

# **GaL-AA (Gays and Lesbians In Alcoholic Anonymous) Bylaws**

## **PREAMBLE**

We, the members of GaL-AA, set forth this day to establish and preserve, by the following principles, the experience of our predecessors. At the Capitol Round-Up (Washington D. C., August 1980) it was suggested that the International Advisory Council be formed. At the Big Apple Round-Up (New York, November 1980) a temporary council was established to serve the gay and lesbian members in A.A. In January 1981, the International Advisory Council was formed and listed in the Eastern U.S., Western U.S., Canadian, and International AA directories. The GPAA Round-Up (Boston) in May 1981 brought the temporary council together to adopt the Bylaws and to elect officers. The original name "International Advisory Council of Gay and Lesbian Men and Women In Alcoholics Anonymous" was officially changed to GaL-AA (Gays and Lesbians in Alcoholics Anonymous) in the years following the 2010 International Convention in San Antonio, Texas to better clarify the intent of the organization.

GaL-AA was established to serve and have the involvement of the lesbians, gay men and gay people in Alcoholics Anonymous, regardless of how they chose to identify themselves. In selecting the name, careful consideration was given to a variety of combinations of the above. So as not to alienate any of our membership, the all-inclusive term "Gay and Lesbian" was arrived at through group conscience. In October 2016, the Executive Committee clarified the Statement of Inclusion to reference bisexual, transgender and other sexual/gender lifestyles.

## **1.0 NAME**

The official and legal name of this organization shall be Gays and Lesbians In Alcoholics Anonymous DBA GaL-AA.

## **2.0 PURPOSE**

Operating within the Traditions of Alcoholics Anonymous, the purpose of GaL-AA is to serve the LGBT+ members of Alcoholics Anonymous. Our function is not that of a policy/decision making Committee in matters affecting the LGBT+ members of Alcoholics Anonymous, nor is our function to isolate or separate ourselves from the mainstream of Alcoholics Anonymous. Rather, our sole purpose for existing is to provide our experience, strength, and hope to any arm of Alcoholics Anonymous when called upon to do so, and to work in the spirit of UNITY and SERVICE with Alcoholics Anonymous for the betterment of the LGBT+ members, and Alcoholics Anonymous as a whole.

## **3.0 STATEMENT OF INCLUSION**

GaL-AA was established to serve and have the involvement of the lesbians, gay men, and others in Alcoholics Anonymous, regardless of how they choose to identify themselves. In selecting the name, careful consideration was given to a variety of combinations. While the name only directly reflects gays and lesbians, we embrace all LGBT+ members of the AA Fellowship.

## **4.0 OBJECTIVES**

- 4.1 To maintain the Traditions of Alcoholics Anonymous.
- 4.2 To encourage our members to share experience with AA as a whole through the General Service structure as described in the AA Service Manual.
- 4.3 To provide an international service network to the LGBT+ members of Alcoholics Anonymous.

## **5.0 OFFICERS OF GAL-AA**

The Officers of GaL-AA shall be: Chair, Deputy Chair, Secretary, and Treasurer.

## **6.1 DUTIES OF THE OFFICERS**

### **6.2 CHAIR**

- 6.2.1 Participate in all planning to ensure that GaL-AA serves the LGBT+ members of Alcoholics Anonymous; works in the spirit of unity with AA as a whole and carries the message of recovery for the LGBT+ alcoholic who still suffers.
- 6.2.2 Conduct all meetings of the Executive Committee annually whether in person, conference call or other media method.
- 6.2.3 Encourage and support the participation of members, representatives and volunteers in all areas of GaL-AA service.
- 6.2.4 Maintain fiscal accountability of GaL-AA through the development of an annual budget, approval of the annual budget, raising funds as needed, and monitoring the Treasurer's reports.
- 6.2.5 Participate in periodic inventory of GaL-AA mission, services and goals; this inventory to take place in all odd-numbered years.
- 6.2.6 Participate in the oversight responsibility for the GaL-AA newsletter, GaL-AA website, all print materials, public information and media endeavors.
- 6.2.7 Agree to release full name and contact information while serving on the Executive Committee in keeping with the public corporate and fiduciary responsibilities.
- 6.2.8 Participate in the formulation and membership of standing and ad-hoc committees as determined by the Executive Committee.

- 6.2.9 At the time of rotation off the committee prepare and train the incoming member to ensure an orderly transition to maintain the purpose and services of GaL-AA. This includes verbal, written and written documentation.
- 6.2.10 Co-signatory on bank accounts.
- 6.2.11 Participate in other duties as assigned.

