

# Guidelines

## Allandale Group of Alcoholics Anonymous

Austin, Texas

Initially adopted on May 11, 2016

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**Guidelines**  
**Allandale Group of Alcoholics Anonymous**  
**Austin, Texas**

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## **Article I. Name, Purpose, Authority, and Membership**

### **Section 1: Name and Origin of Group**

The Allandale Group of Alcoholics Anonymous (also referred to as the “Group”) of Austin, Texas, is registered with the General Service Office (“GSO”) of Alcoholics Anonymous (“A.A.”). Our Group number is 000658769066. We belong to District 3B in Area 68. Our Group originated on February 6, 2004. The Group meets at Covenant Presbyterian Church. We adhere to A.A.’s Twelve Traditions.

### **Section 2: Purpose**

Our primary purpose is to carry the message of Alcoholics Anonymous to the alcoholic who still suffers, and to help other alcoholics achieve sobriety (as outlined in the Twelve Steps of Alcoholics Anonymous). The Group provides a sober and safe environment, where individuals can participate in Group meetings, engage in service commitments, workshops and social events. The Group should provide a safe venue where the individual can share their experience, strength, and hope.

### **Section 3: Authority**

For our Group purpose there is but one ultimate authority – a loving God as He may express Himself in our Group Conscience. Our leaders are but trusted servants; they do not govern. A.A.’s Twelve Steps and Twelve Traditions are our guiding principles.

### **Section 4: Membership**

The only requirement for membership is a desire to stop drinking.

## **Article II. Group Conscience**

### **Section 1: Role of the Group Conscience**

The Group Conscience is the collective conscience of the Group membership and is responsible for making policy decisions that affect the Group. Decisions made during Group Conscience meetings will be the final say and direction for the Group in all matters.

## **Section 2: Membership of the Group Conscience**

The Group Conscience consists of all persons who consider the Group as their home or primary group. All Group members are encouraged to attend, are welcome to add items to the proposed topics list, and vote.

## **Section 3: Policies of Group Conscience Meetings**

- A.** Motions require a consensus (2/3rds vote of members present) to pass.
- B.** The Chair of the Steering Committee (see Article III below) will be the Chair for all Group Conscience meetings or will appoint someone to lead the meeting.
- C.** The Secretary will record the Minutes of the Group Conscience meeting. If the Secretary is absent, the Alternate Secretary will record the Minutes. If the Alternate Secretary is also absent, another member from the Group Conscience will record the Minutes. Minutes are to be displayed on the bulletin board at Group meetings within one week of each Group Conscience meeting. Also within one week, a copy of the Minutes will be emailed to all Steering Committee members and to those present at the Group Conscience meeting who chose to provide an email on the attendance sheet.

## **Section 4: Group Conscience Meetings**

- A. Regular Quarterly Group Conscience Meetings**
  - i.** Regularly scheduled Group Conscience meetings will be held one month after each regularly scheduled Steering Committee meeting. Meetings will be held quarterly, scheduled on the Wednesday during the third week of February, May, August, and November. Meetings begin promptly following the Group meeting.
  - ii.** Notification of upcoming quarterly Group Conscience meetings will be announced during all Group meetings ten days prior to the meeting. A proposed topics signup sheet will be passed around the meeting.
  - iii.** Any member who considers Allandale their home group has voting privileges and may add topics to the proposed topics signup sheet. The Group member who listed an item on the signup sheet must be present (or send an appropriate and informed alternate representative who is able to discuss the topic) at the upcoming Group Conscience meeting in order for his or her topic to be discussed.
  - iv.** The proposed topics signup sheet will also be available to any Group member wishing to see it after the regular A.A. meeting. This is especially helpful if the sheet did not make it all the way around during the regular meeting.
  - v.** The agenda of the regular quarterly Group Conscience meetings is as follows:
    - a.** Open with the Serenity Prayer.
    - b.** Convey any important updates or announcements from the Steering Committee.
    - c.** Unfinished Business – (1) any item that was actually in the process of being considered when the last meeting adjourned, followed by (2) any items that were scheduled to come up at the last meeting but were not reached before its adjournment. These items will be in the order they were scheduled at the previous meeting.

- d. New business – any additional items that were added to the proposed topic signup sheet passed at regular meetings. New items brought up during the meeting will be added to the end, as time allows.
- e. Close with prayer of Chair’s choice.

