

Constitution and By-Laws of Volusia County Intergroup, Inc.

Article I: Volusia County Intergroup

Section 1: This body shall be known as the Volusia County Intergroup Services, Inc., hereafter referred to as Intergroup. These by-laws apply only to intergroup members, its offices, committees and employees.

Section 2: The area serviced by Intergroup is the county of Volusia. The Central Office of Intergroup will be located in Volusia County.

Section 3: Intergroup is an A.A. service office that involves partnership among groups in a community, just as groups themselves are partnerships of individuals. An intergroup office is established to carry out certain functions common to all of the groups in accordance with the 12 Traditions of A.A., and is maintained, supervised, and supported by these groups in their general interest. It exists to aid the groups in their common purpose of carrying the message to the alcoholic who still suffers.

Section 4: Intergroup shall be comprised of the members of every A.A. group in Volusia County and will have on record at the Intergroup Office the name of the group, time, and place of the meeting, and the name and pertinent information of an Intergroup representative (hereafter known as IGR) and Alternate Intergroup Representative (hereafter known as Alternate IGR) are responsible for expressing the group conscience of their group as a whole and not their individual views.

Section 5: In the event it becomes necessary to close the Volusia County Intergroup Office, the contents, monies, and other items will be disposed of according to the Alcoholics Anonymous General Service Office (G.S.O.) Guidelines. A person or persons, designated by the IGRs will be appointed to oversee the dissolution of the Volusia County Intergroup Office.

Article II: Steering Committee

Section 1: Membership

A Steering Committee shall consist of a Chairperson, a Vice Chairperson, a Treasurer, a Secretary, and three Trustees, (all elected by the IGRs), five Members at Large (elected by the Districts) and the Intergroup Office Coordinator (selected by the Steering Committee). Steering Committee members need not be Reps, but they do have voting privileges at Reps meetings. All Steering Committee positions are for a term of two years unless removed for cause, i.e., missing three meetings without a valid excuse.

All positions excepting trustee and Officer Coordinator are limited to one term each. Trustees may serve two terms and the Office Coordinator, as a paid position, has no time or term limits.

Not more than two members of any one group can serve as members of the elected Steering Committee at any one time.

All Steering Committee members are expected to attend all Steering Committee and IGR meetings unless excused for reason.

Section 2: Functions of the Intergroup Steering Committee

The functions of the Steering Committee include, but are not limited to:

- a. Support the operations of the Intergroup Office and assume responsibility for its sustained functioning.
- b. Select, hire, support, and advise the Intergroup Office Coordinator.
- c. Foster interest in Intergroup and all its service operations.
- d. Coordinate all financial transactions of the Intergroup Office.
- e. Review all publications provided to it by local groups for suitability of sale by Intergroup. Reps will be advised of such actions.
- f. Establish, supervise and support all standing and ad hoc committees.
- g. Be available to Volusia County A.A. groups and IGRs to answer questions relating to group practices and address group issues as requested by the IGRs.
- h. Present actions by the Steering Committee to IGRs for their considerations and group conscience decisions.
- i. Provide and support the Intergroup website and the monthly Newsletter.
- j. Provide meeting directories.
- k. Perform additional functions and duties other than those listed in these bylaws that are described in the Intergroup policies and procedures as approved by the Steering Committee.
- l. Participate in the development and any revision of the Intergroup policies and procedures manual as the manual is an operational extension of these by-laws.
- m. Support and adhere to the Intergroup bylaws and policies and procedures

Section 3: Nominations and elections

- a. In July, the Chairperson shall, appoint a nominating committee of three IGRs to recommend a list of candidates for the open positions of the Steering Committee. This list of candidates will then be presented for consideration at the September IGR meeting.
- b. Additional nominations may be made in writing up until the election, provided that candidates are present at the September meeting, or interested parties present a notice in writing that they will serve if elected.
- c. Candidates should have a minimum of 2 years continuous sobriety when nominated.

