

## **Preamble of Alcoholics Anonymous**

Alcoholics Anonymous is a fellowship of men and women who share their experience, strength, and hope 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.

### **Purpose:**

- The purpose and mission of The Friendship Group of Alcoholics is to provide a place for AA's recovery program and fellowship to be practiced in non smoking facilities in Lewisville, Texas and the surrounding towns.
- The Friendship Group follows the Twelve Traditions of Alcoholics Anonymous, the 12 Concepts of Alcoholics Anonymous, and encourages recovery by working the Twelve Steps of Alcoholics Anonymous.
- The Friendship Group of Alcoholics Anonymous is part of the larger organization through active participation and support of the GSO service structure.

### **Membership:**

- The only requirement for membership is a desire to stop drinking.
- To be a voting member one must not be a voting member in any other group.

### **Quorum:**

- The membership present at any scheduled Group Conscience of The Friendship Group of Alcoholics Anonymous shall constitute a quorum.

### **Steering Committee Meetings:**

Steering Committee shall be bound by the Twelve Traditions of Alcoholics Anonymous when conducting the business of The Friendship Group.

- The Steering Committee will consist of a Coordinator, Secretary, GSR and two at large members. The term for a Steering Committee Member is 1 year.
- The Steering Committee will elect a Steering Committee Chairperson.
- The Steering Committee Chairperson will vote only in the event of a tie.
- Each member of the Steering Committee shall miss no more than 2 unexcused Steering Committee meetings per year. Absence from more than 2 unexcused meetings will be brought to Group Conscience and position holder may be asked to step down depending on review.
- Any meeting of the Steering Committee shall have 3 of the 5 members physically present before business can be conducted.
- Steering Committee members cannot serve more than 2 consecutive terms on the Steering Committee. Steering Committee members can stand for election to offices not connected to the Steering Committee.
- The Steering Committee shall be responsible to conduct, manage, and direct the affairs of the Friendship Group subject to instruction by the Group Conscience. The Steering Committee shall



make no operational decisions unless appointed to do so by the Group Conscience, and in such cases shall report back to the Group Conscience in a timely manner.

- The Steering Committee shall be limited to The Friendship Group expenditures of \$50.00 (fifty dollars) per month. Receipts will be required for all reimbursements.
- Steering Committee meetings will be held during the first week of each month (night to be determined by Steering Committee), Common Sense prevails.
- The Steering Committee will post Group Conscience notices and agenda on the bulletin board.
- Anyone can attend Steering Committee meetings and be heard, but only Steering Committee members vote.
- Robert's Rules of Order prevail when no other guideline takes precedence.

### **Group Conscience Meetings:**

- All Group Conscience Meetings will be conducted in the spirit of the Twelve Traditions and the guidelines outlined in the AA service manual.
- Robert's Rules of Order prevail when no other guideline takes precedence.
- Coordinator has the discretion to limit sharing to two (2) minutes per person with a one (1) minute follow-up.
- Any member of The Friendship Group has the right of the minority opinion as defined per Concept five (5) (right of appeal) in the AA Service Manual.
- New business will be discussed and considered old business at the next meeting when it can be voted on for approval.
- Decisions approved by group conscience cannot be brought up for discussion again for at least 90 days.
- Group Conscience Meetings will be held the second Wednesday each month or at discretion of the Steering Committee. Reports from position holders will still be sent to the secretary monthly.
- Notices for Group Conscience meeting must be posted on the bulletin board.
- Minutes of Group Conscience meetings will be posted on the bulletin board within one week of the meeting.
- Any AA member can attend group conscience meetings but only members of The Friendship Group can vote.
- A member of The Friendship Group is one who establishes The Friendship Group as their home group, accepting service responsibilities, and regularly attends meetings at the group.
  - Membership in a home group is one of the keys to successful recovery and affords a member the ability to learn to sustain friendships.
  - While most AA members regularly attend meetings at groups other than their home group, it is at the home group that they participate in business, cast votes, and exercise the privilege of voting on matters affecting AA as a whole.
  - As with all groups each member is entitled to one vote (AA Service Manual).
- The above language regarding membership of the Friendship Group should be read at the beginning of every Group Conscience meeting to be clear about voting rights.
- Voting by home group members shall be by show of hands or acclamation.
- A simple majority is required for a decision to prevail.

### **Service Positions and Responsibilities:**

Each service position chair will be allowed \$25 per quarter for necessary items (copies, literature, etc) without getting Group Conscience approval. Receipts will be required for all reimbursements.

**Coordinator: 1 year term**



- The primary responsibility of the Coordinator is to establish and maintain order in the Steering Committee and Group Conscience meetings.
- Sets and maintains time limits on discussion.
- Keeps order and follows the established agendas.
- Communicates to any member of the Steering or Service Committees when the functions of that position are not being met.
- Formulates agenda for group conscience meetings.
- Prioritizes items on the agenda to maintain time limits.
- Assures that any items not addressed are held over for the next Group Conscience Meeting with higher priority.
- Facilitates elections, will post election notices at least two (2) weeks in advance for October elections and January assumption of duties.
- Recruiting volunteers to chair meetings and ensures Monday and Friday leaders schedules the weekly speakers.
- Will be a signer on the group bank accounts.

