

Hutto Fellowship Group of Alcoholics Anonymous

By-Laws

Reading Instructions (see 12x12 pg 149):

PLEASE APPLY LIBERAL AMOUNTS OF RULE 62

Our Higher Power is the ultimate Authority. (See Tradition 2)

Article 1 - DEFINITIONS:

GROUP shall mean The Hutto Fellowship Group of Alcoholics Anonymous.

TERM (of position-holding) shall mean a calendar year January through December unless otherwise stated.

QUARTERLY shall mean the four divisions of the year (January-March, April-June, July-September, October-December).

POST / POSTED shall mean clearly and conspicuously displayed at the meeting facility.

FACILITY shall mean the location at which the group conducts its meeting(s), including a permanent or temporary meeting place.

PLURALITY shall mean, for our purposes, a number of votes cast for a Steering Committee candidate in a contest that is greater than the number cast for any other candidate but not more than half the total votes cast.

SIMPLE MAJORITY shall mean an amount equal to or greater than: half PLUS one. For our purposes, this refers to home group members that are present.

CLOSED MEETING shall mean for A.A. members only, or for those who have a drinking problem and “have a desire to stop drinking”.

STEERING COMMITTEE shall mean the group that guides the daily operations of an AA group or service office. They are trusted servants. They do not govern. See Article 6 for a full list of Hutto Fellowship Group positions.

STEERING COMMITTEE MEETING is a meeting of the Steering Committee. See Article 4

TRUSTED SERVANT shall mean

HOME GROUP MEMBER shall mean

GROUP CONSCIENCE is determined by a meeting of the group members. See Article 5

QUORUM shall mean $\frac{2}{3}$ of the filled Steering Committee positions.

ARTICLE 2 - OVERVIEW

NAME: The Hutto Fellowship Group of Alcoholics Anonymous

PURPOSE: To maintain our sobriety and to carry the A.A. message to alcoholics who still suffer.

MEMBERSHIP: The only requirement for membership is a desire to stop drinking.

DUES AND COLLECTIONS: The group ought to be fully self-supporting, declining outside contributions.
(Tradition 7)

OUR CODE: "Love and tolerance of others is our code." (BB pg 84)

LOCATION: The group shall take all reasonable steps to acquire and maintain a suitable meeting space for the group.

ARTICLE 3 - GROUP GUIDELINES

The twelve traditions of A.A. shall be the guiding principles for the group.

Guidelines are determined by the membership as a whole, through this instrument and expression of the Group Conscience at regular or special meetings.

Regular Group Conscience meeting(s) shall be held on the 2nd Thursday of each month.

Special Group Conscience meeting(s) may be called by any member of the group. Notice of such special meeting(s) shall be posted, once approved by the Chairperson, for a period of two (2) weeks prior to the meeting, stating the time of the meeting and the purpose for which it is called. The time and purpose of this special meeting shall also be announced during the regular meeting(s) in that (2) week period.

Unless otherwise stated herein, no action of the membership shall be effective unless supported by the affirmative vote of a simple majority of the members present as specified herein.

To be a "member", someone must consider Hutto Fellowship Group their only home group.

To participate in voting, at least 24 hours of continuous and current sobriety is needed.

Steering Committee Meeting(s), Group Conscience Meeting(s), Committee Meeting(s), and Group Elections are closed meetings. However, the meeting(s) can be opened, by steering committee vote, for pertinent invited guests.

A copy of this document and amendments must be conspicuously available in the facility at all times.

Meetings shall be held using the current Meeting Script. The script shall be voted on and approved by the Group Conscience.

The topic of each meeting shall be related to our experience, strength, and hope as it relates to alcoholism.

When literature is referenced, as the topic for a meeting, it shall be A.A. conference approved literature.

It is suggested that anyone who chairs a meeting at Hutto Fellowship Group have 30 days or more of continuous and current sobriety.

ARTICLE 4 - STEERING COMMITTEE MEETINGS

Steering Committee meetings are held on the 2nd Thursday of each month unless otherwise stated herein. Voting shall be conducted by a show of hands. No voting by proxy or by ballot shall be allowed.

Steering Committee meetings can be conducted when a quorum, $\frac{2}{3}$ of the filled steering committee positions, are present.

Steering Committee meetings are led by the Chairperson.

Steering Committee meetings will present reports. The Steering Committee will also discuss old business and new business pertaining to rent, A.A. literature, updating local meeting lists, coffee and refreshment, support of all AA service entities and other daily operations of the group.

Steering Committee meetings shall be conducted by a simple majority vote of the elected members present.

