



Atascocita  
Group

# GROUP GUIDELINES

ATASCOCITA GROUP  
GUIDELINES

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### **Purpose of the Group Guidelines:**

1. To have a set of consolidated Group Conscience decisions in certain categories to help facilitate a more informed group conscience and maintain unity (for all Group Conscience decisions, please refer to our GC meeting minutes).
2. To document the responsibilities of our trusted servants.

### **Meetings - General**

1. Any proposal for new meetings needs to be presented to Group Conscience for approval. Any scheduling would need to end at least ½ hour before the start of the next scheduled meeting.
2. The Birthday Night meeting is on the third Saturday of the month.
3. It is suggested that meeting leaders have 6 months of continuous sobriety and are encouraged to come prepared with a topic from AA approved literature. Some suggestions are in the Group Leader notebook.



# Atascocita Group

## MEETING FORMAT

### **Chairperson note:**

*Before the meeting begins, ask someone to read the long form of the Tradition of the month (One in January, Two in February, etc) and another person to read from the Big Book when asked during the meeting.*

*Please use the stamp on the desk to create a label in the Sign In book.*

*Write the date/time of the meeting and your name as the Chairperson.*

*Please be mindful to \* **Start on Time** \* **Stay on Topic** \* **End on Time** \**

Welcome to the Atascocita Group of Alcoholics Anonymous. My name is \_\_\_\_\_, and I'm an alcoholic.

Please turn off or silence your cell phones.

### **Preamble:**

Alcoholics Anonymous 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 alcoholism.

The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self-supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization, or institution; does not wish to engage in any controversy; neither endorses nor opposes any causes. Our primary purpose is to stay sober, and help other alcoholics to achieve sobriety.

If you're willing to do so and at your first meeting, please raise your hand so we can provide some info and get to know you better.

### **Chairperson Note:**

*As you start passing the book around the room, explain that it is voluntary and used*  
*-by the chairperson to have names/sobriety dates when calling on people to share.*  
*-for group members to get phone numbers of other members, if provided.*

*If needed, get a Newcomer packet from the desk, start it around the room explaining we'll provide literature and some member's names and phone numbers. Encourage the new person to pick up the phone before they pick up a drink.*

Does anyone have less than 30 days of continuous sobriety who wishes to be recognized?  
Are there any visitors or members from other groups?

## MEETING FORMAT (Cont.)

\_\_\_\_\_, would you please read the Long Form of the \_\_\_\_\_ Tradition?  
\_\_\_\_\_, would you please read something from Big Book?

Let us have a moment of silence, for each to use in their own way, followed by the Serenity Prayer.

**Chairperson Note:**

*For Book Study meetings, please read:*

This is a CLOSED meeting of Alcoholics Anonymous, which means the meeting is for A.A. members only.

**Chairperson Note:**

*For all other meetings, please read:*

This is an OPEN meeting of Alcoholics Anonymous, while we welcome anyone attending this meeting, we ask that you observe only if you are not an alcoholic.

It is well for us to remember at all times the words of Bill W., one of the co-founders of A.A.: “Sobriety - freedom from alcohol - through the teaching and practice of the Twelve Steps is the sole purpose of an A.A. group”

In keeping with our Seventh Tradition, the Atascocita Group is self-supporting, declining outside contributions. During the meeting we will pass the basket. Please contribute what you can. We will also pass the Blue Can, which goes to the SETA Correctional Facilities Committee; 100% of your Blue Can contributions are used to purchase AA literature for those incarcerated in jails and prisons.

**Chairperson Note:**

*Collect the money from the basket, blue can, etc and place it in an envelope from the desk drawer and use the stamp on the desk to label the envelope.*

*Write the amounts collected in the sections on the envelope label along with the date, time & Chairperson's name.*

*Write the amounts on the label of the meeting sign-in page.*

**Introduce a topic for the meeting**

**Chairperson Note:**

*If needed, there are suggested topics in the chairperson's notebook*

To provide time for all who choose to participate, please limit your sharing to 3-5 minutes.

**Closing**

Here at the Atascocita Group we are on a chip system. The first chip is a desire chip – an outward sign of an inward commitment to do something about your drinking. Do we have anyone here today who would like a desire chip?

**MEETING FORMAT (Cont.)**

We also have chips that recognize periods of sobriety:

One month – Red chip  
Two months – Gold chip  
Three months – Green chip  
Four - Eleven Months  
Eighteen Months

Years and multiples are celebrated on the third Saturday of the month with an eating meeting, starting at 7:30. We ask that you bring a covered dish and / or a healthy appetite and come celebrate sobriety with us. If you have an A.A. birthday in the month of \_\_\_\_\_, put your name on the board.

