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Effective 6/25/2017
Amended 07/12/2020

Operating Guidelines

Clean Air North Group

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Clean Air North Group of Alcoholics Anonymous

ADOPTED BY THE GROUP CONSCIENCE ON 06/25/2017 AND AS AMENDED HEREIN

OPERATING GUIDELINES OF CLEAN AIR NORTH GROUP OF ALCOHOLICS ANONYMOUS

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ARTICLE I

NAME

NAME

§1.01 NAME

(Effective June 25, 2017)

The name of the group is Clean Air North Group of Alcoholics Anonymous.

ARTICLE II

PURPOSE, POWER & DURABILITY

PURPOSE, POWER & DURABILITY

§2.01 PURPOSE

(Effective June 25, 2017)

1. The primary purpose of Clean Air North Group of Alcoholics Anonymous is to carry the message to the alcoholic who still suffers.
2. The purpose of these durable Operating Guidelines is to harmonize actions taken by the Group Conscience, as well as the requirements of our landlord and the Town of Addison, thereby establishing a set of guidelines by which the group is to operate.

§2.02 POWER

(Effective June 25, 2017)

Clean Air North has 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.

§2.03 DURABILITY

(Effective June 25, 2017)

1. These Operating Guidelines shall remain in full force and effect until such time that the Group Conscience amends, modifies, or suspends these Operating Guidelines in accordance with Articles XII and XIII.
2. No member or group of members, may waive, modify or amend any of the requirements in these Operating Guidelines, whether verbally or otherwise, except as prescribed in Articles XII and XIII.

ARTICLE III

MEMBERSHIP & MEMBER RIGHTS

CLEAN AIR NORTH GROUP MEMBERSHIP, MEMBER RIGHTS, CODE OF CONDUCT

§3.01 MEMBERSHIP IN CLEAN AIR NORTH GROUP

(Effective June 25, 2017)

1. A member of Clean Air North Group is any person that;
 - a. Has a desire to stop drinking, and
 - b. Declares Clean Air North as their home group, and
 - c. Participates in group activities, including, but not limited to, celebrating their birthday at Clean Air North and attending meetings at Clean Air North.

§3.02 RIGHTS OF CLEAN AIR NORTH GROUP MEMBERS

(Effective June 25, 2017)

1. In addition to the rights embodied in Concepts III, IV, and V, of The Twelve Concepts for World Service, a member of Clean Air North Group has the right to;
 - a. Participate and vote in Group Conscience meetings, and
 - b. Chair the meetings listed in Article V, and
 - c. Hold one of the Trusted Servant positions described in Article IV.

§3.03 CODE OF CONDUCT

(Effective June 25, 2017)

At Clean Air North Group our common welfare comes first, but individual welfare follows close afterward. Clean Air North is open to all persons that have an interest in recovery from the disease of alcoholism, regardless of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, or age. Love and tolerance of others is our code. While Clean Air North has no desire to control or direct the behavior of our members, we encourage our members to try to act with decorum, be respectful of the diversity of our membership and the rights of others, and avoid engaging in activities that would detract us from our primary purpose. For example, bullying, stalking, sexual harassment, financial coercion, political opinions and the like, have no place at Clean Air North. Members have redress of grievances available to them through sponsorship as well as the Group Conscience and are encouraged to read *Safety and A.A.: Our Common Welfare* (SMF-209), a service publication from the AA General Service Office.

ARTICLE IV

TRUSTED SERVANTS

TRUSTED SERVANTS, ALTERNATES, ELIGIBILITY, NOMINATIONS, ELECTIONS, REIMBURSEMENT, RESIGNATION

§4.01 TRUSTED SERVANTS

(Effective June 25, 2017)

The trusted servant positions, term of service, minimum length of continuous sobriety, and duties of the position holder shall be as described in Exhibit A. In the spirit of service, members are strongly encouraged to coordinate with our trusted servants and assist them with their duties whenever possible. Likewise, our trusted servants should always enlist the aid of members in carrying out their duties.

§4.02 ALTERNATES

(Effective June 25, 2017)

The Group Conscience may, from time to time, elect alternate service position holders to fulfill the duties of the service position holder, in the event that person is unable to fulfil those duties. Alternate service position holders may rotate into the position for which they have been serving as an alternate service position holder, provided they meet the minimum length of continuous sobriety that is required for the service position holder. The alternate General Service Representative shall have the right to rotate into the GSR position, uncontested.

§4.03 ELIGIBILITY

(Effective June 25, 2017)

Any member may serve as a trusted servant, provided the member meets the minimum length of continuous sobriety as prescribed in Section 4.01 for each service position.

§4.04 NOMINATIONS

(Effective June 25, 2017, amended July 12, 2020)

1. Nominations for service position holders shall be;
 - a. Placed on the In-House Service Opportunities sign-up sheet on the bulletin board, or
 - b. Made by verbal motion during the Group Conscience meeting on the day of the election of trusted servants.

§4.05 ELECTIONS

(Effective June 25, 2017)

1. Elections for trusted servant positions shall be held during the Group Conscience meeting in the month preceding the end of the current term.
2. Only members of Clean Air North are eligible to vote.
3. Only members of Clean Air North are eligible to be nominated or hold a trusted servant position.
4. When there is more than one nominee for a service position, the Group Chairperson shall ask both nominees to leave the meeting while the vote is taken. The recipient of a simple majority of the votes cast will be elected to the position.
5. Where there is only one nominee for a position, the Group Chairperson shall call for the election of that person to the position by acclamation.

§4.06 REIMBURSEMENT

(Effective June 25, 2017)

1. Service position holders and alternate service position holders shall receive reimbursement from the Treasurer for the purchase of items and supplies necessary to carry out his or her duties during the Term of Service. To receive reimbursement for purchases, receipts containing the purchaser's full name and physical mailing address must be dropped in the safe for retrieval by the Treasurer, whereafter a check will be mailed to the address provided. Out-of-the-ordinary expenses must first be approved by the Group Conscience or reimbursement may not occur (See Article VII, Section 7.04 Purchasing).
2. The General Service Representative (GSR) shall receive reasonable compensation for expenses related to attending various service functions while in the performance of his or her duties. The GSR shall present to the Group Conscience an estimated expenditure amount for each function and obtain approval from the Group Conscience in advance of the function. In the event that the GSR is unable to attend a particular service function, the alternate GSR shall assume this responsibility.

