

**BY-LAWS of
LOS AMIGOS AA GROUP**

2518 West Beverly Boulevard
Montebello, California 90640

August 30, 2019

Amendment IX

ARTICLE I - NAME

The name of this group shall be the **Los Amigos A.A. Group**, a non-profit membership organization incorporated under the 12 traditions and 12 Concepts of Alcoholics Anonymous.

ARTICLE II - PURPOSE

The primary purpose for this group shall be to assist Alcoholics Anonymous in their common purpose of carrying the AA message to those still suffering of alcoholism and other 12-Step fellowships as approved by the groups Steering Committee, by performing those functions which the individuals cannot accomplish alone. This purpose shall be accomplished in the accordance with the AA's Twelve Traditions and Twelve Concepts of World Service. Los Amigos Group is a non-profit organization/self-supporting and receives no outside funding from any source. This group has a Secretaries Steering Committee Meeting made of meeting Secretaries, the Board Directors consisting of eight rotating members and a Volunteered Office Manager responsible and responsive to the members of the Secretaries Steering Committee.

ARTICLE III - MEMBERSHIP

A member is one who declares to be a member of Alcoholics Anonymous and who is in accordance with the principles. To be a member of Los Amigos A.A. Group a person must have a desire to stop drinking.

ARTICLE IV - SECRETARIES STEERING COMMITTEE ELECTED OFFICERS DUTIES

These service positions may have titles, but titles in A.A. do not bring authority or honor; they describe services and responsibilities. Officers of Secretaries Steering Committee are as follows:

1. **SSC Chairperson** - Ideally the Steering Committee Chairperson should have held other group offices and have much experience. The more informed the Chairpersons are about AA as a whole, the better they function.
 - a). The Steering Committee Chairperson must attend Board Meetings
2. **SSC Secretary** - The Secretary needs to be a good all-around group servant and is expected to:
 - a). Maintain minutes of business meetings
 - b). Post SSC Minutes within a reasonable time after the SSC meeting is held
 - c). Must attend Board Meeting as a proxy in the event the SSC Chairperson is absent.
3. **SSC Member**: The Secretaries Steering Committee members shall be entrusted to uphold all Los Amigos AA group's rules and By-laws.
 - a). Meeting Secretaries are to conduct the group's meetings on time in a respectful and cordial manner abiding by AA's Twelve Steps & Twelve Traditions and Los Amigos By-Laws.

***SSC Elected Officer Removal:** Any Secretaries Steering Committee Member or Service Board member may be removed by the Secretaries Steering Committee, with a 2/3 majority vote

ARTICLE V - SECRETARIES STEERING COMMITTEE TERMS OF OFFICE

Chairperson: Shall preside at each meeting, have three years consistent sobriety and serve for a period of two years from the period of election, without an option to serve a second term unless there are no other options (in the spirit of rotation.)

Secretary: Shall be elected by Secretaries Steering Committee Group Secretaries by the groups majority *vote*. Henceforth shall preside at each meeting, have three years consistent sobriety and serve for a period of two years from the period of election without an option to serve a second term (in the spirit of rotation) unless there are no other options.

Meeting Secretaries: Shall have at least one year sobriety and serve for a period of one year from period of election. With or without an option to serve a second term unless there are no other options.

Meeting Co-Secretaries: Shall have at least six months sobriety or at the discretion of the Secretary

New Secretary Meeting Name Change: New Secretary to a Meeting may request a "Meeting Name Change" by:

- 1). Taking a group conscious at that meeting and reaching a 2/3rd's vote.
- 2). Attend the Secretaries Steering Committee Meeting and request a "Meeting Name Change".
- 3). Secretaries Committee will vote on name change for approval.
- 4). Upon approval from the Secretaries Steering Committee Group "as a whole",
- 5). Alcoholics Anonymous **Group Information Form** will be completed and submitted to the AA's Los Angeles Area Central Office for approval.
- 6). Upon Approval , change will be printed in the AA Meeting Directory.

