

**Texoma #1**  
**Group #112943**

**Bylaws**

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 the desire to stop drinking. There are no dues or fees for AA membership; we are self-supporting through our own contributions. AA 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.

**A. Purpose**

The purpose and mission of Texoma #1 group of Alcoholics Anonymous is to provide a place for AA's recovery program and fellowship to be practiced.

Tradition 5: *"Each group has but one primary purpose...to carry its message to the alcoholic who still suffers."*

**B. Membership and Quorum**

- a. Tradition 3: *"The only requirement for AA membership is a desire to stop drinking."*
- b. It is suggested that all suggested that should be present at each scheduled group conscience.

For there to be a quorum, there must be 4 officers present along with 3 members at large. There must be a majority vote for a motion to carry.

**C. Group Conscience Meetings**

- a. Group conscience meetings are held on the 1<sup>st</sup> Sunday of the month at 11:15pm.
- b. Notice of all group conscience meetings will be included in the meeting format.
- c. Discussion is limited to two minutes per person with a follow-up limited to thirty seconds per person (Chairperson's discretion.)
- d. All decisions approved by the group cannot be changed for a period of six months, after which a member can request it be brought up again for discussion through the standard process.
  - i. Exception: Group conscience deems it necessary to review an approved motion:
    - 1. Does it affect AA as a whole?
    - 2. Does it affect other groups?
    - 3. Was it a well-informed decision?
    - 4. Was the decision accurate given the best information?
- e. Any member (minority vote) of Texoma#1 has the right of appeal as defined in the AA Service Manual (Concept 5 - "Right of Appeal") at that group conscience.
- f. No later than 14 days after the group conscience meeting the Secretary will post minutes as "information only." The minutes will be approved by the vote at the following group conscience meeting.

- g. Voting by home group members shall be by any of the following options:
  - i. By voice.
  - ii. By show of hands.
  - iii. By ballot.

**D. Service Positions – Descriptions and Responsibilities**

- a. Chairperson (Minimum 1 yr. sobriety; 1 yr. term)
  - i. To provide structure and facilitate group conscience meetings.
  - ii. Maintains order during group conscience meetings.
  - iii. Communicates with any service representatives or committee members when the function of their particular position is not being met.
- b. GSR – General Service Representative (Minimum 2 yrs. sobriety; 2 yr. term)
  - i. Meets requirements of service as stated in the AA Service Manual, Page S25 *“The general service representative has the job of linking his or her group with AA as a whole. The GSR represents the voice of the group conscience, reporting the groups thoughts to the district committee member and to the delegate, who passes them on at conference. This communication is a two-way street, making the GSR responsible for bringing back to the group; conference actions that affect AA unity, health, and growth. Only when a GSR keeps the group informed, and communicates with the group conscience, can the conference truly act for AA as a whole.”*
  - ii. Attends district meetings and area conference meetings as scheduled.
  - iii. Brings a report to monthly group conscience meeting of the information that has been shared at the district and area meetings.
- c. Alternate (GSR) (minimum 1 yr. sobriety; 2 yr. term)
  - i. Serves as an alternate in the event of GSR’s absence.
  - ii. Attends district meetings and area events with the GSR.
  - iii. Presents the report in the event of the GSR’s absence.
- d. Secretary (minimum 1 yr. sobriety; 1 yr. term)
  - i. Records the minutes at all Group Conscience meetings.
  - ii. Posts the minutes on bulletin board no later than one week 14 days after GC meeting.
  - iii. Reads the prior month’s meeting minutes into record at each GC meeting.
- e. Alternate Secretary (minimum 6 mos. sobriety; 1 yr. term)
  - i. Serves as an alternate in the event of the secretary’s absence.
  - ii. Aids secretary in all responsibilities of position.
- f. Treasurer (minimum 2yr sobriety; 2yr term)
  - i. Collects all 7<sup>th</sup> traditions monies and deposits into groups’ accounts.
  - ii. Pays all group expenses in a timely manner.
  - iii. Reimburse expenditures allowed to members within the guidelines of the bylaws.
  - iv. Pays outside entities for bills up to \$150 dollars such as repairs or services; i.e. plumbing, exterminations.

