

ATASCOCITA GROUP
OF
ALCOHOLICS ANONYMOUS

POLICIES & PROCEDURES MANUAL

ATASCOCITA GROUP
POLICIES & PROCEDURES MANUAL

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ATASCOCITA GROUP POLICIES & PROCEDURES

Mission Statement:

We have but one primary purpose - to stay sober and help other alcoholics achieve sobriety.

Purpose of the Group Policies & Procedures:

1. To have a set of guidelines for our group.
2. To help members with procedures, requirements, and duties of our trusted servants.

Group Finances:

1. The Atascocita Group shall donate any funds in excess of the prudent reserve to the pie chart as determined by Group Conscience.
2. The Steering Committee may authorize expenditures up to \$300.00 per month.
3. Any expenditure, other than routine supplies or those authorized by the Steering Committee, must go before the Group Conscience to be voted on.
4. Any authorized expenditure to be reimbursed by the group requires the submission of a receipt.
5. Any unused funds will be returned to the Treasurer.
6. The group shall maintain a prudent reserve equivalent to one month's operating expenses*
** The amount of one month's operating expenses shall be based on the average of the preceding 12 month and will be recalculated each time the Group Treasurer changes.*
7. If a Trusted Servant does not use all the allocated funds for the intended purpose, the Trusted Servant will be responsible for reimbursing the group.

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

Chairman NOTES:

Please remember to:

Pass the chairman signup sheet, if needed.

Collect the money from the coffee kitty and place all the money collected in an envelope.

Indicate the total amount collected on the meeting sign-in page & place the envelope (with the date, amounts, etc. noted on the front) in the safe.

After the meeting - ensure the coffee pot and lights are off and the building is locked.

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

Thank you for your service to the Atascocita Group!

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

Please turn off or silence your cell phones.

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

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.

Is anyone present for his/her first A.A. meeting?

Does anyone have less than 30 days of continuous sobriety?

Are there any visitors or members from other groups?

I've asked an alcoholic to read the Tradition of the month (One in January, Two in February, etc.).

I've asked an alcoholic to read something from the first 164 pages of the Big Book.

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**"

(All meetings except Tuesday 6 pm and Thursday noon): This is an **OPEN** meeting of Alcoholics Anonymous, which means the meeting is available to anyone interested in A.A.'s program of recovery; non-alcoholics are welcome to attend as **OBSERVERS** only.

(Tuesday 6 pm and Thursday noon meetings): This is a **CLOSED** meeting of Alcoholics Anonymous, which means the meeting is for A.A. members only.

To give everyone the chance to participate, please limit your sharing to 3-5 minutes.

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.

Introduce a topic for the meeting

Note: There is a topic tab in the chairperson's notebook with some suggested topics from the Big Book.

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?

We also have chips that recognize periods of sobriety:

- One month – Red chip
- Two months – Gold chip
- Three months – Green chip
- Six months – Blue chip
- Nine months – Bronze chip
- Eighteen Months – Bronze chip

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. Group Conscience meets on the 3rd of the month.

Standard announcements are posted on the group information board. Are there any A.A. related announcements from the floor? (*Other announcements, such as may be necessary. Check the book.*)

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.

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. NO MEMBER CAN SERVE MORE THAN TWO CONSECUTIVE TERMS AS A TRUSTED SERVANT IN THE SAME POSITION.

