

**SATURDAY NITE LIVE**

**INFORMED GROUP  
CONSCIENCE  
DOCUMENT**

**AND**

**ARTICLES OF ASSOCIATION**

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**AA**

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ADDENDUM LIST:

- Chronology of Changes
- Secretaries’ Workshop
- Website Policy

## **1.0 INFORMED GROUP CONSCIENCE DOCUMENT**

This is a record of some of the discussions held during Steering Committee meetings of the SNL Group, organized for easy reference. This is set down so that those who follow may take advantage of the experience offered here. These are not “by-laws,” but rather a record of decisions made which took into account the available experience, wisdom, and informed group conscience. This written Informed Group Conscience Document is also termed our “Articles of Association.” This term is used to clarify, for tax purposes, that we are a nonprofit entity dedicated to assisting those suffering from alcoholism.

## **1.1 THE CONCEPTS OF AN INFORMED GROUP CONSCIENCE**

The concepts and principles of a “Group Inventory,” “Group Conscience,” and “Informed Group Conscience” are related and are defined as follows:

### **1. GROUP INVENTORY**

The pamphlet *The AA Group* describes this as “an honest and fearless discussion of the group’s weaknesses and strengths.” The pamphlet also describes a suggested format for the group inventory.

### **2. GROUP CONSCIENCE**

In keeping with AA’s Traditions Two and Four and Concept One of AA’s *Twelve Concepts for World Service*, SNL’s group conscience resides with the collective conscience of members of the SNL group. The opportunity to form group conscience is open to all members of the group and is formed by those members who participate in the opportunity.

### **3. INFORMED GROUP CONSCIENCE**

This is a process, a very important one. It is a group conscience formed when participating members share experience and judgment prior to defining their collective group conscience. Minority opinions are respected and encouraged. It describes a preferred manner in which group conscience is formed. There is a collective sharing of experience followed by a collective decision, usually in the form of a motion and a vote.

## **1.2 APPLYING THE CONCEPTS TO GROUP AFFAIRS**

These concepts are applied to SNL group affairs by continually encouraging all members to join in making our group conscience collective and informed.

### **4. SNL GROUP INVENTORY**

Each year in January, on the third Saturday, the General Service Representative (GSR) conducts a special group inventory. Members are invited to discuss group weaknesses and strengths, our relations with other AA groups, and with AA as a whole. The discussions are recorded and distributed to the group. At least one week before, GSR places a group meeting announcement stating the purpose, time and location of the meeting and inviting all members to participate.

### **5. SNL GROUP CONSCIENCE**

A Business Meeting is the collective conscience of all SNL group members. It defines group conscience through motions, which are first discussed and then voted upon. Methods for insuring informed group conscience differ between a regular and a special Business Meeting.

#### **a. REGULAR BUSINESS MEETING**

The monthly Business Meeting has a mixed agenda (elections, reports, etc.) and a time restraint.

#### **b. SPECIAL BUSINESS MEETING**

The Group Chairperson may convene a special Business Meeting for the specific purpose of forming group conscience and may ask working committees to prepare recommendations for the meeting. This type of single purpose meeting fulfills the principles of being informed.

## **1.3 GROUP CONSCIENCE SAFEGUARDS**

To insure the group conscience is informed, the meeting Chairperson may delay motions if discussions are considered hostile or emotional, or if a motion is considered punitive, rather than constructive in nature. These safeguards simply encourage a “cooling off” or a waiting period to allow information and experience to take precedence in the formation of group conscience.

## **1.4 CHANGING THE INFORMED GROUP CONSCIENCE DOCUMENT**

This document has undergone a number of changes over time. In keeping with AA’s Traditions One and Two, subsequent changes should be accomplished as follows to insure a continuing informed group conscience:

1. A motion to change the Informed Group Conscience Document requires a 2/3 vote and is submitted as a New Business agenda item at a Business Meeting where the motion is presented, seconded, discussed and voted upon.
2. If the motion passes at this first vote, it is tabled for submission as an Old Business agenda item at the next Business Meeting where it again undergoes group discussion, for or against the motion, unless otherwise noted. After discussions have been completed, the motion is voted upon for a second time. If this second vote passes, the motion is adopted. If the second vote fails the motion is withdrawn.
3. If the motion is adopted, the Informed Group Conscience Document is amended to reflect the approved motion
4. The Group Secretary will change all affected sections of the Informed Group Conscience Document to reflect amendments and additions adopted by the Group.

## 1.5 GROUP LEGAL AND TAX CONSIDERATIONS

This section is included in the Informed Group Conscience Document to specify our compliance, in both spirit and letter, with the Internal Revenue Service (IRS) tax code for nonprofit organizations:

Upon the winding up and dissolution of the Saturday Nite Live Group of Alcoholics Anonymous, after paying or adequately providing for the debts and obligations of the Group, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, religious and or scientific purposes and which has established its tax exempt status under section 501(c)(3) of the Internal Revenue Code. The Saturday Nite Live Group of Alcoholics Anonymous is organized exclusively for charitable purposes within the meaning of section 507(c)(3) of the Internal Revenue Code. Notwithstanding any other provisions of these articles, the Saturday Nite Live Group of Alcoholics Anonymous shall not carry on any other activities not permitted to be carried on:

1. By an organization exempt from Federal income tax under section 507(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law); or
2. By an organization contributions to which are deductible under section 170(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

It is the intention of the Saturday Nite Live Group of Alcoholics Anonymous that, if the dissolution of the Group occurs, all assets will be donated to the fellowship of Alcoholics Anonymous subject to the preceding conditions.

## 2.0 THE SATURDAY NITE LIVE (SNL) GROUP OF AA

The SNL Group is a group of Alcoholics Anonymous. The only requirement for membership is a desire to stop drinking. Our primary purpose is to carry the message to the alcoholic who still suffers. As a group, we have no other affiliation. As a group, we adhere to the Twelve Traditions of AA. There are no dues or fees.

## 2.1 OTHER GROUP PURPOSES

While the primary purpose of the SNL Group is to carry the message, we have several other purposes, which are in support of our primary purpose.

1. ***We provide a place to carry the message.***  
We find a great advantage in holding meetings consistently in the same place. Those who are new to our fellowship can always count on a meeting taking place in the same location every night; and, by associating with the same group consistently, can more easily begin to know and trust a few people.
2. ***We provide an environment in which to practice the Steps of Alcoholics Anonymous.***  
In addition to holding meetings, the extensive fellowship that occurs before and after meetings provides tremendous opportunities for members to share their own experience, strength, and hope with others. We also find that the interaction among members provides opportunities to practice the principles of the program ourselves in an atmosphere of love and tolerance. At SNL, we have learned through our experience lessons in humility, tolerance, honesty, and responsibility that we can carry with us into our other affairs.
3. ***Part of our experience is that sobriety is not just going to meetings.***  
The activities that occur at SNL group functions allow us to learn how to play in sobriety, as well as providing another environment in which to practice the principles of AA in all our affairs.

