Lighthouse AA Group Bylaws

Article I – Organization

1. The name of the fellowship shall be the Lighthouse AA Group.


3. The Lighthouse AA Group Fellowship shall at all times follow the 12 Traditions of Alcoholics Anonymous.

Article II – Purpose

The following purposes for which this organization has been created:

1. With the understanding that AA meetings are a form of sponsorship. The Lighthouse AA Group provides an alcohol and drug free recovery environment in Vancouver, Washington. The main focus of the Lighthouse is to provide multiple, daily, hour-long, meetings of Alcoholics Anonymous. We also offer clean and sober activities such as: Alkathons, dances, potlucks, workshops etc.

The Lighthouse provides a sober, clean, and safe environment, where the individual can experience AA meetings while sharing their experience, strength and hope as well as work on recovery, learning appropriate social and living skills without the use of alcohol and drugs.

The Lighthouse Steering Committee is a group of men and women elected by the general membership who are committed to helping others achieve sobriety, these respected Steering Committee members use the Lighthouse as a base to assist in reeducating the recently sober individual to the values of citizenship and responsibility, and the life skills necessary to re-enter society as a productive, sober, and clean human being.

Standing and Special Committee chairs as well as the general membership provide the Lighthouse AA Group with the structure to operate the many facets of the facility and ensure its on-going development and growth.

Article III – Membership

1. Membership in this Fellowship shall be open to all alcoholics who want to become members.

As per Alcoholics Anonymous Tradition 3, “The only requirement for AA membership is a desire to stop drinking.

2. Eligibility for voting at Lighthouse business meetings:

   a. Six months of continuous sobriety.
   b. Attendance at two of the preceding three business meetings.
   c. Maintaining voting eligibility:
   d. Continuous sobriety over a minimum 6 month period.
• An attendance record of at least two business meetings during the preceding six months.
• Members currently serving as trusted servants, (Steering/Standing Committees chair, Meeting Secretary, etc…) shall be eligible to vote.

**Article IV – Meetings**

The Monthly Business Meetings of this fellowship shall be held on the 2nd Sunday of the month, except when such day falls on a holiday. In that event, the elected Steering Committee shall fix the date which shall be no more than two weeks from the date fixed by these Bylaws, at 7:30 PM till 8:30 PM and can be extended until 9:30 PM if necessary, by a 2/3 vote at that meeting. If the Business Meeting is not extended, the time between 8:30 PM and 9:30 PM can be used for District and Area Reports or Subcommittee meetings.

Member input at business meetings shall be limited to two segments of sharing time per topic. Each sharing segment shall be limited to no more than two minutes.

3. All regularly scheduled meetings of this fellowship shall be held at the Lighthouse Fellowship hall.

4. There can be no meeting action concluded if less than 2/3* of the elected Steering Committee members are represented by physical attendance at the Monthly Business Meetings. If this occurs, those elected Steering Committee members present shall deem the meeting void and reschedule within the next two weeks.

* Consistent with The AA Service Manual Combined With Twelve Concepts for World Service.

5. Special Steering Committee meetings may be called by the Chair when deemed in the best interest for the organization. Notification of these meetings shall be by phone by the Chair or the Secretary, and when possible, in the current announcements.

No other business but that specified may be transacted at such special meeting without the unanimous consent of all those present at such meeting.

**Article V – Steering Committee**

1. The members of the elected Steering Committee will consist of Chair, Secretary, Treasurer, General Service Representative (GSR), Secretary's Representative, Treatment Facilities Representative, and Intergroup Representative. Where stated, all required terms of sobriety shall be understood as continuous sobriety.

   a. The Chair is required to have two years of sobriety and shall serve a one-year term. There is no alternate position for the Chair. In the event the Chair cannot be present, the Secretary shall conduct the duties of the Chair. If the Chair cannot fulfill their term of office, a new Chair shall be elected at the next Monthly Business Meeting.

