

aaHomeGroup By-Laws

SECTION 1: NAME, DEFINITIONS AND SCOPE

1. The name of the organization is aaHomeGroup, herein referred to as "aaHG."
2. For all purposes, the principal office of the organization is <https://aahomegroup.org>. Since the organization is an international online platform, the primary contact is secretary@aahomegroup.org.

As an international group, international members (i.e. those outside the US/Canada General Service structure), as discussed in Concept IV, the Right of Participation, will have the same rights and privileges as those members from the US and Canada, including voting privileges, serving on the Steering Committee, serving as an aaHG Group Officer (Chair, Alt. Chair, Secretary and Treasurer) and serving as the aaHG GSR, IGR or their alternates.

3. The scope of this document is simply to document "agreements" among the membership of the aaHG fellowship on the service schedule, elections and terms of service, sobriety requirements, general safety, and security practices and procedures to serve and accomplish the goals and purposes of this fellowship. These agreements are not to be construed as legal commitments.
4. The primary purpose of aaHG is to provide 24/7 recovery through online AA meetings. The foremost guiding principles of aaHG are the Alcoholics Anonymous Twelve Steps, the Twelve Traditions, and the Twelve Concepts of World Service. Additionally, aaHG takes its safety guidance from the Alcoholics Anonymous' Safety Card for A.A. Groups, "Safety and A.A." flyer (F-28, rev. 4/22), and "Safety and A.A.: Our Common Welfare" (SMF-209, rev. 4/22) flyer.
5. As this fellowship is a voluntary at-will "self-help" group, the only liability possible is for members to choose to leave or stay as they may like. Any illegal acts by any member of the fellowship should be referred to the legal jurisdiction of the actor. The fellowship reserves the right of any currently serving meeting service members, or through the grievance process of the Steering Committee, or by safety protocols currently established, to revoke the

attendance of any member or attendee to the fellowship's various meetings at any time. The cause must be established by the Steering Committee by majority vote.

SECTION 2: STEERING COMMITTEE (SC)

1. The Steering Committee, also referred to as the “SC,” consists of all members who are elected to serve the purposes of the aaHG fellowship.
2. The SC members are those who have demonstrated interest in the purposes of the platform, per section 4, and its continued success.
3. The SC members including the Chair, Assistant Secretary, Treasurer, 1 Information Technology Co-Chair, 1 Safety Co-chair (male or non-binary), 1 Training Co-chair, Assistant Intergroup Service Representative, Group Service Representative, 3 Members – At – Large, and Communications/Literature Chair shall be elected annually in the month of October.
4. The Co-Chair, Secretary, Assistant Treasurer, 1 Information Technology Chair, 1 Safety Co-chair (female or non-binary), 1 Training Co-chair, Scheduling Committee Chair, 2 Members – At – Large, Alternate General Service Representative, and Intergroup Service Representative, will be elected annually in the month of January.
5. Each SC member may serve a maximum of 3-one year terms per SC position.
6. Any member of the Committee may resign by sending a resignation email to secretary@aaahomegroup.org.
7. If any position on the SC becomes vacant, the Steering Committee may choose to have elections at an upcoming regularly scheduled GC meeting. If a member is elected mid-term, that position will be up for election at the regularly scheduled cycle.
8. No Committee member shall receive compensation. Individuals may be reimbursed for approved expenses.

9. Each member of the committee shall have one vote. The Chair does not vote unless there is a tie. A simple majority of those present and voting at any duly called meeting of the Committee at which a majority is present shall decide on all matters, with the exception of bylaw changes.
10. Per the Group Conscience, the Steering Committee may make decisions, that do not oppose the bylaws, on behalf of the entire aaHG membership. However, decisions that affect the group as a whole should be brought to the membership for discussion and vote in a Group Conscience Meeting.
11. ~~The SC may create and appoint ad hoc committees as needed for specific purposes (e.g. a Grievance Committee). The members of these committees will be members of the SC.~~
12. Any SC Chair may form a subcommittee, if needed, to assist them in fulfilling the mission of their area of service. The SC Chairs shall decide how many persons will be included in their specific subcommittee. Members of these subcommittees are not elected by the Group Conscience. Subcommittee members are not considered to be members of the SC.

SECTION 3: OFFICERS

1. The aaHG SC shall consist of all elected positions including the Chair, Co-Chair, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Information Technology Chair, Information Technology Co-Chair, Intergroup Service Representative, Assistant Intergroup Service Representative, Scheduling Committee Chair, Communications/Literature Committee Chair, (5) Members at Large, (2) Safety Committee Co-Chairs, (2) Training Committee Co-Chairs, Group Service Representative, and Alternate Group Service Representative. All SC members are requested to attend all bi-monthly meetings of the SC.
2. **Chair:** The Chair shall preside at all Group Conscience meetings of aaHG and facilitate Steering Committee meetings. The Chair may pass his/her presiding duties to the Co-Chair when needed. The Chair appoints any ad hoc committees, and serves on all Grievance Committees.

