

Serenity Circle Worldwide Zoom By-Laws

November 1 Effective: February 24, 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.serenitycirclearg.org](https://www.serenitycirclearg.org). Since the organization is an international online platform, the primary contact is secretary@serenitycirclearg.org.
3. The **scope** of this document is comprised 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 guidance to the fellowship unless or until amended.
4. As this fellowship is considered a voluntary, at-will, and/or “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 to revoke the attendance of any member or attendee to the fellowship's various meetings at any time in their sole and absolute discretion. This revocation occurs through elected service members after a grievance process that may be established by the steering committee and/or established by security protocols.

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 whose role is to serve the purposes of the fellowship of SCWWZ.

2. The SC 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.

- d. Webmaster Chair, and Webmaster Co- chair.
- e Scheduling, security, and training Committee Chair.
- f. Scheduling, security, and training co-chair.
- g. Intergroup Service Representative, OIAA
- IntergroupService Rep and Alternate OIAA
- h.Communications/Literature Chair

4. Each change to service committee 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@serenitycircleaa.org

6. If a position on the SC becomes vacant, the SC may fill the vacancy at an election to be held at the next regularly scheduled Group Conscience (“GC”) Meeting. If appointed/elected mid-term, that position will be filled at the next annual election each January.

7. No SC member shall receive compensation other than reimbursement for approved expenses.

8. 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 quorum is present shall decide all matters. In the event of a tie, the Chair person

will call for a revote and if still a tie, he/she will cast the deciding vote.

9. The SC may make decisions on behalf of the entire SCWWZ membership on matters of process and procedures.

10. The SC may appoint ad hoc committees as needed.

Section 3: Steering Committee Duties

1. The SCWWZ SC Chair, Co-Chair, Secretary, co secretary, Information Technology Committee Chair, Information Technology Committee Co-Chair, Intergroup Service Representative, Alternate Intergroup Service Representative, Scheduling-security-training Committee Chair, Scheduling-security-training, co chair, Communications/Literature Committee Chair, and any other committee chairs or subcommittee chairs as determined by the SC are encouraged to attend all 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 post these records to the SCWWZ website, be responsible for overseeing the giving of notice for all GC meetings and maintaining the SCWWZ's email account(s) and direct appropriate responses to members emails. The Secretary position is also responsible for filling any vacancies within the active Steering Committee.

5. Secretary co-chair: The Secretary co-chair shall help the Secretary in all duties and fill as needed.

6. Treasurer: The Treasurer shall be the co-custodian of all funds of SCWWZ, and 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. The webmaster 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. **Webmaster** Co-Chair: The **Webmaster** Co-chair shall provide assistance to the Chair, Steering Committee members, Group members and SCWWZ as needed.

10. Intergroup/OIAA Service Representative: The Intergroup /OIAA Service Representative 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/OIAAR shall insure the SCWWZ's meetings and contact information is listed on the AA-Intergroup website.

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

12. Scheduling, Training and Security Chair: Scheduling, Training and Security Chair shall lead the committee in producing the daily schedule of Zoom meeting Hosts, Chairs/Leads, Security, and provides Training sessions on a monthly basis depending on need of the additional host(s) to be trained.

13. Scheduling Committee Co-Chair, Training, Security Chair: The Scheduling Committee Chair shall assist and or back fill the committee in producing the daily schedule of Zoom meeting Hosts, Chairs/Leads, Security, and provides Training sessions on a monthly basis depending on need of the additional host(s) to be trained.

14. Communications/Literature Chair: The Communications/ Literature chair is to refer any needs to the Serenitycircleaa.org web page or the Everything AA app.

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 and have a comprehensive understanding of Alcoholics Anonymous and operations of Serenity Circle operations.

Co-Chair – 2 years continuous sobriety and have a comprehensive understanding of Alcoholics Anonymous and operations of Serenity Circle operations.

Secretary- 1 year continuous sobriety and have a comprehensive understanding of Alcoholics Anonymous and operations of Serenity Circle operations.

Alternate Secretary – 1-year continuous sobriety and have a comprehensive understanding of Alcoholics Anonymous and operations of Serenity Circle operations.

Treasurer – 2 years continuous sobriety and have a comprehensive understanding of Alcoholics Anonymous and operations of Serenity Circle operations.

Alternative Treasurer – 2 year continuous sobriety and have a comprehensive understanding of Alcoholics Anonymous and operations of Serenity Circle operations.

Webmaster Chair – 2 years continuous sobriety and have a comprehensive understanding of Alcoholics Anonymous and operations of Serenity Circle operations.

Webmaster Co -Chair – 2 years continuous sobriety and have a comprehensive understanding of Alcoholics Anonymous and operations of Serenity Circle operations.

Intergroup Service Representative/OIAA Rep– 1 year continuous sobriety and have a comprehensive understanding of Alcoholics Anonymous and operations of Serenity Circle operations.

Alternative OIAA Intergroup Representative – 1 year continuous sobriety and have a comprehensive understanding of Alcoholics Anonymous and operations of Serenity Circle operations.

Section 5: Steering Committee (SC) Meetings

1. There shall be 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.

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. 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.
 - a. The Secretary will post the agenda and date/time of the meeting at least one week before.

b. Robert's Rules of Order will be used, along with AA Minority Opinion guidelines from the AA service Manual.

c. The Chair will conduct the meeting and set time limits for discussion on topics when needed to complete the agenda within a 90 minute time limit.

c. The Chair may not vote on items brought forth unless to break a tie.

e. Group Conscience meetings are given a time limit of no more than 90 Minutes.

f. 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 will be posted on Web page 7 days prior for review.

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 and dispose of all the monies as decided on by the GC.