

# 1 Unity AA Plan of Operations

2 Proposed April 2021, Accepted 2 June 2021

## 3 Overview

4 The plan represents the shared experience of AA members and groups throughout the area. It also  
5 reflects guidance given through the Twelve Traditions and the General Service Conference. In keeping  
6 with our Tradition of autonomy, except in matters affecting other groups or AA as a whole, most  
7 decisions are made by the group conscience of the members involved.

## 8 Purpose

9 The purpose of this Plan of Operation is to assist in reaching an informed group conscience.

## 10 Article I – Steering Committee Establishment

11 The Plan of Operation of the group shall be by Steering Committee, under which active meetings shall  
12 be represented by duly elected members. Both Steering Committee members and members calling  
13 Unity Group of AA as their home group shall have voting rights at the business meetings.

## 14 Article II – Steering Committee Positions

15 The Steering Committee is to consist of the following - Chairperson, Treasurer, Secretary, Meeting  
16 Leader Liaison, Literature, Treatment and Corrections Representative, General Service Representative  
17 (GSR), Alternate GSR, Central Office Delegate, Grapevine & Accessibility, Webmaster. Interested active  
18 members may self-nominate or suggest other active members of the group for steering committee  
19 nominations. Beginning in December 2018 and in subsequent years, elections shall be held in  
20 November. Duties of the committee members begin in January of the year following election. See Article  
21 VIII for descriptions of committee duties and suggested sobriety requirements. For positions starting in  
22 January of even numbered years, elections will be held for the positions of Treasurer, Secretary,  
23 Meeting Leader Liaison, Literature Representative, Alternate GSR, Webmaster. For positions starting in  
24 January of odd numbered years, elections will be held for Chairperson, GSR, Central Office Delegate,  
25 Treatment and Corrections Representative, Grapevine and Accessibility Representative.

## 26 Article III – Term Limits of Trusted Servants

27 Terms of office on the Steering Committee will be for a period of two years. Any Steering Committee  
28 member with access to the bank account (as of this writing, those positions include Group Chair,  
29 Treasurer, and Secretary) who loses their sobriety will be replaced. In the event, of such a circumstance,  
30 the Chairperson will call a Steering Committee meeting at which time a replacement will be elected to  
31 fulfill the remainder of the term.

## 32 Article IV – Steering Committee Chair

33 The Chairperson will conduct meetings of the committee in accordance with this plan of operation and  
34 will have no vote except in case of a tie. Chairperson acts as liaison with the landlord. No votes can be  
35 taken by the Steering Committee without a simple majority of the Steering Committee present. For the  
36 purposes of this Plan of Operations, a simple majority will mean 1/2 of the membership of the full  
37 Steering Committee plus one.

38 Article V – Roll of the Steering Committee

39 The Steering Committee shall serve as a clearinghouse for all meetings and as an exploratory body to  
40 discuss and to outline general group policies and activities. It will entertain and discuss all suggestions  
41 bearing upon the operation of Unity Group AA Kansas City, Mo.

42 Article VI – Steering Committee Participation

43 Any member of Unity AA may bring up concerns or ideas in Business Meetings. Participation in Business  
44 Meetings by all Unity AA members is encouraged.

45 Article VII – Trusted Servants

46 Attendance at all business meetings is necessary to ensure the Steering Committee member is actively  
47 engaged in Unity AA’s operations. Because attendance is so important, should a Steering Committee  
48 member miss two consecutive meetings without obtaining a substitute to attend the meeting and make  
49 the appropriate report, that Steering Committee member may be considered for replacement.

50 Chairperson

51 The Chairperson shall be chosen from the group at large. The qualifications shall be continuous  
52 sobriety of at least five years and active membership in Unity Group of AA. The duties of the  
53 Chairperson are to call regular Business Meetings and special meetings as they deem necessary.  
54 The Chairperson presides over the business meeting and ensures the meetings progress in an  
55 orderly fashion. The Chairperson will be a signer on all bank accounts. The Chairperson will also  
56 monitor all financial accounts and records. The Chairperson will have passwords to all websites  
57 and accounts and will also have a check card.

58 Treasurer

59 The Group Treasurer shall be chosen from the group at large in the same manner as the  
60 Chairperson and with the suggestion of at least three years of continuous sobriety. The  
61 Treasurer will be a signer on all bank accounts. The Group Treasurer shall maintain financial  
62 records of the group and pay all bills as they become due and payable. If the Group Treasurer  
63 loses his/her sobriety or commits an act of dishonesty impacting the Unity Group of AA’s  
64 treasury, the Chairperson will receive the group’s passwords, check cards, and records from the  
65 Group Treasurer and will call a Steering Committee meeting to choose a replacement to  
66 complete the remainder of the Treasurer’s term. In the interim, if bills become due, the Group  
67 Secretary or Chairperson will issue payments on the bank account to pay them.

