

# By-Laws

July 2022

Effective: October 1, 2022

## Section 1: Name, Definitions and Scope

1. The name of the organization is aaHomeGroup, herein after referred 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](mailto:secretary@aahomegroup.org)
3. The scope of this document is simply "agreements" among the membership of this fellowship on the service schedule, elections and terms of service, sobriety requirements, and general safety and security practices and procedures, etcetera, to serve and accomplish the goals and purposes of this fellowship. These agreements are not to be construed as legal commitments or purposes.
4. 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 grievance process of the Steering Committee, or by security protocols currently established, to revoke the attendance of any member or attendee to the fellowship various meetings at any time.
5. The foremost guiding principles of aaHG are the Twelve Steps of Alcoholic Anonymous, the Twelve Traditions of Alcoholics Anonymous, and the Twelve Concepts of World Service of Alcoholics Anonymous.

## Section 2: Steering Committee (SC)

1. The Steering Committee also referred as "SC" consists of all elected service members, to service the purposes of the fellowship of aaHG.
2. The SC standing members are those who have demonstrated interest in the purposes of the platform.

3. The SC members including The Chair, Treasurer, Information Technology Co-chair, 1 Security Co-chairs, 1 Training Co-chair, 3 Members At Large and Communications/Literature Chair shall be elected annually in the month of October.
4. The Co-Chair, Secretary, Information Technology Chair, Intergroup Service Representative, 1 Security Co-chair, 1 Training Co-chair Scheduling Committee Chair, 2 Members – At – Large and Security Co-Chairs terms will be elected annually in the month of January.
5. Each standing member may serve a maximum of 3-one year terms.
6. Any member of the Committee may resign by sending a resignation email to [secretary@aaahomegroup.org](mailto:secretary@aaahomegroup.org).
7. If a position on the SC committee becomes vacant the Committee may elect to have elections at the next regularly scheduled GC meeting. If appointed mid-term, that position will be up for election at the regularly scheduled cycle.
8. No Committee member shall receive compensation other than reimbursement for approved expenses.
9. Each member of the committee shall have one vote. A simple majority of those present and voting at any duly called meeting of the Committee at which a majority is present shall decide all matters.
10. The Steering Committee may make decisions on behalf of the entire aaHG membership when it comes to processes and procedures, but 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 appoint adhoc committees as needed.

### Section 3: Officers

1. The aaHG SC shall consist of all elected positions including the Chair, Co-Chair, Secretary, Treasurer, Information Technology Committee Chair, Information Technology Committee Co-Chair, Intergroup Service Representative, Scheduling Committee Chair, Communications/Literature Committee Chair, (5) Members at Large, (2) Security Committee Co-Chairs and (2) Training Committee Co-Chairs and any other committee chairs or subcommittee chairs as determined by the SC. These positions are requested to attend all bi-monthly meetings of the SC.
2. Chair: The Chair shall preside at all Group Conscience meetings of AAHG including facilitating Steering Committee meetings. The Chair may pass his/her presiding duties to another member to facilitate an orderly meeting. The Chair also serves on the Grievance Committee.

3. 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 if the Chair resigns mid-term. The Co-Chair is the co-custodian of all funds of the AAHG in coordination 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. 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 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 position is also responsible to filling any vacancies within the active Steering Committee.
5. Treasurer: The Treasurer shall be the co-custodian of all funds of AAHG, in coordination with the Co-Chair, 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 Co-Chair oversee the preparing, securing, and maintaining State and Federal incorporation documents and annual filing tax return, subject to approval by the GC. The Treasurer will also serve as the Intergroup Service Representative alternate.
6. 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 Telegram accounts.
7. Information Technology Co-Chair: The Information Technology (IT) Co-chair shall provide assistance to the IT Chair, Steering Committee members, Group members and AAHG as needed.
8. Intergroup Service Representative: The Intergroup Service Representative (ISR) shall serve on behalf of the AAHG at meetings of the AA Intergroup Service Committee and inform the Group of pertinent information from around the United States. The ISR shall insure the AAHG's meetings and contact information is listed on the AA-Intergroup website.
9. 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.
10. 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.
11. 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 other committees as requested.

12. Communications/Literature Committee Chair: The Communications/Literature Committee chair is responsible for all communications to Trusted Servants, Group Membership and AAHG. Working together with the other Steering Committee members to convey the AA message to our group membership. The chair will be responsible to ensure that AA literature is available for AAHG meetings, service meetings and other events. The chair will maintain an online library.

13. Members – At – Large: The Steering Committee shall consist of 5 additional members who will help ensure inclusiveness, transparency and the upholding of traditions are being followed as closely as possible.

#### **Section 4: Eligibility Requirements for SC Committee members:**

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

Chair – 2 years

Co-Chair - 2 years

Secretary – 1 year

Treasurer – 2 years

Information Technology Committee Chair – 1 year

Information Technology Committee Co-Chair – 1 year

Intergroup Service Representative – 1 year

Scheduling Committee Chair – 1 year Security Committee Co-Chairs – 1 year

Training Committee Co-Chairs – 1 year

Communications/Literature Committee Chair – 1 year

Members – At – Large – 5 years

#### **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 majority total number of Committee members.
3. The meeting date/time and agenda will be posted to the website at least 5 days before the meeting.

## 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 treasurer's report, security and scheduling updates and changes to Best Practices as it relates to meetings hosts, chairs, security and welcome trusted servants.
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 by sending an email to [secretary@aaahomegroup.org](mailto:secretary@aaahomegroup.org). There is a 7-day deadline for items to appear on the Group Conscience Agenda.
  - b. The Secretary will post/email the agenda and date/time of meeting 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.
  - d. The Chair will conduct the meeting and set time limits for discussion on topics when needed to complete the agenda within the 2-hour time limit.
  - e. The Chair may not vote on items brought forth unless there is a tie.
  - f. GC meetings are given a time limit of no more than 2 hours.
3. Minutes of Group Conscience meetings will be posted to the website within 7 days.

## Section 7: Amendments

1. These bylaws may be amended by a two-thirds vote of the members of the SC and ratified by the membership. Written notice of proposed changes must be sent to the members of aaHG by email.

## Section 8: Nondiscrimination

1. 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, gender, sexual orientation or age.

## Section 9: Dissolution

1. Upon dissolution of the platform the SC shall make provisions for the payment of all the liabilities of the organization, dispose of all the monies as decided on by the GC.