§4.07 RESIGNATION

(Effective June 25, 2017)

1. Service position holders and alternate service position holders will resign their position due to one or more of the following reasons:
 - a. Failure to maintain the minimum amount of continuous sobriety required for the position.
 - b. Continued failure to carry out the duties for which the service position requires.

- c. Failure by a trusted servant to attend three Group Conscience meetings during the Term of Service, for the purpose of giving a report. In the event that the position holder has an alternate, the alternate will rotate into the trusted servant position and the Secretary shall open up the alternate position in accordance with Section 4.02.
2. In the event that a service position holder resigns, the Secretary shall post the opening on the In-House Service Opportunities sign-up sheet as soon as possible and shall advertise the open position until the position is filled.

ARTICLE V

MEETINGS

REGULAR MEETINGS, GROUP CONSCIENCE MEETINGS, COMMITTEE MEETINGS, DISTRICT AND AREA MEETINGS, AD HOC MEETINGS

§5.01 REGULAR IN-PERSON AND ONLINE MEETINGS

(Effective June 25, 2017, amended July 12, 2020)

1. Regular in-person and online open and closed AA meetings shall be held only on the days and times listed in Exhibit B, except that the online meeting schedule may be changed as needed provided it is published on the website in advance.
2. Only members of Clean Air North may chair the meetings listed in Exhibit B, as well as the online meetings.
3. Literature used during meetings shall only be General Service Conference approved literature and literature published by the AA Grapevine.
4. All meetings shall adhere to the formats listed in Exhibit B.
5. All meetings shall follow the Chairperson's Meeting Guidebook Sheets in Exhibit C.

§5.02 GROUP CONSCIENCE MEETINGS

(Effective June 25, 2017, amended July 12, 2020)

1. The Group Conscience shall meet on the second Sunday of each month at 10:45 am, for the purpose of conducting business relative to the smooth functioning of the group. This includes receiving trusted servant reports and taking actions that help fulfil the group's primary purpose.
2. Notwithstanding §5.02(1), in rare cases, a Special Meeting of the Group Conscience may be called by the Group Chairperson on a matter of such urgency that delaying the matter

until the next regularly scheduled Group Conscience meeting could bring harm to the group. The Group Chairperson shall hear no other old or new business unless it is directly related to the matter for which the meeting is called. If a Special Meeting is called the Secretary shall prominently display notice of the day and time of the meeting inside the meeting facility at least 72 hours in advance of the meeting. In the event that the Group Chairperson is incapacitated, for whatever reason, the Secretary shall call the Special Meeting and act as the Group Chairperson for the purpose of conducting the meeting.

3. The Group Conscience should make every effort to follow the intent of Robert's Rules of Order during the conduct of meetings, except that great deference shall be given to the minority opinion in all matters affecting the group.
4. At the specific request of the Group Conscience, District or Area representatives or non-member service workers or professionals may be invited to attend the meeting, so that the Group Conscience is better informed.
5. The Secretary shall record the meeting minutes, post the minutes on the bulletin board, and archive the minutes in the meeting minutes book.

§5.03 COMMITTEE MEETINGS

(Effective June 25, 2017)

Clean Air North ought to never be organized, but the Group Conscience may create committees directly responsible to our members.

§5.04 DISTRICT, AREA AND INTERGROUP BOARD MEETINGS

(Effective June 25, 2017)

District, Area, and Intergroup Board Meetings including Executive Committee meetings, may be hosted without Group Conscience approval, except that the General Service Representative (GSR) shall first check with the Secretary to ensure that there are no other events scheduled that would create a conflict.

§5.05 AD HOC MEETINGS

(Effective June 25, 2017)

With the approval of the Group Conscience, Clean Air North may host meetings that support other AA related groups that carry the message to Alcoholics.

USE, SAFETY, SECURITY, CARE AND MAINTENANCE, ASSETS AND INVENTORY, ACCESSIBILITY

§6.01 USE

(Effective June 25, 2017)

1. The facility shall not be used for any purpose other than as described in Article V, except that the facility may be used for other group related events, specifically; the monthly birthday night celebration, the annual anniversary party, group inventories, the 4th of July Weenies & Watermelon event, the Spring Fling, the Fall Frolic and the Christmas party. The Group Conscience may approve the use of the facility for other group-related events.

EXCEPTION: Sponsor members and their sponsees may have use of the back room of the facility for the sole purpose of 12 Step work. Sponsors shall ensure that the lights, fans, and coffee maker are off and that the facility is secure prior to exiting out the back door. This exception is not available to other members and guests that desire to use the facility for any reason not specifically prescribed in Article V. The privilege afforded by this exception is intended to strike a balance between sponsor needs and the needs of the group to ensure that the facility is safe and secure. Notwithstanding any of the requirements in these Operating Guidelines, the Group Conscience may remove this exception at any time.

2. At no time shall the facility be utilized for any purpose other than AA or group related activities. Group related activities are those activities that involve the group as a whole.
3. Any literature, tapes, or other items that have not been approved by either the General Service Conference, the AA Grapevine, or the Group Conscience shall not be kept in the facility. Items that are left in the facility and that do not adhere to these requirements will be discarded.
4. Personal effects that are left in the facility will be held in the Lost and Found area for a period not less than 30 days for retrieval by members and guests. After the 30-day period, they will be considered abandoned and will be donated or discarded by the Group Facilitator, as appropriate.

§6.02 SAFETY

(Effective June 25, 2017, amended July 12, 2020)

1. Members should read and become familiar with the AA General Service Office publication, *Safety and A.A.: Our Common Welfare* (service material SMF-209).