Section 4: Voting

Incumbent IGRs, or their alternates, are eligible to vote in the election of the Steering Committee. In their absence, another group officer may cast one vote. This allows one vote for each group. All Steering Committee members have voting rights. All votes are to be cast by written ballot. Before a vote is taken it shall be the duty of the Chair to appoint two or more tellers to oversee that the ballots are properly executed and tallied. When there are more than two candidates for any one position and none receives a majority of the vote, the two receiving

the most votes on the first ballot shall be listed on a second ballot to determine the winner. Defeated candidates may stand for another office.

To keep more experienced people on the Steering Committee, the election of officers is divided into odd and even years as follows, adhering to the same nominating procedure as previously stated.

- d. The Chair, Vice Chair, Treasurer and one Trustee will be elected and installed at the October Reps meeting of even years. The outgoing Chair may, if willing, fill the vacancy of Trustee, subject to majority vote of the Reps. If he/she chooses not to take the position others may stand for election.
- e. The Secretary and two Trustees will be elected and Installed at the October Reps meeting of odd years.

Section 5: Mid-term vacancies on the Steering Committee

Whether by cause or resignation, mid-term vacancies shall be filled by appointment by the Steering Committee for the remainder of the term.

Article III: Duties of Steering Committee Officers

The Chairperson

Qualifications, Duties and service obligations include, but are not limited to, the following:

Qualifications

- a. Should have experience as an intergroup steering committee member, a standing committee chair or experience as a member of a nonprofit board of directors in the field of alcoholism.
- b. Should have a basic knowledge of the traditions and concepts

Duties

- a. Responsible to oversee the organization and dissemination of information.
- b. Sees to the implementation of the Steering Committee's decisions
- c. Attend and Chair all Steering Committee and IGR meetings.
- d. Discuss and develop agendas for the Steering Committee and IGR meetings.
- e. Discuss current and proposed expenditures so that all Steering Committee members are aware of the current financial status of Intergroup.
- f. Present all policy and procedural changes to the steering committee
- g. Vote in Steering committee matters only in the event of a tie vote.

Service Obligations

- a. Maintain contact with North Florida Delegate.
- b. Attend all Intergroup sponsored functions.
- c. Ensure all Steering Committee members carry out their functions in an orderly and timely fashion.
- d. Maintain close contact and collaborate with the Intergroup Office Coordinator.

- e. Functions as the central contact point between the Steering Committee and the Office Coordinator as well as all committee chairs.

The Vice Chairperson:

Qualifications, duties and service obligations of the Vice Chairperson include, but are not limited to:

Qualifications

- a. Should have experience with Intergroup service work

Duties

- a. Chairing Steering Committee and IGR meetings in the event of Chairperson's absence
- b. Vote in all Steering Committee and IGR meetings.
- c. Collaborate with the Intergroup Office Coordinator.

Service Obligations

- a. Act as Chairperson or appoint a Chairperson of a Group Relations Committee.
- b. Be available to visit any A.A. group in Volusia County when invited to explain the operations of the Intergroup Office.
- c. Maintain records of visits to groups by the Group Relations Committee members.
- d. Share all committee information with the Intergroup Office Coordinator.
- e. Attend all Intergroup sponsored events.

Secretary:

Qualifications, duties and service obligations of the Secretary include, but are not limited to:

Qualifications

- a. Should have organizational skills and an ability to pay attention to detail,
- b. Should have basic writing and editing competency.

Duties

- a. Recording minutes of monthly Steering Committee and IGR meetings.
- b. See that all necessary materials such as sign in sheets, prior minutes, prior Treasurer's report, current "High 'n Dry" and copies of other materials needed to illustrate discussion points on the agenda, are available at each monthly Steering Committee and IGR meetings.
- c. Exchange information and resources with the Intergroup Office Coordinator and Chairperson that are necessary to fulfill the duties and service obligations of the secretary's position.
- d. Maintains record of motions passed and forwards to Archives and Chairperson

Service Obligations

- a. Attend all Intergroup sponsored functions.