We have a gratitude clean-up meeting on Saturdays at 10 am. Please come help keep the building and grounds maintained.

If you consider yourself a member of this group and want to be added to the group email list, please add your email address to the list here on the desk or provide it to our secretary. Our Group Conscience meetings are held on the 3rd of the month at 7:15 pm. Please attend and participate in group decisions.

**Chairperson Notes:**

*Check the desk for announcements to share.*

*If there are blank spaces on the Chairperson Sign Up Board, please ask that people available during those time slots consider signing up to chair a meeting for the month.*

Are there any other A.A. related announcements from the floor?

A sponsor is a member of AA that practices this program and can assist newer members in taking the steps. If you need a sponsor, please ask someone after the meeting or call someone from the list on the white board. Strong sponsorship is vital to your recovery.

Please clean up after yourselves and remember our Twelfth Tradition which states: Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

***Close with the Lord's Prayer.***

**Chairperson Notes:**

*After the meeting*

- ensure the coffee pot and lights are off and the building is locked.*
- Put the sealed collection envelope in the safe.*

*Thank you for your service to the Atascocita Group!*

Meeting Topic Suggestions (From the Big Book):

**ACCEPTANCE** page 14  
**ANGER** pages 64, 66, 111  
**COMPASSION** page 108  
**DISEASE** pages 21, 23  
**EASY DOES IT** page 135  
**FEAR** pages 67, 68, 115, 116  
**FREEDOM** page 62,  
**HONESTY** pages 58, 115  
**HUMILITY** pages 12, 13,63, 73  
**INVENTORY** pages 64-71  
**INSANITY** pages 24, 37, 38, 57  
**JEALOUSY** pages 82, 119, 131  
**MEDITATION** pages 86-88  
**PATIENCE** pages 67, 82, 90, 111, 118, 123, 125, 127  
**PRAYER** pages 63, 67, 70, 75, 76, 79, 80, 82-87  
**RESENTMENT** pages 64-66, 117-119  
**RECOVERY** pages 1-164  
**SELF-WILL** pages 60-62  
**SELF KNOWLEDGE** pages 7, 36-39  
**SERENITY** page 68  
**SEX** pages 68-70, 124, 134  
**SLIPS** pages 35, 120, 139  
**SPIRITUAL EXPERIENCE** pages 25, 27, 44, 47, 128, 130, 157  
**STEPS** pages 59-60  
**WILLINGNESS** pages 12-14, 26, 28, 46, 47, 53, 57, 58, 60, 69, 70, 76, 79, 93, 118, 124, 152, 153, 158, 159, 162

**TRUSTED SERVANTS – SOBRIETY GUIDELINES / TERM LENGTHS**

1. A person may serve in only one position.
2. To encourage rotation, more than one consecutive term in the same position is discouraged.

<b>POSITION</b>	<b>TERM LENGTH</b>	<b>SUGGESTED MINIMUM REQUIREMENT</b>
CHAIRPERSON	ONE YEAR	ONE YEAR OF SOBRIETY and PREVIOUS EXPERIENCE AS A TRUSTED SERVANT
SECRETARY	SIX MONTHS	SIX MONTHS OF SOBRIETY
TREASURER (Not elected; rotates from Asst. Treasurer Position)	ONE YEAR	TWO YEARS OF SOBRIETY
ASST. TREASURER (Automatically rotates into Treasurer Position)	ONE YEAR	ONE YEAR OF SOBRIETY
STEERING COMMITTEE (5 members)	ONE YEAR	TEN YEARS OF SOBRIETY (1 MEMBER) FIVE YEARS OF SOBRIETY (2 MEMBERS) ONE YEAR OF SOBRIETY (2 MEMBERS)
BUILDING COMMITTEE	ONE YEAR	ONE YEAR OF SOBRIETY
GSR (Takes office beginning of odd numbered years, i.e., 1999, 2001,etc.)	TWO YEARS	TWO YEARS OF SOBRIETY
ALT. GSR (Takes office beginning of odd numbered years, i.e., 1999, 2001,etc.)	TWO YEARS	TWO YEARS OF SOBRIETY
INTERGROUP DELEGATE (2 members)	ONE YEAR	ONE YEAR OF SOBRIETY
GRAPEVINE REPRESENTATIVE	SIX MONTHS	SIX MONTHS OF SOBRIETY
PUBLIC INFORMATION / COOPERATION WITH THE PROFESSIONAL COMMUNITY (PI/CPC)	ONE YEAR	ONE YEAR OF SOBRIETY
CORRECTIONAL FACILITIES COMMITTEE (CFC)	ONE YEAR	ONE YEAR OF SOBRIETY
IT REPRESENTATIVE	TWO YEARS	ONE YEAR OF SOBRIETY
TREATMENT FACILITIES COMMITTEE (TFC)	ONE YEAR	ONE YEAR OF SOBRIETY



## **TRUSTED SERVANTS – ELECTION PROCESS**

The Election Committee Chairperson is chosen by the Steering Committee two months prior to Trusted Servant elections which are held in December and June at the monthly Group Conscience meeting and chosen by a simple majority.

