

INTERGROUP SERVICE COMMITTEE of the FIFTH DISTRICT *Inc.*

BY-LAWS

These By-Laws were originally adopted by the Intergroup Body on July 25, 1996

Revision 2/14/97 by IGSC-5 Phyllis Trimnal, Secretary

Amended by IGSC-5 – 12/07/00 – Revision by Michele Eberle. Office Manager

Proposed Revision – suggested by Steering Committee – subject to vote by IGSC-5 membership

Revised 10/21/04 by unanimous vote of IGSC-5 Membership

Revised 10/16/14 by vote of the IGSC-5 IGR's Meeting Membership

Revised 6/16/16 by vote of the IGSC-5 Membership

Revised 8/18/16 by vote of the IGSC-5 IGRs

Article I

Name and Purpose

Section 1. The name shall be **Intergroup Service Committee of the 5th District Inc.**(IGSC-5)

Section 2. The purpose of IGSC-5 shall be to serve the Alcoholics Anonymous (A.A.) groups in District 5 of the South Florida Area of the General Service Conference as follows:

- A.** Provide a telephone answering service, manned by A.A. members, to receive calls from the still suffering alcoholic requesting help and pass them on to A.A. members for Twelfth-Step work, and to provide information about meetings and other A.A. related activities. Also, to maintain a current list of Twelve-Step contacts.
- B.** Maintain a library of A.A. conference approved literature and provide, for sale, a reasonable inventory of same and other related materials, as requested by the groups.
- C.** Maintain and publish a list of A.A. meetings within the District, in accordance with the 12 Traditions of A.A., and provide such other services to the A.A. groups in accordance with the District 5, General Services Office (G.S.O.), the A.A. Service Manual and A.A. Guidelines for Intergroup/Central Offices, published by the G.S.O.
- D.** Maintain an office where the above activities can be efficiently carried out. Said office to be operated under the responsibility of the Steering Committee (SC).
- E.** Maintain an Internet web site which will contain meeting lists, Treasurer's reports, minutes from the meetings of both the Intergroup Representatives (IGR) and the (SC) meetings and other pertinent information.

F. The Chairman may appoint, with the approval of the IGR's at a regular or special meeting, the following positions that will have the following duties and shall report monthly to the IGR's at the regular meeting:

1. **Liaison** to the District from IGSC-5 will report to the district the activities of IGSC-5.
2. **Events Coordinator**, will organize a committee to provide annual and special events on behalf of IGSC-5
3. **Where and When**, meeting list coordinator will produce lists of meetings in the area in accordance with procedures established by the SC.
4. **Web Master shall** oversee the Intergroup Web Site.
5. **Ad Hoc** committees as needed and for the purpose(s) established.

G. **Day / Night Phone Coordinator** - This position will be filled by the Office Manager (OM) who shall recruit, train and supervise A.A. members to answer the phone at the Intergroup Office during regular business hours, refer the still suffering to meetings and / or Twelve Step Contacts, welcome visitors to the office, and assist with other assigned duties.

Section 3. The Twelve Traditions of A.A. shall govern all activities of the IGSC-5, giving consideration to other input from the 5th District, General Services Office (GSO), the A.A. Service Manual and A.A. Guidelines for Intergroup/Central Offices, published by G.S.O.

Article II Membership

Section 1. Membership in the IGSC-5 shall be open to all A.A. groups in District 5, South Florida Area. "A.A. Groups" mean those groups registered with G.S.O. in New York, and any other A.A. meetings who are not so registered.

Section 2. The IGR Meeting consists of representatives of the member groups known as (IGRs) and Alternate Intergroup Representatives (AIRs) who are chosen by each member group.

A. It is suggested that the IGRs have a minimum of one (1) year sobriety; the Alternate a minimum of one (1) year sobriety. All representatives are urged to initiate newcomers in Intergroup activities by bringing them to meetings as visitors.

B. IGRs or members are at liberty to make and offer suggestions and constructive

criticism for the consideration and action of the SC. Each IGR or Alternate shall vote on the issues brought before the body for consideration. It is expected that they shall report to and keep their respective groups informed of the proceedings to the end that all groups may be properly informed, to meet their responsibility of directing the operation of the IGSC-5.

- C. Any action of the SC may be overruled by the IGR's objecting to the action at a regular meeting obtaining a majority vote on a seconded motion to overrule the action, returning that information to their member groups for consideration and only after returning to the next regular IGR meeting and passing a second vote on the issue.

Article III Officers and Steering Committee

- Section 1.** There shall be a SC of the IGSC-5, which will consist of four (4) elected officers. These are: **Chairperson, Alternate-Chairperson, Secretary, Treasurer** and **Office Manager**, ex-officio, who shall **not** have a vote. It shall also consist of five (5) **Members At Large** selected by geographic area when possible. All SC members shall have a minimum five (5) years continuous sobriety and one (1) year experience in Intergroup activities.
- Section 2.** The SC shall be responsible for daily operation of it's IGSC-5 office and in general, oversee the operation of the IGSC-5. The SC is directly responsible to the members / groups of IGSC-5.
- Section 3.** The SC may call for a professional audit of the organization's finances and financial records at any time.
- Section 4.** The SC shall conduct an annual performance review of the OM.
- Section 5.** The four elected officers and the SC members at large are elected for a term of one (1) year, not to exceed two terms in any one position, except for the Treasurer who may be re-elected at the discretion of the IGR's being mindful of the spirit of rotation. The elections shall be held in accordance with the Third Legacy procedure of Alcoholics Anonymous at the regular October meeting of the IGRs. In the event of a vacancy in office being filled mid-term, such election of officer shall not be considered to be a full term. The person filling such vacancy shall be permitted to, if elected, serve two full terms in addition to the unexpired term.

