum period of two years.
6. Each SNC Officer should have a deputy to maintain continuity in the affairs of the SNC.
7. The term of office for SNC Officers shall be for a period minimum and a maximum of two years. At the end of two years a SNC officer must offer up their position for renewal to maintain rotation and opportunity for other Group officers. See rotation see principle and amendment previously defined.
8. Retiring SNC officers may return for re-election after an abstinence period of one year or in special circumstances.
9. Any SNC officer who wishes to resign must give at least two months' notice to the SNC of their intention.
10. Any SNC officer who is absent from two consecutive SNC meetings without explanation to the SNC will be understood to have relinquished their position.
11. Any SNC officer who reports gambling is automatically absolved of their position by their own admission.
12. Any SNC officer or representative may be removed from their position by their own actions which are detrimental to G.A. as a whole and or not attending their G.A. Group meetings on a regular basis. Removal will require evidence and a two thirds majority vote at the next SNC meeting.

Vacancies created out with the control of the SNC can be filled by the following:

- a) Calling of a special SNM of all officers and Group officers.
- b) Conveyed phone calls relayed through all officers and Group officers.
- c) Emails and post confirmed by return response from officers and group officers.

THE SCOTTISH NATIONAL COMMITTEE OFFICERS.

It will be the responsibility and duty of each and every SNC officer out with SNM to relay any information, or substance, to any or all other SNC officers that may have an overlap interest. Report the same and update, when necessary, at the SNM.

THE SCOTTISH NATIONAL SECRETARY. (NS)

1. It will be the responsibility and Duty of the SNC Secretary to take an active part in all G.A. Scotland affairs, to oversee and intervene in all matters arising from G.A. Scotland affairs, to keep a coherent and cohesive smooth working SNC without bias to any SNC officer and to consult with all officers at SNC meetings where changes and expenses have to be met. Keep a record of his or her activities within the Service Office for inspection and scrutiny by any or all G.A. officers and to ensure a smooth transition from his/her retirement new nominee.
2. Will convene meetings of the SNM every two months. Ensure that accurate minutes of all such meetings is recorded and distributed to all SNM officers and G.A. groups in Scotland. A copy of the minutes and all other correspondence pertaining to G.A. Scotland must also be kept for record purposes in the G.A. Scotland Service Office.
3. Will convene meetings of the SNC and G.A. Group Officers at an Annual General Meeting (AGM) with all other details as clause 2 above.
4. Will convene meetings of the SNC and Group Officers and Members at an Extraordinary General Meeting (EGM) with all other details as clause 2 above and giving a six-week notice to all Scottish Groups in order that they may prepare and organise for the set agenda of the EGM.
5. Will ensure that the venue, time, and agenda for SNM, AGM and EGM meetings are circulated to all groups in Scotland.
6. Will liaise with the SNM and will inform of any matters relating to G.A. Scotland.
7. Will deal with any correspondence and inform the SNM of the same.
8. Will ensure that copies of all meetings are distributed to all G.A. groups and the G.A. Service Office within fourteen days of such meetings.

THE SCOTTISH NATIONAL SERVICE OFFICE CO-ORDINATOR (SOC)

1. It will be the Responsibility and Duty of SOC to take an active part in all G.A. Scotland affairs, to work directly with the SNC and co-operate in all matters arising from G.A. Scotland affairs, to keep a coherent and cohesive smooth working Service Office without bias to any SNC officer and to consult with all officers at SNC meetings where changes and expenses need to be met. Keep a record of all his or her activities within the Service Office for inspection and scrutiny by any or all G.A. officers and to ensure a smooth transition from his/her retirement to the new nominee.

2. Will supervise and administer his/her duties as Service Office Co-ordinator from within the G.A. Scotland Service Office with the assistance of all SNC officers and G.A. Member Volunteers and all in accordance with the G.A. Scotland Guidance Code (Copies of this Guidance Code are available on request from the Office).
3. Will keep a daily ledger of all overhead costs, running costs and consumable costs and present the same along with expense sheets and receipts at the two monthly SNM for inspection, scrutiny, and approval.

