

# THE IN BETWEEN FELLOWSHIP

## STATEMENT OF PURPOSE AND OPERATING DOCUMENTS

### Contents

I.	<b>STATEMENT OF PURPOSE *</b> .....	1
	Trusted Servants and Trustees status	1
II.	<b>THE IBF BUSINESS GROUP</b> (monthly business meeting).....	2
	Definition	2
	Composition	2
	Responsibilities	2
	Officer Positions	2
III.	<b>THE IBF STEERING COMMITTEE</b> (Group’s Trusted Servants).....	2
	Definition	2
	Composition	2
IV.	<b>GROUP TRUSTED SERVANT POSITION DESCRIPTIONS</b> .....	3
	1. CHAIRPERSON	3
	2. RECORDING SECRETARY	3
	3. TREASURER	3
	4. CASH DEPOSITS COORDINATOR	3
	5. GENERAL SERVICE REPRESENTATIVE	3
	6. H&I GROUP REPRESENTATIVE	4
	7. INTERGROUP REPRESENTATIVE	4
	8. LITERATURE CHAIR	4
	9. SUPPLY CHAIR	5
	10. BEGINNER’S MEETING COORDINATOR	5
	11. BIRTHDAY MEETING CHAIR	5
	12. EVENT COORDINATOR	5
	13. RAFFLE CHAIR	5
	14. WEB MASTER	5
	15. ONLINE MEETING COORDINATOR	6
	16. ONLINE MEETING ACKNOWLEDGEMENT COORDINATOR	6
	17. IN-PERSON MEETING LIAISON	6
V.	<b>THE IBF BOARD OF TRUSTEES</b> .....	7
	Definition	7

# THE IN BETWEEN FELLOWSHIP

## STATEMENT OF PURPOSE AND OPERATING DOCUMENTS

Composition	7
Position Requirements	7
Responsibilities	7
Term of office	7
Board Officers	8
<b>VI. GENERAL POLICIES &amp; PROCEDURES.....</b>	<b>9</b>
FINANCIAL	9
BAR OPERATIONS & JANITORIAL SERVICES	9
LITERATURE PURCHASING PROCEDURE	11
ELECTION OF TRUSTED SERVANTS	11
IBF CODE OF CONDUCT	11
IBF ONLINE HOUSEKEEPING ANNOUNCEMENT	11
MEETING PROCEDURES	13
CHANGING OPERATING DOCUMENTS	14
<b>VII. MEETING FORMATS.....</b>	<b>14</b>
IBF In-person Meeting Format	15
IBF Online Meeting Format	18
IBF Meeting Format Variations	21
IBF Business Meeting Agenda	23
How IBF Business Meetings Operate	24
<b>VIII. APPENDICES.....</b>	<b>25</b>
A. Appendix A: Six Warranties of Concept XII (modified):	25
B. Appendix B: Structure Grid	25
B. Articles of Incorporation; Corporation Statement of Information & IRS Determination Letter	27

# THE IN BETWEEN FELLOWSHIP

## STATEMENT OF PURPOSE AND OPERATING DOCUMENTS

### I. STATEMENT OF PURPOSE \*

*The In Between Fellowship (alternately referred to as simply the “Fellowship” or the “IBF” in this document) is a registered group of Alcoholics Anonymous (Group #101692) engaged in our primary purpose of carrying the message of AA to the alcoholic who still suffers. The IBF is comprised of all AA members who attend meetings of the Fellowship and who have a desire to stop drinking. The activities of the IBF are guided by the 12 Steps of Alcoholics Anonymous, governed by the 12 Traditions, and operate in accordance with the spiritual principles embodied in the 12 Concepts.*

*All meetings held at the IBF location and online are part of the IBF and conform to the decisions of the IBF group conscience as expressed at the meetings of the IBF Business Group.*

*At all times the Fellowship will be self-supporting and will not accept outside contributions or have any outside affiliations.*

*Trusted Servants and Trustees status: Our leaders are but trusted servants; they do not govern. IBF Trusted Servants are the duly elected officers of the Business Group – they comprise the Steering Committee.*

- *All trusted servants must be alcoholics (have a desire to stop drinking) and consider the IBF to be their Home Group.*
- *Any trusted servant who fails to maintain their sobriety will automatically be considered to have resigned their position.*
- *No trusted servant will be paid to perform their Twelfth Step service, but they will be reimbursed for out-of-pocket expenses.*
- *All Trusted Servants and Trustees will be elected by the Business Group, with substantial unanimity (2/3 vote) whenever possible.*
- *Trusted Servants will attend both Business Group and Steering Committee meetings and will submit monthly reports to the Business Group.*

*No Trusted Servant may govern, but all will serve. Each must be permitted certain authority and responsibility. This entails freedom of action by each in their field of responsibility; but in exercising that freedom, each must respect the other. Good will and a spirit of cooperation should prevail so that the primary purpose of AA can be maintained at all times. The General Warranties of Concept XII of our Third Legacy of Service should be our guiding principles, reminding us that we shall serve but never govern and always remain democratic in thought and action (see Appendix A). This document represents the spiritual handshake between the Trustees and the In Between Group Conscience - that they will work together for the good of the IBF.*

*Three entities cooperate to serve the In Between Fellowship (see Appendix B for Chart):*

- A. The IBF Business Group*
- B. The IBF Steering Committee*
- C. The IBF Board of Trustees*

# THE IN BETWEEN FELLOWSHIP

## STATEMENT OF PURPOSE AND OPERATING DOCUMENTS

\* This document is based on and supersedes previous versions of the Statement of Purpose and Bylaws. Copies of old Statement of Purpose and Bylaws are available digitally through the Board of Trustees.

### II. THE IBF BUSINESS GROUP (monthly business meeting)

**Definition:** per Tradition Two, the IBF Business Group is the decision-making body of the IBF, reflecting the informed group conscience of the Fellowship, and as such represents the “final authority and ultimate responsibility” of our Fellowship. On all matters of significant financial or policy concern, decisions will be reached by thorough discussion, airing of minority opinion, and substantial unanimity (2/3 vote) whenever possible. Meets 6:45P monthly on the first Monday of the month. Business will be conducted based loosely on Robert’s Rules of Order.

**Composition:** The Business Group is composed of any interested IBF members who attend the monthly business meeting. All members who **consider the IBF to be their Home Group** are entitled to a vote at the Business Group and to hold Officer and Trustee positions provided they meet the requirements as listed in the position descriptions. Officers and Trustees will be elected by substantial unanimity (2/3 vote) of the Business Group, whenever possible.