**B. Elections Group Conscience Meetings**

- i. Elections Group Conscience Meetings will be held annually during the month of December.
- ii. The agenda of the Elections Group Conscience meeting is as follows:
  - a. Open with prayer of Chair’s choice.
  - b. Describe election procedure.
  - c. Describe the duties and the expectations one position at a time.
  - d. Starting with the first position, ask candidates to step outside the room.
  - e. Call candidates in one at a time and ask that person to tell a little about themselves, why they want the position and what qualifications they bring. Ask if that person is willing to serve as alternate if not elected. Ask that person to step outside again.
  - f. Repeat until all candidates have been heard.
  - g. Vote by a show of hands how many vote for each Candidate. Candidate with the most votes wins, candidate with the next most number of votes can serve as the Alternate.
  - h. In the event of a tie, names are drawn from a basket.
  - i. Announce the name of the elected candidate.
  - j. Announce the name of the Alternate.
  - k. All candidates for this position may return to the room for the remainder of the meeting.
  - l. Repeat procedure until all positions are filled.
  - m. Close with prayer of Chair’s choice.

**C. Emergency Group Conscience Meetings**

Emergency group conscience meetings may be called by the Steering Committee Chair. Any Group member may request the Chair to call an emergency meeting.

## Article III. Steering Committee

### Section 1: Purpose and Responsibilities of the Steering Committee

The primary function of the Steering Committee is to carry out the wishes of the Group as expressed through its Group Conscience. The Steering Committee consists of Trusted Servants elected by the Group Conscience. The members are responsible for conducting the day-to-day operations as well as business affairs of the Group.

### Section 2: Steering Committee Positions (Trusted Servants), Term, Service Year Begins, and Sobriety Suggested.

Title	Term	Service Begins	Sobriety Suggested
Steering Committee Chair	2 yrs.	Even years	1 year

Title	Term	Service Begins	Sobriety Suggested
Alternate Steering Committee Chair	2 yrs.	Even years	1 year
Secretary	2 yrs.	Even years	6 months
Alternate Secretary	2 yrs.	Even years	6 months
Treasurer	2 yrs.	Odd years	2 years
Alternate Treasurer	2 yrs.	Odd years	2 years
Group Service Representative	2 yrs.	Even years	1 year
Alternate Group Service Rep	2 yrs.	Even years	1 year
Intergroup Representative	2 yrs.	Odd years	6 months
Alternate Intergroup Rep	2 yrs.	Odd years	6 months
Treatment Facilities Representative	2 yrs.	Even years	6 months
Alternate Treatment Facilities Rep	2 yrs.	Even years	6 months
Corrections Facilities Representative	2 yrs.	Even years	6 months
Alternate Corrections Facilities Rep	2 yrs.	Even years	6 months
Literature/Chips Representative	2 yrs.	Odd years	6 months
Alternate Literature/Chips Rep	2 yrs.	Odd years	6 months
Grapevine Representative	2 yrs.	Odd years	6 months
Alternate Grapevine Rep	2 yrs.	Odd years	6 months
Archivist	2 yrs.	Odd years	1 year
Alternate Archivist	2 yrs.	Odd years	1 year
Social Events Representative	2 yrs.	Even years	1 year
Alternate Social Events Rep	2 yrs.	Even years	6 months
Contact Lists Representative	2 yrs.	Odd years	6 months
Alternate Contact Lists Rep	2 yrs.	Odd years	6 months
Online Logistics Representative	2 yrs.	Even years	1 year
Alternate Online Logistics Rep	2 yrs.	Even years	1 year
Calendar Maker	2 yrs.	Odd years	3-months

Elected in even years – Steering Committee Chair, Secretary, Group Service Rep, Treatment Facilities Rep, Corrections Facilities Rep, Social Events Chair, Online Logistics Rep and their Alternates.

Elected in odd years – Treasurer, Intergroup Rep, Literature/Chips Rep, Grapevine Rep, Archivist, Contact Lists Rep, Calendar Maker and their Alternates

**A. Steering Committee Chair**

- i. Coordinates communication among members of the Steering Committee.
- ii. Presides over all Group Conscience and Steering Committee Meetings or arranges for another Group member to do so.
- iii. Is responsible for coordinating and conducting annual elections.