POSITION	TERM LENGTH	SUGGESTED MINIMUM REQUIREMENT
SECRETARY	ONE YEAR	ONE YEAR OF SOBRIETY and PREVIOUS EXPERIENCE AS A TRUSTED SERVANT
ASST. 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
GSR (Takes office beginning of odd numbered year, i.e., 1999, 2001, etc.)	TWO YEARS	TWO YEARS OF SOBRIETY
ALT. GSR (Automatically rotates into GSR Position)	TWO YEARS	ONE YEAR OF SOBRIETY
INTERGROUP REPRESENTATIVE	ONE YEAR	ONE YEAR OF SOBRIETY
ASST. INTERGROUP REPRESENTATIVE (Automatically rotates into Intergroup Position)	ONE YEAR	SIX MONTHS OF SOBRIETY
GRAPEVINE REPRESENTATIVE	SIX MONTHS	SIX MONTHS OF SOBRIETY
PUBLIC INFORMATION / COOPERATION WITH THE PROFESSIONAL COMMUNITY	ONE YEAR	ONE YEAR OF SOBRIETY
STEERING COMMITTEE (6 members)	ONE YEAR	TEN YEARS OF SOBRIETY (2 MEMBERS)
	ONE YEAR	ONE YEAR OF SOBRIETY (4 MEMBERS)
CFC	ONE YEAR	ONE YEAR OF SOBRIETY

TRUSTED SERVANTS – ELECTION PROCESS

1. Elections will be held in December and June at the monthly Group Conscience meeting.
2. Open positions will be posted on the board by the Secretary 30 day's prior to the election.
3. Volunteers will put their names on the board
4. Prior to the election, the Secretary will verify eligibility and willingness to serve with each volunteer.
5. All positions are elected by a simple majority.

TRUSTED SERVANTS – DISMISSAL

Trusted Servant will be dismissed for:

1. A relapse.
2. Non-fulfillment of duties.
3. Absence at three consecutive Group Conscience meetings.
4. Misappropriation of group funds.

TRUSTED SERVANT RESPONSIBILITIES

GENERAL SERVICE REPRESENTATIVE (GSR)

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

Attend all Group Conscience meetings on the 3rd of each month.

From AA Service Manual (page S44)

In order that each group may make a wise selection, it is well for it to know what its GSR will actually be doing. In the early days of the Conference, the main and almost only function of GSR's seemed to be the election of committee members and delegates. That is still a very important part of the job, but much more has been added:

GSR's are the mail contacts with the General Service Office in New York and are listed in the AA directories as contacts for the individual groups; they receive the GSO bulletin *Box 459* and keep their groups abreast of AA Activities all over the world; and they serve as the mail contacts with their district committee member and area committees.

In return, GSR's supply their DCM's with up-to-date group information (see p. S50) to be relayed to GSO in time for inclusion in the directories. This information is also essential for GSO mailings.

They know what material is available from GSO – guidelines, bulletins, videos, tapes, kits, etc.

GSO keeps them advised of new literature through *Box 459* and by mailing revised order forms. It is the responsibility of GSR's to make sure their groups are informed of the availability of Conference-approved pamphlets and books.

While there is no Supreme Court on AA Traditions, they do learn whatever they can about our vital traditions and customs. They are usually familiar with the books "Twelve Steps & Twelve Traditions" and "AA Comes of Age" and the pamphlets "The AA Group" and "AA Tradition – How It Developed."

They participate, of course, in district and area service meetings. They often help with planning, advance registration, and publicity for area get-togethers and conventions. Following these affairs, they make reports to their groups for the benefit of those who could not attend. Experience is now indicating that many groups are now financially supporting their GSRs to attend service functions.

They know the Group Handbook through and through and help new group secretaries and chairpersons to use it. When a new group is forming nearby, they can be of great help in advising its members about GSO services.

They are equally interested in encouraging the groups to support the area and district committees and the local central offices or intergroups, and they are familiar with the leaflet "Self-Supporting Through Our Own Contributions."

GENERAL SERVICE REPRESENTATIVE ALTERNATE

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

Attend all Group Conscience meetings on the 3rd of each month.

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

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.

TRUSTED SERVANT RESPONSIBILITIES

SECRETARY

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

Attend all Group Conscience meetings on the 3rd of each month and chairs the meeting.

Needs a basic knowledge of Robert's Rules of Order for chairing Trusted Servants and Group Conscience meetings. (*A group copy is in the supply closet or with the previous secretary*).

Maintain the current list of available sponsors.

