

BEACON GROUP RULES OF OPERATION¹

“BY-LAWS”

The Beacon Group is an Alcoholics Anonymous (“A.A.”) group run by a Steering Committee. The meetings of the Beacon Group can be changed by the Steering Committee. A.A.’s Tradition Five states “Each group has but one primary purpose— to carry its message to the alcoholic who still suffers.” The Beacon Group carries its message by providing meetings of Alcoholics Anonymous that focus on recovery based on A.A.’s 36 principles: the Twelve Steps, Twelve Traditions and Twelve Concepts of World Service. The Beacon Group uses the book Alcoholics Anonymous (the “Big Book”), the Twelve Steps and Twelve Traditions and the A.A. Service Manual Combined with Twelve Concepts for World Service as primary guides for the structure of all of their meetings. The Beacon Group is committed to providing both open and closed A.A. meetings as well as business meetings/group conscience meetings that all abide by the 36 principles as described by Bill W. here:

A.A.’S Twelve Steps are a group of principles, spiritual in their nature, which, if practiced as a way of life, can expel the obsession to drink and enable the sufferer to become happily and usefully whole.”

A.A.’s Twelve Traditions apply to the life of the Fellowship itself. They outline the means by which A.A. maintains its unity and relates itself to the world about it, the way it lives and grows.

—“Foreword” Twelve Steps and Twelve Traditions by Bill W.

The “Twelve Concepts for World Service”... are an interpretation of A.A.’s world service structure. They reveal the evolution by which our operation stands today. These Concepts therefore aim to record the “why” of our service structure in such a fashion that the highly valuable experience of the past, and the lessons we have drawn from that experience, can never be forgotten or lost.

—“Introduction” Twelve Concepts for World Service by Bill W.

We hold old-fashioned A.A. meetings that emphasize service, unity, and recovery- all three legacies equally. We strive to encourage our members to participate in recovery on the personal, group, and broader A.A. levels. We try to do this by bringing in speakers from outside as well as from within our group and by encouraging fellowship on all levels. We are deeply committed to carrying the AA message to others, especially to those who might not be able to get out to hear it, such as those in institutions. We have no rules or fees, but we do have Traditions and Concepts and we try to live by them and to practice these principles in all of our affairs, especially as trusted A.A. servants.

¹ The Beacon Group, Inc. has separate legal By-Laws and Rules of Operation.

I.

Steering Committee

Purpose. The function of the Steering Committee is that of the informed group conscience. The Steering Committee consists of current and past elected servants of the Beacon Group. Steering Committee Members are elected to specific positions and serve for the specified length of time corresponding to the position to which they are elected.

We stress that Steering Committee Members are trusted servants, they do not govern. As such, the Steering Committee Members hold positions of significant responsibility to the group and provide needed consistency for the group to function optimally. They are never to be put in a position of authority or honor. To be eligible for steering committee, all candidates must have been a member of the group for a minimum of 2 years. They must have 5 years of continuous sobriety and have served as a Representative of the Beacon Group in the A.A. service structure or to Boston Central Service. Concept IV states that “At all responsible levels we ought to maintain a traditional “Right of Participation,” allowing a voting representation in reasonable proportion to the responsibility that each must discharge.” Therefore, for the term of their service, elected Steering Committee members may not hold positions of significance in any other A.A. group or for another A.A. group as they are responsible for carrying the group conscience of the Beacon Group only and not the opinions of other groups. Elected members may hold positions in other groups that do not put them in a position to carry the group conscience in any way. (Example: they may not be a GSR or hold any other such position outside of the group. They also may not hold any job that would be in conflict with their duties to the Beacon Group such as treasurer, but they may chair a meeting, make coffee and do other meeting related tasks.) Steering Committee candidates should understand that the service on the Steering Committee will require significant time and work outside of business meetings and group meetings, and pledge to uphold the principles of the Twelve Steps, Twelve Traditions, and Twelve Concepts for World Service as they are laid out in the book Alcoholics Anonymous, Twelve Steps and Twelve Traditions and The A.A. Service Manual Combined with Twelve Concepts for World Service. As such, Steering Committee Members are granted the same rights, privileges and trust and are bound by the responsibilities of those rights, privileges and trust as outlined by the Twelve Traditions and Twelve Concepts for World Service in The A.A. Service Manual Combined with Twelve Concepts for World Service (the “Service Manual”).

To guide its own sense of responsibility to the Fellowship, the Steering Committee of the Beacon Group has adopted the following Mission, Vision and Action Statement:

Mission

Our mission is to serve the Fellowship of the Beacon Group of Alcoholics Anonymous.

Vision

We provide clear and effective leadership to the Fellowship of the Beacon Group. We are directly responsible and responsive to the Fellowship of the Beacon Group through the Annual Group Inventory. We are concerned with all matters affecting the Beacon Group's primary purpose: To carry its message to the alcoholic who still suffers.

Action

In all of our deliberations and decisions, we shall be guided by and uphold the Twelve Steps, Twelve Traditions and Twelve Concepts of World Service.