2. The open carry of firearms within the facility is strictly forbidden. Violators should be kindly informed of our group policy by a member and asked to comply. If the subject of the request does not comply, the member shall call the Addison Police Department to request assistance in resolving the issue. This policy does not extend to the exterior of the building, or common areas under the landlord's authority.
3. The smoking of tobacco products and the use of electronic cigarettes is not allowed within the facility. Members and guests may use these items in the Designated Smoking Area located outside at the rear of the building. Cigarette butts and other spent tobacco products shall be properly disposed of. Members and guests are discouraged from using tobacco and electronic cigarettes near the front entry area.
4. Children shall be accompanied by a responsible adult at all times while inside the facility.
5. Members and guests shall not park in front of the fire exit door located at the rear of the building.
6. Non-combustible wall hangings, coverings and party decorations should be utilized whenever possible as required by the local fire code.
7. The maximum occupant load in the main meeting room is 99 persons and the maximum occupant load in the back room is 8 persons, per the Town of Addison Fire Marshal.
8. For safety reasons and liability purposes, members and guests shall not remain in the facility after the meeting chairperson or trusted servant has left the facility.
9. The group shall adhere to any special requirements or protocols necessary to prevent or mitigate disease by following the recommendations of local, state, or federal health departments or agencies.

§6.03 SECURITY

(Effective June 25, 2017)

1. Meeting chairpersons shall drop their front door key in the Key Drop Box at the end of the month that they have chaired.
2. Trusted servants shall drop their front door key in the Key Drop Box at the end of their Term of Service.
3. Meeting chairpersons and trusted servants shall not make copies of front door keys to give to other members, except as specifically requested by the Program Chairperson or the Group Chairperson in the performance of their duties.

§6.04 CARE AND MAINTENANCE

(Effective June 25, 2017)

1. The facility shall be maintained in good working condition by the Group Facilitator as prescribed in Exhibit D, except that members and their spouses are encouraged to coordinate with the Group Facilitator and perform the various tasks as needed.
2. In the event of a facility problem, the Group Facilitator shall contact the Group Chairperson for direction.
3. In the event of a facility emergency, the Group Facilitator shall call 911 or contact our onsite landlord, Bright Management, at (972) 248-9636, as appropriate.

§6.05 ASSETS AND INVENTORY

(Effective June 25, 2017)

All appliances, furnishings, wall-hangings, equipment, supplies, literature, and other related items, are the sole property of the Clean Air North, and shall not be removed from the facility for any purpose whatsoever, unless specifically approved by the Group Conscience. Any items that are to be donated or sold off, must be done so in the spirit of AA's Twelve Traditions and the principle of achieving fair market value.

Exception: Literature, books, pamphlets and other General Service Conference approved materials, including AA Grapevine materials, that are either purchased or utilized by members for 12th Step work, are not subject to this requirement.

§6.06 ACCESSIBILITY (ADA)

(Effective June 25, 2017)

1. Clean Air North is a public accommodation operating in a commercial facility. As a result, the group is required to adhere to the requirements of Title III of the Americans with Disabilities Act (ADA), and shall do so whenever possible.
2. Only Service Animals, as defined by the Americans with Disabilities Act (ADA), are permitted within the facility. They shall be allowed to accompany a person with a disability in all areas of the facility. Clean Air North shall never implement policies that prohibit these types of animals from attending meetings with their handlers.

ARTICLE VII

FINANCES

GENERAL, CHECKING ACCOUNT, PRUDENT RESERVE ACCOUNT, PURCHASING, EXCESS FUNDS

§7.01 GENERAL

(Effective June 25, 2017, amended July 12, 2020)

1. Clean Air North Group of Alcoholics Anonymous is a nonprofit entity and shall be operated as such.
2. The Treasurer shall keep all bank accounts in good standing.

§7.02 CHECKING ACCOUNT

(Effective June 25, 2017)

1. The Treasurer shall maintain a checking account containing sufficient funds to pay all monthly bills and operating expenses.
2. The Treasurer shall pay the group's bills electronically, on or before their due dates.
3. The Treasurer shall frequently change the password on the account, and shall provide the username and password of the account to the alternate treasurer, as well as a long-time legacy member. The Treasurer shall always keep a copy of the most recent password in the safe.

§7.03 PRUDENT RESERVE ACCOUNT

(Effective June 25, 2017, amended July 12, 2020)

1. An account separate from the checking account, with no electronic check writing capability, shall be maintained at all times. The account shall;
 - a. Have a minimum balance that is not less than 6 months of the highest monthly rent charged by the landlord over the term of the lease. The amount to be funded through 02/28/2025 is \$16,116.00. (This amount includes 6 months of rent at \$2,136.00 per month, plus 6 months of CAM fees at \$550.00 per month).
 - b. Have emergency funds for general operating expenses in the amount of \$15,000.00.
2. If the funds required by 7.03.1(a) or 7.03.1(b) are depleted to less than the minimum amounts, the Treasurer shall replenish the funds in the account by taking the excess income and depositing 50% in the prudent reserve account and distributing the remaining 50% in accordance with Section 7.05. The prudent reserve account funds shall continue to be replenished until such time that the funds are restored to their minimum levels.
3. The prudent reserve account shall not have less than two signatories on the account and on each check. The signatories must be long-time legacy members of the group. The Treasurer and the Alternate Treasurer shall never be signatories on the prudent reserve account, or ever have access to the prudent reserve account, other than to make deposits.

§7.04 PURCHASING

(Effective June 25, 2017)

No single item, or group of similar items, having a total purchase price of \$250 or more shall be approved by the Group Conscience during the same Group Conscience meeting that the purchase is brought up for consideration. The Group Chairperson shall not entertain a motion or call for a vote until the Group Conscience meeting the following month. The Secretary shall note the proposed purchase in the meeting minutes so that the group is informed prior to the next Group Conscience meeting.

Exception: Facility systems that require ongoing maintenance and repairs, such as HVAC, plumbing and electrical systems, are exempt from this requirement.

§7.05 EXCESS FUNDS

(Effective June 25, 2017)

Except as required in Section 7.03.2, funds in excess of monthly operating expenditures shall be distributed by the Treasurer, and apportioned based on the following percentages:

Dallas Intergroup Association	70%
General Service Office	10%
Northeast Texas Area 65	10%
District 54	10%

ARTICLE VIII

CONTRACTS & INSURANCE

CONTRACTS AND AGREEMENTS, INSURANCE

§8.01 CONTRACTS AND AGREEMENTS

(Effective June 25, 2017)

1. No member shall enter into any verbal or written contract or agreement on behalf of Clean Air North, including any lease agreement or lease renewal, or conveyance, or any other instrument for any purpose, without the prior approval of the Group Conscience.
2. Where the Group Conscience has approved a contract or agreement, the contract or agreement shall be signed by the Group Chairperson as, "For and on behalf of Clean Air North Group of Alcoholics Anonymous".