The Election Committee Chair term ends when the new trusted servants are elected.

In an effort to involve more people in service activities, the ECC is to enlist group members to:

- Review position responsibilities with current trusted servants for possible updates to be brought to the Steering Committee for potential procedure revisions. This ensures candidates have up to date info before agreeing to accept a nomination.
- Determine open positions and post them on the board in the mtg room for clear visibility to all members. Each position should include 3 lines for writing in nominations.
- Facilitate a group workshop to review responsibilities of open positions with group members and encourage outgoing trusted servants to attend, explain responsibilities and answer questions.
- Announce upcoming elections and guidelines for candidates.
  - Any group member can volunteer or nominate another member for a position.
  - Before nominating someone, please talk with that person to confirm they are willing to serve.
  - A member can only stand for one position at a time.
  - To encourage the spirit of rotation, a trusted servant should not hold a position for more than one term.
- Prior to the election, provide a copy of the position responsibilities to each candidate, verify eligibility and willingness to serve.
- Inform the Steering Committee the confirmed candidates to be included for the election.

## **TRUSTED SERVANTS – DISMISSAL**

Trusted Servant may be dismissed for:

1. Non-fulfillment of duties.
2. A relapse.
3. Absence at three consecutive Group Conscience meetings without ensuring a stand-in is available to cover duties.
4. Misappropriation of group funds.

## **TRUSTED SERVANT RESPONSIBILITIES**

### **CHAIRPERSON**

Willing to serve the full length of term and carry out responsibilities.

Make every effort to attend all Group Conscience meetings on the 3rd of each month. If not able to attend, find a member that will agree to attend in your absence and cover your responsibilities.

A week before the Group Conscience meeting, email an agenda (See Appendix A for example) to the members.

Chair the Group Conscience meeting using the agenda and Robert's Rules of Order (Basic) - A.A. Edition (Appendix B).

### **Motions and Voting**

- A substantial unanimity (two-thirds of the members who vote) is needed to pass an agenda item.
- Any alcoholic who calls Atascocita group their home group is eligible to vote.
- An agenda item voted on cannot be brought back in front of the group for 6 months.
- Motions involving a change to the Group Guidelines or a meeting change must be posted on the board for 30 days before it can be voted on.

Coordinate activities with other group officers — and with those members who assume the responsibility for various service tasks within the group.

When leaving office, spend some time with the incoming Chairperson to share your experience and guide them on best practices.

### **SECRETARY**

Willing to serve the full length of term and carry out responsibilities.

Make every effort to attend all Group Conscience meetings on the 3rd of each month. If not able to attend, find a member that will agree to attend in your absence and cover your responsibilities.

At the beginning of a new term, update the Trusted Servants CONTACT List (See Appendix C for sample) with position, names, phone numbers, email addresses. Distribute the updated list via email to all Trusted Servants.

At the beginning of a new term, update the Trusted Servants TERM List (See Appendix D for sample) with position, names, phone numbers, email addresses. Distribute the updated list via email to all Trusted Servants.

Takes minutes of Group Conscience meetings (See Appendix E for sample). Send minutes to Trusted Servants via email within that same week, put a paper copy on the white board in the meeting room and post a draft copy to the group website. After minutes are read and approved at the next GC mtg, update the previously posted minutes and remove the DRAFT wording.

To encourage service commitments for as many group members as possible, the following tasks should be delegated to others and only performed by our Secretary as needed.

- Update Group Guidelines as warranted by Group Conscience decisions. Have the revised version emailed to group members, post a copy on the website and on the white board.
- Make sure group meeting schedules, sign-in notebooks, pens, etc. are available.
- Keep Chairperson meeting format notebook up to date.
- Provide email addresses from the chairperson desk to our GSR so they can be added to the Group's email list.

When leaving office, spend some time with the incoming Secretary to share your experience and guide them on best practices.

## **TREASURER**

Willing to serve the full length of term and carry out responsibilities.

Make every effort to attend all Group Conscience meetings on the 3rd of each month. If not able to attend, find a member that will agree to attend in your absence and cover your responsibilities.

