Southeast Georgia AA Intergroup By-Laws

- **PURPOSE**

  - The purpose of the Southeast Georgia AA Intergroup By-Laws, and referred to hereafter in these By-Laws as "Intergroup") is to assist AA groups in their common purpose of carrying the AA message to the alcoholic who still suffers and to further and foster the principles of the society as expressed in:
    - Three Legacies of Recovery-Unity-Service
    - The Twelve Traditions of AA
    - The Twelve Steps to Recovery

  - In pursuit of this purpose, the Intergroup shall, among other things:
    - Provide 24-hour telephone answering coverage for information about AA meetings and activities in the area, and to coordinate 12 Step calls.

    - Provide a directory of AA meetings in the community served by this Intergroup.

    - Act as a central forum for disseminating information about Alcoholics Anonymous and AA meetings within the community, both inside and outside the AA fellowship – including treatment and correctional facilities.

    - Raise, receive and disburse funds and perform any and all lawful things and act as necessary or desirable to carry on the Intergroup's purpose. (see Article IV - Finances)

    - Specifically excluded from the Intergroup's purpose is the operation or maintenance of a club, clubhouse, residence for the stay, care or treatment of alcoholics, or affiliation with same, whether direct or implied.

- **COMPOSITION**

Group Representatives

  - The Intergroup shall be composed of one (1) duly elected representative and alternate from each AA group located in: Brunswick, Darien, Jekyll Island, St. Simon's Island, or the counties of Glynn, McIntosh, Wayne, Brantley, Camden, Charlton, Ware, and Clinch Georgia; or any other AA group requesting to be affiliated with the Intergroup, provided that such group is located contiguous to the Southeast Georgia area as determined by the Intergroup.

- This member should have at least twelve (12) consecutive months of continuous sobriety; except in such case where a new group is formed and no member has one year of continuous sobriety, such group will be allowed to send a representative with the best qualifications to represent the group until such time as the group has been organized one (1) year.
- A duly elected group representative shall serve for two (2) calendar years on the Intergroup.

    - Should a duly elected representative cease to maintain continuous sobriety during the tenure of service, the AA group which is thus represented shall be requested to provide an alternate representative to serve out the remainder of his/her term.
    - A representative may be eligible for re-election to the Intergroup at the discretion of the representative's home group.
    - Only duly elected or alternate representative shall have, when Intergroup is in regular or special assembly, equal and identical voting privileges on matters before the Intergroup.
    - Each group should also select an alternate representative who will attend Intergroup meetings in the absence of the elected representative and shall have the same voting privileges as the representative when he/she is acting in that capacity.

Liaison Members

- In addition to group representatives, the Intergroup shall be composed of one (1) representative from each Zone in the District(s) within the area. This representative should be the duly elected District Committee Member (DCM) or his/her designee.
- The purpose of this representation is to provide flow of information between the Intergroup and the group General Service Representatives (GSR's). The District Intergroup representative shall not have a vote in matters before the Intergroup but is encouraged to provide input.

- **OFFICERS**

- Chair, Vice-Chair, Secretary and Treasurer of the Intergroup shall come from within the fellowship at large and shall be provided for in the following manner:

    - The separate and individual groups who have representatives on the Intergroup may submit the name of one candidate per group for each office. Nominations may also come from the fellowship at large.

    - Nominees for Chairman, Vice-Chairman, Secretary and Treasurer shall have at least one (1) consecutive year of sobriety; and shall have had previous AA service work such as group Secretary or Treasurer, General Service Representative (GSR) or District

Committee Member (DCM), or shall have been an Officer or Intergroup Representative within the past one (1) year.

- The list of candidates shall be presented and voted on at the November Intergroup meeting, and the elected officers shall commence their two (2) year terms on the following January 1.
    - In order to prevent a complete turnover of officers at once every two years, there shall be an election of two (2) new officers each year, with two (2) current officers remaining in place until the next year.
    - The Chair and Treasurer shall be elected in November of even years and commence service on January 1 of odd years. (i.e.: elected in November 2010, commence terms Jan. 2011; elected in 2012, commence terms in 2013, and so forth)
    - The Vice Chair and Secretary shall be elected in November of odd years and commence service on January 1 of even years. (i.e.: elected in November 2010, commence terms Jan. 2011; elected in 2012, commence terms in 2013, and so forth)

- From the list of candidates thus provided, the Intergroup shall elect each officer by a majority ballot to serve for a period of two (2) calendar years unless (as in II-B-1.) replacement becomes necessary, in which case another officer shall be provided through the same process of qualification, submission and election. In the case of Chair, the Vice Chair shall step in to fulfill the unexpired term of service.

- It is recommended that, in the spirit of AA's principle of rotation, officers serve no more than one (1) consecutive two (2) calendar year term.

- When there are more than two (2) candidates for a single office, and no one receives a majority of the votes cast, the two (2) receiving the most votes on the first ballot shall be listed on a second ballot to determine the majority winner.

- The Chair shall vote only in case of a tie and at no other time. Other officers shall not have a vote in matters before the Intergroup but may provide input.

