

## **CHARTER OF THE JACKSON FELLOWSHIP OF A. A.**

(As approved September 3, 2008)

(Amended January 6, 2010)

(Amended February 3, 2010)

(Amended May 5, 2010)

(Amended October 6, 2010)

### STATEMENT OF PURPOSE

The primary purpose of the Fellowship is to provide meeting facilities for those seeking recovery through the program of Alcoholics Anonymous.

Matters affecting A.A. as a whole will be resolved in the spirit of the A.A. Traditions and all matters not affecting the Jackson Fellowship as a whole will be resolved by the Steering Committee.

### THE STEERING COMMITTEE

The steering committee shall be composed of nine (9) voting members, as follows:

Fellowship Chairperson (Officer)  
Fellowship Secretary (Officer)  
Fellowship Treasurer (Officer)  
Fellowship General Service Representative (Voting Member)  
Literature Chair (Voting Member)  
Facilities Chair (Voting Member)  
Supplies Chair (Voting Member)  
Cleaning Committee Chair (Voting Member)  
Member-At-Large (Voting Member)  
H&I Liaison (Voting Member)

The Fellowship Chairperson may not vote, except in event of a tie.

### MEETINGS

TRADITION TWO: For our group purpose there is but one ultimate authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants and they do not govern.

There are two (2) types of meetings:

(1) Fellowship Business Meeting: This meeting is also known as the Steering Committee Meeting and shall be responsible for the management and control of the Fellowship facilities and funds, being "directly responsible to those they serve". Everyone has a voice at this meeting but **ONLY THE STEERING COMMITTEE MEMBERS HAVE A VOTE**, acting as "Trusted Servants". A majority consisting of five Steering Committee Members, with the exception of Chairperson, constitutes a quorum for the transaction of fellowship business. A proxy vote from a Steering Committee member in good standing shall be accepted if the proxy is furnished in writing to any member of the Steering Committee. The proxy form must specify which Steering Committee member is delegated and the time period covered by the proxy nomination. The principal's attendance at a meeting nullifies the proxy vote for that meeting.

The Fellowship Chairperson may not vote, except in event of a tie.

(2) Fellowship Group Conscience Meeting: This meeting is for issues and matters affecting the Jackson Fellowship or AA as a whole. This shall be the only representation of the "Informed Group Conscience" of the Fellowship. ALL AA MEMBERS OF THE JACKSON FELLOWSHIP HAVE A VOTE AT THIS MEETING. YOUR VOTE CAN BE MADE AT THIS MEETING EITHER IN PERSON OR BY A SIGNED SEALED LETTER GIVEN TO ANY STEERING COMMITTEE MEMBER, OR MEETING SECRETARY.

The Business Meeting chaired by the Fellowship Chairperson, shall be held the first Wednesday of each month at 6:00 pm. A Group Conscience meeting, if needed, will follow immediately.

A Special Fellowship Group Conscience shall be called by the Fellowship Secretary upon receipt of a petition of not fewer than seven (7) members of the Fellowship. Such a meeting shall be publicized by word of mouth and a posting of notice on the A.A. Bulletin Board at least five (5) days in advance, weekends excluded, and shall be held within seven (7) days. Petition shall outline the issues to be discussed and only those issues will be dealt with at this special meeting.

Matters out of the ordinary, needing prompt attention, may be decided by a majority vote of the Steering Committee. If necessary, these decisions will be reported to the general membership.

The Steering Committee may hold additional meetings as necessary, to conduct the business of the Fellowship. All such meetings should be posted so that the members may attend if they desire.

#### ELECTION AND TERM OF STEERING COMMITTEE MEMBERS

All elections for Steering Committee Members shall be held at a regular Fellowship Business Meeting.

Each Steering Committee Member shall be elected, using the Third Legacy process if necessary.

When a term of office for a Steering Committee Member has been completed, an announcement shall be made at each meeting that a vacancy exists. Any member of the Fellowship who is willing to accept the service position and who meets the suggested minimum requirements, should attend the next Business Meeting. The remaining Steering Committee members shall elect the new committee member at that time. The member whose term has been completed may serve another term if he/she is willing, and there are no other qualified candidates.