ARTICLE VI - MEETING SECRETARIES DUTIES

Shall consist of one Secretary for each meeting of Los Amigos AA Group and an elected Co-Secretary. Meeting Secretary is expected to uphold all Alcoholics Anonymous rules as well as the Los Amigos By-laws. Meeting Secretaries are to conduct the group's meetings in a respectful and cordial manner incorporating all AA's Twelve Steps & Twelve Traditions

1. Meeting Secretaries must start the meeting on time and end meeting on time.
2. Must facilitate the meeting without interruption in carrying the AA Message of recovery to those still suffering.
3. Any person disrupting the meeting and its purpose to carry the message will be asked to leave (refer to our ** AA Twelve Traditions Illustrated - A General Service Conference-approved literature 55M - 03/15 (DG3).
3. Secretaries responsibility is to arrive one half hour prior to start of meeting to:
 - Clean restrooms
 - Make certain cups, cream and sugar are available
 - Clean floor
 - Collect 7th tradition and place in mail slot
 - Select Co-Secretary and accept volunteers for commitments.

ARTICLE VII - BOARD OF DIRECTORS ELECTIONS

- a) The Board of Directors shall be elected by the Secretary's Steering Committee; nominations take place 30 days prior to elections.
- b) Candidates must receive a majority vote for position
- c) The service positions may have titles, but titles in A.A. do not bring Authority or honor; they describe services and responsibilities..
- d) The Board of Directors shall be entrusted to uphold all group rules and By-laws and shall handle all financial matters pertaining to the group. Any and all requests for special funds must be presented in writing and approved by the Service Board of Directors.
- e) Any Service Board of Director members may be removed by the Secretaries Steering Committee with a 2/3rd's majority vote.
- f) Filling of Vacancies shall be accomplished by the "Lateral" move in office versus the "Spirit of Rotation" within the Board of Directors for position(s) available, without restarting their term of service and until their successor(s) are elected.

ARTICLE VIII - BOARD OF DIRECTORS ELECTED OFFICERS TERMS

Board Chairperson: Shall preside at each meeting, have three years consistent sobriety and shall hold office for a term of two years from the period of election and until their successor(s) are elected, unless removed prematurely.

Board Secretary: Shall preside at each meeting, have three years consistent sobriety and shall hold office for a term of two years from the period of election and until their successor(s) are elected, unless removed prematurely.

Treasurer shall have three years consistent sobriety and shall hold office for a term of two years from the period of election and until their successor(s) are elected, unless removed prematurely

Co-Treasurer shall have three years consistent sobriety and shall hold office for a term of two years from the period of election and until their successor(s) are elected unless removed prematurely

General Service Representative: Shall have three years sobriety and shall hold office for a term of two years from the period of election and until their successor(s) are elected unless removed prematurely.

Central Service Representative: Shall have three years and shall hold office for a term of two years from the period of election and until their successor(s) are elected unless removed prematurely

Literature Representative: Shall have three years sobriety and shall hold office for a term of two years from the period of election and until their successor(s) are elected unless removed prematurely.

AA Grapevine Representative: Shall have three years of sobriety and shall hold office for a term of two years from the period of election and until their successor(s) are elected unless removed prematurely

All the above offices are without an option to serve a second term unless there are no other successor(s) available

ARTICLE IX - BOARD OF DIRECTORS DUTIES OF OFFICE

Board Chairperson: Shall have three years continuous sobriety and serve a two year position.

Should have held other group offices and have much experience. The more informed the Chairperson is about Alcoholics Anonymous as a whole, the better they function.

Board Chairperson Responsibilities:

- a) Shall preside at the regular business meeting and direct the conduct of business.
- b) Coordinates and follows-up on activities with other group officers and members who assume the responsibility for finances, literature, programming events and other vital functions
- c) The Board Chairperson must attend the monthly Secretaries Steering Committee meeting.

Board Secretary - Shall have three years continuous sobriety and serve a two year position

Needs to be a good all-around group servant and member of Los Amigos AA Group.

Board Secretary Responsibilities:

- a) Document all proceedings which occur at the Board Meetings
- b) Prepare and Post Board Meeting minutes prior to the Secretary Steering Committee Meeting
- c) Keep yearly records of Secretaries elected date's for the purpose of rotation.
- d) **Must attend Board Meeting as a proxy in the event the SSC Chairperson is unable to do so.**

Treasurer: Shall have three years continuous sobriety and serve a two year position

A.A groups are fully self-supporting through their member's voluntary contributions. Passing the basket at meetings usually covers the group's monetary needs, which with enough left over so the group can do its fair share of supporting the local intergroup (Central Office), the General Service District and area offices, and the General Service Office. Group funds ordinarily are earmarked for such expenses as:

- Rent and Utilities
- A.A. literature usually purchased from your nearest intergroup (Central Office), General Service District or area committees
- Coffee and refreshments
- Support all A.A. service entities, usually on a monthly or quarterly basis.

