

12.0 HISTORY OF CHANGES AND PUBLICATIONS

HISTORY OF THE INFORMED GROUP CONSCIENCE DOCUMENT REVIEW PROCESS:

{This section was added to this Document April 1991}

The review process began in 1983 as a brainchild of the SNL Steering Committee for the purpose of recording the operational decisions of the group in order to answer the question "How does the group run?"

There was no initial provision for changing this document. This review process started as a tool to record Steering Committee decisions as a way to "pass it on". The group, via a Business Meeting, adopted the process and thus started the group involvement versus the limited Steering Committee involvement.

The Informed Group Conscience Document review process initially consisted of reading the document word for word with the purpose of updating and scaling down the verbiage attached to those decisions voted on in Business Meetings.

In 1987 the format changed to agenda topics for review and inclusion. The first 30 minutes became devoted to listing topics.

This was introduced by the Group Chairperson in an effort to streamline the process. In 1990 we attempted to return to the initial process but found that it was too cumbersome.

In 1997 the Group returned to the initial method of review. We still found it to be extremely cumbersome, but also extremely valuable.

12.1 CHRONOLOGY

The chronology of changes and all past IGCDs are to be kept with the Archives.



CHRONOLOGY
(Changes to the IGCD)

This is a list of the changes that have been made to the IGCD.

October 11, 1986

Revised Informed Group Conscience Document submitted by working committee and approved by SNL Group. Republished and distributed among group.

November 8, 1986

Revised Refreshment Coordinator term changed to six months. Sponsorship Coordinator position redefined to establish Men's and Women's Sponsorship Coordinators. Several alterations made throughout the document to reflect these changes.

December 13, 1986

Added Amendment added to have meeting secretary keep the meeting room open for at least 1/2 hour after a meeting to allow for fellowship and Twelfth Step work.

January 10, 1987

Added Saturday 10:00 AM Open Men's Meeting. (NOTE: Election defined for February/June/October to more evenly balance the number of secretary positions elected each month. Given the precedent set for reorganizing the Group Service Position election dates, the current secretary's term can be extended by group conscience to allow a full term of service - 4 ½ months vs. 4 months).

Added Term "Articles of Association" to clarify for tax purposes that SNL Group is a non-profit entity. Several alterations made throughout the document to reflect the changes.

Added Paragraphs to define secretary gender requirements for Open [later Closed] Men's and Women's meetings.

Added Paragraph to define Group Service position gender requirements (i.e., Men's and Women's Sponsorship Coordinators).

March 14, 1987

Added Based on approval of the February 1987 Business Meeting, added the section on changing the Informed Group Conscience Document and added the Third Legacy Procedure as defined in the A.A. Group Service Manual.

July 11, 1987

Edited Retyped entire document to bring together related sections, create table of contents and index. Document can now be placed on a diskette for use in other word processors. Text editor used is Lotus Manuscript.

Added Incorporated changes for legal and tax considerations as well as changes approved by the Business Meetings for the months of April-July 1987.

Added Incorporated text to clarify tax status of the group.

Added For Group Service Positions elected for two year terms, indicated whether election occurs in an odd or even numbered year. The three year term for Archivist will alternately fall on an even/odd year.

Edited Reflected the new price for tapes.

October 12, 1987

Added Based on the October Business Meeting, added paragraph defining Steering Committee voting for start of, or changes to, meetings and formats.

Added Wednesday 6:00 AM, 3:45 PM and Sunday noon meetings to table of Secretary Elections.

Revised Meeting Coordinators Section to reflect allocation of new meetings.

June 11, 1989

Added Incorporated changes from Informed Group Conscience Document Review (February 1989). Added Group Safety Procedures.

Edited Performed format and spelling corrections. Repaginated entire document.

January 1990

Edited Reformatted, incorporating changes made at Business Meetings since July 1989 .

March 10, 1990

Annual Informed Group Conscience Document review approved by the Business Meeting.

these responsibilities.