In instances where there are only two (2) candidates for a position, a simple majority shall elect. For positions for which there are more than two (2) candidates, a plurality shall elect.

The suggested minimum requirements of continuous sobriety for those seeking election to the Steering Committee are as follows:

Fellowship Chairperson	2 years
Fellowship Secretary	1 year
Fellowship Treasurer	2 years
General Service Representative	2 years
Literature Chair	1 year
Facilities Chair	1 year
Supplies Chair	1 year

Cleaning Committee Chair	1 year
Member-At-Large	1 year
H&I Liaison	1 year

The term of office of Steering Committee Members is as follows:

Fellowship Chairperson	2 years
Fellowship Secretary	1 year
Fellowship Treasurer	2 years
General Service Representative	2 years
Literature Chair	1 year
Facilities Chair	1 year
Supplies Chair	1 year
Cleaning Committee Chair	1 year
Member-At-Large	1 year
H&I Liaison	1 year

Prior to the end of a Committee Member's term, the open position will be announced at Meetings for one month. The out-going Committee member is encouraged to find a suitable replacement rather than abandon the position. Terms may be renewed if no suitable replacement can be recruited.

#### REMOVAL OF STEERING COMMITTEE MEMBERS FOR INSOBRIETY

If any Steering Committee Member becomes intoxicated, their position will automatically become vacant. That member is then ineligible to hold a place on the Steering Committee again until the minimum sobriety requirements are met. Should a vacancy occur on the Steering Committee for this reason, the remainder of the Committee members shall recruit another person. SUCH PERSON ELECTED NEEDS TO MEET THE MINIMUM REQUIREMENTS OF SOBRIETY FOR THAT POSITION. If the Steering Committee is unable to recruit a qualified person, Steering Committee Members, will, by necessity, volunteer to take on the task.

#### REMOVAL OF STEERING COMMITTEE MEMBERS FOR ABSENTEEISM

Any member of the Steering Committee who willfully abandons his/her position will be automatically removed from office and the position will be declared vacant. If such a vacancy should occur, it shall be filled in the manner set forth above.

#### REMOVAL OF STEERING COMMITTEE MEMBERS

A member of the Steering Committee may be removed from office by a sixty (60%) percent majority vote of the Steering Committee at two (2) consecutive Fellowship Business Meetings.

Removal from a position on the Steering Committee must be for the reasons stated in the previous two (2) sections, or by petition of the general membership, stating other reasons, such as theft, dereliction of duty, etc. Said petition must be signed by at least ten (10) members and must clearly outline the charges against the Steering Committee Member. The person to be removed from office has a right to defend him or her self, both verbally and in writing within seven days before any action can be taken and before the first vote is taken according to the rules on removal.

#### FILLING OTHER KINDS OF STEERING COMMITTEE VACANCIES

Vacancies that occur for reasons of illness, relocation of a member, or voluntary resignation shall be filled in the manner set forth in the previous paragraphs. It is suggested that such resignations be offered to the Steering Committee in writing.

#### DUTIES OF THE STEERING COMMITTEE MEMBERS

##### Fellowship Chairperson:

1. To chair the monthly Fellowship Business Meetings.
2. To chair all Special Fellowship Business Meetings.
3. To see that all motions voted on are carried out.
4. To see that the Agenda for the Business Meeting is adhered to and followed so that time allotted for the various reports is utilized in the proper manner.
5. To maintain order at all times during the Business Meetings.
6. To review checking account statement and reconcile to check register.

##### Fellowship Secretary:

1. To record the minutes of the Fellowship Business Meetings and any other Special Fellowship Business Meetings.
2. To see that legible minutes of such meetings are posted on the Fellowship Bulletin board within a reasonable time after meetings.
3. To revise Announcements indicating time and place of Fellowship Business and Special Fellowship Business meetings.
4. To carry out all non-financial correspondence of the Fellowship.
5. To maintain an updated file of all business-related documents of the Fellowship.
6. To chair the Business Meetings in the absence of the Chairperson.
7. To maintain the Fellowship phone list.

