

GET IT TOGETHER GROUP

Group Service #119148
Area 03
District 08
Sub-District 819
393 W. Warner Road
Suite 105/106
Chandler, AZ 85225

GROUP GUIDELINES

Adopted May 3, 1987
Revised April 11, 2021

Note:

- Where the word “group” appears in this document it is in reference to the “GET IT TOGETHER GROUP” also known as “GIT” Where the words “group service” appears it is in reference to group service work performed at or on behalf of “The Get It Together Group (GIT).

Purpose:

- The purpose of the Get It Together Group is as stated in Alcoholics Anonymous fifth tradition “Each Alcoholics Anonymous group ought to be a spiritual entity having but one primary purpose — that of carrying its message to the alcoholic who still suffers.”

Home Group Membership:

- As a home group member, you should have no other home group affiliation.
- Membership of the Get It Together Group is as stated in Alcoholics Anonymous third tradition “Our membership ought to include all who suffer from alcoholism. Hence, we may refuse none who wish to recover. Nor ought A.A. membership ever depend upon money or conformity. Any two or three alcoholics gathered together for sobriety may call themselves an A.A. group, provided that, as a group, they have no other affiliation.” In addition to this the member must only have one home group to avoid double voting on matters concerning GSO or Alcoholics Anonymous as a whole.

Guidelines for Regular Service Meetings:

- The regular Group Service Meeting is to be held once a month, on the third Sunday, 12:30pm to 2:30pm (Group Service Meeting day can be changed if circumstances such as holidays arise). Service meetings should be conducted under or generally follow Robert’s Rules of Order (See Appendix A).
- Under New Business, any item to be discussed should be listed on the meeting agenda no later than 8 days prior to the start of the current business meeting.
- If a member wants to make a motion that is not related to current business, it needs to be added to the open agenda to be discussed at the next business meeting.
- To be eligible to vote home group members must be signed in prior to the start of the meeting.

Agenda Items:

- Home group members only may submit proposed agenda items and must be present at the service meetings to discuss items submitted or have a home group member representative present to discuss the item. A home group member is someone who has made the decision to join the GIT group. They are immediately eligible to attend all group service meetings and become voting members of the group and trusted servants.
- An agenda item must relate to GIT primary purpose as stated in Tradition Five and/or be related to the maintaining or necessary expenses of this room or group.
- Motions passed/failed by the group service meeting body should remain as such for a period of no less than six month unless otherwise stated in the original motion.
- All proposed agenda items must be signed by one or more home group members and should include a contact phone number.
- An Agenda Committee, consisting of the Chairperson, Secretary and Treasurer will organize the suggested items for discussion into a logical sequence. All suggested items will be included on a revised agenda but not necessarily in the order initially listed.
- One week prior to each monthly business meeting, the Agenda Committee will remove the proposed agenda, place it in order and return it to the board, indicating the agenda is closed. A proposed agenda for the next monthly business meeting should be put on the board at the same time. Items which may be delayed and not discussed at current business meeting will become Old Business to be discussed at next scheduled business meeting.

Special Service Meetings:

- Special service meetings may be requested by one or more of the Group's officers which are: The Group Chairperson, Alt. Group Chairperson, Secretary, Treasurer, Treasurer's Assistant, GSR, Alt. GSR (in the absence of GSR) and Webmaster. Meeting must be attended by a majority of officers. Group Chairperson must notify other officers of meeting.
- Upon approval of a majority of the officers, a notice shall be posted on the board not less than 10 days prior to the scheduled special meeting date.

Emergency Officers Meeting:

- Emergency meetings may be called upon a 48-hour notice, following approval by a majority of the officers mentioned above. It shall be the responsibility of each officer to contact as many home group members as possible with the notice of the meeting. All home group members are encouraged to attend. Any actions taken as a result of the emergency meeting need to pass with a two-thirds majority. Results of the emergency meeting must be communicated back to the group.

Trespass:

Trespass may only be issued to members if they are exhibiting violent or threatening behaviors towards other members or visitors. Before any trespass can be issued there must first be an emergency officers meeting and the trespass must adhere to the guidelines set forth in the emergency officers meeting guidelines above.

Committees:

Committees are to be formed only to serve the group. Assigned issues are to be discussed or investigated by the committee. The committee will report their progress at each business meeting until the committee is disbanded. The committee is to report back to the group before any action is taken. Any recommended action by a committee must be approved by the group conscience. In the case of a structure change, a two-thirds majority would be required. Issues assigned to committees must relate to GIT primary purpose as stated in Tradition Five and/or be related to the maintaining or necessary expenses of this room or group.

Election of Officers and Committee Chairpersons / Representatives:

All group officers and committee chairpersons/representatives will be elected annually at the June business meetings.

GSR and Alternate will be elected in odd-numbered years at the October business meeting and assume responsibilities the following January 1 in accordance with GSO procedures.

All group officers and committee chairpersons/representatives must be present to be voted in.

Members holding group service positions may not serve in the same position more than two consecutive terms.

The following is the process to elect officers and other elected officials:

- Post qualifications, duties, and nomination sheet on board one month prior to the June business meeting.
- Elections must be added to the group Announcement.
- Vote at the next scheduled business meeting in June.