3. The Group Chairperson shall execute all facility lease agreements or lease renewals with the landlord's representative, as well as the group's general liability insurance policy. If the Group Chairperson is unable to fulfil these duties, the Group Conscience shall be informed as soon as practicable.

§8.02 INSURANCE

(Effective June 25, 2017)

1. A general liability insurance policy shall be maintained by the group at all times in accordance with the landlord's requirements.
2. The Secretary shall ensure that the landlord maintains a current copy of the certificate of insurance, and shall post the certificate of insurance on the bulletin board.

ARTICLE IX

DOCUMENT RETENTION

DOCUMENT RETENTION POLICY

§9.01 DOCUMENT RETENTION POLICY

(Effective June 25, 2017)

1. These Operating Guidelines shall be kept in the possession of the Secretary and the Treasurer, with the Treasurer retaining any originals with original signatures.
2. Printed paper copies of the minutes of Group Conscience meetings shall be kept by the Secretary in a book or binder suitable for that purpose, during the term of service. The outgoing secretary shall ensure that the incoming secretary is in receipt of the minutes for the previous term of service, as well as all prior terms of service.
3. The Treasurer shall archive and maintain all financial records of the group for at least the previous 3 years.

ARTICLE X

TRANSPARENCY & ACCOUNTABILITY

TRANSPARENCY AND ACCOUNTABILITY

§10.01 TRANSPARENCY AND ACCOUNTABILITY

(Effective June 25, 2017, amended July 12, 2020)

1. Except as prescribed in Article V, Section 5.02, no members may meet together and call themselves a meeting of the group conscience for the purpose of performance of any of the articles contained herein.
2. The most current version of these Operating Guidelines shall be maintained in a prominent place inside of the facility by the Secretary at all times.
3. The Treasurer shall keep the most recent financial summary posted on the bulletin board along with bank statements reflecting the balance of the checking and prudent reserve accounts.

ARTICLE XI

AMENDMENT OF ARTICLES

AMENDMENT OF ARTICLES

§11.01 AMENDMENT OF ARTICLES

(Effective June 25, 2017)

1. For the purpose of group unity a motion to amend an existing article, or establish a new article, shall be type-written and submitted to the Secretary during the new business portion of a meeting of the Group Conscience in the months of June and December. The Secretary shall read the motion to the Group Conscience, and the Group Chairperson shall not entertain or call for discussion or a vote until the Group Conscience meeting the following month.
2. When a motion to amend an existing article, or establish a new article, is accepted by the Secretary, the Secretary shall post a "Notice of Motion to Amend Operating Guidelines" notice, with the specific language in the motion, throughout the facility as soon as practicable.
3. An amendment to these articles may be adopted by approval of not less than two-thirds of the Group Conscience. It will be of great importance that substantial unanimity of the members be strived for, as embodied in Concept XII from The Twelve Concepts for World Service.
4. Notwithstanding these requirements, Exhibits A, B, C, and D may be amended or modified by the Group Conscience at any time.

SUSPENSION OF OPERATING GUIDELINES

§12.01 SUSPENSION OF OPERATING GUIDELINES

(Effective June 25, 2017, amended July 12, 2020)

In the very rare event that a matter of such great importance arises, an event that requires these Operating Guidelines to be suspended so that corrective actions may be taken, and where taking no action may bring great harm to the group, the Group Conscience may suspend these Operating Guidelines under the following conditions;

1. In accordance with Article V, Section 5.02(2) the Group Chairperson shall convene a meeting of the Group Conscience.
2. The suspension of these guidelines shall be a last resort, when all measures to resolve the matter have failed and no other options are available.
3. The suspension must include this entire document, and not include any separate articles or sections contained herein.
4. The Group Conscience must be unanimous in its deliberations.
5. The suspension must be endured no longer than the period of time necessary to resolve the issue.
6. It is done with solemnity and imposes a heavy burden on all members.

ARTICLE XIII

DISSOLUTION

DISSOLUTION OF CLEAN AIR NORTH GROUP OF ALCOHOLICS ANONYMOUS

§13.01 Dissolution of Clean Air North Group of Alcoholics Anonymous

(Effective June 25, 2017)

In the event that the Clean Air North Group is unable to continue operating, for whatever reason, the Group Chairperson, Treasurer, and the signatories on the Prudent Reserve Account, shall;

1. Utilize the funds in the Prudent Reserve Account to negotiate a lease buy-out with the landlord so that the group is closed in good-standing.
2. Sell off or donate all of the assets and inventory referenced in Article VI, Section 6.05.
3. After the settlement of all debts, including utilities, insurance and the like, the Treasurer and the Signatories on the Prudent Reserve Account, shall withdraw the remaining funds from all bank accounts, close the accounts, and distribute the funds in accordance with Article VII, Section 7.05. In the spirit of service, the Treasurer shall be responsible for ensuring that all outstanding debts are paid off prior to the Article VII, Section 7.05 distributions, even if the group is no longer meeting.
4. Notify the General Service Office, the Area and District Committees, as well as the Dallas Intergroup Association of the group's closing.
5. Notify the Internal Revenue Service or any other tax authority.

ARTICLE XIV

ADOPTION

ADOPTION OF OPERATING GUIDELINES

§14.01 Adoption of Operating Guidelines

(Effective June 25, 2017)

These Operating Guidelines will be adopted by the Group Conscience upon receipt of a two-thirds majority of the voting members present.

ARTICLE XV

CERTIFICATION

CERTIFICATION OF ADOPTION OF OPERATING GUIDELINES

I do hereby certify that the above stated Operating Guidelines of Clean Air North Group of Alcoholics Anonymous were adopted by the Group Conscience on June 25TH, 2017 and constitute a complete copy of the Operating Guidelines of the group.

