



# **Palm Beach County Intergroup**

## **Bylaws**

January, 2014

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# **Bylaws**

## **Palm Beach County Intergroup**

### **ARTICLE I - Name**

The name of this association shall be Palm Beach County Intergroup (hereafter called 'Intergroup').

### **ARTICLE II - Purpose**

Intergroup exists as a servant of the members and the groups who carry the message of Alcoholics Anonymous. The operational procedure of Intergroup shall be set forth in the Organizational Structure, as further outlined below.

### **ARTICLE III – Service Area**

The service area of Intergroup includes the geographic area of Palm Beach County in the State of Florida from Lantana Road to County Line Road and West to the Palm Beach County borderline. Membership shall consist of any A.A. group within this service area.

### **ARTICLE IV – Intergroup Representatives**

Each group is entitled to have one vote at the Intergroup business meeting which will be cast by the group's Intergroup Representative or, in their absence, by their alternate Intergroup Representative. Each intergroup Representative will serve at the discretion of the A.A. group represented.

### **ARTICLE V - Attendance**

Any A.A. member is encouraged to attend any and all meetings of Intergroup as a non-voting participant. Non-voting participants shall have a voice as recognized by the chair.

### **ARTICLE VI – Meetings**

Meeting shall be governed by the revised Roberts's Rules of Order, as used by the General Service Conference, with the focus on the 12 Traditions and 12 Concepts.

### **ARTICLE VII – Quorum**

The member group representatives in attendance at a properly noticed meeting constitute a quorum unless significant attendance is prevented at the scheduled meeting beyond anyone's control (e.g. weather, transportation, etc.)

### **ARTICLE VIII – Monies**

There shall be no dues or fees required for membership. Intergroup shall be fully self-supporting through:

1. The voluntary contributions of its member groups;
2. The voluntary contributions of individual A.A. members in its service area;

3. The sale of A.A. General Service Conference-approved literature, and other items as approved by the Intergroup Representatives eligible to vote.
4. Any proceeds from any service events.
5. Palm Beach County Intergroup shall follow the current guidelines of AAWS concerning contributions from an AA members' estate.

A prudent reserve shall be established and maintained at 25% of the annual operating expense of Palm Beach County Intergroup minus literature purchases. This amount will be reviewed annually and adjusted if necessary in January by the Advisory Committee with the approval of the Intergroup Association.

The value of Palm Beach County Intergroup's assets shall be protected from loss or damage by the appropriate casualty insurance.

### **ARTICLE IX – Removal from Office**

Any officer, Committee Chairperson and/or Intergroup Office employee may be removed from office for cause upon a 2/3 vote of Group Representatives present at a regular or special Intergroup Meeting. A full disclosure of grievances shall be presented to a meeting of the Advisory Committee, who will then make a recommendation to the Intergroup Association and disclose all pertinent facts of the situation.

### **ARTICLE X – Dissolution or Final Liquidation**

This Intergroup shall be dissolved and its affairs concluded by two-thirds vote of Intergroup members eligible to vote. All property and assets of this Intergroup are to be disposed of in accordance with federal, state and local laws.

### **ARTICLE XI – Amendments to Bylaws and Organizational Structure**

These Bylaws and Organizational Structure may be amended via a proposition to amend in writing signed by not less than three Group Representatives at an Intergroup Meeting except where they would conflict with federal, state and local laws. The Secretary of Intergroup shall enter the proposition into the minutes for action by the Representatives at the second Intergroup Meeting following the initial submission of the proposition. A two thirds (2/3) affirmative vote of Representatives present shall be required for passage.

### **ARTICLE XII Organizational Structure and Guidelines**

#### **Palm Beach County Intergroup**

#### **Purpose**

This Intergroup follows the principles of the Twelve Steps, Twelve Traditions and Twelve Concepts of A.A., always keeping in mind that our common welfare comes first while carrying the message to the alcoholic who still suffers.