   b. The Secretary is required to have two years of sobriety and shall serve a two-year term. The Alternate Secretary is required to have two years of sobriety and shall serve a two year term.
c. The Treasurer is required to have two years of sobriety and shall serve a two-year term. The Alternate Treasurer is required to have one year of sobriety and shall serve a two year term.

d. The GSR is required to have 18 months of sobriety and shall serve a two-year term. The Alternate GSR is required to have 18 months sobriety and shall serve a two-year term.

e. The Treatment Facilities Representative is required to have nine months of sobriety and shall serve a one-year term. Alternate Treatment Facilities Representative is required to have nine months sobriety and shall serve a one-year term.

f. Secretary’s Representative is required to have one year sobriety and shall serve a one-year term. Alternate Secretary's Representative is required to have one year sobriety and shall serve a one-year term.

g. The Inter group Representative is required to have one year of sobriety and shall serve a one-year term. Alternate Intergroup Representative is required to have one year of sobriety and shall serve a one-year term.

2. All elected Steering Committee positions are limited to two consecutive terms.

3. Steering Committee members and alternates, with the exception of the position of Chair, shall be elected by the members of the Lighthouse AA Group in December of each year at the Monthly Business Meeting, and shall take office in January.

4. The Elections Committee shall post a slate of candidates for elected Steering Committee positions, with the exception of the position of Chair, one month prior to the December Monthly Business Meeting.

5. The Elections Committee shall post a slate of candidates for the position of Chair one month prior to the June Monthly Business Meeting.

6. The position of Chair shall be elected by the members of the Lighthouse AA Group in June of each year at the Monthly Business Meeting, and shall take office in July.

7. Elected Steering Committee members are expected to attend every Monthly Business Meeting unless excused by contacting the Chair or the Secretary. If an elected Steering Committee member has 2 unexcused absences they shall be replaced either by the alternate for that position, or by appointment of the Chair if there is no designated alternate.

8. If a Steering Committee member needs to resign mid term they shall be replaced either by the alternate for that position, or by appointment of the Chair, provided they meet the sobriety requirements and their appointment(s) are approved by the general membership.

9. In the event there are no candidates from the membership at large from the floor for any alternate Steering Committee position, the Chair shall be empowered to appoint people to this position, provided they meet the sobriety requirements and their appointment(s) are approved by the general membership.
10. Steering Committee Duties are as follows:

a. Chair

- Oversee the general harmonious function and timely discharge of the duties of each elected Steering Committee member
- Conduct all Monthly Business Meetings, including any special meetings
- Coordinate activities of all other Steering Committee members
- And other duties as designated with the general membership approval
- To appoint an individual or individuals to ensure 7th traditions are picked up on a timely basis and deposited. Ensure that a separation between Treasurer and this position exist. The appointed individuals must be approved by 2/3 of the steering committee members and must have at least 2 years sobriety and be a lighthouse member.
- To remove or excuse for 30 days any individual whose behavior is unacceptable or threatens the Lighthouse’s tenancy.
- To fulfill responsibilities as listed in the Lighthouse Behavior Policies

b. Secretary

- Announce important AA activities and events
- Maintain a bulletin board for posting AA announcements, bulletins
- Keep accurate minutes of all Monthly Business Meetings and distribute same as directed
- Prepare a monthly attendance and 7th Tradition analysis to be used to reconcile deposits and monitor trends
- Assure that all elected Steering Committee members and general members are informed of monthly meetings and special meetings
- In the absence of the Chair, conduct the duties of the Chair at Monthly Business Meetings of the general membership
- To email a copy of the last monthly business meeting’s minuets to the other members of the Steering Committee.

c. Treasurer

- Maintain checking and Prudent Reserve account
- Prepare and present financial report to all members at all Monthly Business Meeting
- Pay all bills
- Record all deposits, however not to handle cash
- Maintain all records up to date and available for auditing at any time
- To email the monthly Treasure’s report to the other members of the Steering Committee
d. General Service Representative

