

THE BYLAWS

OF

NORTHEAST FLORIDA INTERGROUP, INC

Revised per Business Meeting 11/05/2022

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ARTICLE I: NAME

Our Intergroup (IG) shall be known as Northeast Florida Intergroup Service, Inc.

ARTICLE II: PURPOSE

To provide the best common welfare of the area’s membership, adhering to the principles of Alcoholics Anonymous as expressed in the Three Legacies, (Service, Unity, and Recovery) and as reflected in the A.A. Guidelines for Central or IG Offices as well as adhering to the 12 Traditions.

ARTICLE III: MEMBERSHIP

MEMBERSHIP: All presently registered A.A. 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 our IG. All groups are encouraged to register with the General Service Office.

ARTICLE IV: INTERGROUP SERVICE STRUCTURE

SERVICE STRUCTURE:

The IG Service Structure shall be comprised of the following elected and /or appointed trusted servants:

- Chair
- Vice-Chair
- Treasurer
- Group Representative
- Recording Secretary
- Office Staff

COMMITTEES

- Steering Committee
- Finance Committee
- Standing Committees
- Appointed Committees
- Phone Army Committee
- Social Events Committee
- Special Needs
- Website Committee

***See Articles/Appendices for explanation**

ARTICLE V: INTERGROUP REPRESENTATIVES

The Intergroup Representative is one duly elected person from a member group, who represents their group at IG Business Meetings and functions. It is suggested he/she should have one year of continuous sobriety as a minimum. A group should select the most qualified and willing person.

1. A representative may be re-elected at the discretion of his group; however, the principle of rotation is encouraged.
2. Alternate representatives are encouraged to assist, participate, and share in the responsibilities. The alternate would vote only in the primary representatives' absence.
3. Proxy voting is not allowed.

ARTICLE VI: EMPLOYEES

Northeast Florida Intergroup may employ special workers as needed. However, no elected IG Officer shall be a paid employee while serving on the IG Board.

The following brief job summaries are provided for the current paid employee positions:

Office Staff: This position answers directly to the Steering Committee, works closely with the Chairperson, Vice Chair and Treasurer and is responsible for all office operations. (See Appendix I for explanation.)

ARTICLE VII: MEETING CONDUCT

The Intergroup body shall meet regularly at a time, place, and frequency as determined by the members. Normally the 1st Saturday of the month except when changed by the Steering Committee, with the approval of the body due to scheduling conflicts.

Any A.A. member may attend all meetings of IG as a non-voting participant. The IG Representatives body shall consist of one IG Representative and Alternate IG Representative from each group. All A.A.'s will have a voice but only voting members shall have a vote.

All Committee Chairs are requested to submit a written report for the monthly IG Business meeting.

VOTING: A quorum is necessary for voting and must consist of at least fifteen voting members present. All voting members shall have only one vote regardless of multiple positions eligible.

WHO CAN VOTE:

- 1) Standing Committee Chairs and Elected officers
- 2) Each IG Representative from their member group will have one vote
- 3) The IG Chairman or acting IG Chairman will have a vote only in the event of a tie and if the vote only requires a simple majority
- 4) Proxy voting is not allowed

A. Special assembly of the IG members will be called by the IG Chair, as required, by written request of a majority of sitting members of the Steering Committee or written request by six IG Representatives.

Notice of time and place of special meeting will be made in writing, by telephone, or by e-mail notification to all members of IG at least seven days in advance of the meeting. The notice will include the reason for the meeting and no other business topic except that should be conducted at the special meeting.

If necessary, the IG Chair may cancel a regularly scheduled meeting of the IG 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.

ARTICLE VIII: ELECTIONS

Voting will be done by written ballots as described by the Third Legacy procedure in the A.A. service manual. Each IG Representative from a member group will be eligible to submit one name for candidacy for offices. Each eligible voting member has one vote and must be present to vote (see Article VII Who Can Vote).

Proxy voting is not permitted.

The IG Chair, Vice-Chair & Treasurer shall come from within the Fellowship. The candidate should have a minimum of five continuous years of sobriety and have service work (experience) in the A.A. & IG service structure. (Submission of additional names of candidates, at the election in November, is allowed)

ELECTIONS: Names of candidates for IG Chair, Vice-Chair and Treasurer should be submitted at the IG Business meeting, one month prior to the election, which is usually in November, so that members can take the list of candidates back to their respective groups for feedback vote. If there is only one candidate available for either position, the current Chair may ask the IG body for voice approval of the candidate(s).