- *Acting as the principal planners and administrators of overall policy and finance. Serving as custodians of the meetings of the Beacon Group and the Freedom Trail Conference of Alcoholics Anonymous, making sure the best possible communication and unity exist among them and the A.A. service structure at all levels.*
- *Overseeing and adjusting, when needed, a sound, wide-reaching public relations policy that is inclusive of all who may be of help in raising awareness of the Beacon Group's existence to all who may benefit from it.*
- *Communicating with and maintaining relationships with general service structures through encouraging group members to get involved in service in the A.A. service structure at all levels — providing support to help ensure the growth and welfare of the members of the Beacon Group and fostering involvement in the Beacon Group, our local district, area, Boston Central Service, and the General Service structure of A.A.*
- *Acting as guardians of A.A.'s Steps, Traditions and Concepts.*

Responsibilities

Each elected member is expected to fulfill the duties of the job for which they have been entrusted. A failure to meet the responsibilities of the job or requirements of the attendance policy will result in automatic removal. Attendance at monthly Business Meetings, yearly group inventories, Committees of the Whole and sharing sessions is not optional. Participation in subcommittees is expected as well. The Group Inventory shall count as two (2) absences if missed. All elected representatives as well as General Service Representatives and Central Service Representatives are required to attend monthly "business" meetings, sharing sessions and the yearly "Group Inventory" meeting. The annual maximum allowable absences from is three (3) in total, with the "Group Inventory" meeting being weighted as two (2). In addition, elected steering committee members are required to demonstrate robust participation in subcommittees and other group activities. More than 3 absences calls into question whether or not the person has the ability to meet the commitment made when standing for election. [Missing 3/14 of meetings is allowed, weighting group inventory as two (2) sessions, plus twelve (12) others (one (1) per month). If a person misses one business meeting and one group inventory, that is the maximum allowable absence for the year, (1+2=3).]

- Elected Steering Committee members attend all "Committee of the Whole" meetings and Group Sharing Sessions. As frequency of these meetings change, attendance for these meetings is tallied separately. Any voting member whose attendance falls below 75% of "Committee of the Whole" meetings and/or Sharing Sessions will be treated as if they have met the maximum allowable absences and will be subject to the actions listed below.
- Members are required to submit prior written notification to the steering committee through the group secretary whenever they will not be able to attend business meetings, the annual Group Inventory. Committees of the Whole, Sharing Sessions or other similar group meetings. Notification must include the reason for missing the scheduled event.

When a last minute absence is unavoidable, written notification should be provided as soon as possible.

- Excessive Absences: Should a member need to miss more than the maximum three (3) allowable absences for extenuating circumstances, (provided action is taken within one (1) week of the maximum allowable absences being exceeded) the elected member has the right to:
 - A. Take a clearly defined leave of absence with unanimous approval (vote) of the steering committee.
 - B. Make other arrangements to cover his/her responsibilities, with unanimous approval (vote) of the steering committee.
 - C. Step down from their elected position.

Failure to make arrangements as outlined (A, B or C above) will result in automatic removal of the member.

- Unaddressed Absences: First infraction- When members do not give prior notice of their need to be absent or follow up immediately when prior notice is not possible, the member is reminded of the attendance policy in writing by the Secretary. Second infraction of failure to give advance or prompt notice- The erring member is again reminded of the attendance policy and is warned that a third infraction without proper notice will result in forfeiture of options A or B outlined under Excessive Absences above.
- Attendance policy for GSR and CSR is the same as for voting members.
- All other Representative members, including alternates, have the same attendance requirements as voting- members with the exception of the additional weight of the group inventory.
- For non-voting members who have service meetings at the same time as steering committee (Archives for example), the Representative and the Job Coordinator will find a suitable alternate so the position has alternating liaisons and absence requirements will be on a case by case basis. Meeting minutes should be brought to the business meeting in order to comply with the absentee policy. A liaison can bring the minutes when the member cannot attend.
- Group secretary is to track attendance and alert any in danger of excessive or unaddressed absences as well as the steering committee prior to the member reaching three (3) absences.

Vacancies

Elected Steering Committee members who have served previously are eligible to be recalled to fill vacancies when someone steps down before the end of their term, provided they have remained an active group member with a job in the group since their rotation and that they served the entirety of the term for which they were elected and possess the requisite qualifications/experience as outlined in this document. Anyone recalled to a position on the Steering Committee is then subject to all of the guidelines and policies set out in this document for such roles.

Past Steering Committee Member Involvement

All Steering Committee members who have fulfilled their responsibilities for their entire term are invited to attend and participate in Committee of the Whole meetings and closed Representative Meetings, but do not vote. They are not required to attend, but may at any time they choose and should always be invited until they cease to be active in the group. Should a past Steering Committee member become inactive in the group, they may no longer attend any meeting to which the general membership is not invited. The former Steering Committee member forfeits his/her right to attend immediately when s/he becomes inactive.