SECRETARY (PRINTED FULL NAME) _____

TERM OF SERVICE (MM/DD/YY TO MM/DD/YY) _____

SIGNATURE _____

DATE _____

EXHIBIT A

TRUSTED SERVANT POSITIONS

TRUSTED SERVANT POSITIONS

§A1.01 TRUSTED SERVANTS

The service positions, term of service, minimum length of continuous sobriety, and duties of the service position holders are as follows:

GROUP CHAIRPERSON

1. The Term of Service is for 6 months.
2. Nominees and holders of the position of Group Chairperson shall have a minimum of 2 years of continuous sobriety.
3. The Group Chairperson shall;
 - a. Read and become familiar with the Operating Guidelines.
 - b. Preside over Clean Air North Group Conscience meetings and other Clean Air North related meetings.
 - c. Read the sections '*What is an Informed A.A. Group Conscience?*' and '*A.A. Business Meetings*' in the AA pamphlet (P-16) '*The A.A. Group - Where It All Begins*'.
 - d. Follow the applicable requirements set forth in the Operating Guidelines.
 - e. Provide the trusted servants, listed in Exhibit A of the Operating Guidelines, with a key to the front door.
 - f. Attend all Group Conscience meetings. If unable to attend, the Group Chairperson shall designate another member having a minimum of 2 years of continuous sobriety to chair the meeting.

SECRETARY

1. The Term of Service is for 6 months.
2. Nominees and holders of the position of Secretary shall have a minimum of 2 years of continuous sobriety.
3. The Secretary shall;
 - a. Read and become familiar with the Operating Guidelines.

- b. Obtain the meeting minutes notebook from the outgoing Secretary at the beginning of the Secretary's term.
- c. Follow the applicable requirements set forth in the Operating Guidelines.
- d. Take the minutes of all Group Conscience meetings and shall post the meeting minutes on the bulletin board, in addition to archiving the meeting minutes in the notebook.
- e. Have the contact information of the Trusted Servants in the event that they need to be contacted.
- f. Keep the AA bulletin board current, discarding outdated postings as needed.
- g. Retrieve the mail from the mailbox on a weekly basis. (Please see the previous Secretary to obtain the mailbox key).
- h. Place all bills in the safe for the Treasurer's retrieval.
- i. Attend all Group Conscience meetings. If unable to attend, the Secretary shall designate another member having a minimum of 6 months of continuous sobriety to take the meeting minutes.

TREASURER

- 1. The Term of Service is for 2 years, however, the Treasure shall also serve as the Alternate Treasurer the year prior to the term of service, and the year after the term of service.
- 2. Nominees and holders of the position of Treasurer shall have a minimum of 2 years of continuous sobriety.
- 3. The Treasurer shall;
 - a. Read and become familiar with the Operating Guidelines.
 - b. Handle all group financial matters, as outlined on Page 21 in *The AA Group...Where It All Begins* pamphlet (publication P-15), and shall abide by AA publication *A.A. Guidelines – Finance* (publication MG-15) to the maximum extent practicable.
 - c. Follow the applicable requirements set forth in the Operating Guidelines.
 - d. Keep the financial records of the group current.
 - e. Pay all facility rent and utility bills in a timely manner.

- f. Collect and reimburse supply receipts in a timely manner.
 - g. File an annual federal tax return.
 - h. Post financial statements on the bulletin board each month, and in a timely manner.
 - i. Give a financial status report at all scheduled Group Conscience meetings. If unable to attend, the Alternate Treasurer shall give the report.
4. The Treasurer shall have an Alternate (see Article IV, Section 4.02).

PROGRAM CHAIRPERSON

- 1. The Term of Service is for 6 months.
- 2. Nominees and holders of the position of Program Chairperson shall have a minimum of 1 year of continuous sobriety.
- 3. The Program Chairperson shall;
 - a. Provide a meeting chairperson for every evening meeting. (Meeting chairpersons shall be a member of Clean Air North and have a minimum of 1 year of continuous sobriety. (The Program Chairperson should keep a journal or calendar and coordinate with the previous Program Chairperson, so that the same member isn't chairing too many meetings).
 - b. Remind the chairpersons of open meetings to invite only speakers that are alcoholics and that will share their recovery from alcoholism, in keeping with AA's Singleness of Purpose.
 - c. Remind meeting chairpersons to read the meeting guide book and follow the meeting format approved by the Group Conscience.
 - d. Provide members chairing the meetings listed in Exhibit B of the Operating Guidelines, with a key to the front door.
 - e. Give a status report at all Group Conscience meetings. If unable to attend, the Program Chairperson shall designate another member having a minimum of 1 year of continuous sobriety to give the report.

SPEAKER CHAIRPERSON

- 1. Term of Service is for 12 months.

2. Nominees and holders of the position of Speaker Chairperson shall have a minimum of 2 years of continuous sobriety.
3. The duties of the Speaker Chairperson include;
 - a. Recruit the monthly Wednesday night step-speakers and Wednesday night Traditions speaker for the month of November.
 - b. Keep the monthly calendar updated with the names of speakers.
 - c. Keep and maintain a record of all speakers along with their contact information.
 - d. Contact each speaker a couple of days in advance to remind them of their commitment.
 - e. Give a status report at all Group Conscience meetings. If unable to attend, the Speaker Chairperson shall designate another member having a minimum of 2 years of continuous sobriety to give the report.

LITERATURE CHAIRPERSON

1. The term of Service is for 6 months.
2. Nominees and holders of the position of Literature Chairperson shall have a minimum of 6 months of continuous sobriety.
3. The duties of the Literature Chairperson include;
 - a. Purchase and maintain only AA General Service Conference approved literature and group-related items including desire chips, monthly chips, yearly chips and Newcomer Packs.
 - b. Represent Clean Air North at District and Area committee meetings.
 - c. Keep the literature rack orderly and post current literature prices.
 - d. Maintain a supply of meeting schedule cards.
 - e. Conduct a yearly-chip count well in advance of the monthly birthday meeting, to ensure that there are enough yearly chips for the birthday night celebrants.
 - f. Charge AA General Service Conference approved literature, chips, and Newcomer Packs to our account at the Dallas Intergroup Association (DIA). Newcomer Packs shall be the version that does NOT include the Greater Dallas Meeting Schedule. A Clean Air North meeting schedule card shall be inserted into each Newcomer Pack by the Literature Chairperson.

- g. Give a status report at all Group Conscience meetings. If unable to attend, the Literature Chairperson shall designate another member having a minimum of 6 months of continuous sobriety to give the report.

