

BY-LAWS OF ORANGE COUNTY AREA INTERGROUP OF NEW YORK

July 2025

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 therefrom in all its activities, policies, and proceedings. Intergroup shall observe the practice and spirit of 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 and contact information 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. A digital roster will be kept of the Groups, the Group Reps, the Alternate Group Reps, and contact information for the Groups. (Registration and qualification as a voting Representative is covered in Section 2.2.) The digital roster will be kept by the OCI Secretary.

1.2

Source of Funds: Funds for Intergroup 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. In accordance with AA.org, contributions from members of Alcoholics Anonymous shall be capped at \$7,500 per year. Bequests are capped at \$10,000. There is no limit on contributions from AA groups. All member Groups shall be encouraged to make regular contributions to Intergroup. However, it shall be recognized that all contributions are voluntary, and that Group membership shall not be dependent upon whether or not it or its members make contributions.

1.3

Confidentiality: All names and contact information of individual Alcoholics Anonymous members submitted to and on file with Intergroup shall be kept confidential in accordance with the 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 AA member upon request. Such notices may be published in the Intergroup Newsletter or such other general circulation publications of Intergroup.

SECTION II

GROUP REPRESENTATIVE 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 one (1) Representative and, if desired, one (1) Alternate Representative (both known as Representative) in such manner and for such period as it may choose. It is suggested that each Representative have at least one (1) 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 and contact information 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. Executive Board members 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 $\frac{2}{3}$ majority to pass. Votes are by show of hands. In case of minority objection, minority rules shall be honored. The minority opinion will be heard for up to five (5) minutes. The Chair will then ask for another vote on the motion. If the motion still does not have a $\frac{2}{3}$ majority, the motion has failed. After a motion does pass by a $\frac{2}{3}$ majority, a vote to adopt the motion will need a simple majority to pass. In case of a tie, the Chair will be the tiebreaker.

- ☐ 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 Executive Board members and Committee Chairpersons. Elections shall be held in December with new 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 safekeeping of all financial records, including but not limited to receipts, expenditures, and assets

2.5

Meeting Structure

- Meeting opens with the Serenity Prayer
- Announcements
- Executive Board reports: Secretary, Chair, Co-Chair, Treasurer
- Committee reports
- Old business
- New business
- Meeting closes with the Responsibility Statement

SECTION III

EXECUTIVE BOARD MEMBERS

3.1

Tenure and Responsibility: The Executive Board of Intergroup shall consist of the Chair, Co-Chair, Secretary, and Treasurer. Executive Board members 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. Members of the Executive Board shall consider these positions to be their singular commitment below the Group level (Intergroup, GSO, etc.).

3.2

Election of Executive Board Members

- ☐ Qualifications: Each individual nominated shall be actively engaged in Alcoholics Anonymous and currently must have a minimum of three (3) continuous years of sobriety
- ☐ Elections: Election of Board Members shall be verbal nominations and then voted on by majority vote
- ☐ No one person shall serve on the Executive Board for more than four (4) consecutive years

3.3

Chair: 1 year commitment. The Chair shall perform the following responsibilities:

- ☐ Attend and preside at all Intergroup meetings; call Special meetings
- ☐ Supervise the various Committee Chairs
- ☐ Be a member and the Chair of the Executive Board

3.4

Co-Chair: 1 year commitment. The Co-Chair shall perform the following responsibilities:

- ☐ Attend all Intergroup meetings
- ☐ Automatically rotate to the Chair position after the first term
- ☐ In the Chair's absence, or upon request, perform the functions of the Chair
- ☐ 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 the co-signer on the Intergroup financial accounts, and complete a written bi-annual audit of Intergroup's financial affairs (May and November)
- ☐ Be a member and Co-Chair of the Executive Board

3.5

Secretary: 1 year commitment. The Secretary shall perform the following responsibilities:

- ☐ Attend all Intergroup meetings
- ☐ Provide that the minutes are taken and kept of all Intergroup meetings
- ☐ Ensure that a copy of the monthly minutes is emailed to the Executive Board and Group Reps within one week of the monthly meeting
- ☐ Email the Treasurer's Report to the Executive Board and Group Reps no later than the day before the monthly meeting
- ☐ Maintain a record of Intergroup minutes and Treasurer's reports
- ☐ Maintain Intergroup's calendar of events in conjunction with the Web Chair
- ☐ Responsible for maintaining a digital roster of Executive Board, Committee Chairs, and Group Representatives and Alternates
- ☐ Be a member of the Executive Board

3.6

Treasurer: 2 year commitment. The Treasurer shall perform the following responsibilities:

- ☐ Attend all Intergroup meetings
- ☐ Provide the receipt, custody, control, and safekeeping 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 seven (7) years
- ☐ Prepare and provide monthly financial reports to Intergroup by emailing said reports to the Secretary no later than the Saturday before the monthly meeting. Report shall include:
 - A mini-spreadsheet detailing activity for the previous two months
 - The previous month's bank statement
 - A written report clarifying the previous month's activity
 - Any additional supporting documentation deemed necessary
- ☐ 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 a written bi-annual audit of Intergroup's financial affairs (May and November)
- ☐ Treasurer shall maintain \$4,000.00 (Four Thousand Dollars) - or three (3) months expenses - as a prudent reserve

