

## **Intergroup Service Committee of the Fifth District Inc.**

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

Revised February 14, 1997, amended December 7, 2000, revised October 16, 2014, revised June 16, 2016, revised August 18, 2016, revised September 20, 2018, amended January 17, 2019 and revised and amended December 17, 2020.

### **Article I - Name and Purpose**

Section 1. The name shall be Intergroup Service Committee of the 5th District Inc. and shall hereinafter be referred to as Intergroup.

Section 2. The purpose of Intergroup shall be to serve the Alcoholics Anonymous (A.A.) groups in District 5 of the South Florida Area of the General Service Conference (Area 15) 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/meetings in accordance within 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 that will contain meeting lists, Treasurer's report (upon request), minutes from the meetings of both the Intergroup Representatives (IGR) and the (SC) meetings and other pertinent information.

Section 3. The Twelve Traditions of A.A. shall govern all activities of the Intergroup, giving consideration to G.S.O., 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 Intergroup shall be open to all A.A. groups/meetings 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 that are not so registered.

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

- A. It is suggested that the IGRs have a minimum of one (1) year sobriety; the AIR 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 for the consideration and action of the SC. Each IGR or AIR shall vote on the issues brought before the Intergroup 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 Intergroup.
- 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/meetings 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 Intergroup, which will consist of four (4) elected officers, five (5) elected members at large, and the Office Manager. These ten positions are defined as follows:

- Chairperson
- Alternate-Chairperson
- Secretary
- Treasurer
- Office Manager (OM) who will participate as a member of SC but shall not have a vote on agenda items concerning OM employment, compensation, or benefits.
- Five (5) Members-At-Large selected by geographic area when possible.

All SC members shall have one year's experience in Intergroup or other AA service organization activities and five years of continuous sobriety. However, in the event no volunteer meeting the sobriety requirement is identified, the IGRs gathered in the meeting may waive this requirement. Such person assuming the position on the SC shall be required to 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 Intergroup office and, in general, oversee the operation of the Intergroup. The SC is directly responsible to the members/groups of Intergroup.

Section 3. The SC may call for a professional audit of the organization's finances and financial records at any time.

Section 4. In December, the SC shall conduct an annual performance review of the OM and the OM's salary.

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 SC and IGR meetings and shall perform the duties customary to such office. He/she shall be an ex-officio member of all subcommittees, exercising the right to vote only to break a tie.

The Chairperson 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 District-5 from Intergroup will report to District-5 the activities of Intergroup and, in turn, report activities of District-5 to Intergroup.
2. Events Coordinator will organize a subcommittee and provide annual and special events on behalf of Intergroup.
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. 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.
6. Ad Hoc subcommittees as needed and for the purpose(s) established.

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.

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

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 minutes to the Web Master to be posted on Intergroup's website and providing the minutes to all interested members in a timely manner.

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

- A. Be a cosigner on our checking and other bank accounts.
- B. The Treasurer will make available the Treasurer's report upon request at the Intergroup office.
- C. Meet as appropriate and prior to SC and IGR meetings with the OM to review and be prepared to present regular financial statements prepared by the OM to the SC and IGR Meetings.
- D. Will as appropriate review all bookkeeping, accounting and budgeting practices, assist the OM in presenting reliable, accurate and understandable reports of the financial conditions of Intergroup.

E. In the absence of both Chairperson and Alternate-Chairperson, the Treasurer shall assume the duties of the Chairperson.

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

Section 6. OM is a paid position supervised by the Chairman of SC. The OM is the administrative official for the Intergroup. 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 SC. 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. The OM may be or may become responsible for other areas of Intergroup activities as enumerated by the vote of the SC.

### **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. Nominations will be taken at the next monthly IGR meeting.

Section 2. The Alternate-Chairperson automatically becomes the acting Chairperson in the event of the resignation of the Chairperson. The Treasurer becomes the Chairperson in the event that both the Chairperson and Alternate Chairperson resign or are unable to fulfill the Chairperson position.

Section 3. Any elected Officer or SC Member At Large who misses three consecutive monthly IGR or SC meeting or any combination thereof 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. Intergroup is entirely self-supporting in accordance with AA's Seventh Tradition. Through voluntary contributions of member groups/meetings, individual member contributions, ongoing activities of Intergroup subcommittees, as well as the sale of AA Conference approved literature and other items approved by the SC.

Section 2. A reasonable prudent reserve shall be established, to insure four (4) months of operating expenses, but not to exceed six (6) months. To obtain this goal, a review at the end of each quarter by the Treasurer and OM will be made with the intent to transfer, with the approval of the SC, excess money to the prudent reserve account until six (6) months operating expenses is met. In the event insufficient funds are available to meet this amount, the 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 the SC present shall constitute a quorum at a regular or special SC 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. Robert's Rules of Order shall be recognized as the procedure at all meetings.

Section 6. 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. Committees, Subcommittees and other reports:
  - a Liaison with District;
  - b Events Coordinator; and
  - c Ad Hoc Subcommittees (if any)
11. Unfinished Business (Motions to be voted on)
12. New Business (New motions to be presented)
13. Lord's Prayer and/or I Am Responsible Statement
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 of the IGRs with such discussion as those present desire. The OM shall provide proposed By-Law changes to the Web Master for posting on the Intergroup web site. The proposed changes shall then be voted on no sooner than the next IGR meeting.