1. To establish and maintain an Intergroup office and telephone answering service.
2. To act as a central clearing house for providing information and literature to A.A. groups and to the community, in accordance with the Twelve Traditions of A.A. and Guidelines issued by the General Service Office (GSO) of A.A.
3. To promote unity through service among member groups and to aid the groups in their common purpose of carrying the message to the alcoholic who still suffers.
4. To purchase and sell General Service Conference approved literature and non-conference approved books and pamphlets and other recovery materials as approved by Intergroup, ensuring they are displayed separately.
5. To publish a directory of meeting places and times for area A.A. groups and distribute a monthly newsletter.
6. Palm Beach County Intergroup is organized exclusively for charitable purposes as dictated by federal, state and local laws.

### **Membership**

Membership at Intergroup shall be by registered groups of A.A. Any registered group may become a member by filing with the Intergroup Registrar the Group's name, contact information which includes the Group Representatives name and a contact number. Representatives of established groups are eligible to vote on all matters of business provided they are in attendance at the regularly scheduled meeting. Member groups shall remain autonomous and in no way be governed by Intergroup. To be a member of Intergroup the group must conform to the guidelines for an A. A. group as set forth in The A.A. Group pamphlet.

### **Intergroup Representatives**

It is suggested that each group choose one primary representative and one alternate representative to serve in this Intergroup. An alternate Intergroup Representative shall vote at the Intergroup Representatives meeting only in the absence of the primary Intergroup Representative. No employee of Intergroup can serve as a voting Intergroup Representative.

### **Advisory Committee Membership**

The Advisory Committee shall consist of the Intergroup Chairperson, who votes only in the event of a tie, the Alternate Chairperson, Registrar, Treasurer, Secretary and three (3) members of Intergroup who have at least three years of continuous sobriety, and one year as an Intergroup Rep. Elections will be announced in February. The trusted servants will be elected in March, take office in May and have a term of office of two years.

The Committee shall meet quarterly to review the affairs of the Intergroup Association.

The Advisory Committee will interview and hire the Office Manager, will negotiate terms of employment and conduct an annual performance review during the employees anniversary month.

## **Intergroup Meetings, Agenda and Guidelines**

### **Meetings**

Robert's Rules of Order, revised, are to be used as a guide. Intergroup Meetings shall be scheduled each month at a time and place to be determined by a majority of Group Representatives. Representative(s) shall be notified (7) days in advance of any special meeting. The meeting format for Palm Beach County Intergroup shall be as follows:

### **Agenda**

1. Open meeting with the Serenity prayer and the reading of the 12 Traditions
2. Chairperson's remarks
3. Welcome New Representatives
4. Vice Chair's Report
5. Treasurer's Report
6. Secretary's Report
7. Registrar's Report
8. Office Manager's Report
9. General Service/Intergroup Liaison
10. South County Intergroup Liaison
11. Committee Reports:
  - I. Public Information
  - II. 12 Step List
  - III. Phone Volunteer
  - IV. Today
  - V. Birthday Club
  - VI. Website
  - VII. Group Contact
  - VIII. Bridging the Gap
  - IX. Where and When
  - X. Institutions
12. Unfinished Business/Elections if necessary.
13. New Business.

### **Guidelines**

#### **Qualifications and Terms of Office – Officers, Committee Chairs and Advisory Committee**

##### **Officers**

- 2 year Commitment
- 3 years of continuous sobriety
- 1 year as a Committee Chair in Palm Beach County Intergroup
- 1 year as Intergroup Representative in Palm Beach County Intergroup