**Responsibilities:** The Business Group has the responsibility for decisions affecting the welfare and overall operation of the IBF, including but not limited to: handles all issues of concern to the Fellowship; upholds the Traditions of AA at the IBF; elects and can remove Trusted Servants of IBF; determines timing and amount of Seventh Tradition distributions (see Section IV, GENERAL POLICIES); determines meeting formats & guidelines; conducts special events (marathons, anniversary meetings, etc.); through Group Representatives participates in AA service structure and AA as a whole; ensures that all decisions are in accordance with this document, or proposes changes to such as necessary. For the purpose of transparency to the Fellowship, all officers will make a report or submit a written report in the event of their absence.

**Officer Positions:** The Officers of the Business meeting serve as the members of the Steering Committee and are described in the section: GROUP TRUSTED SERVANT POSITIONS.

### III. THE IBF STEERING COMMITTEE (Group’s Trusted Servants)

**Definition:** The IBF Steering Committee is responsible for policy and operations *recommendations* to the IBF Business Group; it is not a decision-making body, but rather operates in an advisory capacity to the Business Group. Members of the Steering Committee serve as Officers for the Business Group. Steering Committee members will attend monthly Business and Steering Committee meetings. The Steering Committee may create ad hoc or standing sub-committees as needed. While any IBF member may participate in discussions at the Steering Committee, only the officers may vote. Meets 6:45PM monthly on third Monday of month.

**Composition:** The Steering Committee is composed of the Officers of the Business Group.

**Position Descriptions:** (*see below*)

# THE IN BETWEEN FELLOWSHIP

## STATEMENT OF PURPOSE AND OPERATING DOCUMENTS

### IV. GROUP TRUSTED SERVANT POSITION DESCRIPTIONS

1. **CHAIRPERSON** [held by Trustee]:
  - a) **Responsibilities:** conducts Business Group and Steering Committee meetings without bias; prepares agendas; maintains overall coordination with other group officers; takes initiative in ensuring that all positions are filled. If unable to attend a meeting of the Steering or Business Group, may designate another Board member to substitute.
  - b) **Position Requirements:** 5 years' continuous & current sobriety, experience with other IBF group service positions and IBF meeting guidelines; current member of Board of Trustees with at least 1 year remaining on Board term.
  - c) **Term of office:** serves 1-year term of office; may be elected to 1 successive 1-year term unless Board term will expire earlier.
2. **RECORDING SECRETARY:**
  - a) **Responsibilities:** records, prepares & publishes meeting minutes for Business Group and Steering Committee meetings; posts minutes on bulletin board & website; maintains contact and mailing lists; sends out meeting and other notices; posts monthly table announcements including open trusted servant positions.
  - b) **Position Requirements:** 2 years continuous & current sobriety, prior attendance at business group meetings.
  - c) **Term of office:** serves 1-year term of office; may be elected to 1 successive 1-year term.
3. **TREASURER** [held by Trustee]:
  - a) **Responsibilities:** collects all member contributions from in-person and online meetings; collects receipts from bar; cross-checks deposit amounts with in-person meeting contributions collector; pays all authorized group expenses; makes 7<sup>th</sup> Tradition distributions at direction of Business Group; prepares monthly financial statements; prepares annual budget proposal to Steering Committee in October for approval at the Business Group in November; reconciles monthly bank statement and provides copy of such to Board of Trustees and, if requested, to Business meeting.
  - b) **Position Requirements:** 5 years' continuous & current sobriety, experience with other IBF group service positions; some experience in bookkeeping or finance helpful; employed or source of income; current Trustee with at least 1 year remaining on Board term.
  - c) **Term of office:** 2 years unless Board term will expire earlier.
4. **CASH DEPOSITS COORDINATOR:**
  - a) **Responsibilities:** Retrieves envelopes from safe at Fellowship, cross-checks & reconciles envelopes against bar ledger, creates cash bank deposits, takes to bank, obtains receipt & sends to Treasurer for monthly report.
  - b) **Position Requirements:** 5 years sobriety
  - c) **Term of Office:** 2 years
5. **GENERAL SERVICE REPRESENTATIVE:**
  - a) **Responsibilities:** Acts as the link between the group and AA as a whole. Represents the group at district meetings and Area assemblies; keeps group members informed about General Service activities and publications; prepares and presents current Agenda Topics, facilitates group conscience on such topics.
  - b) **Position Requirements:** 2 years' current and continuous sobriety; familiar with group's history, priorities, traditions, and procedures; knowledge and practice of 12 Steps and 12 Traditions of AA; ability to attend both IBF and General Service business meetings regularly.
  - c) **Term of office:** 2-year term to coincide with General Service panels beginning January of odd years

# THE IN BETWEEN FELLOWSHIP

## STATEMENT OF PURPOSE AND OPERATING DOCUMENTS

- d) **Alternate GSR** - The alternate GSR is elected to serve when the GSR is not available and is elected to the same two-year term as the GSR. Should the GSR, who has a vote, be unable to attend a district meeting or area assembly, the Alternate will attend and participate in place of the GSR. Alternates may attend district meetings and area assemblies along with GSRs (although an alternate may vote only when the GSR is not present). Alternate GSRs may also attend and volunteer at workshops and other service events in the district and area.
6. **H&I GROUP REPRESENTATIVE:**
- a) **Responsibilities:** Acts as the link between the group and the Area 53 Alameda H&I Committee. Represents the group at H&I Area meetings; keeps group members informed about H&I issues and service openings; ensures that local roster of open positions is posted at fellowship; makes meeting announcements about H&I orientations; encourages awareness and proper use of the H&I Pink Cans.
- b) **Position Requirements:** Two year of current and continuous sobriety; knowledge and practice of 12 Steps and 12 Traditions of AA; ability to attend both IBF and A53 H&I business meetings regularly.
- c) **Term of office:** 2 years
7. **INTERGROUP REPRESENTATIVE:**
- a) **Responsibilities:** Acts as the link between the group and the East Bay Intergroup committee. Represents the group at EB Intergroup meetings, participating in the decision-making process; keeps group members informed about Intergroup activities, publications, and EBI finances.
- b) **Position Requirements:** 2 years' current and continuous sobriety; familiar with group's history, priorities, traditions, and procedures; knowledge and practice of 12 Steps and 12 Traditions of AA; ability to attend both IBF and EBI business meetings regularly.
- c) **Term of office:** 2 years.
8. **LITERATURE CHAIR:**
- a) **Responsibilities:**
1. Maintains inventory of AA conference approved literature for sale at the IBF. A modest supply of hardback and softback books listed in Group 1 below should be on hand at all times. One or two of the books listed in Group 2 should be on hand at all times:  
**Group 1:** Alcoholic Anonymous (various formats), 12 Steps & 12 Traditions, Daily Reflections, Living Sober, As Bill Sees It, Came to Believe,  
**Group 2:** Alcoholic Anonymous Comes of Age, Pass it On, Experience, Strength, and Hope, Dr. Bob and the Good Oldtimers
  2. Brochures – Maintains and stocks FREE brochure rack with a variety of brochures. Keeps brochure rack neat and organized.
  3. Grapevines (subscriptions TBD by group conscience)
  4. Coordinates with Raffle Chair to keep track of literature raffled off during Friday night Birthday Meetings and other IBF events.
  5. Coordinates with Beginner's Meeting Coordinator to ensure literature is available for weekly in-person meetings.
  6. Purchases books & brochures from East Bay Intergroup (see Policies and Procedures section).
- b) **Position Requirements:** 2 years continuous sobriety
- c) **Term of Office:** 2 years