At the beginning of new term, update the Trusted Servants List with names, phone numbers, and end of term date and provide all new Trusted Servants with the Guidelines for their position.

Ensure minutes are taken in Trusted Servants and Group Conscience meetings, minutes are posted for at least 30 days, kept on file for future reference.

Maintain a file of meeting minutes and pass these on to successor for safe keeping and reference. Maintain group records as documented under the Recordkeeping in the Group Conscience section of the Group Policies and Procedures.

Encourage members to participate by signing up to chair meetings, answer Intergroup phones, clean up, etc. Provide Sign-Up sheets, posters, and flyers, if needed.

Make sure group meeting schedules, chairperson sign-up sheets, sign-in notebooks, pens, etc. are available.

Keep Chairperson meeting format notebook up to date.

In September Group Conscience meeting:

Ask for a volunteer to chair the Anniversary Committee for celebration to be held 2nd Sunday in December (Group started December 13th, 1974).

Ask if the Group wants to have the building open on Thanksgiving, Christmas Day, and New Year's Eve. If so, volunteers are needed to coordinate these functions, make announcements, sign-up to bring food, etc.

ASSISTANT SECRETARY

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

Attend all Group Conscience meetings on the 3rd of each month.

Takes minutes of Group Conscience meeting. Send minutes to Trusted Servants electronically (via email) within one week of the Group Conscience meeting.

In case a Secretary is unable to carry out all responsibilities, an assistant is needed – elected at the same time, by the same procedure. Assistants are encouraged to assist, participate, and share in responsibilities of the Secretary.

TRUSTED SERVANT RESPONSIBILITIES

TREASURER

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

Attend all Group Conscience meetings on the 3rd of each month.

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 will be required to make the transactions. It is advisable to also put the Assistant Treasurer on the signature card.

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

Pay monthly bills. Only reimburse group members for expenses if a receipt is provided.

The distribution of excess funds that support four service entities shall be:

50% to Houston Intergroup, 30% to GSO, 10% to District 31, and 10% to SETA Area 67.

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

The safe combination will be changed every two years to ensure only three members will have the combination – the outgoing Treasurer, the incoming Treasurer, and the Assistant Treasurer.

Give monthly Treasurer's Report at Trusted Servant's and Group Conscience meetings every month. Post on bulletin board for 30 days then forward to the Secretary for record keeping and future reference.

Order cases of Big Books and 12 & 12's as needed.

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

ASSISTANT TREASURER

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

Attend all Group Conscience meetings on the 3rd of each month.

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

Pick up money from safe daily.

Log money in daily ledger (kept at the Atascocita Group Building). Ledger is itemized for each meeting (i.e., Basket, Coffee, Literature, etc.).

Deposit all money in bank at least once a week and give deposit slips to the Treasurer.

Provide itemized breakdown of funds and any other paperwork to Treasurer at the end of each month, allowing time for Treasurer to have info for Treasurer's Report at the Group Conscience.

TRUSTED SERVANT RESPONSIBILITIES

INTERGROUP REPRESENTATIVE

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

Attend all Group Conscience meetings on the 3rd of each month.

Maintains a list of volunteers for 12 step calls and keep Intergroup updated with that list.

Go to Intergroup at least once a month for chips and certificates for the Birthday meeting and literature.

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 attached (Attachment 4). There should also be extra copies in the supply closet.

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.

Keep Intergroup updated on the Group's meeting schedule so it will be accurate in the Meeting Directory published by Intergroup.

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.

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

ASSISTANT INTERGROUP REPRESENTATIVE

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

Attend all Group Conscience meetings on the 3rd of each month.

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

In case the Intergroup Representative is unable to carry out all responsibilities, an assistant is needed – elected at the same time, by the same procedure. Assistants are encouraged to assist, participate, and share in responsibilities of the Intergroup Representative.

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

TRUSTED SERVANT RESPONSIBILITIES

GRAPEVINE REPRESENTATIVE (GVR)

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

Attend all Group Conscience meetings on the 3rd of each month.