- The duties and responsibilities of Intergroup Officers are:

    - The Chair: shall preside at all meetings of the Intergroup and shall act as spokesperson for the Intergroup on such occasions as necessary.
    - The Vice-Chair shall perform the duties of the Chair in the absence of the Chair.
    - The Secretary: shall issue notices for all meetings, shall keep and record minutes of all Intergroup meetings, and shall be responsible for maintaining records, files, correspondence and reference materials as needed.
    - The Treasurer: shall have the expenditure of all monies of the Intergroup, shall keep regular books of account, deposit funds in a bank designated by the Intergroup, issue checks to pay bills, and give a report at each Intergroup meeting.
- **INTERGROUP MEETINGS**
    - The Intergroup shall meet monthly at a time and place mutually agreed upon by the representatives and officers.
    - Special assembly of Intergroup representatives may be called by the Chair as required.
    - A quorum the number of members necessary to conduct and vote on Intergroup business shall consist of twenty-five percent (25%) of the number of elected group representatives.
    - Intergroup shall be conducted based loosely on Robert's Rules of Order. The order of business shall include, but is not limited to, the following items:
        - The Secretary determines if a quorum exists. If so, the Chair calls the meeting to order and begins with the serenity prayer.
        - Minutes of the previous month's meeting are presented for approval.
        - The Treasurer's report is presented for approval.
        - Reports from committees.
        - Completion of old business.
        - Information from District Committee members (DCM's).
        - Transaction of new business.
        - Adjournment

- **EXECUTION OF THE PRINCIPLES OF ALCOHOLICS ANONYMOUS**

- The Intergroup shall execute, further, and foster the Traditions and Principles of Alcoholics Anonymous by means of duly appointed or elected committee chairs.
    - Composition of committees is not limited to members of the Intergroup.
    - Committees may be modified as to number and purpose when deemed necessary.

- Committee Chairs

    - Telephone Committee

    - Establish and maintain an up-to-date list of AA members to take "12 Step" calls.
    - Schedule telephone answering on a 24-hour basis, ensuring that telephone answering volunteers will be selected by the groups.

    - Meeting Directory Committee

        - Ensure that an adequate supply of accurate and up-to-date lists of AA meetings within the Intergroup's area are on hand to accommodate demand.

- Newsletter Committee

    - Generate and publish information for and about Alcoholics Anonymous and AA members on a regular basis in a printed newsletter.

    - Provide a forum for views and opinions on matters affecting AA and its members.

- Web-site Committee

    - Maintain an Internet website to provide information to the public about District 3, including meeting schedules, current events and activities, direction to meeting places and other information of interest.

- Intergroup Office (This committee shall be in existence only in the event that the Intergroup might maintain a physical office site)

    - Hours of operation of the Intergroup office are determined by the availability of AA members to staff the office. Persons staffing the office shall have at least two (2) years of continuous sobriety and shall not hold the office of Intergroup Treasurer.

- The Intergroup office shall be used to store supplies such as meeting schedules, archive records, etc.

- Items sold from the office shall be GSO conference approved (with the exception of sobriety chips).

- Public Information/Cooperation with Professional Community Committee (PI/CPC)

    - Prepare and execute a continuing program on alcoholism to increase public awareness of the subject, including dissemination of AA approved public service announcements to local radio and television stations.
    - Establish and maintain liaison with the medical and legal professions, the clergy, educators, law enforcement personnel, and employee assistance professionals with the aim of giving aid and information to individuals, where requested, on Alcoholism and Alcoholics Anonymous.

    - 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.

    - Prepare and maintain a current listing of Alcoholics Anonymous members who are qualified and desirous of speaking before any organization legitimately requesting an address by Alcoholics Anonymous.

- Correctional Facilities Committee

    - Establish and maintain liaison with area correctional facilities, with the aim of assisting individuals desiring contact with Alcoholics Anonymous.

    - Coordinate and organize "in-house" AA meetings at such institutions when requested.

    - If an AA District Zone in the area served by the Intergroup maintains a Correctional Facilities Committee, Intergroup will cooperate with the Zone Committee in carrying out the above activities.

    - District Correctional Committee Chairs and members are encouraged to attend Intergroup meetings to give updates and to maintain an open line of communication and cooperation.

- Treatment Facilities Committee

    - Establish and maintain liaison with area hospitals, rehabilitation clinics or other public institutions concerned with recovery from alcoholism, with the aim of assisting individuals desiring contact with Alcoholics Anonymous.

    - Coordinate and organize "in-house" AA meetings at such institutions when requested.

    - If an AA District Zone in the area served by the Intergroup maintains a Treatment Facilities Committee, Intergroup will cooperate with the Zone Committee in carrying out the above activities.

    - District Treatment Committee Chairs and members are encouraged to attend Intergroup meetings to give updates and to maintain an open line of communication and cooperation.

- **FINANCES**

    - The activities of the Intergroup shall be financially supported by:

        - Funds voluntarily contributed by groups.

        - Funds contributed by individual members, not to exceed the amount suggested by the General Service Conference.

        - Sale of General Service Conference approved literature.

        - Other sources as may be approved by the Intergroup in accordance with the GSO Guidelines for Intergroups/Central Offices.

        - No debt, contract or continuing obligation shall be incurred without the consent of the Intergroup representatives.

- **AMENDMENTS**

    - These by-laws may be altered, amended, repealed, or ratified by an affirmative vote of not less than 2/3 of a quorum present at a meeting wherein the proposed change is on the agenda by prior notice. Such changes shall then become effective immediately.