August 11, 1990

Revised 4.3.2 defining and authorizing Birthday Night expenses; and
4.3.4 and 5.6 changing the terms of the Beginners' Workshop Meeting to four months.

September 8, 1990

Revised 4.3.3 defining and authorizing expenses for the Friday Night Speaker Meeting.

October 13, 1990

Revised 1.6 changing the Informed Group Conscience Document.

Revised 6.2 and 7.8 eliminating the requirement that the Finance Coordinator have prior Finance Committee experience.

January 12, 1991

Revised 1r6.4, 6.4.1, 6.4.2, and 6.4.3 Steering Committee Meeting.

Revised 6.5 and 6.5.1 Business Meeting.

April 13, 1991

Revised Annual Informed Group Conscience Document review approved by the Business Meeting.
2.0, 2.2, 2.3, 4.2 (6), 4.3.2, 4.3.4, 5.1, 5.5, 5.6, 7.0, 7.6, 7.8 (Speaker Coordinator), and 10.4.

Added Preface to 12 describing the history of the Informed Group Conscience Document
Review process.

May 11, 1991

Changed 5 PM meetings reverted to 6 PM and 8:30 PM meetings reverted to 8:00 PM (except Friday).

A Steering Committee member was appointed to form a committee to study this Informed Group Conscience Document and the Secretaries' Workshop Format to see if they should be restructured.

July 13, 1991

Amended 6.2 and 7.8 to make the term of the Finance Coordinator one (1) year.

October 12, 1991

Amended 7.8 to add a new Steering Committee position: Contact Service Coordinator
which was renamed "Bridging the Gap Coordinator" on November 14, 1992.
Thorough "Housekeeping" was done by the Group Secretary.

November 9, 1991

Amended 7.8 to remove "Previous Steering Committee experience" from the requirements to serve as Facility Coordinator.

Amended 6.5.1 to add Open Sharing Session: What's on Your Mind?!? to the Business Meeting Agenda.

December 14, 1991

Amended 9 by adding 9.3 Special Finance Committee Duties: Annual Group Budget.

January 11, 1992

Amended 2.2 Problems Other than Alcohol.

March 14, 1992

Amended *The Annual Informed Group Conscience Review was approved by the Business Meeting*
1.0 Informed Group Conscience: "Document" added throughout the document wherever context is the "Informed Group Conscience Document."

Amended 1.6 Changing the Informed Group Conscience Document: Housekeeping changes.

Amended 4.0 Regular A.A. Meetings: Added statement that all meetings are open except the Closed Men's and Closed Women's meetings and that all of our meetings are conducted by A.A. members.

Amended 4.3.1 Chip Meetings: At the Wednesday Midnight Meeting, the medallions are passed out by either the Birthday Coordinator or the Midnight Meeting

Amended 4.3.2 "Saturday Nite Live" Meeting: Confirms the custom at SNL that non-alcoholics may be invited to share at this Saturday night meeting.

Amended 4.3.4 Saturday Beginner's Workshop Meeting: Co-secretaries should have at least one year of continuous immediate sobriety.

Amended 5.2 Secretary Responsibilities: Adds getting greeters and deletes calculating the attendance.

Amended 5.4 Secretary Elections: Adds statement that if there is a tie on the second ballot, both names go to the hat. Also, if no candidates are present for the election, the appropriate meeting coordinator will appoint the secretary.

Amended 6.2 and 7.8 to reflect one year terms for all Steering Committee members except the GSR and the Refreshment Coordinator.

and Alternate IGR.