The current elected members may extend an invitation (to Committee of the Whole meetings as described above) if a past Steering Committee member becomes active once again in the group, but such invitation is a courtesy only and may be discontinued at the will of the currently elected members.

Eligibility and Expectations for Beacon Group Steering Committee Members

Serving on the Steering Committee (also referred to in this document as SC) of the Beacon Group is not a popularity contest. The A.A. Service Manual asks us to choose our leaders with care and to elect those most qualified to serve. Leadership abilities are demonstrated through service to the group. Therefore, in an effort to keep principles before personalities, we have set down these guidelines:

Eligibility (In addition to the provisions above.)

1. Candidates must have 5 years of continuous sobriety.
2. Candidates cannot hold a significant position in another A.A. group or for another A.A. group as described previously.
3. Candidates have been active home group members for at least two (2) years. We define “active” as holding service positions at Beacon Group as well participating in group operations through group business meetings, sharing sessions, subcommittees, group inventory and other similar activities.
4. Candidates have served as a Representative of the Beacon Group in the A.A. service structure and fulfilled that responsibility in entirety, thereby giving them ample experience with how the A.A. service structure functions as well as how Beacon Group’s service structure functions.
5. Candidates must have a strong dedication and demonstrated commitment to A.A.’s 36 principles: The 12 Steps, 12 Traditions and 12 Concepts for World Service.
6. Candidates must have the time available to serve on the Steering Committee. They must be able to attend all group meetings where Beacon Group business is attended to, including but not limited to: Beacon Group business meetings, “Committee of the Whole” meetings, sharing sessions, the annual Beacon Group Inventory. In order to represent the group well and be accessible to members, robust participation in group activities is essential. Participation in the entire scope of Beacon Group activities and meetings cannot be stressed highly enough. An elected member who does not participate in general group activities can be asked to step down if lack of participation becomes concerning. Regular

attendance at the Speaker Meeting, currently on Thursday nights at 8pm is not optional for candidates or for elected Steering Committee members.

Requirements for all elected Beacon Group Steering Committee Members

- Steering Committee members may miss no more than 2 business meetings without prior written notice and must make arrangements for either special dispensation (and how their job will be covered) or will step down from the elected position if they get to 3 absences (as outlined in bylaws).
- Steering Committee members make every effort to not miss an annual Group Inventory. Should the inventory be missed, it will count for two (2) absences for that calendar year. Missing two (2) consecutive annual Group Inventories is grounds for immediate review by and grounds for immediate removal from the the Steering Committee, extenuating circumstances not withstanding.
- Steering Committee members are trusted servants, elected to perform specific duties of the group, for the group. In order to remain a “trusted servant” every member fulfills all of the duties of their assigned position. Should any member not fulfill their duties well or in a timely manner, A.A. procedures in the A.A. Service Manual are followed for removal.
- Steering Committee members must remain active in/attend the Speaker meeting on a regular basis (currently held Thursday nights at 8pm EST) since a large portion of their job relies on interaction with group members. Although prior notice of missing this meeting is only necessary to insure their responsibilities are met, should a Steering Committee member find themselves incapable of attending regularly they are to follow the spirit of the attendance policy by alerting the rest of the Steering Committee as soon as possible, arranging coverage for their responsibilities and to discuss special dispensation (if appropriate). Each case will be handled on its own merits, but the principles outlined in the rest of this document and the A.A. Service Manual should be used as a guide. Should a Steering Committee member cease attending the majority of Speaker meetings without having made arrangements with the rest of the Steering Committee, they will not be considered a member in good standing and may be asked to step down.
- Steering Committee members will conduct themselves with professional courtesy at all times. As trusted servants we will uphold an attitude of respect, love and tolerance at all times in alignment with AA’s Safety Card. The Steering Committee sets an example of the 36 principles in action. Any member not holding themselves to this standard will be asked to step down.
- Active and robust participation in the group is important and not viewed as optional. We ask *all Beacon Group representatives, elected and appointed*, to make their best effort to attend group functions and fellowship events.
- Elected Steering Committee members attend all committee of the whole meetings and all Closed Representative Committee meetings and participate in subcommittees.
- Each Steering committee role is for a term of a minimum of one (1) year, with many roles lasting (2) two years, and the overall chair serving for one (1) year.
- Every Steering Committee member is responsible for knowledge of the Beacon Group By-laws and Rules of Operation. Steering Committee members must be knowledgeable of how A.A.

works, specifically how to apply the 12 Traditions, 12 Concepts, the A.A. Service Manual, and the current Beacon Group business meeting procedures (which are adaptable) to group business and business meetings.

- All Steering Committee members attend the yearly group reading of the Beacon Group By-laws.
- All Steering Committee members are expected to work as a team and assist other members as needed.
- In the spirit of rotation, members are discouraged from running for or serving in the same elected position a second time unless they have served in a different elected position on the Steering Committee or taken time off from serving on the Steering Committee in the interim.

