

## BUFFALO CENTRAL COMMITTEE PROCEDURE- NEW GROUP MEETING BOOK LISTING

1. Inquiry about listing a new group's meeting (s) in Buffalo Niagara Frontier Meeting Book:
  1. PAMPHLET, 'the A.A. GROUP...where it all begins', particular reference to:
    - "What is an AA group?" - Page 15.
    - "Naming an A.A. group"-page 21.
  2. Group Information form.
  3. Flier" What is Central Committee".
  4. Group Officers' Suggested Duties.
  5. Central Committees guidelines for listing a group in a Meeting Book (see Page 3).
  6. Transmittal letter (See page 3).
  
2. After a completed Group Information form is received at the Buffalo Central Office:
  1. Staff reviews Group Information form to determine compliance with Central Committees procedures, namely that:
    - Group Information form includes names, addresses and phone numbers of group **and** central committee representative.  
(If group officer information is not complete, return Information form to Group with letter of request.)
    - Group Information form includes dates, times, location and types of the group's meeting.  
(If meeting information is not included or is incomplete, return Information form to Group Chair with letter of request.)
    - Group has been meeting for (90) days.  
(If Group Information form doesn't include group's first meeting date, phone Group Chair to determine that the group fulfills Central Committee ninety-day requirement.)
    - When Group Information form is complete; refer to next monthly Steering Committee for review and approval.

(Continued)

## **I. BUFFALO CENTRAL COMMITTEE PROCEDURE- NEW GROUP MEETING BOOK LISTING**

2. Steering Committee review of new group's Group Information form:
  - Determine that name is consistent with the A.A. guidelines for naming a group. If the group name is not consistent with A.A. guidelines, authorized staff to return the group Information Form to the group Chair with letter referring to the guidelines for naming a group.
  - When Group Information form is returned to Central Office with an acceptable revised group name, refer to next monthly Steering Committee meeting for review and approval. If the group refuses to change the group name, refer to the next Central Committee Meeting with recommendations that the group not be listed in the Buffalo Niagara Frontier Meeting Book.
  - To The extent possible, determine that the new group is:
    1. Complying with A.A.'s Twelve Traditions, in particular:
      - a. The Third Tradition," The only requirement for A.A. membership is a desire to stop drinking".
      - b. The Fifth Tradition, "Each group has but one primary purpose--- to carry its message to the alcoholic who still suffers".
      - c. The Sixth Tradition," An A.A. group ought never endorse, finance, or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose".
    2. Complying with all Central Committee Procedures for group listing in Meeting Book.
  - When Group Information form is approved, refer to the next month Central Committee Meeting for ratification.
3. Group Representatives, assembled for monthly meetings, have ultimate responsibility for Buffalo Niagara Frontier Meeting Book.

**Buffalo Central Office**  
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**(LOWER)**  
**Buffalo, New York 14210**  
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Dear Group Officer:

This is in response to your request for information about listing you're A.A. group meeting(s) in Buffalo Niagara Frontier Meeting Schedule. The following are enclosed to assist you:

- A. The pamphlet, "The A.A. Group...where it all begins". Please note particularly:
  - "What is an AA group?" - Page 15.
  - "Naming an A.A. group"-page 21.
- B. Central Committee Procedures.
- C. A Group Information form. Please complete the form and return it to the Buffalo Central Office. We also request that an updated Group Information form be forwarded to the Buffalo Central Office each time your group officers rotate. Also, in order to insure an accurate Meeting Book, please inform the office, in writing, of any change in your group's meeting place or schedule.
- D. A flier describing Central Committee's functions, "What is Buffalo Central Committee?"
- E. Descriptions of group officers' suggested duties.
- F. Guidelines for listing a group in the Meeting Book.

We appreciate your interest in Buffalo Central Committee. Let me know if we can help.

Yours in the Fellowship of the Spirit

Terry Bateman  
Executive Secretary

## Naming an A.A. Group

No matter how noble the activity or institution, experience has taught A.A. groups to avoid carefully any affiliation with or endorsement of any enterprise outside A.A.

**Tradition Six:** *An A.A. group ought never endorse, finance, or lend the A.A. name to a related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.*

Even the appearance of being linked to any organization, club, political or religious institution needs to be avoided.

Therefore, an A.A. group that meets in a correctional or treatment facility or a church can take care not to use the institution's name, but to call itself something quite different. This makes it clear that the A.A. group is *not* affiliated with the hospital, church, prison, treatment facility, or whatever, but simply rents space there for meetings.

Our A.A. group conscience, as voiced by the General Service Conference, has recommended that "family" meetings, "double trouble" and "alcohol and pill" meetings not be listed in our A.A. directories. The word "family" might also invite confusion with Al-Anon Family Groups, a fellowship entirely separate from A.A.

The primary purpose of any A.A. group is to carry the A.A. message to *alcoholics*. Experience with alcohol is one thing all A.A. members have in common. It is misleading to hint or give the impression that A.A. solves other problems or knows what to do about addiction to drugs.

It has also been recommended by the A.A. Conference that no A.A. group be named after any actual person, living or dead, A.A. or non- A.A. That is one way we can "place principles before personalities."

EXCERPT FROM THE PAMPHLET, "THE A.A. GROUP... WHERE IT ALL BEGINS".