- Amended 7.2 Service Position Qualifications: "temporarily" inserted in item #5.
- Amended 7.8 Group Service Positions Descriptions: Group Archivist, Group Treasurer, Facility Coordinator, Tape Coordinator, Birthday Coordinator, General Service Representative, and Meeting Coordinators were all amended.
- Amended 8.1 Mutual Meeting Coordinator Responsibilities: Added attendance at first meeting of newly elected secretary. Also, choose a member, or past member of the Steering Committee to co-direct the Secretaries' Workshop.
- Amended 9.0 Finance Committee Functions and Responsibilities: Automatic members increased to six automatic members who nominate and elect four others.
- Amended 9.1 Finance Committee Members: Identifies the automatic members and specifies that Treasurer may not be elected Alternate Finance Coordinator.
- Deleted 10.3 Activity Responsibility Release. Section was deleted and subsequent paragraphs were renumbered.
- Deleted 10.4 Second paragraph, listing certain non-A.A. activities, was deleted. Section renumbered 11.3.

March 14, 1992 Housekeeping to reflect the March 14 amendments:

- Amended 6.4.1 Quorum.
- Amended 7.4 Elections to Service positions.
- Amended 7.8 Finance Coordinator Responsibilities.
- Amended 8.2 Individual Meeting Coordinator Responsibilities.

March 31, 1992

- Added INDEX

April 11, 1992

- Amended 8.2 Regular and Other Expenses.

August 8, 1992

- Amended 7.8 Events Coordinator election changed to January.

September 12, 1992

- Amended 4.2 and 4.3.1 to restrict Twenty-four hour Desire Chips to the Chip Meetings and every Saturday Night 8:00 PM Meeting except the Birthday Meeting.

November 14, 1992

- Added 4.3.6 "Some of our meetings may be non-smoking meetings."
- Deleted 10.4 "DANCES Other than the once-a-year anniversary dance, the group sponsors no other dances."
- Edited Former 11.5 (TAPE LIBRARY) renumbered 11.4
Former 11.6 (BOX 459, GRAPEVINE AND GOOD NEWS) renumbered 11.5
- Amended 4.3.1 Added Sunday 8:30 AM to the meetings in which Desire Chips are handed out with a hug.
- Amended "CONTACT SERVICE "and "CS" changed throughout the document to "BRIDGING THE GAP" and "BTG"

April 10, 1993 Annual Informed Group Conscience Review package

- Amended 1.2c Adds a new voting procedure for second vote on the Annual Informed Group Document Review proposals.
- Amended 4.2.4 Defines whether we do or do not allow non-AA's to participate.
- Added 4.2.6 Limits the time people may share from the podium to five minutes.
- Added 4.3.2 Defines Open Topic Discussion Meetings and describes format. The rest of 4.3 was then renumbered.
- Amended 4.3.6 Defines closed meetings at SNL.
- Revised 5.0 Meeting Secretaries, Secretary Requirements, Secretary Responsibilities, Secretary through 5.5 Vacancies, Secretary Elections, and Secretaries' Workshop.
- Revised 7.8 Revised the Group Secretary's Responsibilities.
- Revised Meeting Coordinators Responsibilities and deleted all of (former) 8. Deleted 8 and renumbered all subsequent sections.
- Revised 11.0 Group Safety Procedures were clarified and made mandatory instead of permissive. Closes the Group Safety Committee meetings.
- Deleted All reference to the 3:45 PM and the Midnight Meetings.

June 12, 1993

- Deleted Deletes references to the midnight meetings.

March 12, 1994

- Deleted 1.2 (2c) Removing all reference to the Informed Group Conscience Annual Review and to the Special Business Meeting Format.
- Amended 4.2 Defined announcements to be made at the Closed AA Meetings and suggesting that participants try to limit sharing to five minutes.
- Amended 5.1 Removed the 12 month prior Secretaries' Workshop requirement.

- Coordinator. Changes some responsibilities of the Meeting Coordinators.
- Amended 7.6 Requires all Steering Committee members to attend all but three Steering Committee / Business Meetings each year.
- Amended 8.1 Defines Prudent Reserve as two months' operating expenses.

