

Orange County Intergroup Association
of
Alcoholics Anonymous

**Group Relations
Guidelines**

Approved by the Orange County Intergroup Association Service Board
Original Edition: September 6, 2006

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Mohel Group Relations Committee Chair

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**ORANGE COUNTY INTERGROUP ASSOCIATION OF
ALCOHOLICS ANONYMOUS**

Group Relations Committee
Guidelines

ARTICLE I

Name

The name of this Committee shall be the Orange County Intergroup Association Group Relations Committee.

ARTICLE II

Purpose

Section 1. The purpose of this Committee shall be to: (a) Coordinate relations between the Intergroup and A.A. Groups that have encountered problems or difficulties in order to achieve solutions; (b) Ensure that A.A. Groups understand that if they have any concerns or problems they can call the Group Relations Committee Chair or the Central Office. The Group Relations Committee Chair has the option to list a telephone number for members to call. (c) Process the receipt of communications from the Central Office, A.A. Groups or other sources concerning Orange County A.A. Groups with issues, concerns or problems. (d) Visit groups and explain the functions of the Intergroup and the Central Office; (e) Urge groups to elect an Intergroup Representative to attend and participate in Intergroup meetings and special events.

ARTICLE III

Members

Section 1. Committee Member Positions. The membership of the Group Relations Committee shall include the Committee Chair and the Group Relations Committee members.

Section 2. Membership Eligibility. Any member of the Orange County Intergroup Association with a minimum of two years of sobriety may volunteer for service in the Group Relations Committee.

Section 3. Selection of Group Relations Committee Chair and Members. The Intergroup Service Board is made up of four officers and six standing committee chairs. Four members are elected in one year and five are elected in the following year. The Director of the Orange County Hospital and Institution Committee is automatically a member of the Service Board and serves as the Orange County H.&I. Committee Chair. The Service Board term of office is for two years, which may be served in two different positions or in one position. Each year the Service Board elects from its ranks for one year terms the Chair, Vice-Chair, Secretary and Treasurer. The new Chair—with Service Board approval—appoints the five remaining Standing Committee Chairs (Central Office Committee, Group Relations Committee, Lifeline Committee, Public Information Committee and Special Events Committee). Intergroup Standing Committee Chairs are responsible for staffing the committees.

ARTICLE IV

Meetings

Section 1. Group Relations Committee Meetings. Form and maintain a Group Relations Committee and meet at a regularly scheduled monthly meeting.

ARTICLE V

Group Relations

Section 1. Background. The Group Relations task is an Intergroup-wide and Alcoholics Anonymous-wide concern. All members are responsible maintaining the integrity of A.A. Traditions, Concepts, General Warranties of the Conference and other A.A. guidelines.

Section 2. Guidance. All parties shall be guided by A.A. literature and government regulations as applicable.

Section 3. Coordination. Coordinate with the Central Office Manager concerning the resolution of group issues and other related group matters.

Section 4. Resolving Group Issues.

- a. Keep the interest of Alcoholics Anonymous—in accordance with the guidance provided in our long established A.A. literature—uppermost in our minds when dealing with complaints, accusations and indictments.
- b. Review the information received from calls and related A.A. literature to prepare for a meeting with the group contact.
- c. Complete the group complaint form and forward a copy to the Central Office.
- d. Conduct clear, honest, friendly and courteous discussions to establish the facts of the situation.
- e. Discuss the matter thoroughly with the group contact and attempt to come to an understanding of the problem and of the resolution.
- f. In cases where a violation is disputed; identify the specific reference in A.A. literature that is pertinent and provide it to the group contact.
- g. If the group's position does not meet the requirements to be listed in A.A. meeting directories—and the group declines to take corrective action—make a written recommendation to the Central Office Committee Chair and the Central Office Manager to remove the group from the *Orange County A.A. Meeting Directory* and the Orange County Web Site.
- h. Maintain all records of the events for the Central Office file.

ARTICLE VI

Duties

Section 1. Duties and Tasks.

- a. Form and maintain a Group Relations Committee.
- b. Coordinate with the Central Office Manager in all group relations matters.
- c. Act as liaison between the Intergroup and A.A. Groups to resolve misunderstandings, issues or problems; and provide assistance as needed.
- d. Promptly respond to calls concerning groups that may need assistance.
- e. Visit groups and explain Intergroup and Central Office functions as needed.
- f. Appoint Group Relations Committee members to attend Orange County A.A. meetings
- g. Attend all Orange County Intergroup meetings, Group Relations Committee meetings and Intergroup Committee events.
- h. Train Committee members to be responsible for accomplishing Group Relations Committee tasks.
- i. Become familiar with the structure of Orange County districts, and the locations of groups in order to facilitate visits.
- j. Maintain secure custody of the master copy of the Group Relations Committee Guidelines including the printed and the electronic media versions.

ARTICLE VII

Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Group Relations Committee in all cases to which they are applicable and in which they are not inconsistent with these guidelines, the *Twelve Traditions of Alcoholics Anonymous*, the *Twelve Concepts for World Service* including the *General Warranties of World Service* and any special rules of order the Orange County Intergroup Association may adopt.

ARTICLE VIII

Guidelines Amendment Process

Section 1. Amendment Proposal. Any member of the Group Relations Committee may make a proposal to amend the Committee's Guidelines.

Section 2. Proposal Format. The proposal shall be typed, clearly worded, legible and use the exact language that will appear in the Guidelines. Deleted text and new text shall be clearly identified. The reason for the change shall be stated.

Section 3. Proposal Procedure.

- a. Presentation. The proposal shall be presented at a meeting of the Orange County Group Relations Committee. The proposing member is responsible for the proposal being in the proper format and that sufficient copies are on hand.
- b. Review Period. The Committee will have until the next meeting to study the proposal.
- c. Voting. When the proposal has been reviewed and discussed and there are no outstanding questions, it may be brought up for a vote. Approval requires a two-thirds vote of those present and voting.

Section 4. Administrative Action. When a proposed guidelines amendment is approved by the Group Relations Committee, the Committee Chair is responsible for publishing and distributing revised copies of the Guidelines to the Intergroup Service Board and other related activities. The Group Relations Committee Chair will be responsive to any written comments by the Intergroup Board.

ARTICLE IX

Annual Guidelines Review

Section 1. Purpose of Annual Guidelines Review. The purpose of the annual review is to keep the Guidelines up-to-date. Each year the Group Relations Committee Chair will appoint a Committee member to conduct a review of the Group Relations Committee Guidelines during the month of February. The report back is due the last day of March. A mandatory written report is required.

Section 2. Preparation of Report.

- a. Conduct an overall review and prepare any suggested changes.
- b. Examine references for current dates. If any of the references in the Guidelines are outdated, procure the current edition of the document and determine if the quotation used is still valid. If not, write change proposals to update the text where needed.

c. Prepare and submit a written report—including typed recommended changes, additions or deletions—in accordance with Article VIII. One change proposal per sheet of paper. (Proposals may be voted on individually or all at one time.)

Section 3. Delivery of Report. The reviewer will deliver the report and proposals for revisions to the Group Relations Committee Chair who will review them and take appropriate action.