THE SCOTTISH NATIONAL PUBLIC RELATIONS OFFICER (PRO)

1. It will be the responsibility and duty of the PRO to take an active part in all G.A. affairs, to work directly with the NS and co-operate in all matters arising from G.A. Scotland affairs, to keep a coherent smooth working relationship without bias to any SNC officer and to consult with all officers at SNM where changes and expenses need be met. Keep all his or her activities within the Service Office for inspection and scrutiny by any or all G.A. officers and to ensure a smooth transition from his/her retirement to the new nominee.
2. Will be responsible for liaison with all outside organisations on behalf of the Fellowship of G.A. Scotland in all matters with regard to our primary purpose of attracting new members by way of seminars, publicity, radio and T.V. to ensure that our Unity Programme is adhered to in all such matters.
3. Can appoint by agreement from suitable members of the Fellowship candidates to assist in this work e.g., Seminars, correspondence, phone etc.

THE SCOTTISH NATIONAL TREASURER (NT)

1. It will be the responsibility and duty of the NT to take an active part in all G.A. Scotland affairs, to work directly with the NS and co-operate in all matters arising from G.A. Scotland affairs, to keep a coherent and cohesive smooth working relationship without bias to any SNC officer and to consult with all officers at SNMs where changes and expenses need be met. Keep a record of all his or her activities within the Service Office for inspection and scrutiny by any or all G.A. officers and to ensure a smooth transition from his/her retirement to the new nominee.
2. Will be responsible for at the bimonthly SNM the collecting, counting, and banking of all monies donated by the membership of all G.A. Report a detailed financial statement subsequent to deduction of expenses pending, to the SN meeting.
3. Will be responsible for and scrutinise when deemed necessary all financial transactions for and on behalf of the Fellowship.
4. Will be responsible for the purchase, supply, and safekeeping of Gold Pins.

5. Will arrange that the bank cheque book account be a self-signatory and one other suitable officer of the Fellowship who must be fully approved by the SNM.
6. Will keep an up-to-date ledger of all the Fellowships financial transactions and Bank statement accounts and produce the same for inspection and scrutiny by the SNM.
7. Will prepare summarised financial statements of account for auditing with an Independent Audit Accountant prior to and submit the same at the Scottish AGM.
8. Will submit receipts for all incoming financial transactions and supportive evidence of all outgoing financial transactions for the Fellowship of G.A. Scotland.

SCOTTISH NATIONAL WEBTEAM COORDINATOR (WTC)

1. It will be the responsibility and duty of the Webmaster to take an active part in all matters arising from G.A. Scotland affairs, to keep a coherent and cohesive smooth working relationship without bias to any SNC officer and to consult with all officers at SN meetings where changes and expenses need be met. Keep a record of all his or her activities within the Service Office for inspection and scrutiny by any or all G.A. officers and to ensure a smooth transition from his/her to the new nominee.
2. Will be responsible for keeping the website of GA Scotland live on the World Wide Web, subject to a directive from the SNM
3. Will make any modifications and or updates deemed necessary by the SNM.
4. Will keep posted and up to date in the members private section of the Website the Scottish Life magazine, the SNM minutes, AGM Minutes, EGM Minutes, and any other such information as directed by the SNM
5. Report to the SNM all statistical information with respect to the Website as directed by the SNC.
6. To inform the SNM of unusual interference, malicious or other such problems that may render the website inoperable.

SCOTTISH NATIONAL HELPLINE TELEPHONE CO-ORDINATOR (TC)

1. It will be the responsibility and duty of the TC to take an active part in all G.A. Scotland affairs, to work directly with the NS and co-operate in all matters arising from G.A. Scotland affairs, to keep a coherent and cohesive smooth working relationship without bias to any SNC officer and to consult with all officers at SNC meetings where changes and expenses may be met. Keep a record of all his or her activities within the Service Office for inspection and scrutiny by any or all G.A. officers and to ensure a smooth transition from his/her retirement to the new nominee.
2. Will be responsible for liaising and management with all group telephone Co-ordinators to maintain the 24hr helpline.

3. Will provide all group telephone co-ordinators with a full up to date list of Answer phone assistants and time schedules.
4. Will ensure that whatever telephone system is adopted e.g., THUS is kept fully maintained and operational at all times.

If this post is not filled, then this would fall under the role of the office co-ordinator.