Outgoing Treasurer will need to go to the bank with the incoming Treasurer to remove his/her name from the signature form and place the incoming Treasurer's name on the signature form. A driver's license letter (Appendix E) on Atascocita Group Letterhead, and GC minutes showing election of the new Treasurer will be required to make the transactions. It is advisable to also put the GSR on the signature card.

Check Group's mailbox for bills, etc. and bank bag (in the closet) for receipts and bills.

Use the Atascocita Group Treasurer's Report spreadsheet to ensure consistent recordkeeping.

Obtain access to the Atascocita Group Treasurer's Report spreadsheet from the outgoing Treasurer, if needed.

Verify envelopes and deposits match spreadsheet info logged by Asst Treasurer.

Pay expenses and update the spreadsheet as payments are issued.

Each January, send \$240 to GSO for our minimum of \$20/month.

The distribution of excess funds beyond our Prudent Reserve each month shall be:  
50% to Houston Intergroup, 30% to GSO less \$20, 10% to District 31, and 10% to SETA Area 67 unless there is a change by GC to help meet our prudent reserve.

Give the Treasurer's Report at Group Conscience meetings every month.

After accepted by GC, post the Report on bulletin board for 30 days.

Have the bank statement available for questions that may arise during the GC meeting. However, it should not be posted to keep bank information secure.

## **Group Finances:**

1. The Building Committee may authorize expenditures up to \$300.00 per month.
2. Any expenditure, other than routine supplies or those authorized by the Building Committee, must go before the Group Conscience for a vote unless donated by group members.
3. Any authorized expenditure to be reimbursed by the group requires the submission of a receipt.
4. Any unused funds will be returned to the Treasurer.
5. The group shall maintain a prudent reserve equivalent to two month's operating expenses  
*The amount for operating expenses shall be based on the average of the preceding 12 month and will be recalculated each time the Group Treasurer changes.*

Responsible for keys to safe. Collect keys from previous Treasurer and distribute to incoming Assistant Treasurer.

When leaving office, spend some time with the incoming Treasurer to share your experience and guide them on best practices.

## **ASSISTANT TREASURER**

Willing to serve the full length of term and carry out responsibilities.

Make every effort to attend all Group Conscience meetings on the 3rd of each month. If not able to attend, find a member that will agree to attend in your absence and cover your responsibilities.

Must be willing to rotate into the Treasurer's position (two-year total commitment).

While it is best to pick up the money from safe daily, 4-5 times a week should be the minimum or coordinate with the Treasurer for assistance.

Obtain access to the Atascocita Group Treasurer's Report spreadsheet from outgoing Treasurer or Asst Treasurer.

Reconcile money in each envelope to information logged on the envelope, making a note on the envelope of differences, if needed.

Log amounts in the tab of the spreadsheet for the current month and reconcile the deposit amount to the information on the spreadsheet and envelopes.

Deposit all money in the bank at least once a week and advise the Treasurer of the amount.

Provide envelopes, deposit slips and any other paperwork to the Treasurer at the end of each month, allowing time for the Treasurer to verify info for the Treasurer's Report at the Group Conscience meeting.

When leaving office, spend some time with the incoming Asst Treasurer to share your experience and guide them on best practices.

## **STEERING COMMITTEE**

Willing to serve the full length of term and carry out responsibilities.

Make every effort to attend all Group Conscience meetings on the 3rd of each month. If not able to attend, at least one member of the SC should attend and provide the committee report.

To encourage service commitments for as many group members as possible, the following tasks should be delegated to others and only performed by our SC members if necessary.

- Purchasing supplies. Place all receipts/invoices in the bank bag in the supply closet or give them to our Treasurer.
- Check phone messages and take action as appropriate.
- Other tasks

Share / guide members on issues not in agreement with Group Conscience decisions, if necessary (i.e., sleeping in building, broken down vehicles in parking lot, etc.). Keeping in mind that love and tolerance is our code.

Provide information and knowledge from the group's past experience, AA Guidelines, Traditions, etc. for an "Informed Group Conscience".

Choose an Election Committee Chairperson in April, for June elections and in October for December elections. Provide them with a copy of the Election Process, guidance and support as needed.

Each September, designate a member to chair the Anniversary Committee for celebration to be held the second Sunday in December (Group started December 13, 1974).

Determine if there is enough participation to have the building open on Thanksgiving, Christmas Day, and New Year's Eve. If so, verify there is no impact to our meetings and ensure there is a committee chairperson to coordinate announcements, flyers, clean up, etc.

Review activity requests (Dances, Memorials, New Years party, etc), verify there is no impact to our meetings or traditions, ensure there is a committee chairperson to coordinate announcements, flyers, clean up, etc for the activity and approve/deny as appropriate.

When issues arise that impact the group, determine if it can be addressed by the Steering Committee, during the next scheduled GC, or schedule an emergency Group Conscience meeting when warranted.