**Alternate Coordinator:**

- See Above duties of Coordinator.
- Acts as a substitute when the Coordinator is absent.

**General Service Representative: 2 year term**

- The General Service Representative has the job of linking his or her group with AA as a whole. The GSR represents the voice of the group conscience, reporting the group's thoughts to the district committee member and to the delegate who passes them on to the conference. This communication is a two way street, making the GSR responsible for bringing back to the group, Conference Actions that affect AA unity, health, and growth. Only when a GSR keeps the group informed and communicates the group conscience, can the Conference truly act for AA as a whole (AA Service Manual). The GSR is elected in alignment with the District 21 and NETA 65 service panel.
- A voting member of the Steering Committee.
- The GSR will be reimbursed for expenses incurred for any district / area event (including GSR training). Reimbursed expenses will include mileage (in direct alignment with the District 21 rates as posted in NETA.ORG), hotel (block rate), and \$25 for meals during assembly events. Receipts will be required for all reimbursements.

**Alternate GSR: 2 year term**

- See Above duties of General Service Representative.
- Acts as a substitute when the GSR is absent.

**Secretary: 1 year term**

- Take notes at all Steering Committee and Group Conscience meetings.
- A voting member of the Steering Committee.
- Post minutes on the bulletin.
- Maintain AA bulletin board.
- Post pertinent information.
- Submits Group change form (located in service manual or on GSO website) to GSO for changes to GSR / Alternate GSR and changes to meeting schedule times.
- Send minutes of meetings to GSO every 6 months.

**Alternate Secretary:**



- In the event of Secretary's absence will assume Secretary Duties.
- Maintains the group meeting schedule.
- Maintain member files with voluntary information.
  - Phone numbers
  - Addresses
  - Anniversary / birthdates
  - E-mail addresses

**Treasurer: 1 year term**

- Collect money and deposit into group accounts.
- Pay all group bills in a timely manner.
- Reimburse expenditures allowed by The Friendship Group.
- Maintain all bookkeeping records.
- Provide financial reports for pertinent meetings.
  - Breakdown expenses.
  - Breakdown income by meeting, literature, coffee, etc.
- Allowed for re-imbursement for materials/copies made for reporting to the group
- Disperses "Orange Can" money collected for corrections books to Area Corrections Treasurer.
- Will be a signer on the group bank accounts.

**Alternate Treasurer: 1 year term**

- Assist with collecting and depositing money.
- Will be a signer on the group bank accounts.
- In the event of the treasurer's absence, will provide financial reports and assume other treasurer duties.

**At Large Steering Committee Members (2 members)**

- Attend and vote at all Steering Committee meetings.
- Serves as liaison to the Equity Foundation to coordinate meeting locations as required.
- One position will be elected each year to ensure at least one member has experience in the position.

**Literature Representative:**

- Maintain supply of AA Conference approved literature.
- Coordinate with Secretary and other group members on specific literature request.

**Alternate Literature Representative:**

- In the event of Literature Representative's absence will assume Literature Rep duties.

**Supplies Representative:**

- Maintain supply of coffee, cups, filters, sugar, creamer, sweetener, envelopes, etc as needed.
- Coordinate with Secretary and other group members on specific request.

**Alternate Supplies Representative:**

- In the event of Supplies Representative's absence will assume Supplies Representatives duties.

**Intergroup Representative:**

- Acts as a link between The Friendship Group and area Intergroup.
- Attends monthly meetings at intergroup.



**Alternate Correctional Facilities Representative**

- In the event of Corrections Representative's absence will assume Corrections Representative's duties.

**Grapevine Representative (Sobriety Requirement-6 months)**

- Register as The Friendship Group's representative on the Grapevine website
- Maintain The Friendship Group's subscription to the Grapevine and announce subscription availability at meetings
- Maintain copies of Grapevines and subscription information on the literature table
- Coordinates with Public Information, Treatment and Facilities, and Correctional Facilities to outreach and create awareness of magazine as an option.
- Coordinates communication with District/Area representative

**Alternate Grapevine Representative**

- In the event of Grapevine Representative's absence will assume Grapevine Representative's duties.

**Special Needs Chairperson:**

- Facilitates efforts to meet the needs of handicapped people, non-English speaking people, and others as required.

**Special Committee Chairperson:**

- For special meetings such as the Anniversary and New Year's meeting.

**Elections:**

Elections for the following positions are conducted at the specific times. To be eligible the person must accept the nomination for that position. All terms of sobriety, if specified for a position, must be continuous and will be based on when the person takes office (not at the time of election). Chair person will post a sign-up sheet at least two (2) weeks before nominations at the September Group Conscience Meeting and elections.