IG Chair, Vice-Chair & Treasurer term of office begins in January.

The Vice-Chair will rotate in opposite years of the Chair and Treasurer. (rev. 11/05/222)

(Change Added Per Substantial Majority Vote Business Meeting 11/5/2022)

ARTICLE IX: VACANCIES

Loss of sobriety by the IG Chair will result in automatic disqualification and he/she will be relieved of their duties. Should the IG Chair become disqualified, die while in office, or resign for any reason, he/she will be succeeded by the IG Vice-Chairman, effective immediately, for the duration of the IG Chairman's unexpired term of office.

Loss of sobriety by the IG Vice-Chair will result in automatic disqualification and he/she will be relieved of their duties. Should the IG Vice-Chair become disqualified, die while in office, or resign for any reason, the IG Chair shall appoint a qualified candidate for the duration of the unexpired term of office, with the simple majority vote approval of the IG body.

If the IG Chair and the IG Vice-Chair both should become disqualified, resign for any reason, or die while in office, the Steering Committee Chair shall call a special meeting, as outlined in Article VII Section B, to elect a new IG Chair, IG Vice-Chair.

Loss of sobriety by the IG Treasurer will result in automatic disqualification and he/she will be relieved of their duties. Should the IG Treasurer become disqualified, die while in office, or resign for any reason, the IG Chair shall appoint a qualified candidate for the duration of the unexpired term of office, with the vote approval of the IG body.

ARTICLE X: FINANCIAL

FINANCING: Funds for operations shall be by individual and group contributions, the sale of literature and other approved items and fund raisers.

The IG Chair, Vice Chair and Treasurer have signatory authority for checks written on the IG account. *Only one signature* will be required for authentication for any check and no expenditure over \$1,000, whether a one-time expense or cumulative, *except for* literature purchases, rent, payroll, or banquet expenses will be made without prior approval from a majority present at a regularly scheduled or special meeting of the IG body.

The fiduciary officers shall consist of the Chairperson, Vice Chairperson and Treasurer. Two of the three signatures are required on all banking transactions, *except checks*, with one signature preferably being the Treasurer's. These officers are also responsible for signing contracts for Northeast Florida IG Services, Inc. The IG office shall maintain a cashbox fund not to exceed \$100.00 for the POS system.

(This article was updated by a Bylaw change approved at the May 1, 2021, IG Business Meeting)

ARTICLE XI: ADMINISTRATIVE COMMITTEES

Steering Committee: See Appendix K for additional information.

ARTICLE XII: APPOINTED COMMITTEES

APPOINTED COMMITTEES: with IG approval, to ensure the utilization of the best resources available, committees may be formed from time to time. Generally, there are two kinds: STANDING & AD HOC.

STANDING COMMITTEES: The Standing Committee Chairs are appointed by the IG Chair and approved by voice vote of the IG body. The Committee Chair can then select others from within the fellowship to assist them. Regular monthly written reports to the IG body are required.

Such committees are (but not limited to):

- 1) Add-A-Line
- 2) Archives
- 3) Cooperation with the Professional Community/Public Information (CPC/PI)
- 4) Corrections
- 5) Finance
- 6) Grapevine
- 7) Phone Army
- 8) Social Events
- 9) Special Needs
- 10) Treatment
- 11) Website

Standing Committee Chairs will be eligible to vote at IG Business Meeting.

The term of office for chair on any committee is for two years.

All Committee Chair(s), unless specified otherwise, should have one year of continuous sobriety

The Committee Chair may not succeed himself/herself in office unless there is no qualified candidate available to serve at the time of the next appointment by the incoming IG 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 IG Chair for an additional term. In either instance, the IG Chair and Committee Chair are to be mindful of the "spirit of rotation." The Committee Chairs are to function in accordance with A.A. guidelines and principles as set forth in the Purpose Section of this document.

The IG Chair may appoint an Archivist to maintain and preserve the archives of the Northeast Florida IG. This position is in addition to that of Archives Committee Chair.

AD HOC COMMITTEES: The IG Chair may appoint the Ad Hoc Committees to assist him/her in executing certain large or special projects. These are temporary in nature and are usually volunteers. The IG Chair should inform the IG body of such activity, and subsequent progress. The Ad-Hoc Committees are to function in

accordance with A.A. guidelines and principles as set forth in the Purpose of this document. Ad Hoc Committee Chairs are not eligible to vote unless they qualify for another position as described in Article VII.