The qualifications for group elected officers may be waived with a two-thirds majority vote by the home group members present. To waive the qualifications for other elected officials will require a majority vote by home group members present. Home group membership can't be waived for any position.

All elected positions who fails to attend/be represented at three consecutive regular business meetings of the GIT group or fail to meet the obligations of their position will be replaced. Position will be posted immediately.

If possible, all positions should give 30 days' notice in the event of resignation.

Officers:

Chairperson, Alternate Chairperson, Secretary, Treasurer, Assistant Treasurer, General Service Representative & Alternate General Service Representative, Webmaster.

Other Elected Service Positions:

Assistant Secretary, Alternate Webmaster, Hospitals & Institutions Representative, Alternate Hospitals & Institutions Representative, Intergroup Representative, Alternate Intergroup Representative, Sponsorship Chairperson, Grapevine Representative, Literature & Grapevine Representative. Chip Chairperson, Meeting Secretary Chairperson, Meeting Secretaries, Supplies Chairperson, Coffee Chairperson, Birthday Chairperson, Facilities Chairperson,

Picnic Committee Chairperson, Picnic Committee Chairperson, Public Information/Cooperation Professional Community

Order of GIT Monthly Business Meeting

- Meeting called to order at 12:30pm. Moment of silence followed by Serenity Prayer.
- Reading of the Twelve Traditions.
- Reading of Meeting Preamble by Group Chairperson/ Alternate Chairperson.

MEETING PREAMBLE:

MEETING PROCEDURES: IN ORDER TO SAVE TIME AND PRESERVE ORDER, THE CHAIRPERSON WILL RECOGNIZE SPEAKERS IN THE ORDER IN WHICH THEIR HANDS ARE RAISED. ONCE A SPEAKER IS RECOGNIZED AND HAS THE FLOOR, THE CHAIRPERSON REQUESTS THAT ALL OTHERS REFRAIN FROM INTERRUPTING THE SPEAKER AND ALSO REFRAIN FROM CONVERSING AMONG THEMSELVES.

MOTIONS AND DISCUSSIONS: AFTER A MOTION IS SECONDED. THE CHAIRPERSON WILL CALL FOR DISCUSSION. FOLLOWING DISCUSSION, THE CHAIRPERSON WILL REQUEST THE SECRETARY TO READ THE MOTION. AFTER WHICH THE CHAIRPERSON WILL CALL FOR THE VOTE.

VOTING: MOTIONS INVOLVING A FINANCIAL MATTER OR OTHER SERIOUS MATTERS HAVING A LONG-RANGE EFFECT TO THE GROUP WILL REQUIRE A 2/3 MAJORITY VOTE BY HOME GROUP MEMBERS PRESENT. ALL OTHER MOTIONS WILL REQUIRE A MAJORITY VOTE ONLY. GROUP CHAIRPERSON WILL DETERMINE BY, *(SEE APPENDEX A) SHOW OF HANDS OF PERSONS SIGNED IN AND ELIGIBLE TO VOTE

Order of business:

- Chairperson Report:
- Alternate Chairperson Report:
- Secretary's Reports. Minutes of last meeting by Secretary. Motion to accept minutes as posted on bulletin board (or as read during meeting).
- Assistant Secretary's Report

- Treasurer's Report: Motion to accept report as posted on bulletin board (or as read during meeting).
- Assistant Treasurer's Report:
- 7th Tradition Observed: (Secretary documents amount & puts in safe)
- General Service Reprehensive (GSR) Report:
- Alternate General Service Reprehensive (GSR) Report:
- Webmaster Report:
- Alternate Webmaster Report:
- Intergroup Reprehensive (IGR). Report:
- Alternate Intergroup (IGR) Report:
- Public Information / Cooperation Professional Community (PI/CPC) Report:
- Alternate Public Information / Cooperation Professional Community (PI/CPC) Report:
- Hospitals & Institutions (H&I) Report:
- Alternate Hospitals & Institutions (H&I) Report:
- Sponsorship Chairperson Report:
- Literature & Grapevine
- Chips Report:
- Meeting Secretary Chairperson Report:
- Supplies Chairperson Report:
- Coffee Chairperson Report:
- Birthday Chairperson Report:
- Facilities Chairperson Report:

- Picnic Chairperson Report:
- Alternate Picnic Chairperson:
- Committee Reports:
- Old Business:
- New Business:
- Contribution to Service: (Should Begin at 2:20pm, Motion, Second Discussion, Vote).
- Motion to adjourn the meeting.
- Adjournment. Close with "I am Responsible", followed by the Lord's Prayer.

I AM RESPONSIBLE WHEN ANYONE, ANYWHERE, REACHES OUT FOR HELP, I WANT THE HAND OF A.A. ALWAYS TO BE THERE. AND FOR THAT, I AM RESPONSIBLE.

Qualifications and Responsibilities of Electees:

GROUP CHAIRPERSON (Officer)

QUALIFICATIONS – Must have two years of continuous sobriety and maintain sobriety. Must be a home group member of the GIT group for at least one year and have previous service experience. Term of office - one elected full-year term beginning July 1 of the year elected. Knowledge of or willingness to learn and practice the basics of Robert's Rules of Order (see appendix A).

DUTIES – Group Chairperson Officer shall preside at all service meetings. May substitute for other group officers, as needed. Serve with the Group Secretary and Group Treasurer as a member of the Agenda Committee. Coordinate group activities. Maintain relations between the group and the community in carrying out business.