THE SCOTTISH LIFE MAGAZINE EDITOR (Editor)

1. It will be the responsibility and duty of the Editor to take an active part in all G.A. Scotland affairs, to work directly with the NS and co-operate in all Matters arising from G.A. Scotland affairs, to keep a coherent and cohesive Smooth working relationship without bias to any SNC officer and to consult with all officers at SNC meetings where changes and expenses need be met. Keep a record of all his or her activities within the Service Office for inspection and scrutiny by any or all G.A. officers and to ensure a smooth transition from his/her retirement to the new nominee.
2. Will be responsible for editing and publishing news, letters, and bulletins of G.A. Scotland in the Scottish G.A. magazine entitled "Scottish Life G.A." and distributing copies to all G.A. groups, GamAnon groups in Scotland and others requesting the same approved by the SNM.
3. Will ensure that all material in the Scottish Life G.A. magazine is pertaining to G.A. Scotland only and is met with the guidelines of the Unity Programme and the full approval of the SNM.
4. Will be responsible for keeping and maintaining an up-to-date stock supply of the magazine within the Service Office Scotland and distributing the same as and when necessary to all G.A. Scotland groups either at the SNM bimonthly meetings or by post.

THE SCOTTISH NATIONAL PRISONS LIAISON OFFICER (PLO)

1. It will be the responsibility and duty of the PLO to take an active part in all G.A. Scotland affairs, to work directly with the NS and co-operate in all matters arising from G.A. Scotland affairs, to keep a coherent and cohesive smooth working relationship without bias to any SNC officer and to consult with all officers at SNC meetings where changes and expenses need be met. Keep a record of all his or her activities within the Service Office for inspection and scrutiny by any or all G.A. officers and to ensure a smooth transition from his/her retirement to the new nominee.
2. Liaise with the SNM on all matters relating to Prisons and in Scotland.
3. Ensure that on request that all Prisons have up to date copies of literature.
4. Encourage G.A. groups to visit Prisons in their area.
5. Liaise and comply with Disclosure Scotland, ensuring all policies and procedures relating to disclosure are in place, undertaking and processing all Enhanced Disclosures for the PLO team members prior to prison visits.

THE SCOTTISH NATIONAL LIVE CHAT COORDINATOR (LCC)

To oversee the running of the Live Chat service and ensure that any Compulsive Gamblers accessing the service receive the support they require to stop gambling. Keep the chat manned as much as possible with agents by positive messaging and encouragement.

1. Oversee the content/messaging on the live chat and meet and greet WhatsApp groups, advise agents by private message to remove any inappropriate messages from the WhatsApp pages to ensure the live chat system is operating efficiently.
2. Recruitment of new agents/meet and greet using the criteria for visiting other meetings, remove inactive agents/lapsed members from the groups.
3. Monitor chats via the 'archive' and give any advice to agents via PM on how to speak/encourage chatters.
4. Do daily/weekly updates using the reports section on the website.
5. Monitor the meet and greet group to ensure all leads are followed up.
6. Encourage new agents by congratulating them on their first chat/participation.

THE SCOTTISH NATIONAL SOCIAL MEDIA COORDINATOR (SMC)

1. Responsible for developing and maintaining a live social media presence for G.A. Scotland across digital platforms approved by the SNM.
2. Report to the SNM all information relevant with respect to progress of social media usage as requested by the SNC.
3. Enlist the support of G.A. Scotland members within the G.A. Scotland Social Media Team to help manage all aspects across all chosen social media platforms.

ARTICLE 8

THE SCOTTISH NATIONAL COMMITTEE SERVICE OFFICE

1. The SNC Service Office will be responsible for providing and administrate All services on a day-to-day basis in relationship to all G.A. Scotland affairs.
2. The Service Office will be managed by the SOC in accordance with the Guidance Code.
3. The Service Office will contain within its premises all records and any such material of the SNM and SNC Officers activities.
4. The Service Office will be fully funded from G.A. Scotland funds through the NT and the approval of the SNM.
5. All volunteers within the Service Office must have abstained from Gambling for a minimum period of 12 months and adhere to the Guidance Code