**B. Secretary**

- i. Notifies Steering committee members by email of upcoming Steering Committee and Group Conscience meetings.
- ii. Provides printed announcements of upcoming Steering Committee and Group Conscience meetings to be put in the meeting Chair’s book for both large and small meetings.

- iii. Creates proposed topic signup sheet for upcoming Group Conscience meetings to be placed on announcement clipboard for distribution at regular large and small meetings (this should be approximately ten days before the upcoming Group Conscience meeting).
- iv. Takes Minutes at all Group Conscience and Steering Committee meetings. Minutes shall note the date and time of the meeting, what business was transacted, which decisions or votes were made, and members in attendance.
- v. Arranges for alternate if he/she cannot be present.
- vi. Distributes Minutes and the Treasurer's report to the meeting attendees and the Steering Committee within one week after the meeting and posts on Group bulleting board.
- vii. Coordinates with the Archivist to provide the Group Guidelines to newly elected Steering Committee members.

**C. Treasurer**

- i. Maintains a checking account, which also includes a prudent reserve. The prudent reserve amount is determined by the Group Conscience, and it is currently set at \$2,500.
- ii. Collects meeting contributions and deposits them into the Group's account.
- iii. Assumes the role of bookkeeper and maintains clear records.
- iv. Keeps Group informed how much money is taken in and how it is spent.
- v. Prepares a quarterly Treasurer's Report to present at the Steering Committee and the Group Conscience meetings. The financial statement will reflect the following: income, source of income, itemized expenses (including detailed reports of various expenditures for events, purchases, etc.), total income, total expenses, current operating balance, and prudent reserve balance. Group ledger and bank account statements shall be available at Group Conscience and Steering Committee meetings.
- vi. Pays all bills on a timely basis, including:
  - a. A monthly contribution to Covenant Presbyterian Church for meeting space.
  - b. A monthly contribution to custodians for meeting room setup, coffee preparation and cleanup.
  - c. Holiday party bonuses for custodians for setup and cleanup the morning after the party.
  - d. A holiday bonus for the receptionist for fielding phone calls.
  - e. Reimbursement to members for legitimate expenses incurred in the course of conducting group business.
- vii. After the Group's expenses have been paid and the prudent reserve has been set aside, contributions to other A.A. groups are made as a percentage of the funds remaining and are made as follows: Intergroup – 50%; District – 10%; Area – 10%; GSO – 30%.
- viii. Bank account will have two signatories, but only one signature is required for check writing.

- D. Group Service Representative (GSR)**
- i. Represents the Group at the district and area general service assemblies. Hotel, mileage, and food expenses for attending the assemblies are financed or reimbursed by the Group. Reimbursements up to \$140 per day are standard. Any amounts exceeding \$140 must be pre-approved on a per-situation basis by the Steering Committee.
  - ii. Submits a report or summary of any event attended to the Steering Committee.
  - iii. Keeps Group members informed about General Service activities in their local Area.
- E. Intergroup Representative**
- i. Attends all Intergroup monthly meetings and shares with the Group the Intergroup activities in carrying the A.A. message.
  - ii. Provides posting of all published Intergroup minutes and reports in Steering Committee meetings.
  - iii. Arranges and coordinates staffing for the Area A.A. hotline one weekend each quarter.
  - iv. Keeps the group well-informed about ongoing activity.
  - v. Keeps the Intergroup office informed of all Group meeting schedule changes and other pertinent changes (e.g. online meeting links).
- F. Treatment Facilities Representative**
- i. Establishes contact with officials of the various treatment facilities.
  - ii. Coordinates A.A. members who are interested in carrying our message of recovery to alcoholics in these facilities.
- G. Corrections Facilities Representative**
- i. Establishes contact with officials of the various correctional facilities.
  - ii. Coordinates A.A. members who are interested in carrying our message of recovery to alcoholics in these facilities.
- H. Literature/Chips Representative**
- i. Inventories and ensures AA Conference-approved books and pamphlets are ordered in the most economical fashion. Makes sure literature is available at Group's meetings.
  - ii. Inventories and purchases chips as necessary to ensure there is always an adequate supply of each denomination of chips.
- I. Grapevine Representative**
- i. Familiarizes members with the Fellowship's monthly journal-the A.A. Grapevine.
  - ii. Participates in activities of the Area's Grapevine committee.
  - iii. Announces the arrival of the current issue at the Group each month.
  - iv. Encourages members to submit articles and illustrations.
  - v. Informs members how they can subscribe and encourages them to do so.
- J. Online Logistics Rep**
- i. Manages all Group online pages and forums: allandalegroup.org, Zoom meetings, Pay-Pal for 7<sup>th</sup> Tradition, and other possible future Group needs.
  - ii. This position does not pertain to the Allandale Group Facebook page.