Nominations/Volunteers

1. _____

2. _____
3. _____
4. _____

ALTERNATE GROUP CHAIRPERSON (Officer)

QUALIFICATIONS – Must have two years of continuous sobriety and maintain sobriety. Must be a home group member of the GIT group for at least one year and have previous service experience. Term of office - one elected full-year term beginning July 1 of the year elected. Knowledge of or willingness to learn and practice the basics of Robert's Rules of Order (see appendix A).

DUTIES – Alternate Group Chairperson is encouraged to attend all service meetings. Assume the duties of Chairperson as needed. In the event Chairperson leaves his position during term, complete the term as Acting Chairperson.

Nominations/Volunteers

1. _____
2. _____
3. _____
4. _____

GROUP SECRETARY (Officer)

QUALIFICATIONS – Must have one year of continuous sobriety and maintain sobriety; have previous group service experience. Must be a home group member. Should be computer literate. Term of office - one elected full-year term beginning July 1 of the year elected.

DUTIES – Group Secretary is encouraged to attend all service meetings and record the minutes of service meetings. Post minutes of previous monthly meeting on the board two weeks prior to the next meeting with Treasurers report and attendance list attached. Assist Group Officers, Committee Chairperson and other elected representatives on special projects when needed. Advise community, as necessary, of change in mailing address or meeting place. Post election nomination sheets two months prior to elections. Serve with the Group Treasure, and Group Chairperson as a member of the Agenda Committee. In preparing final agenda for monthly service meeting, list any items of Old Business carried over from previous meeting at beginning of agenda. Inform Assistant Secretary or a substitute to record the minutes, if unable to attend any service meetings.

Nominations/Volunteers

1. _____
2. _____
3. _____
4. _____

ASSISTANT GROUP SECRETARY (Non-Officer)

QUALIFICATIONS – Must have one year of continuous sobriety and maintain sobriety; have previous group service experience. Must be a home group member. Should be computer literate. Term of office - one elected full-year term beginning July 1 of the year elected.

DUTIES – Assistant Group Secretary is encouraged to attend all service meetings and record the minutes of service meetings. Post minutes of previous monthly meeting on the board two week prior to the next meeting with Treasurers report and attendance list attached. Assist Group Officers, Committee Chairpersons and other elected representatives on special projects when needed. In the absence of Group Secretary, Assistant Group Secretary will assume all duties as Group Secretary.

Nominations/Volunteers

1. _____
2. _____
3. _____
4. _____

TREASURER (Officer)

QUALIFICATIONS – Must have two years of continuous sobriety and maintain sobriety; have previous group service experience. Must be a home group member. Term of office - one elected full-year term beginning July 1 of the year elected.

DUTIES – Treasurer is encouraged to attend all service meetings. Collect and deposit all contributions promptly. Pay all group obligations immediately upon receipt. Maintain a daily record of contributions received at each meeting.

Maintain permanent record of group finances. Submit a written financial report at each monthly business meeting or post the report on the board one week prior to the meeting date. Report will include an itemization of revenue sources and a listing of expenditures. Notify Group Secretary at any time duties cannot be handled properly or promptly. Serve with the Group Secretary and Group Chairperson as a member of the Agenda Committee. Pick up mail at the PO Box. Preside at group service meetings in the absence of Chairperson, Alternate Chairperson or GSR. Must do a knowledge transfer with newly elected incoming person(s)

Nominations/Volunteers

1. _____
2. _____
3. _____
4. _____

ASSISTANT TREASURER (Officer)

QUALIFICATIONS – Must have two years of continuous sobriety and maintain sobriety; have previous group service experience. Must be a home group member. Term of office - one elected full-year term beginning July 1 of the year elected.

DUTIES – Assistant Treasurer is encouraged to attend all service meetings. Collect and deposit all contributions promptly. Pay all group obligations immediately upon receipt. Maintain a daily record of contributions received at each meeting. Maintain permanent record of group finances. Submit a written financial report at each monthly business meeting or post the report on the board one week prior to the meeting date. Report will include an itemization of revenue sources and a listing of expenditures. Notify Group Secretary at any time duties cannot be handled properly or promptly. Pick up mail at the PO Box. Preside at group service meetings in the absence of Chairperson, Alternate Chairperson or GSR.

Nominations/Volunteers

1. _____
2. _____
3. _____
4. _____

GENERAL SERVICE REPRESENTATIVE (GSR) (Officer)

QUALIFICATIONS - Must have two years of continuous sobriety and maintain sobriety; must be a home group member of the GIT Group for at least one year and have previous group service experience. Term of office - two years beginning January 1 of the year following date of election.

DUTIES – GSR is encouraged to attend all service meetings; represent the group at all Area, District and sub-District functions; report on all functions attended and information received from GSO; report any group change information to GSO, Area and District; assist other electors in performing their duties by providing required information from GSO and other sources; preside at group service meetings in the absence of Chairperson and Alternate Chairperson.

Nominations/Volunteers

1. _____
2. _____
3. _____
4. _____

ALTERNATE GENERAL SERVICE REPRESENTATIVE (ALT. GSR) (Officer)

QUALIFICATIONS - Must have one year of continuous sobriety and maintain sobriety; must be a home group member of the GIT. Group for at least one year and have previous group service experience. Term of office – two years beginning January 1 of the year following date of election.

