

Serenity Circle Worldwide Zoom By-Laws November 1 Effective: January 1, 2024

Section 1: Name, Definitions and Scope

1. The name of the organization is, “Serenity Circle Worldwide Zoom” (hereinafter referred to as “SCWWZ”.)
2. For all **purposes**, the principal office of the organization is <https://www.serenitycircleaa.org>. Since the organization is an international online platform, the primary contact is secretary@serenitycircleaa.org.
3. The **scope** of this document is compromised of the collective “agreements” among the membership of this fellowship governing: the service schedule; elections and terms of service; sobriety requirements; general safety and security practices and procedures; and such other agreements that may be needed to best serve and accomplish the goals and purposes of this fellowship. These agreements are not to be construed as legal commitments or purposes but are meant to serve as mandatory guidance to the fellowship unless or until amended.
4. As this fellowship is a voluntary, at-will, “self-help” group, members remain always free to choose whether to leave or to stay. Any illegal act by any member of the fellowship should be referred to proper legal authorities in the jurisdiction(s) of the actor. The fellowship reserves the right through any then serving meeting service members, through a grievance process that may be established by the Steering Committee, or by security protocols then established, to revoke the attendance of any member or attendee to the fellowship’s various meetings at any time in their sole and absolute discretion
5. The foremost guiding principles of SCWWZ 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/Membership and Officers

1. The Steering Committee (hereinafter referred to as “SC”) consists of all elected service members, to service the purposes of the fellowship of SCWWZ.
2. The SC standing members are those who have demonstrated interest in the purposes of the platform.
3. The SC members shall be elected annually in the month of January and shall consist of the following offices
 - a. The Chair, and Co-Chair;
 - b. Treasurer, and Alternate Treasurer;
 - c. Secretary, and Secretary Co-Chair;
 - c. Information Technology Chair, and Information Technology Co-chair;
 - d. Scheduling Committee Chair;
 - d. Security Co-chair;
 - e. Training Co-chair;
 - f. Alternate Secretary;
 - g. Intergroup Service Representative, and Alternate Intergroup Service Representative;
 - h. Three (3) Members At-Large; and
 - i. Communications/Literature Chair

4. Each standing member may serve a maximum of 3 [*consecutive*]-one-year terms per position.
5. Any member of the SC may resign by sending a resignation email to secretary@serenitycirclea.org
7. If a position on the SC becomes vacant, the SC may fill the vacancy at an elections to be held at the next regularly scheduled Group Conscience (“GC”) Meeting. If appointed/elected mid-term, that position will be up for election at the next regularly scheduled election.
8. No SC member shall receive compensation other than reimbursement for approved expenses.
9. Each member of the SC shall have one vote. A simple majority of those present and voting at any duly called meeting of the SC at which a majority is present shall decide all matters.
10. The SC may make decisions on behalf of the entire SCWWZ membership on matter of process and procedures, but decisions that affect the group as a whole shall be brought to the membership for discussion and a vote in a GC Meeting.
11. The SC may appoint ad hoc committees as needed.

Section 3: Steering Committee Duties

1. The SCWWZ SC Chair, Co-Chair, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Information Technology Committee Chair, Information Technology Committee Co-Chair, Intergroup Service Representative, Alternate 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 are requested to attend all bi-monthly meetings of the SC.
2. Chair: The Chair shall preside at all Group Conscience meetings of SCWWZ 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 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 SCWWZ website, be responsible to oversee the giving of notice for all GC meetings and shall oversee the SCWWZ’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. Alternate Secretary: The Alternate Secretary shall help the Secretary in all duties and fill in as needed.
6. Treasurer: The Treasurer shall be the co-custodian of all funds of SCWWZ, 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.
7. Alternate Treasurer: The Alternate Treasurer shall help the Treasurer in all duties and fill in as needed.

8. Information Technology Chair: The Information Technology (IT) Chair shall provide strategies, suggest programs and support the mission of the SCWWZ, shall assist in maintenance of the Group's website, Zoom account, email accounts and Telegram accounts.

9. Information Technology Co-Chair: The Information Technology (IT) Co-chair shall provide assistance to the IT Chair, Steering Committee members, Group members and SCWWZ as needed.

10. Intergroup Service Representative: The Intergroup Service Representative (ISR) shall serve on behalf of SCWWZ 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 SCWWZ's meetings and contact information is listed on the AA-Intergroup website.

11. Alternate Intergroup Service Representative: The Alternate Intergroup Service Representative shall help the ISR in all duties and fill in as needed.

12. 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.

13. 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.

14. 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.

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

16. 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 Steering Committee Members/Officers:

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

Chair – • 3 years continuous sobriety • Served on the Steering Committee in some capacity within the last 2 years

Co-Chair – • 2 years continuous sobriety • Served on the Steering Committee in some capacity within the last 2 years
Secretary – • 18 months continuous sobriety • Served on the Steering Committee in some capacity within the last 2 years

Alternate Secretary – 1-year continuous sobriety

Treasurer – • 2 years continuous sobriety • Served on the Steering Committee in some capacity within the last 2 years

Alternative Treasurer – 1 year continuous sobriety

Information Technology Committee Chair – 2 years continuous sobriety • Served on the Steering Committee in some capacity within the last 2 years

Technology Committee Co-Chair – 1 year continuous sobriety

Intergroup Service Representative – 1 year continuous sobriety

Alternative Intergroup Representative – 1 year continuous sobriety

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 All Steering Committee members must be a trusted servant on the SCWWZ platform for at least 6 months before being nominated for the SC. Any Steering Committee Member that steps down or is asked to step down from service in any capacity may not run for another position within 1 year. A Steering Committee member may only hold 2 positions at a time in a period of transition.

Section 5: Steering Committee (SC) Meetings

1. There shall be bi-monthly meetings of the SC. Additional meetings may be held at the sole and absolute 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 SCWWZ as a whole
 - a. Members may propose topics for discussion and vote by sending an email to: secretary@SCWWZ 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 the 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 SCWWZ 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.