GROUP FACILITATOR

1. The Term of Service is for 6 months.
2. Nominees and holders of the position of Group Facilitator shall have a minimum of 6 months of continuous sobriety.
3. The duties of the Group Facilitator include, but are not limited to;
 - a. Read and become familiar with the Operating Guidelines.
 - b. Maintain a clean meeting area. This includes the kitchen, restrooms, floors, counters, chairs, tables, baseboards, windows, fans, refrigerator, bookshelves, podium, trash cans, and recycle bin. The Group Facilitator should enlist the aid of newcomers, sponsees and other members as needed.
 - c. Follow the applicable requirements set forth in the Operating Guidelines.
 - d. Clean and sanitize the restrooms on a weekly or as-need basis. Carpet cleaning should occur bi-monthly, or as requested by the Group Conscience.
 - e. Purchase and maintain a supply of toilet paper, paper towels, liquid hand soap, hand sanitizer, trash bags, and cleaning supplies.
 - f. Purchase and replace A/C filters and light bulbs as needed.
 - g. Keep the designated smoking area at the rear of the building free of cigarette butts and trash left outside by our members and visitors.
 - h. Notify the Group Chairperson as soon as possible if the Group Facilitator does not have the means to cover out-of-pocket expenses.
 - i. Give a status report at all Group Conscience meetings. If unable to attend, the Group Facilitator shall designate another member having a minimum of 6 months of continuous sobriety to give the report.
4. The Group Facilitator shall have an Alternate (see Article IV, Section 4.02).

BEVERAGE CHAIRPERSON

1. The Term of Service is for 6 months.

2. Nominees and holders of the position of Beverage Chairperson shall have a minimum of 6 months of continuous sobriety.
3. The duties of the Beverage Chairperson include;
 - a. Purchase and maintain the supply of beverages including bottled water and soft drink products.
 - b. Re-stock the cold drink machine on a regular basis.
 - c. Consider joining Sam's Club or Costco to take advantage of the cost savings for the group.
 - d. Notify the Group Chairperson as soon as possible if the Beverage Chairperson does not have the means to cover out-of-pocket expenses.
 - e. Give a status report at all Group Conscience meetings. If unable to attend, the Beverage Chairperson shall designate another member having a minimum of 6 months of continuous sobriety to give the report.
4. The Beverage Chairperson shall have an Alternate (see Article IV, Section 4.02).

COFFEE & PAPER SUPPLIES CHAIRPERSON

1. The Term of Service is for 6 months.
2. Nominees and holders of the position of Coffee & Paper Supplies Chairperson shall have a minimum of 6 months of continuous sobriety.
3. The duties of the Coffee & Paper Supplies Chairperson include;
 - a. Purchase and maintain a supply of coffee, filters, creamers, sweeteners, stirrers and cups, as well as miscellaneous birthday party goods including napkins, paper plates, plastic flatware, etc.
 - b. Give a status report at all Group Conscience meetings. If unable to attend, the Coffee & Paper Supplies Chairperson shall designate another member having a minimum of 6 months of continuous sobriety to give the report.

MEETING CHAIRPERSON

1. The Term of Service is for 1 month (weekly meeting).
2. Meeting chairpersons shall be members and have a minimum of 1 year of continuous sobriety.
3. Meeting chairpersons shall;

- a. Not have served as a meeting chairperson during the preceding month (in the spirit of rotation). This exclusion does not extend to current meeting chairpersons that are asked to "cover" for another meeting chairperson that is unable to chair a meeting for whatever reason.
- b. Chair the meeting for the month that has been committed to. If the meeting chairperson is unable to chair a particular meeting, the meeting chairperson shall designate another member having a minimum of 1 year of continuous sobriety.
- c. Obtain a front door key from the previous meeting chairperson or the Program Chairperson.
- d. Arrive at least 30 minutes before the scheduled start of a meeting to turn the lights on, make coffee, arrange the chairs, and prepare for the meeting.
- e. Read from, and follow, the Group Conscience approved meeting guide book.
- f. When chairing a closed discussion meeting, ask late-arrivers to identify themselves so as to maintain the integrity of the closed meeting. Persons that do not identify themselves as alcoholic or do not have a desire to stop drinking, should be kindly asked to return during one of the open meetings.
- g. Invite only speakers to open meetings that are alcoholics and that will share their recovery from alcoholism (AA's Singleness of Purpose).
- h. Collect all basket and coffee money, as well as any money for literature purchases (in the wood box) at the end of the meeting, writing the amounts on a pre-stamped envelope and placing the envelope in the safe located in the kitchen.
- i. Throw away any trash (coffee cups, etc.), and arrange the chairs in the manner previously approved by the Group Conscience at the end of the meeting.
- j. Prior to leaving the facility, ensure that no one is inside the facility per Article VI, Section 6.03(4), and that the front and back doors are locked and the lights and coffee machine are off.

GENERAL SERVICE REPRESENTATIVE (GSR)

1. The Term of Service is for 2 years.
2. Nominees and holders of the position of General Service Representative shall have a minimum of 2 years of continuous sobriety.

3. The duties of the GSR include;
 - a. Represent the voice of Clean Air North while attending all District and Area Service activities.
 - b. Report to the Group Conscience conference actions that affect AA as a whole.
 - c. Perform other duties as described in S26 of The AA Service Manual.
 - d. Maintain the service bulletin board containing information from GSO, District, and Area Meetings.
 - e. Coordinate and schedule workshops requested by the group.
 - f. Give a status report at all Group Conscience meetings. If unable to attend, the Alternate General Service Representative shall give the report.
4. The General Service Representative shall have an Alternate (see Article IV, Section 4.02).

INTERGROUP REPRESENTATIVE

1. The Term of Service is for 2 years.
2. Nominees and holders of the position of Intergroup Representative shall have a minimum of 1 year of continuous sobriety.
3. The duties of the Intergroup Representative include;
 - a. Attend and represent Clean Air North at the monthly meetings of the Dallas Intergroup Association (DIA).
 - b. Give a status report at all Group Conscience meetings. If unable to attend, the Alternate Intergroup Representative shall give the report.
4. The Intergroup Representative shall have an Alternate (see Article IV, Section 4.02).