DUTIES – Alternate GSR Officer is encouraged to attend all service meetings; should attend District and sub-District meetings; should attend Area meetings when economically feasible; in the absence of GSR, will assume all GSR. duties as Acting GSR.

Nominations/Volunteers

1. _____
2. _____
3. _____

4. _____

WEBMASTER (Officer)

QUALIFICATIONS – Must have one year of continuous sobriety and maintain sobriety; must be a home group member of the GIT Group and have previous group experience. Should also have working knowledge of WordPress program and HTML as it pertains to website design and maintenance. Term of office - one elected full-year term beginning July 1 of the year elected.

DUTIES – Webmaster is encouraged to attend all service meetings. Perform regular updates as needed to group website. Respond to incoming e-mails regarding suggested changes and/or technical problems with the website. Report at service meetings as to the status of the website and any feedback. Inform group of changes that have been made monthly. Provide technical assistance to group officers regarding e-mail set-up. Keep track of the domain name and hosting expiration with iPower and facilitate the continuing subscription with iPower and ownership of domain name.

Nominations/Volunteers

1. _____
2. _____
3. _____
4. _____

ALTERNATE WEBMASTER

QUALIFICATIONS – Must have one year of continuous sobriety and maintain sobriety; must be a home group member of the G.I.T. Group and have previous group experience. Should also have working knowledge of Wordpress program and HTML as it pertains to website design and maintenance. Term of office - one elected full-year term beginning July 1 of the year elected.

DUTIES – Alternate Webmaster is encouraged to attend all service meetings. Perform regular updates as needed to group website. Respond to incoming e-mails in regard to suggested changes and/or technical problems with the website. Report at service meetings as to the status of the website and any feedback. Inform group of changes that have been made on a monthly basis. Provide technical assistance to group officers regarding e-mail set-up. Keep

track of the domain name and hosting expiration with iPower and facilitate the continuing subscription with iPower and ownership of domain name.

Nominations/Volunteers

1. _____
2. _____
3. _____
4. _____

INTERGROUP REPRESENTATIVE (IGR)

QUALIFICATIONS – Should have one year of continuous sobriety and maintain sobriety. Must be a home group member of GIT and be active in group affairs. Term of office - one elected full year term beginning July 1 of the year elected.

DUTIES – IGR/EVI Representative is encouraged to attend all service meetings; attend all East Valley Intergroup monthly meetings; report on all meetings attended and provide group with available printed information, flyers, etc. on East Valley activities.

Nominations/Volunteers

1. _____
2. _____
3. _____
4. _____

ALTERNATE INTERGROUP REPRESENTATIVE (ALT. IGR)

QUALIFICATIONS – Must have six months of continuous sobriety and maintain sobriety. Must be a home group member of GIT and be active in group affairs. Term of office - one elected full year term beginning July 1 of the year elected.

DUTIES – Alternate IGR/EVI Representative is encouraged to attend all service meetings; should attend EVI monthly meetings with IGR. In the absence of IGR, will assume all duties as Acting IGR.

Nominations/Volunteers

1. _____
2. _____
3. _____
4. _____

HOSPITALS & INSTITUTIONS REPRESENTATIVE (H&I REP.)

QUALIFICATIONS – Must have at least one year of continuous sobriety and maintain sobriety and be active in group affairs. Must be a home group member of GIT. Term of office - one full year effective July 1 of year elected.

DUTIES – H&I Representative is encouraged to attend all service meetings, attend Valleywide H & I committee meetings each month, and report H&I activities to the home group members. Act as the interface between the H&I committee and the home group. This would involve chairing meetings at jails, hospitals, and treatment centers; and interface activity with the local treatment centers informing them of available AA meetings and the type of meeting formats and structures. Convey group concerns to the H&I committee when needed and solicit help from the group when needed to accomplish H&I committee actions.

Nominations/Volunteers

1. _____
2. _____
3. _____
4. _____

ALTERNATE HOSPITALS & INSTITUTIONS REPRESENTATIVE (ALT. H&I REP.)

QUALIFICATIONS – Must have at least six months of continuous sobriety and maintain sobriety and be active in group affairs. Must be a home group member of GIT. Term of office - one full year effective July 1 of year elected.

DUTIES – Alternate H&I Representative is encouraged to attend all service meetings, attend Valleywide H&I committee meetings each month, and report H&I activities to the home group members in the absence of the H&I Rep. Assist in interface responsibilities between the home group and the H&I committee as required.

Nominations/Volunteers

1. _____
2. _____
3. _____
4. _____

SPONSORSHIP CHAIRPERSON

QUALIFICATIONS – Must have three years of continuous sobriety and maintain sobriety. Be a home group member of the GIT group for at least one year, have previous group service experience, and previous experience as a sponsor. Term of office - one elected full year term beginning July 1 of the year elected.

DUTIES – Sponsorship Chairperson is encouraged to attend all service meetings; hold quarterly workshops for group members interested in sponsorship. Report activities at monthly service meetings.

Nominations/Volunteers

1. _____
2. _____
3. _____
4. _____

CHIPS CHAIRPERSON

QUALIFICATIONS – Must have six months of continuous sobriety and be active in group affairs. Must maintain sobriety and be a home group member of GIT. Term of office - one full year term beginning July 1 of the year elected.