Treasurer Responsibilities

- a) Collects and counts all monies collected within the group(s).
- b) Shall be responsible for payment of all authorized bills
- c) Makes cash deposits to the Bank and complete bank check reconciliation monthly
- d) Files all Bank statements, receipts and financial documents for accurate record keeping.
- e) Provides a monthly Financial report including Prudent Reserve at monthly Board Meetings.
- f) **Must attend the monthly Secretaries Steering Committee Meeting and present the current monthly financial report.**

Co-Treasurer Responsibilities: Shall have three years continuous sobriety and serve a two year position

Assist the Treasurer in collecting and counting all monies collected within the Group.

- a) Shall perform the duties of the Treasurer if the Treasurer is unable to do so.
- b) **Should Treasurer Step-Down from his/her position, Co-Treasure may seek the Treasure position by asking the Secretary Steering Community to vote him/her in .**
- c) **Must attend the monthly Secretaries Steering Committee Meeting and present the current monthly financial report (as a proxy) in the event the Treasurer is unable to do so.**

Literature Representative: Shall have three years continuous sobriety and serve a two year position

The group's Literature Representative is a member of Area 05 Literature Committee.

- a) **Orders and distributes literature from the Central Office for various committee chairs**
- b) **Maintains a list of all literature currently available from General Service Office**
- c) **Informs District when new literature becomes available from GSO**
- d) **Provides displays for District events**
- e) **Attends the Secretaries Steering Committee Meeting sharing current information.**

Grapevine Representative: Shall have three years continuous sobriety and serve a two year position

The responsibility of the GVR (Grapevine Representative) is to familiarize members with the fellowship's international journal. Assists group and individuals with their Grapevine and LA Vina subscriptions. Participate in the activities of their area's grapevine committee. Announces the arrival of new material each month, encourage members to submit articles and illustrations and explain how members can order their own subscriptions.

General Service Representative: Shall have three years continuous sobriety and serve a two year position
Mandatory meeting every 3rd Saturday of the Month at 9am-11am in Downey, California .

The General Service Rep has the job of linking their home group with A.A. as a whole. The GSR represents the voice of the group's conscience, reporting the groups' thoughts to the District Committee Member (DCM) and to the Area Delegates who passes the information on to the conference. This communication is a two way street, making the G.S.R. responsible for bringing back to the group Conference Actions that effect A.A. unity, health and growth. Sometimes called "The Guardians of the Traditions"

Central Service Representative: Shall have three years continuous sobriety and serve a two year position

Participates in business meetings with other such representatives several times a year to share their group's experience in carrying A.A.'s message. The intergroup representative tries to keep the group well informed about what the local intergroup functions.

ARTICE X - BOARD OF DIRECTORS MEETINGS

The Board of Directors shall consist of eight recovering alcoholic and members of *Los Amigos AA Group*. Will meet the first Sunday of each month at 1:40 p.m. Consist of: Chairperson, Board Secretary, Board Treasurer, Board Co-Treasurer, Board Literature person, Central Service Representative, General Service Representative and Grapevine Representative

In the absence of the Chairperson, the Secretary will respectfully be elected by a show of hands to preside as Chairperson pro-tem.

A special Service Committee Meeting may be called at the request of five members.

Elected Board Members shall serve a term of two years with no more than three unexcused absence per elected one year period.

- a. An unexcused absence is defined as "not exempt from an obligation".
- b. An Excused Absence is defined as: absence due to Illness, health condition, family emergency, or religious purpose or a commitment with prior notification, Military Service or Death in family and/or funeral.
- c. On the 3rd unexcused absence, Board Chairperson shall notify Steering Committee Board Chairperson at monthly meeting, identify member and request for dismissal. Upon approval, notification via Phone Call, Text and/or written will be issued.
- d. Vacated Board position shall then be announced at the Secretary's Steering Committee for open election.
- e. Election shall take place at the following Secretary's Steering Committee Meeting.

ARTICLE XI - ACTIVITIES COMMITTEE

The Activities Committee shall devise events that encourage unity within the Fellowship and that invite participation by Groups and Individual members so as to act as an 'entry" into further service work.

Events may include but are not limited to:

1. Special meetings, "One Day" sessions, Alcothon, Halloween Dance, Christmas Marathon, etc.
2. The committee may charge registration or other fees as suggested by "AA Guidelines", but any AA meeting that is held as part of any activity must be free of charge.
3. It is intended that the Special Events Committee be a group of Los Amigos AA members in good standing, *respecting all AA Guidelines as outlined in Los Amigos AA Group By-Laws.*
4. All proceeds of sales shall be turned over to the Los Amigos Group Treasurer.
5. All events must have the approval of the Los Amigos AA Group Board and Los Amigos AA Group Secretaries Steering Committee prior to event taking place.