**Elections will be:**

- Elections Held in October.
- Office Taken in January.

*The below requirements related to length of sobriety are suggested to hold a position but can be waived by vote at the Group Conscience on the date of nomination. This will be an option of The Friendship Group on all elections until such time that The Friendship Group rescinds the option by a simple majority vote of the Group Conscience. The Friendship Group also reserves the right to not fill all positions by vote of the Group Conscience on the date of nominations.*

**Coordinator:**

- Term - 1 Years
- Minimum Sobriety - 3 Years

**General Service Representative:**

- Term - 2 Years
- Minimum Sobriety - 2 Years



- Reports Intergroup meeting agenda to The Friendship Group.
- Votes on behalf of The Friendship Group.
- The Intergroup Representative will be reimbursed for mileage expenses incurred for attendance at monthly Intergroup meetings. Reimbursed expenses for mileage will be at the federal reimbursement rate.

**Alternate Intergroup Representative:**

- In the event of Intergroup Representative's absence will assume Intergroup Representatives duties.

**Public Information Representative / CPC (Cooperation with Professional Community):**

- Maintains cooperation with the Professional Community by distributing meeting schedules and literature to:
  - Chamber of Commerce
  - Counseling Centers
  - Schools
  - Doctors
  - Community Services (Fire/Police)
  - Community Centers
- Maintains accurate cable, newspaper, and directory listings.
- Liaises with webmaster of The Friendship Group website for content at:  
<http://www.friendshipaa.net/>

**Phone Service Representative**

- Oversees the phone/answering service and The Friendship Group.

**Alternate Public Information Representative / CPC (Cooperation with Professional Community):**

- Will assume the duties of the Public Information Representative / CPC (Cooperation with Professional Community) In the event of the absence.

**Treatment and Facilities Representative**

- Coordinates with various Treatment Facilities, looking for service opportunities
- Maintains schedule rotation for 12 step work as opportunities are identified and brought to the Group Conscience for approval.
- The Friendship Group shall have 2 delegates, a man and a woman, to attend treatment facilities with like gender.
- Attends Treatment and Facilities Area meetings and coordinates communication with District/Area representative

**Alternate Treatment and Facilities Representative**

- In the event of Treatment Representative's absence will assume Treatment Representatives duties.

**Correctional Facilities Representative**

- Coordinates with Correctional facilities and maintains schedule rotation for 12 step work in prisons
- As opportunities for service are identified, they are brought to the Group Conscience for approval
- Coordinates communication with District/Area representative

**Alternate GSR:**

- Term - 2 Years
- Minimum Sobriety - 2 Years

**Secretary:**

- Term - 1 Year
- Minimum Sobriety - 1 Year

**Alternate Secretary:**

- Term - 1 Year
- Minimum Sobriety - 6 Months

**Treasurer:**

- Term - 1 Year
- Minimum Sobriety - 2 Years

**Alternate Treasurer:**

- Term - 1 Year
- Minimum Sobriety - 2 Years

**Public Information Representative:**

- Term - 1 Year
- Minimum Sobriety - 2 Years

**Alternate Public Information Representative:**

- Term - 1 Year
- Minimum Sobriety - 2 Years

**Phone Service Representative**

- Term - 1 Year
- Minimum Sobriety - 2 Years

**Literature Representative:**

- Term - 1 Year
- Minimum Sobriety - 6 months

**Alternate Literature Representative:**

- Term - 1 Year
- Minimum Sobriety - 6 Months

**Supplies Representative:**

- Term - 1 Year
- Minimum Sobriety - 6 Months

**Alternate Supplies Representative:**

- Term - 1 Year
- Minimum Sobriety - 6 Months

**Intergroup Representative:**

- Term - 1 Year



- Minimum Sobriety - 1 Year

**Alternate Intergroup Representative:**

- Term - 1 Year
- Minimum Sobriety - 1 Year

**At Large Steering Committee Members:**

- Term - 1 Year
- Minimum Sobriety - 2 Years

**Treatment and Facilities Representative:**

- Term - 1 Year
- Minimum Sobriety - 1 Year

**Alternate Treatment and Facilities Representative:**

- Term - 1 Year
- Minimum Sobriety - 1 Year

**Corrections Representative:**

- Term - 1 Year
- Minimum Sobriety - 1 Year

**Alternate Corrections Representative:**

- Term - 1 Year
- Minimum Sobriety - 1 Year

**Grapevine Representative:**

- Term - 1 Year
- Minimum Sobriety - 1 Year

**Alternate Grapevine Representative:**

- Term - 6 Month
- Minimum Sobriety - 6 Month

**Special Needs Chairperson:**

- Term - TBA
- Minimum Sobriety - As Needed

**Removal From Office**

- An elected service position member is automatically removed from office if he/she fails to maintain the sobriety requirement.
- When the elected service member fails to fulfill his/her responsibility there is a requirement of a simple majority vote of attending members to remove that Member from the position
- The "Vote" must occur at a scheduled Group Conscience meeting.