DUTIES – Chips chairperson is encouraged to attend all service meetings; maintain an adequate supply of materials at all times, including: Chips, raffle tickets & marbles: as purchases are made submit receipts to treasure promptly for immediate reimbursement: report activities at monthly service meetings.

Nominations/Volunteers

1. _____
2. _____
3. _____
4. _____

LITERATURE & GRAPEVINE REPRESENTATIVE

QUALIFICATIONS – Must have six months of continuous sobriety and maintain sobriety. Must be a home group member. Term of office - one elected full year term beginning July 1 of the year elected.

DUTIES – Literature & Chips Chairperson is encouraged to attend all service meetings; develop a working knowledge of the function of Intergroup and the materials available; maintain an adequate supply of materials at all times, including: literature, chips, raffle tickets and marbles; as purchases are made, submit receipts to Treasurer promptly for immediate reimbursement. Develop a working knowledge of the materials available through intergroup. Notify GSC of the election to office, maintain grapevine library, notebooks, and board. Report grapevine activity at the monthly service meetings. Literature and Grapevine activities at monthly service meeting.

Nominations/Volunteers

1. _____
2. _____
3. _____
4. _____

MEETING SECRETARY CHAIRPERSON

QUALIFICATIONS – Must have at least one year of continuous sobriety and be active in group affairs. Must be a home group member of GIT. Term of office - one full year beginning July 1 of the year elected.

DUTIES – Meeting Secretary Chairperson is encouraged to attend all service meetings. Post sign up sheets 1 full calendar month before quarterly elections. Conduct quarterly workshops for new secretaries to review their duties and responsibilities prior to quarterly elections. These workshops will include the following topics: Home group member responsibilities, trusted servant concept, the three legacies of AA (RECOVERY/UNITY/SERVICE), meeting types and

formats, optional assistance from others, physical requirements. Place announcements whenever new secretaries are needed. Encourages all secretaries to attend the monthly business meetings and explains the change procedures used by our home group, related to meeting changes. Utilize AA approved literature to share leadership and service concepts with new secretaries. Provides keys for all secretaries. Address any issues/complaints with appropriate meeting secretary. Report Meeting Secretary activities at the monthly service meetings. Refer to the *Meeting Secretary Guidelines*. (See Appendix B.)

Nominations/Volunteers

1. _____
2. _____
3. _____
4. _____

SUPPLIES CHAIRPERSON

QUALIFICATIONS – Must have at least six months of continuous sobriety and be active in group affairs. Must be a home group member of GIT. Term of office - one full year term beginning July 1 of the year elected.

DUTIES – Supplies Chairperson is encouraged to attend all service meetings. Purchase the following supplies for the home group as required, paper towels, toilet paper, paper plates, plastic utensils, cleaning supplies, soap, envelopes, and napkins. Monitor usage and check supply list, and re-supply as required. Turn in receipts to the group Treasurer promptly for immediate reimbursement. Report supply activity at the monthly service meetings.

Nominations/Volunteers

1. _____
2. _____
3. _____
4. _____

COFFEE CHAIRPERSON

QUALIFICATIONS – Must have at least six months of continuous sobriety and be active in group affairs. Must be a home group member of GIT. Term of office - one elected full year term beginning July 1 of the year elected.

DUTIES – Coffee Chairperson is encouraged to attend all service meetings. Monitor and purchase coffee and associated items; sugar packets, Sweet & Low packets, creamer, filter, new pots, stir sticks and 8oz cups. Monitor and keep log of usage quantities of all items purchased. Work with Picnic Committee on Spring and Fall Picnics and other GIT hosting events. Turn in receipts promptly to the group Treasurer for immediate reimbursement. Report coffee activity at the service meetings.

Nominations/Volunteers

1. _____
2. _____
3. _____
4. _____

BIRTHDAY CHAIRPERSON

QUALIFICATIONS – Must have at least six months of continuous sobriety and maintain sobriety and be active in group affairs. Must be a home group member of GIT. Term of office - one full elected year beginning July 1 of the year elected.

DUTIES – Birthday Chairperson is encouraged to attend all service meetings. Purchase the monthly birthday night cake and enough cards for all birthday members to receive one signed by fellow members. Ensure enough time prior to the birthday night for members to pass and sign the cards. Ensure all members with birthdays receive a card. Turn in receipts promptly to the group Treasurer for immediate reimbursement. Report birthday activity at the service meetings.

Nominations/Volunteers

1. _____
2. _____
3. _____
4. _____

FACILITIES CHAIRPERSON

QUALIFICATIONS – Must have six months of continuous sobriety and be active in group affairs. Must be a home group member of GIT. Term of office - one full year term beginning July 1 of the year elected.

DUTIES – Facilities Chairperson is encouraged to attend all service meetings. Report on facility repairs and cleaning activity at the monthly business meetings, solicit group participation on scheduled maintenance and repair of our meeting place. Select a committee of two or more home group members to serve for three-month intervals in assisting with facility maintenance chores—including Sunday morning cleanup. Ensure that the meeting place is always clean and attractive. Request the necessary cleaning supplies from the Supplies Chairperson to allow scheduled cleaning. Purchase and change the A/C filters as needed and oversee maintenance. Turn in receipts to the group Treasurer for reimbursement. Report facilities status at the monthly service meetings.