##### Fellowship Treasurer:

1. To be responsible for the collection of all income and to maintain all records of income and expenditures.
2. To review all insurance policies, lease and service contracts for completeness and financial impact on the Fellowship.
3. To make monthly reports and other special reports as requested by the Steering Committee. All such records are to be posted on the Fellowship bulletin board within seven (7) days.
4. To disburse funds as needed for necessary operational expenses. Any disbursements over two hundred dollars (\$200.00) for other than usual operating expenses must be authorized by the Steering Committee.
5. To maintain an up to date status and control of the Fellowship bank account and all other funds, using appropriate and normal accounting procedures.
6. To provide copy of Check Register and Bank Checking Account statement to Fellowship Chairperson each month.

##### General Service Representative:

1. Represent the Jackson Fellowship at District 30 monthly meetings.
2. Attend Area meetings and conferences when possible and financially feasible.

##### Literature Chair:

1. Inventory and purchase AA approved literature for resale.
2. Inventory and purchase AA approved brochures.
3. Acquire book study meeting literature as requested by the meeting secretary

##### Facilities Chair:

1. Ensure that meeting space is safe and functional for Jackson Fellowship activities
2. Arrange for professional services, if or as required to adequately maintain the Fellowship

facility

Supplies Chair:

1. Inventory and purchase supplies as required for the safety and comfort of AA participants

Cleaning Committee Chair:

1. Ensure that premises are clean and tidy.
2. Arrange for carpet cleaning as necessary upon approval of Steering Committee

Member-At-Large:

Represent the Fellowship membership as a whole to ensure that the voice of all members is heard.

Hospitals and Institutions (H&I\_ Liaison:

Attend monthly H&I meetings and report activities to Steering Committee

#### FISCAL POLICIES

The Steering Committee shall make or authorize any and all operating expenses, or any other expenses approved by the majority of those present at Fellowship Business Meetings or Special Fellowship Business Meetings.

All disbursements of funds shall be made by check signed by two (2) duly authorized Steering Committee members.

A prudent reserve shall be maintained which consists of Rent, P.G.&E, and other basic operating expenses for at least a two (2) month period. Remaining funds shall be disbursed in accordance with A.A. recommendations and guidelines approved by the Fellowship Business Meeting.

#### AMENDMENTS, REVISIONS OR ADDITIONS TO CHARTER OR BY-LAWS

Amendments, revisions or additions to this charter and the accompanying by-laws may be accomplished by a sixty percent (60%) majority vote, OF ALL THOSE PRESENT, at two (2) consecutive regular Fellowship Business Meetings. SPECIAL BUSINESS MEETINGS DO NOT APPLY! The spirit and intent of this provision shall be directed towards thoughtful consideration of such issues and the improved opportunity for an "Informed Group Conscience".

End of Charter

## **BY-LAWS OF THE JACKSON FELLOWSHIP OF A.A.**

These By-Laws are an integral part of the Charter and shall be posted in the Fellowship at all times.

1. No alcoholic beverages or mind-altering drugs may be consumed or possessed on the premises.
2. No person will be allowed to disturb any meeting or function of the Jackson Fellowship..
3. Only Alcoholics Anonymous or Al-Anon Family Groups may use meeting rooms.
4. It is the responsibility of each meeting secretary to see that the coffee cups are washed and the meeting room is cleaned after his/her meeting and that heat/air conditioning, lights, etc. are off and that the doors are properly locked before leaving the premises.
5. The A.A. Meetings will take precedence over any other activity on the premises.
6. Raffles for fund raising purposes will be the only game of chance allowed on the premises. Such raffles will be conducted outside the main meeting room. NO OTHER TYPE OF GAMBLING FOR ANY OTHER PURPOSE WILL BE ALLOWED AT ANY TIME UNDER ANY CIRCUMSTANCES.
7. No animals will be allowed in the Fellowship building with the exception of "service" dogs.
8. Only A.A.-related information shall be posted on the Meeting Room Bulletin Board. Another bulletin board shall be maintained for non-AA information.
9. The position of meeting secretary shall be six months. IT IS SUGGESTED THAT A MEMBER HAVE AT LEAST SIX MONTHS SOBRIETY BEFORE HOLDING THIS POSITION.