

GROUP GUIDELINES

Lakeside Group of Alcoholics Anonymous

Revised

September 9, 2024

- Updates were made on March 28, 2025 as per motions passed.**
- Updates were made on October 5, 2025 as per motions passed.**

Preface

The purpose of this document is to ensure the AA Traditions remain the top priority for the Lakeside Group of Alcoholics Anonymous. While of interest to all members of the Group, these Guidelines are particularly arranged to facilitate use by the Trusted Servants of the Group. This is a living document that is approved and amended by group vote. It is not intended to unduly restrict the discretion of the Group's Trusted Servants in meeting unique or unusual situations. By the same token, however, these procedures do reflect the Group Conscience and are based upon proven Traditions and Principles. Therefore, permanent policy changes should be made only with the approval of Group Membership.

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LAKESIDE GROUP OF ALCOHOLICS ANONYMOUS POLICY, TRADITIONS, AND BASIC PRINCIPLES.

Relationship of Individual meetings and the Group as a Whole:

All meetings are governed by the decisions of the Lakeside Group of Alcoholics Anonymous Group Conscience and therefore, anything that might in any way affect our Group as a whole must be brought to the attention of the Group Chairperson or the next Group Conscience. Any deviations from the general meeting format must be cleared through the Group Conscience.

Meeting Formats

Sobriety requirement for chairing any meeting is 6 months. (3 months with your sponsor)
Included in this document is the meeting format for the open discussion meeting for the Lakeside Group of Alcoholics Anonymous. There are formats specific to each meeting of the Lakeside Group included in the three-ring binder at the group.

Discussion Meeting Format

- 1.
2. Welcome to today's meeting of the Lakeside group of Alcoholics Anonymous, my name is _____, and I am an alcoholic.
3. Let us open the meeting with a moment of silence for the alcoholic who still suffers, 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 the wisdom to know the difference."
4. [A.A. 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.
5. I have asked _____ to read "How it Works" from Chapter 5 of the Big Book Alcoholics Anonymous.
6. I have asked _____ to read the Twelve Traditions of Alcoholics Anonymous.
7. This is an Open Discussion meeting of the Lakeside Group of Alcoholics Anonymous. We are glad you are all here – especially visitors and newcomers. In keeping with our singleness of purpose and our Third Tradition which states that "The only requirement for A.A. membership is a desire to stop drinking," we ask that all who participate confine their discussion to their problems with alcohol.
8. At this time, let's go around the room and introduce yourself by your first name along with your sobriety date, if you choose. If you are not sure that you are alcoholic or not, one of us would be happy to visit with you at the end of the meeting.

8. a) If you are available to sponsor, please raise your hand so new members may reach out.
(Pause to let people raise their hands.)

b) If you are willing to speak with a newcomer after the meeting, please raise your hand so new members may reach out. **(Pause to let people raise their hands.)**

9. We ask that all who share, to please limit their discussion to 3-5 minutes to allow more members the opportunity to share.
10. Does anyone have a topic they would like to discuss today? (The chairperson is to be ready with a topic.)
11. About halfway through the meeting pause discussion and pass the basket stating, "We will now pass the basket in observance of the 7th tradition, which states "Every A.A. group ought to be fully self-supporting, declining outside contributions." If you are not a member of Alcoholics Anonymous, we ask that you please be our guest and refrain from contributing".

Close the meeting

1. I have asked _____ to offer chips to celebrate various lengths of sobriety under a year.
2. After chips are presented, announce that "We celebrate annual birthdays on the last Sunday of the month with a Potluck at 5:00 pm, followed by our Birthday meeting at 5:30 pm. The Group Conscience meets the first Thursday of the month at 7:00 pm on Zoom. The information for those meetings are on the whiteboard. Does anyone have any other A.A. related announcements?"
3. I have asked _____ to read the "A.A. Promises".
4. Please Read: "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."
5. Ask all who wish to join in the Lord's Prayer to close the meeting:
Our Father, who art in Heaven, hallowed be Thy name. Thy kingdom come. Thy will be done, on earth as it is in Heaven. Give us this day, our daily bread, and forgive us our trespasses. As we forgive those who trespass against us. And lead us not into temptation but deliver us from evil. For Thine is the Kingdom, the power, and the glory, forever and ever. Amen.

Seventh Tradition Procedure

Count the money received and record the information on the envelope. The envelope is to be placed in the safe.