When leaving office, spend some time with the incoming Steering Committee members to share your experience and guide them on best practices.

## **BUILDING COMMITTEE CHAIRPERSON**

Willing to serve full length of term and carry out responsibilities.

Make every effort to attend all Group Conscience meetings on the 3rd of each month. If not able to attend, find a member that will agree to attend in your absence and provide a committee report.

Coordinate group members to make sure the outside of the building, grounds, and driveway is kept neat and orderly.

Research issues pertaining to the building and grounds maintenance & security, determine the best options for resolution and enlist skilled resources as needed.

Have fire extinguishers recertified every year. This is a Fire Marshall requirement.

Use the \$300 monthly allocation to resolve issues, when possible, and communicate expenditures in the Group Conscience report.

For items that will cost more than \$300, determine options and present recommendations for an informed Group Conscience.

When leaving office, spend some time with the incoming Building Committee Chairperson to share your experience and guide them on best practices.

### **GENERAL SERVICE REPRESENTATIVE**

Willing to serve full length of term and carry out responsibilities.

Make every effort to attend all Group Conscience meetings on the 3rd of each month. If not able to attend, coordinate with the Alternate GSR or another group member that will attend in your absence and present your report.

Check email list on the Atascocita Group desk for new member email addresses and add them to the Group email list.

When you are elected as a GSR, fill out the Group Change Form. Details for doing so can be found at <http://www.aa-seta.org/GSR/index.shtml>.

To be an effective GSR, it's best to become familiar with the information in the AA Service Manual (<https://www.aa.org/aa-service-manualtwelve-concepts-world-services>) and the GSR Pamphlet (<https://www.aa.org/gsr-general-service-representative>).

Attend District, Area and Assembly meetings, report back to the Group and report the Atascocita Group votes to those entities. More information on these meetings can be found at [aa-seta.org](http://aa-seta.org).

Encourage group members to join District meetings to learn more about and participate in events.

#### **From AA Service Manual (page 7)**

The role of the general service representative, or GSR, is essential to the purpose of general service. Bill W. wrote in Concept I of The Twelve Concepts for World Service: "The A.A. groups today hold ultimate responsibility and final authority for our world services." The role of the GSR is essential to ensuring that groups can fulfill that responsibility. Only when a GSR keeps the group informed and communicates the group conscience can the Conference truly act for A.A. as a whole. This communication is a two-way street, making the GSR responsible not only for bringing forward the group's voice, but for taking back to the group Conference actions that affect the Fellowship's unity, health and growth.

So what is the role of a GSR?

The GSR is the link between the group and “A.A. as a whole.” This link becomes a channel through which news, information, opinions and ideas can flow back and forth. Importantly, this also gives the group a voice in the affairs of the Fellowship. The GSR is that voice.

There is more than one way for GSRs to express their group’s thoughts and wishes — their conscience — in general service.

When the GSR is present at assemblies, the group’s voice is heard. The presence of a GSR says their group cares about what’s going on in the Fellowship and wants to learn and make its concerns and suggestions known.

When the GSR participates, the group’s voice is heard. It can be through a GSR sharing the group’s concerns across a conference table from other GSRs in a district meeting. It can be through questioning a budget item or proposing an idea important to the group at an area assembly. It can be through making an impassioned plea about an agenda item to the delegate on the eve of the annual General Service Conference meeting.

When the GSR votes, the group’s voice is heard. The GSR votes on the trusted servants to lead the district and the area as well as the delegate to represent the area at the annual General Service Conference meeting. The group’s voice is heard when the GSR votes on how best to use Seventh Tradition contributions to carry out Twelfth Step services.

When leaving office, spend some time with the incoming GSR to share your experience and guide them on best practices.

### **ALTERNATE GENERAL SERVICE REPRESENTATIVE (Alt GSR)**

Willing to serve full length of term and carry out responsibilities.

Make every effort to attend all Group Conscience meetings on the 3rd of each month. If the GSR is not able to attend, provide the GSR Report.

In case a GSR is unable to attend all district and area meetings, an alternate is needed – elected at the same time, by the same procedure. This position does not rotate into the GSR position. Alternates should be encouraged to assist, participate, and share in responsibilities of the GSR, attending district and area meetings where feasible, depending on local needs.

To be an effective , Alternate GSR, it’s best to become familiar with the information in the AA Service Manual (<https://www.aa.org/aa-service-manualtwelve-concepts-world-services>) and the GSR Pamphlet (<https://www.aa.org/gsr-general-service-representative>).

Attend District, Area and Assembly meetings. When the GSR is absent, report back to the Group information from those meetings and report the Atascocita Group votes to those entities. More information on these meetings can be found at aa-seta.org.