ARTICLE XIII: AMENDMENTS TO BYLAWS

These Bylaws shall be the guidelines for the operation of the Northeast Florida IG.

Any proposed amendment or motion that would affect these Bylaws shall be submitted in writing to the following:

- 1) IG Chair
- 2) IG Steering Committee

Any motion that would affect these By-Laws shall be made by a voting member of the IG. Such motions must be made at the IG Business Meeting. To ensure accuracy of recording and reporting, a written copy of the motion must be provided to the Recording Secretary at the time the motion is made.

The motion shall be published in the Add-A-Line the month prior to the IG Business Meeting at which it will be voted upon. This is to allow voting members the opportunity to present the motion to their respective A.A. Group for discussion and consideration.

A two-thirds vote substantial unanimity is required to adopt an amendment to the Bylaws.

These Bylaws shall be reviewed annually by the Steering Committee and updated to reflect any amendments or motions adopted by the voting body.

ARTICLE XIV: "OPEN"

ARTICLE XV: "OPEN"

APPENDIX A – AGENDA FOR INTERGROUP BUSINESS MEETING

- 1) The regular meeting should be conducted along traditional A.A. customs, for example:
 - 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 Closing Prayer

- 2) Meetings shall be open to all members of A.A. and only members of A.A. except by special invitation. All A.A.s will have a voice but only voting members shall have a vote. Voting members consist of those described in Article VII of this document.

- 3) GSO modified Robert's Rules of Order will prevail

APPENDIX B – CHAIRPERSON

QUALIFICATIONS FOR OFFICE

A. Candidates:

- 1) Should have a continuous period of sobriety (five years or more), and have experience at the Group, IG and/or District level.
- 2) Should also have demonstrated an active interest in IG.
- 3) The IG Chair may not succeed himself/herself in office unless there is no viable qualified candidate available to serve at the time of the next election and they are willing to remain in office until a qualified candidate is found. The spirit of rotation is to be observed in all other instances.

B. RESPONSIBILITIES

- 1) Term of office is for two years.
- 2) Maintain regular contact with the DCMs, Districts, and NEFL IG.
- 3) Oversee the duties and activities of all officers, committee chairpersons, and committees.
- 4) Attend all IG meetings.
- 5) Be available for direct contact with all A.A. members.
- 6) Cast deciding votes in the event of a tie votes (except in elections).
- 7) Promote love and fellowship in all discussions and activities, being ever mindful of the Twelve Steps and Twelve Traditions in all IG affairs.
- 8) Upon term completion, review experiences with the incoming Chairperson and suggest improvements.

C. DUTIES

The duties of the IG Chairperson include, but are not limited to the following activities:

- 1) Preside at all IG meetings.
- 2) Prepare (with the assistance of the Office Staff) an agenda of items to be discussed in the meeting, using the standard meeting format in Appendix A
- 3) Assure that anyone who can constructively contribute to the discussion of agenda items is available.
- 4) The IG Chair may refer a motion to an IG Standing Service Committee or appoint an Ad-Hoc Committee. The respective committee's research shall be advisory in nature and brought back to the next IG Business Meeting.
- 5) Assure that the Vice Chairperson is aware of any foreseen absence.
- 6) Is a member of the Steering Committee.

APPENDIX C - VICE CHAIRPERSON

A. QUALIFICATIONS FOR OFFICE

- 1) Should have a continuous period of sobriety (five years or more), and have experience at the Group, IG and/or District level.
- 2) Should also have demonstrated an active interest in IG.
- 3) Should be willing and available to fill the chair if vacated by standing Chairperson on a temporary or permanent basis.

B. RESPONSIBILITIES

- 1) Term of office is for two years.
- 2) The IG Vice-Chair may not succeed himself/herself in office unless there is no qualified 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) IG Vice-Chair will oversee the administrative operations of the IG Office, along with the Treasurer to ensure its function in accordance with A.A. guidelines as set forth in the Purpose Article II of this document. In the event the IG chair is unable to continue their term of office the Vice Chair will automatically succeed for the duration of the Chair's unexpired term of office.