Elections

Elections take place in May in years when there are steering committee members rotating off. On the night of the election, there is only a main speaker who speaks for 30 minutes. The Beacon Group Speaker Meeting Chairperson runs the election and asks for nominations from the group and each nominee is allowed to speak to the group for three (3) minutes to give their service resume and to give reasons they would like to represent and serve the group as a Steering Committee Member. The nominees are then asked to leave the room and are elected by simple majority of home group members.

Steering Committee Positions: (These are basic job descriptions. They may be expanded at any time by the steering Committee and such expanded roles and job descriptions are kept by the secretary and reviewed/updated yearly by all members.)

Overall Chair -must have served at least two (2) previous *two (2) year terms* on Steering Committee or one (1) five (5) year term from the previous structure

- This is a one (1) year term
- Has served a minimum of (2) two consecutive (2) two year terms on Steering Committee or one (1) five (5) year term from the previous structure. They need not be currently serving on the Steering Committee, provided they remained continually active in the group.
- Oversees all meeting coordinators of all Beacon Group meetings
- Handles relationships with all meeting sites
- Is eligible to sit on Board of Directors
- Books all Thursday night main speakers
- Chairs all Committees of the Whole and Closed Representative meetings

Treasurer -has served at least one (1) previous term on the Steering Committee or one (1) five (5) year term from the previous structure and has previously served as either assistant treasurer or treasurer.

- This is a two (2) year term
- Is authorized to sign on all Beacon Group bank accounts

- Keeps all financial records for group
- Has Right of Decision over all expenditures - may approve/disapprove expenditures as group financial health and group conscience indicates
- Pays all bills and keeps files of all expenses
- Makes timely deposits of contributions
- Has Right of Decision over and makes *quarterly* disbursements to service structure
- Oversees all electronic payments
- Adjusts prudent reserve based upon group financial needs
- Works with Board to get taxes done timely
- Keeps the group updated on financial issues of A.A. as a whole as well as district, area, and region
- Gives monthly financial report and submits an electronic copy in advance of the monthly business meeting so it can go out for review with the agenda
- Provides physical copies of the group's finances at business meetings and for posting when meetings are held in person
- Works with FTC treasurer, reviews the FTC accounting and ensures funds are properly handled (as long as the conference using the BG EIN)
- Sends quarterly financial reports to the Board for review
- Trains the assistant treasurer and arranges privileges with bank for assistant treasurer
- Maintains a good working relationship with bank

Secretary -has served at least one (1) previous term on Steering Committee or one (1) five (5) year term from the previous structure

- This is a two (2) year term
- Is responsible for keeping accurate minutes of all meetings
- Oversees all recordings and posting of recordings
- Collects new business
- Sets agenda for business meeting
- Updates log of motions
- Keeps all group documents
- Schedules a yearly review of elected and appointed Representative jobs and keeps updated descriptions on hand and accessible to all group members.
- Oversees and retains Right of Decision over all group information and outreach efforts in all forms and outlets
- Oversees the Group Calendar: The Secretary oversees the scheduling of *all group events* in order to avoid double bookings and acts as the de-facto scheduler for (including arranging for moderators when applicable) all sub-committees, sharing sessions and other similar events. The secretary makes sure that sub-committees are arranged timely and within the group's approved guidelines. All commitments, festivities and other events are to be submitted to the Secretary for inclusion on the calendar and are subject to date revision if the Secretary finds them to be in conflict with other previously

arranged events. Therefore all committees are encouraged to consult with the Secretary before committing to any specified dates or times.

- Schedules Group Inventory and books a past/present Area Delegate or Trustee (not limited to Area 30) who is not a member of the Beacon Group to moderate. The Secretary updates the approved script (derived from the questions found in The A.A. Group (P-16) pamphlet with timely issues (from the log of such issues as they have arisen in group meetings) and has Right of Decision over wording and prioritization of questions, but is encouraged to invite group participation in the process as s/he deems necessary.
- Keeps attendance of voting and non-voting (elected and appointed) Steering Committee members and ensures absentee protocols are adhered to

Job Coordinator/Assistant Treasurer -has served at least one (1) previous term on Steering Committee or one (1) five (5) year term from the previous structure

- This is a two (2) year term
- Is an authorized signer on Beacon Group checking accounts
- Is tasked with encouraging group participation and ensuring that all who want a job are able to have one.
- Appoints all group representatives with the exception of GSR, Alt-GSR, CSR and Alt-CSR, which are a collaborative effort between the Job Coordinator and current/outgoing GSR/CSR to ensure the best candidates are put forward. GSR, Alt-GSR, CSR and Alt-CSR are nominated by the current GSR/CSR, but must be confirmed by the Steering Committee.
- Collaborates with each current group representative to find an alternate to support the representative in their job. The job coordinator retains right of decision, but since collaboration insures the best possible working conditions, the coordinator is responsible to encourage each representatives to exercise their Right of Participation in the process of selecting their assistant.
- Maintains job rotation cadence of six months, every May and November.
- Assigns chair people to key positions and oversees all job assignments, working with the alt-job coordinator to fill positions and create positions as needed.
- Maintains and updates Speaker Meeting script.
- Maintains record of service positions and members serving; updating as needed.
- Works with chair people to find replacements as needed.
- Has right of decision to adjust jobs and may create new jobs as needed.
- Maintains and updates all group job descriptions.
- Works collaboratively with and trains alt-job coordinator and remains in supportive role for the first part of the next Job Coordinator's term.
- Serves as Assistant-Treasurer, reviewing the accounting of the Treasurer and stepping in to help when the Treasurer is away/unavailable. They are tasked with making sure deposits and bills are attended to timely and accurate accounting is being practiced. They also may give the monthly report when the Treasurer is unavailable to do so.