Treasurer:

The qualifications, duties, and obligations of the office of Treasurer include, but are not limited to:

Qualifications:

The Treasurer should have a background and experience in accounting and business management procedures.

Duties:

- e. Works closely with the Office Coordinator..
- f. In consultation with the Steering Committee, shall be responsible for Intergroup’s prudent reserve (6 months operating expenses) investing it with minimum risk.
- g. Present monthly financial statement produced by the Office Coordinator at each monthly Steering Committee and IGR meeting.
- h. Audit and oversee an annual inventory at the end of the fiscal year.
- i. Assume responsibility for any donations collected at Intergroup sponsored functions.
- j. Being prepared to account for and justify all expenditures of Intergroup and its committees.
- k. Working with Steering Committee members and their committees where financial matters are concerned.
- l. Alert the Steering Committee when records show a decline in group contributions, implying lack of interest.
- m. to make deposits and withdrawals in the name of Volusia County Intergroup, Inc. and present checks for signing.

Service Obligations

- n. Attend all Intergroup sponsored events.
- o. Attend all Steering Committee and IGR Meetings

Member At Large (MAL):

The qualifications, duties and service obligations of the MAL include, but are not limited to:

Qualifications

- a. The Mal should have a basic understanding of Intergroup and District relationship philosophy and communications
- b. Should have served as an Intergroup Committee representative or have had other A.A. service committee experience.

Duties

- a. Attending and voting in all Steering Committee and IGR meetings.

Service Obligations

- a. Act as liaison between Intergroup and their district.
- b. Provide reports from and to Intergroup and their district.
- c. Assist in all activities of the Steering Committee.

Trustee:

Qualifications

- a. Should be thoroughly familiar with the 12 Traditions and 12 concepts of A.A.
- b. Should have expressed and demonstrated dedication to Alcoholics Anonymous, its Traditions, Concepts and Service in general.

- c. Should have expressed and demonstrated dedication to Alcoholics Anonymous, its Traditions, Concepts and Service in general.

The duties and service obligations of the Trustee include, but are not limited to:

Obligations

Of greatest importance, the duty of the Trustee at all times is to protect the Traditions and Concepts of A.A. in all Intergroup operations.

- a. Attend all monthly Steering Committee and IGR meetings.
- b. Attend all Intergroup sponsored functions.

Duties

- c. Vote in Steering Committee and IGR meetings.
- d. Be available to advise members of the Steering Committee and IGRs.
- e. If warranted, make a written evaluation for any or all paid employees to submit for Steering Committee consideration.
- f. Assure that an annual inventory of the Intergroup Office is taken at the end of the fiscal year.
- g. Maintain protective custody of all the tangible property of Intergroup that has not been otherwise provided for in this Constitution and by-laws.
- h. The Trustees may cause Intergroup's financial records to be audited and provide a verification of the bank accounts to the IGRs.
- i. Oversee that only duly elected officers and authorized employees handle funds of Intergroup.

Article IV: Intergroup Representatives

The Qualifications, duties and obligations of the Intergroup Representatives (IGRs) include but are not limited to:

Qualifications

- a. The qualifications for IGR are set by the sponsoring group conscience

Duties

- a. Act as liaisons between the Volusia county A.A. groups and Intergroup.
- b. Attend all monthly IGR meetings.
- c. Vote on motions proposed by IGRs and in elections of Steering Committee Members.

Article V: Meetings

Section 1:

- a. Regular meetings of IGRs as well as the Steering Committee shall be once per month
- b. The place and time of meetings will be decided upon by the Steering Committee and the IGRs.

- c. The Steering Committee is to be notified at least one week in advance, by e-mail or in writing, of their respective meeting dates.