Please do this after the meeting has concluded so as not to be disruptive.

EXAMPLE

Lakeside Group	
Date: ____/____/____	Time: _____
Day: _____	
Chair: _____	
# of Members: _____	
Self-Support \$ _____	

Group Conscience Meeting

Introduction:

During the Group Conscience Meetings, the Lakeside Group of Alcoholics Anonymous decides and votes on various issues and procedures relating to how the Lakeside Group of Alcoholics Anonymous functions.

Function:

Each member of the Lakeside Group of Alcoholics Anonymous is encouraged to attend all Group Conscience Meetings. A Group Conscience Meeting quorum consists of those members present at the meeting.

Time and place:

The Lakeside Group of Alcoholics Anonymous monthly Group Conscience Meetings are held in the Lakeside Group of Alcoholics Anonymous meeting room in accordance with the following schedule:

1. Group Conscience Meetings are normally held on the first Thursday of each month.
2. The Chairperson may call a special Group Conscience Meeting whenever an issue arises in which, in his/her judgment, it should not be deferred until the next scheduled meeting (as required).

Any item (motion) that has had a Group Conscience vote cannot be brought back to Group Conscience for reconsideration for a period of ninety days.

(Wait 90 days to address a previous motion before it can be brought back up at Group Conscience. - voted in at January 2, 2025 GC)

Once a motion/issue has been discussed/voted on 2X in a calendar year, it can not be brought up again for 12 months from the last vote/discussion. (voted in at October 2, 2025 GC)

Chairperson Functions:

The Chairperson makes the detailed agenda and conducts the meeting. All Lakeside Group of Alcoholics Anonymous members are invited to attend. Chairperson is the designated Zoom meeting Host for Group Conscience.

Format

1. The Chairperson (Or GSR if the Chairperson is not available), opens the meeting with the Serenity Prayer, and asks a member to read the 12 Traditions of Alcoholics Anonymous.
2. The Secretary will read the minutes from the previous Group Conscience Meeting.
3. Formal approval of the minutes of the last Group Conscience Meeting. Motion for approval, seconding, discussion, if any and voice vote approval.
4. Trusted Servants give their reports.
5. Any Ad Hoc Committees give reports.
6. Old Business Discussed.
7. New Business Discussed.

Old (Unfinished) Business

Constitutes where we discuss and vote on motions made at the last Group Conscience.

Discussion limitations: due to a combination of time constraints, length of agenda, etc., it may be necessary to limit discussion on individual items. When such time limitations are necessary, the Chair should announce them prior to each discussion item.

Repeated interruptions or uncontrolled cross talk can completely disrupt and delay the meeting. The Chairperson should mention this prior to opening the discussion, and then reinforce the accepted tradition that comments be restricted to those recognized by the Chair.

During a discussion, variations of the original motion may appear desirable, an amended motion may be introduced. When this occurs, the usual procedure is for the one proposing the original motion to withdraw or amend his/her motion. If the person who brought the initial motion does not accept the amended motion, a motion can be made to amend anyway. If the motion passes, the amended motion will replace the original. At any point during this process, the person who brought the motion may withdraw the motion entirely.

Although the above procedures are patterned after "Robert's Rules of Parliamentary Procedures" they are intended only as suggested guidelines. We are an informal Fellowship, and as such, deviations from formal procedures may not only be acceptable, but in fact, desirable.

New Business

Normally this agenda item will be the most time consuming. Discussion items might arbitrarily be classified into four categories:

1. Items which the Chairperson, by virtue of the office, have been able to identify as of paramount group interest, and have been included in the prepared agenda.
2. Items which members of the Lakeside Group of Alcoholics Anonymous have submitted in advance to the Chairperson and which can be included in the advance agenda.
3. Unplanned items which come to light during the meeting and are determined to be of great importance.
4. A Lakeside Group of Alcoholics Anonymous member having strong convictions on an issue may present it personally.
5. Prior to a vote, all new business shall be posted on the white board of the Lakeside Group of Alcoholics Anonymous for a period of three weeks (3) weeks, or as soon as possible after the Group Conscience to satisfy the intent of an informed group conscience.
6. Wait 90 days to address a previous motion before it can be brought back up at Group Conscience. (voted in at January 2, 2025 GC)
7. Once a motion/issue has been discussed/voted on 2X in a calendar year, it can not be brought up again for 12 months from the last vote/discussion. (voted in at October 2, 2025 GC)