Festivities/Assistant-Jobs - this position is open to anyone who qualifies to run for Steering Committee, no previous Beacon Group Steering Committee experience is required

- This is a one (1) year term
- Leads and oversees the Festivities Committee and events. Encourages members to participate on the Festivities Committee
- Coordinates with Anniversary Chair to facilitate "Watches" and ensure watches are announced at all Beacon Group meetings
- May create and oversee more Fellowship Committees to better serve the interests of the group, and coordinate with the trusted servants leading such committees
- Assists the Steering Committee Jobs Coordinator in filling service position vacancies and overseeing service committees relating to jobs
- Assists the Steering Committee Jobs Coordinator in training and supporting members in their jobs
- Encourages members to get more deeply involved in the group through service positions

Non-Voting (Appointed) Representative Members of Steering Committee

The following members have a full voice in Beacon Group business meetings. They are encouraged to participate, but do not vote (except as detailed below). Voting is done only by elected members. It is further recognized that recommendations of committees are treated as motions, provided those motions have gone through the full committee process and are directly related to the work of the committee making the motion. Appointed representatives are responsible for attending occasional closed Representative Committee meetings (meetings to which only elected and appointed group representatives are invited) and also for participating in subcommittees. Representatives attend the yearly group reading of the Beacon Group By-laws and encourage other group members to attend to foster better understanding of how the group functions.

Beacon by the Book Representative serves as Chair of the Monday night Big Book Study of the Beacon Group called Beacon By the Book (also called BBTB in this document). This elected representative has a vote on matters *that concern Beacon By the Book* when such matters are deliberated/voted on by the Steering Committee. Absence of the Representative at any meeting where business regarding BBTB is attended to will *not* result in reopening of the matter unless the Representative was not given proper notice of the meeting. (This pertains to any additional business meetings: Regularly scheduled meetings do not need reminders, the schedule of these meetings is notice enough, but for any additional meetings the Representative must be given reasonable notice, a minimum of 7 days.)

Attending all meetings where Beacon Group business is attended to by the BBTB Representative is vital to ensure the meeting has a proper voice in the group conscience. Beacon Group members elect an eligible Beacon Group member to serve as Chair and Co-Chair of the meeting. Election of this group Representative is held immediately after the meeting on the *first Monday of the 6th month current rotation of the meeting* in order for the newly elected chair to work in concert with and learn from the current and soon to be out-going Chair. The newly elected Chair

will take over full responsibilities the month before the new rotation in order to make the transition as seamless as possible. The out-going chair is expected to continue to support the newly elected chair while they assume their responsibilities as well as throughout the next rotation. The appointing of commentators for the next rotation should be done collaboratively by both the current and in-coming Chairs.

Eligibility to run for Chair of the Beacon By the Book (BBTB):

- Minimum one (1) year of continuous sobriety
- Has attended the meeting faithfully and fulfilled their service position to BBTB for the entire current cycle (the one about to end)
- Has the ability to continue to attend the meeting and to fulfill their elected role in the upcoming rotation
- Is limited to those who have served as an Assistant-Chair of the meeting.
- Is a regular attendee and active participant of the Beacon Group Speaker Meeting
- Is deeply committed to and promise to uphold the format of the meeting
- Has served as a BBTB small group leader, but being a commentator is not a prerequisite.
- Has participated in *more than one* (1) rotation of the BBTB meeting (first 181 pages)
- Is able to attend all of the business related meetings of the Beacon Group as outlined for the other voting members, including but not limited to business meetings, annual Group Inventory, sharing sessions, appropriate sub-committees, Quarterly Steering Committee meetings and closed Representative Meetings. Participation in other group activities, including festivities is encouraged to ensure they are accessible to group members as their Representative

Eligibility to run for Assistant-Chair of Beacon By the Book (BBTB)

- Minimum of one (1) year of continuous sobriety
- Has attended the meeting faithfully and fulfilled their service position to BBTB for the entire current cycle (the one about to end)
- Has the ability to continue to attend the meeting and to fulfill their elected role in the upcoming rotation
- Is limited to those who currently hold (and actively fulfills) a service position at BBTB for the entirety of the current cycle.
- Is a regular attendee and active participant of the Beacon Group Speaker Meeting
- Is deeply committed to and promises to uphold the group conscience and format of the meeting
- Has served as a small group leader, but being a commentator is not a prerequisite.
- Has participated in one or more rotations of the meeting (first 181 pages)
- Is able to attend all of the business related meetings of the Beacon Group as outlined for the other voting members, including but not limited to business meetings, annual Group Inventory, sharing sessions, appropriate sub-committees, Quarterly Steering Committee meetings and closed Representative Meetings. Participation in other group activities, including festivities is encouraged to ensure they are accessible to group members as their Representative

