

# Rockridge Fellowship Safety Committee Policy

## I. PURPOSE AND SCOPE

To define the composition of the Safety Committee; to have in place explicit guidelines regarding how the Rockridge Fellowship (RRF) handles the three categories of member issues listed below (Section II.C); and to clearly delineate processes that (a) ensure group conscience is carried out and (b) responsibility is met with the proper authority.

In preparing these guidelines the Safety Committee drew upon the advice in three publications from the General Service Office: "Safety and A.A.: Our Common Welfare" (SMF-209), the "Safety and A.A. Flyer" (F-228), and the "Safety Card for A.A. Groups" (F-211). All three documents can be found at [www.aa.org](http://www.aa.org).

## II. SAFETY COMMITTEE COMPOSITION AND RESPONSIBILITIES

The Safety Committee will consist of the Fellowship Coordinator and five additional members elected at the RRF Business Meeting. This Committee determines the severity of conflicts and infractions and determines the appropriate response. Safety Committee meetings are closed to protect the confidentiality of those involved.

### A. Who Comprises the Committee

The members are the Fellowship Coordinator and five other elected members, one of whom will serve as Chair. The Chair will also hold a seat on the Steering Committee. The composition of the Safety Committee should reflect the membership of the Fellowship.

Each member will serve for 18 months, with members rotating into and out of service on a staggered schedule to ensure continuity and a mixture of more experienced members with newer members.

When the Committee is being established, two members will be elected for 12-month terms, and three for 18-month terms. After the two 12-month-term members rotate out, all future service terms are 18 months.

### B. Position Requirements and Responsibilities

#### a) Safety Committee Member

Responsibilities:

With other committee members helps to resolve member issues as outlined in the Safety Policy, acting in accordance with the RRF Safety Policy guidelines.

Position requirements:

- o Minimum of 3 years sobriety.
- o 18-month term.
- o Be an active member of the Rockridge Fellowship.
- o Respond and give input to incidents/complaints in a timely manner.
- o Conduct fair and unbiased fact finding into conflict resolution.
- o When necessary and decided by the Safety Committee, speak directly with members involved in conflicts or exhibiting problematic behavior.
- o Be open-minded and able to see things from both perspectives.
- o Work cooperatively and respectfully with other committee members.
- o Keep information about member issues confidential.
- o Attend monthly Safety Committee meetings, with additional meetings called as needed.
- o Attend monthly Steering and RRF Business meetings when possible.

b) Safety Committee Chair

- o Meet the requirements for a Safety Committee Member (above).
- o Minimum of 5 years sobriety.
- o Will have served on the Safety Committee for a minimum of 6 months before being elected from within the Safety Committee to a 12-month term.
- o Hold a seat on the Steering Committee.
- o Attend monthly Steering Committee and RRF Business meetings.

### **C. Safety Committee Responsibilities**

The following issues are examples of issues that the Safety Committee would deal with:

1. One member (or members) complaining about other member or members.
2. Member causing threat to lease: destruction of property; inappropriate use of the Rockridge Fellowship building: sleeping, trespassing, using rooms for sexual liaisons, etc.
3. Illegal behavior: brandishing a weapon, fighting/assaulting another member, dealing drugs, stalking/predatory behavior, etc.

## **III. ADDRESSING COMPLAINTS**

### **A. Process of Response to Complaints**

1. Any member issues that warrant action of any type are first handled by direct discussion with the member(s) involved, if possible.
2. Any issues that cannot be resolved by direct discussion are referred to the Steering Committee.

As elected trusted servants for Rockridge Fellowship with the right of decision (Concept III in the AA Service Manual), the members of the Steering Committee have the authority to make decisions in the matter of safety, following the process outlined in Section III. Steering Committee decisions are final.

3. If the Steering Committee is unable to resolve the situation, the matter is referred to the RRF business meeting.
4. If the RRF business meeting cannot resolve the issue it then goes to the Board (for example, restraining orders).

### **B. Safety Committee Process for Member-to-Member Complaints (Section II.C.1)**

1. Determine whether or not a complaint should be pursued.
2. Further investigate by speaking to member(s) initiating complaint and ask their desired outcome to the situation (if appropriate). They are encouraged to bring their sponsors to such a meeting.
3. Determine severity of alleged problematic behavior.
4. Determine best approach to take in speaking to the member(s) being accused of inappropriate behavior.
5. Select teams of two from within the Safety Committee.
6. Approach the member(s) and explain the situation. They are encouraged to bring their sponsors to this meeting.
7. Listen to their viewpoint (in applicable situations).
8. Let the individual know what is being requested and why.
9. In severe situations explain potential consequences (in the form of temporary suspension) should behavior continue.
10. If problematic behavior continues or if member does not agree with the complaint, determine next steps: a second discussion or immediate referral to Steering Committee (Section III.A).

### **C. Safety Committee Process for Actions Affecting the Lease (Section II.C.2)**

The Fellowship Coordinator and/or a member of the Safety Committee will request that the member immediately cease and desist such behavior. If the behavior doesn't stop the issue will be referred to the Steering Committee immediately.

### **D. Safety Committee Process for Illegal Actions (Section II.C.3)**

Police or MACRO (Mobile Assistance Community Responders of Oakland) as appropriate should be called immediately by the member(s) who witness the activity. Reporting members should then wait outside for the response per the disruptive persons guidelines (located in the secretary folder). Whenever possible the Safety Committee will advise the Steering Committee as to appropriate follow-up actions.

### **E. Other Considerations**

Recommendations of the Safety Committee will take into account whether the problematic behavior affects physical and/or virtual communities.

## **F. Safety Committee Decision Making**

A minimum of 3 members is required to vote on any issue.

- If 6 members are voting, a majority of 4 to 2 must be achieved.\*
- If 5 members are voting, a majority of 4 to 1 must be achieved.\*
- If 4 members are voting, a majority of 3 to 1 must be achieved.
- If 3 members are voting, all 3 must agree.

\*Or 3 to 1 if the remainder are abstentions.

## **IV. COMMUNICATION WITH THE FELLOWSHIP**

### **A. Reporting Decisions**

Steering Committee decisions will be posted at the Fellowship. If requested, a sharing session will be scheduled for the first weekend after the decision was posted so members can ask questions and give their feedback.

### **B. Secretary Notebook**

The Safety Committee creates and updates a procedure for dealing with disruptive behavior in meetings. This procedure and any updates will be presented to the RRF business meeting for approval and then included in the secretary notebook on the front table. Copies will be made available for each meeting's binder as requested.

### **C. Safety Policies**

1. A copy of the Safety Committee Policy will be posted in the RRF library.
2. A copy of the procedure for dealing with disruptive behavior will be posted in the Fellowship.
3. A general notice regarding the Safety Committee Policy will be posted so members are aware of the policy and recourse should it be needed. Wording of the sign to be:

### **MEMBER SAFETY**

Anonymity in AA is not a cloak for unsafe or illegal behavior.  
If you feel unsafe or have questions about safety, contact the Fellowship Coordinator (fellowshipcoordinator@rockridgefellowship.org), the Safety Coordinator (saferoomscommittee@rockridgefellowship.org), or a member of the Safety Committee.