

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 IGRs Meeting Membership. Revised 6/16/16 by vote of the IGSC-5 Membership. Revised 8/18/16 by vote of the IGSC-5 IGRs. **Proposed revisions modified slightly by IGRs and agreed by 2/3 vote at 9/20/18 IGR meeting for presentation to groups.**

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 - **The Day / Night Phone Coordinator** 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 and Treasurer. **In addition, the Office Manager, ex-officio, will participate as a member of SC but 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 one year's experience in intergroup and/or other AA service organization activities and 5 years continuous sobriety. However, in the event no volunteer meeting the sobriety requirement is identified, the IGRs gathered in meeting may waive this requirement but shall require the person assuming the position on the SC shall have a mentor who meets these requirements and agrees to review the candidate's actions to fulfill the duties of his/her office.**

Section 2. The SC shall be responsible for daily operation of its 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. Be a cosigner on our checking and other bank accounts.
- B. Meet as appropriate and prior to SC and IGR meetings with the Office Manager (OM) to review and be prepared to present regular financial statements prepared by the OM to the SC and IGR Meetings.
- C. May as appropriate review all bookkeeping, accounting and budgeting practices, assisting the OM in presenting reliable, accurate and understandable reports of the financial conditions of the organization.

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

Section 6. Office Manager (OM) is a paid position supervised by the Chairman of Steering Committee. OM is the administrative official for the organization. As such the OM shall utilize

or design such practices and procedures as seem appropriate for our business. These practices and procedures may be reviewed from time to time, and as appropriate, approved by the various officers and or the steering committee. These practices and procedures should include methods for financial reporting, tax payments, accepting and disbursing funds, managing our book store, and assisting, recruiting and training volunteers. OM may be or may become responsible for other areas of Intergroup activity as enumerated by the Chairman, appropriate officers and/or steering committee.

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; and (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.