Step Meeting Representative is the current overall Chair of the Beacon Group Noon Step Meeting (currently meeting Monday through Friday from 12 noon - 1pm EST online). This is a six (6) month position. This began as an appointed position, but in February of 2021 the first election was held to elect a Chair for this meeting. Once elected, the Chair may vote on matters pertaining to the Noon Step Meeting.

Election of the Noon Step Meeting Representative will be held at 1:10pm EST on the *second Monday* of each February and August. The newly elected chair is meant to work in concert with/learn from the current and soon to be out-going Chair (who rotates off entirely on the second Monday of March/September). Newly elected Chairs work with outgoing Chairs in order to make their transition as seamless as possible. The current and soon to be out-going Chair is expected to continue to support the newly elected Chair as they assume their responsibilities and to continue to support the new Chair whenever they might ask for their experience, strength and hope. The scheduling of speakers for the next rotation should always be done several weeks in advance, and this is especially important during transitions.

Eligibility to run for Chair of the Noon Step Meeting

- Attends and has faithfully fulfilled their service position to the meeting for the entirety of the current cycle
- Has served as Assistant-Chair (Meeting Coordinator) or Tech Chair of the Noon Step meeting
- Is deeply committed to and promises to uphold the format of the meeting
- Has served in numerous capacities at the noon meeting
- Living in Boston is NOT a prerequisite
- Has served as Assistant Chair (Meeting Coordinator) or Tech Chair at the Noon Step meeting
- Is able to attend all of the business related meetings of the Beacon Group as outlined for the other voting members, including but not limited to business meetings, annual Group Inventory, sharing sessions, appropriate sub-committees, Quarterly Steering Committee meetings and closed Representative Meetings. Participation in other group activities, including festivities is encouraged to ensure they are accessible to group members as their Representative
- Can responsibly maintain and add to the speaker calendar
- Books speakers at least three (3) weeks in advance (more is encouraged) according to the guidelines below
- Can be available to group members/attendees with regard to any concerns they may have about the meeting or group.
- Can encourage group participation through service
- Is comfortable appointing an Assistant Chair (Meeting Coordinator) and a Tech Chair

General Service Representative: carries the Beacon Group's conscience into the service structure and relays information back from the General Service Office.

- Has a suggested minimum of two (2) years of sobriety.
- Has been a member of Beacon Group for at least one (1) year.
- Has held various positions in the group.

- Is active in group business meetings, sharing sessions, sub-committees and group inventories as well as group festivities.
- Is able to attend all of the business related meetings of the Beacon Group as outlined above, including but not limited to business meetings, annual Group Inventory, sharing sessions, sub-committees, Quarterly Steering Committee meetings and closed Representative Meetings. Participation in other group activities, including festivities is encouraged to ensure they are accessible to group members as their Representative
- Can be available to group members/attendees with regard to any concerns they may have about the meeting or group.
- Can be available to group members to express concerns about A.A. and assist them in understanding how A.A. works.

Central Service Representative: carries the Beacon Group's conscience into the service structure and relay information back from Central Service.

- Has a suggested minimum of two (2) years of sobriety.
- Has been a member of Beacon Group for at least one (1) year.
- Has held various positions in the group.
- Is active in group business meetings, sharing sessions, sub-committees and group inventories as well as group festivities.
- Is able to attend all of the business related meetings of the Beacon Group as outlined above, including but not limited to business meetings, annual Group Inventory, sharing sessions, sub-committees, Quarterly Steering Committee meetings and closed Representative Meetings. Participation in other group activities, including festivities is encouraged to ensure they are accessible to group members as their Representative
- Can be available to group members/attendees with regard to any concerns they may have about the meeting, group or Boston A.A.
- Can be available to group members to express concerns about A.A. and assist them in understanding how A.A. works.

Alternate General Service Representative: works with the current GSR and attends Area and District meetings, especially when the GSR cannot attend. It is hoped that the alternate will rotate into the GSR position.

- Has a suggested minimum of two (2) years of sobriety.
- Has been a member of Beacon Group for at least one (1) year.
- Has held various positions in the group.
- Is active in group business meetings, sharing sessions, sub-committees and group inventories as well as group festivities.
- Is able to attend all of the business related meetings of the Beacon Group as outlined above, including but not limited to business meetings, annual Group Inventory, sharing sessions, sub-committees, Quarterly Steering Committee meetings and closed Representative Meetings. Participation in other group activities, including festivities is encouraged to ensure they are accessible to group members as their Representative

- Can be available to group members/attendees with regard to any concerns they may have about the meeting, group or Boston A.A.
- Can be available to group members to express concerns about A.A. and assist them in understanding how A.A. works.