## 2.2 PROBLEMS OTHER THAN ALCOHOL

Anyone who has a desire to stop drinking is welcome as a member of the SNL Group. Many of us have other problems, including other dependencies. The SNL Group, however, does not claim to offer a solution for any problem other than alcohol, nor does it offer a forum for discussion of these problems or any other outside issues. We do, however, believe that sobriety means freedom from both alcohol and other drugs taken at the user's own initiative to avoid living sober. Those of us who continue to experience difficulties with drugs have found the assistance we need in other places while continuing our recovery in AA. We have no interest in our members' use of medication prescribed by a physician for medical purposes and taken as prescribed for the purpose prescribed. Further information can be found in the following AA pamphlets:

1. *Problems Other Than Alcohol;*
2. *The AA Member – Medications and Other Drugs.*

### **3.0 THE SNL GROUP FACILITY**

The SNL Group rents a facility for the purpose of holding AA meetings. The facility is open around meeting times and is otherwise closed.

#### **3.1 FACILITY KEYS**

Keys to the facility are issued by the Facility Coordinator and to all meeting secretaries and to members of the Steering Committee. Meeting secretaries and Steering Committee members will pass their keys on to the next position holder when their terms are up.

#### **3.2 LITERATURE**

Literature displayed at the facility is limited to General Service Conference approved material. This is not because there is anything wrong with non-conference approved material, but rather because we wish to avoid unnecessary controversy over what is OK and what isn't. We also want first-time attendees at SNL to know they are at an AA meeting because they see the same material here that there is at every other AA meeting in the world.

#### **3.3 FACILITY SPACE**

Unused space within the facility may be used by other AA related groups, with prior consent of the Steering Committee, during times it is not needed by the SNL Group. This is in the spirit of cooperation without affiliation.

#### **3.4 BULLETIN BOARDS**

The Announcement Coordinator maintains bulletin boards. Space is provided for AA service announcements to be posted, as well as SNL Group announcements. Non-AA material is not posted.

#### **3.5 LANDLORD/RENT**

The Facility Coordinator and/or the Group Chairperson handle all relations with the landlord, including repairs and lease issues.

### **4.0 REGULAR AA MEETINGS**

The SNL Group puts on a variety of meetings as described in the AA pamphlet, *The AA Group*. All SNL meetings, with the exception of the Closed Men and Closed Women's meetings, are open meetings. Anyone interested may attend. Whether open or closed, SNL meetings are conducted by AA members. In addition, there is a monthly combined Steering Committee/Business Meeting. There are also special meetings and workshops from time to time. A meeting secretary conducts each regularly scheduled AA meeting according to a format, which has been approved at the Business Meeting.

#### **4.1 STARTING NEW MEETINGS**

A new meeting is started by simply writing down a proposed format and submitting it to the Business Meeting. Existing formats are changed the same way. The Business Meeting acts as the group conscience in reviewing the format. Upon determination of conformity to the group conscience, the Business Meeting votes to approve the new format, or changes to an existing format. A single vote is sufficient to change the group conscience on meeting format changes and adding new meetings.

#### **4.2 BASIC FORMAT (for all meetings)**

All meetings open with a moment of silence, followed by the Serenity Prayer, and the definition of AA. All close with the Lord's Prayer. To allow for fellowship and Twelve Step work, secretaries will keep the meeting room open for at least ½ hour following the close of each meeting. All meeting formats are to include the following statements:

- 1. Newcomers**

Are there any newcomers in their first 30 days of sobriety who would care to stand and introduce themselves by their first name only? This is not to embarrass you, but so we can get to know you better.

- 2. Visitors**

Are there any visiting AA members from outside the Santa Clara Valley, or first timers to this meeting, who would care to stand and introduce themselves?

- 3. Announcements**

The secretary will read the announcements as provided by the Announcement Coordinator. Announcements will always include the following:

- a. Bathroom locations;
- b. Literature availability;
- c. Attendance verification information;
- d. Temporary sponsor information;

- e. Ask those available to sponsor to raise their hands; and, periodically,
  - f. Information regarding sign-up sheets for Secretary positions, Steering Committee positions, and monthly birthdays.
- 4. Seventh Tradition**  
We will now honor the Seventh Tradition. We have no dues or fees in AA, but we pay our own way. Newcomers and non-AA members, please do not contribute.
- 5. Open AA Meeting**  
This is an open AA meeting. All are welcome. When called upon to speak, please confine your sharing to the topic introduced as it pertains to the recovery from alcoholism.
- 6. Closed AA Meeting**  
This is a closed AA meeting for alcoholic men/women and men/women with a desire to stop drinking only.

#### **4.3 NOTES ON SOME MEETINGS IN PARTICULAR**

##### **4.3.1 CHIP MEETINGS**

The Monday 8:00 pm, Tuesday noon, Wednesday 6:00 pm, and Saturday midnight meetings are chip meetings. Chips are handed out weekly for 30, 60, and 90 days, 6 months, and 9 months of continuous sobriety. Twenty-four hour Desire Chips are handed out at all Chip Meetings, Saturday Night 8:00 pm meetings (except the Birthday Meeting) and Sunday 8:30 am meetings.

##### **4.3.2 OPEN TOPIC DISCUSSION MEETINGS**

Open Topic Discussion Meetings are meetings that focus on a variety of topics as they pertain to recovery from alcoholism. The intent is to keep the meeting recovery oriented and focused to the selected topic, which is stated at the beginning of the meeting. The meeting format will read along these lines: *“The format of this meeting is as follows: the chairperson will open the meeting with a selected topic, sharing their experience, strength, and hope, and then will open the meeting up for participation. This is a one hour (or an hour and a half) meeting.”*

##### **4.3.3 “SATURDAY NITE LIVE” MEETING**

The Saturday night meeting was the group’s initial meeting, which started on May 9, 1981. This meeting, by custom, has provided a time and place where AA members may bring friends and family to participate in our Fellowship. In keeping with the spirit of this custom, non-AA’s may be invited to share at this meeting. This meeting starts at 8:00 pm.

##### **4.3.3.1 THE “SATURDAY NITE LIVE” BIRTHDAY MEETING**

This meeting is held the last Saturday of each month at 8:00 pm. This meeting has its own format. No desire chips are handed out.

##### **Announcements will include:**

“The format of this meeting is as follows: This is a speaker meeting. The speaker has agreed to be recorded. To purchase recordings, please go to the recording room and see the Recording Coordinator. We will have one main speaker who will share for approximately 45 minutes, until 9:00, after which we will have a 10 minute break followed by the raffle and birthday celebration. As a courtesy to our speaker, it is requested that coffee not be served until after the speaker has finished sharing. As a courtesy to our speaker, we request that you refrain from getting coffee until after the speaker has finished sharing. This is a one-hour meeting.”

The raffle will be held as outlined in ¶ 4.3.4 of the IGCD. The break between the Birthday Meeting and the Birthday Celebration is 10 minutes. At the Birthday Celebration, sponsors hand out medallions to group members celebrating one or more years of sobriety during the month. By the first of the month, the Birthday Coordinator posts a sign-up sheet for those celebrating birthdays that month on our bulletin board for the group to witness. Medallions are handed out only for the month being celebrated.