Nominations/Volunteers

1. _____
2. _____
3. _____
4. _____

PICNIC COMMITTEE CHAIRPERSON

QUALIFICATIONS - Must have one year of continuous sobriety and maintain sobriety. Must be a home group member of GIT. Term of office - one elected full year term beginning July 1 of the year elected.

DUTIES – Picnic Committee Chairperson is encouraged to attend all service meetings. Responsible for coordinating and executing the annual spring and fall picnics for GIT. Request operating funds from the Treasurer; encourage members to volunteer to be of service. Post sign-up sheets to establish the body of the committee and assign positions to those volunteers. Maintains all documentation and receipts that pertains to the picnics and reviews expenditures with Treasurer. Provides a report to the group at the service meeting at the end of each picnic event. See Appendix D

Nominations/Volunteers

1. _____
2. _____
3. _____
4. _____

PICNIC COMMITTEE CHAIRPERSON (ASSISTANT)

QUALIFICATIONS - Must have six months of continuous sobriety and maintain sobriety. Must be a home group member. Term of office - one elected full year term beginning July 1 of the year elected.

DUTIES – Picnic Committee Chairperson is encouraged to attend all service meetings. Responsible for assisting the Picnic Chairperson in their duties as outlined in the Picnic Chairperson’s description of duties above.

Nominations/Volunteers

1. _____
2. _____
3. _____
4. _____

PROFESSIONAL COMMUNITY REPRESENTATIVE (P.I. &C.P.C REP.)

QUALIFICATIONS – Must have at least two years year of continuous sobriety and maintain sobriety and be active in group affairs. Must be a home group member. Term of office - one full year effective July 1 of year elected. Knowledge of or willingness to learn tradition 11.

DUTIES – P.I. /C.P.C Representative could involve bringing the A.A. message to professionals and to students as well as those working in the field of alcoholism for in our community, helping them to understand how and why A.A Works. This Representative is to attend all service meetings at GIT and EVI P.I. /C.P.C committee meetings each month, and report PI/CPC activities to the home group members. Act as the interface between the PI/CPC committee and the home group.

P.I. activities can include providing accurate A.A. Information to the public when requested.

C.P.C. activities can include providing information about A.A. to those who have contact with alcoholics through their profession.

Nominations/Volunteers

1. _____
2. _____
3. _____
4. _____

(ALT. P.I. & C.P.C REP.)

QUALIFICATIONS – Must have at least two years of continuous sobriety and maintain sobriety and be active in group affairs. Must be a home group member. Term of office - one full year effective July 1 of year elected.

DUTIES – Alternate PI & C.P.C Representative is encouraged to attend GIT Service meetings attend EVI P.I. /C.P.C. Committee meetings each month, and report P.I. /C.P.C. To the home group members in the absence of the P.I. /C.P.C.

Nominations/Volunteers

1. _____
2. _____
3. _____
4. _____

MEETING SECRETARIES

QUALIFICATIONS – Must have six months of continuous sobriety and maintain sobriety (If candidate has less than six months candidates sponsor must attend all meetings); all candidates must attend meeting secretary workshop. Must be a home group member of GIT. Term of office - elected for three-month quarterly period. Maximum continuous service may not exceed six months for the same meeting. Sign up is first come first serve.

DUTIES – Meeting Secretaries are encouraged to attend all service meetings and to encourage other group members to also attend; read, understand and follow the Duties and Responsibilities guidelines in the front of the Meeting Book; if any questions or suggestions, list as an agenda item for the next service meeting or request assistance by the Meeting Secretary Chairperson or a Group Officer.

Saturday Night Speaker Meeting:

Saturday night speaker meeting secretaries must have 1-year continuous sobriety and maintain sobriety; good net working skills will be helpful in acquiring speakers from outside of the GIT group. If possible, no less than two speakers from outside the group per month are requested. Last minute speakers from within the group are acceptable due to no shows or cancellations. Must post the speakers name on the witeboard one week prior to the meeting.

Event Related, Non-elected Volunteer Home Group Service Positions:

Standing committee chairs or project representatives & chairpersons - i.e., alcohons, group inventory, guideline updates, archive study, special events workshops, elections, potlucks, etc. Standing committee members are generally homegroup members who volunteer to be on specific committees. There are no qualifications for standing committee members.

APPENDIX A

Call to Order

This occurs at the beginning of the meeting once quorum has been attained. Quorum is at least 50% of all members, excluding the Chair and any vacant positions

Motions:

Business is resolved at meetings by voting on propositions put forward by members. Such propositions are called *motions*. **Any person who is eligible to vote at a meeting may make a motion.** Depending on the type of motion, another member is usually needed to *second* the motion. Motions are then debated and voted upon. No member may speak more than once to any motion (although the Chair may choose not to enforce this rule if s/he deems it appropriate.) A member must raise his/her hand. A speaker's list is kept acknowledging individuals in the order in which they have raised their hands.

Amendments

A motion may be amended by a subsequent motion. If the mover and seconder of the original motion consent to the amendment, the amendment is deemed “friendly” and it does not require a

seconded and is not subject to debate. If an amendment is not deemed friendly, it does require a seconder. Such a motion must then be debated and voted upon before the debate resumes on the original motion.