Voting Procedures

The vote may be either/or by secret ballot (written) or public (voice or show of hands) at the discretion of the Chairperson and the members of the Lakeside Group of Alcoholics Anonymous. When issues are non-controversial, and do not directly involve personalities, a public vote may be preferable in the interest of conserving time. However, if there is any doubt that a public vote may cause embarrassment or divert voters from their convictions, then a secret ballot would be a better choice. The motion needs to be presented, seconded, and discussed prior to the vote. If there is any doubt that a public vote may cause embarrassment or divert voters from their convictions, the vote may be written (Secret/zoom polling/private message) ballot or via voice or show of hands at the discretion of the chairperson.

Voting Guidelines

The vote is an attempt to measure the “Group Conscience” with respect to the issue at hand. It is not a perfect yardstick, and the following guidelines are suggested:

1. Although a majority vote prevails, the **Minority Opinion** should be noted and recognized. Once a vote is completed, the Chair asks if anyone in the Minority (the losing side of the vote) would like to present their argument again, provide details on why they believe the Group is in error, and state their reasoning. Everyone in the Minority who wants to speak can do so. At any time during this process, anyone in the Majority (the winning side), may state that they have changed their mind and ask that discussion be re-opened. At this point, the Chair asks for a vote to reopen discussion/revote. If that vote fails, then the matter is considered closed with the results of the original vote. If that vote passes, the discussion starts over followed by a revote. That vote is final.

2. Any Lakeside Group of Alcoholics Anonymous member can move to table a motion "and if the motion is tabled" hopefully, a solution acceptable to both sides could be worked out at the next meeting.
3. Under time constraints any new motions should be tabled until the next Group Conscience so there will be full consideration by the group.

Adjournment

There being no further new business, a motion to adjourn is in order. A member must make a motion to adjourn, and the motion must be seconded and carried.

The following is a rough outline for the format of the Group Conscience Minutes:

1. The secretary reads the minutes of the previous Group Conscience and a motion is made to accept the report as given/or amendments made and accepted.
2. Treasurer's report. Motion is made to accept the reports as read/or amendments made and accepted.
3. GSR Report
4. Intergroup Report
5. Literature Report
6. Supply Report
7. Facilities Liaison Report
8. Birthday Coordinator
9. Grapevine/LaVina Report
10. Corrections Report
11. P.I./CPC Report
12. Web Servant Report

Elections

General Annual Election Meeting

The Lakeside Group of Alcoholics Anonymous General Elections take place annually during the November Group Conscience for trusted servant positions. The Chairperson conducts all elections.

Notification

After the October group conscience meeting, it will be posted on the whiteboard that the elections will be held at the November group conscience meeting. The list of trusted servant positions available are on the bulletin board with a place to sign up.

Members Availability for Office:

Any Lakeside group member willing to serve in the position and meeting the sobriety requirement should make themselves available for one or more of the various offices prior to the Election Meeting

by posting their names on the bulletin board. Election to one (1) position automatically eliminates the availability for another position. If there is still no available candidate, the positions remain vacant. In the spirit of rotation trusted servants may not succeed themselves in the same position. (Does not apply to any partial terms)

Conduct of the Meeting:

- The Chairperson opens the meeting, with the serenity prayer and the primary purpose of the election meeting.
- The Chairperson's role during the actual election is to ensure adherence to adopted guidelines with respect to voting rights, procedures, eligibility, etc.
- Only members of the Lakeside Group of Alcoholics Anonymous are entitled to vote during elections. There is no requirement as to length of sobriety for eligibility to vote.
- The Chairperson proceeds with the election of the new Trusted Servants.

Trusted Servant Positions:

Chairperson	Literature Person
General Service Representative. (GSR)	Birthday Coordinator
Alternate GSR	Supply Person
Treasurer	Facility Liaison
Alternate Treasurer	P.I./C.P.C.
Secretary	Corrections
Intergroup Rep	Treatment
Alternate Intergroup Rep	Grapevine/LaVina Representative

- After the elections have concluded, the outgoing Chairperson should request that the outgoing and incoming trusted servants meet and discuss duties and responsibilities of the positions to ensure a smooth transition.

After the election the trusted servants remain in their positions until January 1st of the new year, When the incoming trusted servants take their positions.

