

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

Article 1: 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 (REP) and Alternate Intergroup Representative (REP) 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 Intergroup Office, the contents, monies, and other items will be disposed of according to G.S.O. Guidelines. A person or persons, designated by the Intergroup Representatives will be appointed to oversee the dissolution of the 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 Reps), five Members at Large (elected by the Districts) and the 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 consecutive meetings without a valid excuse.**

Section 2: Functions of the Intergroup Steering Committee

A Steering Committee is available to groups and Intergroup Reps to answer questions relating to group practices and to address group issues as requested by Intergroup Reps. Actions by the Steering Committee are presented to the Reps for its members' group conscience decision. The Steering Committee offers support to the Office Coordinator of the Intergroup Office.

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. To select hire and advise the Office Coordinator.
- c. To foster interest in Intergroup and all its service operations.
- d. To 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.

Section 3: Nominations and elections

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

- a. In July, the Chairperson shall, appoint a nominating committee of 3 Reps to recommend a list of candidates for the open position of the Steering Committee. This list of candidates will then be presented for consideration at the September Reps meeting.
- b. Additional nominations may be made in writing up until the election, provided that candidates are present at the September meeting, or present a notice in writing that they will serve if elected, and candidates have a minimum of 2 years continuous sobriety when nominated.

Section 4: Voting

Incumbent Reps, or their alternates, are eligible to vote in the election of the Steering Committee. In their absence, another group officer may vote. This provides one vote for one group. All Steering Committee members have voting rights. All votes are to be by written ballots. Before a vote is taken it shall be the duty of the Chair to appoint two or more tellers to see 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.

- a. 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.
- b. 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

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

Duties

- a. Chair Steering Committee and Reps meeting.
- b. Have an agenda prepared for the Reps meeting.
- c. With other Steering Committee members, discuss any old or new business to be placed on the agenda of the next Reps meeting.
- d. Discuss current and proposed expenditures so that all Steering Committee members are aware of current financial status.
- e. 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 that all Steering Committee members carry out their functions in an orderly and timely fashion.
- d. Maintain close contact with the Office Coordinator.

The Vice Chairperson:

Duties and service obligations of the Vice Chair include, but are not limited to:

Duties

- a. Chair Steering Committee and Reps meeting in the event of Chairperson's absence
- b. Vote in all Steering Committee and Reps meetings

Service Obligations

Act as Chairperson or appoint a Chairperson of a Group Relations Committee. This committee will operate in the following manner:

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

Secretary

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

Duties

- a. Record minutes of Steering Committee and Reps meetings
- b. See that all necessary materials such as sign in sheets, prior minutes, prior Treasurer report, current "High 'n Dry" and copies of other materials needed to illustrate discussion points on the agenda, are available at each Sheering Committee and Reps meetings.
- c. Vote in all Steering Committee and Reps meetings.

Service Obligations

Attend all intergroup sponsored functions.

Treasurer

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

Qualifications:

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

Duties:

- a. Works closely with the Office Coordinator. The Treasurer, in consultation with the Steering Committee, shall be responsible for Intergroup's prudent reserve (6 months operating expenses) investing it with minimum risk.
- b. Present monthly financial statement produced by the Office Coordinator at each Steering Committee and Reps meeting.
- c. Audits and oversees an annual inventory at the end of the fiscal year.
- d. Assumes responsibility for any donations collected at Intergroup sponsored functions.
- e. Is prepared to account for and justify all expenditures of Intergroup and its committees.
- f. Works with Steering Committee members and their committees where financial matters are concerned.
- g. Coordinates with the Steering Committee when records show a decline in group contributions, implying lack of interest.
- h. All funds of Intergroup deposited in banks or depositories, shall be deposited in the name of Volusia County Intergroup Services Inc., and all withdrawals from such accounts shall be made only by checks or similar

orders, signed by an authorized member of the Intergroup Steering Committee. Only financial institutions that are insured by federal agencies may be used. Checks presented for signing will have appropriate documentation to include payee, amount, and reason for payment. Check signers will verify documentation prior to signing and initial and date documentation.

Service Obligations

- a. Attend all Intergroup sponsored events.

Member At Large

The duties and service obligations of the Member At Large include, but are not limited to:

Duties

Vote in all Steering Committee and Reps meetings.

Service Obligations

Assist in all activities of the Steering Committee.