- K. Calendar Maker**
  - i. Creates and posts to clipboards three months' worth of calendars and greeter signup sheets for all meetings (large and small).
- L. Archivist**
  - i. Documents and preserves the history of the Group through the collection and organization of relevant material, such as Minutes, Treasurer's Reports, Group records, and pamphlets.
  - ii. Coordinates with the Steering Committee Chair, Secretary, and Treasurer to keep Group's records current. Keeps an up-to-date index of meeting Minutes, and updates Guidelines, when amended
  - iii. Annually updates the Digital Archives stored on a flash drive.
  - iv. Provides access upon request by any Group member to view the materials.
  - v. Maintains confidentiality of members, using only first names and last initials in the Archives.
- M. Social Events Representative**
  - i. Schedules and organizes social events and workshops for the Group.
  - ii. Annual Group events in the past have included: February Anniversary Party (held every 5 years), Spring Social, and Holiday Party.
  - iii. Seeks approval from the Group Conscience and Steering Committee to establish an anticipated budget for such events.
  - iv. Reports back to the Group Conscience and Steering Committee with a detailed recap of events, including a statement listing actual income and expenses.
- N. Contact Lists Representative**
  - i. Maintains and updates a list of names and contact information of Group members and makes that list available to Group members.
  - ii. Updates the list as necessary.
  - iii. Participation in the contact list is voluntary. Men's and Women's Lists are separate.
- O. Alternate Representatives**
  - i. There is an Alternate Representative for each position.
  - ii. The Alternate performs or helps perform the duties of their respective positions in the absence of the primary Representative. The Alternate may assist the primary Representative anytime as needed or requested.
  - iii. The Alternate will fill the unexpired term of the primary position if it becomes open before the next election.
  - iv. As each term expires, if the Alternate has assumed the role midterm, he/she is still eligible for re-election for that same position.

### **Section 3: Nomination and Election of Steering Committee Members (Trusted Servants)**

- A.** A list detailing the duties/responsibilities and suggested length of sobriety for each open position will be made available during all Group meetings at least 10 days prior to the upcoming elections.



- B. Any member of the Group who has a willingness to serve may choose to be a candidate for a position. There are suggested sobriety requirements for each position.
- C. Elections will be held in December during the Elections Group Conscience meeting (*See Article II, Section 4 Category B*). Elected Trusted Servants begin their term on January 1 of the following year.
- D. If it is impossible for the nominated candidate to be present during the Elections Group Conscience meeting, it is suggested that the absent nominee submit a statement of qualifications and willingness to serve.
- E. Terms are for two years. Once a Trusted Servant's term has expired, that person may be considered for a consecutive term for the same position. However, that person should be considered following regular election guidelines.

#### **Section 4: Vacancies, Meeting Attendance, and Procedure for Automatic Removal from Steering Committee**

- A. If a Trusted Servant needs to resign prior to the expiration of their term, the individual is replaced by his/her alternate.
- B. Trusted Servants are encouraged to attend every Group Conscience and Steering Committee meeting. However if they are not able to be present, they are expected to contact the Group Chair or the Group Secretary and to provide their report to be presented by the Alternate. If the trusted servant has three or more absences, the Group Conscience may vote to replace the individual with the Alternate for that position. If a Trusted Servant relapses they are removed from that position. The individual is replaced by the Alternate.
- C. If there is no Alternate or if the Alternate is no longer willing to serve in the vacant position, the position will be considered open. The position will be announced at Group meetings and will be filled by special election.