Trusted Servants Positions

Position Descriptions, Requirements, and Signup

The following pages can be printed out and posted on the bulletin board to allow members to nominate themselves for a trusted servant position.

Elections are typically held at the November Group Conscience Meeting.

Position	Nominees (write in your name if interested in the position)
Chairperson: ● 1-year position ● Minimum 1 year of sobriety ● Ideally has previously held a trusted servant position at this group. ● Chairs the monthly Group Conscience meeting and sets the agenda. ● Sets the agenda and emails to the secretary to send out prior to the next Group Conscience meeting. ● Coordinates activities with other trusted servants and all other members who assume responsibility to the group for vital functions.	

General Service Representative: • 2-year position (New term starts odd # years) • Minimum 1 year of sobriety • Represents group at district meetings and area assemblies • Keeps group informed about general service activities in our local area • Receives and shares mail from GSO • Register with GSB as the new GSR to receive the GSR Kit. (See GSR Pamphlet for detailed description)	
General Service Representative Alternate: • 2-year position (New term starts odd # years) • Minimum 1 year of sobriety • Share in responsibilities of GSR listed above • Attends meetings with GSR when possible.	
Position	Nominees (write in your name if interested in the position)
Treasurer: • 2-year position • Minimum 2 years of sobriety • Maintains records of group bank accounts • Keeps the group informed about how much money is taken in and how it is spent. • Sends designated contributions and pays all bills. • Gives report at Group Conscience meetings Close of the year: Treasurer makes a summary type of an Annual Financial Report and submits a detailed written report.	

Alternate Treasurer: • 2-year position • Minimum 2 years of sobriety • May fulfill duties of the Treasurer as needed.	
Secretary: • 1-year position • Minimum 1 year of sobriety • Maintains and retains minutes of the Group Conscience meetings and agendas of the Group Conscience. • Emails minutes of previous Group Conscience to the group no later than 7 days after the GC meeting. • Read the minutes at Group Conscience. • Maintains email list • Separate from the Group Conscience Minutes, maintain a list by date of vote, of all motions brought to Group Conscience with final outcome (Pass/Fail). • Update the group guidelines as needed	
Position	Nominees (write in your name if interested in the position)
Intergroup Representative: • 1-year position • Minimum 1 year of sobriety • Participates in the group's central office business meetings with other intergroup representatives to share their group's experience in carrying the message. • Keeps the group informed about local intergroup information and activities.	

Intergroup Representative Alternate: • 1-year position • Minimum 1 year of sobriety • Share in responsibilities of Intergroup Rep listed above.	
Literature Representative: • 1-year position • Minimum 3 months of sobriety • Maintains pamphlet rack, books, and chips for the group	
Birthday Coordinator: • 1-year position • Minimum 3 months of sobriety • Coordinates birthday activities • Keeps track of monthly birthdays for the group and prepares chips • Makes sure there is a chairperson for birthday meeting • Ensures room setup auditorium style with accommodations for potluck. • Ensures the room is returned to meeting style format.	
Supply Representative: • 1-year position • Minimum 3 months of sobriety • Keeps and maintains supplies needed for the group, i.e. coffee, creamer, sugar etc.	
Position	Nominees (write in your name if interested in the position)
Facility Liaison: • 1-year position • Minimum 1 year of sobriety • Facilitates and coordinates all information exchange from the group to the landlord and vice versa.	

P.I./C.P.C.: • 1-year position • Minimum 1 year of sobriety P.I. - Public Information • Work with the local intergroup, district or area P.I. committee to carry the A.A. message locally. • Inform the home group of local activity and arrange for group volunteers to participate in P.I. programs requested by schools, businesses, law enforcement agencies and other organizations interested in the A.A. approach to recovery from alcoholism. C.P.C. - Cooperation with the Professional Community • Work with their local intergroup, district or area C.P.C. committees, focus on cooperation but not affiliation with professionals in the community — educators, physicians, the clergy, court officials and others who often are in contact with active alcoholics. • Keep the home group informed of area C.P.C. activities and, when appropriate, arrange for group volunteers to join in carrying the A.A. message at professional meetings, seminars, and more.	