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| <p><b><u>Intergroup Chairperson</u></b></p>     | <ol style="list-style-type: none"> <li>1. Chair all Intergroup meetings as non-voting, non-verbal member.</li> <li>2. Chair all Advisory Committee meetings as non-voting, non-verbal member.</li> <li>3. Attend and participate in all Intergroup events.</li> <li>4. Serve as ex-officio member for all Intergroup committees.</li> <li>5. Directly supervise Intergroup Office Manager.</li> <li>6. Listed as secondary signer on all Intergroup accounts and operational documentation.</li> </ol>   |
| <p><b><u>Intergroup Alt-Chairperson</u></b></p> | <ol style="list-style-type: none"> <li>1. Attend Intergroup meetings.</li> <li>2. Attend Advisory Committee meetings.</li> <li>3. Attend and participate in all Intergroup events.</li> <li>4. Chair monthly Intergroup meeting and/or Advisory committee meeting in absence of Chairperson.</li> <li>5. Serve as acting Chair in event of vacancy in this position.</li> <li>6. Serve as de-facto "events chairperson" for all Intergroup events.</li> </ol>  |
| <p><b><u>Intergroup Treasurer</u></b></p>       | <ol style="list-style-type: none"> <li>1. Attend Intergroup meetings.</li> <li>2. Attend Advisory Committee meetings.</li> <li>3. Attend and participate in all Intergroup events.</li> <li>4. Listed as primary signer on Intergroup bank accounts.</li> <li>5. Review weekly income and expenses, review and sign weekly cash disbursements with Intergroup Office Manager.</li> <li>6. Provide, with Intergroup Office Manager, a monthly operating financial profit and loss report to be published in monthly Intergroup publication and included in minutes. The financial report should include all Intergroup banking including any and all Intergroup committee bank accounts.</li> </ol> |
| <p><b><u>Intergroup Registrar</u></b></p>       | <ol style="list-style-type: none"> <li>1. Attend Intergroup meetings.</li> <li>2. Attend Advisory Committee meetings.</li> <li>3. Attend and participate in all Intergroup events.</li> <li>4. Maintain electronic database of Intergroup representatives, officers and committee chairpersons.</li> <li>5. Work with Secretary upon completion of minutes for electronic distribution of minutes.</li> <li>6. Distribute electronic copy of monthly minutes.</li> </ol>   |



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| <p><b><u>Intergroup Secretary</u></b></p> | <ol style="list-style-type: none"> <li>1. Attend Intergroup meetings.</li> <li>2. Attend Advisory Committee meeting.</li> <li>3. Attend and participate in all Intergroup events.</li> <li>4. Record all motions, including outcomes, and compile Committee Chairpersons' reports for inclusion in minutes.</li> <li>5. Provide minutes from Intergroup Meeting to editor of Today for inclusion.</li> <li>6. Maintain archives of past meeting minutes, including one hard copy with last names to be kept on file at the Intergroup office.</li> <li>7. Provide scrubbed, electronic copy of minutes to be distributed by Registrar.</li> <li>8. Keep a copy of all administrative codes and passwords for the Intergroup Office.</li> <li>9. Update and Maintain By-Laws and forward to chair for final review.</li> </ol> |
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**Advisory Committee**

2 year Commitment

3 years of continuous sobriety

1 year as Intergroup Representative in Palm Beach County Intergroup

1. Meet four times a year to review operations of in Palm Beach County Intergroup.
2. Interview and hire Office Manager.
3. Conduct annual performance review of Office Manager and makes recommendations for salary increase.
4. Serves as Grievance Committee to review and evaluate complaints concerning Officers, Committee Chairpersons and Office Manager.

**Committee Chairperson**

1 year Commitment

2 years of continuous sobriety

1 year as Intergroup Representative in Palm Beach County Intergroup

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| <p><b><u>Bridge the Gap (BTG)</u></b></p> | <ol style="list-style-type: none"> <li>1. This is a transitional program directed towards people who want to continue their sobriety after leaving a treatment or correctional facility.</li> <li>2. Suggested attendance at Institutions Committee meeting quarterly.</li> <li>3. Suggested reading – A.A. pamphlet – <i>“Bridging the Gap”</i>.</li> <li>4. The Chair of this committee (and its members) are “temporary contacts”.</li> <li>5. Attend Intergroup meetings.</li> </ol>  |
| <p><b><u>Public Information</u></b></p>   | <ol style="list-style-type: none"> <li>1. Committee (and its Chair) informs the public about our A.A. program.</li> <li>2. Coordinate committee volunteers to supply information to local schools, businesses, civic groups and arrange to staff health fair booths.</li> <li>3. Suggested reading – A.A. pamphlet – <i>“Public Information”</i>.</li> <li>4. Attend Intergroup meetings.</li> </ol>  |
| <p><b><u>Phone List</u></b></p>           | <ol style="list-style-type: none"> <li>1. Maintain a system of answering after-hours calls to Intergroup by local A.A. members.</li> <li>2. Attend Intergroup meetings.</li> </ol>  |
| <p><b><u>12-Step Committee</u></b></p>    | <ol style="list-style-type: none"> <li>1. Maintain 12-Step volunteer list with ongoing updates.</li> <li>2. Attend Intergroup meetings.</li> </ol>  |
| <p><b><u>“TODAY” Editor</u></b></p>       | <ol style="list-style-type: none"> <li>1. Committee (and its Chair) assembles, edits and prints our monthly newsletter.</li> <li>2. The suggested content will be: H&amp;I and Intergroup financials, group changes, group events, Intergroup activities, Intergroup Minutes, General Service events and other A.A. events.</li> <li>3. 250 copies ordered from printing company, to be delivered by next Intergroup meeting.</li> <li>4. Attend monthly meetings with rough draft of newsletter.</li> <li>5. Give monthly report to Intergroup Secretary.</li> </ol> |