C. DUTIES

The duties of the IG Vice-Chairperson include but are not limited to the following activities:

- 1) Preside when the Chairperson is absent.
- 2) Visit as many groups as possible to promote IG services, identify problems, and to collect information about IG effectiveness.
- 3) Assume other duties as may be assigned by the Chairperson.
- 4) Attend all IG meetings.
- 5) Oversee operations of the IG office.
- 6) Is a member of the Steering Committee.

APPENDIX D – TREASURER

A. QUALIFICATIONS FOR OFFICE

Candidates:

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

B. RESPONSIBILITIES

As chief financial officer and guardian of funds:

- 1) Prepare all monthly financial statements.
- 2) Prepare an annual budget and report budget v. actual figures monthly.
- 3) Alert Steering Committee of anticipated large expenditures.
- 4) Assist the Financial Committee regarding all financial reporting.
- 5) Review and submit IRS form 990 for the previous year defined by law.
- 6) Evaluate formula and update figure of the Prudent Reserve annually.
- 7) Review budgets and prepare final statements for all social events.
- 8) Attend all IG meetings.
- 9) Perform other finance-related duties as requested by the Chairperson.
- 10) Upon term completion, review experiences with the incoming Treasurer and suggest improvements.
- 11) To assist the Vice-Chair, oversee hours of paid employees.

C DUTIES

The duties of the IG Treasurer include, but are not limited to the following activities:

- 1) Term of office is a two-year term to serve in even numbered years
- 2) The Treasurer will oversee the daily financial operations of the IG Office to ensure its function is in accordance with A.A. guidelines as set forth in the Purpose Section of this document.
- 3) Make timely payments to all vendors and other expenses associated with IG office and make bank deposits.
- 4) The IG Treasurer will provide a written report of the financial status of the IG to the body at the monthly business meeting.

- 5) The IG Treasurer may not succeed himself/herself in office unless there is no qualified 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.
- 6) Is a member of the Steering Committee.

APPENDIX E – RECORDING SECRETARY

A. RESPONSIBILITIES

The duties of the IG Secretary include but are not limited to the following activities. As keeper of IG Records:

- 1) Record the minutes of the IG Business Meetings & serve on Election Committee and the Board meetings.
- 2) Ensure that all meeting records are stored safely where they may be consulted during office hours.
- 3) Prepare the meeting area including any meeting aids such as attendance sheets, printed references, reports, etc., that will facilitate discussion of items on the agenda.
- 4) Attend all IG meetings.
- 5) Upon term completion, review experiences with the incoming Secretary and suggest improvements.

B. QUALIFICATIONS FOR POSITION

- 1) Should have sobriety of 2 years or more and have word processing experience.
- 2) Appointed by IG Chair for a two-year term.

APPENDIX F - PHONE ARMY COMMITTEE

A. RESPONSIBILITIES

The duties of the Phone Army Chair includes, but are not limited to, the following activities:

- 1) Inform new volunteers on how the Phone Army works and provide a complete set of materials.
- 2) Attend all IG Business meetings.
- 3) Maintain the current volunteer list and monthly shift calendar and update the Office Staff records as needed.
- 4) Report the status of the Phone Army at the IG Business meetings.
- 5) Attempt to keep all volunteers informed of current events, solve problems as they arise, distribute or mail current information to volunteers as needed.
- 6) Upon term completion, review experiences with the incoming Chair.

B. QUALIFICATIONS FOR POSITION

- 1) Should have a considerable period of sobriety (three years or more), and have experience at the Group, IG or District level.

APPENDIX G - SOCIAL EVENTS COMMITTEE

A. RESPONSIBILITIES

The duties of this Chair include but are not limited to the following activities:

- 1) Be available to serve on various committees as appointed by the Chairperson.
- 2) Serve as Chairperson or Co-Chair for all social events, acting as a source of information for continuity and protocol.
- 3) Prepare Event Budgets for Steering Committee review and approval.
- 4) Report the status of the pending events at the IG meetings.
- 5) Attend all IG meetings and social events.
- 6) Upon term completion, review experiences with the incoming Chair or Co-Chair.

B. QUALIFICATIONS FOR POSITION

Candidates:

- 1) Should have a considerable period of sobriety (three years or more), and have experience at the Group, IG or District level.

APPENDIX H – WEBSITE COMMITTEE

Website Committee Mission Statement

The purpose of the Northeast Florida Intergroup (NEFL) website is to carry the message of Alcoholics Anonymous (AA) by providing a resource on the internet where alcoholics can get information about meetings, events, and activities and NEFL steering, body, and committee business. The NEFL website committee is responsible for the content of the NEFL website.