Section 2:

- a. Special meetings of IGRs may be called by written request of three members of the Steering Committee or six IGRs. Notice of special meeting shall be made in writing or by telephone (stating reason for meeting) to all IGRs or their alternates at least 5 days in advance stating the reason for the meeting.
- b. A special meeting of the Steering Committee may be called by the Chairperson or six members of the Steering Committee. Notice shall be given at least five days in advance stating the time, place and reason for the meeting. No business other than the stated reason is to be discussed at any special meeting.

Section 3:

- a. A quorum shall consist of all members of each committee present.

Section 4:

- a. Each IGR (or alternate in their stead) has one vote, no proxy votes.

Section 5:

The order of business (at the Reps meeting as well as the Steering Committee meeting) should include but is not limited to:

- a. Opening prayer
- b. Read Traditions
- c. Roll call
- d. Secretary report
- e. Treasurer's report
- f. Office Coordinator's report
- g. Standing Committee and Special Committee reports
- h. Old business
- i. New business
- j. Business for the good and welfare of Intergroup---Reps announcements questions or concerns
- k. Adjourn with Lord's Prayer (or Responsibility Statement)

In addition, the IGR agendas will have "Introduce new IGRs" and "Group News"

Section 6:

It is suggested that all meetings be run by a much modified form of Robert's Rules of Order as follows:

- a. Any change to the policies of Intergroup require substantial unanimity vote of members voting (2/3 majority vote) rather than a simple majority. In all other matters a simple majority will suffice.
- b. After each vote the side which did not prevail shall be given the opportunity to speak to their position. If the minority opinion convinces a member that voted in the majority to change his/her decision, that member may make a motion to reconsider the motion. The

motion can be seconded by anyone and requires only simple majority. No action may be reconsidered twice.

- c. Calling the question brings all discussion to a halt and requires a second and a 2/3 majority vote.
- d. Each member who wishes to express an opinion or make a motion must raise his/her hand and be recognized by the chair.
- e. No one may speak a second time on any one issue until everyone who desires has spoken once.

The Motion

- a. Full discussion of a motion should take place before each vote. Everyone is entitled to, and should express his/her opinion. However, if your perspective has already been stated it is not necessary to say it again.

Attendance

- a. Any member of A.A. may attend any Reps meeting while guests must be invited to the Steering Committee meetings. The Chair will recognize committee members (including Reps) as well as A.A. members who have received prior acknowledgement.

Article VI: Paid Employees

- a. The Intergroup Office Coordinator and his/her assistant are the only paid employees of Intergroup.
- b. Additional employees approved by the Steering Committee are subject to duties as outlined by the office Coordinator and shall serve as Office Coordinator in the Office Coordinator's absence.

Office Coordinator

The Intergroup Office Coordinator shall be selected by a vote of the Steering Committee from written applications.

Qualifications

- a. Applicants should have a thorough knowledge of the A.A. Program, the 12 Traditions and 12 Concepts.
- b. Should have expertise in office administration as well as a desire and talent for service work.
- c. Two years continuous sobriety if in recovery

Duties

The duties of Intergroup Office Coordinator include, but are not limited to:

- a. Assuming responsibility for proper office management and maintenance.
- b. Seeing to it that the office is facilitated by a paid employee whenever possible during the regular office hours established by the Steering Committee.