Alternate Central Service Representative: works with the current CSR and attends Central Service meetings, especially when the CSR cannot attend. It is hoped that the alternate will rotate into the GSR position.

- Has a suggested minimum of (2) two years of sobriety.
- Has been a member of Beacon Group for at least (1) one year.
- Has held various positions in the group.
- Is active in group business meetings, sharing sessions, sub-committees and group inventories as well as group festivities.
- Is able to attend all of the business related meetings of the Beacon Group as outlined above, including but not limited to business meetings, annual Group Inventory, sharing sessions, sub-committees, Quarterly Steering Committee meetings and closed Representative Meetings. Participation in other group activities, including festivities is encouraged to ensure they are accessible to group members as their Representative
- Can be available to group members/attendees with regard to any concerns they may have about the meeting, group or Boston A.A.
- Can be available to group members to express concerns about A.A. and assist them in understanding how A.A. works.

II. Meetings

Proper notice for meetings where Beacon Group business will be attended to

- Regularly scheduled meetings do not need reminders, the schedule of these meetings is considered ample notice.
- For any additional meetings the members, must be given reasonable notice, a minimum of 7 days. Group Inventories, Sharing Sessions and Sub-Committees should be planned well in advance to allow group members to plan around them. The gravity of the nature of the meeting should dictate the amount of notice given. Group Inventories should have no less than 4 weeks notice while sharing sessions and subcommittees should have at least two weeks notice given to members. The Steering Committee decides how much time is ideal and may change any suggested timeline

Annual Beacon Group Inventory Meeting

The Beacon Group meets annually to assess the group's efficacy and efficiency with regard to Tradition Five: "Each group has but one primary purpose— to carry its message to the alcoholic who still suffers." The Beacon Group the 12 Traditions and 12 Concepts of Alcoholics Anonymous the message of AA. We have an independent, non-Beacon Group AA member come

in to moderate the discussion and ask that they follow the format the group has developed from our experience with our inventories and AA's suggested group inventories. The Group Inventory Meeting should include (invite) all meetings and committees of the Beacon Group. It is not limited to or targeted for only one meeting, but meant to service the entire group.

Monthly Group Meetings

The Steering Committee invites all members to gather on the third Thursday of the month at 6:30pm EST. The time of the Steering Committee meeting can be changed by Steering Committee as deemed necessary. Reports by all committees and discussion on the work of these committees is the main purpose of the monthly group meetings. The Steering Committee may also pose questions to the group to gather thoughts on topics that they would like group guidance on. The Steering Committee may also choose to hold a sharing session or create sub-committees to further investigate issues of importance to the group. The Steering Committee has been entrusted to serve the group and as such the Steering Committee will endeavor to dispense with routine business within the confines of their mission. The monthly meeting is not a place for routine business, but for the Group's Ultimate Authority - a loving God- to express Himself through the group conscience.

Committee of the Whole Meetings

The Steering Committee meets regularly to dispense with the regular business of the group. They have the right to schedule meeting at any frequency or duration that they may need to properly attend to the business of the group.

Closed Representative Meetings

The entire Steering Committee (all elected and appointed Representatives), may meet *at will* as necessary to attend to the business of the group and provide an opportunity for oversight by the non-voting members of the performance of the steering committee. These are closed meetings and may be held virtually in order to make them as accessible as possible to all. These are closed meetings.

Beacon Group Speaker Meeting

The basic format of the Speaker Meeting cannot be changed. The Speaker Meeting will be comprised of the following elements: introduction, read steps, two ten-minute speakers, announcements, read traditions, thirty-minute speaker, close with the Lord's Prayer, and thanking the speakers. Other elements of the meeting can be changed by amendment by the Steering Committee as detailed below. At this time, those include: Chips, Festivities, Quote Board, monthly A.A. Grapevine "Thumper Stumper" and the Anniversary Meeting and intermittent Special Event meetings of the group which may choose to have one ten minute speaker or even none at all, a thirty minute main speaker or a special one hour speaker.

The main speakers must be ten years sober, have home group, sponsor, sponsors others, practices the principles in daily living to the best of their ability, and/or has service

commitments. The group conscience requests that all speakers dress nicely- business attire is suggested. The main speaker is given thirty minutes (on special events up to one hour) to share their experience strength and hope in alignment with the stories in the Big Book and is asked to spend at least half of that time on the progression of their sobriety: “Our stories disclose in a general way what we used to be like, what happened, and what we are like now.” p58 *Alcoholics Anonymous Chapter 5 How It Works*.

There is no sobriety requirement for the ten-minute speakers, but they must be active in A.A. and actively working the steps of A.A. The group conscience requests that all speakers dress nicely- business attire is suggested. Ten minute speakers are given ten minutes to share their experience strength and hope in alignment with the stories in the Big Book and spend at least half of that time on the progression of their sobriety: “Our stories disclose in a general way what we used to be like, what happened, and what we are like now.” p58 *Alcoholics Anonymous Chapter 5 How It Works*.

