

SUNDAY MORNING LIVE GROUP BYLAWS

I. STATEMENT OF PURPOSE

The Sunday Morning Live (S.M.L.) business meeting/group conscience has but one purpose – that of serving the Sunday Morning Live group of Alcoholics Anonymous (A.A.). Sunday Morning Live business meetings shall conform to the “Twelve Traditions” and the “Twelve Concepts” of Alcoholics Anonymous and strive to adhere to the policies and procedures set forth in the *A.A. Service Manual* and generally following the structure of *Robert’s Rules of Order*. The purpose of this document is to clarify any points that may be in doubt or for which a more group-specific interpretation may be necessary.

Sunday Morning Live business meetings shall be conducted in keeping with the long form of the “Fifth Tradition”:

“Each Alcoholics Anonymous group ought to be a spiritual entity *having but one primary purpose* – that of carrying its message to the alcoholic who still suffers.”

II. MEMBERSHIP

Any person seeking help with a drinking problem is welcome at this group. No A.A. entity determines an individual’s membership in Alcoholics Anonymous. Similarly, any person who has both a desire to stop drinking and regularly attends Sunday Morning Live will be considered a member of this group.

Recognizing the importance of group unity, however, our group strives to create a safe meeting environment in which alcoholics can focus on achieving sobriety. It is therefore this group’s conscience that if any person endangers another individual or disrupts the group’s efforts to carry A.A.’s message, the group may ask that person to moderate their behavior, and failing that, to leave the meeting.

The short form of the "First Tradition" states:

"Our common welfare should come first; personal recovery depends upon A.A. unity."

III. BUSINESS MEETINGS/GROUP CONSCIENCE

All S.M.L. members are welcome to attend and participate in business meetings. The Group Chair shall preside over all Sunday Morning Live business meetings. In the absence of the Group Chair, the Secretary (who will appoint someone else to take minutes) or the Treasurer shall preside over the meeting. In the absence of the Secretary or Treasurer, the present members shall select a member to preside over the meeting.

Sunday Morning Live business meetings shall be held once a quarter, unless changed by the vote of the group. Ideally, the business meeting dates for each quarter will be chosen at the first business meeting of the year. However, in the interest of flexibility, the Chair may set dates for each quarter on a rolling basis, as long as the dates are within the quarter and the group, officers, and representatives are notified of the at least 30 days in advance.

Meeting Agenda – the agenda for meetings shall be:

1. Open with the Serenity Prayer,
2. Secretary's Report,
3. Treasurer's Report,
4. Trusted Servants' Reports,
5. Old Business,
6. New Business,
7. Close with the Serenity Prayer.

Group Business – Business and discussion will generally follow "*Robert's Rules of Order: A.A. Edition*," included as an addendum to these bylaws.

- 1) Old Business – defined as previously discussed agenda items,

tabled new business, and motions submitted but unresolved in the previous business meeting.

- 2) New Business – defined as agenda items submitted by Sunday Morning Live group members, subject to the following guidance:
 - a) Ideally, topics of discussion/potential motions will be submitted prior to the meeting to either the Group Chair or the Secretary so they may be included in the meeting agenda.
 - b) Topics for discussion/potential motions may also be submitted at the actual business meeting, but they are more subject than agenda items to time constraints. Items brought to the floor during business meetings may be discussed at that meeting, or, by a simple majority vote, tabled and placed on the agenda for the following meeting.
 - c) New business that does not significantly impact the group can be discussed, voted on and passed by a majority of the members present, or as otherwise outlined by “*Robert’s Rules of Order: A.A. Edition.*”
 - d) New business that significantly impacts the group requires a quarterly wait period and will be tabled and discussed as old business at the next business meeting. This includes topics such as meeting schedule changes, location moves, and any similar topic impacting the smooth operation of the group.
 - i) Changes to the actual dollar amount of prudent reserve to hold as a goal may be changed upon the advice of the Treasurer to reflect six months of real or forecast expenses with a unanimous vote of all Group Officers and Elected Representatives present, and may be settled at a single business meeting; changes to the overall guidelines for prudent reserve (e.g. six months of group expenses) should be tabled and discussed at the following meeting after notifying the group.
 - ii) Items may be postponed to a specific time/date as per the group conscience.

iii) Ad hoc committees may be created for special events/interests as needed, such as when additional research is required, under the direction of the Group Chair. Ad hoc committees must co-operate with the Sunday Morning Live group conscience. Ad hoc committee findings will be discussed under old business at the next business meeting.