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

From AA Service Manual (page S136)

The GVR's job is to make sure that members are aware of the Fellowship's international journal and the enhancements to sobriety it offers. The GVR is the group's contact with the Grapevine office.

New GVRs should send their name, address, group name and group service number to the Grapevine (P. O. Box 1980, Grand Central Station, New York, NY 10163). They will receive quarterly mailings containing order forms for the magazine and special items, along with occasional special announcements and updates. Of course, the GVR reads the magazine regularly, announces its arrival at the group each month, and lets members know how to order subscriptions. The GVR also encourages the group to take out a subscription in quantity to sell at meetings – and if the group grows, increase its order.

In most areas there is a Grapevine committee, and GVRs are active participants.

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

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

Attend all Group Conscience meetings on the 3rd of each month.

Attend the monthly SETA PI/CPC meeting(s) and report back to the Group.

Attend local health fairs and such, as needed in coordination with the Area Committee(s).

TRUSTED SERVANT RESPONSIBILITIES

STEERING COMMITTEE

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

Attend all Group Conscience meetings on the 3rd of each month.

Building Maintenance & Security.

Purchasing supplies. These responsibilities can be delegated out to other members of the group as decided by the Steering Committee members.

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".

Call emergency Group Conscience meetings when needed.

Memorial requests shall come before the Steering Committee for a decision. Name and brief background of the AA member plus date and time requested is required. Traditions will be followed and member asking for Memorial shall be responsible for clean-up.

CORRECTIONAL FACILITIES COMMITTEE (CFC) REPRESENTATIVE

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

Attend all Group Conscience meetings on the 3rd of each month.

Attend the monthly SETA CFC meeting and report back to the Group.

Keep Group informed about Correctional Facility 12 Step work and service opportunities.

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

Non-Trusted Servant Committees – Event Committees

ALL events must be held one hour after a regularly scheduled meeting and must be finished at least one hour before regularly scheduled meetings.

Anniversary Committee

1. Anniversary celebration to be held the second Sunday in December (Atascocita Group started December 13, 1974).
2. Group Secretary will ask for a volunteer to chair the Anniversary Committee at the September Group Conscience.
 - The Anniversary Chair will recruit volunteers to help coordinate the event, as needed. Typical committees may include: Food Committee, Decorations Committee and Committee Treasurer.
3. The Anniversary Committee should report to Group Conscience in October or November (or both) with the proposed activities and schedule.
 - Number of speakers, type of speakers.
 - Activities other than speakers, to be voted by group, if needed.
 - Proposed schedule.
4. \$300 is earmarked in the prudent reserve for group events.

Group Conscience

General

- The Group Conscience meeting is a closed meeting held on the 3rd day of each month.
- An emergency Group Conscience meeting may be called by the Steering Committee to deal with emergency expenditures needed.
- The Secretary chairs the Group Conscience meeting.
- The Assistant Secretary takes the minutes of the meeting.
- Roberts Rules of Order are used, all motions require a second.

Meeting Format

The Group Conscience meeting format is:

1. The Secretary calls the meeting to order, and reads the meeting preamble.
2. Moment of silence, followed by Serenity Prayer.
3. Minutes from the last meeting are read.
4. Trusted Servants present reports.
5. Old Business – Outstanding items from the last meeting are reviewed and any needed action taken.
6. New Business – New items are presented, discussed and action taken if needed.
7. Upon motion to close and second, the meeting is closed with the Lord's Prayer.

Motions and Voting

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

Recordkeeping

Originals of all group documents (Policies & Procedures Manual, Group Conscience Minutes, Financial Ledgers, etc.) shall be maintained in the Atascocita Group Building in a secured area or container.

A copy of the Group Policies and Procedures manual shall be kept by each Trusted Servant, and a copy shall be posted on the Group Bulletin board. The Secretary shall maintain additional copies to be provided to any group member requesting it.