

BY-LAWS

NORTHEAST FLORIDA INTERGROUP SERVICES, INC.

INTRODUCTION AND PURPOSE:

The following are guidelines for the operation of the Northeast Florida Intergroup:

To provide the best common welfare of the area's fellowship, fostering the principles of Alcoholics Anonymous as expressed in the Three Legacies, and as reflected in the AA Guidelines for Central or Intergroup Offices.

SECTION 1: The group shall be known as Northeast Florida Intergroup Services, Inc.

SECTION 2: MEMBERSHIP:

All groups within the bounds of Northeast Florida, including but not limited to Districts 1,3,4,6,24,25, and 30, are automatically eligible for membership in the Intergroup.

SECTION 3: SERVICE STRUCTURE:

The Intergroup Service Structure shall consist of the following elected and appointed trusted servants:

The Chair

The Vice-Chair

Treasurer

The elected Group Representative from each member group

The Recording Secretary

Each Standing Committee Chair

The Steering Committee

The Archivist

The Finance Committee

- A. The Intergroup Representative is one duly elected person from a member group. He/she should have one year of continuous sobriety as a minimum, except in such cases where the group does not have such a member who is willing to serve. Such a group should send the best qualified and willing person.
 1. A representative may be re-elected at the discretion of his group, however, the principle of rotation should be encouraged.
 2. Alternate representatives are encouraged for development. The alternate does not vote unless he/she is representing the representative.
- B. The Intergroup Chair shall come from within the Fellowship.
 1. Each member group will be eligible to submit one name for candidacy. The candidate should have a minimum of five continuous years of sobriety and have service work (experience) in the Intergroup structure. Other nominees may be eligible if they are approved by a 2/3 substantial unanimity vote of the Intergroup body present.

2. The Steering Committee, through the Intergroup Chair, will oversee the daily operations of the Intergroup Office to insure its function in accordance with AA guidelines and principles as set forth in the Introduction and Purpose Section of this document.
3. Term of office for Intergroup Chair is two years. The Intergroup Chair shall rotate out on the opposing year of the Intergroup Vice-Chair/Treasurer. (rev Nov 2014)
4. The Intergroup Chair may not succeed themselves in office unless there is no viable candidate available to serve at the time of the next election and they are willing to remain in office until a viable candidate is found. The spirit of rotation is to be observed in all other instances.
5. Loss of sobriety by the Intergroup Chair will result in automatic disqualification and he/she will be relieved of their duties. Should the Intergroup Chair become disqualified, die while in office, or resign for any reason, he/she will be succeeded by the Vice-Chairman for the duration of the unexpired term of office.

c. The Intergroup Vice-Chair shall come from within the Fellowship.

Qualifications for Office:

1. Shall have a minimum of 5 years of continuous sobriety and have experience at the Group, Intergroup or District level.
2. Shall have demonstrated an active interest in Intergroup.
3. Should be willing and available to fill the Chairperson office if vacated by standing Chairperson on a temporary or permanent basis

Responsibilities:

1. Term of office is for two years. The Intergroup Vice-Chair will rotate out of office on odd numbered years the same as the Intergroup Chair.
2. The Intergroup Vice-Chair may not succeed themselves in office unless there is no viable candidate available to serve at the time of the next election and they are willing to remain in office until a viable candidate is found. The spirit of rotation is to be observed in all other instances.
3. Intergroup Vice-Chair will oversee the administrative operations of the Intergroup office, along with the Intergroup Treasurer to insure its function in accordance with AA guidelines as set forth in the Introduction and Purpose Section of this document. In the event the Intergroup Chair is unable to continue their term of office, the Vice-Chair will automatically succeed the Chair for the duration of the Chair's unexpired term of office.
4. Upon term completion, review experiences with the incoming Vice-Chair and suggest improvements.

The duties of the Intergroup Vice-Chair include but are not limited to the following activities:

1. Preside when the Intergroup Chair is absent.
2. Oversee the hours of the Intergroup office paid employees.

1. Visit as many groups as possible to promote Intergroup services, identify problems, and to collect information about Intergroup effectiveness.
3. Attend all Intergroup meetings.
4. Oversees the hours of the paid office employees.

D. The Intergroup Treasurer shall come from within the Fellowship.

Qualifications for Office:

1. Shall have a minimum of 5 years of continuous sobriety and have experience at the Group, Intergroup or District level.
2. Shall have familiarity with accounting software.
3. Shall have demonstrated an active interest in Intergroup.
4. Must be able to find a suitable replacement if unable to attend any Intergroup meetings.

Responsibilities:

1. Term of office is for two years. The Intergroup Treasurer will rotate out of office on even numbered years opposite of the Intergroup Chair and Vice-Chair.
2. The Intergroup Treasurer will oversee the daily financial operations of the Intergroup office to insure its functions in accordance with AA guidelines as set forth in the Introduction and Purpose Section of this document.
3. The Intergroup Treasurer may not succeed their self in office unless there is no viable candidate available to serve at the time of the next election and they are willing to remain in office until a viable candidate is found. The spirit of rotation is to be observed in all other instances.
4. The Intergroup Treasurer will provide a written report of the financial status of the Intergroup to the Intergroup body at the Intergroup monthly business meeting.