6. Any volunteers who by their volition admits gambling during the period in the Service Office will be automatically dismissed.
7. Any SNM officer or volunteer helper in G.A. office will receive an allowance of up to £30 per day.
8. The service office may employ members from within the Fellowship and or outside assistance when deemed necessary and only by the full approval of The SNM.
9. In those very special circumstances whereby an SNM officer provides services to the Fellowship to maintain the smooth running of the SNM Service Office, The maximum allowance/payment will be £60 per day for 25hrs per week service and above.
They will be required to fulfil the following criteria:
 - a. Be at least a pin holder of the Fellowship.
 - b. Have already demonstrated through their office of work by Commitment and loyalty to the fellowship.
 - c. A full day input of G.A. work on a very regular basis within the Service Office premises.
 - d. Be already acquainted and fully competent with the position of work and all it entails.
 - e. To be fully responsible and exercise without question the instructions and wishes of the Fellowship of Gamblers Anonymous Scotland through the directive of the SNC officers.
 - f. Will accept with prior and joint agreement with the SNM that daily allowance and no other personal expenses for a period of one year.
 - g. Will produce monthly a verified time sheet to the NT for remuneration Of services accordingly.
 - h. Will give at least two months prior notice on either side of termination of services.

ARTICLE 9:

VOTING

Scottish G.A. Group Meetings

1. Members of a group meeting will be entitled to vote within their group irrespective of how long they have been in the Fellowship providing they declare themselves as a member of that group and no other group.
2. Members of a group will be entitled to vote on any matter arising within that group e.g., election of officers etc.
3. Members of a group in attendance at a vote will require a simple majority to carry the vote. Absent votes will not count. In the event of an indecisive or hung vote the Secretary of the group will have the decisive casting vote.
4. The group will vote for and nominate a Group Representative for the SN meetings, the AGM meetings, and any EGM meetings that are called.
5. The Group Rep at any SNM, AGM and EGM meetings will vote in accordance with their group instruction only.

Scottish National Bimonthly Meetings.

1. All SNC officers and Scottish Group Reps may vote at the SN bi-monthly Meetings.
2. Any SNC officer and Scottish Group Rep at the SNM together from the Same group will have only one vote between them on behalf of their meeting.
3. Any matter arising at the meeting calling for a vote will require a simple majority to carry the vote. In the event of an indecisive or hung vote the National Secretary will have the decisive casting vote.

Scottish National Annual General Meeting (AGM)

1. All SNC officers and Scottish Group Reps may vote at the AGM meetings.
2. Any SNC officer and Scottish Group Rep at the AGM meeting together from the same group will have only one vote between them on behalf of their Group meeting.
3. Any matter arising at the AGM meeting calling for a vote will require a simple majority to carry the vote. In the event of an indecisive or hung vote the National Secretary will have the decisive casting vote.
4. Any proposal at the AGM requesting a change to the G.A. Scotland Guidance Code will require two thirds clear majority vote of the quorum to implement the change. One quarter of all groups in Scotland must be represented to Form a quorum.

Scottish National Extraordinary General Meeting (EGM)

1. All SNC officers and Scottish Group Reps may vote at the EGM meetings.
2. Any SNC officer and Scottish Group Rep at the EGM meeting together from the same group will only have one vote between them on behalf of their Group.
3. Any matter arising at the EGM calling for a vote will require a simple majority to carry the vote. In the event of an indecisive or hung vote the National Secretary will have the decisive casting vote.
4. Any proposal at EGM requesting a change to the Scottish Guidance Code will Require a two thirds clear majority vote of the quorum to implement the change. One quarter of all groups in Scotland must be represented to form a quorum.

ARTICLE 10:

GOLD PINS AND RECOGNITIONS

The award of Pins or Recognitions shall be the responsibility of the G.A. groups. It is deemed a privilege and not a right and can only be awarded to G.A. members on the terms and conditions as follows.

1. Abstinance from gambling for a period of at least 12 months.

2. Regular attendance at G.A. Group meetings for a minimum of 40 meetings during the same 12 months, except in special circumstances. To have contributed to the unity and general wellbeing of the group.
3. The above paragraphs and that where a member wishes to receive his/her Pin or Recognition at a group other than the main group that both groups agree to the presentation.
4. Anyone who attends a beginners meeting has to join a main group and attend the above number of meetings to be eligible for a pin.
If the groups beginners meeting is in the 1" or 2" half of the meeting and a members attend both half of the meetings this counts as a meeting for the week. If the beginners' meeting is out with the normal meeting time, e.g. before or after the main meeting and this is the only meeting attended then the member would not be eligible for a pin.
5. Pins will be forfeited and must be returned to the appropriate group Secretary upon resumption of gambling.
6. Groups who are in a position to send funds to GA Scotland and choose not to and who do adhere to the Guidance code pay for their pins.