##### **The Birthday Coordinator will make this announcement:**

“We are celebrating (x number of) birthdays tonight representing (x) years of sobriety. The sponsor and the sponsee will be called to the podium together. We ask that the sponsor and medallion recipient limit their comments to a combined total of no more than two minutes. In the spirit of anonymity, please refrain from taking pictures or videos inside or outside the meeting hall during this AA related event. Thank you.”

##### **4.3.3.2 BIRTHDAY NIGHT SPEAKER EXPENSES**

We allow \$0.25 a mile, round trip, for speakers that drive to the meeting from outside the Santa Clara Valley. Any speaker flown in and whose airfare the group pays for should be scheduled at least one month in advance so that the best possible airline rates may be obtained. A room for one night (when necessary) may be obtained for no more than \$70; \$25 is allowed for meals while the speaker is in town.



#### **4.3.4 FRIDAY NIGHT 8:00 PM MEETING**

The Friday night meeting is a speaker meeting. The speakers are chosen by the Speaker Coordinator and all members of the group are encouraged to make suggestions to the coordinator. The Speaker Coordinator will post a list of speakers for the group and present the list to the Steering Committee as well. This list is to inform and is not presented for approval. If there is a disagreement with one of the speakers, then a group member may inform the Speaker Coordinator. Free prizes are given out after a Friday night meeting. Tickets are available to all who wish to participate. Any participant may offer a donation when accepting a ticket if the participant so chooses. Suggested donations for the ticket(s) are: 5 tickets for \$1 or \$0.25 per ticket. Typical prizes include items such as the Big Book, The Twelve and Twelve, and recordings of our Friday night speaker. Expenses for the Friday Night Speakers are the same as can be found in ¶ 4.3.3.2 of the IGCD – “Birthday Night Speaker Expenses.”

#### **4.3.5 BEGINNER’S WORKSHOP MEETING**

The Beginner’s Workshop is a one-hour format designed especially for beginners. The intent is to give beginners information that might otherwise take several months to pick up by just attending meetings. This includes information on the Big Book, other literature, the Twelve Steps, sponsorship, the Twelve Traditions, meeting formats, etc. A question and answer period is held at the end of the workshop meeting. Two co-secretaries run the meeting, one man and one woman elected by the Group. The secretary terms are four months, and are staggered so that only one secretary is replaced every two months. This is to allow the new secretary time to learn how to conduct all parts of the meeting and to learn how best to deliver the information to the newcomer. Both secretaries should be people who have worked the Steps and continue to do so, and have at least six months of continuous sobriety.

#### **4.3.6 CLOSED WOMEN’S AND MEN’S MEETINGS**

The secretary of the Closed Woman’s meeting is female, and the secretary of the Closed Men’s meeting is male. At closed meetings the following announcement will be made: “This is a closed AA meeting for alcoholic men/women and men/women who have the desire to stop drinking only. We request that those alcoholics called up to speak confine their share to the topic introduced as it pertains to recovery from alcoholism.”

#### **4.3.7 NON-SMOKING MEETINGS**

All of our meetings are non-smoking meetings.

#### **4.3.8 MARATHON MEETINGS**

Saturday Nite Live provides marathon meetings for our members during the Holiday Season. If these meetings do not conflict with lease agreements with our landlord, they will be held on Thanksgiving Day, Christmas Day, and New Year’s Day beginning after the midnight meeting. In the event that the midnight meetings are no longer held at Saturday Nite Live, they will begin at midnight. They will have the basic format of an AA meeting and will be topic/discussion meetings. They will be one hour long and there will be a break of one half hour in between the meetings. All regular scheduled meetings will be held on those days. No marathon meeting should conflict with a regular scheduled meeting. The Announcement Coordinator will post the sign-up sheets for the marathon meetings on November 1<sup>st</sup> (for Thanksgiving), December 1<sup>st</sup> (for Christmas), and December 20<sup>th</sup> (for New Year’s Day). The Midnight Meeting Coordinator will be responsible for seeing that each marathon meeting has a secretary to be available for the scheduled meeting.

#### **5.0 SECRETARIES**

Each meeting is conducted by a secretary who is elected at the monthly Saturday Nite Live Business Meeting to a four-month term. A member may secretary up to two meetings at a time.

#### **5.1 SECRETARY REQUIREMENTS**

The secretary must be a member of the group as defined in ¶ 2.0 of SNL’s Informed Group Conscience Document and must have attended an SNL Secretaries Workshop. However, a Meeting Coordinator may appoint an interim secretary as long as the interim secretary meets the above mentioned requirements within 30 days of being appointed. Thirty days sobriety is required at the time of election for most secretary positions. At least 6 months of sobriety is required to secretary a Big Book, Step, or Beginner’s meeting. Refer to ¶ 5.6 for requirements.

#### **5.2 SECRETARY RESPONSIBILITIES**

The secretary is responsible for opening and closing the meeting room, getting coffee made, getting greeters, speakers and chairpersons, trying to make people feel welcome, keeping within the format, attempting to keep order and prevent disruptions during the meeting, and recording all moneys collected. Additional responsibilities are covered in the Secretaries’ Workshop. Also refer to the general statement in ¶ 11.0 of the IGCD for Group Emergency Procedures and phone numbers.

### **5.3 SECRETARY VACANCIES**

A meeting secretary is considered to have resigned if he or she resigns, fails to maintain sobriety, or fails to carry out his or her responsibilities. Failure to show up for a meeting, without notifying the Meeting Coordinator and getting a qualified replacement, is automatic resignation. The Meeting Coordinator will appoint someone to fill in a vacant secretary position for the remainder of that term.

### **5.4 SECRETARY ELECTIONS**

Secretary positions, which are vacant, or about to become vacant, are posted on the bulletin board. Any group member interested may sign up. Elections are conducted during the Business Meeting, after Steering Committee elections. Secretaries are elected by a majority of the votes cast ( $50\% + 1$ ). If no one receives a majority on the first ballot, a second ballot is held between those people who received the two largest numbers of votes on the first ballot. If there is a tie on the second ballot between the top two, both names are placed in a hat. In a two-candidate election, a tie goes to the hat after the first vote. The name drawn is the new secretary. If no one is present for a specific election, the appropriate Meeting Coordinator appoints that position.

***The procedure for Secretary election is:***

1. Sign-up sheets are posted immediately after the previous month's Business Meeting.
2. Elections are conducted at the Business Meeting.
3. The new secretaries start the week following election beginning with the Sunday morning meeting.

### **5.5 SECRETARIES' WORKSHOP**

The Secretaries' Workshop has its own format, in writing, which has been approved by the Steering Committee and should be adhered to by the Secretaries' Workshop Coordinator, or whomever is elected to a meeting secretary position. The Secretaries' Workshop Coordinator conducts the Secretaries' Workshops monthly. See Addendum at back of IGCD for the approved Secretaries' Workshop document.