- v. Distributes funds quarterly after bills are paid and the “prudent reserve” is set aside for any emergency contingencies. Extra monies are to be distributed quarterly to: District (10%), Area (10%), GSO (30%) and Intergroup or Central Office (50%). In accordance to the guidelines suggested in the GSO pamphlet *SELF-SUPPORT: WHERE MONEY AND SPIRITUALITY MIX*.
- vi. Maintains all bookkeeping records.
- vii. Provides and presents the current financial report for each month to the group conscience meeting including break down of income and expenses by category, i.e. meetings, literature, coffee, supplies, etc.
- viii. Serves as liaison to meeting location facility. (lease)
  - 1. Current meeting location: 300 W Morgan, Denison, TX 75020
- ix. Stamps envelopes for the 7<sup>th</sup> tradition collection.
- g. Assistant Alternate Treasurer (minimum 2yr sobriety; 2yr term)
  - i. Serves as the Treasurer in their absence, including the presentation of the financial report.
  - ii. Assists with collecting/depositing of 7<sup>th</sup> tradition monies at meetings.
- h. Literature Representative (minimum 6 mos. sobriety; 1 yr. term)
  - i. Maintains supply of AA Conference approved literature; including sobriety chips, newcomer packets, pamphlets, etc., in accordance with agreed upon inventory.
  - ii. Presents the literature report to the group conscience including purchases of literature, chips, etc.
  - iii. Coordinates with group conscience and other group members with specific requests, i.e., AA literature for individuals requested and paid for in advance.
- i. Alternate Literature Representative (minimum of 6 mos. sobriety; 1 yr. term)
  - i. Serves as the Literature Representative in their absence, including the presentation of the Literature report.
- j. Supplies Representative (minimum of 6 mos. sobriety; 1 yr. term)
  - i. Maintains all refreshment and meeting supplies (i.e., envelopes, coffee, filters, cups, condiments, toilet paper, cleaning supplies, filters for AC units, etc.).
  - ii. Orders monthly birthday cake from approved vendor, i.e., Albertson’s or Wal-Mart.
  - iii. Coordinates with group conscience on specific requests.
- k. CPC/PI Representative Cooperation with Professional Community/Public Information Liaison (minimum of 1 yr. sobriety; 1 yr. term)
  - i. CPC- Work with the intergroup office, district, or area CPC committees to focus on cooperation with but not affiliation with professionals – educators, physicians, clergy, court officials and others who are often in contact with active alcoholics.

- ii. Keep the home group informed of area CPC activities and when appropriate arrange for volunteers in carrying the AA message at professional meetings, seminars, and more.
- iii. PI – Works with the intergroup office, district or area PI committees to carry the message locally.
- iv. Keep the home group informed of local PI activities and when appropriate arrange for volunteers to carry the message to schools, businesses, law enforcement agencies, probation/parole departments and other organizations interested in the AA approach to recovery from alcoholism.
- I. Treatment/Corrections Representative (minimum of 1 yr. sobriety; 1 yr. term)
  - i. Treatment – Keep the home group informed of local opportunities to share in vital service work in conjunction with local intergroup, district, or area committees.
    - 1. Members take the message locally into hospital and treatment facilities, where allowed and encourage other home group members to help share this responsibility.
    - 2. Work with hospital and treatment center staffs to better understand AA and taking the tools of recovery to alcoholics in treatment.
  - ii. Corrections – Keeps the home group informed of local Twelfth-Step activities in nearby institutions and encourage home group members to participate.
    - 1. Includes taking meetings into prisons and jails, where allowed, to help inmates recover and prepare for sober, fulfilling lives after release.
    - 2. May also serve as correspondents and AA contacts when the inmates are released.

#### **E. Elections**

- a. All persons interested in holding a service position must be nominated for that position, meet the sobriety requirement, and must be present at GC meeting to be elected.
- b. All terms of sobriety must be continuous to maintain the position.
- c. Voting will be by members of the Texoma #1 group.
- d. The group conscience will observe the voting rules for facilitating elections as outlined by any of the following options:
  - i. By voice.
  - ii. By show of hands.
  - iii. By ballot.
- e. All elections will be held annually in September, and the elected will assume the office in January.
- f. Vacancies of office will be addressed as new business at group conscience so that any/all vacant positions may be filled.

**F. Removal from Service Positions**

- a. An elected service position member is automatically removed from office if he/she fails to maintain the sobriety requirement.
- b. When an elected service member fails to fulfill his/her designated duties and/or misses three consecutive group conscience meetings, the matter will be taken before the group conscience for resolution.
- c. If an open position occurs, the position will be posted for a minimum of 14 days and a new election held at the following months' group conscience meeting.