February 19, 1995

- Amended 1.2 and 7.8 (Group Chairperson) Deletes references to the [former] Annual group Conscience Document Review.
- Amended 4.2 and 4.3.6 Places Announcements before Seventh Tradition in all meetings. Revises statements in formats of all Open and Closed Meetings. Eliminates reference to spiritual principle of silence.
- Amended 4.3.4 Redefines procedure for selection of Friday night speakers and informing group of these selections.
- Amended 5.1, 5.4, 5.4.3 Requires secretary candidates to take a Secretaries' Workshop within 12 months prior to election, moves secretaries elections to the monthly Business Meeting on the second Saturday.
- Amended 5.5 Secretaries' Workshop now given by Workshop Coordinator on the first Saturday.
- Amended 5.6 Sunday Noon secretary requirement lowered to 90 days of sobriety.
- Amended 6.5.1 Business Meeting Agenda modified to include Seventh Tradition and meeting secretary elections.
- Amended 7.8 Birthday Coordinator to hold the Free Drawing at the Birthday Meeting. Meeting Coordinators required to have attended a Secretaries' Workshop within one year prior to election.

October 12, 1996

- Amended 4.3.3 Adds language to include information about speakers being taped and where to purchase tapes.

November 9, 1996

- Remove 4.2 -1 "Starting Announcement "
- Amended 4.2 - 4 Remove language regarding details of literature for sale.
- Amended 4.3-2 Remove language regarding midnight meeting
- Amended 4.3.2 Remove language regarding the nature of sharing
- Amended 4.3.3 Remove language regarding a timer
- Amended 6.1 Remove position of Midnight Meeting Coordinator
- Amended 6.2 Remove Midnight Meeting Coordinator
- Changed Saturday 12:15 Newcomers Workshop meeting to the Sunday 4:30 Women's meeting and vice-versa.

February, March 1997

- Changed Index to reflect new paragraph structure and contents of the revised IGCD.
- Revised 3.5 to include Group Chairperson
- Revised 4.2 by changing tilted Announcements section 5) and by changing section 6) description of a closed AA Meeting and eliminating section 7) reference to time limit.
- Revised 4.3.1 Removed all references to Midnight meetings in this paragraph and the footnote.
- Created 4.3.3.1 References to the Saturday Nite Live Birthday Meeting were rewritten.
- Created 4.3.3.2 Revised guidelines for speaker expenses
- Revised 4.3.4 Removed references for Friday Night Speaker Expenses by referring instead to the section 4.3.3.2.
- Changed 4.3.5 Changed title by eliminating the word Saturday.
- Revised 4.3.6 Revised references to asking people to leave if they were not alcoholics.
- Revised 5.0 Stated election procedures as they currently are done (at the Business Meeting and not at the individual meetings).
- Revised 5.4 Rewrote procedures for secretary elections to reflect current processes.
- Revised 5.5 Changed the requirement to hold a Workshop on the first Saturday of the month to monthly only.
- Revised 5.6 Changed sobriety requirements for all meetings.
- Revised section 6.0
- Removed 6.1 Removed Group Service Positions list.
- Revised 6.2 Moved this section to 7.6 and changed sobriety/service requirements for most of the Steering Committee Positions.
- Removed 6.3 Placed all references to Alternate IGR and GSR into the position descriptions.
- Revised 6.4 Rewrote all references to Steering Committee Meetings
- Revised 6.4.1 This is now 6.1.2 and it has been rewritten.
- Removed 6.4.2
- Revised 6.4.3 Removed references to the Steering Committee.
- Revised 6.5 Renumbered to 6.2 Changed references to the Steering Committee and gave latitude to the Group Chairperson to cease OR continue discussion on motions before the Business Meeting.
- Revised 7.0 Changed this section to include references to Steering Committee positions.
- Removed 7.1
- Revised 7.2 Changed and included reference to Steering Committee
- Revised 7.1
- Revised 7.3 Rewrote entire section to include references to the Business Meeting and remove and change language regarding the " Third Legacy" procedures.