## 5.6 SECRETARY TERMS

All secretary terms are four months. Below is a table showing the months in which sign-up (S) is held for new secretaries who are elected (E) in the month following:

DAY	MEETING TIMES	SOBRIETY REQUIRED	JAN MAY SEPT	FEB JUNE OCT	MAR JUL NOV	APR AUG DEC
MONDAY	Noon	6 MONTHS	E			S
	6:00 PM	30 DAYS			S	E
	8:00 PM	30 DAYS			S	E
TUESDAY	Midnight	6 MONTHS	S	E		
	Noon	30 DAYS	S	E		
	6:00 PM	30 DAYS	E			S
WEDNESDAY	8:00 PM	30 DAYS			S	E
	Midnight	30 DAYS		S	E	
	Noon	30 DAYS		S	E	
THURSDAY	6:00 PM	30 DAYS	S	E		
	8:00 PM	6 MONTHS	E			S
	Midnight	6 MONTHS			S	E
FRIDAY	Noon	6 MONTHS			S	E
	6:00 PM	6 MONTHS		S	E	
	8:00 PM	30 DAYS	S	E		
SATURDAY	Midnight	30 DAYS	S	E		
	10:00 AM	30 DAYS	S	E		
	Noon	30 DAYS	E			S
SUNDAY	2:00 PM	30 DAYS	E			S
	6:30 PM	30 DAYS			S	E
	8:00 PM	30 DAYS			S	E
SUNDAY	Midnight	30 DAYS		S	E	
	8:30 AM	30 DAYS		S	E	
	10:00 AM	30 DAYS			S	E
SUNDAY	Noon	30 DAYS	S	E		
	2:00 PM	30 DAYS	E			S
	3:30 PM	6 MONTHS (Female)			S	E
SUNDAY	3:30 PM	6 MONTHS (Male)	S	E		
	7:00 PM	30 DAYS			S	E
	Midnight	30 DAYS	E			S

S.....Month of Sign-ups

E..... Month of Elections (Held during Business Meeting on the 2<sup>nd</sup> Saturday of the month)

**Note:** New Secretaries start the week following election, beginning with the Sunday morning meeting the day following the Business Meeting.

## 6.0 STEERING COMMITTEE AND BUSINESS MEETINGS

The Steering Committee initiates activities of various kinds, insures that all group needs are taken care of, attempts to make the group operate smoothly, and appoints people to cover vacant group service positions. Robert's Rules of Order will loosely govern both the Steering Committee and Business Meeting.

## **6.1 STEERING COMMITTEE BUSINESS**

Ordinary Steering Committee business shall be conducted within the context of the monthly Business Meeting. Steering Committee business includes both the approvals of candidates for election to Group Steering Committee positions and reports by Steering Committee members. These meetings are open to all members of the group.

### **6.1.1 BUSINESS MEETING DISCUSSION**

It is important that everyone at the meeting understands the issues and has an opportunity to express his/her opinion. Therefore, we have adopted a policy of not taking a vote on an issue until everyone is ready to vote. Anyone not ready at the time has the opportunity to ask for clarification or add new information. This is not intended to be a filibustering tool, but rather to avoid rushing through something when the group conscience is not yet formed.

### **6.1.2 STEERING COMMITTEE QUORUM**

Business Meetings require a quorum of the Steering Committee (*50% + 1*) to be present in order to conduct business. Lack of a quorum may cause the meeting to be terminated with respect to being an official function capable of making binding group decisions. This determination may or may not be made at the discretion of the Group Chairperson.

## **6.2 BUSINESS MEETING**

The Business Meeting is the governing bodies and group conscience of SNL. Business Meetings are held on the second Saturday of each month. They are open to all group members, and all may vote. Robert's Rules of Order loosely govern the meetings. In general, all topics will be presented at the Business Meeting for ratification or discussion. Any group issue may be presented at the Business Meeting. Items of proposed business are typically submitted to the Group Chairperson in writing one week in advance of the Business Meeting. This is to allow the Chairperson enough time to properly prepare the Business Meeting agenda. Most votes on motions require a simple majority of votes cast (*50% + 1*).

The following specific motions require a 2/3 majority to carry:

1. A change to the Informed Group Conscience Document,
2. An amendment to a previously discussed and voted motion,
3. A motion to vote (to cease further discussion on a motion may be at the discretion of the Group Chairperson).

*The Group Chairperson may vote only to break a tie.*

### **6.2.1 BUSINESS MEETING AGENDA**

1. Meeting begins at 3:30 pm.
2. Open the meeting with a moment of silence, followed by the Serenity Prayer.
3. One individual reads the Traditions, short form.
4. Group Secretary calls the roll of the Steering Committee and reads the minutes.
5. The Seventh Tradition basket is passed.
6. Steering Committee business and reports.
7. Old business.
8. A block of time, defined by the Group Chairperson, for General Service and/or for any Intergroup issues from a group conscience session (*schedule only when needed*).
9. Five minute break.
10. New business (*5:30 pm limit – automatic tabling deadline*).
11. Hold voice, hand, or count-off (*not written ballot*) vote, using the same amended Third Legacy procedure as described in ¶ 7.3, for the election of Steering Committee positions.
12. Hold meeting secretary elections.
13. Open sharing session: "What's on your mind?"
14. Meeting ends with the Lord's Prayer.

## **7.0 STEERING COMMITTEE SERVICE**

The various Steering Committee position terms, requirements, and responsibilities are individually defined in the sections that follow. The Business Meeting elects all Steering Committee positions with the exception of the following: Alternate Intergroup Representative, Alternate General Service Representative, Alternate Finance Coordinator, Alternate Events Coordinator, Website Coordinator, and Assistant Website Coordinator.

### **7.1 STEERING COMMITTEE QUALIFICATIONS**

There are five basic qualifications for all positions, which are defined as follows:

1. One must be a member of the group.
2. One must meet the requirements listed and defined for the individual position desired at the time of election.
3. One may not hold the same position for more than two consecutive full terms. A partial term does not disqualify you from two full terms (*the GSR serves one elected two-year term only*).
4. Positions qualified as “men/women, male/female,” etc. are only open to, and held by, members of the appropriate gender.
5. A group member may take on more than one steering committee position concurrently if appointed by the Group Chairperson.

## **7.2 VOLUNTEERING FOR STEERING COMMITTEE POSITIONS**

Any positions, which are vacant, or are about to become vacant, will be posted on the bulletin board approximately one month in advance. The Steering Committee reviews the names prior to the elections at its regular meeting on the second Saturday of the month to confirm that everyone volunteering meets the qualifications.

## **7.3 ELECTION OF STEERING COMMITTEE POSITIONS**

All candidates must be present or excused by the Group Chairperson. Steering Committee positions are elected at the Business Meeting. Candidates receiving a 2/3 majority of the votes cast using a modified version of the Third Legacy procedure as describes below elects a candidate.