GRAPEVINE REPRESENTATIVE

1. The Term of Service is for 1 year.
2. Nominees and holders of the position of Grapevine Representative shall have a minimum of 6 months of continuous sobriety.
3. The duties of the Grapevine Representative include;
 - a. Represent Clean Air North at District committee meetings.

- b. Read and become familiar with the Grapevine magazine and announce its arrival each month.
- c. Know how to order the Grapevine magazine, register as a Representative with Grapevine, and participate in area Grapevine committee activities.
- d. Give a status report at all Group Conscience meetings. If unable to attend, the grapevine chairperson shall designate another member having a minimum of 6 months of continuous sobriety to deliver the report.

CORRECTIONAL FACILITIES REPRESENTATIVE

- 1. The Term of Service is for 1 year.
- 2. Nominees and holders of the position of grapevine representative shall have a minimum of 2 years of continuous sobriety.
- 3. The duties of the Correctional Facilities Representative include;
 - a. Represent Clean Air North at all District and Area Service activities and any Intergroup Correctional activities, and carry information about activities that our group is involved in to these meetings.
 - b. Give a status report and provide information about correctional facilities opportunities and activities at all Group Conscience meetings. If unable to attend, the Correctional Facilities Representative shall designate another member having a minimum of 2 years of continuous sobriety to give the report.
- 5. The Correctional Facilities Representative shall have an Alternate (see Article IV, Section 4.02).

PUBLIC INFORMATION/COOPERATION WITH THE PROFESSIONAL COMMUNITY (PI/CPC)

- 1. The Term of Service is for 1 year.
- 2. Nominees and holders of the position of PI/CPC Representative shall have a minimum of 1 year of continuous sobriety.
- 3. The duties of the PI/CPC representative include;
 - a. Represent Clean Air North at all District and Area Service activities and any Intergroup PI/CPC activities, and carry information about activities that our group is involved in to these meetings.

- b. Give a status report and provide information about PI/CPC service opportunities and activities at all Group Conscience meetings. If unable to attend, the PI/CPC Representative shall designate another member having a minimum of 1 year of continuous sobriety to give the report.

TREATMENT FACILITIES REPRESENTATIVE

1. The Term of Service is for 1 year.
2. Nominees and holders of the position of Treatment Facilities Representative shall have a minimum of 1 year of continuous sobriety.
3. The duties of the Treatment Facilities Representative include;
 - a. Represent Clean Air North at all District and Area Service activities and any Intergroup Treatment related activities, and carry information about activities that our group is involved in to these meetings.
 - b. Give a status report and provide information about Treatment service opportunities and activities at all Group Conscience meetings. If unable to attend, the Treatment Facilities Representative shall designate another member having a minimum of 1 year of continuous sobriety to give the report.

EXHIBIT B

MEETING SCHEDULE

MEETING SCHEDULE

B1.01 MEETING SCHEDULE

The weekly meeting schedule of the Clean Air North group shall be as follows:

Monday	7:00am 12:00pm 7:30pm	Closed Newcomer Closed Newcomer Closed Newcomer
Tuesday	7:00am 12:00pm 7:30pm	Closed Grapevine Closed Grapevine Closed Grapevine
Wednesday	7:00am 10:30am 12:00pm 7:30pm	Closed Discussion Closed Women’s Big Book Closed Discussion ¹ Open Step Speaker
Thursday	7:00am 12:00pm 7:30pm	Closed Big Book Closed Big Book Closed Big Book
Friday	7:00am 12:00pm 7:30pm	Closed Discussion Closed Discussion Closed Discussion
Saturday	9:30am 11:00am 6:30pm	Closed Men’s Closed Women’s ² Open Speaker
Sunday	9:30am 6:30pm	Closed 10,11,12 Closed 12 & 12

¹ The Wednesday evening 7:30pm meeting during month of November shall be a Twelve Traditions Speaker Meeting.

² Birthday Night shall be held on the last Saturday of each month at 6:30pm.

EXHIBIT C CHAIRPERSON'S MEETING GUIDEBOOK

MEETING GUIDEBOOK SHEETS

C1.01 MEETING GUIDEBOOK SHEETS

The following meeting guidebook sheets shall be maintained in the chairperson's guidebook and utilized according to the Meeting Schedule in Exhibit B.

Chairperson assigns the following at the beginning of each meeting

- newcomer chairperson

DISCUSSION MEETING

"Hello everyone, my name is _____ and I am an alcoholic. (Give sobriety date if you so desire.) To remind us of why we are here, and to focus our thoughts on that purpose, I ask all who would care to, to join me in a moment of silent meditation, followed by the serenity prayer (allow time for the group to become quiet, and then lead them in the serenity prayer.) Thank you.

Welcome to the _____ closed discussion meeting of the Clean Air North group of Alcoholics Anonymous. In support of AA's singleness of purpose, attendance at closed meetings is limited to persons who have a desire to stop drinking. If you think you have a problem with alcohol, you are welcome to attend this meeting. We ask that when discussing our problems, we confine ourselves to those problems as they relate to alcoholism as described in our "Big Book", Alcoholics Anonymous. Clean Air North group has open meetings which all are free to attend and the central office of Dallas AA can refer non-alcoholics to groups which address the solution to their common problem. Clean Air North has open meetings on Wednesday's at 7:30pm and Saturday's at 6:30pm.

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 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 to help other alcoholics to achieve sobriety.

In order to insure anonymity for all, we ask that you leave behind whom you have seen and what you have heard when you depart this meeting."

"Please silence all cellular phones and pagers."

"I have asked _____ to read, 'HOW IT WORKS'."

Offer a desire chip (offer it again at the end of the meeting.)

"During this morning's meeting an orange can may be circulated. Clean Air North uses funds from this can to purchase AA literature, which is distributed at AA meetings in local prisons. Feel free to contribute if you wish."

"Let's go around the room and introduce ourselves, giving your sobriety date if you choose."

"If you are new to Alcoholics Anonymous and have questions about our fellowship, please see _____ whom I have asked to be the newcomer chairperson."

Introduce the topic and conduct the meeting.

At the close of the meeting, offer another desire chip and announce "Birthday Night is the last Saturday of the month; it is a covered dish supper. Please bring a dish to share and celebrate that AA works. Having an introducer is optional."