Article IV

Duties and Responsibilities

Section 1. The **Chairperson** shall preside over all committee meetings and shall perform the duties customary to such office. He/she shall be an ex-officio member of the SC and its committees, exercising the right to vote only to break a tie.

Section 2. The **Alternate-Chairperson** shall preside in the absence of the Chairperson, whereby he/she shall perform all the duties of the latter, voting only to break a tie. At other times, he/she may vote and participate as a member of the SC. In the absence of both Chairperson and Alternate-Chairperson, the Treasurer shall assume the duties of the chairperson.

Section 3. The **Secretary's** duties shall be as follows:

A. Record the minutes of each meeting, IGR as well as SC, providing each IGR and SC member with the minutes of the last meeting. Providing them for the web site shall be considered posting and providing them to all interested members.

Section 4. The **Treasurer's** duties and responsibilities are as follows:

- A. Oversee the OM obtaining bond insurance at the IGSC-5 expense. .
- B. Oversee the OM receiving and recording all funds and deposit same in a designated bank. He/she shall disburse such funds and keep a proper set of books on a monthly cumulative basis. .
- C. Oversee the OM paying obligations of the IGSC-5 as authorized by the SC.
- D. Present a full financial disclosure at each SC and IGR meeting and an annual year-end summation.
- E. Oversee the OM maintaining the financial records of the IGSC-5 and retention of all vouchers and receipts for a period of three years, or as required by law.
- F. Oversee an annual professional audit.

Section 5. The **SC Members At Large** shall accept the responsibilities of attending all SC meetings and all IGR meetings.

Section 6. The day-to-day operation of the IGSC-5 office shall be supervised by an OM. This person shall be hired by the SC. The Chairperson, with the SC, shall outline the duties of this office. The OM shall be directly responsible to the SC. Vacancy in the position of OM shall be filled as expeditiously as possible by the SC, who shall inform member groups, delegates attending regular meetings and by posting on our web site, the intent to recruit for the position. SC shall determine the deadline for accepting applications and/or resumes, shall determine a method for review of applicants and shall then meet in closed session (SC only) to determine the best candidate for the position.

Article V Resignations and Replacements

Section 1. In the event that any officer, SC Member, IGR or OM, returns to drinking, he/she shall be deemed to have resigned his/her position, or said member resigns voluntarily. He / she shall be replaced at the next monthly meeting of the IGRs.

Section 2. The Alternate-Chairperson automatically becomes the acting Chairperson in the event of the resignation of the Chairperson for the remainder of that term.

Section 3. Any elected Officer or SC member at large who misses three monthly IGR's meeting, and SC meetings, per term, without a valid reason shall be deemed to have resigned. (Subject to the approval of the SC) Notice of non-attendance in advance is the responsibility of the member.

Article VI Finances

Section 1. IGSC-5 is entirely self-supporting in accordance with AA's Seventh Tradition.

Section 2. A reasonable prudent reserve shall be established, to insure four (4) months of operating expense. In the event insufficient funds are available to meet this amount, SC shall make every reasonable effort to cut expenses.

Article VII Meetings

Section 1. Regular meetings of the SC Officers, SC members at large, IGRs and any interested A.A. members shall be conducted monthly. The time and place of this meeting shall be determined by the Chairperson.

Section 2. Two thirds (2/3) of SC officers or SC members present shall constitute a quorum at a regular or special meeting.

Section 3. Two thirds (2/3) of IGRs or AIRs, present, shall constitute a quorum at the IGR meetings.

Section 4. Either the Chairperson or three (3) SC members can call for a special meeting of the SC.

Section 5. Two Thirds (2/3) members and/or officers shall constitute a quorum at a regular or special SC meeting.

Section 6. Robert's Rules of Order shall be recognized as the procedure at all meetings.

Section 7. The order of business at regular SC and IGR meetings is **suggested** as follows:

1. Open with the Serenity Prayer
2. Reading of the 12 Traditions
3. Introduction of **New** Intergroup Representatives
4. Roll call of Officers and attendees.
5. **Secretary's** Report
6. **Treasurer's** Report
7. **Chairperson's** Report
8. **Office Manager's** Report
9. Practice the A.A. Seventh Tradition
10. Committee and other reports
 - a. **Liaison from District** (appointed by District)
 - b. **Events Coordinator**
 - c. **Ad Hoc Committee** (if any)
11. Unfinished Business (Motions to be voted on)
12. New Business (New motions to be presented)
13. **Lord's** Prayer
14. Adjourn

Article VII

Amendments to By-Laws

Section 1. Nothing in these By-Laws shall be altered, suspended, repealed or replaced, except by vote of two-thirds (2/3) of the IGRs present.

Section 2. The proposed changes shall be announced at a regular meeting, with such discussion as those present desire. The OM shall post proposed changes on the web site. The proposed changes shall then be voted on no sooner than the next IGR meeting.