68 Secretary

69 The Group Secretary shall be chosen from the group at large in the same manner as the  
70 Chairperson and with the suggestion of at least two years of continuous sobriety. The Group  
71 Secretary shall handle group correspondence and maintain all group records as may be  
72 necessary for proper operation of the group, attend Steering Committee meetings and make  
73 reports. The Group Secretary shall post minutes of the business meetings on the group bulletin  
74 board and online in a timely manner. The Group Secretary will be a signer on all bank accounts.

75 General Service Representative (GSR)

76 The GSR is the representative of Unity AA to District 6 and Area 39. As GSR, responsibilities  
77 include attending monthly District Meetings where other groups share details about their

78 groups, events, issues, and solutions. Responsibilities also include attending Area assembly in  
79 Sedalia four times a year (Jan, March, June, and September). At Area assembly, the GSR  
80 communicates what Unity AA is doing to carry the message. The GSR will arrange for a Group  
81 Inventory to be conducted every three years (the next one would be initiated in January 2022).

#### 82 Meeting Leader Liaison

83 The Meeting Leader Liaison ensures the scheduled meetings held by Unity AA have leaders, and  
84 that the meeting leaders utilize the recommended formats and literature for their meetings. The  
85 Meeting Leader Liaison will function as the primary contact person and guide for the meeting  
86 leaders. Each Meeting Leader will agree to serve as Meeting Leader for a period of three months.  
87 A Meeting Leader will also have obtained three months of continuous sobriety.

#### 88 Literature Chairperson

89 The Literature Chairperson makes certain AA Conference-approved books and pamphlets,  
90 ordered from the General Service Office or purchased from the local intergroup (Central Office),  
91 are on hand for meetings and properly displayed. Considers suggestions regarding proposed  
92 additions to and changes in Conference-approved literature and audiovisual material.  
93 Encourages AA members to read and purchase AA Conference-approved literature through the  
94 group or Central Office.

#### 95 Treatment and Corrections Representative

96 The Treatment and Corrections representative coordinates with local treatment and/or  
97 correctional facilities to establish and maintain meetings of Alcoholics Anonymous. Regular  
98 contact with program managers is encouraged. This representative evaluates and responds to  
99 needs of ongoing commitments.

#### 100 Central Office Delegate

101 The Central Office Delegate participates in Central Office business meetings to share the group's  
102 experience in carrying the message. The Central Office Delegate also keeps the group well  
103 informed about the operations of Central Office.

#### 104 Grapevine and Accessibility Representative

105 The Grapevine and Accessibility Representative explores, develops, and offers resources to make  
106 the AA message and participation in our program available to everyone who reaches out for it.  
107 The goal is to make AA as accessible as possible to all. The Representative coordinates with  
108 Central Office to make AA material available. They also make sure that Unity AA members are  
109 aware of how they can subscribe, write, or submit stories to the Grapevine; maintains the  
110 group's Grapevine subscription and library; and encourages the use of the Grapevine in  
111 meetings.

#### 112 Webmaster

113 The Webmaster maintains the UnityAAKC.org website, Zoom account, Google Drive, G-Mail, and  
114 any other account responsible for the group's online presence not mentioned here.

### 115 Article IX – Informed Group Conscience

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

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

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

129 In all matters requiring referral to the general membership, no less than 2 weeks’ notice shall be given  
130 to the group. The Steering Committee shall set the date, and notice shall be posted on the bulletin  
131 board in the Unity meeting room, as well as the website. Meeting announcements should include the  
132 date, time, and topics to be discussed. The Chairperson shall be responsible for conducting an Informed  
133 Group Conscience by ensuring that all members can speak without interruption and provided equal time  
134 to share. If a clear consensus cannot be reached, then a vote may be conducted by way of secret ballot,  
135 tabulated by the Chairperson and Secretary. In this instance, all members are allowed one vote, and a  
136 coin toss will determine the outcome of a tie. An Informed Group Conscience shall be held regarding any  
137 decision affecting all members and determining how the group moves forward as a whole. All available  
138 resources should be used in order to assemble and consider the points of view as many groups as the  
139 points of view have as many group members as possible. A vote by the Steering committee is not a  
140 substitute for an informed group conscience.

## 141 Article X – Amendments

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

## 145 Resources

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

- 148 • [The AA Group Pamphlet](#)
- 149 • [AA Service Manual](#)