

## **BY-LAWS of LAMBDA/LIVE AND LET LIVE**

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### **Definitions:**

**L/L&LL:** For this document L/L&LL = Lambda Live and Let Live

**L/L&LL Member:** is defined by AA's third tradition as anyone who has a desire to stop drinking and attends L/L&LL meetings.

**Group Conscience Meeting:** A meeting of the general membership that reports the happenings of the group and AA, as a whole, and handles business items requiring the attention of the entire membership.

**On-the-Spot Group Conscience Meeting:** May be called at any time concerning an issue pertaining to that particular meeting only and must be voted on by the members present.

**Business Meeting:** A meeting of the Group Officers that reviews the administration of the group and handles any issues not requiring the attention of the group as a whole: such as rent payments, reimbursing approved group expenses, and organization of reports for the Group Conscience Meeting.

**Group Officers:** Group officers handle the administrative duties of the group and report back to the Group Conscience with updates and information.

**Clubhouse:** The Clubhouse is the entity or organization to whom we pay rent to hold our meetings.

### **A. Regular Scheduled L/L&LL Meetings:**

#### 1. Chairing Suggestions

- a. Six months of sobriety is suggested for chairing all meetings except Beginner's Meetings
- b. One year of sobriety and having worked all 12 steps is suggested for Beginner's Meetings.
- c. There are no sobriety time requirements for co-chairs provided that the chair meets the minimum guidelines stated above.
- d. Meeting formats are set and voted on by group conscious. If the meeting chair would like to change the format at the start of the meeting, they can hold an "on the spot group conscience" to change the format for that meeting only, by a simple majority vote.
- e. Members who would like to chair a meeting may sign up on the calendar circulated at every meeting (currently located in the Chairperson's Guidebook).

**B. Adding New Meetings to the L/L&LL Schedule:**

1. Any member(s) of L/L&LL wishing to set up a new permanent L/L&LL AA meeting must attend the monthly Group Conscience meeting and inform the group of their desire to establish a new meeting. Once the Group has reviewed the request, it is then the responsibility of the member(s) making the request to make arrangements for the announcement, promotion, chairing of the newly scheduled meeting. The information regarding the new meeting will be shared with the Landlord for immediate dissemination. After four weeks, the new meeting will be subject to review by the Group Officers. At the Group Officers's option, they will then instruct the Intergroup Representative to have the new meeting added to the schedule of local meetings listed by Hill Country Intergroup.
2. Any individual(s) wishing to establish or expand a regularly scheduled meeting which is not an AA meeting, shall be directed to the Clubhouse.
3. Lambda meeting schedule deletions will be approved by the Group Conscience vote. Proposed meeting schedule deletions will be announced a month in advance on the Group Conscience Agenda and posted in the Group Conscience binder.

**C. L/L&LL Group Officers: "Our leaders are but trusted servants, they do not govern"**

1. If a Group Officer fails to attend two consecutive regular Group Conscience meetings, that position may be considered vacant. Unfilled Group Officer positions after the elections meeting will be considered vacancies. Vacancies should be filled at the next Group Conscience meeting and confirmed by a majority vote of all group members present.
2. Six months of sobriety is suggested for all Group Officers, with the exception of:
  - a. Treasurer, Co-Treasurer: suggested two years of continuous sobriety
  - b. GSR: suggested two years of continuous sobriety.
  - c. GSR Alternate: suggested one year of continuous sobriety
3. Elected roles of the L/L&LL Group Officers:
  - a. Chairperson
  - b. Co-Chairperson
  - c. Treasurer
  - d. Co-Treasurer
  - e. Secretary
  - f. Co-Secretary
  - g. General Service Representative

- h. Alternate General Service Representative
- i. Intergroup Representative
- j. Intergroup Representative Alternate
- k. Group Service Chair
- l. Co-Group Service Chair
- m. Webmaster

**D. Duties/Requirements of L/L&LL Group Officers:**

**1. Chairperson/Co-Chairperson:**

- a. Calls and presides over the Group Conscience meeting
- b. Authorizes special expenses under \$50.00
- c. Attend the monthly tenant's meeting of the clubhouse
- d. Schedules regular business meetings for the Group Officers
- e. Review and post the monthly agenda for the Group Conscience meeting.
- f. Upon election to the office, the Chair and Co-Chair need to read and be familiar with the following materials:
  - 1. The group's By-Laws
  - 2. AA Pamphlet "The AA Group ... Where It All Begins"
  - 3. AA pamphlet "Self Support: Where Money and Spirituality Mix".
  - 4. AA flyer "The AA Group Treasurer"