- ☐ Shall be the co-signer on the Intergroup Institutions Committee financial account and complete a written bi-annual audit of the Institution Committee's financial affairs (June and December)
- ☐ It is suggested that the Treasurer be a singular commitment, holding no other treasurer's position in or outside of AA
- ☐ Be a member of the Executive Board

SECTION IV

RESPONSIBILITIES / INTERGROUP OF ORANGE COUNTY

4.1

Committee Chairperson: Each area of responsibility will have a Committee Chairperson. Chairperson positions shall be comprised of Alcoholics Anonymous members who are willing to contribute their time to Intergroup activities for the furtherance of Alcoholics Anonymous purposes and objectives. In the event a Committee Chairperson is absent without contact for three (3) consecutive Intergroup meetings, the position shall be considered open and a new Chairperson will be elected. Committee Chairs shall hold only one (1) Chair position in Intergroup.

- ☐ Committee Chairs cannot vote on motions on the floor unless they are also their Group Representative and no other member of that person's Group is available to assume the role of Representative

4.2

Election of Committee Chairs

- ☐ Qualifications: Each individual nominated shall be actively engaged in Alcoholics Anonymous and currently must have a minimum of three (3) continuous years of sobriety unless stated otherwise
- ☐ Elections: Election of Committee Chairs shall be verbal nominations and then voted on by majority vote
- ☐ Filling Committee Chair positions mid-term: If a chairperson is unable to complete their term and a new chair is selected, that person will complete the existing term. If a position is vacant and is filled part way through the year, the new chairperson will hold the position until the end of the following year
- ☐ The existing chairperson may stand for the commitment but is limited to a maximum of two (2) terms or five (5) years in any one position unless stated otherwise

4.3

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

- Answering Service: 2 year commitment. Co-chair rotates into Chair position after 2 years
 - Maintain and provide Confidential 12 Step List when position rotates
 - Compile and provide an “anytime list”
 - Ensure the phone service is covered
 - Provide instructions for answering service
 - Chair the quarterly meeting on the first Tuesday in March, June, September, and December at 6:30pm
- Meeting Lists: 2 year commitment. Co-chair rotates into Chair position after 2 years
 - Distribute monthly
 - Update and print quarterly
 - Interact with printer
 - Maintain communication with Webmaster
- Intergroup Liaison to GSO (Orange County General Service Organization): 2 year commitment. Co-chair rotates into Chair position after 2 years
 - Attend Intergroup meeting
 - Bring Intergroup report to GSO meeting
- AA Archives: 2 year commitment. Co-chair rotates into Chair position after 2 years
 - Compile and maintain Orange County Archives, including Intergroup minutes, committee reports, and Treasurer’s reports
- Institution Committee: 2 year commitment. Co-chair rotates into Chair position after 2 years
 - Conduct a quarterly meeting with Group Reps for Institutions on the first Tuesday in March, June, September, and December at 6:30pm
 - Coordinate meetings in jails, rehabs, and institutions
 - Maintain Institutions PO box address and correspondence
 - Oversee Institutions budget
 - Prepare and provide financial reports monthly
 - It shall be the co-signer’s responsibility to complete a written bi-annual audit of the Institution Committee’s financial affairs (June and December)
- Booking Meeting: 2 year commitment. Co-chair rotates into Chair position after 2 years
 - Conduct quarterly meetings in a timely and efficient manner

- Liaison to Home Groups: 2 year commitment. Co-chair rotates into Chair position after 2 years
 - Visit Home Groups in Orange County to encourage and promote service
 - Aid in registering with NY Intergroup
- Orange County Intergroup Newsletter: 2 year commitment. Co-chair rotates into Chair position after 2 years
 - Publish Orange Aaid
 - Distribute monthly at Intergroup meetings
 - Interact with printer
- Public Information: 2 year commitment. Co-chair rotates into Chair position after 2 years
 - Should be familiar with the AA program, provide consistent and accurate information on the fellowship, and be familiar with the Twelve Traditions with an 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 By-Laws
 - PI Goals (as suggested in the PI Workbook)
 - Place information (literature, books, pamphlets) in Libraries, Police Stations, High Schools, Colleges, Hospitals, Hotels, Motels, Bed and Breakfasts, Senior Center Homes
 - Participate and cooperate with SENY Area 49 PI Committee
 - Respond to speaking requests at non-AA meetings in the district
- Website Committee

Due to the Tradition-sensitive services the Website Committee dispenses and 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 Website Committee shall be granted all rights of decision concerning the Orange County Intergroup A.A. Website.

The Website Committee 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.

- Webmaster: minimum four (4) years of continuous sobriety, two (2) year commitment. After two (2) years, the Webmaster can be reinstated a maximum of two (2) times for one (1) year per term or until a successor has been chosen and qualified. This is necessary to ensure the maintenance and integrity of the website
- Webmaster reports to Intergroup monthly

SECTION V

ARTICLE OF ORGANIZATION

5.1

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 VI

BY-LAWS

6.1

The By-Laws may be opened once per year, in April, by a $\frac{2}{3}$ majority vote. They shall remain open for a maximum of three (3) months - two (2) months for By-Laws Committee review, one (1) month for revision after presentation to Intergroup Reps at the June meeting. The final By-Laws shall be presented to Intergroup Reps for voting no later than July, after which time they will be closed.