Design.

1. The pin shall be letters G.A. mounted on a sticking pin.
2. The same pin will be used by the recipient year on year after. Replacement pins will incur a small charge per pin.

Supply.

1. The NT will be responsible for the purchase of pins and will supply these Pins to groups free of cost (1st year pins only), except groups who were in a position to send funds to GA Scotland and chose not to and who do adhere to the Guidance Code.

ARTICLE 11:

STANDING ORDERS FOR AGM AND EGM MEETINGS

1. AGM shall take place once a year in the autumn at a venue decided by the Committee.
2. The final arbiter, which is all things G.A. It is an open forum to discuss ways in which the Fellowship can carry the message to the still suffering Gambler attended by group representatives from all groups in Scotland.
3. The decisions of the AGM are binding on the whole Fellowship in Scotland.
4. The committee through the NS will prepare an annual report for distribution at the AGM.

EXTRAORDINARY MEETINGS

1. CHAIRPERSON. The NS will act as chairperson at all such meetings.
2. In the absence of the Secretary, the chairperson shall be the deputy Secretary, or in his/her absence a member of the committee.

3. At the discretion of the above officers and with the approval of the committee any other member may be given this authority.
4. The chairperson will appoint a minute secretary for such meetings who will be responsible for the true record of the meeting. The minutes will be prepared and distributed not later than three weeks after such meetings.

DELEGATES

1. All groups of three months standing and having two or more members will nominate a group rep member to register their vote at such meetings.
2. Only one group rep will be entitled to vote on any matters calling for A vote.
3. All members of the Fellowship will be entitled to attend such meetings and Can take part in the proceedings.

MOTIONS AND RESOLUTIONS

These shall be submitted to the Scottish Committee Chairperson 60 days prior to the autumn AGM. The Chairperson must return the items with confirmation at least 40 days prior to the opening date of AGM and EGM meetings. The Secretary will distribute to all groups such motions and resolutions for discussion. All motions and resolutions will be debated at the AGM/EGM and voted on.

1. These may be submitted by any group of 3 months standing being proposed and seconded by members of the group.
2. They may be submitted by an individual member provided they are proposed and seconded by 4 other members' not more than one being from their own group.
3. All motions and resolutions shall be submitted in the first instance to the SNM in the time requested by the committee. The Group Meeting may discuss, advise, and vote approval or disapproval but cannot reject such motions going forward provided they comply with paragraphs 1&2 above.
4. Emergency motions can only be accepted from the SNC.
5. Any resolution proposing changes to the Guidance Code shall require a two Thirds majority before implementation.

AMENDMENTS

1. Amendments to motions and resolutions will be accepted during discussions subject to a seconder being available.
2. Only two amendments per motion can be accepted.
3. Any amendment must be voted on first. If there are two amendments, then the second amendment must be voted on first. If an amendment is successful then the motion is altered to become the substantive motion and put to the vote in its new form.

All approved amendments to this Guidance Code shall be effective immediately and an up-to-date copy showing the date of adoption will be kept in the SN Service Office.

GENERAL

1. A motion on the agenda for an AGM cannot be withdrawn by a member Except after the permission to remove the motion is agreed by the voting Members, and a motion so withdrawn is considered to be defeated.
2. Members must not rise to speak without prior recognition by the chair.
3. In the event of a tie vote, the chairperson will have the casting vote, if declining to use the vote the motion or amendment will fail.
4. Speakers can only be interrupted from the floor on a point of order accepted by the Chairperson.
5. Any motion put to the meeting and defeated cannot be re-introduced to the AGM/EGM for two years.

ANY OTHER BUSINESS

Late motions will not be accepted under this heading.

POINTS OF ORDER

The chairperson's decision on points of order and validity will be final and binding.

Gamblers Anonymous Scotland

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GOD
GRANT ME THE SERENITY...

TO ACCEPT THE THINGS
I CANNOT CHANGE...

COURAGE TO CHANGE
THE THINGS I CAN...

AND WISDOM
TO KNOW THE DIFFERENCE