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| <b><u>Intergroup Website</u></b>                | <ol style="list-style-type: none"> <li>1. Knowledge of html code and/or website design software program[s]. Computer background.</li> <li>2. Update website on monthly basis.</li> <li>3. Give monthly report to Intergroup.</li> </ol>   |
| <b><u>Where &amp; When</u></b>                  | <ol style="list-style-type: none"> <li>1. Collaborate with the Office Manager and Website Committee to ensure that all updates to the Where &amp; When and Website are accurate.</li> <li>2. Certify the accuracy of the Where &amp; When prior to sending the meeting list to the printer.</li> <li>3. Ensure that the most efficient printing format is utilized to ensure prudent use of Intergroup resources.</li> <li>4. Report monthly at the Intergroup Business Meeting the status of the Where &amp; When and supply all Where &amp; When changes to the Editor of "The Today" for inclusion in the monthly newsletter.</li> </ol>   |
| <b><u>Institutions</u></b>                      | <ol style="list-style-type: none"> <li>1. Compile listing of meetings for jails, detox centers and treatment facilities committee verifies as qualified for meeting coverage.</li> <li>2. Organize listing of volunteers to cover such meetings.</li> <li>3. Prepare monthly financial statement to be included with all other Intergroup financial activity. Copy of bank statement(s) to be included with report for Intergroup permanent records.</li> <li>4. Prepare annual financial report on or before January 31 to cover prior year reporting period January 1-December 31 to be integrated with all other Intergroup financial activity for Form 5500 reporting.</li> <li>5. Attend Intergroup meetings.</li> </ol> |
| <b><u>Birthday Club/TODAY Subscriptions</u></b> | <ol style="list-style-type: none"> <li>1. Maintain Birthday Club database.</li> <li>2. Provide "Today" newsletter with posting of monthly birthday celebrants.</li> <li>3. Coordinate with Office Manager receipts of new "Today" subscriptions and new Birthday Club Members.</li> <li>4. Provide ideas and new themes to keep AA members informed of the benefits of becoming Birthday Club members or of subscribing to the "Today" newsletter.</li> <li>5. Mail Birthday Club recipients card and medallion.</li> <li>6. Maintain "Today" newsletter subscription list.</li> <li>7. Mail "TODAY" to all subscribers.</li> <li>8. Mail out renewals.</li> </ol>  |

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| <u><b>General Service / Intergroup Liaison</b></u> | <ol style="list-style-type: none"> <li>1. The Liaison is our direct link to General Service, District 8 of A.A.</li> <li>2. Attend District 8 Business meetings and bring back information.</li> <li>3. Give reports at monthly Intergroup meeting.</li> </ol>   |
| <u><b>Group Contact Committee</b></u>              | <ol style="list-style-type: none"> <li>1. Attend AA meetings in the North Palm Beach County, as listed in our Where &amp; When.</li> <li>2. Obtain a group contact name, phone # and e-mail address.</li> <li>3. Forward the contacts to the registrar so that the contacts can be added to the database.</li> </ol> |
| <u><b>South County Intergroup Liaison</b></u>      | <ol style="list-style-type: none"> <li>4. Attend South County Intergroup Association Business meetings.</li> <li>5. Report back to Palm Beach County Intergroup the results of the meeting.</li> </ol>   |

### **Elections**

Elections for Officers and Advisory Committee members shall be announced in February and conducted in March of odd-numbered years. These elected trusted servants shall take office at the next May Intergroup meeting.