# THE IN BETWEEN FELLOWSHIP

## STATEMENT OF PURPOSE AND OPERATING DOCUMENTS

9. **SUPPLY CHAIR:**
  - a) **Responsibilities:** Researches to find the best prices for regularly purchased items; purchases paper products, coffee and bar supplies, cleaning supplies and other items as needed; maintains the supply cabinet and keeps organized; maintains monthly inventory of items in the supply cabinet; works with the Literature person(s) and other members of the group and the Steering Committee.
  - b) **Position Requirements:** 2 years continuous sobriety; 1-year previous service at IBF
  - c) **Term of Office:** 1 year
10. **BEGINNER'S MEETING COORDINATOR:**
  - a) **Responsibilities:** Recruits members (1 male and 1 female) to host the coming month's Beginner's Meetings. Finds replacement or hosts meeting when there is a No-Show or Cancellation. Coordinates with Literature Chairperson to ensure all AA approved literature is available for weekly Beginner's Meetings.
  - b) **Position Requirements:** 2 years of continuous sobriety.
  - c) **Term of Office:** 1 year
11. **BIRTHDAY MEETING CHAIR (1 IN PERSON / 1 ONLINE)**
  - a) **Responsibilities:** Conducts monthly meeting according to format; schedules monthly speakers and posts on bulletin board, informs web master and secretary for distribution; In person Chair maintains an ample supply of Birthday chips.
  - b) **Position Requirements:** 2 years continuous sobriety.
  - c) **Term of Office:** 1 year
12. **EVENT COORDINATOR:**
  - a) **Responsibilities:** Organizes annual Anniversary party, Holiday Marathons, Pot-lucks, Game Nights etc.; forms subcommittee to assist in tasks; with Intergroup Rep organizes participation in Intergroup activities; works with Raffle Chair on related events; handles financial arrangements and logistics for events.
  - b) **Position Requirements:** 2 years continuous sobriety, previous event experience
  - c) **Term of Office:** 1 year
13. **RAFFLE CHAIR:**
  - a) **Responsibilities:** attends in-person monthly Birthday Meeting and all IBF events with raffles; handles accounting & tracking for raffle items, submits envelope for deposit; maintains stock of prizes from member donations or funding from Treasurer; maintains raffle tickets; obtains selected Literature from Literature person; conducts raffles; makes financial report at Business Group meeting.
  - b) **Position Requirements:** 2 years continuous sobriety
  - c) **Term of Office:** 1 year
14. **WEB MASTER:**
  - a) **Responsibilities:** Follows guidelines in IBF Site Operation Overview document (see appendices); manages all posts to IBF Blog, including special events, group news, special efforts organized by the IBF; updates content as requested by Business Group; updates contact info on member page; responds in a timely manner to all inquiries, including: new members to the IBF member portal; requests for court slips, requests for chips, applications for open service positions and forwards such to appropriate trusted servant.
  - b) **Position Requirements:** 2 years continuous sobriety; previous website content management experience desirable.
  - c) **Term of Office:** 2 years

# THE IN BETWEEN FELLOWSHIP

## STATEMENT OF PURPOSE AND OPERATING DOCUMENTS

Position Descriptions cont'd,

### 15. ONLINE MEETING COORDINATOR:

- a) **Responsibilities:** communicates with Secretaries and copies Steering Committee; monitors and receives email alerts from the IBF email account; updates the IBF online secretary calendar on the IBF website; confirms day and time that members have signed up to secretary online meetings; trains new secretaries as needed on how to secretary online Zoom meetings; emails online secretaries news and announcements made in the monthly IBF Business meeting; updates online meeting format as needed and distributes to online secretaries; collaborates with Website Coordinator to make sure any information regarding online meetings are posted to the IBF website; collaborates with other AA Fellowship/groups regarding online marathon participation; identifies assistant & coordinates above tasks.
- b) **Position Requirements:** 1 year sobriety; Intermediate computer skills; intermediate knowledge of Zoom meeting procedures and Zoom account management and the ability to train new meeting secretaries; intermediate knowledge of Google Sheets; Computer (Laptop preferable); Gmail email account; Previous Zoom secretary experience.
- c) **Term of Office:** 1 year

### 16. ONLINE MEETING ACKNOWLEDGEMENT COORDINATOR:

- a) **Responsibilities:** At minimum every other day, check requests on website for acknowledgement of meeting attendance. Responds using IBF email using form via email, maintains record of acknowledgements sent; identifies substitute when necessary.
- b) **Position Requirements:** 1 year sobriety; Adobe pdf experience & access.
- c) **Term of Office:** 1 year

### 17. IN-PERSON MEETING LIAISON:

- a) **Responsibilities:** Attends in-person meetings and communicates with Business Group on any pertinent changes occurring at in-person meetings. Functions as “eyes and ears” for in-person meetings.
- b) **Position Requirements:** 1 year sobriety
- c) **Term of Office:** 1 year

# THE IN BETWEEN FELLOWSHIP

## STATEMENT OF PURPOSE AND OPERATING DOCUMENTS

### V. THE IBF BOARD OF TRUSTEES

**Definition:** the Board (i.e., the Trustees) of the In Between Fellowship, a CA registered 501 c-3 non-profit corporation (see Appendix C for legal documents), exists to maintain the services and premises of the IBF in order to provide a safe and welcoming environment for those wishing to recover from the disease of alcoholism through the practice of the Twelve Steps of Alcoholics Anonymous. The Board operates in an administrative and custodial capacity for the Fellowship at the direction of the IBF Business Group, they do not govern. They are to be vigilant and proactive on the Fellowship's behalf. Meets as needed.

**Composition:** the Board is comprised of five (5) member Trustees, as elected by the IBF Business Group by substantial unanimity (two-thirds vote) whenever possible. Board members may be recalled by the Business Group at their discretion by a two-thirds vote.

**Position Requirements:** Five (5) years of continuous and current sobriety; regular attendance at meetings of IBF; prior service commitments at IBF; must consider IBF to be Home Group; familiarity with customs and procedures of IBF. When possible, some experience of business practices is desirable [business, accounting, legal, maintenance].