Supplemental Reading: Please see "The A.A. Group ... Where It All Begins" Page 23 (Pamphlet 16)

ARTICLE 5 - GROUP CONSCIENCE MEETINGS

Group Conscience meetings are led by the General Service Representative.

Group Conscience Meetings are held, at minimum, once per quarter. Voting shall be conducted by a show of hands. No voting by proxy or by ballot shall be allowed.

Any home group member of The Hutto Fellowship Group of Alcoholics Anonymous can contribute agenda items* after 24 hours of continuous, current sobriety.

(*For suggested amendments to the By-Laws, see the Article titled "By-Laws Amendments")

The Group Conscience meetings of the Hutto Fellowship Group of Alcoholics Anonymous shall be conducted by a simple majority vote of the member's present at the group conscience meetings.

The purpose of the October Group Conscience meeting of the Hutto Fellowship Group shall be the election of all Trusted Servants from the qualified membership for service positions for the upcoming year. If time allows, the group can also conduct any necessary business.

ARTICLE 6 - STEERING COMMITTEE POSITIONS

The **Hutto Fellowship Group** trusted servant positions are as follows:

CHAIRPERSON

The Chairperson shall have one (1) year of continuous sobriety at the time of nomination.

The Chairperson shall regularly attend and lead Steering Committee meetings and will serve a one-year term.

The Chairperson shall read all written reports submitted by Trusted Servants not in attendance at Steering Committee meetings. **WHO???** to fulfill this role if the Chairperson is absent.

Assume, when necessary, the responsibility of other Trusted Servants to ensure continuity and smooth operation with the group.

The Chairperson will only cast a vote in the event that the group's vote results in a tie.

SECRETARY

The Secretary shall have a minimum of 6 months continuous sobriety.

The Secretary shall serve a one-year term.

Record and email minutes of all group conscience meetings monthly - and send to the email list of Hutto Fellowship Group Members. Minutes can be printed upon request.

Maintain Group white board and postings.

Perform other miscellaneous tasks as needed.

Maintain the group email and email list.

TREASURER & CO-TREASURER

The Treasurer and Co-Treasurer shall have two (2) years of continuous sobriety at the time of nomination.

The Treasurer and Co-Treasurer shall regularly attend group conscience meetings and will serve a two-year term.

Maintain a register of all group financial transactions.

Receive monies from the group. Count and properly record such sums in the treasurer's register, making deposits into the group bank promptly.

Maintain the group bank account and sign checks for expenditures approved by group conscience.

Prepare and submit a monthly financial report at the Steering Committee meeting. This report shall be made conspicuously available for group access and review.

The Treasure is approved to make contributions/purchases/provide funds for purchases, in their judgment, limited by the guidance of the Group Conscience. The Group Conscience can discuss specific amounts and frequencies based on the needs and available funds of the group at that time.

Only one vote will be cast -by the Treasurer (if present), or the Co-Treasurer (if the Treasurer is absent).

GROUP SERVICE REPRESENTATIVE (GSR) & ALTERNATE GROUP SERVICE REPRESENTATIVE (AGSR)

General Service Representative (referred to as"GSR") / Alternate General Service Representative (AGSR) shall have two years continuous sobriety at the time of nomination. It is preferred that both have had previous service commitments.

The GSR / AGSR shall serve a two-year term.

The GSR / AGSR will regularly attend Steering Committee and Group Conscience meetings.

The GSR will lead the Group Conscience meeting; the AGSR will lead the Group Conscience meeting in the event that the GSR is absent.

It is suggested that the AGSR subsequently stand for the GSR position upon completion of the AGSR term.

The GSR/AGSR responsibilities will be derived directly from the A.A. Service Manual and supersedes the ones listed here.

The GSR will regularly attend all District Meetings and provide a verbal report, monthly, at Steering Committee Meetings. The AGSR will attend as often as possible and will fill in when the GSR is absent.

The GSR will regularly attend all Southwest Texas Area 68 meetings. In their absence, AGSR will attend.

The GSR will attend Southwest Texas Area 68 meetings and provide a verbal report, quarterly, at Group Conscience meetings. The AGSR will attend as often as possible and will fill in when the GSR is absent.

Only one vote will be cast - by the GSR (if present), or the AGSR (if the GSR is absent).

LITERATURE REPRESENTATIVE / GRAPEVINE / LA VINA

The Literature Representative / Grapevine / La Vina shall have a minimum of three months of continuous sobriety.

The Literature Representative / Grapevine / La Vina shall serve a one-year term.