#### **Section 5: Policies of Steering Committee Meetings**

- A. Principles of consideration with all voices being heard.
- B. Motions affecting policy require a consensus (2/3rds vote of members present to pass).
- C. Anyone who considers Allandale their home group may attend the Steering Committee meetings and has voting privileges.
- D. The Secretary will record the Minutes of the Steering Committee meeting. If the Secretary is absent, the Alternate Secretary will record the Minutes. If the Alternate Secretary is also absent, another member from the Steering Committee will record the Minutes. Minutes are to be displayed on the bulletin board at Group meeting and web page within one week of each Steering Committee meeting. Also within one week, a copy of the Minutes will be emailed using first name and initial of last name (protect anonymity) to all Steering Committee Members and to those present at the Steering Committee meeting who chose to provide an email on the attendance sheet.

#### **Section 6: Steering Committee Meetings**

- A. **Regular Quarterly Steering Committee Meetings**

- i. Regular Steering Committee Meetings will be held quarterly, scheduled on the Wednesday during the third week of January, April, July, and October. Meetings begin promptly following the regular Group meeting, Notification of upcoming quarterly Steering Committee meetings will be announced during all regular Group meetings for a minimum of ten days in advance. All Group members are welcome to attend.
  - ii. The agenda of the regular quarterly Steering Committee meetings is as follows:
    - a. Open with the Serenity Prayer.
    - b. Treasurer’s Report, followed by Reports from all other Chairs.
    - c. Reports from Special Purpose, Ad Hoc Committees, or any other Special Items needing to be added to the agenda.
    - d. Unfinished Business.
    - e. New business.
    - f. Close with prayer of Chair’s choice.
- B. Special Steering Committee Meetings**
- i. Special Steering Committee meetings may be called if necessary. All members of the Steering Committee must be notified, and if possible, the meeting will be announced during the Group meetings. The topic for which the meeting was called will be the only business discussed in the special meeting.

## **Article IV. Allandale Group Meetings**

### **Section 1: Policies of Group Meetings**

- A.** All Group meetings are Open and anyone may attend.
- B.** All Group meetings are one hour in length.
- C.** All meetings open with a moment of silence followed by the Serenity Prayer and close with a prayer of the Chair’s choice.
- D.** In keeping with the 7<sup>th</sup> Tradition of A.A., a basket is passed at each meeting for donations.
- E.** Only A.A. related announcements are allowed during meetings.
- F.** Our meetings are held on the non-smoking campus of Covenant Presbyterian Church, therefore all of our meetings are non-smoking. This includes e-cigarettes.
- G.** In accordance with Church policy, only service animals, as defined by the Americans with Disabilities Act of 1990, are allowed at the meetings.

### **Section 2: Times and Formats of Group Meetings**

- A. Noon Large Meetings**
  - i. Meetings held Monday through Friday are open discussion meetings. The Chair decides the topic, (except on Wednesdays). Wednesdays are Step meetings. The last Wednesday of the month is a Tradition meeting.
  - ii. Chairing a meeting is on a volunteer basis and a signup sheet is passed during Group meetings. Two years of sobriety is required to chair the Wednesday Step

and Tradition meetings. No minimum period of sobriety is required to chair all other noon large meetings.

- iii. It is suggested that the Chair follow the Script and Guidelines provided, as laid out by the Group Conscience.
- iv. There should be a Greeter at the start of each large meeting to greet people as they arrive and to make everyone feel welcome. Signup sheets for volunteering are passed.
- v. It is suggested the Chair be allowed five minutes to present topic.
- vi. Individual shares should be three minutes (or less) to allow more people the opportunity to share.
- vii. Shares when picking up a sobriety chip should be two minutes or less.
- viii. The Chair will ask for a volunteer to be the timekeeper at the beginning of each meeting.
- ix. Individual sharing ends at 12:55 pm and chips are then given out. Meeting should end at 1:00 pm.

#### **B. Noon Small Meetings**

- i. Monday-Men's Meeting, discussion, open to Men only.
- ii. Other meetings may be held if sufficient members desire. The small group may set their own parameters (e.g. women only) or theme (e.g. Big Book Study). The small group should promptly inform the Group Conscience of any changes.
- iii. Signup sheets to volunteer to chair are kept and passed in the small room.

### **Article V. Amendments to the Guidelines**

Amendments may be adopted by a consensus (2/3rds vote of members present) of the Group Conscience meeting held to consider changes. This may occur during a regular scheduled Group Conscience meeting. A special meeting to consider changes may be called by using the procedure for calling meetings. Typical topics for review are adding new items to these Guidelines or changing in part or whole an existing item to the Guidelines.