**Responsibilities:** conducts all financial and business activities of the IBF, including but not limited to: complies with State and Federal filing requirements, including annual tax documents for the protection of our tax exempt status; receives and is accountable for tax deductible contributions from membership; ensures that adequate insurance coverage is maintained; maintains bank accounts; regularly monitors the financial condition of IBF & *makes recommendations* to Business Group regarding status of Reserve and Operating accounts; negotiates and handles leasing agreements; handles all staffing or contractor related issues (Bartender/Janitor); maintains premises to ensure adequate precautions and systems are available to provide a safe and secure environment; performs any other functions necessary to ensure the stability and survival of the IBF location. Additionally, Trustees serve as Chair of the Business Group and Steering Committee meetings and as the IBF Treasurer.

**Term of office:** Board members will serve a two-year term of office and may be elected to one successive two-year term. Trustee terms will be staggered to avoid congruent turnover and to provide ample time for replacement; should multiple Trustees be elected at the same time, their initial terms will be adjusted to reestablish staggered terms. If a Trustee leaves their term early, a new member will be elected by the Business Group to complete the exiting member's term. If the remaining length of that term exceeds one year, it will be considered the new member's first term; if the remaining length of that term is less than one year, the new member will be eligible to serve two full succeeding terms. Board members may be elected to serve future terms provided that no less than five years has elapsed since the end of their prior term.

**Schedule, Trustee terms of office** (9/11/2023 amended to below dates):

- Trustees #1, 2 & 3 elected in November of even years
- Trustees #4 & 5 elected in November of odd years

# THE IN BETWEEN FELLOWSHIP

## STATEMENT OF PURPOSE AND OPERATING DOCUMENTS

**Board Officers** – Board Officers will be selected by the members of the Board and will be rotated yearly. The Board Officers will be approved to their Officer positions by the Business Group in accordance with the spirit of our group conscience.

### 1. BOARD CHAIR

**Responsibilities:** Calls meetings of Board as needed, prepares Board agendas; serves as Business & Steering Committee Meeting Chair or may designate an alternate Trustee. (see also Trusted Servant ‘Chairperson’ position description).

### 2. BOARD TREASURER

**Responsibilities:** Prepares annual tax data to be forwarded to non-profit CPA, keeps up-to-date records with Secretary of State, responds to inquiries from State, IRS, or Dept. of Charitable Trusts. (see also Trusted Servant ‘Treasurer’ position description).

### 3. BOARD SECRETARY

**Responsibilities:**

- d) Posts Fellowship announcements on East Bay Intergroup Facebook page.
- e) Maintains financial and other records, including tax & legal records, historical & archival documents.
- f) Maintains roster of current trusted servants with expiring term dates.
- g) Notifies East Bay Intergroup and General Service Office in New York of any meeting changes or other appropriate information.
- h) Keeps record of Board meetings.

# THE IN BETWEEN FELLOWSHIP

## STATEMENT OF PURPOSE AND OPERATING DOCUMENTS

### VI. GENERAL POLICIES & PROCEDURES

#### FINANCIAL:

1. The Treasurer for the Board will also serve as the Treasurer for the IBF Group.
2. The IBF will provide a bond for the Treasurer.
3. The IBF will maintain at least two bank accounts, one as an operating account (“unrestricted cash”) and one as a Prudent Reserve account (“restricted cash”). The amount in the Prudent Reserve account to be between 6-12 months’ worth of normal operating expenses for the previous year, the multiple to be determined annually by the Business Group when approving the upcoming year’s budget & based on current circumstances. The amount in the Operating account to be between 2-3 months’ worth of normal operating expenses, the multiple to be determined annually by the Business Group when approving the upcoming year’s budget, based on current circumstances. The accounts will be reviewed regularly, and the Board will make any needed transfers to conform to budget guidelines to maintain the Prudent Reserve level.
4. Transaction access to the Prudent Reserve account will be locked, except to two members of the Board who are not the Treasurer, both of whom must authorize transactions.
5. The Operating Account will be set up so notification of payments in excess of \$200 will be sent electronically to a designated Board member.
6. Seventh Tradition distributions will be reviewed quarterly by the Business Group & disbursed from the operating account. Distributions will only be made when combined cash on hand exceeds the reserve recommendations above and cannot reduce the reserve to below their recommended levels. Distribution percentages to service entities will be determined annually during the budget approval by the Business Group.
7. Online bank access to view transactions will be given to all members of Board; a designated Board member will review the bank account weekly to ensure all payments are authorized.
8. The Cash Deposits Coordinator will make deposits to the bank at least weekly; amounts deposited will be cross-referenced by the Treasurer with the totals listed in the Bartender’s ledger and on the envelopes. A copy of the deposit slips will be given to the Treasurer who will cross-check them with the bank records. Discrepancies will be immediately forwarded to the Board for resolution.
9. All transactions (income and expenses) will be recorded *at the time they occur* (not when posted to the bank account). All payments, except for distributions to service entities, must be documented by an invoice or receipt.
10. No unbudgeted transactions will be made without prior approval of the Board.
11. The Treasurer will compile a monthly Financial Report for presentation to the Business Group and the Board. A copy of the monthly bank statement will be forwarded to the Board with the monthly Financial Report.
11. A CPA specializing in non-profit organizations will be engaged to prepare taxes & to review compliance with standard accounting procedures and local, State & Federal filing requirements.
12. Stipend payments for Bartenders in excess of \$600/year will be reported annually on form 1099-NEC.
13. An annual budget proposal will be prepared by the Treasurer to be submitted to the Steering Committee for consideration at its November meeting. The budget proposal will be forwarded, with any recommended changes to the Business Group for approval at its December meeting.

**BAR OPERATIONS & JANITORIAL SERVICES:** All Bar operations and Janitorial services will be handled by the Board of Trustees [per the long form of Tradition Six “AA groups do not go into business”]. The Board may take recommendations from the Business Group, but all decisions regarding hiring, firing, compensation, hours, and

# THE IN BETWEEN FELLOWSHIP

## STATEMENT OF PURPOSE AND OPERATING DOCUMENTS

oversight will be made by the Board. The Board is responsible for any reporting to government agencies on wages, status, etc.

1. **DAY BARTENDERS:** The Day Bartender is a voluntary position which may receive a 'nominal fee' or stipend, provided that (1) the volunteer would perform their services regardless of payment, (2) the payment is not tied to productivity, (3) the volunteer works less than 30 hours/week, and (4) the nominal payment does not exceed 20% of a normal salary to perform the duties.

**Responsibilities:** Opens location; prepares coffee & puts out all coffee supplies; keeps Bar and kitchen area clean & sanitary; ensures bathroom is fully stocked w/ supplies, notifies supply coordinator when supplies are low; answers phones; receives mail & forwards to appropriate recipient; handles White Board postings; records Bar sales receipts; handles & records literature sales (books, meeting schedules & pamphlets) & coordinates with literature Chair; collects & records meeting contribution envelopes; balances & reconciles ledger; closes out shift; handles incidents, completes incident report & notifies Trustees; ensures Code of Conduct is observed; trains Nighttime bartenders; communicates with Board on any updates or issues of concern.

