

# THE IN BETWEEN FELLOWSHIP

## STATEMENT OF PURPOSE AND OPERATING DOCUMENTS, PHASE 4

### C. LITERATURE PURCHASING PROCEDURE (discussed at Biz mtg 11/7/22)

1. The Literature Chair conducts a monthly literature inventory.
2. As needed, the Literature Chair fills out an order form online at East Bay Intergroup, notes total cost and informs Treasurer.
3. The Treasurer sends a payment to EBI.
4. The Literature order and receipt is picked up at EBI and added to the inventory.
5. A record of all literature orders is kept in the literature cabinet and a copy of the receipt is given to the Treasurer for documentation of expense.

D. **ELECTION OF TRUSTED SERVANTS:** We encourage all members to be of service to our Fellowship. All vacant Trusted Servant position descriptions will be posted on the website and on the bulletin board, along with the Trusted Servant declarations in our Statement of Purpose at least 30 days before the next business meeting. Announcements of vacant positions should be made at all meetings, along with directing members to the IBF website and/or the bulletin board to review the responsibilities and necessary qualifications. Interested members will attend the monthly Business Group meeting and be prepared to qualify for the position and to answer any questions prior to the vote.

### E. IBF CODE OF CONDUCT:

**TRADITION ONE:** OUR COMMON WELFARE SHOULD COME FIRST; PERSONAL RECOVERY DEPENDS UPON A.A. UNITY.

**TRADITION FIVE:** EACH GROUP HAS BUT ONE PRIMARY PURPOSE – TO CARRY ITS MESSAGE TO THE ALCOHOLIC WHO STILL SUFFERS.

To protect both our unity and our primary purpose, the following behavior and conduct will not be tolerated:

1. Violence and threats of violence in any form.
  2. Profanity and provocative behavior.
  3. Conduct of any nature that is lewd, rude, offensive, or disruptive.
  4. No weapons of any kind are allowed on the premises; if seen, you will be asked to leave.
  5. No gambling of any kind will be tolerated on the premises.
  6. No alcohol or illegal drugs of any kind are allowed on the premises.
  7. No damaging or defacing of the premises.
  8. Loud, boisterous, disruptive, threatening, and violent conduct.
- Any person engaging in unacceptable behavior or conduct as stated above, will be asked to leave the premises peacefully or be removed by the Oakland Police.
  - Any person engaging in unacceptable behavior will be barred from the premises of the IBF until the next business meeting, where all sides of the issue will be heard, and a determination of action will be made.
  - This document represents the group conscience of the In Between Fellowship.

### F. IBF ONLINE HOUSEKEEPING ANNOUNCEMENT

In order to ensure a safe and healthy environment for our members and guests, we ask that all members be respectful of one another in their shares.

The CHAT "TO EVERYONE" feature is to be used ONLY for fellowship announcements and information about AA approved literature. Personal messages and contact information should be shared privately.

In order to maintain sound quality during the meeting, we ask you to please keep yourself MUTED except when you are speaking and request that members turn off their videos when engaging in distracting activities.

Anyone engaging in inappropriate or offensive behavior will be immediately removed from the meeting.