

## BY-LAWS OF ORANGE COUNTY AREA INTERGROUP OF NEW YORK ADOPTED February 1, 2018

Intergroup's primary purpose is to assist the AA Groups in carrying the Alcoholics Anonymous message to those who suffer from alcoholism. Intergroup is responsible to the Member Groups, deriving its legitimate authority there from, in all its activities, policies, and proceedings, Intergroup shall observe the practice and spirit of the AA's Twelve Traditions and Twelve Concepts for World Service, as well as its three legacies of Recovery, Unity and Service.

### SECTION I

#### MEMBERSHIP

1.1 Membership in Intergroup: Any Alcoholics Anonymous Group in existence for three (3) months in Orange County holding regularly scheduled or all of the activities of meetings and desiring to participate in any or all of the activities of Intergroup may become a member of Intergroup and be entitled to participation by giving notice to Intergroup of its desire to be a member. The notice must state the Group's name and number, the place and time of its meetings, the name, address, and telephone number of its Representative to whom communications from Intergroup may be sent and must designate the Representative and Alternate Representative who shall represent its interests in Intergroup affairs. The Group shall become a member of Intergroup upon receipt of the notice by Intergroup and shall remain a member until it notifies Intergroup that it no longer desires to be a member. Write in the Composition Book: the name of the Group, The Groups Rep, the Alternate Group Rep and a contact number for the Group. (Registration and qualification as a voting Representative is covered in Section 2.2). This Composition Book will be kept by the OCI Secretary.

1.2 Source of Funds: Funds for Intergroup's activities and operations shall be derived primarily from Alcoholics Anonymous Groups, individual members of Alcoholics Anonymous, the sale of AA books and literature, AA Grapevine literature and recovery related items. Any individual donations shall be capped at \$3,000. All member Groups shall be encouraged to make regular contributions to Intergroup. However, it shall be recognized that all contributions are voluntary, and that a Group's membership shall not be dependent upon whether it or its members make contributions.

1.3 Confidentiality: All names and addresses of individual Alcoholics Anonymous members submitted to and on file with Intergroup shall be kept confidential in accordance with spiritual principle of anonymity.

1.4 Notices regarding Intergroup Affairs and Activities: Members shall be kept informed of Intergroup activities, policies, finances and membership by monthly written and/or oral reports to the group rep or a member upon request. Such notices may be published in the Intergroup Newsletter or such other general circulation publications of Intergroup.

### SECTION II

#### GROUP REPRESENTATIVES VOTING RIGHTS AND SCHEDULED MEETINGS

2.1 Representative Selection: Each member Group shall exercise its membership voting rights solely through its Representative. Each member Group shall select its membership, in such manner for such period as it may choose; A Representative and one Alternative Representative (both known as Representative). It is suggested that each Representative have at least one year of continuous sobriety. The Representative shall represent the Group in all Intergroup affairs. In the absence of the Representative, a properly registered Alternate Representative shall be entitled to represent the Group as its Representative.

2.2 Representative Registration: Each Representative shall register with Intergroup in writing, providing name, mailing address and at least one telephone number to facilitate contact by Intergroup. It is the responsibility of each member Group and its Representative to provide current data to Intergroup to assure that the Group, through its Representative, has the opportunity to participate in meetings and represent its interests. A Group must be registered with Intergroup at least five (5) days before their Representative shall be entitled to vote at Representative meetings. The Group has ninety (90) days to register with World Service with Intergroup assistance.

2.3 Voting Rights: Elected members shall be entitled to voting rights at Representative meetings. One vote for each group represented. Officers are not permitted to make motions — nor are they permitted to vote on motions on the floor.

2.4 Regular Meetings: All motions shall need 2/3 majority to pass. In case of minority objection, minority rules shall be honored. The minority opinion will be heard for up to five minutes. The chair will then ask for another vote on the motion. If the motion still does not have a 2/3 majority, the motion has failed. After a motion does pass by a 2/3 majority, a vote to adopt the motion will need a simple majority to pass. In case of a tie, the Chairperson will be the tiebreaker. All votes are show of hands. Regular meetings will open with the "Serenity Prayer" and close with "I am responsible".