**Requirements:** at discretion of Board

**Term of Office:** at discretion of Board

2. **NIGHT BARTENDERS:** The Night Bartender is a voluntary position which does not receive a "nominal fee" or stipend.

**Responsibilities:** modified responsibilities of Daytime Bartender; empties & removes garbage; puts away all supplies, cleans coffee pots & surfaces; closes out shift; ensures premises are vacant and secure at end of shift.

**Requirements:** at discretion of Board

**Term of Office:** at discretion of Board

3. **BARTENDER COORDINATOR: [held by Trustee]**

**Responsibilities:** Recruits bartenders and arranges schedule; handles cancellations or no-show; facilitates changes of Bartender duties based on complaints or service problems.

4. **JANITORS:** Janitorial services may be engaged by the Board as contract services, not as employees. The Board is responsible for any reporting to government agencies on payments.

# THE IN BETWEEN FELLOWSHIP

## STATEMENT OF PURPOSE AND OPERATING DOCUMENTS

### LITERATURE PURCHASING PROCEDURE (decided at Biz mtg 11/7/22)

2. The Literature Chair conducts a monthly literature inventory.
3. As needed, the Literature Chair fills out an order form online at East Bay Intergroup (EBI), notes total cost of order and informs Treasurer.
4. The Treasurer sends a payment to EBI.
5. The Literature order and receipt is picked up at EBI and added to the inventory.
6. 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.

**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 state their qualifications for the position and to answer any questions prior to the vote.

### 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 is allowed 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 is allowed.
  8. No loud, boisterous, disruptive, threatening, or violent conduct is allowed.
- 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.

### 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.

# **THE IN BETWEEN FELLOWSHIP**

## **STATEMENT OF PURPOSE AND OPERATING DOCUMENTS**

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.

# THE IN BETWEEN FELLOWSHIP

## STATEMENT OF PURPOSE AND OPERATING DOCUMENTS

### MEETING PROCEDURES:

#### 7. Meeting Secretaries' Responsibilities

- a) Arrives 10-15 minutes before meeting starts
- b) begins & ends meeting on time
- c) prior to start of meeting, gets volunteer readers
- d) conducts meeting using IBF Group-approved script
- e) ensures meeting is conducted in orderly fashion & that codes of conduct are observed
- f) handles inappropriate or overlong sharing when necessary
- g) online only: claims Host function & ensures Co-host is available to assist in meeting security

#### In-person Meeting Secretaries' - Additional Responsibilities:

- g) ensures that sign-in book is passed
  - h) ensures that 7<sup>th</sup> Tradition baskets & H&I Pink Cans are passed separately
  - i) At end of meeting counts contributions, completes funds envelope, signs log & drops envelope in safe
2. **Special Interest Meetings:** While some meetings exist as "specialized" groups (i.e., women, men, gay, young people, newcomers, oldtimers, etc.), per Tradition Three (long form) "we may refuse none who wish to recover" and per The AA Group "if they open the door to all alcoholics who seek help, *regardless of profession, gender, or other distinction...* they may call themselves an AA group." Therefore, it is the policy of the IBF to allow anyone who has a desire to stop drinking to attend any meeting; however, it can be explained that the meeting was designed to primarily serve the special interests of the designated group.
3. **Starting a New Meeting** - Meetings held at the IBF, both in-person and online, are part of the IBF Group; they do not operate as independent groups and will conform to our Statement of Purpose and Operating Documents. All meetings must be approved by the Business Group.
- a) A request to start a new meeting may be brought to the monthly business meeting, the request should include:
    - (1) Reason new meeting is needed
    - (2) Meeting description & proposed format
    - (3) Proposed time slot
  - b) If the new meeting is approved, it will be listed on our website, and the new listing will be forwarded to the Intergroup and GSO in NY for publication.
4. **Meeting Formats** – meeting formats are included in the appendices of this document, as well as in the binder at the fellowship location; Online Meeting formats are posted on the website. All meetings at the IBF will use the approved formats and any changes to the meeting formats must be approved by the Business Group. The following formats are approved:
- a) In-person Meeting format
  - b) Online Meeting format
  - c) Step Study Meeting format
  - d) Big Book Meeting format
  - e) Marathon Meeting format
  - f) Birthday Speaker Meeting format
  - g) Beginner's Meeting format
  - h) Women's/Men's meeting format

# THE IN BETWEEN FELLOWSHIP

## STATEMENT OF PURPOSE AND OPERATING DOCUMENTS

**CHANGING OPERATING DOCUMENTS** – changes to these documents will be made in the following manner:

- i) A proposal for the change will be sent to the Recording Secretary at least five days prior to the Business meeting and put on the Agenda as an item of new business.
- j) At the Business meeting the item will be discussed, but not voted on.
- k) If it is the sense of the meeting that the item should go forward, it will go into old business for the following Business meeting and be published and posted.
- l) At the second business meeting, it will be discussed further and may be voted on.
- m) If the issue represents a major change in policy or operations, substantial unanimity (2/3 vote) will be required for passage.

## VII. MEETING FORMATS

# THE IN BETWEEN FELLOWSHIP

STATEMENT OF PURPOSE AND OPERATING DOCUMENTS

## IBF In-person Meeting Format

<b>OPEN MEETING</b>	<b>CLOSED MEETING</b>
<b>Wednesday, Saturday, Sunday (including Friday Speaker meeting)</b>	<b>Monday, Tuesday, Thursday, Friday (except Friday Speaker meeting)</b>
Welcome everyone, this is an <b>OPEN</b> meeting of Alcoholics Anonymous. We are glad you are all here, especially newcomers. In keeping with our Third Tradition which states that "The only requirement for AA membership is a desire to stop drinking", we ask that all who participate confine their discussion to their problems with alcohol.	Welcome everyone, this is a <b>CLOSED</b> meeting of Alcoholics Anonymous. In support of AA's singleness of purpose, attendance at closed meetings is limited to persons who have a desire to stop drinking. If you think you have a problem with alcohol, you are welcome to attend this meeting. We ask that when discussing our problems, we confine ourselves to those problems as they relate to alcoholism.

Please respect our member's anonymity - this means full names should not be revealed at the public level. What you hear is told in confidence and should not be repeated outside this meeting. These sharings of experience, strength and hope are attempts to better understand ourselves and build more meaningful lives.

- Chairperson introduces his or her self as an alcoholic.
- Moment of silence followed by the Serenity Prayer

**AA PREAMBLE:** Alcoholics Anonymous is a fellowship of people who share their experience, strength, and hope with each other that they may solve their common problem and help others to recover from alcoholism.

The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self-supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization, or institution; does not wish to engage in any controversy, neither endorses nor opposes any causes.

Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

**HOW IT WORKS:** *have a member read How It Works, p.58 Alcoholics Anonymous.*

**TWELVE TRADITIONS:** *Have a member read the Twelve Traditions from the wall*

**FELLOWSHIP ANNOUNCEMENTS:**

- **Last Friday of the Month Birthday/Speaker Meeting 8:15pm – online AND in-person.** If it is your birthday month, you are **STRONGLY** urged to attend and support this meeting. You can now sign-up on the IBF Website to receive your chip.

# THE IN BETWEEN FELLOWSHIP

## STATEMENT OF PURPOSE AND OPERATING DOCUMENTS

- **Business Meeting is the first Monday** of the month at 6:45pm, unless that Monday is a holiday, then it will be held the following week. Business meetings are held online except for January, April, July & October, when they are held in-person. Minutes from the Business meeting are posted on the bulletin board.
- **Open service positions:** Service enables us to carry the message of AA to the alcoholic who still suffers. If the In Between is your home group, we encourage you to support us by taking a service position. All open service positions, with the requirements and responsibilities are listed on our website on the About Us page and on the bulletin board.
- If you would like to secretary an **in-person** meeting, you can sign up on the bulletin board.
- IBF meetings are conducted online and in-person. Please visit our website at [www.inbetweenfellowship.com](http://www.inbetweenfellowship.com) for upcoming meeting days, times, online ID's and passwords, and fellowship FAQ's.

## ASK FOR OTHER AA RELATED ANNOUNCEMENTS

**NEWCOMERS/VISITORS:** You do not need to be acknowledged, but it helps us to get to know you better:

- Is there anyone attending their 1st, 2nd or 3rd meeting or in their first 30 days of sobriety who would like to be acknowledged?
- Is there anyone visiting from out of town or new to the In-Between Fellowship?

**SEVENTH TRADITION:** We will now pass the 7<sup>th</sup> Tradition basket. Our fellowship is self-supporting from the contributions of our members, we do not accept outside funds. The money in the basket pays for rent, other IBF expenses, and support of our Intergroup and General Service offices - we hope you will contribute what you can in gratitude for your sobriety.

The H&I Pink Can is also being passed. Money contributed to the Pink Can supports the efforts of the H&I Committee, which provides meetings and literature to alcoholics confined in jails, prisons, rehabs, hospitals, and other facilities.

The 7th Tradition is also being collected by these methods:

CashApp: \$InBetweenFellowship

Zelle: [inbetweenfellowship@gmail.com](mailto:inbetweenfellowship@gmail.com)

Mail a check or Money Order payable to the In-Between Fellowship, 4710 International Blvd, Oakland, CA 94601.

**QUALIFICATION:** Chairperson/Speaker is to briefly qualify, not to exceed **5 minutes**. Pick a precise topic. Call on three members who have experience with the Steps. When new members are present, talk about the first three Steps. Ask members to keep their shares to **3 minutes**.

End the meeting with the **Lord's Prayer**.

APPROVED BY BUSINESS GROUP 2023

# **THE IN BETWEEN FELLOWSHIP**

STATEMENT OF PURPOSE AND OPERATING DOCUMENTS

# THE IN BETWEEN FELLOWSHIP

STATEMENT OF PURPOSE AND OPERATING DOCUMENTS

## IBF Online Meeting Format

<b>OPEN MEETING</b>	<b>CLOSED MEETING</b>
<b>Wednesday, Saturday, Sunday (including Friday Speaker meeting)</b>	<b>Monday, Tuesday, Thursday, Friday (except Friday Speaker meeting)</b>
Welcome everyone, this is an <b>OPEN</b> meeting of Alcoholics Anonymous. We are glad you are all here, especially newcomers. In keeping with our Third Tradition which states that “The only requirement for AA membership is a desire to stop drinking”, we ask that all who participate confine their discussion to their problems with alcohol.	Welcome everyone, this is a <b>CLOSED</b> meeting of Alcoholics Anonymous. In support of AA’s singleness of purpose, attendance at closed meetings is limited to persons who have a desire to stop drinking. If you think you have problem with alcohol, you are welcome to attend this meeting. We ask that when discussing our problems, we confine ourselves to those problems as they relate to alcoholism.

Please respect our member’s anonymity, this means full names should not be revealed at the public level. What you hear is told in confidence and should not be repeated outside this meeting. These sharings of experience, strength and hope are attempts to better understand ourselves and build more meaningful lives.

Chairperson identifies his or her self as an alcoholic.  
Moment of silence followed by the Serenity Prayer

**AA PREAMBLE:** Alcoholics Anonymous is a fellowship of people who share their experience, strength, and hope with each other that they may solve their common problem and help others to recover from alcoholism.

The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self- supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization, or institution; does not wish to engage in any controversy, neither endorses nor opposes any causes.

Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

### READINGS:

- Have member read How it Works
- Have a member read the short form of the Twelve Traditions

### FELLOWSHIP ANNOUNCEMENTS:

- **Last Friday of the Month Birthday/Speaker Meeting 8:15pm – online AND in-person.** If it is your birthday month, you are **STRONGLY** urged to attend and support this meeting. You can now sign-up on the IBF Website to receive your chip.

# THE IN BETWEEN FELLOWSHIP

## STATEMENT OF PURPOSE AND OPERATING DOCUMENTS

- **Business Meeting is the first Monday** of the month at 6:45pm, unless that Monday is a holiday, then it will be held the following week. Business meetings are held online except for January, April, July & October, when they are held in-person.
- **Open service positions:** Service enables us to carry the message of AA to the alcoholic who still suffers. If the In Between is your home group, we encourage you to support us by taking a service position. All open service positions, with the requirements and responsibilities are listed on our website on the About Us page. If you'd like to volunteer as a meeting secretary, you can sign up online.
- You can visit our website [www.inbetweenfellowship.com](http://www.inbetweenfellowship.com) for upcoming meeting dates, times, ID's and passwords, and fellowship FAQ's.

### Are there any other AA related announcements?

**ACKNOWLEDGEMENTS:** You do not need to be acknowledged, but it helps us to get to know you better:

- Is there anyone attending their 1st, 2nd or 3rd meeting or in their first 30 days of sobriety who would like to be acknowledged?
- Is there anyone visiting from out of town or new to the In-Between Fellowship?

**THE 7TH TRADITION** is being collected by these methods:

- CashApp: \$InBetweenFellowship
- Zelle: [inbetweenfellowship@gmail.com](mailto:inbetweenfellowship@gmail.com)
- Mail a check or Money Order payable to the In-Between Fellowship, 4710 International Blvd, Oakland, CA 94601.
- H&I (Hospitals and Institutions) is still being collected; please specify if any portion of your contribution is for H&I and that amount will be set aside.

### HOUSEKEEPING ANNOUNCEMENT:

In order to assure 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.

**QUALIFICATION:** Chairperson/Speaker is to briefly qualify, **NOT** to exceed **5 minutes**. Pick a precise topic. Call on three members who have experience with the Steps. When new members are present, talk about the first three Steps. Ask members to keep their shares to **3 minutes**.

