

Unity AA Plan of Operations

Accepted January 2025

Overview

The Plan of Operations reflects the shared experience of AA members and groups throughout the Area. It is based on the Twelve Traditions and the Twelve Concepts. In keeping with the Fourth Tradition, decisions about this document are made by the group conscience of the members involved.

Purpose

The purpose of the Plan of Operations is to provide a framework for how Unity AA delegates roles and responsibilities to our Trusted Servants and seeks a collective conscience of group members on issues as they arise.

Article I – Trusted Servant Establishment

Ongoing operations of Unity AA are handled by the Trusted Servants, elected by members of the group. They do not govern. Their decisions and actions are guided by a loving God, expressed through a formal group conscience when appropriate, and consistent with general guidelines expressed in this document.

Article II – Trusted Servant Positions

The Trusted Servants will consist of the following - Chairperson, Treasurer, Secretary, Meeting Leader, Literature Representative, Treatment and Corrections Representative, General Service Representative (GSR), Alternate GSR, Central Office Delegate, Grapevine Representative, Accessibility Coordinator, Archivist, Event Coordinator, and Webmaster.

Article III – Elections

Elections shall be held in November. Duties of the Trusted Servants begin in January following the election. See Article VI for descriptions of duties and suggested lengths of sobriety. Nominations and voting are guided by Traditions One and Two, as they relate to group unity, service and trust.

Interested group members may self-nominate or suggest other members of the group for Trusted Servant positions. Nominees will give their qualifications, exit the room, and the group will deliberate and vote. If only one person is nominated, a vote will still take place. A simple majority determines the result.

For positions starting in even-numbered years, elections will be held for Treasurer, Secretary, Meeting Leader, Literature Representative, Archivist, and Webmaster. For positions starting in odd-numbered years, elections will be held for Chairperson, GSR, Alternate GSR, Central Office Delegate, Treatment and Corrections Representative, Grapevine Representative, and Accessibility Coordinator. The Event Coordinator will be elected annually.

Article IV – Term Limits of Trusted Servants

Trusted Servants serve for a period of two years, with the exception of the Event Coordinator, who serves one year. In keeping with suggestions in the AA Service Manual and the spirit of rotation, if a position goes unfilled at the election, it should stay open rather than have the former Trusted Servant continue to serve. Any Trusted Servant with access to the bank account (Chairperson, Treasurer, and Secretary) who loses their sobriety will be replaced by an election at the next Business Meeting. In the event the Group Chair relapses, the GSR will conduct the Business Meeting. The newly elected Trusted Servant will serve the remainder of the term.

Attendance at all business meetings is necessary to ensure the Trusted Servants are actively engaged in Unity AA's operations. Because attendance is vital, should a Trusted Servant miss two consecutive meetings without obtaining a

substitute to attend the meeting and make the appropriate report, that Trusted Servant may be considered for replacement.

Article V – Business Meetings

Business Meetings are scheduled gatherings where group members can hear reports from Trusted Servants and discuss general group policies, including potential new business. Any member of Unity AA may bring concerns or ideas to Business Meetings and have a vote. All Unity AA members are encouraged to attend Business Meetings.

This is a suggested protocol for handling new business at a Business Meeting. New business should be relatively brief, so other scheduled agenda items can be addressed:

1. An item on the agenda or verbally raised by a member is opened for discussion.
 - a. If the discussion ends with no formal motion being made, the Business Meeting will continue to the next item on the agenda.
 - b. For issues that require an involved discussion the group can create an ad hoc committee to explore the issue or decide to call a Group Conscience (see Article VII for guidelines).
2. Anyone may move to delay discussing an item if there isn't enough time during the Business Meeting or for the purpose of gathering more information.
 - a. If an item is tabled, it is dropped to the old business at the next Business Meeting.
3. After an issue is discussed, a motion must be made and seconded in order for a vote to take place.
 - a. A motion can be withdrawn if the person who made it says, "I would like to withdraw my motion." If no one objects, the Chairperson may accept the withdrawal.
 - b. If a formal motion is made and is not seconded, the motion dies at that point and the Business Meeting continues to the next item on the agenda.
 - c. If the motion is seconded, the motion is voted on.
4. A majority vote is sufficient for usual business.
5. If the vote is not unanimous, the Chairperson will ask to hear the minority opinion.
 - a. Any member who speaks during this time must have voted in the minority.
 - b. After the minority opinion(s) have been heard the Chairperson will ask if those opinions changed anyone's vote.
 - c. If no one says that the opinions given changes their vote, the vote stands.
 - d. If one or more people say that the opinions given have changed their vote, the opportunity for discussion is reopened.
 - e. A second vote is taken.
6. The second vote is final with no more discussion.

No votes can be taken during Business Meetings without a quorum—a simple majority—of the Trusted Servants present.

Article VI – Trusted Servants and Their Duties

Chairperson

The Chairperson is elected from the group at large with a suggestion of at least five years sobriety. The Chairperson is a signer on all group bank accounts and has passwords to the group's website and online accounts. The Chairperson does not vote except in case of a tie. The duties of the Chairperson are to:

- Call regular Business Meetings as is deemed necessary
- Set the agenda for each Business Meeting and coordinate with the Secretary to ensure the agenda is posted on the bulletin board and on Unity's website one week prior

- Preside over the Business Meetings, announce whether there is a quorum of Trusted Servants for voting to take place, and ensure the meeting progresses in an orderly fashion
- Act as a liaison between Unity AA and the landlord
- Hold a key to the building, ensuring that regularly scheduled meetings occur on days when the church is not staffed and the building is otherwise closed

Treasurer

The Treasurer is elected from the group at large with a suggestion of at least three years sobriety. The Treasurer is a signer on all group bank accounts. The duties of the Treasurer are to:

- Maintain the group's financial records
- Pay all group bills as they become due and payable
- Provide a report at each Business Meeting to summarize the general health of the group's finances
- Coordinate and delegate appropriate purchases for the group's function
- If the Treasurer loses their sobriety or commits an act of dishonesty impacting Unity AA's treasury, the Chairperson will secure the group's passwords, check cards, and records. If bills become due before a replacement is elected, the Secretary or Chairperson will take responsibility for issuing payments.

Secretary

The Secretary is elected from the group at large with the suggestion of at least two years sobriety. The Secretary is a signer on all bank accounts. The duties of Secretary are to:

- Record minutes during the Business Meetings
- Coordinate with the Chairperson, Meeting Leader, and Webmaster to ensure that the Business Meeting agenda is posted on the bulletin board and on Unity's website one week prior
- Post minutes of the Business Meetings on the group's bulletin board and website in a timely manner
- Work with the Webmaster to handle group correspondence through the askunityaakc@gmail.com email account and other forms of communication, forwarding messages to the appropriate Trusted Servant(s)
- Maintain all group records from the past 12 months as may be necessary for proper operation of the group

General Service Representative (GSR)

The General Service Representative (GSR) is elected from the group at large with the suggestion of at least two years sobriety. The GSR serves as Unity AA's link to Alcoholics Anonymous as a whole, becoming a channel through which news, information, opinions and ideas can flow back and forth. The duties of GSR are to:

- Attend monthly District 6 meetings and quarterly Area 39 Assemblies, providing reports on the group's events, 12th step work, issues, and solutions
- Solicit suggestions from other groups at District meetings and Area Assemblies on any issues Unity AA may be having and bring them back to the group
- Vote for the District 6 and the Area 39 Trusted Servants
- Express the group's voice by voting on how best to use Seventh Tradition contributions to carry out Twelfth Step services at the District and Area levels
- Provide a report at each Business Meeting on service opportunities and events within the District and Area
- Keep the Alternate GSR informed and involved with all the latest information for the group
- Preside over the group Business Meeting if the Chairperson is absent
- Arrange for a Group Inventory every three years (refer to the pamphlet P-16, "The AA Group," for more information)
- Ensure Unity AA's meeting times and topics are aligned on the Meeting Guide App, Central Office, District 6, and Area 39 websites