Removed 7.5
 Revised 7.6 Changed this to 7.4 and changed item 3 and item 4.
 Revised 7.5 Changed this 7.5
 Created 7.6 Steering Committee Terms, Requirements, Elections.
 Changed 7.8 to 7.7 and changed job descriptions for the following Steering Committee Positions: Group Chairperson; Literature Coordinator; Facility Coordinator; Refreshment Coordinator; Birthday Coordinator; Event Coordinator; Speaker Coordinator; GSR and Alternate; Tape Coordinator; Sponsorship Coordinators; IGR and Alternate; BTGC Coordinator; Meeting Coordinator (removed references to Midnight Meetings); Sec. Workshop Coordinator; Announcement Coordinator; Group Archivist; Grapevine Coordinator.

NOTE: Most of the changes in above job descriptions only reflect the sobriety requirement changes that were made in 7.6.

Revised 8.2 This was changed to reflect a \$300 maximum on non-budgeted expenses and to include references to the Business Meeting.

Revised 9.0 Added the words "up to".

Removed 9.2

Revised 9.3 Changed the numbering to 9.2 and changed the description of what a Group Budget means.

Revised 10.0 Rewrote section to remove requirement of Steering Committee approval.

Removed 10.1 Special Events Committee

Removed 10.2 Special Event Committee Members

Revised 10.3 Took this paragraph and included some of it in 10.0.

Revised 10.4 Changed numbering from 10.4 to 10.1

Revised 10.5 Changed numbering from 10.5 to 10.2 and eliminated references to Box 459 and the Good News.

Revised 11.0 Changed this from Group Safety Procedures to Group Emergency Procedures and rewrote section to simplify instructions in cases of an emergency.

Created 11.1 Included the Procedure for notification of the Steering Committee in case of an emergency.

Created 11.2 Included in this section special notes to secretaries that used to be part of 11.0. Revised 12.0 Added item 5 referring to the IGCD Review held in 1997.

And removed this Chronology from the entire document and place it in the Archives.

February 1998

Deleted 1.2.1a-1,2 & 3

Revised 1.2.1 Added last sentence in paragraph

Revised 4.0 Last sentence

Revised 4.1 Change who you submit the purposed new meeting.

Revised 4.2 Added men/women with a desire to stop drinking only.

Revised 4.3.2 This is a one hour or and hour an a half meeting.

Revised 4.3.3 ,we request that you refrain from getting coffee

Revised 4.3.3.2 Changed the mileage reimbursement

Revised 4.3.4 Change the time of Friday Night meeting to 8:00

Deleted 4.3.4 Second sentence about a 15min speaker the word Main

Revised 4.3.5 Changed last sentence

Revised 4.3.6 Add men/women who have a desire to stop drinking

Revised 4.3.7 All meetings are non-smoking

Revised 5.1 First sentence

Revised 5.4 Add to second paragraph when you go to the hat and when a meeting coordinator appoints

Revised 5.6 Changed meeting time

Deleted 7 & 2 last sentence on sign-ups

Revised 7.3 Add all candidates must be present, and when we go to the hat.

Revised 7.6 Require SWR for Noon,6PM and Evening Coordinator Ledgend-SWR=Secretary Workshop Required

Deleted 7.7 Finance - last sentence Treasurer - 7th tradition slips and last sentence

Add: Responsible for tax status

Refreshment - Added restroom needs

GSR - Delete who is the voice, change gas mileage to .25, delete binding our group, delete Treasurer will decide.

BTGC - Delete area

Meeting Coordinator - Noon 8:30 & noon; Evening 7:30, 8 PM Delete who to alert if problem arises

Revised 9.2 Budget is mens to financially guide

Revised 11.1 Change to side board

Deleted 11.2 last four sentences Add: Refer to SW

January 2006

Revised 8.1 (Accounts)

Added: withdrawals require two signatures, with two people authorized to sign. These two are the Group Treasurer and Group Chairperson.