**G. Group Conscience Meeting Outline and Instructions**

- a. Purpose – To provide guidance for the group in accordance with the AA traditions; ensuring that all members are allowed to be heard and to participate in decision-making without confusion.
- b. Order of Business
  - i. Call meeting to order with the serenity prayer.
  - ii. Read the twelve traditions.
  - iii. Secretary reads last month's minutes.
  - iv. The chairperson asks for any corrections, if any, corrections are added, if none then:
  - v. The chairperson calls for a motion to accept the minutes, calls for the second, and then vote is called. A majority vote is needed for minutes to be accepted.
  - vi. Ask for service position reports: \*NOTE: These reports DO NOT require a vote. They are informational only.
    - 1. Treasurer Report
    - 2. GSR Report
    - 3. Literature Report
    - 4. Supplies Report
    - 5. CPC/PI Report
    - 6. Treatment & Corrections Report
  - vii. Reintroduce and address Old Business from previous meeting(s).
  - viii. Introduce and ask for New Business topics or items presented from the group or individual members.
  - v. Adjournment. This does require both a motion and a second.
    - 1. \*NOTE: GC meetings are limited to 1 hour.
    - 2. An additional ½ hour may be added if needed, but this requires both a motion and a second.
- c. General Summary of Guidelines for All Group Conscience Meetings
  - i. Allow all motions to be heard in order.
  - ii. Have members obtain the floor properly, i.e. to be recognized by the chairperson, this avoids multiple discussions going on at the same time.
  - iii. Speak clearly and concisely.
  - iv. Obey the rules of debate. (See Robert's Rules of Order)
  - v. Most importantly, BE COURTEOUS.

- d. Motions-Descriptions and Procedures
  - i. Formal method used by members to propose changes during the group conscience meetings will be in the form of motions.
  - ii. A motion is a proposal that the entire group membership will discuss and decide on.
  - iii. Individual members can:
    - 1. Make motions, i.e., originate them.
      - a. Members present may ask for clarification only, not discussion of the motion.
      - b. After clarification, move to #2.
    - 2. Chairperson will call for the second.
    - 3. After seconded, the motion must be publicly posted for 14 days.
      - a. Motions will be discussed and voted on at the following group conscience.
      - b. If the originator of the motion is not present at the next group conscience, the motion dies.
  - iv. Types of Motions
    - 1. Main Motions – The purpose of a main motion is to introduce the item to the group for their consideration. A motion cannot be made when any other motion is on the floor.
    - 2. Amendments to Main Motions – The purpose of a “friendly amendment” is to change or affect how a main motion is handled. These motions MUST be accepted by the originator of the Main Motion to be considered and amended to the Main Motion.
    - 3. Motion to Table – A motion can be “tabled” meaning the vote will take place at another group conscience meeting. Tabled can be used when discussions are not complete, information needs to be investigated, and or needs more clarification.
  - v. Presentation of Motions
    - 1. Make your motion, speaking in a clear and concise manner.
    - 2. Avoid personalities and stay on your subject.
    - 3. The chairperson will call for a second.
      - a. If there is not second, your motion is lost.
      - b. If seconded, then go to 4.
      - c. The chairperson restates your motion and will say something like, “It has been moved and seconded that we...” therefore placing your motion before the membership for consideration and action. \*It must be posted for 14 days to be voted on at the next group conscience.
    - 4. The membership then discusses your motion or may move directly to a vote.

5. The originator of the motion must be present to state the motion as posted and is the first to speak. If the originator is not present the motion is lost.
6. All comments and debate must be directed by the chairperson who will ensure that the time limits for speaking, 2 minutes per person and 30 seconds for follow-ups will be adhered to.
7. This will also allow everyone to have a chance to speak before anyone speaks a second time.
8. Putting the motion to the membership:
  - a. The chairperson asks, "Are you ready to vote on the motion?"
  - b. If there is no more discussion, the vote is taken.
9. Voting on a Motion
  - a. Voting Procedures – all options MAY be used:
    - i. By voice – The chairperson asks those in favor to say, "aye" those opposed to say "no". Any member may ask for an exact count.
    - ii. By hand – Members raise their hands and are counted.
    - iii. By ballot – Members write their vote on a slip of paper; this method is used when secrecy is desired.
    - iv. The Third Legacy Procedure, "as defined in the AA Service Manual", may be used by the group for service position elections.

#### **H. Review of Bylaws**

- a. Bylaws will be reviewed every three years by the group at the beginning of January.
- b. All members of Texoma #1 may attend and participate in the bylaw review sessions.
- c. Addendums to bylaws may be suggested through "new business" for the group conscience to review at any time.
- d. Addendums from previous bylaw reviews and or changes will be incorporated into the revised bylaws document.
- e. The next formal bylaw review is scheduled for January 2026.