1. If no one gets 2/3 of the vote on the first ballot, only the top two vote getters move to the second ballot. However, if there is a tie for second place on the first ballot, all three names go to the second ballot.
2. If neither of these two (or three) gets the necessary 2/3 majority on the second ballot, the top two names (or three, if a tie for the second) are placed in a hat. The name drawn is the winner. If there is no winner, the election goes to the hat after the first vote.

## **7.4 RESIGNING FROM A STEERING COMMITTEE POSITION**

You may not resign from one elected position in order to run for another without a vote of a 2/3 majority approval at the Business Meeting. Any group service position will be declared vacant by the Steering Committee if the person holding the position:

1. Resigns.
2. Fails to maintain sobriety.
3. Fails to carry out his/her responsibilities.
4. Has three or more unexcused absences from Steering Committee/Business meetings within one year.

When members fail to carry out their responsibilities, an attempt will be made by the Group Chairperson to contact them and give them the opportunity to change before the position is declared vacant by the Steering Committee.

## **7.5 STEERING COMMITTEE POSITION VACANCIES**

Vacant Steering Committee positions will be filled by members of the Group, by appointment by the Group Chairperson, until a replacement can be elected using the normal election procedure. In the event of a vacancy in the Intergroup Representative, General Service Representative, Finance Coordinator, or Events Coordinator positions, the Alternate will fill in until the position is re-elected at the following Business Meeting.

## 7.6 STEERING COMMITTEE TERMS, REQUIREMENTS, AND ELECTIONS

GROUP ELECTED SERVICE POSITION	TERM MONTHS	SOBRIETY REQUIRED	OTHER REQUIRED	SIGN-UP MONTH	ELECTED MONTH	ELECTED BY
Facility Coordinator	12	2 years	PSE	Dec	Jan	Group
Events Coordinator	12	2 years	PSE	Dec	Jan	Group
Alt-Events Coordinator	12	1 year	PSE			<b>*apt by Events Coord</b>
Noon Meeting Coordinator	12	1 year	SWR	Jan	Feb	Group
PI/CPC Coordinator	12	1 year		Feb	Mar	Group
H&I Coordinator	12	1 year		Feb	Mar	Group
IGR (Intergroup Representative)	12	1 year	PSE	Mar	Apr	Group
Alt-IGR (Alternate)	12	6 months				<b>*appointed by IGR</b>
Secretaries' Workshop Coord	12	1 year	SWR/PSE	Mar	Apr	Group
Refreshment Coordinator	6	2 years	PSE	Apr&Oct	May&Nov	Group
6 PM Meeting Coordinator	12	1 year	SWR	Apr	May	Group
Chairperson***	12	2 years	SWR/PSC	May	Jun	Group
Finance Coordinator	12	2 years	PSC	May	Jun	Group
Alt-Finance Coordinator	12	2 years	PSC			<b>*apt by Finance Coord</b>
Speaker Coordinator	12	1 year	SWR/PSE	Jun	Jul	Group
Birthday Coordinator	12	1 year		Jun	Jul	Group
Sponsorship Coordinators	12	1 year	F/M	Jul	Aug	Group
Announcement Coordinator	12	1 year		Aug	Sep	Group
Literature Coordinator	12	1 year		Aug	Sep	Group
Group Archivist	12	2 years	PSE	Sep	Oct	Group
GSR (elected even # years)	24	2 years	PSE	Nov	Dec	Group
Alt-GSR (Alternate)	12	1 year				<b>*appointed by GSR</b>
Midnight Meeting Coordinator	12	1 year	SWR	Jun	Jul	Group
Recording Coordinator	12	6 months		Oct	Nov	Group
Evening Meeting Coordinator	12	1 year	SWR	Oct	Nov	Group
Treasurer***	12	4 years	PSC	Nov	Dec	Group
Co-Treasurer	12	3 years	PSE			<b>*appointed by Treasurer</b>
Group Secretary	12	6 months		Nov	Dec	Group
Website Coordinator	24	2 years	PSE			<b>*apt by SC in Oct</b>
Assistant Website Coordinator	24	1 year				<b>*apt by Website Coord</b>

### LEGEND:

- \*\*\* Has authority to sign checks
- PSC Prior SNL Steering Committee experience required (Elected or Appointed)
- PSE Prior SNL service experience required (All Appointed or Elected Service Positions)
- F/M Female and Male as appropriate
- SWR Secretary Workshop required

**Note:** Service positions are defined as Meeting Secretary or Steering Committee positions and Alternate Steering Committee positions held at Saturday Night Live.

## 7.7 STEERING COMMITTEE POSITION DESCRIPTIONS

### GROUP CHAIRPERSON

(Elected June for a term of one year)

**Requirements:** 2 years sobriety, Prior Steering Committee Experience, and Secretaries' Workshop.

**Responsibilities:** Chair Steering Committee and Business Meetings. Prepare an agenda for each meeting. Make sure all tasks are being performed. Call special meetings when necessary. Co-sign checks. Help maintain bank signature cards (along with the Treasurer). Administer and carry out the Informed Group Conscience. Function as an automatic member of the Finance Committee. Act as interface, with the Facility Coordinator, between the Group and the Landlord.

### GROUP SECRETARY

(Elected December for a term of one year)

**Requirements:** 6 months sobriety.

**Responsibilities:** Record minutes of Steering Committee and Business Meeting. Post and provide copies to group members promptly. Maintain attendance figures and take roll. Maintain a record of, and post, group decisions and changes in the Informed Group Conscience Document. Keep records of names and phone numbers of all current Steering Committee members. Post and distribute same in a timely fashion. Provide records of all current meeting secretaries to Meeting Coordinators, Group Chairperson, and Group Treasurer. Purchase and maintain office supplies, forms, etc.

### TREASURER

(Elected December for a term of one year)

**Requirements:** 4 years sobriety, Prior Steering Committee Experience.

**Responsibilities:** Maintain financial supplies for secretary's use (envelopes and masking tape). Ensure that secretaries collections are counted (alone with the Co-Treasurer), recorded, and deposited into the bank at least four times a month. Co-sign checks. Maintain bank signature cards (along with the Group Chairperson). Maintain proper insurance coverage. Maintain records and prepare monthly financial statement/spreadsheet for presentation at the Finance Committee Meeting and group Business Meeting. Those reports will include the following: actual account statements from the bank (with account information blocked out upon public display in our room), and spreadsheets that include an accurate report of our income, expenses, and accruals, and any other important financial information for the group to review. Upon taking office, and/or when there is a new Group Chairperson, insure that the safe combination is changed. Pay all the bills and rent promptly, and after setting aside our prudent reserve and working margin, send contributions to the Service Organizations listed in ¶ 8.4. Attend and actively participate in all SNL functions in which money is involved. Function as an automatic member of the Finance Committee, and work in cooperation with the Finance Committee and the Finance Coordinator. Appoint a Co-Treasurer who will be approved by the Finance Committee.