IV. GROUP OFFICERS & ELECTED REPRESENTATIVES

The Group Officer Committee consists of the following positions:

- Group Chair -
One-year term; minimum of two years of continuous sobriety required. In executing their responsibilities, the Group Chair shall:
 - Approve the agenda of the business meeting,
 - Preside at the business meeting,
 - Ensure adherence of bylaws,
 - Coordinate activities with other trusted servants,
 - Select a “Speaker Chair” for each month of their term,
 - Manage the speaker/chairperson portion of the group calendar,
 - Assume the responsibilities of other trusted servants when necessary to ensure continuity and smooth operation of the group,
 - Act as a liaison of the group to outside entities, such as Center 12.

- Secretary -
One-year term; minimum of one year of continuous sobriety required. In executing their responsibilities, the Secretary shall:
 - Attend and keep the minutes of the business meeting,
 - Post all notices, minutes, motions, etc., via group correspondence/website/social media announcements,
 - Maintain the General Service Office (G.S.O.) listing,
 - Preserve and provide Sunday Morning Live official

- documents as needed (policies and procedures, bylaws, meeting scripts, group news announcements, etc.),
 - Ensure smooth operation of the Sunday Morning Live website, addressing glitches, ensuring code is correct, etc.,
 - Update the website with current group meeting schedules, documents, event postings, group address, links, etc.
- Treasurer -
 One-year term; minimum of five years of continuous sobriety required. In executing their responsibilities, the Treasurer shall:
 - Become a signer on the S.M.L. bank account,
 - Manage custody of all funds of the group, including collection of all 7th tradition monies, donations, etc.,
 - Enact payment of rent and other obligations (including but not limited to supply reimbursements, D.I.A. invoices, contributions to the A.A. service entities, etc.),
 - Maintain the group's financial books, to be reviewed at the quarterly business meeting with both a written and verbal report detailing the financial status of the group, including receipts and disbursements of funds.
- Co-Treasurer -
 One-year term; minimum of five years of continuous sobriety required. In executing their responsibilities, the Co-Treasurer shall:
 - Become a signer on the S.M.L. bank account,
 - Perform any/all duties of the Treasurer in the event they are unable to do so,
 - Rotate into the Treasurer position after the one-year Co-Treasurer commitment.

The Elected Representative Committee consists of the following:

- Group Service Representative (G.S.R.) –
 One-year term; minimum of one year of continuous sobriety required. Duties include:
 - Serves as the group's link to A.A. as a whole by attending

District Committee Meetings (D.C.M.) and North East Texas Area (N.E.T.A.) meetings,

- Acts as a liaison, reporting the group's thoughts, questions, concerns and requests to the D.C.M. and N.E.T.A., while also reporting their concerns, etc. to S.M.L.
 - Votes in accordance with the S.M.L. group conscience at said meetings and reports back on outcomes to S.M.L.
- Alternate Group Service Representative –
One-year term; minimum of one year of continuous sobriety required. Duties include:
 - Performs any/all duties of G.S.R. in the event they are unable to perform them.
 - This position is optional, to be decided each year at the business meeting when trusted servant elections are held, with term to begin the following year.
 - Literature/Setup Chair –
Six-month commitment; minimum of six months of continuous sobriety required, with the option to serve two consecutive terms at the discretion of the group. Duties include:
 - Maintains consistent inventory of literature supplies, such as the Big Book, the Twelve and Twelve, A.A. approved pamphlets, newcomer packets, etc.,
 - Keeps supplies stocked and organized,
 - Replenishes desire, monthly, and annual chips as needed,
 - Manages and/or delegates all elements of the meeting set-up, including coffee preparation,
 - Consults with Treasurer as needed in service of the above.
 - Intergroup/Grapevine Representative –
One-year commitment; minimum of one year of continuous sobriety required. Duties include:
 - Serves as liaison, representing S.M.L. at their monthly