Alternate GSR

The Alternate GSR is elected from the group at large with the suggestion of at least six months sobriety. The duties of the Alternate GSR are to:

- Serve as a substitute at District and Area meetings when the GSR cannot be there
- Hold voting rights at District and Area in the event the GSR is absent
- Share the responsibilities of the GSR

The Service Manual suggests that, following their term, the Alternate GSR stands for the position of GSR in the subsequent rotation, but this is not a requirement.

Meeting Leader Leader

The Meeting Leader Leader is elected from the group at large with the suggestion of at least six month sobriety and experience leading meetings at Unity for at least one full cycle. The duties of Meeting Leader Leader are to:

- Ensure that the scheduled in-person meetings held by Unity AA have leaders and that group members are aware of the expectations for that commitment
- Encourage meeting leaders to utilize the group's recommended meeting format and AA Conference-approved literature
- Maintain AA-related announcements in the meeting leader binder
- Provide a report at each Business Meeting about the status of the meeting leader roster and any other issues or solutions relating to meetings held by Unity AA

Literature Representative

The Literature Representative is elected from the group at large with the suggestion of at least three months sobriety. The duties of the Literature Representative are to:

- Monitor the group's inventory of business cards, sobriety coins, and AA Conference-approved literature
- Coordinate with the Treasurer to purchase AA Conference-approved literature and coins from Central Office when inventory is low or if the group requests new literature
- Relay information to the group about suggested additions and changes to Conference-approved literature and audiovisual material
- Provide a report at each Business Meeting on group literature inventory and purchases, news about new and revised literature from AA World Services

Treatment and Corrections Representative

The Treatment and Corrections (T&C) Representative is elected from the group at large with the suggestion of at least one year sobriety. The duties of the T&C Representative are to:

- Coordinate Unity AA members to carry the message to suffering alcoholics in local treatment centers, correctional facilities, and other organizations
- Check-in with program managers as needed
- Educate and recruit Unity AA members to participate in the Bridge the Gap/Temporary Contact program (see pamphlet P-49 "Bridging the Gap" for more info)
- Provide a report at each Business Meeting about the group's T&C commitments and relevant information from District 6 and Area 39

Central Office Delegate

The Central Office Delegate is elected from the group at large with the suggestion of at least one year sobriety. The duties of the Central Office Delegate are to:

- Represent the group at Central Office monthly meetings

- Involve Unity AA members in service opportunities at Central Office, such as carrying the Central Office phone one month a year
- Post flyers and up to date information about upcoming AA-related events in the metro area
- Provide a report at each Business Meeting about Central Office operations and service opportunities

Grapevine Representative

The Grapevine Representative is elected from the group at large with the suggestion of at least three months sobriety.

The duties of the Grapevine Representative are to:

- Ensure that Unity AA members are aware of how they can subscribe to and submit stories to the AA Grapevine
- Maintain the group's Grapevine subscription and library
- Encourage the use of the Grapevine in meetings
- Provide a report at each Business Meeting about relevant Grapevine news and new books printed through Grapevine

Accessibility Coordinator

The Accessibility Coordinator is elected from the group at large with the suggestion of at least three months sobriety.

The duties of the Accessibility Coordinator are to:

- Respond to issues of accessibility as they arise by utilizing the GSO "AA Guidelines on Accessibility for All Alcoholics" (MG-16) and/or appropriate resources at the District and Area, upholding Unity AA's adherence to the third tradition
- Coordinate with Central Office and the Literature Chairperson to make AA material available
- Provide a report at each Business Meeting on accessibility issues for Unity AA group members

Webmaster

The Webmaster is elected from the group at large with the suggestion of at least six months sobriety. The duties of the Webmaster are to:

- Maintain the group's website, Zoom account, Google Drive, and Gmail
- Coordinate with the Secretary and Chairperson to post the Business Meeting agenda, minutes and Treasurer's Report, along with group announcements, on UnityAAKC.org
- Monitor the Zoom leader sign-up form, keep the zoom meeting script up-to-date and share the script with online meeting leaders
- Work with the Secretary to handle group correspondence through the askunityaakc@gmail.com email account and other forms of communication, forwarding messages to the appropriate Trusted Servant(s)
- Coordinate with the Archivist to maintain maintain the digital version of the groups archives
- Provide a report at each Business Meeting on the group's online presence

Archivist

The Archivist is elected from the group at large with the suggestion of at least three months sobriety. The duties of the Archivist are to:

- Collect and preserve physical and digital documents of Unity AA events and activities
- Coordinate with the Webmaster to ensure any digital records are kept safely, maintaining anonymity
- Deliver physical copies of pertinent Unity AA materials to the Area 39 Archives
- Utilize the GSO "AA Guidelines on Archives" (MG-17) to guide documentation
- Coordinate oral histories with longtimers (25+ years) to ensure their stories and Unity's are preserved, using the format suggested in the Archives Workbook
- Provide a report at each Business Meeting about the group's archives and news from the District, Area, and GSO

Event Coordinator

The Event Coordinator is elected from the group at large with the suggestion of at least three months sobriety and serves for one year. The duties of the Event Coordinator are to:

- Delegate responsibilities for organizing the group's social events, including picnics and alcahons
- Encourage participation from multiple people so that the workload doesn't all fall on one person
- Support the event organizers leading up to the events
- Develop a request for 7th Tradition funds to present at a Business Meeting before an event takes place, with the most recent Treasurer's report in mind
- Provide a report at the following Business Meetings, summarizing the event
- (Note - the Event Coordinator is not required to be at each event, but needs to be available during the planning process.)

Article VII – Informed Group Conscience

The following is a description of an Informed Group Conscience, as outlined in the pamphlet, "The AA Group" (pages 28-29):

"The group conscience is the collective conscience of the group membership and thus represents substantial unanimity on an issue before definitive action is taken. This is achieved by the group members through the sharing of full information, individual points of view, and the practice of A.A. principles. To be fully informed requires a willingness to listen to minority opinions with an open mind.

On sensitive issues, the group works slowly — discouraging formal motions until a clear sense of its collective view emerges. Placing principles before personalities, the membership is wary of dominant opinions. Its voice is heard when a well-informed group arrives at a decision. The result rests on more than a "yes" or "no" count — precisely because it is the spiritual expression of the group conscience. The term "informed group conscience" implies that pertinent information has been studied and all views have been heard before the group votes."

As discussed in Article V, an Informed Group Conscience shall be held regarding any decision affecting all members and determining how the group moves forward as a whole. No less than 2 weeks notice shall be given to the group. If urgency dictates and 2 weeks is not prudent, as much notice as possible should be given. Notice shall be posted on the bulletin board in the Unity meeting room, as well as the website and should include the date, time, and topics to be discussed. The Group will delegate a member responsible for conducting an Informed Group Conscience; ensuring that all members can speak without interruption, providing equal time to share. All available resources should be used in order to assemble and consider the points of view of as many group members as possible in order to reach a clear consensus. A vote at a Business Meeting is not a substitute for an informed group conscience.

Communicating the outcome of an Informed Group Conscience to the group and having a plan for implementation is imperative. The Trusted Servants should work within the scope of their position to help ensure the outcome of the Group Conscience is upheld.

Article VIII – Amendments

This plan of operations may be amended by a majority vote of the membership of Unity AA in accordance with the provisions of Article VII. The plan of operation shall be reviewed every two years to ensure it remains relevant.

Resources

More information on service positions and suggested group practices can be found at the following links:

- [The AA Group Pamphlet](#)

- [AA Service Manual](#)
- [Twelve Traditions Long Form](#)
- [Twelve Concepts Short Form](#)