Ask "Are any AA or group related announcements?" Point out the service opportunities on the board.

"In keeping with the 7th tradition that all AA groups should be self-supporting through our own contributions, we pass the basket at the close of every meeting. If this is your first AA meeting, please be our guest." **(DO NOT PASS THE BASKET WHILE OTHERS ARE SPEAKING)**

"Would all who care to, please stand and close with the Lord's Prayer."

Chairperson assigns the following at the beginning of each meeting

- male and female door greeter
- newcomer chairperson for the men and women

SPEAKER MEETING

"Hello everyone, my name is _____, and I am an alcoholic. (Give sobriety date if you so desire.) To remind us of why we are here, and to focus our thoughts on that purpose, I ask all who would care to, to join me in a moment of silent meditation, followed by the serenity prayer (allow time for the group to become quiet, and then lead them in the serenity prayer). Thank you.

Welcome to the _____ speaker meeting of the Clean Air North group of Alcoholics Anonymous. This is an open meeting and all are free to attend. In support of AA's Singleness of Purpose, we ask that when discussing our problems, we confine ourselves to those problems as they relate to alcoholism as described in our "Big Book", Alcoholics Anonymous. Clean Air North group has open meetings which all are free to attend and the central office of Dallas AA can refer non-alcoholics to groups which address the solution to their common problem. Clean Air North has open meetings on Wednesday's at 7:30pm and Saturday's at 6:30pm.

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 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 to help other alcoholics to achieve sobriety.

In order to insure anonymity for all, we ask that you leave behind whom you have seen and what you have heard when you depart this meeting."

"Please silence all cellular phones and pagers."

"I have asked _____ to read, "HOW IT WORKS."

Offer a desire chip (offer it again at the end of the meeting).

"If you are new to Alcoholics Anonymous and have questions about our fellowship, please see _____ whom I have asked to be the newcomer chairperson for the women, or _____ whom I have asked to be the newcomer chairperson for the men."

Introduce the speaker and conduct the meeting.

At the close of the meeting, offer another desire chip and announce "Birthday Night is the last Saturday of the month; it is a covered dish supper. Please bring a dish to share and celebrate that AA works. Having an introducer is optional."

Ask "Are any AA or group related announcements?" Point out the service opportunities on the board.

"In keeping with the 7th tradition that all AA groups should be self-supporting through our own contributions, we pass the basket at the close of every meeting. If this is your first AA meeting, please be our guest."

"Would all who care to, please stand and close with the Lord's Prayer."

Chairperson assigns the following at the beginning of each meeting

- male and female door greeter
- newcomer chairperson for the men and women

BIRTHDAY NIGHT

"Hello everyone, my name is _____, and I am an alcoholic. (Give sobriety date if you so desire.) To remind us of why we are here, and to focus our thoughts on that purpose, I ask all who would care to, to join me in a moment of silent meditation, followed by the serenity prayer (allow time for the group to become quiet, and then lead them in the serenity prayer). Thank you.

Welcome to the monthly birthday celebration of the Clean Air North Group of Alcoholics Anonymous. This is an open meeting and all are free to attend.

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 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 to help other alcoholics to achieve sobriety.

In order to insure anonymity for all, we ask that you leave behind whom you have seen and what you have heard when you depart this meeting."

"Please silence all cellular phones and pagers."

"I have asked _____ to read, "HOW IT WORKS."

Offer a desire chip (offer it again at the end of the meeting).

"If you are new to Alcoholics Anonymous and have questions about our fellowship, please see _____ whom I have asked to be the newcomer chairperson for the women, or _____ whom I have asked to be the newcomer chairperson for the men."

"We have a tradition of handing out pre-addressed envelopes with the yearly chips. These envelopes may be used as an expression of gratitude that AA works, by making a contribution to the Dallas Central Office of Alcoholics Anonymous. Please consider sending one dollar for each year of continuous sobriety being celebrated."

"To those who are speaking tonight, please consider the length of the meeting while making your comments."

Begin calling on the birthday celebrants (Birthday celebrants are not required to be introduced).

At the close of the meeting, offer another desire chip.

Ask "Are any AA or group related announcements?" Point out the service opportunities on the board.

Remind celebrants to pick up their birthday cards in the kitchen before leaving, and remind those that brought food, to take home any containers or utensils.

"In keeping with the 7th tradition that all AA groups should be self-supporting through our own contributions, we pass the basket at the close of every meeting. If this is your first AA meeting, please be our guest."

"Would all who care to, please stand and close with the Lord's Prayer."

EXHIBIT D

FACILITY NEEDS

MONTHLY FACILITY MAINTENANCE AND CLEANING REQUIREMENTS

	¹ A/C SERVICE	² CHANGE ALL A/C FILTERS	CHANGE ALL CLOCK BATTERIES	³ CHECK FIRE EXTINGUISHER PRESSURE	⁴ TEST EMERGENCY EXIT LIGHTS	⁵ CLEAN CARPET	CLEAN WINDOWS & WINDOWSILLS	RESTROOMS CLEANED & ⁶ SANITIZED	KITCHEN & KITCHEN FLOOR CLEANED	DUST MINI BLINDS, BOOKSHELVES, BASEBOARDS, & FANS
JANUARY		<input type="checkbox"/>						<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
FEBRUARY						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
MARCH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
APRIL						<input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
MAY		<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
JUNE						<input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
JULY		<input type="checkbox"/>						<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
AUGUST						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
SEPTEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
OCTOBER						<input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
NOVEMBER		<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
DECEMBER						<input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

= Denotes the number of times during the month indicated.

The above service opportunities may be performed anytime!

¹ For A/C Service contact Kahn Mechanical Contractors at (214) 631-1010.

² There is one return air vent filter in the main meeting room and one in the back room.

³ For Fire extinguisher service contact Dallas Fire Extinguisher Service at (469) 212-4894.

⁴ To test the emergency exit lights, simply disconnect power to the circuit(s) at the electrical panel. Lights and exit signage should remain illuminated and on standby battery power for a minimum of 5 minutes.

⁵ The carpets are to be professionally cleaned every 2 months, or as determined by the Group Conscience.

⁶ Effective germ-killing methods must include the use of bleach or products containing bleach. Pine-sol may be used if full strength (undiluted).