### CO-TREASURER

(appointed by the Treasurer)

**Requirements:** 3 years sobriety, Prior Service Experience.

**Responsibilities:** Help collect and record group funds. Provide reports to the Steering Committee and serve on the Finance Committee in the absence of the Treasurer. Is responsible to the group and the Steering Committee and serves the same 1 year term as the Treasurer. Position is limited to one consecutive term.

### FINANCE COORDINATOR

(Elected June for a term of one year)

**Requirements:** 2 years sobriety, Prior Steering Committee Experience.

**Responsibilities:** Serve as Finance Committee Chairperson. Review group financial records and practices. Act as financial advisor to the group. Report to the Steering Committee and Business Meeting, as needed, regarding the financial impact of agenda items. Appoint Alternate Finance Coordinator (the Group Treasurer cannot serve as the Alternate Finance Coordinator). (See ¶ 9.0, 9.1, and 9.2 for details related to Finance Committee and Group Budget).

### ALTERNATE FINANCE COORDINATOR

(Appointed by Finance Coordinator)

**Requirements:** 2 years sobriety, Prior Steering Committee Experience

**Responsibilities:** Same as Finance Coordinator. Serve as Finance Committee Chairperson in absence of Finance Coordinator. Review group financial records and practices. Act as financial advisor to the group. Report to the Steering Committee and Business Meeting, as needed, regarding the financial impact of agenda items. (The Group Treasurer cannot serve as the Alternate Finance Coordinator). (See ¶ 9.0, 9.1, and 9.2 for details related to Finance Committee and Group Budget).

### LITERATURE COORDINATOR

(Elected September for a term of one year)

**Requirements:** 1 year sobriety.

**Responsibilities:** Maintain literature display. Keep display fully stocked, cleaned, and organized at all times. Inventory and purchase books as needed. Adhere to the guidelines of the Group Budget with respect to purchases.

### FACILITY COORDINATOR

(Elected January for a term of one year)

**Requirements:** 2 years sobriety, Prior Steering Committee Experience.

**Responsibilities:** Interface between group and landlord. Know terms of lease and insure compliance. Coordinate modifications and acquisitions. Maintain keys and a list of key holders. Work with Events Coordinator to find alternate facilities for SNL functions. Maintain proper condition of room. Replace and maintain equipment as needed. Function as an automatic member of the Finance Committee. Adhere to the guidelines of the Group Budget with respect to purchases. Submit a financial statement to the group on a monthly basis.

### **REFRESHMENT COORDINATOR**

(Elected May and Nov for a term of six months)

**Requirements:** 2 years sobriety, Prior Service Experience.

**Responsibilities:** Purchase coffee, tea, sugar, cups, paper towels, other refreshment supplies, cleaning and restroom supplies as needed, funded by the Refreshment Coordinator's budget. Attempt to minimize waste. Replace broken coffeepots as needed funded by the Facility Coordinator's budget. Function as an automatic member of the Finance Committee. Adhere to the guidelines of the Group Budget with respect to purchases. All Steering Committee positions that spend money are to submit a financial statement of expenses to the group on a monthly basis.

### **BIRTHDAY COORDINATOR**

(Elected July for a term of one year)

**Requirements:** 1 year sobriety.

**Responsibilities:** Maintain supply of chips and medallions. By the first of the month, post the monthly sign-up sheet for birthdays. Hand out medallions. Clean up after the Birthday Meeting. Take a quarterly inventory of medallions on hand and use this information to assist in obtaining lower prices when ordering chips and medallions. Adhere to the guidelines of the Group Budget with respect to purchases. All Steering Committee positions that spend money are to submit a financial statement of expenses to the group on a monthly basis.

### **EVENTS COORDINATOR**

(Elected January for a term of one year)

**Requirements:** 1 year sobriety, Prior Service Experience.

**Responsibilities:** Coordinate group participation in conferences and events such as the Day of Sobriety and the "Thank You, SNL Picnic." Obtain alternate facilities for SNL functions if required. Function as an automatic member of the Finance Committee. Can appoint committees to perform certain functions that may be needed to hold an event. Said committees must include an event treasurer that will coordinate financial activities with the Group Treasurer. Adhere to the guidelines of the Group Budget with respect to purchases. All Steering Committee positions that spend money are to submit a financial statement of expenses to the group on a monthly basis.

### **ALTERNATE EVENTS COORDINATOR**

(Appointed by Events Coordinator)

**Requirements:** 1 year sobriety, Prior Service Experience.

**Responsibilities:** Same responsibilities as the Events Coordinator. This position fulfills a requirement for Prior Service Experience. Appointed by the Events Coordinator for a term of one year to run concurrently.

### **SPEAKER COORDINATOR**

(Elected July for a term of one year)

**Requirements:** 1 year sobriety, Prior Service Experience and Secretaries' Workshop

**Responsibilities:** In coordination with the Steering Committee, generate a list of speakers for the Friday Night Speaker meeting and the Birthday Night meeting. Contact speakers. Make sure they are aware of the format and our schedule. Arrange for payment of expenses and post the speaker's name on the board by the preceding Monday. Cooperate with Birthday and Events Coordinators on other speaker meetings. Adhere to the guidelines of the Group Budget with respect to purchases. All Steering Committee positions that spend money are to submit a financial statement of expenses to the group on a monthly basis. Refer to ¶ 4.3.3.2 and 4.3.4.

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

(Elected October for a term of two years)

*May serve only one elected term.*

**Requirements:** 2 years sobriety, Prior Service Experience or Alternate GSR

**Responsibilities:** Represent the group by regularly attending District General Service meetings (monthly), Area Assemblies (four/year), the Pacific Region AA Service Assembly (annually), the Pacific Region Forum (biannually), and other General Service events such as Unity Day. Attendance at Area General Service meetings (monthly) is optional. Carry our group's Informed Group Conscience as a participant in these functions. Keep our group informed of problems and solutions that affect AA's unity, health, and growth. Report to the Business Meeting monthly and, each year in January on the third Sunday, conduct a special Group Inventory (*see* ¶ 1.2.1). Following the Group Inventory in January, conduct agenda topic discussion meetings to obtain informed group consciences on matters of concern to AA as a whole, then share these informed group consciences at the Pre-Conference Assembly to help the Area Delegate prepare for the Annual General Service Conference in New York. Act as Guardian of Traditions. Appoint the Alternate GSR. The Group Treasurer will reimburse air fare in full and/or gas mileage at \$0.25 per mile (unless otherwise reimbursed) and will also allow our General Service Representative up to \$700, including travel reimbursement, for the PRAASA and the Forum, and up to \$100 for each Area Assembly, depending on where the Assembly is



held and whether or not it is a two day affair. Our General Service Representative will be allowed \$25 a day for meals while he/she is out of town. This allotment will be included as a part of, not in addition to, the above mentioned amounts of \$700 and \$100. The General Service Representative will present to the Treasurer a proposed budget of his/her expenses followed by a detail accounting, including receipts, of the actual expenses after the event. Adhere to the guidelines of the Group Budget with respect to purchases. Schedule time at Business Meetings for General Service issues as needed (*see ¶6.2.1, Item 8*). All Steering Committee positions that spend money are to submit a financial statement of expenses to the group on a monthly basis.