Membership of the ad hoc committees is not limited to only Service Members, any member of aaHG may be appointed by the Chair to join. Grievance and Personal issues committees are limited to the members of the Steering Committee

Additionally, the Chair will serve as the interim Assistant Treasurer if the Treasurer resigns; the Chair always has access to any and all of aaHG's financial information.

3. **Co-Chair:** The Co-Chair shall perform the duties of the Chair in his/her absence including the assumption of chair responsibilities in the event of a vacancy. A special off-cycle election can be held if the Co-chair is unable to serve as Chair for the remainder of the term. The Co-chair also serves on the Grievance Committee.
4. **Secretary:** The Secretary shall keep an accurate written record of all Group Conscience (GC) and Steering Committee meetings and post these records and meeting minutes to the aaHG website. The Secretary shall also be responsible for giving notice for all GC meetings, overseeing the aaHG's email account(s), and directing appropriate responses to members' emails. The Secretary is responsible for conducting the election process at the GC.
5. **Assistant Secretary:** The Assistant Secretary shall help the Secretary with all duties and fill in as needed. If the Secretary position becomes vacant, the Assistant Secretary shall automatically become Secretary. A special off-cycle election can be held if the Assistant Secretary is unable to serve as Secretary for the remainder of the term.
6. **Treasurer:** The Treasurer shall be the custodian of all funds of aaHG, in coordination with the Assistant Treasurer. The Treasurer shall review the financial condition of the treasury and make reports to the SC and GC, shall present proposed expenses to the SC for review and approval. The Treasurer and Assistant Treasurer oversee the preparing, securing, and maintaining of State and Federal incorporation documents and annual filing tax returns (if needed), subject to approval by the GC.
7. **Assistant Treasurer:** The Assistant Treasurer shall help the Treasurer in all duties and fill in as needed. If the Treasurer position becomes vacant, the

Assistant Treasurer shall automatically become Treasurer. The Chair will then serve as the interim Assistant Treasurer until that position is filled. A special off-cycle election can be held if the Assistant Treasurer is unable to serve as Treasurer for the remainder of the term.

8. **Information Technology Chair:** The Information Technology (IT) Chair shall provide strategies, suggest programs and support the mission of the aaHG, and shall assist in maintenance of the Group's website, Zoom account, email accounts and Telegram accounts. The IT Chair shall also assist the Steering Committee members, Group members, and aaHG with their technology needs as needed.
9. **Information Technology Co-Chair:** The Information Technology (IT) Co-Chair shall assist the IT Chair in fulfilling their duties. If the Information Technology Chair position becomes vacant, the Information Technology Co-chair shall automatically become the Information Technology Chair. A special off-cycle election can be held if the Information Technology Co-Chair is unable to serve as Information Technology Chair for the remainder of the term.
10. **Intergroup Service Representative:** The Intergroup Service Representative (ISR) shall serve on behalf of the aaHG at meetings of the Online Intergroup of AA (OIAA) and inform the SC & GC of pertinent information from around the United States. The ISR shall ensure the aaHG's meetings and contact information is listed on the AA-Intergroup website.
11. **Assistant Intergroup Service Representative:** The Assistant Intergroup Service Representative shall help the ISR in all duties and fill in as needed. If the Intergroup Service Representative position becomes vacant, the Assistant Intergroup Service Representative shall automatically become the Intergroup Service Representative. A special off-cycle election can be held if the Assistant Intergroup Service Representative is unable to serve as Intergroup Service Representative for the remainder of the term.
12. **Scheduling Committee Chair:** The Scheduling Committee Chair shall coordinate the production of the daily schedule of Zoom meeting Hosts, Chairs/Leads, and Safety Team Members. The Scheduling Committee Chair shall recruit appropriately trained servants to fill all empty timeslots on the

schedule and ensure that there are at least a host and a chair for the aaHG platform's 22 daily meetings.