Will order books, pamphlets, and all other literature for the group to use and/or have for sale.

Will keep "for sale" literature organized and will note pricing in each book.

Will order and stock any Sobriety Chips that are needed for the group, including (proactively) those needed at the Birthday meeting.

Will keep pamphlet racks stocked and organized with relevant material.

Can acquire literature and/or chips from intergroup OR use the order form or A.A.W.S. website and acquired from A.A.W.S.

Will maintain an active group subscription to Grapevine / La Vina magazine(s) and bring copies to the meeting location. Responsible for sharing about the magazine(s) with the Group.

Will confirm spending limits (for literature, chips, etc.) via Group Conscience meetings and turn in receipts for all purchases.

FACILITY COORDINATOR / HOSPITALITY COORDINATOR

The Facility Coordinator shall have a minimum of three months continuous sobriety.

The Facility Coordinator shall serve a one-year term.

The Facility Coordinator will act as the group liaison between the group and the facility where meeting(s) are held. They will convey all communications from the facility to the group, usually through announcements at meetings or postings on the white board.

Will keep stock of all paper wares and cutlery (cups, napkins, coffee, filters, etc.) and purchase/replenish as necessary.

Will confirm spending limits (paper wares, cutlery, refreshments, etc.) via Group Conscience meetings and turn in receipts for all purchases.

TREATMENT & CORRECTIONS COORDINATOR

Treatment & Corrections Coordinator shall have a minimum of one year of continuous sobriety.

The Treatment & Corrections Coordinator shall serve a one-year term.

The Treatment & Corrections Coordinator will act as a liaison between Treatment Centers and/or Corrections Facilities (such as rehabs or jails) coordinating meetings at their facilities. Meetings should be scheduled with such facilities as permitted by the facilities. The attempt should be made to schedule meetings in such a way as to not conflict with regular meetings of the group wherever possible.

PUBLIC INFORMATION / COOPERATION with the PUBLIC COMMUNITY (PI / CPC)

PI / CPC shall have a minimum of one year of continuous sobriety.

PI / CPC shall serve a one-year term.

NOTE: It will be necessary to use your last name.

Need to fill this in!!

ARCHIVES

Archives shall have a minimum of one year of continuous sobriety.

Archives shall serve a two-year term.

INTERGROUP REPRESENTATIVE

Intergroup Representative shall have a minimum of one year of continuous sobriety.

Intergroup Representative shall serve a one-year term.

ARTICLE 7 - ELECTIONS

ELECTIONS:

Each Steering Committee position, whose term is expiring, shall be elected at the October Group Conscience meeting by a simple majority vote of the members present, provided that if no candidate for a position receives a simple majority of the votes cast, then the candidate for that position who receives a plurality of the votes cast shall be elected.

Voting for the following positions shall take place in the October of an odd year - with a service term beginning January 1st of the upcoming even year.

- Chairperson
- Secretary
- Treasurer
- Group Service Representative
- Alternate Group Service Representative
- Literature / Grapevine / La Vina
- Facility Coordinator / Hospitality Coordinator
- Treatment & Corrections Coordinator
- PI / CPC
- Intergroup Representative

Voting for the following positions shall take place in the October of an even year - with a service term beginning January 1st of the upcoming odd year.

- Chairperson
- Secretary

- Co-Treasurer
- Literature / Grapevine / La Vina
- Facility Coordinator / Hospitality Coordinator
- Treatment & Corrections Coordinator
- PI / CPC
- Archives
- Intergroup Representative

VACANCY:

A trusted servant's relapse will automatically result in a vacancy. They surrender their service position(s) and a Special Group Conscience meeting will be necessary.

A vacancy can be filled via Group Conscience discussion and vote and the newly elected Trusted Servant can then serve the remainder of the unexpired term.

ABSENCE:

In the event of absence from a group conscience meeting, and as applicable, the Trusted Servant will submit a written report to the Secretary for the Chairperson to read at the Steering Committee meeting.

ARTICLE 8 - FINANCES

Supplemental Reading: Please see "Self-Support: Where Money & Spirituality Mix" (Pamphlet F-3)

It is recommended that the Group consider the 7th Tradition and the Declaration of Unity when determining expenses.

7th TRADITION

"Every A.A. group ought to be fully self-supporting, declining outside contributions."

DECLARATION OF UNITY

"This we owe to A.A.'s future:
To place our common welfare first;
To keep our fellowship united.
For on A.A. unity depend our lives;
And the lives of those to come."