We employ a part-time Webmaster who is responsible for the technical functioning of the website. The Webmaster along with the two paid NEFL office staff are the only people who can make changes to the website. All changes must be made by writing to the Intergroup office. Before any changes to the website are made there will be written review and verification from the contact to assure accuracy of the change. Changes will be made within seven business days of the receipt of the written contact.

(Appendix H – Website, revised per Substantial Majority Vote, 12/5/2020 Business Meeting)

APPENDIX I- OFFICE STAFF

The Steering Committee will oversee the Office Staff employment. The Office Staff does not need to be a member of Alcoholics Anonymous.

The salary of the Office Staff will be reviewed and set by the Steering Committee, in executive session, annually.

The office staff does not attend Steering Committee meetings other than as a visitor.

A. RESPONSIBILITIES

- 1) Training volunteers
- 2) Training staff assistants in the operations of the office
- 3) Support the various service committees.
- 4) Assist in publishing the When & Where when needed, including editing before each publication
- 5) Periodic physical inventories of retail merchandise, but at least annually.
- 6) Maintain stock of literature, chips, and medallions in quantities to allow all groups and meetings to fulfill their own requirements for such items
- 7) Knowledge of the POS system, regarding merchandise purchasing and sales.
- 8) Emailing monthly meeting reminders.
- 9) Preparing the necessary information for the monthly business meetings
- 10) Answering enquiries that come to the NEFL email account
- 11) Maintains and updates a resource list of the community treatment centers and halfway houses.
- 12) Maintain a professional and welcoming office atmosphere for all members and the public
- 13) Receive and post Group and individual contributions to QuickBooks.
- 14) Periodic close-out of POS transactions to QuickBooks.
- 15) Prepare bank deposits for POS transactions, Group/Individual contribution, and Pink Can.

B. QUALIFICATIONS FOR OFFICE STAFF

Candidates:

- 1) Should be able to perform basic office procedures regarding small business operation:

- a. Know how to maintain the POS system regarding merchandise purchasing, sales and physical inventory adjustments.
- b. Reporting to the Vice Chair or Treasurer as required.
- c. Monthly office reports of activities to the Steering Committee and IG body or any time during the month when directed to do so
- d. Reports to the Finance Committee as needed or requested.

C. QUALIFICATIONS FOR OFFICE ASSISTANTS

Candidates:

- a. Knowledge of basic office procedures.
- b. Dependable, if called upon.

APPENDIX J – FINANCE

A. RESPONSIBILITIES

- 1) **FINANCE COMMITTEE:** The Finance Committee is to advise the IG Steering Committee on matters relating to financial operations. It will review the results of the operations at least quarterly and help maintain our accountability.
- 2) **MEMBERS:** The current IG Vice-Chair, Treasurer, the most recent Vice-Chair, Treasurer and three members of the fellowship with knowledge of financial operations.
- 3) It will hold meetings as determined by the committee chair, who is elected by the Finance Committee for a 2-year term.
- 4) **FINANCING:** Funds for operations shall be by individual and group contributions, the sale of literature and other approved items and fund raisers.

B. QUALIFICATIONS FOR OFFICE

CANDIDATES:

- 1) Should have a considerable period of sobriety (three years or more), and have experience at the Group, IG or District level.
- 2) Must be able to attend all IG meetings
- 3) Should be detail-oriented with strong organizational skills
- 4) Should possess working knowledge of A.A. Traditions, A.A. Concepts, and IG Bylaws.