Encourage group members to join District meetings to learn more about and participate in events.

When leaving office, spend some time with the incoming GSR to share your experience and guide them on best practices.

## **INTERGROUP DELEGATES (2 positions)**

Willing to serve the full length of term and carry out responsibilities.

Make every effort to attend all Group Conscience meetings on the 3rd of each month. If at least one Intergroup Delegate is not able to attend, find a member that will agree to attend in your absence and cover your responsibilities.

Attend Intergroup Delegates meetings every other month and report back to the Group.

To encourage service commitments for as many group members as possible, the following tasks should be delegated to others and only performed by our Intergroup delegates as needed.

1. Maintain a list of volunteers for 12 step calls and keep Intergroup updated with that list.
2. Go to Intergroup at least once a month for chips and certificates for the Birthday meeting and literature.
3. Make sure Newcomer Packets, pamphlets, and other literature are stocked and available. An inventory list with the number of conference approved books, pamphlets, etc. our group should have on hand is in the supply closet. Place all receipts/invoices in the bank bag in the supply closet or give them to our Treasurer.
4. For Birthday Night, the celebrant with the least amount of sobriety chooses the chairperson. The Intergroup Representative should contact the celebrant a few days to a week before the Birthday meeting so they can decide who is to chair, ask that person, and put their name on the board.
5. Keep Intergroup updated on the Group's meeting schedule so it will be accurate in the Meeting Directory published by Intergroup.
6. Keep an updated price list from Intergroup posted in the group. If members would like to purchase books, pamphlets, and other items from Intergroup, the Intergroup REPRESENTATIVE may get these items on their next trip to the Intergroup bookstore for group members provided the member has paid for their requests in advance.

When leaving office, spend some time with the incoming Intergroup Delegates to share your experience and guide them on best practices.

## **GRAPEVINE REPRESENTATIVE (GVR)**

Willing to serve full length of term and carry out responsibilities.

Make every effort to attend all Group Conscience meetings on the 3rd of each month. If not able to attend, find a group member that will agree to attend in your absence and provide your report.

Register as our new GVR with the AA Grapevine Office at <https://www.aagrapevine.org/get-involved>.

Attend SETA monthly Grapevine meetings and report back to the Group. The link can be found at <http://aa-seta.org/committees/grapevine/index.shtml>



Prior to renewing the Grapevine subscriptions each year, the Treasurer and the GVR should determine the number of monthly copies to present to Group Conscience for renewal, after considering the financial position of the Group and needs of the Sunday 6 pm Grapevine meeting.

**From AA Service Manual (page 83)**

THE GRAPEVINE REP (GVR) & LA VIÑA REPRESENTATIVE (RLV) GVRs and RLVs, as they are known, are the link between the group and the AA Grapevine office. A.A. members become Grapevine or La Viña reps by volunteering or being elected to the position by their group. They make sure that members are aware of how the magazines support recovery, and how A.A. members can subscribe or submit stories. GVRs and RLVs also announce new materials.

**Registration**

Once elected, group GVRs and RLVs may visit [aagrapevine.org](http://aagrapevine.org) website to register online. GVR and RLV registration forms can also be downloaded and sent to Operations Manager, AA Grapevine, Inc., 475 Riverside Dr., New York, NY 10115.

Once registered, they will receive a GVR or RLV kit, which includes a handbook and other materials containing information about the magazines, their history and purpose, and ideas for carrying the A.A. message to other alcoholics.

An additional resource for GVRs and RLVs is the updated downloadable *A Guide to the AA Grapevine* (see [aagrapevine.org](http://aagrapevine.org)). It is anticipated that each A.A. group would have a GVR and a subscription to at least one of the magazines.

As awareness of the needs of Spanish-speaking A.A.s throughout the United States has grown, some reps have begun to work with both magazines and refer to themselves as GVR/RLVs.

Most areas have a Grapevine committee, or a combined Grapevine/La Viña committee. Many GVRs/ RLVs are encouraged to become active participants in efforts to make Grapevine/La Viña available to other service committees, such as corrections, treatment, literature and cooperation with the professional community. Many districts also have members who serve as GVRs.

When leaving office, spend some time with the incoming Intergroup Delegates to share your experience and guide them on best practices.

**PUBLIC INFORMATION / COOPERATION WITH THE PROFESSIONAL COMMUNITY (PI/CPC)**

Willing to serve full length of term and carry out responsibilities.

Make every effort to attend all Group Conscience meetings on the 3rd of each month. If not able to attend, find a member that will agree to attend in your absence and cover your responsibilities.