**ALTERNATE GENERAL SERVICE REPRESENTATIVE** (Appointed by GSR for a term of one year)

**Requirements:** 1 year sobriety, 1 year involvement in group.

**Responsibilities:** Same responsibilities as the General Service Representative. Votes in the absence of the GSR. Will be reimbursed for expenses (as described in GSR Responsibilities) if representing the group at assemblies, PRAASA, or the Forum in the absence of the General Service Representative. This position fulfills a requirement for Prior Service Experience.

**RECORDING COORDINATOR** (Elected November for a term of one year)

**Requirements:** 6 months sobriety.

**Responsibilities:** Arrange for recording of group sponsored speaker meetings. Before the start of meetings, obtain consent from speakers to record and sell recordings. Accept donations of other recordings. Keep up-to-date list of recordings from other sources. Maintain recording library from which group members may borrow. Provide for sale of duplicates. Adhere to the guidelines of the Group Budget with respect to purchases. Place all monies from sales in an envelope and drop it in the safe. Serve as an automatic member of the Website Committee. All Steering Committee positions that spend money are to submit a financial statement of expenses to the group on a monthly basis.

**WOMEN'S AND MEN'S SPONSORSHIP COORDINATORS** (Elected August for a term of one year)

**Requirements:** 1 year sobriety, one male and one female elected.

**Responsibilities:** Arrange for sponsorship seminars. Develop format for sponsorship seminar. Devise and implement a program to encourage members to get sponsors and also to become sponsors. Coordinate Temporary Sponsor Workshop. Supply a list of names to Central Office for Diverter and Twelfth Step calls. Check sponsor box and hand out slips on a regular basis. Make sure blank sponsor slips are available at the front desk.

**HOSPITALS AND INSTITUTIONS REPRESENTATIVE** (Elected March for a term of one year)

**Requirements:** 1 year sobriety.

**Responsibilities:** Ensure group representation at H&I meetings. Assist group members to involve themselves in supporting H&I activities.

**INTERGROUP REPRESENTATIVE** (Elected April for a term of one year)

**Requirements:** 1 year sobriety, Prior Service Experience

**Responsibilities:** Attend or sent Alternate to each Intergroup meeting. Report to Steering Committee on Intergroup activities. Obtain group position on Intergroup issues. Schedule time at Business Meeting for Intergroup issues as needed (*see ¶6.2.1, Item 8*). Report to Business Meeting. Select an Alternate IGR. Inform Central Office of meeting schedule changes at SNL and provide IGR information for mailing and distribution of COIN to be posted in the room.

**ALTERNATE INTERGROUP REPRESENTATIVE** (Appointed by IGR for a term of one year)

**Requirements:** 6 months sobriety, 1 year involvement in group.

**Responsibilities:** Same responsibilities as IGR. Should attend all Intergroup, Steering Committee, and Business Meetings. Votes in absence of IGR. This position fulfills a requirement for Prior Service Experience.

**PUBLIC INFORMATION / COOPERATION WITH THE PROFESSIONAL COMMUNITY COORDINATOR (PI/CPC)** (Elected March for a term of one year)

**Requirements:** 1 year sobriety.

**Responsibilities:** Interface with the District and the Area PI Committees and CPC Committees. Put together a list of group members for speaking. Locate speaking slots through PI/CPC committee. Coordinate other PI/CPC activities.

**MEETING COORDINATORS** (Elected for a term of one year)

NOON MEETING	8:30AM, 10:00AM, NOON
6PM MEETING	2:00PM, 3:30PM, 6:00PM and 6:30PM
EVENING MEETING	7:00PM, 8:00PM
MIDNIGHT MEETING	MIDNIGHT/Marathon Meetings

**Requirements:** 1 year sobriety, must have attended a Secretaries' Workshop within one year prior to election.

**Responsibilities:** Attend, on a regular basis, the group of meetings for which the coordinator is responsible (at least three meetings per week and all meetings at least once during the month). Attend the first meeting of a new secretary to help the secretary through the procedures. Provide guidance and assistance in all aspects of conducting a meeting, with the assistance of the outgoing secretary. Ensure the new secretary receives the room key from the outgoing secretary. Review meeting formats and reading material and ensure they are in place and have not been altered. Appoint new secretary for position(s) which have become vacant; can also appoint interim secretaries. Ensure secretaries are provided with emergency phone number lists and informed of group business decisions or announcements. Provide support and assist other group servants by ensuring cash collections, supplies, literature, etc. are handled in a responsible manner. This also includes mutual meeting coordinator support. In the event of emergencies or disruptions provide support for the secretary by assisting according to guidelines outlined in the Secretaries' Workshop and safety procedures. Provide Secretary Workshops as needed.

#### **SECRETARIES' WORKSHOP COORDINATOR**

(Elected April for a term of one year)

**Requirements:** 1 year sobriety, Prior Service Experience, must have attended a Secretaries' Workshop within one year prior to election.

**Responsibilities:** Post Secretary Workshop sign-up sheet and conduct Secretaries' Workshops as described in ¶ 5.5 of the IGCD. Maintain and update Secretaries' Workshop as needed. Provide copies of the workshop to all attendees. Maintain a Secretaries' Workshop binder for recording dates and names of individuals completing a Secretaries' Workshop. Ensure binder is accessible to the Steering Committee and Secretaries for recording names after a workshop is completed, and for reference for secretary qualifications. Before the second Saturday of the month, cross check the election sign-ups to the Secretaries' Workshop binder to ensure all nominees are qualified for the Business Meeting elections.

#### **ANNOUNCEMENT COORDINATOR**

(Elected September for a term of one year)

**Requirements:** 1 year sobriety.

**Responsibilities:** Prepare standard announcements as per ¶ 4.2 of the IGCD and coordinate additional announcements. Attend planning meetings to gather new meeting and event information. Provide Intergroup Representatives with new or one time meetings and events hosted by the group. Register with Central Office as Announcements Coordinator. Post information from Central Office on bulletin boards as per ¶ 3.4 and announce as needed. Maintain bulletin boards. Handle flyers and posters for major group announcements. Keep track of new meetings and terms of office. Post election sign-up sheets and election results. Post Marathon Meeting sign-up sheets.

#### **GROUP ARCHIVIST**

(Elected October for a term of one year)

**Requirements:** 2 years sobriety, Prior Service Experience.

**Responsibilities:** Establish and maintain a history of the Saturday Nite Live group, collecting and storing important documents as well as making sure that history is recorded and saved. Responsible for all meeting formats and revisions to same. All Steering Committee positions that spend money are to submit a financial statement of expenses to the group on a monthly basis.

#### **WEBSITE COORDINATOR**

(Appointed in October for a term of 2 years by Steering Committee)

**Requirements:** 2 years sobriety, Prior Service Experience

**Responsibilities:** Maintain website ([www.saturdaynitelive.org](http://www.saturdaynitelive.org)) and serve as an automatic member of the Website Committee as outlined in the SNL Website Policy. Appoint Assistant Website Coordinator with approval of Steering Committee. See Addendum at back of IGCD for approved SNL Website Policy document.