# BUFFALO NIAGARA CENTRAL COMMITTEE MEETING BOOK LISTING GUIDELINES

The Buffalo Central Committee has established the following guidelines for listing A.A. group meetings in the Meeting Book:

1. The group has been in existence for (90) days.
2. Submission, in writing, of the names, addresses and telephone numbers of group officers including a Central Committee Representative. Submission of current group officer's information to help insure an accurate Meeting Book.
3. Submission, in writing, of a listing of the group's meeting location, meeting days, meeting times and type of meetings. Timely submission of subsequent changes to group meeting information to help insure an accurate Meeting Book.
4. Observance of A.A.'s Twelve Traditions, in particular:
  - a) The Third Tradition," The only requirement for A.A. membership is a desire to stop drinking".
  - b) The Fifth Tradition, "Each group has but one primary purpose--- to carry its message to the alcoholic who still suffers".
  - c) The Sixth Tradition," An A.A. group ought never endorse, finance, or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose".
5. Compliance with A.A. General Service Conference guidelines for naming an A.A. group. (Page 21 of the A.A. pamphlet, "The A.A. Group... where it all begins").

Special Interest Groups:

- a) Despite an A.A. group's special interest, it is suggested that all meetings listed in Buffalo Niagara Frontier Meeting Book be available to anyone with a desire not to drink.

"Some A.A.s come together as specialized A.A. groups- for men, women, young people, doctors, gay and others. If the members are all alcoholic, and if they open the doors to all alcoholics who seek help, regardless of profession, gender or other distinction, and meet all the other aspects defining an A.A. group, they may call themselves an A.A. group."

From "The A.A. Group... Where it all begins" page 15.  
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(See reverse side)

# BUFFALO NIAGARA CENTRAL COMMITTEE MEETING BOOK LISTING GUIDELINES

b) A Special Interest group's listing in the Meeting Book can include a brief description of the "special interest". It is suggested that such description be consistent with A.A.'s Third and Fifth Traditions, namely; "that as a group, they have no other affiliation" and, that the A.A. group "has but one primary purpose- that of carrying its message to the alcoholic who still suffers".

c) Awareness of A.A.'s single purpose,

"There are those who predict that A.A. may well become a new spearhead for a spiritual awakening throughout the world. When our friends say these things, they are both generous and sincere. But we of A.A. must reflect that such a tribute and such a prophecy could well prove to be a heady drink for most of us- that is, if we really came to believe this to be the real purpose of A.A., and we commenced to behave accordingly.

Our society, therefore, will prudently cleave to its singular purpose: The carrying of the message to the alcoholic who still suffers. Let us resist the proud assumption that since God has enabled us to do well in one area we are destined to be a channel of saving grace for everyone."

From "The A.A. Group... Where it all begins", page 15.  
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6. Listing of a group in the Buffalo Niagara Central Committee Meeting Book does not constitute or imply approval or endorsement of any group's approach or practice of the Traditional A.A. program.

# Buffalo Central Office/ Central Committee

## A.A. Group Information / Update Form

### For Website and Directory Listing

(A separate form is needed to be registered with the General Service Office in New York)

\*AA Groups will be listed after Registered and voted into Schedule and on the Website by Central Committee after a 3 months waiting period

<b>Today's Date:</b> _____	<b>CHECK ONE:</b>	<input type="checkbox"/> * <b>New Group: Start Date</b> _____
		<input type="checkbox"/> <b>Update Group Information</b>
		<input type="checkbox"/> <b>Delete/No longer Meets</b>
Group Name: _____		
Address: _____		
Name of Meeting Location: _____		
City: _____ State: _____ Zip: _____		

#### Meeting Codes as listed in the "Schedule" meeting directory and Web Site

- |   |  |
|---|--|
| <input type="checkbox"/> Open (anyone can attend)                               | <input type="checkbox"/> Closed (only those who may have a drinking problem)   |
| <input type="checkbox"/> Mixed (Men & Women)                                    | <input type="checkbox"/> Men <input type="checkbox"/> Women  |
| <input type="checkbox"/> Big Book   | <input type="checkbox"/> Step <input type="checkbox"/> Step & Tradition <input type="checkbox"/> Speaker <input type="checkbox"/> Topic/Discussion |
| <input type="checkbox"/> Child Care Provided                                    | <input type="checkbox"/> Child Friendly (children must be attended by parent during meeting)   |
| <input type="checkbox"/> Handicap Equipped (all facilities including restrooms) | <input type="checkbox"/> Español (Spanish Speaking)  |

Meeting Day	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday
Time							

#### 1st AA Group Contact

(Two names must be on this form-Confidential)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone (Primary): \_\_\_\_\_

Telephone (Secondary): \_\_\_\_\_

E-mail: \_\_\_\_\_

#### 2nd AA Group Contact

(Two names must be on this form-Confidential)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone (Primary): \_\_\_\_\_

Telephone(Secondary): \_\_\_\_\_

E-mail: \_\_\_\_\_

Tradition Three (long form) states: "Our membership ought to include all who suffer from alcoholism. Hence, we may refuse none who wish to recover. Nor ought A.A. membership ever depend upon money or conformity. Any two or three alcoholics gathered together for sobriety may call themselves an A.A. group, provided that as a group, they have no other affiliations."

\* \* \*

As embodied in the Fourth Tradition, the formation and operation of an A.A. group resides exclusively within the group conscience of its members. While hopefully, every A.A. group adheres closely to the guiding principles of the Twelve Steps and Twelve Traditions, Buffalo Central Office/ Central Committee neither monitors nor oversees the activities or practice of any A.A. group. Groups listed in our directory or web site appear at their own request. An A.A. meeting listing does not constitute or imply approval or endorsement of any group's approach to, or practice of, the A.A. program by Buffalo Central Office/ Buffalo Central Committee.

**Buffalo Central Office, 681 Seneca St.-Lower, Buffalo, NY 14210**

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