- Intergroup meetings,
 - Voices/votes the S.M.L. group conscience at Intergroup meetings if need arises,
 - Updates S.M.L. information with Intergroup as needed,
 - Reports about Sunday Morning Live events to the Intergroup,
 - Relays information and requests between S.M.L and Intergroup.
 - Manages group's relations with the Grapevine.
- Zoom Chair –
One-year commitment; minimum of one year of continuous sobriety required. Duties include:
 - Ensures all scheduled meetings have a person physically present to set up, run (admit zoom guests into the meeting), and break down all equipment for Zoom,
 - Maintains continuity and smooth operation of the group's Zoom meeting, troubleshooting as needed,
 - Consults with the Treasurer as required for maintenance of Zoom equipment and the group's Zoom membership.
- Cake Lady (Laddie)/Birthday Chair –
Six-month commitment; minimum of six months of continuous sobriety required, with option to serve two consecutive terms at the discretion of the group. Duties include:
 - Facilitates, coordinates and manages all aspects of the birthday celebrations for members,
 - Provides supplies, manages the birthday calendar, and prepares celebrants' chip envelopes,
 - Consults with the Treasurer as needed for any of the duties above.

Group Officer and Elected Representative positions are to be appointed as follows:

- All one-year positions will be elected during the final quarterly business meeting of the calendar year. The newly elected officers'

terms of office will officially commence on January 1st of the subsequent year.

- Elections for six-month positions will be elected in the preceding quarter, with duties beginning on the first day of the following quarter (i.e. January 1st or July 1st).

Monthly Speaker Chair Checklist:

Monthly Speaker Chairs must have at least six months of continuous sobriety and are chosen by the Group Chair at their discretion, with duties as follows:

- Selects the speakers for each Sunday of their designated month,
- Selects a chairperson for each meeting (the Speaker Chair may chair no more than once in that given month; each weekly chair must have a minimum of six months of continuous sobriety),
- Selects greeters for each meeting,
- Ensures the chairpersons and speakers for each of their month's meetings are aware of meeting time constraints and, if possible, the number of birthdays being celebrated, so that the speaker may end in a timely fashion.

Steering Committee Members

The Steering Committee shall be comprised of the current and immediately previous Group Chair, Secretary, and Treasurer.

- Offer guidance for questions related to group practices.
- Schedule business meetings and trusted servant elections.
- Coordinate Anniversary Celebration.

V. SUNDAY MORNING LIVE GROUP FINANCES

- 1) The Treasurer, as directed and authorized by the Sunday Morning Live group conscience, shall conduct all financial

activities of the Sunday Morning Live group.

- 2) Where the Sunday Morning Live group has approved a budget, the Treasurer shall adhere to budget constraints, reporting to the Sunday Morning Live group whenever expenses exceed budgeted amounts.
- 3) The Treasurer shall maintain a prudent reserve consisting of six months' operating expenses; current operating expenses to be determined by current year's budget.
- 4) The Treasurer shall make deposits of contributed funds and present a report of the Sunday Morning Live group's financial position at each meeting.
- 5) The Treasurer has the authority to maintain and update as needed Sunday Morning Live group's banking accounts.

VI. PARTICIPATION IN SUNDAY MORNING LIVE GROUP BUSINESS MEETINGS

- 1) The Group Chair, Secretary, Treasurer, Co-Treasurer and other elected officers shall attend each Sunday Morning Live group business meeting or provide a report. Additionally, the Group Chair shall do everything possible to ensure the participation of the officers at business meetings.
- 2) The G.S.R. and/or the Alternate G.S.R. shall attend each District 53 business meeting and each NETA Area 65 assembly.
- 3) If, in the opinion of a majority of the Group Conscience, the Group Chair fails to diligently perform the duties expressed herein, the Sunday Morning Live group may replace the Chair with a suitable candidate voted in by simple majority of the Group Officers and Elected Representatives.
- 4) If, in the opinion of the Group Chair, any other member of the Group Officer Committee or the Elected Representative Committee fails to diligently perform their duties as expressed herein, the Group Chair may replace any such trusted servant, subject to the approval of the business meeting, with another Sunday Morning Live group member who meets the requirements for that office.