APPENDIX K – STEERING COMMITTEE

A. RESPONSIBILITIES

- 1) **STEERING COMMITTEE:** The Steering Committee will meet monthly and will be responsible for establishing policy and procedures for the daily operations of the IG Office and to ensure compliance with the established policy and procedures. Is responsible for reviewing and updating the By-laws, the Office Policies & Procedures, Back Office Procedures Handbook, Emergency Handbook, Volunteer Handbook, and all other necessary handbooks
The Steering Committee, through the Chair and Vice-Chair, will oversee the daily functions and financial operations of the IG Office to ensure its function in accordance with A.A. guidelines and principles as set forth in the Purpose Section of this document.
- 2) At each monthly IG business meeting the Steering Committee reports to the IG Representatives and makes recommendations whenever appropriate
- 3) The IG office hours will be determined by the IG Steering Committee with prior notification to the IG body at a monthly business meeting.
- 4) **Steering Committee Members:** The IG Chair, Vice-Chair, Treasurer, and one (1) representative from each of the seven Service Districts, and in their absence one (1) Alternate-Representative from each including the chair. The Steering Committee will elect its Steering Committee Chair from the voter membership of the Steering Committee
- 5) **The Seven (7) Service District Representatives:** 1, 3, 4, 6, 24, 25 and 30, and in their absence their Alternate Representative.
 - a) Shall be appointed by the standing IG Chair, being selected from a slate of candidates submitted by the individual Service Districts DCM or Alt DCM, and approved by a voice vote of the IG body. If a particular Service District is inactive or does not have a DCM or Alt. DCM to submit a candidate, then the IG Chair may conduct a search for and appoint a qualified candidate from that Service District.
 - b) **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.
 - c) **Vacancies:** If any Service District representative has three unexcused absences during their term the position will be deemed vacant. Unexcused absence means lack of notification to the Steering Committee Chair.
- 6) **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.

B. QUALIFICATIONS

Candidates:

- 1) Should have at least three (3) years of continuous sobriety, and have experience at the Group, IG or District level.
- 2) Should be detail-oriented with strong organizational skills.
- 3) Should possess working knowledge of A.A. Traditions, A.A. Concepts, and IG Bylaws.

(Revised at 9/11/2021 Business Meeting)

APPENDIX L - STANDING COMMITTEES

Standing committees may include, but are not limited to the following:

Add-A-Line Newsletter: The regular and necessary communication service to our A.A. membership.

Archives: *Responsible for preparing and maintaining Intergroup historical documents, conducting, and sharing Old-timer interviews and Intergroup, District, and Group histories, and preparing AA and Intergroup Archives displays and participating in AA Archives workshops and other AA Archives activities.*

Cooperation with the Professional Community (“CPC”): Responsible for suggesting policies and recommending activities that will help carry the message to the still-suffering alcoholic through sharing information about the A.A. program with professional groups and individuals who have contact with alcoholics, furthering mutual understanding and cooperation between A.A. and professionals, and increasing awareness of members and outside groups and organizations on ways of cooperating with others without affiliating.

Corrections: Encourages A.A. members to assume responsibility for carrying the message to alcoholics behind the walls, reviews all aspects of service to A.A. groups in correctional facilities, and makes recommendations for changes and/ or improvements. It is also concerned with clarifying what A.A. can and cannot do, within the Traditions, to help inmate alcoholics both inside and upon release.

Finance: See Appendix J

Grapevine: Responsible for reviewing and promoting the circulation of the Grapevine and La Vina at the group level; its members also seek suggestions and recommendations in any area of the Grapevine and La Villa, including material and format.

Phone Army: See Appendix F

Public Information (“PI”): Responsible for creating greater understanding of-and preventing misunderstandings of-the A.A. program through the public media, electronic media, P.I. meetings, and speaking to community groups.

Social Events: See Appendix G

Special Needs: The committee supports the work of individual A.A. members and groups endeavoring to ensure that those with special needs have access to the A.A. message.

Steering Committee: See Appendix K

Treatment: Coordinates the work of individual A.A. members and groups who carry the A.A. message of recovery to alcoholics in treatment facilities, and sets up means of bridging the gap from treatment to A.A.

(Appendix L – Archives, revised per Substantial Majority Vote, Business Meeting 3/6/2021)

(Appendix L – Archives, revised per Substantial Majority Vote, Business Meeting 9/11/2021)

APPENDIX M – PARLIAMENTARIAN

The Parliamentarian position is a two (2)-year term appointed by the incoming Chairperson, to coincide with the current rotation. This position does not have a vote at the Business Meeting.

A. Responsibilities

The duties of the Parliamentarian position include but are not limited to the following activities:

- 1) Regular attendance at the Intergroup Business Meeting
- 2) Assist the chairperson to keep the Intergroup Business Meeting operating within Robert's Rules of Order as amended by the General Service Conference and the Bylaws and Guidelines.

B. Qualifications for the position include:

- 1) Should have a good working knowledge of Robert's Rules of Order as amended by the General Service Conference.
- 2) Has the time and desire to be present at the Intergroup Business Meeting.
- 3) Has or is willing to gain a good working knowledge of the Bylaws and Guidelines.

(Appendix M – Parliamentarian, added per Substantial Majority Vote, Business Meeting 3/6/2021)