Attend the monthly SETA PI/CPC meeting(s) and report back to the Group. The links can be found at <http://www.aa-seta.org/committees/pi/index.shtml> and <http://aa-seta.org/committees/cpc/index.shtml>.

Encourage group members to join PI/CPC meetings to learn more about and participate in events.

When making contact with a professional or a professional organization to give a presentation, please reference the SETA PI/CPC Committee's 'A.A. PowerPoint Presentation for Professionals.' It is suggested that two members of the PI/CPC committee attend any presentation given to the community at large or professionals therein.

When leaving office, spend some time with the incoming PI/CPC rep to share your experience and guide them on best practices.

From SETA PI Committee web page.

**Public Information (P.I.)** in Alcoholics Anonymous means carrying the message of recovery to the still-suffering alcoholic by informing the general public about the A.A. program. We carry the message by getting in touch with and responding to the media, schools, industry, and other organizations.

From Cooperation with the Professional Community Committee Workbook – page 5.

**CPC Committee Purpose:** Members of CPC Committees inform professionals and future professionals about A.A. – what we are, where we are, what we can do, and what we cannot do. They attempt to establish better communication between A.A.s and professionals, and to find simple, effective ways of cooperating without affiliating.

When leaving office, spend some time with the incoming Intergroup Delegates to share your experience and guide them on best practices.

### **CORRECTIONAL FACILITIES COMMITTEE (CFC) REPRESENTATIVE**

Willing to serve full length of term and carry out responsibilities.

Make every effort to attend all Group Conscience meetings on the 3rd of each month. If not able to attend, find a member that will agree to attend in your absence and cover your responsibilities.

Attend the monthly and quarterly SETA CFC meetings and report back to the Group. If not able to attend, ask another CFC Rep to share their notes so you can still provide a report to the Group.

CFC carries the message of Alcoholics Anonymous to the suffering alcoholic behind the walls of our local, county, and state jails, as well as state and federal prisons.

Encourage group members to attend area meetings and become involved in Correctional Facility 12 Step work and service opportunities.

Assist with the Group's knowledge, collection, and proper distribution on the "Blue Can" funds.

When leaving office, spend some time with the incoming PI/CPC rep to share your experience and guide them on best practices.

### **IT Representative**

Willing to serve the full length of term and carry out responsibilities.

Make every effort to attend all Group Conscience meetings on the 3rd of each month. If not able to attend, find a member that will agree to attend in your absence and cover your responsibilities.

Attend SETA monthly IT meetings and report back to the Group. The link can be found on the IT page on the SETA website [aa-seta.org](http://aa-seta.org).

Must have access to a computer and internet access. These items are not provided by the Group.

Post and update information on the Group website ensuring it is within the guidelines outlined by the Steering Committee. When in doubt, consult that Committee.

When leaving office, spend some time with the incoming IT Rep to share your experience and guide them on best practices.

## **Treatment Facilities Committee (TFC) Representative**

Willing to serve the full length of term and carry out responsibilities.

Make every effort to attend all Group Conscience meetings on the 3rd of each month. If not able to attend, find a member that will agree to attend in your absence and cover your responsibilities.

The Treatment Facilities Committee coordinates and supports the work of AA members and groups in carrying the AA message to alcoholics within our treatment facilities and outpatient settings.

Attend SETA monthly TFC meetings and report back to the Group. The link can be found on the TFC page on the SETA website [aa-seta.org](http://aa-seta.org).

When leaving office, spend some time with the incoming IT Rep to share your experience and guide them on best practices.

## Appendix A



# Atascocita Group

## Group Conscience Agenda

Date: \_\_\_\_\_ @ 7:15pm

Open the Meeting w/ moment of silence followed by Serenity Prayer

Roll Call of Trusted Servants (Secretary)

Minutes – review in advance on website - Corrections/Acceptance

Treasurer Report

Committee Reports

- GSR
- Intergroup
- Grapevine
- CFC
- PI/CPC
- Steering Committee
- Building

Old Business

New Business

Close with Responsibility Statement

# Roberts Rules of Order (Basic) - A.A Edition

**Motion**

**2nd**

**Discussion**

Discussion Ends Either...

"We wear Roberts Rules like a loose glove."

**VOTE**

1. Ask the secretary to re-read the motion aloud
2. "All in favor"
3. "All opposed"
4. "Any abstentions"
5. "Would the minority opinion like to be heard?" **[REMINDE THEM WHAT THE MINORITY OPINION IS]** (1 minute per minority opinion)

Organically (goes directly to a vote on the motion... OR CALL THE QUESTION (definition: "We've discussed enough - let's vote.")

By a MEMBER: [MOTION PAUSES] [2/3 majority]

- "All in favor of stopping discussion and bringing motion to a vote"
- "All in favor of continuing discussion."