**2. Treasurer/Co-Treasurer**

- a. Provides monthly printed reports to the Group Conscience including, donations, expenses, balance, and disbursements to other AA entities based on Clubhouse statements regarding surplus of monies from 7<sup>th</sup> Traditions.
- b. An audit of the Lambda accounting by the Clubhouse treasurer is suggested at the close of every month to ensure accurate accounting.
- c. The Treasurer and Co-Treasurer shall reimburse regular expenditures approved by the Group Conscience: birthday cake (for birthday night), chips or any other supplies needed for the group within one week (7 calendar days) of receiving a receipt of purchase. The Treasurer and Co-Treasurer shall contact the Clubhouse Treasurer regarding the reimbursement once receipt(s) have been submitted via email with Chair, Treasurer, and Co-Treasurer on copy.
- d. Create a quarterly report (similar to the monthly) that illustrates the group's financial standing. Distribute funds at the end of each quarter (above prudent reserve) upon approval of the Group Conscience. They will be divided as follows:
  - 1. 10% to District Office

2. 10% to Area Office
  3. 30% to GSO
  4. 50% to Intergroup
- e. Upon election to the office, the Treasurer and Co-Treasurer need to read and be familiar with the following materials:
1. The group's By-Laws
  2. AA Pamphlet "The AA Group ... Where It All Begins"
  3. AA pamphlet "Self Support: Where Money and Spirituality Mix".
  4. AA flyer "The AA Group Treasurer"

### **3. Secretary and Co-Secretary:**

- a. Records the Group Conscience minutes and posts a draft on the whiteboard in the clubhouse hallway within two weeks after the meeting for membership review. Printed copies will be presented to the Group Conscience meeting for approval.
- b. Once approved by the Group Conscience, Secretary will update the group binder with hard copy of approved minutes and provide an electronic copy to the webmaster to archive.
- c. Revises and prints the By-Laws when changed by Group Conscience.
- d. Upon election to the office, the Secretary and Co-Secretary need to read and be familiar with the following materials:
  1. The group's By-Laws
  2. AA Pamphlet "The AA Group ... Where It All Begins"

### **4. GSR (General Service Representative) and Alternate GSR:**

- a. Attend District meetings the first Sunday of every month and report back to the Group Conscience meetings.
- b. Attend Bi-Annual Area Voting Assemblies:
  1. Spring
  2. Fall
- c. Funding is approved for a single night hotel reimbursement for out of District meetings, not to exceed the cost of the negotiated rate of the Area Quarterly host hotel for the attended assembly.
- d. The term of the GSR and Alternate GSR are aligned to the terms of Area 68 Delegate. Each term is two years, beginning on January 1 of even-numbered, and ending on December 31 the following year.
- e. The GSR and Alternate GSR are normally elected during a group conscience meeting held in September of odd-numbered years. The outgoing Alternate GSR may run for the position of GSR.
- f. Upon election, the GSR and Alternate GSR need to read and be familiar with the following materials:
  1. The group's By-Laws

2. AA Pamphlet “General Service Representative – May Be the Most Important Job”
3. Chapter 2 of the AA Service Manual

**5. Intergroup Representative (IGR) / Alternate:**

- a. Attends the Hill Country Intergroup meetings on the second Monday of every month and report happenings of L/L&LL to Intergroup and report back on Intergroup activities to the Group Conscience meetings.
- b. Maintain inventory and purchase chips for the group.
- c. Upon election to the office, the IGR and Alternate IGR need to read and be familiar with the following materials:
  1. The group’s By-Laws
  2. AA Pamphlet “The AA Group ... Where It All Begins”
  3. AA pamphlet “Self Support: Where Money and Spirituality Mix”.