13. **Two Safety Committee Co-Chairs:** The Safety Committee Co-Chairs shall oversee the day-to-day security of the meetings-on the Zoom platform according to procedures set forth by the SC or GC. Group Conscience approved that the Co-Chairs should, when possible, be filled by one man, and one woman or one non-binary member. If only men, women or non-binary members are nominated, they may be elected to fill the seats.
14. **Two Training Committee Co-chairs** – The Training Committee Co-chairs shall be responsible for coordinating, training and developing materials according to procedures set forth by the SC committee and/or GC. This committee is responsible for training all new trusted servants-and coordinating with Safety, Scheduling, and other necessary committees.
15. **Communications/Literature Committee Chair:** The Communications/Literature Committee Chair shall be responsible for reviewing and approving literature requests from the aaHG meeting Chairs, and ensuring that digital AA literature is available for aaHG meetings, service meetings, and other events. The Communications/Literature Committee Chair will maintain an online list of approved materials. The Communications/Literature Committee Chair is also responsible for producing and publishing "The Trudge," aaHG's newsletter, with the goal of conveying the AA message to our group membership.
16. **Members – At – Large:** The Steering Committee shall consist of 5 additional members who will help ensure inclusiveness, transparency and the upholding of traditions so they are being followed as closely as possible.
17. **General Service Representative:** The aaHG recognizes the current limitations of having the General Service Representative (GSR) serve internationally and the General Service Representative will, therefore, be of service in the US/Canada General Service structure. Should the option for our Group GSR and Alternate GSR to serve on an online worldwide platform become available, AAHG commits to carefully consider switching to this new mechanism to solidify, maintain and encourage international relationships. To reflect the international nature of the aaHG, if the GSR is from the US or

Canada, then the Alternate GSR will be international and if the GSR is international, then the Alternate GSR will be from the US or Canada. It is mandatory that either the GSR or the Alternate GSR consist of one member from the US/Canada and one member internationally.

The GSR shall serve on behalf of the aaHG at meetings of the District that aaHG registers within the US/Canada General Service structure and at Area Assemblies in the Area that the District belongs to. The GSR will make reports of District and Area activities to the Steering Committee and to the Group Conscience. The GSR will also bring all District and Area motions and budgets to the aaHG and obtain the Group Conscience on those motions and budgets. The GSR will bring any group concerns to the District for discussion. The GSR will represent aaHG prior to the annual General Service Conference by attending an Area delegate pre-conference report, presenting the current year's agenda items to the aaHG at a regular or special Group conscience meeting and providing the aaHG group conscience on the agenda items to our Area's delegate. The GSR will also bring back the results of the General Service Conference to the group.

18. **Alternate General Service Representative:** The alternate General Service Representative (Alt. GSR) shall assist the GSR as necessary and fill in as needed. If the GSR position becomes vacant, the Alt. GSR will automatically become the GSR. A special, off-cycle election can be held if the Alt. GSR is unable to serve as the GSR for the remainder of the term. If the Alternate GSR is international, then the GSR will be from the US or Canada and if the GSR is international, then the Alternate GSR will be from the US or Canada. It is mandatory that either the GSR or the Alternate GSR consist of one member from the US/Canada and one member internationally.

SECTION 4: ELIGIBILITY REQUIREMENTS FOR SC COMMITTEE MEMBERS:

1. All nominees for election should have the minimum sobriety time as indicated for each position.

2. For certain officers, the requirements of sobriety and previous experience are **mandatory** and **cannot be waived**. Those requirements can only be changed by a change in the bylaws.
3. For other officers, the Group Conscience (during an election) can waive the minimum sobriety or experience requirements through a motion and a majority vote.
 - a. Chair:
 - **Mandatory** 3 years of continuous sobriety
 - Served on the Steering Committee in some capacity at any time
 - b. Co-Chair:
 - **Mandatory** 3 years of continuous sobriety
 - Served on the Steering Committee in some capacity at any time
 - c. Secretary:
 - **Mandatory** 1 year of continuous sobriety
 - Served on the Steering Committee in some capacity at any time
 - d. Assistant Secretary:
 - 1 year of continuous sobriety
 - e. Treasurer:
 - **Mandatory** 2 years of continuous sobriety
 - Served on the Steering Committee in some capacity at any time
 - f. Assistant Treasurer:
 - **Mandatory** 2 years continuous sobriety
 - g. Information Technology Chair:
 - **Mandatory** 2 years of continuous sobriety
 - Served on the Steering Committee in some capacity at any time
 - h. Information Technology Co-Chair:

- **Mandatory** 2 years of continuous sobriety
- i. Intergroup Service Representative:
 - 1 year of continuous sobriety
- j. Assistant Intergroup Representative:
 - 1 year of continuous sobriety
- k. Scheduling Committee Chair:
 - **Mandatory** 2 years of continuous sobriety
- l. Safety Committee Co-Chairs:
 - **Mandatory** 2 years of continuous sobriety
 - **Mandatory** to be fully trained to perform in all safety positions on the platform in order to be nominated.
 - Group Conscience approved that the Co-Chairs should, when possible, be filled by one man, one woman, or one non-binary member. If only men, women, or non-binary members are nominated they may be elected to fill the seats.
- m. Training Committee Co-Chairs:
 - 1 year of continuous sobriety
- n. Communications/Literature Committee Chair:
 - 1 year of continuous sobriety
- o. Members – At – Large:
 - **Mandatory** 5 years of continuous sobriety
- p. General Service Representative
 - 2 years of continuous sobriety.
 - Been in service to the aaHG for at least 6 months