By a CHAIR: [NO VOTE REQUIRED] ("I'm going to take three (3) more/10 minutes ... then vote")

- "I'm going to CALL THE QUESTION to stop the discussion and call a vote on the motion."

**REMINDER:** The minority opinion is generally expressed to 1.) share something new (no repeats of previously stated opinions) 2.) if anyone feels they haven't expressed themselves adequately; 3.) if someone feels they feel the body is making a serious mistake. **Note:** The Chair can allow for repetition during the minority opinion if needed to ensure we 1.) move slowly and 2.) let everyone feel heard.

6. "To anyone who voted in the majority: Did that change your vote?" **(REMINDE THEM WHAT THE MAJORITY IS)** (same thing as Motion to Reconsider)
  - **IF YES**
    - "So by default, there's a Motion to Reconsider is on the table - do I hear a 2nd?"
    - "All in favor of Re-Opening discussion - All in favor of treating this vote as final."
  - **IF NO:** Motion Passes/Fails (Motion starts over and we go into Discussion - then we vote: Vote is Final / No minority opinion)

## AMENDMENTS:

- **Friendly:** Given by someone trying to improve the motion without changing the meaning - **the person who made the motion needs to accept the amendment**
- **Regular:** Actually changing the wording & intent of the motion - requires the person who made the motion (AND THE 2nd) and the person who made the amendment to agree on the change to the motion **(2/3 majority)** **The amendment itself requires a vote BEFORE the vote on the motion itself.**

## POSTPONE: (requires a motion)

- Definition: **Postpone it TO A SPECIFIC TIME** (it makes sense to deal with it at a specific time in the future for whatever reason) [Gets put into OLD BUSINESS AT THAT FUTURE DATE]

## TABLE: (requires a motion)

- Definition: We are **putting the motion off in the moment** and it will require the step of somebody taking it off the table.

## POINT OF INFORMATION:

- Primarily used when 1.) **Someone has a question to ask...** or 2.) **When they need some additional information** (sometimes it's about them wanting to offer additional information).

- **How it gets off the table:** Likely it will be **automatically** put into OLD BUSINESS for the **next meeting** (not debatable / simple majority / no motion to reconsider or minority opinion)

## POINT OF ORDER:

- Used when there is **some deviation from the process** or **someone is being disruptive** (Chair: Only use this when someone is being very mean spirited) (Chair rules on it when offered by a member)

**Appendix C - Trusted Servants Contact List**



**Atascocita  
Group**

**Trusted Servants Contact List**

**Date: \_\_\_\_\_**

<b>Position</b>	<b>Name</b>	<b>Phone</b>	<b>email</b>
Chairperson			
Secretary			
Treasurer			
Asst Treasurer			
GSR			
Alt GSR			
Steering Committee			
Building Maintenance			
CFC			
Intergroup Delegates			
Grapevine			
PI/CPC			

## Appendix D - Trusted Servants Term List



### Trusted Servants Term List

Date: \_\_\_\_\_

Position	Name	Term
Chairperson		1 yr., ending date _____
Secretary		6 mos., ending date _____
Treasurer		1 yr., ending date _____
Asst Treasurer		1 yr. ending date _____ rotates into Treasurer position
GSR		2 yrs, ending date _____
Alt GSR		2 yrs, ending date _____
Steering Committee		1 yr., ending date _____
		1 yr., ending date _____
		1 yr., ending date _____
		1 yr., ending date _____
		1 yr., ending date _____
Building Committee		1 yr., ending date _____
CFC		1 yr., ending date _____
Intergroup Delegates		1 yr., ending date _____
		1 yr., ending date _____
Grapevine		6 mos., ending date _____
PI/CPC		1 yr., ending date _____
IT Rep		2 yr., ending date _____
TFC Rep		1 yr., ending date _____

**Appendix E - Group Conscience Meeting Minutes (3 pgs)**



**GC Meeting Minutes**

**Date:** \_\_\_\_\_

**Roll Call of Trusted Servants**

<b>Position</b>	<b>Name</b>	<b>Term</b>	<b>Present</b>
Chairperson			
Secretary			
Treasurer			
Asst Treasurer			
GSR			
Alt GSR			
Steering Committee			
Building Committee			
CFC			
Intergroup Delegates			
Grapevine			
PI/CPC			





## GC Meeting Minutes

Date: \_\_\_\_\_

### Trusted Servants Reports

- Chair
- Secretary
- Treasurer
  
- Steering Committee
  
- Building Committee
  
- GSR



# Atascocita Group

- CFC
- Intergroup
- Grapevine
- PI/CPC

Old Business

New Business

Close