### **6.3 DEPUTY CHAIR**

- 6.3.1 Participate in all planning to ensure that GaL-AA serves the LGBT+ members of Alcoholics Anonymous; works in the spirit of unity with AA as a whole and carries the message of recovery for the LGBT+ alcoholic who still suffers.
- 6.3.2 Attend all meetings of the Executive Committee whether in person, conference call or other media method.
- 6.3.3 Act in place of the Chair in his or her absence.
- 6.3.4 Serve as the primary liaison with AA-GSO and other AA Special Interest/Professional Groups.
- 6.3.5 Encourage and support the participation of members, representatives and volunteers in all areas of GaL-AA service.
- 6.3.6 Maintain fiscal accountability of GaL-AA through the development of an annual budget, approval of the annual budget, raising funds as needed, and monitoring the Treasurer's reports.
- 6.3.7 Participate in periodic inventory of GaL-AA mission, services and goals; this inventory to take place in all odd-numbered years.
- 6.3.8 Participate in the oversight responsibility for the GaL-AA newsletter, GaL-AA website, all print materials, public information and media endeavors.
- 6.3.9 Agree to release full name and contact information while serving on the Executive Committee in keeping with the public corporate and fiduciary responsibilities.
- 6.3.10 Participate in the formulation and membership of standing committees and ad-hoc committees as determined by the Executive Committee.
- 6.3.11 At the time of rotation off the committee prepare and train the incoming member to ensure an orderly transition to maintain the purpose and services of GaL-AA. This includes verbal, written and electronic documentation.
- 6.3.12 Participate in other duties as assigned.

## **6.4 SECRETARY**

- 6.4.1 Prepare and distribute minutes for all GaL-AA Executive Committee meetings and General Membership meetings with attendance record.
- 6.4.2 Custodian of corporate records including but not limited to by-laws, policies, rules of order, minutes, correspondence, committees, and archival materials.
- 6.4.3 Receive and review all GaL-AA correspondence; respond and or redirect as appropriate.
- 6.4.4 Compose and/or distribute all GaL-AA Executive Committee correspondence.
- 6.4.5 Maintain a listing of all members of the Executive Committee, representatives, committee members, volunteers, and "members."
- 6.4.6 Maintain the post office box/corporate mailing address.
- 6.4.7 Receive donations and process according to defined procedures.
- 6.4.8 Co-signatory on bank accounts.
- 6.4.9 Maintain compliance with non-profit incorporation in collaboration with Treasurer.
- 6.4.10 At the time of rotation off the committee prepare and train the incoming member to ensure an orderly transition to maintain the purpose and services of GaL-AA. This includes verbal, written and electronic documentation.
- 6.4.11 Perform other duties as assigned.

## **6.5 TREASURER**

- 6.5.1 Prepare and present an annual budget.
- 6.5.2 Prepare and present quarterly financial reports.
- 6.5.3 Prepare and present monthly status reports on income, expenditures and budget adherence.
- 6.5.4 Maintain a standard record keeping system for fiscal matters.
- 6.5.5 Establish and maintain GaL-AA checking and savings accounts.
- 6.5.6 Verify all monies deposited to bank accounts.
- 6.5.7 Approve all invoices; disburse funds and prepare checks for payment.
- 6.5.8 Serve as primary contact with banking institutions and arrange for authorization of check signatories.

- 6.4.9 Maintain co-signing authority for Executive Committee accounts.
- 6.4.10 Maintain prudent reserve fund as determined by the Executive Committee and other reserve funds as designated by the Executive Committee.
- 6.4.11 Prepare and submit appropriate tax documentation to maintain compliance with IRS rules for not-for-profit corporations.
- 6.4.12 At the time of rotation off the committee, prepare and train the incoming member to ensure an orderly transition to maintain the purpose and services of GaL-AA. This includes verbal, written and electronic documentation.
- 6.4.13 Perform other duties as assigned.

## **6.5 ADVISORS**

The Executive Committee may establish Advisor positions as necessary when specific areas of specialization are identified. Elected Advisors are voting members of the Executive Committee but not considered Officers of the Corporation. Elected Advisors are part of the regular elections cycle of two- year terms. The Executive Committee may also appoint additional temporary Advisors (voting or non-voting) as needed. Temporary Advisors' term of office will expire with the first election cycle following their appointment.

- 6.5.1 Provide the Officers expertise in their specific area of specialization.
- 6.5.2 Manage and perform tasks as assigned within their area of specialization.
- 6.5.3 Attend all meetings of the Executive Committee unless excused.