- Regular meetings of the Representatives shall be held once a month at such times and places as the Representatives shall from time to time determine.
- One of the regular meetings shall be held in November for nomination of Officers. The December regular meeting for elections with terms beginning in January.
- Ten (10) Representatives shall constitute a Quorum.
- The Board Chair shall preside at Representative meetings; the Board Secretary shall take minutes of the meetings and Robert's Rules of Parliamentary Procedure shall be used to conduct business in an orderly manner.
- The Treasurer shall provide for the receipt, custody, control and safe keeping of all financial records, including, but not limited to receipts, expenditure and assets.

### SECTION III

#### INERGROUP OFFICERS

3.1 Tenure and Responsibility: The Officers of Intergroup shall be Chair, Co-Chair, Secretary and Treasurer which shall comprise the "Executive Committee. Officers shall be elected by their Representatives to serve terms as detailed below and/or until their respective successors are chosen and have been qualified. Let it be known that the Co-Chair position automatically rotates to the Chair, effectively making the Co-Chair position a two (2) year commitment.

3.2 Chair: The Chair shall perform the following responsibilities:

- Attend and preside at all Representative meetings: call Special meetings.
- Prepare or have prepared and submit the Annual Report to the Member Groups on or before April 1<sup>st</sup> of each year.
- Supervise the various Committee Chairs.
- Be a member and the Chair of the Executive Committee.

3.3 Co-Chair: The Co-Chair shall perform the following responsibilities:

- Automatically rotate to the Chair position after the first term.
- In the Chairs absence or upon the request, perform the necessary functions of the Chair.
- Attend all Representative meetings.
- Co-Chair shall form and chair a Share- A -Day Committee, as well as be responsible for coordinating Alkathons for Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve.
- Be a member and Co-Chair of the Executive Committee.

### 3.4 Secretary: ~ One-year commitment

The Secretary shall perform the following responsibilities:

- Provide that the minutes are taken and kept of all Representative meetings.
- Attend all Representative meetings.
- Insure that a copy of the monthly minutes is provided to each group rep.
- Be a member of the Executive Committee.
- Maintain a record of intergroup minutes and treasurer's reports.

### 3.5 Treasurer~ Two-year commitment.

The Treasurer shall perform the following responsibilities:

- Provide the receipt, custody, control and safe keeping of all financial records; including, but not limited to: receipts, expenditures, assets, liabilities and vouchers to facilitate the appropriate and timely reports to the audit of Intergroup's financial affairs. All financial records shall be kept for a period of up to five years.
- Prepare and provide monthly financial reports to the Intergroup meetings.
- Be responsible that no funds of Intergroup shall be withdrawn from any Depository except on the signature of the Treasurer and/or second designated member of the executive committee. At least two (2) such signatures shall be required on all checks and withdrawals.
- It shall be the co-signer's responsibility to complete written a bi-annual audit of intergroup's financial affairs (May and November).
- Treasurer shall maintain \$4,000.00 (Four Thousand Dollars) — or three months expenses — as a prudent reserve.
- Be a member of the Executive Committee.
- Attend all Representative meetings.

## ELECTION OF INTERGROUP OFFICERS

4.1 Qualifications: Each individual nominated shall be actively engaged in Alcoholics Anonymous and currently must have a minimum of three (3) continuous years of sobriety.

4.2 Elections: Election of Officers shall be verbal nominations and then voted on by the majority vote.

## SECTION V RESPONSIBILITIES/INTERGROUP OF ORANGE COUNTY

5.1 Committee Chairman: Each area of responsibility will have a committee Chairman. Such Chairman shall be comprised of Alcohol Anonymous members who are willing to contribute their time to Intergroup activities in the furtherance of Alcoholics Anonymous purposes and objectives. In the event a committee chair is not present for three consecutive intergroup meetings without contact, the position shall be considered open and a new chair will be elected.

5.2 Responsibilities: These are the General Responsibilities of Intergroup of Orange County:

Answering Service- Two-year commitment. Co-chair rotates into chair position after two years.