#### **ASSISTANT WEBSITE COORDINATOR**

(Appointed by Website Coordinator)

**Requirements:** 1 year sobriety.

**Responsibilities:** Follow guidelines outlined in SNL Website Policy.

#### **Clean Up Coordinator**

(Elected August for a term of three months)

**Requirements:** 6 months sobriety.

**Responsibilities:** At discretion, gather a crew of reliable helpers to work on cleaning. Mop/disinfect the meeting room floor once a week. Clean bathroom once a week (clean sink, clean toilet, mop/disinfect floor). Coordinate with Refreshment Coordinator to keep clean supplies in stock and maintain care of the cleaning equipment. Suggested cleaning supplies: mop, toilet brush, rubber gloves, Pine-Sol or equivalent cleaner, sponges, and hand towels.

### **8.0 FINANCES**

#### **8.1 ACCOUNTS**

The group maintains an appropriate Prudent Reserve account and a checking account for group funds. Bills are paid electronically by the Group Treasurer. Checks issued will require two signatures: Group Treasurer and Group Chairperson.

## **8.2 REGULAR AND OTHER EXPENSES**

Expenditures for rent, coffee, literature, minor repairs or replacement items are approved by the Group Treasurer up to a maximum of \$300. The Business Meeting must approve any expenditure greater than \$300 that is not already approved in the Budget. Emergency expenditures may be approved by a decision of the Group Chairperson with concurrence of the Treasurer or Finance Coordinator. No one individual may enter into contracts, real or implied, without prior Steering Committee/Business Meeting approval.

## **8.3 PRUDENT RESERVE**

The group's first priority, after meeting expenses, is to establish a prudent reserve. For this group, a prudent reserve is two months operating expenses. The reserve can be used for unanticipated group expenses but should be restored as quickly as possible. The Steering Committee and Business Meeting must approve expenditure of any of the prudent reserve funds.

## **8.4 DONATIONS**

Donations are made monthly to Intergroup Central Office, New York General Service Office, Hospitals and Institutions, California Northern Coastal Area, and General Service District 40 (Santa Clara County North) according to the following plan (*a donation of \$100 per month will be made regardless of our financial situation*):

Intergroup	70%
H&I	10%
District 40	10%
GSO	5%
CNCA	5%

## **8.5 FINANCIAL PROCEDURES**

Upon rotation of the Treasurer and the Group Chairperson, each person is to make sure that the incoming Coordinator gets signed onto the bank account and their own name is removed within 30 days. On-line account access will be changed every year with the election of the new Treasurer. The only account that will have an ATM/debit or credit card will be the Refreshment Expense account. No other accounts will be issued an ATM/debit or credit card. All checks will require two signatures. Those will be the Group Chairperson and the Group Treasurer only. There will be an audit (2 times per year) of the SNL's financial books in July, when the New Group Chairperson takes over the position, and again in January when the new Treasurer and Co-Treasurer take over their positions. This audit will take place at the Finance Committee meeting that is held in July and January. Upon completion of the Audit Report it will be presented to the group for review.

Reports to be included in the Finance Committee & Business Meetings are:

1. All current bank statements.
2. Spreadsheet report showing income from meeting envelope counts.
3. All financial spreadsheets including the monthly report and the YTD budget report.

## **9.0 FINANCE COMMITTEE FUNCTIONS AND RESPONSIBILITIES**

The Finance Committee consists of six automatic and up to four appointed members. Appointed members are nominated by and voted upon by the Finance Committee as a whole. The Committee serves as an impartial advisory body whose primary functions are to:

1. Review group financial records and practices.
2. Develop, propose and monitor prudent financial procedures.
3. Act as an alert system for financial matters.
4. Assist in money handling and accounting at special events.
5. Report to the Steering Committee and Business Meeting.
6. Ensure the Steering Committee and Business Meeting are provided appropriate information to make informed financial decisions.

## **9.1 FINANCE COMMITTEE MEMBERS**

Automatic members for the full term of their office:

1. Finance Coordinator (Finance Committee Chairperson, reports to the Steering Committee/Business Meeting)
2. Group Chairperson
3. Group Treasurer
4. Events Coordinator
5. Facility Coordinator
6. Refreshment Coordinator

## **9.2 ANNUAL GROUP BUDGET**

Each January, prior to the Group Inventory, the Finance Committee prepares an annual group budget showing actual finances for the previous year and finance estimates for the New Year that is approved at the following Business Meeting. The budget serves as a projection, and approval, for planned expenses. It also records past event budgets and miscellaneous information to assist in managing group finances. Extraordinary financial conditions may necessitate a revision to the Annual Budget. The Business Meeting must approve these revisions. The Annual Budget is a means to financially guide group service position members. It is information used to help define an informed group conscience for financial matters. The budget is also used as a basis for Finance Committee reporting at Business Meetings. Financial estimates are updated each month based on information in the Group Treasurer reports.

## **10.0 ACTIVITIES**

Proposals for activities other than those approved for in the Annual Budget must be submitted to the Business Meeting for approval. All SNL group activities are announced at group level. Activities must be available to any member of the group; therefore, it is important that activities be selected which are low cost or no cost at all. Some activities, however, seem to be inappropriate to us: these include poker games, bingo, other games of chance, and any activity that may be prohibited in our lease.

## **10.1 RECORDING LIBRARY**

The SNL group maintains a library of recordings. These are from our own Friday Night Speaker meetings as well as other sources. They are available to our group members to sign out and borrow. We also have recordings for sale. The Recording Coordinator gets money from the Group Treasurer for recordings in the library and sets up a refundable deposit for loaned recordings.

## **10.2 GRAPEVINE**

The group subscribes to *The Grapevine*.

## **11.0 GROUP EMERGENCY PROCEDURES (GENERAL STATEMENT)**

Appropriate action will be taken as a means of dealing with illegal behavior. All emergencies will be dealt with using the public "911" emergency system or the Maplewood private security company. Abusive or violent persons disrupting the meeting will be asked to leave

For the purpose of information exchange and decision-making, with respect to emergency situations, all instances will be reported to one of the following Steering Committee members (*telephone numbers for all Steering Committee members are posted on the side board*):

1. Group Chairperson
2. Group Secretary
3. Group Treasurer
4. Facility Coordinator
5. Meeting Coordinator
6. Two or more other members of the Steering Committee.

## **NOTES TO SECRETARIES**

- Secretaries are responsible for reporting all emergency actions or incidents, which occur or are reported to them during the meeting.
- Secretaries are responsible for their meeting and are expected to take appropriate action to maintain order within the meeting.
- Secretaries will ask members to refrain from disruptive behavior or to continue their conversations outside.

## **PHONE NUMBERS**

- Non-Emergency Police number: 408-277-8900
- Maplewood private security company (First Alarm Security): 408-364-1110