

GROUP GUIDELINES

Article I-5th Street Group Service Committee

Article II-Purpose

Section 1-To carry the message to the still suffering addicts through the Twelve Steps, the Twelve Traditions, and the Twelve Concepts in our meetings.

Section 2-The group will participate in the area service committee.

Article III-Membership

Section 1-Any recovering addict who has a desire to stop using and considers 5th Street group can be a member. It is understood that membership includes active participation at the group level.

Article IV-Trusted Servants

Section 1-Business chair, alternate business chair, GSR and alternate GSR, secretary, treasurer, meeting chairs, and literature person.

Article V-Requirements and Duties for Trusted Servants

Section 1-Business Chair Person

Requirements-

- a) Suggested clean time 1-year.
- b) Working knowledge of the Steps, Traditions, and Concepts.
- c) Must have some past service experience.
- d) Understands group guidelines.

Duties-

- e) Arrange and prepare the agenda for and preside over the group business meeting and shall vote only in the case of a tie.
- f) Co-signer on the bank account and corresponds with other trusted servants.
- g) Attends monthly business meetings.
- h) Asks others to help out.

Section 2-Alternate Business Chair Person

Requirements-

- a) Suggested clean time 9-months.
- b) Working knowledge of the Steps, Traditions, and Concepts.
- c) Must have some past service experience.
- d) Understands group guidelines.

Duties-

- e) Stands in for business chair person.
- f) Arrange and prepare the agenda for and preside over the group business meeting and shall vote only in the case of a tie when acting as chair.
- g) Asks others to help out.

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Section 3-Group Service Representative (GSR)

Requirements-

- a) Suggested clean time 1-year.
- b) Working knowledge of the Steps, Traditions, and Concepts.
- c) Willingness to serve.
- d) Understands group guidelines.

Duties-

- e) Monthly business meeting attendance.
- f) Bi-monthly Area Service Committee meeting attendance.
- g) Serving as a member on Area Service Committee Sub-Committee.
- h) Sharing responsibilities with Alternate Group Service Representative.
- i) Acting as Chair person for Group Business Meeting in the event of Business Chair absence.
- j) Reports on Narcotics Anonymous announcements from Area and keeps groups updated.
- k) Asks other members to help out.

Section 4-Alternate Group Service Representative

Requirements-

- a) Suggested clean time 9-months.
- b) Working knowledge of the Steps, Traditions, and Concepts.
- c) Willingness to serve
- d) Understands group guidelines.

Duties-

- e) Monthly business meeting attendance.
- f) Sharing responsibilities with Group Service Representative.
- g) Serves as a member on Area Service Sub-committees.
- h) Asks others to help out.

Section 5-Secretary

Requirements-

- a) Suggested clean time 6-months.
- b) Working knowledge of Steps, Traditions, and Concepts.
- c) Willingness to serve.
- d) Understands group guidelines.

Duties-

- e) Arranges the affairs of the group.
- f) Registers group mailing with Area Service Committee Secretary and World Service Office.
- g) Keeps list of all motions by the group-separate "motions" notebook.
- h) Maintains Group Business Meeting minutes.
- i) Asks other members to help out.

Section 6-Treasurer

Requirements-

- a) Suggested clean time 1-year
- b) Working knowledge of the Steps, Traditions, and Concepts.
- c) Willingness to serve.
- d) Understands group guidelines.
- e) Good at managing personal finances.
- f) Somewhat financially secure.

Duties-

- g) Provide financial reports at 5th St. group business meeting.
- h) Co-signer of group checking account.
- i) Coordinates with meeting chairs to collect 7th Tradition money.
- j) Balance checkbook prior to every business meeting.
- k) Provide copy of bank receipt every month w/financial report at monthly group business meeting.
- l) Coordinates refreshments and stocking.
- m) Asks others to help out.

Section 7-Meeting Chairs

Requirements-

- a) Suggested clean time 3-months.
- b) Working knowledge of the Steps, Traditions, and Concepts.
- c) Willingness to serve.
- d) Understands group guidelines.