- Represent Lighthouse Group at District and Area general service assemblies
- Be extremely familiar with the Traditions in order to familiarize members with them
- Keep Group members informed of General Service activities in the local area
- Receive and share all mail from the General Service Office with Group members
- Fulfill other duties as outlined in the current AA Service Manual Combined with Twelve Concepts for World Service.

e. Treatment Facilities Representative

- Coordinate with hospitals and institutions in the local area to arrange for members to attend meetings to share the message of AA
- Make members aware of the opportunity to be of service by taking meetings to hospitals and institutions in the local area
- Provide training for members visiting hospitals and institutions or provide them with information as to where they can get training
- Attend District #7 Treatment and Institutions monthly meetings and report back topics.

f. Secretary’s Representative

- Responsible for maintaining a list of secretaries for all Lighthouse meetings, to be posted in the Meeting Log Book and scheduling secretaries as needed.
- Conduct orientation and training for incoming secretaries.
- Convene and conduct secretary meetings at the Lighthouse as needed and requested.
- Coordinate meetings with Activities Committee Chair.
- To fulfill responsibilities as listed in the Lighthouse Behavior Policies

g. Inter Group Representative

- Attend all monthly Inter group meetings and provide posting of all published Inter group minutes
- Collect all handouts at Inter group meetings and post them at the Lighthouse Fellowship hall
- Keep members informed of all Inter group activities in the area
- Keep Inter group Office informed of all Lighthouse meeting schedule changes, address changes, etc.

Article VI – Standing Committees

1. The Standing Committee members are appointed by the Chair, with confirmation by the General Membership
2. The Standing Committees consist of:

   a. Activities
   b. Art and Decorating
   c. Coins & Literature Representative
   d. Elections Committee
   e. Housekeeping
   f. Meeting Format, Bylaws, Protocols & Procedures
   g. Newsletter
   h. Supplies

3. Sobriety requirement for Chairpersons of Standing Committees is six months continuous sobriety.

4. Vacant positions of the Standing Committee shall be filled by appointment by the Chair with confirmation by the General Membership.

5. Standing Committee members are expected to regularly attend Monthly Business Meetings.

**Article VII – Parliamentary Authority**


1. The chair shall be verse in the principles of Robert’s Rules of Order and may have the option of appointing a Parliamentarian.

**Article VIII – Amendment of Bylaws**

1. In this article, the term amendment means and includes any and all of the following: the Addition of a new Bylaw, the change in part or whole of an existing Bylaw, or the repeal of a Bylaw.

2. Any proposed change or revision to the Bylaws would be presented by a member at the Monthly Business Meeting. The Secretary will be responsible for posting the amendments or revisions, within one week for membership viewing, and the voting on the change(s) would be conducted at the following Monthly Business Meeting. A 2/3 majority of those voting would be required for approval of the change.

**Article VIII – Disposal of Lighthouse Funds**

1. In the event Meetings are no longer held the treasurer will, within 10 business days have the Remaining funds converted to a cashier’s check addressed to Vancouver Intergroup and said check will be delivered to the Vancouver Intergroup.

2. If the amount is above $1000 dollars the funds will be divided as suggested by AA and mailed to: 10% to District, 10% to Area, 30% to GSO and 50% to Intergroup within 10 business days.
RATIFIED BY GROUP CONSCIENCE 7/13/2014

Amendment I – Ratified by Group Conscience 4/14/2016

3. Eligibility for voting at Lighthouse Business Meetings:
   • Six months of continuous sobriety.
   • Attendance at two of the preceding six business meetings.

Amendment II – Ratified by Group Conscience 7/8/2018

Article V – Steering Committee

1. The members of the elected Steering Committee will consist of Chair, Vice Chair, Secretary, Treasurer, General Service Representative, Secretary’s Representative, Treatment Facilities Representative and Intergroup Representative.

a1. Vice Chair is required to have two years of sobriety and shall serve a one-year term. Election of Vice Chair shall take place in June at the same meeting as the Chair.