## **7.0 EXECUTIVE COMMITTEE**

- 7.1 The Executive Committee shall consist of the Officers of the Corporation and all Advisors.
- 7.2 The Executive Committee shall meet in person at least once each calendar year and may schedule as many meetings (in person or electronic) as deemed necessary by the Chairperson.
- 7.3 A simple majority of the Executive Committee membership shall constitute a quorum of the Committee for voting purposes.

## **8.0 VOTING BY EXECUTIVE COMMITTEE**

- 8.1 A binding vote may only be taken at a meeting where a quorum is present.
- 8.2 A passing vote is a simple majority vote.
- 8.3 The Chairperson votes only in cases of a tie vote.

## **9.0 ACTION WITHOUT A MEETING**

Any action required or permitted to be taken at a meeting of the Executive Committee or a subcommittee thereof may be taken without a meeting, if a consent in writing (either electronically or physically) to the adoption of a resolution authorizing the action so taken shall be signed (either electronically or physically) by all of the voting Members of the Executive Committee.

## **10.0 ELECTION OF OFFICERS**

- 10.1 Election of Officers and Advisors shall be held every calendar year on a schedule that allows those elected to assume their duties on January first of the following year. Roughly one-half of the Executive Committee shall be elected each year as follows:
  - 10.1.1 Odd Years: Chair, Treasurer, and odd numbered Advisors.
  - 10.1.2 Even Years: Deputy Chair, Secretary, and even numbered Advisors.
- 10.2 The elections shall be conducted under the aegis of the Deputy Chair or his or her delegate in Odd Years and the Chair or his or her delegate in Even Years.
- 10.3 All registered members of GaL-AA are voting members.
- 10.4 Eligible Candidates for office shall be determined by the qualifications listed elsewhere in these Bylaws, but primarily:
  - 10.4.1 Two years' continuous sobriety.
  - 10.4.2 Submission of a brief resume of previous service work in A.A.
  - 10.4.3 Acceptance of a two-year commitment to GaL-AA.
  - 10.4.5 Elections shall be conducted via electronic means as approved by the Executive Committee.

## **11.0 REMOVAL OF OFFICERS, ADVISORS OR COMMITTEE CHAIRS**

- 111 Officers, Advisors and Committee Chairs who do not maintain continuous adherence to the principles of Alcoholics Anonymous or are convicted of a felony shall be automatically removed from office.
- 112 Removal of an Officer, Advisor or Committee Chair for other causes including but not limited to dereliction of duty, misrepresenting GaL-AA, use of the GaL-AA name or brand for personal advancement or gain, theft of funds or property of GaL-AA or other reasons deemed detrimental to the name or brand of GaL-AA may be removed from office by a three-quarter vote of the other Members of the Executive Committee.
- 113 Any Officer, Advisor or Committee Chair so relieved of duty shall immediately return all materials, records, monies and other property items to GaL-AA.

**12.0 SUSPENSION OF BYLAWS**

- 12.1 The Bylaws of the Corporation may not be suspended completely.
- 12.2 A specific Bylaw may be suspended for a defined period only by unanimous vote of the Executive Committee.


**13.0 REVISION OF BYLAWS**


The Bylaws of the Corporation may only be revised during a physical meeting of the Executive Committee and a three-quarter-majority vote shall be required for passage. Following a successful vote the revised Bylaw shall be posted on the GaL-AA website and if the revision is not challenged within thirty days the change shall become effective. A challenge must be submitted to the Chairperson in writing and shall include the justification for the challenge. At the next scheduled meeting of the Executive Committee (physical or electronic) the Committee shall vote to uphold or deny the challenge by a three-quarter-majority vote.

**14.0 DISSOLUTION OF THE CORPORATION**

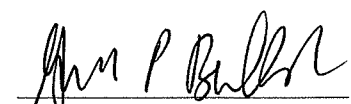
- 14.1 The Corporation may be dissolved only if:
  - 14.1.1 A Motion To Dissolve is passed by unanimous vote of the Executive Committee, AND
  - 14.1.2 Two-thirds of the membership approves the vote of the Executive Committee.
- 14.2 Upon dissolution all assets and records of the Corporation shall be transmitted to the General Service Office of Alcoholics Anonymous and become property thereof.

Revised and Adopted March 17, 2017, Troy, Michigan

  
 Denise Robinson  
 Chair

  
 Carol Nickerson  
 Deputy Chair

  
 Mark Pietkiewicz  
 Secretary

  
 Hershel Pierre Bullard  
 Treasurer