

## Bylaws of the Western Piedmont Intergroup, Inc.

### Preamble:

In all its proceedings, it is the intent of the Western Piedmont Intergroup to foster unity, strength and cooperation among all member groups, AA as a whole and the community it serves. In as much as it is possible, the Western Piedmont Intergroup will adhere to the traditions and principles of AA within the scope of these bylaws.

### Article I – Name

- A. The name of this association is Western Piedmont Intergroup, Inc., hereinafter referred to as Intergroup.

### Article II – Purpose

- A. The purpose of Intergroup is to aid the individual (AA) groups in their common purpose of carrying the Alcoholics Anonymous (AA) message to the alcoholic who still suffers, as well as, foster and encourage unity and service of the AA Legacy. In pursuit of this purpose, the Intergroup shall:
  1. Maintain a 24 hour telephone answering service for alcoholics seeking help.
  2. Provide a simple partnership consisting of representatives from district AA groups to assist and stimulate local AA groups
  3. Promote outreach programs by providing and staffing committees as outlined in the AA Service Manual, to the best of the Intergroup's ability.
  4. Provide a website of Intergroup communications
  5. Provide a central office open during specified hours for purchase of AA literature and supplies
  6. Provide regularly updated meeting schedules for all groups in the Intergroup area
  7. Promote unity by organizing Intergroup fellowship events

### Article III – Membership and Composition

- A. Membership
  1. Membership of Intergroup shall consist of each registered AA group within the Western Piedmont Area that chooses to participate,
  2. And any future groups within the Western Piedmont area that choose to participate provided that such groups have registered with Intergroup 30 days prior to the initial meeting.
  3. Intergroup shall have no control over the internal affairs, management or conduct of any membership groups.
- B. Intergroup Representative (IGR)
  1. Each member group shall be represented by a duly elected person and is entitled to one (1) vote at regular or special meetings of Intergroup

2. Each representative should have at least twelve (12) months of continuous sobriety, except in such case where a new group is formed and no one has one year of continuous sobriety. Such groups will be allowed to send a representative with the best qualifications to represent the group until such time the group has been organized one (1) year
  3. Each member group shall determine the terms and conditions for electing their representatives
- C. Liaison Members
1. In addition to group representatives, the Intergroup may include one (1) representative from each District within the area. This representative shall be the duly elected District Committee Member (DCM) or their designee.
  2. The purpose of the district representative is to provide flow of information between the Intergroup and the General Service Representatives (GSR). These district representatives shall not have a vote in matters before the intergroup, but is encouraged to provide input.

#### Article IV – Officers

- A. The officers of Intergroup shall be Chairperson, Alternate Chair, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer
- B. Anyone considered for Intergroup officers should have no less than two (2) years of continuous sobriety.
- C. Chairperson
  1. Preside at all Intergroup meetings
  2. Assure compliance with AA Traditions and Intergroup Bylaws
  3. Participate as an ex-officio member of all committees
  4. Has oversight responsibility for all legal reporting requirements of the organization
  5. Ensure only eligible members participate in the voting process
  6. Establish necessary committees
  7. Co-sign checks
  8. Have a written agenda prior to the beginning of the meetings
- D. Secretary
  1. Record and prepare minutes of each meeting
  2. Issue notices for all intergroup meetings
  3. Shall maintain records, files, correspondence and reference materials as needed
  4. Have accurate roster of intergroup representatives and record attendance
  5. Establish eligible participants prior to votes
  6. Record the results of all votes
- E. Treasurer
  1. Co-sign checks prepared for payment of bills
  2. Keep written records of all disbursements and receipts regarding all revenues and expenses of intergroup activities and literature sales and purchases
  3. Provide a monthly financial statement at intergroup meetings
  4. Maintain a savings account for a “prudent reserve”
  5. File all financial reports and forms as required by law

#### Article V – Election of Officers

- A. The Board of Directors will appoint and announce a Nominating Committee at the December meeting in odd numbered years who will prepare and propose a slate of nominees for election of officers
- B. The Nominating Committee will present their proposed nominees at the January meeting of even numbered years. In addition, nominations may also be made from the floor at either the January or February meetings
- C. The Intergroup Representatives present at the February meeting of even numbered years and ensuring that a quorum is present as defined in Article VIII, shall elect a Chairperson, Secretary, Treasurer and alternates for each position.
- D. The newly elected officials shall assume their roles immediately and serve for (2) two years.
- E. In the event any office becomes vacant for any reason whatsoever between bi-annual elections, the Chairperson shall give notice of an election to fill such a vacancy either for a regular or special meeting to be designated in writing at least one week in advance. In the event the office of Chairperson becomes vacant, the Vice-Chairperson shall take the office as the Chairperson.