February 2006

April 2006

Added 11.1 (Procedures)

For the purpose of information review and decision making, with respect to emergency situations, all instances will be reported to one of the following Steering Committee members:

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

Telephone numbers for all Steering Committee members are on the side board.

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.

The non-emergency number for the police is 408-277-8911 and the Stop Program number is 408-277-8900 for those individuals that the landlord has asked to leave the premises but keep coming back.

January 2007

Added 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 Years' 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 1 hour long and there will be a break of one-half hour in-between the meetings. ALL regularly scheduled meetings will be held on those days. No Marathon should conflict with a regularly scheduled meeting. The sign up sheets for the Marathon Meetings will be posted by the Announcement Coordinator on November 1st (for Thanksgiving) December 1st (for Christmas) and December 20th (for New Years Day). The Midnight Meeting Coordinator will be responsible for seeing that each Marathon Meeting has a secretary to be available for the scheduled meeting.

Revise 7.7 (Steering Committee Position Descriptions - Announcement Coordinator)
Added: Post Marathon Meeting sign-up sheets.

Revise 7.7 (Steering Committee Position Descriptions - Meeting Coordinators)
Added: Midnight Meeting, Midnight and Marathon Meetings

October 2008

Revise 4.3.3.1 (The "Saturday Nite Live" Birthday Meeting)
Added: In the spirit of anonymity, please refrain from taking pictures or videos inside *our outside* the meeting hall during this AA related event. Thank You.

Revise 6.2.1 (Business Meeting Agenda)
Added: 2. Open the meeting with a moment of silence followed by the serenity prayer
Added: 14. Meeting ends with the Lord's Prayer

Revise 7.7 (Steering Committee Position Descriptions - Group Chairperson)
Added: Acts as interface with Facility Coordinator between the Group and Landlord

Revised 7.7 (Steering Committee Position Descriptions - Refreshment Coordinator)
Added: Requirement: 2 years sobriety, Prior Service Experience

Revised 7.6 (Steering Committee Terms, Requirements and Elections)
Added: PSE requirement to Refreshment Coordinator

Revised 7.7 (Steering Committee Position Descriptions - Alternate Events Coordinator)
Added: Appointed by Events Coordinator

Revised 7.6 (Steering Committee Terms, Requirements and Elections)
Added: Alternate Events Coordinator Appointed by Events Coordinator

Added: Requirement: 1 year sobriety, Prior Service Experience, and Secretary Workshop Required
Added: Refer to 4.3.3.2 and 4.3.4

Revised 7.6 (Steering Committee Terms, Requirements and Elections)
Added: Speaker Coordinator 1 year sobriety, Prior Service Experience, and Secretary Workshop Required

December 2009

Revised 6.2.1 (Business Meeting Agenda)
Changed start of Business Meeting from 3:45pm to 3:30pm.
Changed the new business automatic tabling deadline from 6:30pm to 5:30pm.

February 2010

Revised 5.6 (Secretary Terms)
Changed Sunday 7:30pm meeting to a one hour 7:00pm topic discussion meeting
Revised 7.7 (Steering Committee Position Descriptions - Announcement Coordinator)

Added: 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.

October 2010

Created 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 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

February 2011

Revised 7.6 (Steering Committee Terms, Requirements and Elections)
Added: Note: Service Positions are defined as Meeting Secretary or Steering Committee Positions and Alternate Steering Committee Positions held at Saturday Nite Live.