Motions which take Precedence

Normally, a motion cannot be made while another motion is being debated. There are, however, certain types of motions that take precedence over “normal” motions...

1. Motion to Amend (as above)
2. Motion to Table – This is a motion to defer further debate on the main motion until some future time. The motion requires a seconder and is debatable only as to the length of time that the main motion will remain tabled.
3. Motion to Refer – This is similar to a Motion to Table, except that instead of deferring a motion for a specific amount of time, it is deferred until advice can be sought from another body.
4. Motion to Call the Question – This is a motion to cease debate and proceed to the vote on the main motion. If there is an objection to the motion, the motion requires a seconder and must pass by a two-thirds vote. The motion is not debatable.
5. Motion to Reconsider – This is a motion to re-open debate on a motion that has already been voted upon earlier in the same meeting. This motion requires a seconder.
6. Motion to Adjourn – A motion to end the meeting. Requires a seconder and is not debatable.

Points

There are several special motions called “Points” that have priority over all other motions or discussion. Points are considered serious enough that a speaker may be interrupted by another individual who wished to make a Point. Points do not require a seconder.

1. Point of Order - An individual may raise on a point of order if they feel that business is proceeding incorrectly. The chair must either agree or disagree with the point raised. An individual may also use this point if they do not understand the proceedings and/or wish to have a clarification made on a specific ruling.
2. Point of Privilege – Individuals may raise Points of Privilege if it is felt that their rights as members of the assembly have been violated. This Point can also be used if an individual is unable to participate in the discussion due to an inability to hear the speaker, because the room is too hot or cold, or because s/he is unclear on matters of procedure. If you do not understand what is happening, you can interrupt the speaker and request clarification on a Point of Privilege.
3. Point of Information - This point is the most misused one in the book. This Point is used to ASK for information that you feel is essential to your understanding of the debate. It may not be used to give information. The member may decide not to answer the question by refusing to yield the floor. Again, it is not in order to give someone information on a point of information.
4. Challenge to the Chair – This Point is used when an individual disagrees with the Chair’s ruling. The mover must state why he or she disagrees with the ruling. The Chair may then give the reasoning behind the ruling. A vote is then taken to affirm the Chair’s ruling.

Voting

Voting on motions normally requires a simple majority. Voting is normally done by a show of hands, however, anyone eligible to vote has the right to demand a vote by roll call. Voting by

secret ballot normally occurs only when an election to fill a position is required, and the assembly does not desire to conduct the election by a show of hands.

To Ensure Smooth Discussion

1. Raise your hand if you wish to speak. The Chair will take note and ask you to speak at the appropriate time.
2. Speak to the topic or motion at hand! If you wish to raise something not on the agenda, there is always "New Business" agenda items.
3. If you wish to make a suggestion regarding the motion on the floor, form it in terms of an amendment. Your amendment will need seconding, after which it will become the current item on the floor.
4. Try not to repeat points other people have already made unless you have something new to add to the point.

Part 1, Main Motions. These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion. § indicates the section from Robert's Rules.							
§	PURPOSE:	YOU SAY:	INTERRUPT	2nd	DEBATE	AMEND	VOTE
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Part 2, Incidental Motions. No order of precedence. These motions arise incidentally and are decided immediately.							
§	PURPOSE:	YOU SAY:	INTERRUPT	2nd	DEBATE	AMEND	VOTE
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33	Request for information	Point of information	Yes	No	No	No	None

Part 3, Motions That Bring a Question Again Before the Assembly. No order of precedence. Introduce only when nothing else is pending.							
§	PURPOSE:	YOU SAY:	INTERRUPT	2nd	DEBATE	AMEND	VOTE
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority

APPENDIX B

MEETING SECRETARIES DUTIES AND GUIDELINES

BEFORE THE MEETING:

1. ARRIVE AT LEAST 30 MINUTES BEFORE THE SCHEDULED START OF THE MEETING TO OPEN THE DOORS AND PREPARE FOR THE MEETING.
2. UNLOCK FRONT AND BACK DOORS
3. PREPARE COFFEE FOR YOUR MEETING. (USUALLY TWO POTS REGULAR, ONE POT DECAF, MAKE MORE OR LESS AS YOU LEARN HOW MUCH IS NEEDED FOR YOUR MEETING.)
4. CHECK KICKEN FOR CUPS, SUGAR, CREAMER, ETC. AND STOCK AS NEEDED.

5. CHECK RESTROOMS FOR TOILET PAPER AND PAPER TOWELS AND STOCK AS NEEDED.
6. SPOT MOP THE FLOOR.
7. STAIGHTEN UP AS NEEDED.
8. CHECK ANNOUNCEMENT FOLDER AND READING FOLDER, SELECT READINGS FOR MEETING. PREPARE THE DONATION ENVELOPE AND MEETING RECORD SHEET. PASS OUT BOOKS IF IT IS A STUDY MEETING. BIG BOOKS AND 12 X 12S ARE IN THE CABINET BY THE DESK.
9. YOU MAY ASK SOMEONE TO GREET AT THE DOOR, OVERSEE COFFEE, PASS OUT MARBLES, TICKETS, ETC., OR DO THESE THINGS YOURSELF.
10. ASK PEOPLE TO READ SELECTIONS AND WRITE NAMES ON ENVELOPE. TRY TO ROTATE READINGS TO NEWCOMERS WHENEVER POSSIBLE.