Corrections: ● 1-year position ● Minimum 1 year of sobriety ● Take part in local intergroup, district or area corrections committee meetings. ● Keep the home group informed about local Twelfth Step activities in nearby institutions and encourage group members to participate. ● Coordinates volunteers to take AA meetings into prisons and jails where allowed.	
Treatment: ● 1-year position ● Minimum 1 year of sobriety ● Work with the local intergroup, district and/or area treatment committees. ● Coordinates volunteers to take AA meetings into treatment facilities, where allowed.	
Grapevine/LaVina Representative ● 1-year position ● Minimum 6 months of sobriety ● Encourage members to get a GV and/or LV subscription. ● Make sure that the group has a subscription to Grapevine. ● See to it that the magazine is clearly displayed. ● Encourage member participation in Grapevine by submitting stories, jokes, and pictures.	

Web Servant:

- 1-year position
- Minimum 1 year of sobriety
- Maintain and update as approved by group conscience.
- Some tech experience is recommended.
- Oversight for cyber-security: lakesideAA.org, Zoom, Paypal, Google Business Account, gmail, and Facebook.
- Works directly with the treasurer and has access for payments made to/from Zoom, Paypal, and Wix.
- Administers the Facebook site. Removes non-compliant posts. Removes people that violate our rules after 3 warnings. Place announcements relevant to the Group.
- Checks gmail daily; is the “face” of lakeside... answering questions from our community and directing people to appropriate resources.
- Administers the lakesideaa.org website.
- Update phone lists: Appoint 2 people (one male, one female) to check phone lists for accuracy and obtain new names for the list. These updates will be given to the web servant so the phone list documents can be updated and added to the trusted servant side of the website.
- Appoint another person, if needed, to maintain the trusted servant side of the web site. Tasks to be delegated by the web servant. All maintenance done to the web site will be checked for accuracy by the web servant.

Financial Guidelines

1. Trusted servants shall be funded or reimbursed for mileage and miscellaneous expenses under \$100 based on receipts submitted directly to the Treasurer.
2. Trusted servants GSR/GSR alternate shall submit a proposed travel budget when out of town travel is required to perform the duties of their position for approval at Group Conscience PRIOR to attending such meetings, and payment can be made before the event if needed.
 - a) If this is not possible (last minute meeting or change of venue), submission to the Chairperson and Treasurer shall be made PRIOR to travel is started.
 - b) Mileage reimbursement shall be based on IRS values. (\$0.67/mile for 2024) and receipt submission. Mileage shall be verified via printout of a web-based application. (e.g., MapQuest, Google Maps, etc.,)
 - c) Reasonable attempts shall be made to minimize expenses. Generally, hotels should not exceed \$150/night, meals should not exceed \$75/day.
3. The Birthday and Supply Chairpersons are authorized to spend up to \$100 without prior approval for needed supplies. Reimbursement shall be based on the submission of receipts. Any extraordinary purchase requests above this amount shall be submitted to Group Conscience for approval. Funds can be advanced if needed. Upon return, receipts will be submitted and any differential between the advance and the actual costs shall be reconciled.
4. Funeral flowers for members, their spouses, parents or children may be purchased with funds from passing a second basket at all meetings.
5. Financial Support of GSB, NETA 65, District 22, Dallas Intergroup (Central Office). The Lakeside Group of Alcoholics Anonymous maintains a \$4500 prudent reserve. Enough to cover expenses is removed monthly from our 7th Tradition contributions, provided we are above our prudent reserve. The remaining funds are distributed quarterly as follows:
 - A Contribution of 25% each equally distributed to :
 - ✓ The General Service Board of Alcoholics Anonymous
 - ✓ NETA 65
 - ✓ District 22
 - ✓ Dallas Intergroup (Central Office)

Amendments

CHANGE CONTROL AND RESCINDMENT

Amendment to these guidelines requires a majority vote of the Lakeside Group of Alcoholics Anonymous. The amendment process requires posting of said amendment on the white board and announced at meetings for a period of three weeks.

Group Guidelines were adopted at a Group Conscience meeting
September 9, 2024

Group Guidelines dated prior to September 9,2024 are rescinded.

March 28, 2025 - Some changes were made to these guidelines to uphold motions passed at the group conscience meetings after the last version of these guidelines. See the motions log for details on what needed updating. This updated version is the current guidelines.

October 5, 2025 - Some changes were made to these guidelines to uphold motions passed at the group conscience meetings after the last version of these guidelines. See the motions log for details on what needed updating. This updated version is the current guidelines.