- Knowledge of AA General Service is helpful but not required.
- q. Alternate General Service Representative
- 2 years of continuous sobriety.
 - Been in service to the aaHG for at least 6 months
 - Knowledge of AA General Service is helpful but not required.
4. **MANDATORY:** Only members who have been in **active service** for six months on the aaHG platform are eligible to be nominated for a Steering Committee position.
5. **MANDATORY:** Any Steering Committee Member who is removed from the Steering Committee may not be nominated for election to another position within 1 year.
6. A Steering Committee member may only hold 1 position at a time, with the exception of the Chair who may be serving as Assistant Treasurer.
7. ~~The SC can remove a member of the SC, for cause, by a 2/3 majority vote of the quorum present. The Chair would be able to vote in this decision. The position would then be declared vacant.~~

Any proposed Removal must be presented to the Group Conscience with written notice to the fellowship at least one week prior to the vote. Removal shall require a two-thirds vote of the Group Conscience members present and voting.

SECTION 5: STEERING COMMITTEE (SC) MEETINGS

1. There shall be bi-monthly meetings of the SC. Additional meetings may be held at the discretion of the SC and called by the Chair.
2. A quorum shall consist of a simple majority of the total number of SC members.
3. The meeting date/time will be posted to the website at least 5 days before the meeting. aaHG members can attend SC meetings as observers.

4. The Chair can call executive meetings of the SC to discuss private, personal matters or grievances.
5. aaHG members can email the Secretary with items or concerns they would like to have discussed by the SC.
6. Steering Committee Attendance will be recorded by the Secretary. If a member misses three consecutive meetings (any combination of SC and GC meetings) the secretary will place that member as an agenda item for the SC to consider at their next meeting. The Secretary will inform the person that their membership will be discussed.

SECTION 6: GROUP CONSCIENCE (GC) MEETINGS

1. Business meetings are held primarily to inform all group members of recommendations, decisions and updates made by the SC committee including the treasurer's report, safety and scheduling updates and changes to best practices as it relates to meeting host, chairs, and safety team members.
2. Group Conscience meetings are held every 4-6 weeks to vote on issues that impact aaHG as a whole.
 - a. Members may propose topics for discussion and vote at the GC by sending an email to secretary@aahomegroup.org. Motions must be submitted to the Secretary 2 weeks before the next scheduled GC ~~to allow for SC review of the motion.~~

***6.2 - a. Members may propose topics for discussion and vote at the GC by sending an email to secretary@aahomegroup.org. Motions must be submitted to the Secretary 2 weeks before the next scheduled GC.**

- b. The Secretary will post-the agenda and date/time of the meeting to the aaHG website and related Telegram chats at least one week before.
- c. **Robert's Rules of Order will be used, along with AA Minority Opinion guidelines from the AA service Manual.**

*6.2 - c. Robert's Rules of Order will be used, along with AA Minority Opinion guidelines from the AA **World Service Manual which can be found on pages 173 - 175, appendix W. How the Conference Operates. The digital PDF pages 182 - 184.**

- d. GC meetings are given a time limit of no more than 2 hours, with the exception of elections which will run until all positions are filled.
- e. **The Chair will conduct the meeting and set time limits for discussion on topics when needed to complete the agenda within a 2-hour time limit.**

***6.2 - e. The Chair will conduct the meeting and set time limits for discussion on topics when needed to complete the agenda within a 2-hour time limit. Agenda items scheduled but not heard will be heard in order of appearance on the agenda at the next scheduled GC meeting.**

- f. The Chair may not vote on items brought forth unless there is a tie.
3. Minutes of Group Conscience meetings will be posted to the website within 7 days of approval by the GC.

SECTION 7: AMENDMENTS

These bylaws may be amended by a two-thirds majority vote of the quorum present of the SC, and ratified by a simple majority of the GC. Written notice of proposed changes must be sent to the members of aaHG by posting notice in aaHG's official Telegram chats. The amended bylaws should also be easily available on the aaHG website.

SECTION 8: NONDISCRIMINATION

It shall be the policy of this platform that we shall not discriminate based on race, color, religion, creed, national origin, spoken language, ancestry, disability, neurodiversity, gender, sexual orientation, or age.

SECTION 9: DISSOLUTION

Upon dissolution of the platform the SC shall make provisions for the payment of all the legitimate bills and invoices of the organization, and dispose of all excess monies in a donation to:

Alcoholics Anonymous
General Service Board
Post Office Box 2407
James A Farley Station
New York, NY 10116-2