DURING THE MEETING:

1. FOLLOW THE MEETING FORMAT FOR YOUR MEETING IN THE MEETING SECRETARY BOOK ON THE DESK.
2. TRY TO STAY AT THE DESK AND MAINTAIN EYE CONTACT WITH ALL THE MEMBERS WHO ARE SHARING.
3. YOU HAVE THE OPTION OF CONTROLLING THE PASS OR LETTING MEMBERS PASS TO ONE ANOTHER. REMEMBER THAT AS TRUSTED SERVANTS, WE ARE TO UPHOLD THE GROUP CONSCIENCE TO MAKE THE MEETING A SAFE PLACE FOR ALL AND TO ALLOW AS MANY PEOPLE AS POSSIBLE TO SHARE. IF SOMEONE HAS NOT BEEN "TAGGED", PLEASE TRY TO CALL ON THE CHIPS TAKERS, NEWCOMERS OR VISITORS (ALCHOLICS). LET THEM KNOW THEY MAY PASS IF THEY WISH.
4. YOU HAVE THE OPTION OF SIGNING COURT PAPERS OR ASKING ANOTHER MEMBER. IT IS SUGGESTED THAT YOU WAIT UNTIL THE END OF THE MEETING TO DO SO. PLEASE DO NOT SIGN PAPERS UNLESS THERE IS A NAME ON THEM.
5. AS TRUSTED SERVANTS, YOU ARE RESPONSIBLE FOR DEALING WITH MEETING DISRUPTIONS. (OTHER MEMBERS WILL HELP IF ASKED.)
6. LET THE TRADITIONS AND STEPS GUIDE YOUR ACTIONS DURING THE MEETING AND REMEMBER THE GROUP CONSCIENCE OF GIT IS WHAT YOU REPRESENT WHILE CHARING A MEETING.

AFTER THE MEETING:

1. TAKE MONEY FOR BOOK PURCHASES AND RECORD SALES. SIGN COURT PAPERS AS YOU CHOOSE.
2. COUNT AND RECORD MONEY FOR THE SEVENTH TRADITION, COFFEE, H&I PINK CAN AND BOOKS, AND PLACE THE ENVELOPE PREPARED FOR THE MEETING IN THE SAFE. PLEASE MAKE SURE YOU PUT THE MONEY IN ORDER FACING THE SAME WAY IN THE ENVELOPE (THIS HELPS THE GIT TREASURER IMMENSELY). ALSO REMEMBER TO RECORD MONEY, ATTENDANCE, **BOOK SALES**, ETC. IN THE MEETING TRACKING SHEET IN THE FRONT OF THE BOOK.
3. LEAVE UNUSED COFFEE FOR THE NEXT MEETING. TURN OFF COFFEE MAKERS AND WARMERS AFTER EACH MEETINGS.
4. CLEAN UP CUPS, SERVING AREAS AND TABLES. EMPTY TRASH AND PLACE NEW LINERS IN CANS AS NEEDED. (YOU CAN ALWAYS ASK FOR HELP)

5. LEAVE DESK IN ORDER. REPLACE READINGS AND ANNOUNCEMENTS IN THEIR FOLDERS.
6. TURN OFF LIGHTS, FANS.
7. MAKE SURE SUPPLY CABINETS ARE LOCKED. LOCK THE DOORS.

THANKS FOR BEING OF SERVICE.

MEETING SECRETARY CHAIRPERSON – MAKE SURE YOU GIVE OUT THE COMBINATIONS TO THE SUPPLY CABINETS.

IF MEETING SECRETARY DECIDES TO DELEGATE A CHAIRPERSON WITH LESS THAN 6 MONTHS OF SOBRIETY, SECRETARY MUST BE PRESENT FOR WHOLE MEETING.

SPONSORSHIP WORKSHOP MEETING

Welcome to the Sponsorship Workshop meeting of the Get It Together Alcoholics Anonymous. We are glad all are here for this open meeting. My name is _____; I am an alcoholic. This session will not last more than 2 Hours.

Let us open the meeting with a moment of followed by the Serenity Prayer.

“God grant me the serenity to accept the things I cannot change, Courage to change the things I can, and wisdom to know the difference.”

Preamble:

Alcoholics Anonymous is a fellowship of men and women who share their experience, strength, and hope with each other that they may solve their common problem and help others to recover from alcoholism. The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self-supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization, or institution; does not wish to engage in any controversy; neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

Suggestions for a Sponsorship Workshop.

- 1) Read “AA” Sponsorship “Pamphlet” all paragraphs.
 - a.) Have a discussion after each paragraph.

- 2) Chairperson presents a 15–30-minute shar on their experience as a sponsor.
 - a.) Open floor to comments and questions
- 3) Invite 2 speakers to share their experience, hope and strength.
- 4) Open the group to comments and questions.
- 5) Suggest a home group member to attend and support another group Sponsorship Workshop.
- 6) Read all material in the AA Big Book or the 12x12 on sponsorship.

Closing:

We thank you for your participation today in our Workshop. An announcement will be in placed in the “GIT Announcement’s” for future meetings.