- Compile and provide Confidential 12 Step List
- Compile and provide an "anytime list"
- Ensure the phone service is covered
- Monthly meeting for answering service reps
- Provide instructions for answering service

Meeting Lists- Two-year commitment. Co-chair rotates into chair position after two years.

- Distribute monthly
  - Printed quarterly
  - Update every six months
  - Interact with printer
  - Maintain communication with webmaster
- Intergroup Liaison to GSR (NY Intergroup SENY)
 

Two-year commitment. Co-chair rotates into chair position after two years.

    - Attend Intergroup meeting
    - Bring Intergroup report to GSR meeting
    - Attend quarterly Intergroup Liaison meeting.
- AA Archives
 

Two-year commitment. Co-chair rotates into chair position after two years.

    - Compile and maintain Orange County Archives including intergroup minutes and treasurer's reports
- Institution Committee
 

Two-year commitment. Co-chair rotates into chair position after two years.

    - Conduct a meeting with group reps for institutions
    - Co-ordinate meetings in jails, rehabs, institutions including Bridging the Gap
    - Prepare and provide financial reports bi-annually (November and May).
- Liaison to booking meeting
- Two-year commitment. Co-chair rotates into chair position after two years.
- Conduct quarterly meetings in a timely and efficient manner
- Liaison to Home Groups
 

Two-year commitment. Co-chair rotates into chair position after two years.

    - Visit Home Groups in Orange County to encourage and promote service
    - Aid in registering with NY Intergroup
- Orange County Intergroup Newsletter
 

Two-year commitment. Co-chair rotates into chair position after two years.

    - Publish Orange AAid
    - Distribute monthly at Intergroup meetings
    - Interact with printer
- Public Information
 

Two-year commitment. Co-chair rotates into chair position after two years

    - Should be familiar with the AA program and provide consistent and accurate information on the fellowship
    - Familiar with the Twelve Traditions; emphasis on the anonymity traditions
    - Familiar with suggested AA literature and pamphlets recommended by GSO purpose (AA Guidelines)
    - Follow PI guidelines, PI workbook and be familiar with the Intergroup Bylaws
    - PI Goals (as suggested from the PI Workbook)
    - Place information (literature, books, pamphlets) in Libraries, Police Stations, High Schools, Colleges, Hospitals, Hotels, Motels, Bed and Breakfast, Senior Center Homes
    - Participate and co-operate with SENY Area 49 PI Committee
    - Place public service announcements in newspapers and radio stations
    - Respond to speaking requests at non-AA meetings in the districts
- Website

- Due to the Tradition sensitive services the Web Team dispenses, the time it takes to study and research Alcoholics Anonymous Conference Approved Literature to assure the Twelve Traditions are not breached on the World Wide Web. The Web Team shall be granted all rights of decision concerning the Orange County Intergroup A.A. Website.
- The Web Team shall stay in contact with Area 49 (SENY) Web Site Committee and be guided by the following:
  - 12 Traditions
  - 12 Concepts
  - A.A. Service Manual
  - All other Alcoholics Anonymous Conference Approved literature relevant to the site

Orange County Intergroup reserves the right to intervene if it thinks the above guide is not being followed. *(For full website policies go to: [www.orangenyaa.org](http://www.orangenyaa.org))*

**The Web Team shall consist of:**

- Net Chair
- Secretary
- Events Chair
- Webmaster
- Alternate Webmaster

**Rotation:**

- **Net Chair:** 2 years sobriety, rotates on odd years, *(reports to Intergroup monthly)*
- **Secretary:** 1 year sobriety, rotates yearly
- **Events Chair:** 2 years sobriety, rotates on even years
- **Webmaster:** 4 years sobriety, 2 year appointed commitment. After 2-years upon review of the Web Teams rotating officers, the Webmaster can be reinstated in one year intervals as necessary to ensure the maintenance and integrity of the Web Site. Webmasters term shall not exceed 4 years. *(Reports to Intergroup quarterly)*

## SECTION VI ARTICLE OF ORGANIZATION

- 6.1 Orange County Area Intergroup of New York is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organization under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to state or local government, for public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purpose.

## SECTION VII

- 7.1 The By-Laws may be opened only once a year — in November — by a 2/3 majority vote.