

AAHomeGroup By-Laws

Steering Committee

The AAHomeGroup leadership shall consist of the Chair, Co-Chair, Secretary, Treasurer, Information Technology Committee Chair, Online Intergroup Service Representative, Scheduling Committee Chair and Security Committee Co-Chairs.

Chair* The Chair shall preside at all meetings of AAHG. The Chair shall vote at meetings only in case of a tie vote. The Chair may appoint a parliamentarian for consultation at any meeting. The Chair may pass his/her presiding duties to another member to facilitate an orderly meeting.

Co-Chair* The Co-Chair shall perform the duties of the Chair in his/her absence and shall automatically assume the position of the Chair in the event that the Chair resigns mid-term.

Secretary* The Secretary shall keep an accurate written record of all Group Conscience meetings and effect posting these records to the AAHG website, be responsible to oversee the giving of notice for all GC meetings, and shall oversee the AAHG's email account(s) and direct appropriate responses to members emails. The Secretary is the co-custodian of all funds of the AAHG in co-ordination with the Treasurer, including overseeing the preparing, securing and maintaining State and Federal incorporation documents and annual filing tax return, subject to approval by the GC.

Treasurer* The Treasurer shall be the co-custodian of all funds of AAHG, in co-ordination with the Secretary, shall review the financial condition of the treasury and make reports to the GC, shall present proposed expense to the GC for review and approval. The Treasurer and Secretary oversee the preparing, securing and maintaining State and Federal incorporation documents and annual filing tax return, subject to approval by the GC

Committee Chairs

Information Technology Chair The Information Technology (IT) Chair shall provide strategies, suggest programs and support the mission of the AAHG, shall assist in maintenance of the Group's website, Zoom account, email accounts and WhatsApp accounts.

Online Intergroup Service Representative The Online Intergroup Service Representative (OISR) shall serve on behalf of the AAHG at meetings of the AA Online Intergroup Service Committee and inform the Group of pertinent information from around the United States. The OISR shall insure the AAHG's meetings and contact information is listed on the AA-Intergroup website.

Scheduling Committee Chair The Scheduling Committee Chair shall lead the committee in producing the daily schedule of Zoom meeting Hosts, Chairs/Leads, Security and Welcome Chat servants.

Security Committee Co-Chairs The Security Committee Co-Chairs shall oversee the day-to-day security of the meetings and the training sessions for members volunteering as Hosts, Chairs, Security or Greeters. The committee is responsible for security on the Zoom platform. Group Conscience approved that the Co-Chairs should, when possible, be filled by one man, one woman or one no-binary member. If only men, women or non-binary members are nominated they may be elected to fill the seats.

** Steering Committee members include the Chair, Co-Chair, Secretary and Treasurer. These members also facilitate the review of concerns brought to their attention regarding a member(s) actions that may violate the 12 Traditions. The Steering Committee members review of all concerns, may have additional discussions with those filing a concern(s) and, when deemed appropriate, may contact the member(s) the concerns have indicated.*

****All communications, conversations and determinations are confidential!****

The Steering Committee treats each concern with Tradition One in mind, which states: *Each member of Alcoholics Anonymous is but a small part of the greater whole. A.A. must continue to live or most of us will surely die. Hence our common welfare comes first. But individual welfare follows close afterward.*
Tradition One (Long Form)

Eligibility Requirements / Terms of Office / Election Schedule

Eligibility Requirements

All members must have the minimum sobriety time as indicated for each position as follows:

Steering Committee

Chair – 2 years

Co-Chair - 2 years

Secretary – 1 year

Treasurer – 2 years

Committee Chairs and Co-Chairs

Information Technology Committee Chair – 1 year

Online Intergroup Service Representative – 1 year Scheduling Committee Chair – 1 year

Security Co-Chairs – 1 year

Terms of Office

Terms of Steering Committee Members and Committee Chairs shall be four months. Members appointed or elected mid-term may stand for re-election at the next regularly scheduled election date.

Elections Schedule:

a. The Chair, Treasurer and Information Technology Committee Co-Chair terms expire on September 30, January 31 and May 31;

b. The Co-

Chair, Secretary, Information Technology Committee Chair, Online Intergroup Service Representative, Scheduling Committee Chair and Security Co-Chairs terms expire on March 31, July 31 and November 30.

NOMINATIONS AND ELECTIONS

Procedure for Nominations.

a. On or before the expiration of term for each position the Secretary shall prepare and have communicated to the members of AAHomeGroup, by a notice posted on the Group's website and/or AAHG Announcement Telegram Chat, the current Steering Committee and Committee Chair positions to be filled at the next GC meeting.

b. All members nominated must either attend that month's GC meeting to accept their nomination or have previously notified the Secretary of their acceptance if

nominated.

c. Current Trusted Servants may succeed themselves.

Procedure for Elections.

a. The Secretary shall announce the Steering Committee and Committee Chair positions open for nomination and members may move a nomination. If the member's nominee is seconded that nominee must accept the nomination, or have previously notified the Secretary of their acceptance of the nomination prior to voting.

b. Once nominations close a vote shall be conducted and election shall be by the highest number of votes cast. In case of a tie the Secretary shall flip a coin. If only one member is nominated for a position that member will be elected unopposed.

TRUSTED SERVANTS

All members serving as hosts, security and/or chairs must complete the trainings provided by the Security Committee.

Meeting Hosts: Highest level of security and responsible for passing co-hots credentials to chairs, security and handing off Host credentials to the next Host taking over.

Minimum sobriety requirement: 90 days (revised 6/23/2020)

Security Servants:

Members with 30 to 59 days may serve 1 hour per day (revised 6/23/2020);
Members with 60 to 89 days may serve 2 hour per day; (revised 6/23/2020) and
Members with 90 days or more may serve 3 hours per day
Security members must use a computer, laptop or large tablet to serve.
Members may not serve on a cell phone.

Meeting Chairs: Members required to have a minimum of 90 days (revised 6/23/2020) Maximum service of 3 hours per day.

Meeting Greeters: Members required to have 3 days of sobriety and attended security training. Maximum service of 3 hours per day.

Guest Speakers: Required to have a minimum of 90 days.

MEETINGS

Approved Literature for Meetings: The Group Conscience approved the use of all AA approved literature and publications by Hazelden and the Betty Ford Center.

Group Conscience Meetings: Group Conscience meetings are to be announced on the AAHomeGroup's website calendar listing and through the AAHG Announcements Telegram service. The meetings will be hosted in the AAHG Auxiliary Zoom room.

Minimum sobriety requirement for members to share during meetings: as stated in Tradition Three – The only requirement for membership is a desire to stop drinking. Group Conscience agreed that meeting chairs may limit sharing by members who have been drinking and/or using other substances or appear intoxicated that day, with love and kindness.

Minutes of Meetings: Minutes of all Group Conscience and Steering Committee meetings will be posted, by the Secretary, online within seven (7) days of adjournment.

Motions approved at GC: After the question called and voting is finalized the Chairperson asks if anyone with the minority opinion to speak. If no one does then the vote stands. If, after all minority opinions are heard the Chairperson asks if any member of the majority wishes to change their vote and if a member does, then a second vote is taken.

Prudent Reserves: AAHomeGroup GC approved a prudent reserve of one (1) year's operating expense. Any additional funds may be contributed to AA General Service Offices on a quarterly basis. Approved 9/23/2020

Telegram: All Trusted Servants are required to use the AAHG's Telegram chats for all communicate regarding Security, Scheduling and Credentials.

Inactive Committees: The following committees where approved by the GC but are currently inactive: Communications Committee, European Liaison Committee and the Sponsor Committee.