Elections of all Committee Chairs shall be announced in February, conducted in March, and take office at the next May Intergroup meeting.

All elections shall be conducted according to the Third Legacy Procedure. This procedure is shown in Appendix I.

### **Office Manager**

The Intergroup office shall be operated by a paid employee whose title shall be Office Manager. Said Manager will be hired by the Advisory Committee. The Manager's responsibilities and qualifications are as follows:

**Duties and Responsibilities:**

- Manage Intergroup during established business hours. Recruit, train and supervise volunteers and part-time employee(s). Assure proper staffing during regular office hours. Notify Chairperson or designee as soon as possible of unscheduled absences. Maintain

adequate inventory and fill orders for books, card, medallions, chips etc. Create and maintain a clean, positive, welcoming office environment. Purchasing of and schedule equipment maintenance as needed.

- Timely respond to all incoming telephone calls, walk-in visitors,
- E-mail, mail, and keep all appropriate parties informed.
- Assist with monthly newsletter publication and mailing. Maintain and publish area-wide meeting directory. Maintain other records, lists, files, etc. as assigned.
- Fully comply with Twelve Traditions and established Intergroup Policies and Procedures.
- Timely deposit of all cash and checks received. Timely pay all legitimate bills, or notify Treasurer if insufficient funds. Accurately maintain books and financial reports. Prepare and file quarterly payroll tax returns, unemployment tax and pay other required tax in a timely manner in accordance with the State of Florida. Safeguard un-deposited cash and checkbook, equipment, supplies, furniture from theft and other hazards. Routinely perform back-up of bookkeeping software as well as weekly back-up of computer files. Comply with all federal, state and local ordinances.
- Prepare and maintain appropriate files for monthly Intergroup meetings.
- Maintain calendar of A.A. related events.
- The Intergroup Office Manager, or anyone designated by the Intergroup Chair person, shall attend the Intergroup Meeting at the South Florida 15 Quarterly on behalf of PBC Intergroup. Hotel, transportation, and meals will be reimbursed and substantiated by receipt, and turned in to the Intergroup Office, upon the conclusion of the event.
- Other duties as assigned.

### **Qualifications:**

Demonstrate excellent oral and written communication as well as listening skills.

Bookkeeping experience, QuickBooks preferred

Computer literate, Microsoft software preferred

Analyze situations and communicate or take appropriate action for compliance with the Twelve Traditions.

It is preferred that manager be a member of Alcoholics Anonymous and have a minimum of 5 years continuous sobriety.

May be asked to submit to bonding application, criminal background investigation, drug and alcohol screen.

### **Meeting Guidelines**

1. All Intergroup Representatives, Committee Chairpersons, Officers, and Advisory Committee Members may place motions on the Intergroup Agenda.
2. In keeping with our Second Tradition which states “ For our group purpose there is but one ultimate authority-a loving God as He may express Himself in our group conscience. Our

leaders are but trusted servants; they do not govern.” Floor motions will not be accepted during the Intergroup Business Meeting. All motions that are submitted, by those eligible to make motions, will be placed on the agenda of the next business meeting so all groups may consider the proposal being presented.

3. Any member of Alcoholics Anonymous may share during the Intergroup Business Meeting as long as they have been recognized by the Chairperson.
4. The Chairperson may cast the deciding vote in the event of a tie on the motion being considered.
5. All Committee Reports shall be submitted to the Intergroup Secretary prior to the business meeting, or within 24-hours after the business meeting.
6. Motions may be placed on the next Palm Beach County Intergroup agenda within 7 days following the business meeting, by submitting it to the Palm Beach County Intergroup Chairperson.
7. Seven days after the business meeting the Chairperson shall close the agenda and forward it to the Secretary for inclusion in the Minutes.
8. The Secretary has 48-hours to forward the final version of the Minutes to the Chairperson for review. The Chairperson will approve or amend the Minutes within 24-hours and return them to the Secretary, to be forwarded to the Registrar for distribution.
9. The Registrar will have 24-hours to distribute the Minutes via email to the Palm Beach County Intergroup database.
10. All past Chairpersons of Palm Beach County Intergroup will be permanently retained on the database.

# Appendix I