Expenses:

A non-exhaustive list of appropriate group expenses is as follows:

- Rent
- A.A. literature
- Coffee and refreshments
- Support of AA service entities

PRUDENT RESERVE:

The group shall hold a prudent reserve in a group bank account. The amount shall be determined by group conscience meetings. A minimum prudent reserve is suggested; of, roughly, equal to or greater than the trailing three-month fixed expenses of the group.

CONTRIBUTIONS:

All contributions to A.A. service entities, including amounts and frequency of payment, shall be determined by Group Conscience vote from time-to-time based on Group resources and the needs of the specific AA service entities.

GSR Reimbursement:

If funds are available, the group may reimburse round-trip mileage for SWTA Area 68 Workshops/Assemblies based on the current IRS mileage rate. Additionally, the group may reimburse hotel costs that are in line with the current conference rates.

ARTICLE 9 - POLICIES AND PROCEDURES:

The Steering Committee may adopt such policies and procedures, including the creation of committees and appointment of committee members, as they deem necessary to carry out duties of service to the group.

The policies and procedures shall not be in conflict with these By-Laws.

The policies and procedures may be amended by a simple majority vote of home group members present at a regular group conscience meeting.

A copy of the policies and procedures, and amendments thereto, must be made promptly and conspicuously available at the group meeting location at all times.

Any member of Hutto Fellowship Group with 30 or more days of continuous and current sobriety qualifies to be an ad hoc committee member.

ARTICLE 10 - BY-LAWS AMENDMENT ADOPTION AND PRACTICE

***** Article 10 needs some attention!!!*****

This document, the approved By-Laws of Hutto Fellowship Group of Alcoholics Anonymous, may be amended. This document is intended as a "living document."

It may be edited, modified, and/or changed at any time by majority vote at any Group Conscience Meeting **(given sufficient notice)**. Any changes to this document will need to be re-adopted and signed into effect by the current trusted servants at the time..

Any proposals for change must come from a Home Group Member(s) of Hutto Fellowship Group.

In order for a proposed change to be considered for adoption, it must first be accepted for consideration by

a simple majority vote at an informed group conscience meeting.

Then, all proposed changes that are accepted for consideration must be conspicuously posted as an agenda item for a minimum 30 days prior.

Then, in order for a proposal to be adopted, it must pass by an affirmative vote of not less than three-fourths (3/4) of the voting home group members that are present at the group conscience meeting. Voting by proxy or ballot is not allowed.

ADOPTED ON THIS DAY _____ by group vote.

Needed Additions:

Finish Definitions

Finish Steering Committee Position roles/responsibilities (Archives, etc are empty)

Create uniformity of term usage - trusted servants, steering committee members, etc. Create distinction of Trusted Servants

Replace all appropriate mentions of “meeting” or “meetings” references with meeting(s)

Define who votes at Steering Committee Meetings

SEPARATE FROM BY-LAWS...

UP FOR VOTE AT FUTURE GROUP CONSCIENCE MEETINGS

We do not currently pay any rent for our meeting space..

The group has decided to give a voluntary monthly contribution to offset the cost of electricity.

The amount is \$20 per month for each weekly meeting held.

We currently have 4 meetings (M/T/TH/Sa), so we contribute \$80 monthly.

If we add meetings, the contribution will increase proportionately.

All monies accumulated above the prudent reserve, and beyond the immediate needs of the group, shall be contributed to SWTA 68 and District 22 on a monthly basis. The monies shall be divided and contributed as follows:

Southwest Texas Area 68 = \$75.00

District 22 = \$25.00

*The group is not currently making contributions to the General Service Board (GSB) or Hill Country Intergroup Association (HCIA).

Do we have a maximum amount we are “okay” having before we pointedly disperse funds? How much is “too much”?

Meetings shall be held every Monday, Tuesday, Thursday, and Saturday at the facility from 7-8pm.

Meetings will open with The Serenity Prayer and close with The Lord’s Prayer.

The readings for opening meetings will be “How it Works” and “The Twelve Traditions”.

The reading for closing meetings will be “The 9th Step Promises”.

Per Tradition 5, each group has but one primary purpose—to carry its message to the alcoholic who still suffers. **Per Tradition 3**, The only requirement for A.A. membership is a desire to stop drinking. In keeping with these Traditions, sharing in meetings is reserved for those with a desire to stop drinking.

Non-alcoholics are welcome to attend and observe any "non-closed" meetings.

Only conference approved literature shall be used for obtaining a topic for the meeting. With the exception of the Twenty-Four Hours a Day by Hazelden publishing.

Meeting script adjustment: recommendations for when a newcomer is present.