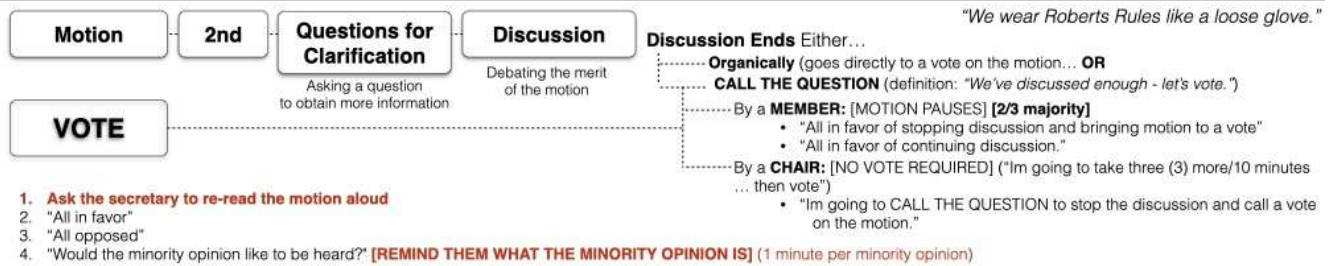
VII. AMENDMENTS AND MODIFICATIONS

- 1) Amendment or modification of these policies and procedures shall only be effectuated as follows:
 - a) Any member of the Sunday Morning Live group may move, under new business during a quarterly business meeting, for an amendment or modification of these bylaws;
 - b) The member who presented the proposal may present it at the following meeting for discussion and vote;
 - c) The proposal shall pass if it obtains substantial unanimity of the voting members present.
 - d) Alternately, for more substantial changes, the Group Chair may form a committee containing all Group Officers and selected members of the Elected Representative Committee and the group at large to amend or modify the group bylaws;
 - i. The modified bylaws must be presented to the group at large at least 60 days prior to the next quarterly meeting,
 - ii. Such bylaws may be adopted at that meeting following discussion if they obtain a substantial unanimity of the voting members present.

Last revised 3/28/2025, pending approval by group conscience.

ADDENDUM – ROBERT'S RULES OF ORDER FOR A.A.

Roberts Rules of Order (Basic)



1. Ask the secretary to re-read the motion aloud
2. "All in favor"
3. "All opposed"
4. "Would the minority opinion like to be heard?" **[REMINDE THEM WHAT THE MINORITY OPINION IS]** (1 minute per minority opinion)

REMINDER: The minority opinion is generally expressed to 1.) share something new (no repeats of previously stated opinions); 2.) if anyone feels they haven't expressed themselves adequately; 3.) if someone feels they feel the body is making a serious mistake. **Note:** The Chair can allow for repetition during the minority opinion if needed to ensure we 1.) move slowly and 2.) let everyone feel heard.

5. "To anyone who voted in the majority: Did that change your vote?" **(REMINDE THEM WHAT THE MAJORITY IS)** (same thing as *Motion to Reconsider*)
 - **if YES**
 - "So by default, there's a Motion to Reconsider is on the table - do I hear a 2nd?"
 - "All in favor of **Re-Opening discussion** - All in favor of **treating this vote as final.**" (Motion starts over and we go into Discussion - then we vote. Vote is Final / No minority opinion)
 - **if NO:** Motion Passes/Fails

AMENDMENTS:

- **Friendly:** Given by someone trying to improve the motion without changing the meaning - **the person who made the motion needs to accept the amendment**
- **Regular:** Actually changing the wording & intent of the motion - requires the person who made the motion (AND THE 2nd) and the person who made the amendment to agree on the change to the motion **(2/3 majority)** **The amendment itself requires a vote BEFORE the vote on the motion itself.**

POSTPONE: (requires a motion)

- Definition: **Postpone it TO A SPECIFIC TIME** (it makes sense to deal with it at a specific time in the future for whatever reason) [Gets put into OLD BUSINESS AT THAT FUTURE DATE]

POINT OF INFORMATION:

- Primarily used when 1.) **Someone has a question to ask...** or 2.) **When they need some additional information** (sometimes it's about them wanting to offer additional information).

POINT OF ORDER:

- Used when there is **some deviation from the process** or **someone is being disruptive** (Chair: Only use this when someone is being very mean spirited) **(Chair rules on it when offered by a member)**

TABLE: (requires a motion)

- Definition: We are **putting the motion off in the moment** to a later time (generally in that meeting) and it will require the step of a motion to take it off the table.
- **How it gets off the table:** If not revisited in that meeting, likely it will be **automatically** put into OLD BUSINESS for the **next meeting** (not debatable / simple majority / no motion to reconsider or minority opinion)