Trustee

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

- a. Of greatest importance, the duty of the Trustee at all times is to protect the Traditions of A.A. in all of the Intergroup operations.
- b. Must be thoroughly familiar with the 12 Traditions of A.A.
- c. Attend all Steering Committee and Reps meetings
- d. Attend all Intergroup sponsored functions.
- e. Vote in Steering Committee and Reps meetings.
- f. Be available to members of Steering Committee and Reps for advice.
- g. If warranted, the Trustees have the right to make a written evaluation for any or all paid employees to submit to the Steering Committee.
- h. Assure that an annual inventory is taken at the end of the fiscal year.
- i. The Trustees shall have protective custody of all the tangible property of Intergroup that has not been otherwise provided for in this Constitution and by-laws.
- j. The Trustees may cause to be audited books of the Intergroup Treasurer and enclose a verification of the bank accounts to the Intergroup Reps.
- k. The Trustees are responsible to oversee that only duly elected officers and authorized employees handle funds of Intergroup.

Article IV: Meetings

Section 1:

- a. Regular meetings of Intergroup Reps 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 with Reps.
- 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 Intergroup Reps may be called by written request of three members of the Steering Committee or six Reps. Notice of special meeting shall be made in writing or by telephone (stating reason for meeting) to all reps or their alternates at least five days in advance stating the reason for the meeting.
- b. A special meeting of the Steering Committee may be called by the Chair or three members of the committee. Notice shall be given at least five days in advance stating 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 Rep (or alternate in his/her 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)

Section 6: Meeting Conduct

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 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 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 an 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 V: Paid Employees

- a. The Office Coordinator and his/her assistant are the only paid employees of Intergroup.
- b. The Intergroup Office Coordinator shall be chosen by a vote of the Steering Committee from written applications submitted by A.A. members. Applicants should have five years of continuous sobriety and have a thorough knowledge of the A.A. Program, the 12 Traditions and 12 Concepts. Expertise in office administration as well as a desire and talent for service work are also required.
- c. The Office Coordinator shall be compensated at an hourly wage agreed upon by the Steering Committee and approved by a majority vote of the Reps.
- d. The Office Coordinator shall not be an officer in any outside club or other agency active in the field of alcoholism.
- e. Additional employees approved by the Steering Committee are subject to duties as outlined by the office Coordinator and shall serve in the Office Coordinator's absence.

Article VI: Office Coordinator Duties

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

- a. Assume responsibility for proper office management and maintenance.

- b. See to it that the office is manned by a paid employee whenever possible during the regular office hours established by the Steering Committee.
- c. Assure that only volunteers meetings the requirements of the Steering Committee shall be used in the office to aid the Office Coordinator.
- d. Assure that 12 Step calls distributed using methods approved by the Steering Committee and Reps.
- e. Record all 12 step calls and follow-up on each (whenever possible) to show ultimate disposition of said call.
- f. Keep a daily log of all telephone and in person calls coming into the office classifying them as to the nature of each call.
- g. Oversee the use of the office as the local A.A. Communication Center issuing information as to group activities.
- h. Dispense general information to persons interested in how A.A. functions.
- i. Guided by the A.A. 12 Traditions, answer requests for information from doctors, clergy, press, social workers, students, or outside agencies.
- j. Handle all correspondence and maintain an adequate filing system.
- k. Maintain contact with G.S.O. and exchange information.
- l. Handle distribution of meeting lists and "High 'n Dry" copies to member groups and individual subscribers.
- m. Keep an accurate and up-to-date list of group members available to take calls from the phone army during week nights, weekends, and holidays.
- n. Record all complaints and present them at the next Steering Committee meeting. Reps will then be advised of actions to be taken.
- o. Responsible for sales and:
- 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.

Article VII Standing Committees

Appointment, Committee Names, Process and Qualifications

- a. The Chairperson shall appoint all Standing Committees and their Chair people with approval of the Steering Committee.
- b. The Chair shall also appoint non-voting, ex-officio member of the Steering Committee such as the "High 'n Dry" Editor, and such other persons as may be dictated by circumstances. Such appointees shall not have voting rights.
- c. The Standing Committees are archives and special events.
- d. Candidates for Chair of these committees may submit name to Intergroup Chair. The Standing Committee Chair Candidates should have two years of continuous sobriety.

- e. Committees shall deliver a report at the Steering Committee and Reps meetings.

Group Services include

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

Special Committee Appointments

- a. Special 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. The candidates should have 2 years of continuous sobriety.

Reports

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

Article VIII Amendment to By-Laws

These by-laws may be amended by a resolution in writing signed by two Reps. 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 Reps meeting. An amendment may be adopted by a vote of two-thirds of eligible voters present.

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