The duties of the Intergroup Treasurer include but are not limited to the following

1. Reconcile and prepare all monthly financial statements.
2. Assist the Intergroup Vice-Chair in the oversight of hours of the Intergroup paid office employees.
3. Prepare budget and report monthly budget actual figures.
4. Alert Intergroup of anticipated large expenditures.
5. Supervise and assist the Financial Committee and auditors during the annual audit.
6. Review and submit IRS form 990 for the previous year as defined by law.
7. Evaluate formula and update figure of the Intergroup Prudent Reserve annually.
8. Review budget and prepare final statements for all social events.
9. Perform other finance related duties as requested by the Intergroup Chairperson.
10. Upon term completion, review experiences with the incoming Treasurer and suggest improvements.

SECTION 4: COMMITTEES:

- A. To insure the utilization of the best resources available, committees may be formed from time to time. Generally, these are of two kinds:
1. Ad Hoc Committees may be appointed by the Intergroup Chair to assist him/her in executing certain large or special projects. These are temporary in nature and are usually volunteers. The Intergroup Chair should inform the Intergroup body of such activity, and subsequent progress. The Ad-Hoc Committees are to function in accordance with AA guidelines and principles as set forth in the Introduction and Purpose Section of this document.
 2. Committees identified as Standing Committees: The Standing Committee Chairs are appointed by the Intergroup Chair in session and approved by voice vote of the Intergroup body. The Committee Chair can then select others from within the fellowship to assist them. Regular monthly reports to the Intergroup are desirable.
 - a. Term of office for chair of any committee is for two years.
 - b. All Committee Chair(s), unless specified otherwise, should have one year of continuous sobriety.
 - c. The Committee Chair may not succeed themselves in office unless there is no viable candidate available to serve at the time of the next appointment by the incoming Intergroup Chair and they are willing to remain in office until a viable candidate is found. A Committee Chair, not having served a full term, may be reappointed by the incoming Intergroup Chair for an additional term.
In either instance, the Intergroup Chair and Committee Chair are to be mindful of the 'spirit of rotation.' The Committee Chairs are to function in accordance with AA guidelines and principles as set forth in the Introduction and Purpose Section of this document.

Such committees are (but not limited to): Add-A-Line; Archives; Banquet; Corrections; Treatment; Cooperation with the Professional Community/Public Information (CPC/PI); Grapevine; Finance

- d. The Intergroup Chair will appoint a permanent Archivist to maintain and preserve the archives of the Northeast Florida Intergroup. This position is in addition to that of Archives Committee Chair.
- B. **STEERING COMMITTEE:** The Steering Committee will meet monthly and will be responsible for establishing policy and procedures for the daily operations of the Intergroup Office and to ensure the compliance with the established policy and procedures. At each monthly Intergroup business meeting the Steering Committee reports to the Intergroup Representatives and makes recommendations whenever appropriate.
1. **MEMBERS:** The Intergroup Chair, Intergroup Vice-Chair and Intergroup Treasurer, Office Administrator and one (1) representative from each of the seven Service Districts. Each

member will have a voice and a vote at steering committee meetings. The Steering Committee will elect its Steering Committee Chair from the voting membership.

The seven (7) Service District Representatives: Districts 1, 3, 4, 6, 24, 25 and 30

- a. Shall have previous Intergroup experience (i.e. Intergroup Representative) and at least three (3) years of continuous sobriety. Other nominees may be appointed if they are approved by a 2/3 substantial unanimity vote of the Intergroup body present.
 - b. Shall be appointed by the standing Intergroup Chair, being selected from a slate of candidates submitted by the individual Service Districts DCM, and approved by a voice vote of the Intergroup body.
If a particular Service District is inactive or does not have a DCM/Alt. DCM to submit a candidate, then the Intergroup Chair may conduct a search for and appoint a qualified candidate from that Service District.
 - c. Length of Service – Two (2) years. Three (3) members will rotate off the Steering Committee every other year with the term ending December 31st. The three (3) members rotating onto the Steering Committee will begin their term January 1st.
2. Meetings shall be held at least once a month at a time and place as determined by the Steering Committee membership. The meeting time and place shall be published in the Add-A-Line. A quorum of a majority of sitting members is required to conduct business.
- C. FINANCE COMMITTEE: The Finance Committee is to advise the Steering Committee on matters relating to financial operations. It will review the results of the operations at least quarterly and help maintain our accountability.
1. MEMBERS: The current Vice-Chair and Treasurer, the most recent Vice-Chair and Treasurer and 3 members of the fellowship with knowledge of financial accountability. The office administrator will be a non-voting member.
 2. The Finance Committee will operate as described in Section 4, paragraph 2, subparagraphs a, b, and c. It will hold meetings as determined by the committee chair.