July 2011

Removed 5.6 (Secretary Terms)
Removed "Spanish Speaking" from Saturday 6:30pm format to reflect regular "English Speaking" meeting on the same day and time.
Edit Editing of structural formatting and page numbering

August 2011

Added 5.5 (Secretaries' Workshop)
Noted reference to addendum at end of IGCD for Secretaries' Workshop document.
Added 7.7 (Website Coordinator)
Noted reference to addendum at end of IGCD for SNL Website Policy document.
Added 7.0 (Steering Committee Service)
Included the Website Coordinator and Assistant Website Coordinator as positions that are not elected by the Business Meeting. [see 7.6, appointed by Website Coordinator]
Added 7.6 (Steering Committee Terms, Requirements, and Elections)
Website Coordinator; 24 month term, 2 year sobriety requirement, prior service experience required, and appointed by Steering Committee in October.
Added 7.6 (Steering Committee Terms, Requirements, and Elections)
Assistant Website Coordinator; 24 month term, 1 year sobriety requirement, and appointed by Website Coordinator.
Added 7.7 (Steering Committee Position Descriptions)
Website Coordinator (Appointed in October for a term of 2 years by Steering Committee)
Requirements: 2 year sobriety, Prior Service Experience.

- Responsibilities: Maintain Website (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.
- Added 7.7 (Steering Committee Position Descriptions)
Assistant Website Coordinator (Appointed by Website Coordinator)
Requirements: 1 year sobriety
Responsibilities: Follow guidelines outlined in SNL Website Policy.
- Removed 7.7 (Steering Committee Position Descriptions)
Treasurer - removed descriptions referring to Co-Treasurer Position.
- Added 7.7 (Steering Committee Position Descriptions)
Co-Treasurer
Requirements: 3 years sobriety, Prior Service Experience
Responsibilities: Help in collecting and recording group funds. Provide reports to the Steering Committee and serve on the Finance Committee in the absence of the Treasurer. Responsible to the Group and the Steering Committee and serve the same 1 year term as the Treasurer. Position is limited to one consecutive term.

September 2011

- Amended 5.6 (Secretary Terms)
After two consecutive 2/3 votes during the August and September 2011 meetings.....
Four Secretary election months were changed from (April, August, December) to (January, May, September).
Those meetings were as follows: Tuesday 6PM, Wednesday 8PM, Saturday Noon, and Sunday Midnight.

November 2011

- Added 7.7 (Secretaries' Workshop Coordinator)
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.
- Added 7.7 (Recording Coordinator)
Before the start of meetings, obtain consent from speakers to record and sell recordings.

March 2012

- Added 4.2 (Basic Format)
Ask those available to sponsor to raise their hands
Note....the group said this had been voted on and not entered in the IGCD after passing two votes. After review of past Group Secretary notes (apx. 2008), the group conscious change was confirmed.

July 2012

- Added Secretaries Workshop (Refreshments and Supplies)
We encourage you to ask a member to remain in the coffee kiosk area for serving coffee during meetings and welcoming all attendees.

October 2012

- Removed 8.1 (Accounts)
Checks and withdrawals require two signatures, with two people authorized to sign. These two are the Group Treasurer and Group Chairperson.
- Added
Bills are paid electronically by the Group Treasurer. Checks issued will require two signatures: Group Treasurer and Group Chairperson.

April 2013

- Revised 7.7 Steering Committee Position Descriptions
Group Secretary – “Provide all records of all meeting secretaries to Meeting Coordinators, Group Chairperson, Group Treasurer, and to Central Office prior to their mailing deadline” changed to: “Proved all records of all meeting secretaries to Meeting Coordinators, Group Chairperson, and Group Treasurer.”
- Added
Intergroup Representative – “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.”
- Removed
“Begin calling on people by asking if they are alcoholics” from Secretary Workshop addendum.

June 2013

Added

Secretaries Workshop (Closing the Room)

4. Put books and chips away (if necessary)

5. Change format and readings for next meeting.

Revised

Secretaries Workshop (Attendance Verification Cards)

“Not signed until after the end of the meeting” to “Signed after the chairperson sits down and after the 7th tradition.”

July 2013

Revised

7.7 Steering Committee Position Descriptions

Group Treasurer – “Upon taking office insure that the safe combination is changed” changed to: “Upon taking office, and/or when there is a new Group Chairperson, insure that the safe combination is changed.”