**6. Group Service Chair / Co-Group Service Chair:**

- a. Maintain a list of available service commitments for L/L&LL membership.
- b. Connect members who have signed up on sign-up sheets circulated at each meeting and connect them with available positions.
- c. Upon election to the office, the Service Chair and CO-Service chairs need to read and be familiar with the following materials:
  1. Th group’s By-Laws
  2. AA Pamphlet “The AA Group ... Where it All Begins”

**7. Webmaster:**

- a. Maintains the web presence, updates content, routes communications/inquiries through the web site to the appropriate contacts.
- b. Maintains hosting contracts/service, updates information so that it is current and accurate, assures the content follows the Traditions.
- c. Pays all fees approved by the Group Conscience through the Group Treasurer.
- d. Has a working knowledge of the AA Guidelines – Internet Pamphlet.
- e. Updates list of announcements submitted to the group.
- f. Updates the script every Saturday with all of the announcements still current that have been submitted, along with a weekly email communication of all members that have agreed to email communications.
- g. Upon election to the office, the Webmaster needs to read and be familiar with the following materials:
  1. The group’s By-Laws

2. AA Pamphlet "The AA Group ... Where it all begins"
3. AA Guidelines on Internet

**E. Elections and Terms of L/L&LL Group Officers:**

1. Group Officer elections are held each December at the monthly Group Conscience meeting. Announcements for these elections must be posted at least two weeks in advance.
2. Nominees for Group Officer positions must be present at the election or have submitted a signed letter of intent to serve if absent.
3. All terms, except for the GSR/Alt-GSR, are for two years. One year of each term is carried out as Co-Chair, Co-Secretary, Co-Treasurer, Co-Service Chair or Alternate IGR. The other year is carried out as Chair, Secretary, Treasurer, Service Chair, or IGR. In the case of a vacancy, the volunteer may serve a full term in the same position; if no Co-position is elected during their first year. The GSR and Alternate-GSR serve a full two-year term, in each respective role, for a total of 4 years, if the Alternate decides to roll up into the GSR position.
4. After one full term of service, Group Officers are ineligible for re-election into the same position. They may stand for a different Group Officer position. They are eligible to serve again in the same position, one year after rolling out.
5. At each annual election, the current Co-Chair, Co-Secretary, Co-Treasurer, Co-Service Chair and Alternate IGR roll into their respected positions upon affirmation of their willingness to continue serving. At that time, the present Chair, Secretary, Treasurer, and IGR step down. This exact process is followed again for elections held each December. This system allows for continuity between one Group Officer roster and the next, so that group business is not interrupted.

**F. The relationship between L/L&LL and the Austin Galano Club:**

1. L/L&LL agrees to rent meeting rooms from the Austin Galano Club, which is shared with the other fellowships that meet in the clubhouse. Included in rent is the use of all of the Galano facilities upon request of the clubhouse for steering committee, group conscience, and fellowship events, in addition to our regularly scheduled meetings.
2. L/L&LL is not affiliated with the clubhouse and may discard this relationship at any time.
3. L/L&LL will not have an individual bank account but will utilize the bank account services offered by the clubhouse, wherein each group is afforded a "sub-bank account" under the bank account of the clubhouse title "Austin Galano Club", and all expenditures and deposits are recorded and taken care of by the clubhouse Treasurer.
4. L/L&LL meeting chairperson will deposit all 7<sup>th</sup> Tradition donations into the clubhouse safe.

5. A prudent reserve of three month's rent and estimated monthly expenditures will be kept in the "sub-bank account" which has been approved to be \$4,400.00.
6. Should the need arise to change the financial arrangement, Group Officers will do this at the first available L/L&LL Group Conscience Meeting.
7. Refer to the AA publication regarding Clubs/Clubhouses.

**G. Bylaw Revisions of L/L&LL:**

1. Any revisions to the by-laws must be presented to a Group Conscience for a vote and follow all guidelines of a Group Conscience.

**H. L/L&LL Group Conscience:**

1. Current Group Chair or Co-Chair will preside over the Group Conscience.
2. Group Secretary is responsible for recording minutes of the meeting.
3. Group Conscience meetings will be scheduled monthly and agendas always posted on the whiteboard in the clubhouse hallway a minimum of two weeks prior.
4. The agenda will be established at the prior month's Group Conscience.
5. Any member may propose new items to be added to the agenda for the next monthly Group Conscience meeting by either (1) attending the group conscience meeting or (2) posting item with the agenda on the whiteboard a minimum of two weeks prior.
6. Time sensitive agenda items may be addressed immediately at the discretion of the Chair and Co-Chair, upon a vote of the members in attendance.
7. All members in attendance of L/L&LL Group Conscience may vote.

**I. Distribution of Funds in the Event of L/L&LL Dissolution:**

Upon the dissolution of the group, all cash assets shall be distributed per the regular A.A. distribution; all non-cash assets shall be distributed per a Group Conscience. The leftover proceeds will be divided as follows:

- 10% to District Office
- 10% to Area Office
- 30% to GSO
- 50% to Intergroup