SECTION 5: MEETINGS:

- A. The Intergroup shall meet regularly at a time, place, and frequency as determined by the members.
- B. Special assembly of the Intergroup will be called by the Intergroup Chair, as required, by written request of a majority of sitting members of the Steering Committee or written request by six Intergroup Representatives.
- C. Notice of time and place of special meeting will be made in writing, by telephone, or by e-mail notification to all members of Intergroup at least seven days in advance of the meeting. The notice will include the reason for the meeting and no other business except that should be conducted at the special meeting.

- D. If necessary, the Chair may cancel a regularly scheduled meeting of the Intergroup body in writing, by telephone, and/or by e-mail notification no less than 48 hours in advance of the scheduled start time of the meeting itself.

SECTION 6: FINANCING:

- A. Funds for operations shall be by individual and group contributions, the sale of literature and other approved items and fund raisers.
- B. The Office Administrator's employment will be overseen by the Steering Committee. The Administrator does not need to be a member of Alcoholics Anonymous.
- C. The salary of the Office Administrator will be set by the Steering Committee annually with the approval of the Intergroup body.
- D. The Office Administrator will share with the Intergroup Chair, Intergroup Vice-Chair and Intergroup Treasurer signatory authority for checks written on the Intergroup account. Two signatures will be required for authentication of any check and no expenditure over \$1,000, whether a one-time expense or cumulative, with the exception of literature purchases, rent, payroll, and banquet expenses will be made without prior approval from a majority present at a regularly scheduled or special meeting of the Intergroup body.
- E. The Intergroup office hours will be determined by the Intergroup Steering Committee with prior notification to the Intergroup body at a monthly business meeting.

SECTION 7: BYLAWS:

- A. These Bylaws shall be the guide for operation of the Northeast Florida Intergroup.
- B. Any proposed amendment or motion that would affect these Bylaws shall be submitted in writing to the following:
 - 1. Intergroup Chair
 - 2. Steering Committee
 - 3. Intergroup Office Administrator

Any proposed amendment of motion that would affect these By-Laws shall be made by a voting member of the Intergroup or come out of a committee of the Intergroup. Such motions should be made from the floor of a regularly scheduled or special meeting of the Intergroup body during Old or New Business, whichever is appropriate. To ensure accuracy of recording and reporting, a written copy of the motion should be provided to the Recording Secretary as soon as possible.

The Intergroup Chair may refer the motion to an Intergroup Standing Service Committee or an Ad-Hoc Committee appointed by the Intergroup Chair. The respective service or Ad-Hoc committee's comments shall be advisory in nature and the committee's shall only provide comments relating to the proposed amendment or motion. All comments relating to the motion are to be provided to the Intergroup Chair and the Steering Committee.

The proposed amendment or motion and proposed modification shall be published in the Add-A-Line the month prior to the Intergroup Business Meeting at which it will be voted upon to allow voting members of the Northeast Florida Intergroup the opportunity to present the amendment or motion to their respective A.A. Group for discussion and or consideration.

- C. Changes shall be approved by the voting members of the Intergroup body. A two-thirds vote in favor of an amendment or motion by voting members of the Northeast Florida Intergroup present and voting shall constitute adoption of the amendment.
- D. These Bylaws shall be reviewed annually by the Steering Committee and updated to reflect any amendments or motions adopted by the voting body.

SECTION 8: FORMAT OF MEETINGS:

- A. The regular meeting should be conducted along traditional AA customs; i.e.,

- Moment of Silence
- Serenity Prayer
- Responsibility Pledge
- Self-Introductions
- Reading of the Minutes
- Financial Reports
- Committee Reports
- Old and New Business
- Special Activities or Announcements
- The Lord's Prayer

- B. Meetings shall be open to all members of AA and only members of AA except by special invitation. All AAs will have a voice but only voting members shall have a vote. Voting members consist of those described in Section 9 of this document.
- C. GSO modified Roberts Rules of Order will prevail.
 - 1. Minority opinion will be heard

SECTION 9: VOTING: All voting members shall have only one vote

- A. Each Representative from each member group will have a vote
- B. The Intergroup Chair will have a vote ONLY in the event of a tie and if the vote only requires a simple majority
- C. Proxy voting is not allowed
- D. A quorum consists of at least 15 voting members present

SECTION 10: ELECTIONS

- A. Names of candidates for Intergroup Chair, Intergroup Vice-Chair and Intergroup Treasurer should be submitted in October, one month prior to the election in November, so that members can take the slate of candidates back to their respective groups for group conscience vote.
 - 1. Submission of additional names of candidates at the election in November is allowed
 - 2. Intergroup Chair, Intergroup Vice-Chair and Intergroup Treasurer term of office begins in January
- B. Voting will be done by written ballots
- C. If there is only one candidate available for either position, the current Chair may ask the Intergroup body for voice approval of the candidate(s).