- c. Assuring that only volunteers who meet the requirements of the Steering Committee shall be used in the office to aid the Office Coordinator.
- d. Assuring that 12 Step calls distributed using methods approved by the Steering Committee and IGRs.
- e. Recording all 12 step calls and follows-up on each (whenever possible) to show ultimate disposition of said call.
- f. Keeping a daily log of all telephone calls and visits to the Intergroup Office and classifies them as to the nature of each call and visit.
- g. Overseeing the use of the office as the local A.A. Communication Center issuing information as to group activities.
- h. Dispensing general information to persons interested in how A.A. functions.
- i. Guided by the A.A. 12 Traditions, answering requests for information from doctors, clergy, press, social workers, students, or outside agencies.
- j. Handling all correspondence and maintaining an adequate filing system.
- k. Maintaining contact with the A. A. General Service Office (G.S.O. and exchanging information.
- l. Handling the distribution of meeting lists and "High 'n Dry" copies to member groups and individual subscribers.
- m. Keeping an accurate and up-to-date list of A. A. group members available to take calls from the phone army during week nights, weekends, and holidays.
- n. Recording all complaints and presenting them in a timely report the next Steering Committee meeting. IGRs will then be advised of actions to be taken.
- o. Responsible for sales
- p. Stock G.S.O. and Grapevine literature (no restrictions).
- q. Stock other A.A. recovery materials as requested by the groups within reason.
- r. On a prepaid basis, make special orders for groups or individuals for items not in stock.
- s. Report to the Steering Committee and Reps interest on the above.
- t. Is authorized to spend up to \$200.00 out-of-ordinary expense in emergency situations without the permission of the Steering Committee.
- u. Attend and present a report at all Steering Committee and Reps meetings.
- v. Vote at all Steering Committee and Reps meetings.
- w. Oversees the Assistant Coordinator.
- x. Performs other functions as described in the approved intergroup policies and procedures.

Assistant Intergroup Office Coordinator

The Assistant Office Coordinator is selected by the Office Coordinator with approval of the Steering Committee from written applications and interviews

Qualifications

- a. . Expertise in office administration as well as a desire and talent for service work are also required.
- b. Two years of continuous sobriety if in recovery.

Duties

- h. The Assistant Coordinator reports to the Intergroup Office Coordinator.
- i. The Assistant Coordinator must be able to perform all duties of the Intergroup Office Coordinator.

- j. The Assistant Intergroup Office Coordinator performs tasks as assigned by the Intergroup Office Coordinator.
- k. Performs other functions as described in the approved Intergroup policies and procedures.

Article VII: Volunteers

Volunteers help maintain the Intergroup functioning by performing assigned services to:

- a. Support the Intergroup Office/Store.
- b. Support the administrative components.
- c. Perform duties as outlined in the approved policies and procedures manual.

Article VIII: Standing and Ad hoc Committees

Appointment, Committee Names, Process and Qualifications

Standing Committee

- a. The Steering Committee Chairperson, with approval of the Steering Committee members, shall appoint all Standing Committees and their Chairpersons such as the “High ‘n Dry” Editor, and such other persons as may be dictated by circumstances. Such appointees shall not have voting rights. Standing Committees include Archives, Corrections and Treatment, High ‘n Dry, Twelfth Steppers/Phone Army, Special Events and Volusia County Intergroup website.
- b. Candidates for Chair of these committees may submit their name to the Steering Committee Chair. A. A. members electing to stand for Standing Committee Chair appointments should have two years of continuous sobriety.
- c. Standing committees shall deliver a report at the monthly Steering Committee and IGR meetings.

Group Services include:

- a. Hotline volunteers recruiting.
- b. 12 Step volunteers recruiting.
- c. Meeting schedule support.
- d. Member group vital statistics reports.

Ad hoc Committee

- a. Ad hoc committees may be appointed as needed.
- b. Names of candidates for chairperson of special committees shall be submitted to the Chair of the Steering Committee by A.A.s interested in the service involved.
- c. Ad hoc committee Chairs shall not have voting privileges.
- d. The chair candidates should have two years of continuous sobriety.

Reports

- a. Ad hoc committees will deliver a report to the monthly Steering Committee and IGR meeting(s).

Article IX: Amendment to By-Laws

These by-laws may be amended (addition or deletion of any articles) by a resolution in writing signed by two IGRs. Such resolution should be read at the Steering Committee when it is submitted, published in the "High 'n Dry" the following month, then voted on at the next regular IGR meeting. An amendment may be adopted by a vote of 2/3 majority of eligible voters present.

These bylaws may be edited for corrections or clarification by majority vote of the Steering Committee Members present, provided it does not add or delete any amendment.