# **THE IN BETWEEN FELLOWSHIP**

STATEMENT OF PURPOSE AND OPERATING DOCUMENTS

**END THE MEETING with the Lord's Prayer.**

# THE IN BETWEEN FELLOWSHIP

## STATEMENT OF PURPOSE AND OPERATING DOCUMENTS

### IBF Meeting Format Variations

The standard meeting format has been approved by the IBF Business Group; we ask that all meeting secretaries respect our group conscience and follow the posted format. All online meetings should follow the format through the section "Brief Housekeeping Announcement" and end with The Lord's Prayer.

Please use the format variations below for your specific meeting type. Thank you for your service!

#### **STEP STUDY MEETING (Sunday 9AM):**

**READING:** On the first week of the month, the Tradition which corresponds to the current month is read from the Twelve Steps and Twelve Traditions. For all other weeks, a Step is read in sequential order, with Step 12 divided into two parts.

**DISCUSSION:** Members share for the remainder of the meeting, the topic is the Step or Tradition which was read.

#### **BIG BOOK STUDY (Sunday 5PM):**

**READING & DISCUSSION:** Members take turns reading sequentially from the book Alcoholics Anonymous, beginning with the "Preface" through "Dr. Bob's Nightmare". Each member reads a few paragraphs, then comments; other members may also comment before moving on to the next paragraphs.

#### **BIRTHDAY/SPEAKER MEETING (Friday 8:15PM):**

##### **IN PERSON**

Raffle tickets are sold before meeting.

Standard format is read through collection of the 7<sup>th</sup> Tradition.

Main speaker shares 25-30 minutes.

Anniversaries:

- Pass out anniversary chips & cards for members with 1 or more years of sobriety who have signed up;
- allow members who haven't signed up to be acknowledged;
- pass out chips for 9 mos-24 hrs.

Do last call raffle tickets, conduct raffle.

Sing Happy Birthday

End with Lord's Prayer, have cake.

##### **ONLINE**

Standard format is read through collection of the 7<sup>th</sup> Tradition.

Main speaker shares 25-30 minutes; other members who are celebrating anniversaries can be asked to share for up to 5 minutes each.

Acknowledge Anniversaries for the month.

Sing Happy Birthday

End with Lord's Prayer

**WOMEN'S/MEN'S MEETINGS (Women Sun 2PM/Men TBA):** follows regular format

**HOLIDAY MARATHON MEETINGS:** abbreviated version of regular format since meeting ends 10 minutes before the hour.

Eliminate:

- Anonymity statement
- How It Works
- Fellowship announcements
- Housekeeping announcement

APPROVED BY BUSINESS GROUP 2023

# THE IN BETWEEN FELLOWSHIP

## STATEMENT OF PURPOSE AND OPERATING DOCUMENTS

**BEGINNER'S MEETING:** hold until SOP revisions complete, create simple version.

# THE IN BETWEEN FELLOWSHIP

STATEMENT OF PURPOSE AND OPERATING DOCUMENTS

## IBF Business Meeting Agenda

(Steering Committee meetings will be conducted in the same manner,  
however Trusted Servant reports will be skipped)

6:45PM CALL TO ORDER – CHAIR OPENS WITH SERENITY PRAYER

TWELVE TRADITIONS ARE READ

APPROVAL OF MINUTES FROM PREVIOUS MEETING

APPROVAL OF AGENDA

TRUSTED SERVANT REPORTS (NOT TO EXCEED 3 MINUTES):

- Chair – open positions, general condition of the group, overview of pending business
- Board Secretary - Trustee Report
- Treasurer – financial report
- Recording Secretary - read minutes of Steering Committee
- Bartender Coordinator
- General Service Representative
- Intergroup Representative
- H&I Group Representative
- Literature Chair
- Supply Chair
- Beginner's Meeting Coordinator
- Birthday/Speaker meeting Chair – online & in-person
- Event Coordinator
- Web Master
- Online Meeting Coordinator
- Online Meeting Acknowledgment Coordinator

OLD BUSINESS – (IBF Guidelines for Debate and Voting (to be read at every business meeting))

- People who wish to speak will raise their hands and wait to be acknowledged by the Chair.
- Each person may speak for two (2) minutes.
- No one may speak for a second time on a topic until all who wish to have spoken for the first time.
- Full discussion of a recommendation should take place *before* each vote.
- Everyone is entitled to express his or her opinion. However, if your perspective has already been stated by someone else, it is not necessary to say it again.
- Voting is by show of hands unless the group decides otherwise.

NEW BUSINESS –

**8PM** ADJOURN WITH RESPONSIBILITY STATEMENT (extending meeting length requires simple majority consent of attendees).

# THE IN BETWEEN FELLOWSHIP

STATEMENT OF PURPOSE AND OPERATING DOCUMENTS, MASTER DOC

## How IBF Business Meetings Operate

Generally speaking, the IBF Business meetings follow *Robert's Rules of Order*, and proceed on as informal a basis as possible consistent with the rights of all concerned. It is important to remember that the purpose of rules of order is to make it easier for the IBF to conduct its business; rules exist to allow the IBF to do what it needs to do to carry out the will of the Fellowship by reaching an informed group conscience.

### **Making a Motion**

Making a motion brings a new topic into discussion.

### **Amending a Motion**

Amending a motion clarifies, or, within limits, modifies the main motion being considered.

### **Tabling a Motion**

Tabling a motion postpones discussion to a later time.

### **Calling the Question**

Calling the question brings debate to a halt while members decide whether to proceed directly to a vote (the question) or go on with the debate.

### **Minority Opinion**

After each vote on a matter of policy, the side which did not prevail will always be given an opportunity to speak to their position.

### **Reconsideration**

A motion to reconsider a vote may be made only by a member who voted with the prevailing side, but it can be seconded by anyone. If the majority votes to reconsider, full debate, pro and con, is resumed.

MOTION		Requires a "Second"?	Debatable	Vote Required for Approval	Minority Voice Heard?
<b>Making a Motion</b>	Made stating the motion	YES	YES	Two-thirds	YES
<b>Amending a Motion</b>	Made stating the amendment	YES	YES	Two-thirds	YES
<b>Tabling a Motion</b>	Made without comment.	YES	NO	Simple Majority	NO
<b>Calling the Question</b>	Made without comment.	YES	NO	Two-thirds	NO
<b>Reconsidering a Vote</b>	May only be made by a member who voted with the prevailing side. No action may be reconsidered	YES May be seconded by either	NO	Simple Majority	NO

# THE IN BETWEEN FELLOWSHIP

STATEMENT OF PURPOSE AND OPERATING DOCUMENTS, MASTER DOC

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# THE IN BETWEEN FELLOWSHIP

STATEMENT OF PURPOSE AND OPERATING DOCUMENTS, MASTER DOC

## VIII. APPENDICES

### A. Appendix A: Six Warranties of Concept XII (modified):

1. In all its proceedings the In Between Fellowship [General Service Conference] shall observe the spirit of the AA Tradition, taking great care that it never becomes the seat of perilous wealth or power;
2. that sufficient operating funds, plus an ample reserve, be its prudent financial principle;
3. that none of the Trusted Servants [Conference Members] shall ever be placed in a position of unqualified authority over any of the others;
4. that all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity;
5. that no Group [Conference] action ever be personally punitive or an incitement to public controversy;
6. that though the Group [Conference] may act for the service of the In Between Fellowship [Alcoholics Anonymous], it shall never perform any acts of government; and that, like the Society of Alcoholics Anonymous which it serves, the Group [Conference] itself will always remain democratic in thought and action.