#### Article VI – Office Manager

- A. An office Manager for the Intergroup office may be appointed
- B. Duties of the Office Manager include:
  1. Review of all bills of Intergroup
  2. Maintain inventory of literature and supplies
  3. Coordination with the answering service of a 12<sup>th</sup> Step call list
  4. Maintenance of any office systems and equipment
  5. Any other duties which may be assigned by the Chairperson

#### Article VII – Committees

- A. The Intergroup shall execute, further and foster the traditions and principles of (AA) by means of duly appointed or elected committee chairs.
  1. Composition of committees is not limited to members of the Intergroup
  2. Committees may be modified as to number and purpose when deemed necessary
- B. Committee Chairs
  1. Corrections
    - a. Establish and maintain liaison with area correctional facilities, with the aim of assisting individuals desiring contact with (AA)
    - b. Coordinate and organize “in-house” (AA) meetings at such institutions when requested
  2. Treatment Centers
    - a. Establish and maintain the A’s on with area hospitals, rehabilitation clinics or other public institutions concerned with recovery from alcoholism, with the aim of assisting individuals desiring contact with (AA)
    - b. coordinate and organize “in-house” (AA) meetings at such institutions when requested
  3. Public Information/Cooperation with Professional Community

- a. Prepare and execute a continuing program on alcoholism to increase public awareness of the subject, including the dissemination of (AA) approved public service announcements
  - b. Establish and maintain liaison with the medical and legal professions, the clergy, educators, law enforcement personnel, and employee assistance professionals the aim of giving aid and information to individuals, when requested, on alcoholism and (AA)
  - c. Disseminate (AA) literature and meeting schedules to local hotels, motels, physician's offices and other locations where information about (AA) might be beneficial to clients.
  - d. Prepare and maintain a current list and of(AA) members who are qualified and desirous of speaking before any organization legitimately requesting an address by (AA)
4. Unity
- a. Coordinate and organize activities and events within the Intergroup area that foster unity and cooperation between member groups and individuals as a service to further the traditions and principles of (AA)
  - b. Schedule the annual Founder's Day event to be held on a weekend before or after June 10 each year
5. Meeting Directory
- a. Ensure that adequate supplies of accurate and up-to-date lists of (AA) meetings within the Intergroup's area are on hand to accommodate demand.
6. Telephone
- a. Establish and maintain an up-to-date list of (AA) members to take 12 Step calls
  - b. Schedule telephone answering during office hours and an answering service available on 24 hour basis
  - c. Provide training sessions for new telephone answering volunteers
7. Website
- a. Maintain an internet website to provide information to the public about (AA) in the Western Piedmont Area including, meeting schedules, current events and activities, and other information of interest.

#### Article VIII – Quorum

- A. **Definition:** A quorum is the minimum number of voting members who must be present at a properly called meeting in order to conduct business in the name of the organization
- B. A quorum for any regular or special meeting of Intergroup shall be seven (7) voting members.
- C. Should a quorum not be present at a duly announced meeting, a subsequent meeting shall be called by written notice as provided in Article IX, at which four (4) voting members shall constitute a quorum. A written summary of the issues to be voted upon will accompany the notice of subsequent meeting.

#### Article IX – Meetings

- A. Regular meetings of Intergroup shall be held regularly on the 1<sup>st</sup> Monday of the Month at the posted time

- B. An emergency meeting may be called at any time upon a (1) one week published notice on the website indicating the reason for the meeting
- C. The order of business shall be as follows:
  - 1. Roll call
  - 2. Establish quorum and eligible voters
  - 3. Reading and adoption of minutes
  - 4. Chairperson's comments
  - 5. Treasurer's report
  - 6. Committee reports
  - 7. Office manager's report
  - 8. Completion of old business
  - 9. Consideration of new business

#### Article X – Finance

- A. The activities of Intergroup shall be funded by:
  - 3. Group Collections – voluntary contributions from member groups
  - 4. Special Contributions – AA members may make individual contributions keeping in mind recommendations by the General Service Conference not to exceed \$2000 in a single year
  - 5. Sale of Literature – AA and related materials such as books, pamphlets, tokens, medallions
  - 6. Special Events – Fellowship and unity events may be held periodically with proceeds helping support Intergroup
- B. All contributions to Intergroup shall be voluntary. There shall be no mandated fees assessed on any member group or individuals.

#### Article XI – Amendments

- A. Amendments to the Bylaws shall be adopted under the following guidelines:
  - 1. A committee will be established to review and study proposed changes for a period not less than thirty (30) days
  - 2. Provide published notification of proposed changes to members at least thirty (30) days prior to voting
  - 3. Adoption of amendments requires 2/3 majority of eligible members present upon establishment of a quorum

#### Article XII - Validation and Adoption

- A. This instrument Shelby, full force and effect and be the bylaws of Western Piedmont Intergroup of Gastonia, North Carolina when presented to and adopted by the members
- B. The adoption shall be shown by a certificate of the chairman and witnessed by two (2) persons. Certificate shall be attached to and made part of these bylaws.