ARTICLE XII - OFFICE MANAGER

The Los Amigos A.A. Group Office Manager is appointed to the position by the Board Members as approved by the Secretaries Steering Committee. The position of the Office Manager is that of a trusted servant in accordance with the Twelve Traditions and the Twelve Concepts of Alcoholics Anonymous **and is to be in good standing with Los Amigos A.A. Group.**

The **Office Manager** is responsible for the day to day operations of Los Amigos A.A. Group and shall have a minimum of five years of continuous sobriety and be a member of the Los Amigos A.A. Group in good standing. The term of office shall be four years with a three month probation period. Additionally the Office Manager shall:

- ◇ Ensure the office is maintained in an orderly fashion keeping visitors down to a minimum. Especially during the time of meetings. The office space should not become a lounge.
- ◇ Maintain the cleanliness of the office space
- ◇ Maintain liaison with the community including neighbors, local treatment centers and sober residences.
- ◇ Shall be responsible to answer telephone calls and receive inquiries.
- ◇ With the assistance of the Board Literature person maintain a supply of AA approved literature for sale.
- ◇ Maintain the bulletin board ensuring only twelve-step type fliers/announcements and other appropriate materials as posted
- ◇ Order, purchase and maintain a stock of bathroom and cleaning supplies.
- ◇ Ensure Bathrooms are supplied with ample toilet paper, paper towels and hand soap.
- ◇ Order, purchase and maintain ample supply of coffee and coffee supplies.
- ◇ Ensure the coffee machine is kept full and that sugars, creamers, cups and stirrers are readily available. If in the event coffee and coffee supplies should run out and the Office Manager is not readily available, a designated Board Member will refill and resupply as needed. The board member's schedule shall be prominently displayed on the "Bill Board"
- ◇ Order, purchase and maintain ample supply of canned sodas and bottled waters for the soda machine.
- ◇ In the event the Treasurer / Co-Treasurer are not available The Office Manager will step in and count and log all monies from the seventh tradition box, coffee box and literature sales.
- ◇ Assign Secretary meeting locker as needed and maintains record.
- ◇ Sell, assign and log sobriety block purchases.
- ◇ Regular inspect the interior of the building for damages and needed repairs and /or maintenance. Obtain and prepare at least three (3) estimates of cost for all needed repairs and/or maintenance and present estimates to the board at monthly board meetings.

Page 6 of 9 ***Loss of sobriety automatically results in forfeiture of office***

- ◇ Emergency repairs are an exception: In the event that immediate repairs are needed and exceed the amount of \$100.00 the Office Manager shall contact the Board Chairperson and Board Treasurer/Co-Treasurer for approval prior to committing to the payment of repairs and or maintenance.
- ◇ Ensure the security of the office space upon departing each day / evening.
- ◇ Attend monthly Board and Steering Committee meetings, reporting on the day-to-day operation of Los Amigos A.A. Group.
- ◇ Shall show proof of residency, have their own Medical Insurance and Auto Insurance.
- ◇ Vacancy in Office Manager Position shall be voted upon by the members of the Los Amigos AA Group thru proper election protocol.

ARTICLE XIII - ASSISTANT OFFICE MANAGER

Assistant Office Manager position was introduced to Los Amigos Hall on November 19, 2017 by the Los Amigos AA Group Secretaries Steering Committee and it's AA Members. The vote passed and was introduced to Los Amigos Board on December 3, 2017.

The Assistant Office Manager shall have the same responsibilities as the Office Manager. Is responsible for the day to day operations of Los Amigos A.A. Group, shall have a minimum of five years continuous sobriety and be a member of the Los Amigos A.A. Group in good standing. The term of office shall be four years with a three month probation period. Additionally the Office Manager shall:

- ◇ Ensure the office is maintained in an orderly fashion keeping visitors down to a minimum. Especially during the time of meetings. The office space should not become a lounge.
- ◇ Maintain the cleanliness of the office space
- ◇ Maintain liaison with the community including neighbors, local treatment centers and sober residences.
- ◇ Shall be responsible to answer telephone calls and receive inquiries.
- ◇ With the assistance of the Board Literature person maintain a supply of AA approved literature for sale.
- ◇ Maintain the bulletin board ensuring only twelve-step type fliers/announcements and other appropriate materials as posted
- ◇ Order, purchase and maintain a stock of bathroom and cleaning supplies.
- ◇ Ensure Bathrooms are supplied with ample toilet paper, paper towels and hand soap.
- ◇ Order, purchase and maintain ample supply of coffee and coffee supplies.
- ◇ Ensure the coffee machine is kept full and that sugars, creamers, cups and stirrers are readily available. If in the event coffee and coffee supplies should run out and the Office Manager is not readily available, a designated Board Member will refill and resupply as needed. The board member's schedule shall be prominently displayed on the "Bill Board"
- ◇ Order, purchase and maintain ample supply of canned sodas and bottled waters for the soda machine.
- ◇ In the event the Treasurer / Co-Treasurer are not available The Office Manager will step in and count and log all monies from the seventh tradition box, coffee box and literature sales.
- ◇ Assign Secretary meeting locker as needed and maintains record.
- ◇ Sell, assign and log sobriety block purchases
- ◇ Regular inspect the interior of the building for damages and needed repairs and /or maintenance. Obtain and prepare at least three (3) estimates of cost for all needed repairs and/or maintenance and present estimates to the board at monthly board meetings.
- ◇ Emergency repairs are an exception: In the event that immediate repairs are needed and exceed the amount of \$100.00 the Office Manager shall contact the Board Chairperson and Board Treasurer/Co-Treasurer for approval prior to committing to the payment of repairs and or maintenance.

Office Manager Assistant (continued)

- ◇ Ensure the security of the office space upon departing each day / evening.
- ◇ Attend monthly Board and Steering Committee meetings, reporting on the day-to-day operation of Los Amigos A.A. Group.
- ◇ Shall show proof of residency, have their own Medical Insurance and Auto Insurance.
- ◇ Vacancy in Assistant Office Manager Position shall be voted upon by the members of the Los Amigos AA Group thru proper election protocol.
- ◇ Train New Office Manager in responsibilities and Duties of Los Amigos Office Manager position.

ARTICLE XIV - A MEMBER IN GOOD STANDING

A member in Good Standing would refer to a AA member who practices the AA Twelve Traditions in all their affairs. Reference material from the AA General Service Office titled " Traditions Checklist" , originally published in the AA Grapevine in conjunction with a series on the Twelve Traditions that began in November 1969 and ran through September 1971

ARTICLE XV - AMMENDMENT'S 1980, 1988

- The By-Laws may be amended at any time at any Secretaries Steering Committee Meeting by an affirmative vote of 2/3rd of the members eligible to vote, providing the amendments have been presented to the Secretaries Steering Committee and posted on the bulletin at least thirty (30) days prior to being voted on.
- Our experience has taught us that all members of the Secretaries Steering Committee and Board of Directors are urged to be guided by an attitude of fellowship and cooperation regarding any changes in the present status of the Los Amigos A.A. Group, whether in regard to policy or physical characteristics of the Group.
- Upon completion of their term of office, all Committee and Board Members are requested to maintain their interest in the Los Amigos A.A. Group in an advisory capacity.
- As a statement of policy and belief, the guiding principles of the Secretaries Steering Committee and the Service Board of Directors shall always be the Twelve Traditions and the Twelve Concepts of the Alcoholics Anonymous

ARTICLE XVI - HOLIDAY SCHEDULE

The Holiday's below shall be honored by postponing Board Meeting and Secretary's Steering Committee Meeting until the following Sunday.

<i>January</i>	<i>New Year's Day</i>
<i>January /Feb</i>	<i>Super Bowl Sunday</i>
<i>March /April</i>	<i>Easter Sunday</i>
<i>May</i>	<i>Mother's Day</i>
<i>May</i>	<i>Memorial Day</i>
<i>June</i>	<i>Father's Day</i>
<i>September</i>	<i>Labor Day</i>
<i>December</i>	<i>Christmas Day</i>

Holiday Hall Decorations: The front wall displaying AA's Twelve Steps and Twelve Traditions along with Photo's of Bill W. and Dr. Bob shall remain free of any and all Holiday decorations as approved by the Secretaries Steering Committee on December 21, 2014.

ARTICLE XVI - ROBERT'S RULES OF ORDER

Roberts Rules of Order shall govern the business meetings of this group in all cases in which they are applicable and in which are not inconsistent with the rules of this hall.

** Refer to the "Simplified Robert's Rules of Order for use at AA Business Meetings" ***

****** END OF LOS AMIGOS AA GROUP BY-LAWS ******