No speaker should be asked to speak more than once in a twelve-month period. We ask all our speakers to refrain from the use of profanity, to spend at least half of their time speaking about what A.A. has done for them (the solution) and to keep in mind A.A.’s singleness of purpose, that if they have outside issues they can mention them but we ask that they keep their focus to their problem as it relates to alcoholism.

All speakers are asked to honor A.A.’s statements of anonymity and unity. Permission to record and share their talks is obtained prior to the recording of the meeting. Any speaker who prefers to not be recorded will not be. In order to be included in the Beacon Group Meeting Recordings Library, speakers may not use their last names and must follow the guidelines of the Beacon Group. Beacon Group does not sell recordings and cannot guarantee that any recording will be made available. We attempt to provide recordings of our meetings, but only as a secondary service. If at any point recording is no longer deemed to be in the best interest of the group, recordings may be halted or suspended by the Steering Committee.

Beacon by the Book

Beacon by the Book (“BBTB”) was started by the Beacon Group to provide a format to study the basic text of AA by focusing on directions, prayers, promises, warnings, musts, and references to God. The Beacon Group Speaker Meeting financially sponsored BBTB for 2 1/2 years until the BBTB could be self-supporting in order to provide a place where members could find others who are actively working the program of A.A. as outlined in the Big Book. When people hear a qualification at the Beacon Group Speaker Meeting, they hear that the solution can be found in the Big Book and BBTB is intended as a format to provide fellowship, guidance and direction to get the utmost out of the readings and therefore out of Alcoholics Anonymous. As such, should the Big Book meeting need additional financial support, this should be well considered as a service of the Speaker Meeting.

The BBTB- The meeting opens with the Serenity Prayer. The purpose of the meeting is to go through the Big Book of Alcoholics Anonymous from the title page to the end of Dr. Bob’s Nightmare. Readings are divided ahead of time and after the selection is read, a group of

pre-assigned people rotate weeks sharing on the reading, focusing on prayers, directions, promises, warnings, musts, and references to God. Following the speaker's share, the group breaks into small groups to discuss the reading in detail. Questions about the readings are encouraged. The meeting closes with the Lord's Prayer.

There are two members of BBTB running the meeting at any time: One chairperson and one assistant who rotates into the chairperson's position. The chairperson sits in on all Steering Committee meetings, becomes the BBTB Representative to the Beacon Group Steering Committee and is given a vote on all issues that pertain to the BBTB Meeting.

The BBTB Representative shall report monthly to the Steering Committee on the progress of the BBTB meeting. Whenever issues arise that may need discussion, the BBTB Representative will first bring them to the overseeing Steering Committee member for guidance. If so directed, the BBTB Representative may lead a short, informal sharing session following a BBTB meeting to be done before the next Steering Committee meeting and report findings back to the Steering Committee. At such time, if any further directive is needed, the Steering Committee will give guidance, as the BBTB exists under the auspices of the Beacon Group. Any change in the BBTB format or structure must be discussed at a Steering Committee meeting.

BBTB preferences, as heard in sharing sessions targeted at BBTB attendees, hold significant value and weight, yet, ultimate decisions lie within the parent group's Steering Committee.

Noon Step Meeting

The Noon Step Meeting is an online meeting started by the Beacon Group to provide a mid-day step meeting during the initial days of Covid-19. The Noon Step Meeting is an open meeting with a 30 minute speaker who speaks on the step of the day, followed by breakout rooms for small group discussion.

When people hear a qualification at the Noon Step Meeting, they hear that the solution can be found in the Big Book and the Noon Step meeting is intended as a format to provide fellowship, guidance and direction to get the utmost out of the 12 Steps of Alcoholics Anonymous.

Speakers must be five (5) years sober, have a home group, sponsor, sponsors others, practice the principles in daily living to the best of their ability, and/or has service commitments. The group conscience requests that all speakers dress nicely- business attire is suggested. The speaker is given thirty minutes to share their experience strength and hope on the step of the day, using parts of their the story as may be relevant: "Our stories disclose in a general way what we used to be like, what happened, and what we are like now." *p58 Alcoholics Anonymous Chapter 5 How It Works*. A letter outlining all of these things should be sent to the speaker with sufficient time to it before their talk. Small group discussions have been key to facilitating connections during the pandemic, especially for newcomers.

The Noon Step Meeting Representative shall report monthly to the Steering Committee on the progress of the Noon Step meeting. Whenever issues arise that may need discussion, the Noon Step Meeting Representative will first bring them to the overseeing Steering

Committee member for guidance. If so directed, the Noon Step Meeting Representative may lead a short, informal sharing session following a Noon Step meeting to be done before the next Steering Committee meeting and report findings back to the Steering Committee. At such time, if any further directive is needed, the Steering Committee will give guidance, as the Noon Step Meeting exists under the auspices of the Beacon Group. Any change in the Noon Step Meeting format or structure must be discussed at a Steering Committee meeting.