Duties-

- e) Responsible for opening/closing meetings.
- f) Makes coffee.
- g) Arranges literature on table.
- h) Responsible for putting things away, cleaning up, lights off, windows shut, checking thermostat, locking the building and checking outside of building.
- i) Responsible for keys and 7th Tradition collection.
- j) Inventories supplies and literature.
- k) Asks others to help out.

Section 8-Literature Person

Requirements-

- a) Suggested clean time 9-months.
- b) Working knowledge of the Steps, Traditions, and Concepts.
- c) Willingness to serve.
- d) Understands group guidelines.

Duties-

- e) Keeps stock of literature available.
- f) Regular inventory and monthly purchase.
- g) Corresponds with other trusted servants.
- h) Attends business meeting.

~~12 Contact Area Literature/Treasurer for literature~~

377-1392

Article VI-Removal of Officers and Sub-Committee Chairpersons

Section 1-An Officer or Sub-Committee Chairperson will be removed from their position for noncompliance, which includes but is not limited to:

- a) Loss of abstinence.
- b) Non-fulfillment of their duties.
- c) Misappropriation of Group funds.
- d) Absence of two consecutive group business meetings without prior written notice.
- e) Other

Article VII-Elections

Section 1-Elected positions will be made of:

- a) Business Chair Person
- b) Alternate Business Chair
- c) Group Service Representative
- d) Alternate Group Service Representative
- e) Secretary
- f) Treasurer
- g) Meeting Chairs
- h) Literature Person

Section 2-Election Dates:

- a) Election dates for Business Chair and Alternate will be held at the June business meeting. Nominations will be taken in the months before the June meeting.
- b) Election dates for the GSR and Alternate GSR will be held July at the July business meeting. Nominations will be taken in the months before the July meeting.
- c) Election dates for the Secretary will be held at the September business meeting. Nominations will be taken in the months before the September meeting.
- d) Election dates for the Treasurer will be held at the August business meeting. Nominations will be taken in the months before the August meeting.
- e) Election dates for the Meeting Chairs will be held as needed at the next appropriate business meeting.
- f) Election dates for the Literature Person will be held in May, at the May business meeting. Nominations will be taken months before the May meeting.

Section 3-Terms of Service

- a) Business Chair and Alternate Business Chair 1-year.
- b) GSR and Alternate GSR 1-year.
- c) Secretary 1-year
- d) Treasurer 1-year
- e) Meeting Chairs 6-months
- f) Literature Person 1-year

Section 4-Voting

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- a) Any 5th Street Group member can nominate another member for group position.
 - b) Voting will be a written ballot handed to the GSR: GSR votes only in the event of a tie.
 - c) Nominees need to be present the day of election and will be questioned about their recovery from other members present/

Article VIII-Ad Hoc Sub-Committees

Section 1-The 5th Street Group has and may establish by majority vote. Ad Hoc subcommittees as necessary and determine their duties and areas of responsibilities. Such Ad Hoc subcommittees shall be autonomous in carrying out their assigned functions but shall be accountable to the 5th Street Group.

Section 2-Ad Hoc Sub-Committees include but are not limited to activities, as needed.

Section 3-Business Chair or Vice Chair will chair all Ad Hoc Committee meetings.

Article IX-Amendments

Section 1-Any 5th Street Group member may propose amendments to these guidelines at a regular group business meeting. The proposal shall be voted on approved, tabled or dropped by group consensus.

Article X-Financial Management and Reimbursements

Section 1-All money accumulated from collections, literature sales, and any other source shall be maintained in a bank account general fund subject to disbursement by the 5th Street Group Treasurer for paying obligations.

- a) Reimbursement for travel-Trusted Servants .10/mile includes GSR, or Alt. GSR. Car pooling would be appreciated.
- b) Prudent Reserve will be 500.00.

Article XI-Rules of Order

Section 1-Roberts Rules of Order will be used to conduct business at 5th Street group business meetings.