### B. Appendix B: Structure Grid

# THE IN BETWEEN FELLOWSHIP

STATEMENT OF PURPOSE AND OPERATING DOCUMENTS, MASTER DOC

## IN BETWEEN FELLOWSHIP STRUCTURE

### NON-PROFIT

#### IBF, INC.

**What it is:** 501 c-3 Non-profit corporation registered with the state of California

**What it does:** based on decisions of the IBF Business Group, handles all financial, business, and legal aspects of the operation of the IBF

**Who it is:** five (5) Trustees *elected by the IBF Business Group*

THE FELLOWSHIP AND THE NON-PROFIT ARE SEPARATE ENTITIES WHICH WORK TOGETHER, HELPING EACH OTHER ACHIEVE OUR COMMON GOAL OF CARRYING THE MESSAGE OF AA TO THE ALCOHOLIC WHO STILL SUFFERS.

#### THE UPSIDE DOWN TRIANGLE

IN BETWEEN FELLOWSHIP  
↓  
IBF BUSINESS GROUP  
↓  
IBF NON-PROFIT

### FELLOWSHIP

#### IBF GROUP

**What it is:** a registered group of AA  
**What it does:** carry the message of AA to the alcoholic who still suffers  
**Who it is:** anyone who attends our meetings who has a desire to stop drinking

#### IBF BUSINESS GROUP

**What it is:** the collective conscience of the In Between Fellowship  
**What it does:** make overall policy decisions on issues affecting IBF and AA as a whole  
**Who it is:** any alcoholic who attends the monthly business meetings and considers IBF to be their Home Group.

#### IBF STEERING COMMITTEE

**What it is:** an advisory body for the Business Group  
**What it does:** make recommendations to the Business Group on issues of concern  
**Who it is:** elected Trusted Servants of IBF

# THE IN BETWEEN FELLOWSHIP

STATEMENT OF PURPOSE AND OPERATING DOCUMENTS, MASTER DOC

## B. Articles of Incorporation; Corporation Statement of Information & IRS Determination Letter

### ARTICLES OF INCORPORATION OF

#### In Between Fellowship Inc.

#### I.

The name of the corporation shall be

In Between Fellowship Inc.

#### II.

The place in this state where the principal office of the Corporation is to be located is

4710 International Blvd., Oakland, CA 94601

#### III.

Said corporation is organized exclusively for charitable purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

This corporation is a nonprofit PUBLIC BENEFIT CORPORATION and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public and charitable purposes.

The specific purpose of this corporation is:

To provide Alcoholics Anonymous Meetings for persons with a desire to stop drinking.

#### IV.

The name and address in the State of California of this corporation's initial agent for service of process is:

Legalzoom.com, Inc.



**THE IN BETWEEN FELLOWSHIP**  
STATEMENT OF PURPOSE AND OPERATING DOCUMENTS, MASTER DOC

**V.**

4720804

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation except from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of future federal tax code, or (b) by a corporation,(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

**VI.**

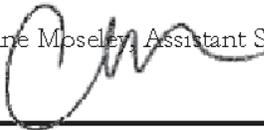
Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

**IN WITNESS WHEREOF**, the undersigned incorporator has executed these Articles of Incorporation on the date below.

Date: 03/16/2021

**LegalZoom.com, Inc., Incorporator**

By: Cheyenne Moseley, Assistant Secretary

  
\_\_\_\_\_

# THE IN BETWEEN FELLOWSHIP

STATEMENT OF PURPOSE AND OPERATING DOCUMENTS, MASTER DOC

## Corporation Statement of Information



## California Secretary of State Electronic Filing



Entity Name: IN BETWEEN FELLOWSHIP INC.

Entity (File) Number: C4720804

File Date: 11/19/2021

Entity Type: Corporation

Jurisdiction: CALIFORNIA

Document ID: GY64145

### Detailed Filing Information

1. Entity Name: IN BETWEEN FELLOWSHIP INC.

2. Business Addresses:

a. Street Address of Principal Office in California:

4710 International Blvd.  
Oakland, California 94601  
United States of America

b. Mailing Address:

4710 International Blvd.  
Oakland, California 94601  
United States of America

3. Officers:

a. Chief Executive Officer:

Arthur [REDACTED]  
4710 International Blvd.  
Oakland, California 94601  
United States of America

Document ID:

**THE IN BETWEEN FELLOWSHIP**  
STATEMENT OF PURPOSE AND OPERATING DOCUMENTS, MASTER DOC



**California Secretary of State**  
**Electronic Filing**

- b. Secretary: Sandria [REDACTED]  
4710 International Blvd.  
Oakland, California 94619  
United States of America
- c. Chief Financial Officer: Thom [REDACTED]  
4710 International Blvd.  
Oakland, California 94619  
United States of America
4. Agent for Service of Process: Thom [REDACTED]  
4710 International Blvd.  
Oakland, California 94619  
United States of America

By signing this document, I certify that the information is true and correct and that I am authorized by California law to sign.

Electronic Signature: Thom [REDACTED]

# THE IN BETWEEN FELLOWSHIP

STATEMENT OF PURPOSE AND OPERATING DOCUMENTS, MASTER DOC

## IRS Determination Letter

IRS

**Department of the Treasury Internal Revenue Service  
Tax Exempt and Government Entities**

P.O. Box 2508  
Cincinnati, OH 45201

IN BETWEEN FELLOWSHIP INC  
4710 INTERNATIONAL BLVD  
OAKLAND, CA 94601

**Date:** 08/30/2021

**Employer ID number:** 86-3263405

**Person to contact:**

Name: Customer Service ID number: 31954

Telephone: (877) 829-5500

**Accounting period ending:** December 31

**Public charity status:** 509(a)(2)

**Form 990 / 990-EZ / 990-N required:** Yes

**Effective date of exemption:** March 16,  
2021

**Contribution deductibility:** Yes

**Addendum applies:** No

**DLN:** 26053562001901

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,  
Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements  
Letter 947 (Rev. 2-2020)  
Catalog Number 35152P