

PALM BEACH COUNTY INTERGROUP ASSOCIATION BY-LAWS

ARTICLE I: NAME: PALM BEACH COUNTY INTERGROUP ASSOCIATION, Hereinafter referred to as INTERGROUP.

ARTICLE II: PURPOSE: To serve our associated A.A. Groups in carrying the A.A. message to the still suffering alcoholic according to the principles of the 12 steps, 12 traditions, and 12 Concepts of A.A., always remembering that our common welfare comes first.

ARTICLE III: INTERGROUP OFFICE: The Intergroup Office shall serve as a clearinghouse for A.A. Groups and activities, by keeping up-to-date meeting lists, by making available A.A. literature, and by discharging whatever other duties may be deemed appropriate by the Association. The Officers are responsible for the operation of the office, subject to the approval of the Association. The Officers may employ paid workers in accordance with our eighth Tradition. There shall be an Office Manager, who shall perform duties as assigned by the Chairperson.

ARTICLE IV: MEMBERSHIP: Membership in Intergroup shall be by Groups. Any Group in this area can become a member by filing with the Intergroup Secretary, the Groups name, meeting place with time, and the name of the groups Representative. The group, to be included in meeting directory, must conform to the guidelines for an A.A. group as set forth in the Group Pamphlet.

ARTICLE V: REPRESENTATIVE: It is suggested that each Group choose one prime Representative and one Alternate Representative to serve in this Intergroup Association. He or she shall be a member of the Group Represented. It is suggested that the Representative and Alternate Representative have at least one year of continuous sobriety

ARTICLE VI: ATTENDANCE: Any A.A. member may attend any and all regular meetings of Intergroup as a non-participant.

ARTICLE VII: MEETINGS: Regular meetings shall be scheduled each month at a time and place to be decided by the representatives.

ARTICLE VIII: QUORUM: A simple majority of members present at the regular monthly meeting shall constitute a quorum for the transaction of any and all regular business.

ARTICLE IX: OFFICERS: The Intergroup Representatives shall elect yearly:
1. Chairperson; 2. Vice Chairperson; 3. Secretary; 4. Treasurer. It is suggested that all of the officers have at least two years continuous sobriety.

ARTICLE X: DUTIES OF OFFICERS: The Chairperson shall preside at all Intergroup meetings, shall perform such duties as customary and that have previously been stated.

The Vice Chairperson shall preside in the absence of the Chairperson and perform the duties of the Chairperson. The Vice Chairperson also acts as the Intergroup Picnic & Potluck Chairperson. The Secretary shall keep records of the Steering Committee meetings, regular Association meetings; records of all motions approved at regular Intergroup meetings and shall also perform other duties assigned to that office. The Treasurer shall present a financial report at the regular monthly meeting, sign checks for operating expense, and shall perform such duties as assigned to that office. The Office Manager may be a paid employee whose responsibilities shall include -- but are not limited to -- the day to day operation of the Intergroup Office, including the coordination of the work of volunteers, and the ordering and selling of literature. The salaries and performance of all paid employees are to be reviewed and approved at least once a year by the Officers.

ARTICLE XI: COMMITTEES: The Steering committee shall consist of four elected officers plus the committee Chairperson of all standing committees. The Steering Committee shall be responsible for all activities of the Association, subject to the group conscience of the Intergroup Representatives. The Group Representatives have the final authority in all matters affecting the Intergroup Association. One year of sobriety is suggested. All Chairpersons shall be appointed by the Intergroup Chairperson for the following standing Committees: 1. Telephone Volunteers; 2. General Service Liaison; 3. Today Editor; 4. Public Information/CPC; 5. Institutions; 6. D.U.I. ; and 7. Speaker Exchange/Group Contact.; 8. Birthday Club; 9. Twelfth Step. Additional committees may be appointed as deemed necessary by the Intergroup Chairperson. The Steering Committee shall meet once a month prior to the regular Intergroup Meeting.

ARTICLE XII: NOMINATIONS: The Nominating Committee consists of five Intergroup Members: A: Present outgoing Chairperson, B: former officer of Intergroup, and C: Three members from the present group of representatives. This committee shall be formed at the regular February monthly meeting. All names the Committee has for nomination shall be submitted to the full Intergroup Association at the regular March meeting. At the time nominations may be made from the floor for additional candidates for each elective office. If more than one name is submitted for any office, the election for that office shall be by secret ballot, by qualified Group Representatives and Committee Chairpersons. The counting of the ballots shall be done by committee appointed by the Intergroup Chairperson. No member of the Nominating Committee shall be nominated for office. In the spirit of rotation, no elected officer shall succeed him or herself in office. Should any elected office become vacant, an acting officer shall be appointed by the Chairperson and confirmed by the Group Representatives present to serve for the remainder of the year. It is suggested that the nominees have some experience in the Intergroup Association.

ARTICLE XIII: ELECTIONS: Elections of Officers shall be at the regular April meeting. Each Officer, Group Representative, or Alternate Representative, and each Committee Chairperson shall be entitled to one vote. There will be no voting by proxy. In case of a tie, a second ballot will be held. If a tie still exists after the second ballot, a drawing from the hat shall determine the winner. The winner shall then receive the full confidence of the Representatives in the form of a unanimous vote. The new officers will be installed at the April Steering Committee meeting.

ARTICLE XIV: VOTING: The Group Representatives shall faithfully reflect the group conscience, and shall act as a liaison between his or her group and the Association. If an issue is to be brought back for a group conscience vote, a discussion will ensue at the time of the motion. At the next regular meeting, the Representatives shall vote their groups' consciences.

ARTICLE XV: REMOVAL FROM OFFICE: 1. Any Officer and/or Committee Chairperson not present at three consecutive regular Intergroup or Steering Committee meetings will be automatically replaced, except in the case of extenuating circumstances; 2. In the case of any Officer or Committee Chairperson having a "slip", he or she will be replaced immediately; 3. The Officers may replace any paid employee for the reasons stated above, or for failure to perform assigned duties; 4. Vacancies will be filled according to Articles XI, XII, XIII and XIV; 5. Prior to vote for removal from office, a full disclosure of charges shall be made, and the individual under discussion shall be granted proper opportunity to be heard.

ARTICLE XVI: MONIES: Monies for the purpose of operating the Intergroup Office shall be received from A.A. Groups, from meetings and functions held for the benefit of Intergroup, and from individual A.A. members, not to exceed two thousand dollars (\$2000.00) per person per year. The Intergroup Office shall follow a policy of full disclosure in reporting all of its cash assets in monthly Treasurer's Reports, to be available at the monthly Intergroup meeting, and shall be published in TODAY. A Prudent Reserve should be maintained to cover three months' normal operating expenses, excluding literature. Signatures of two Officers, or of an Officer and the Office Manager, shall be needed for removal of funds from the Prudent Reserve, and a report of any such transaction shall be given at the next regular meeting. The Office Manager may be bonded in an amount to be determined by the Association. Any expense other than normal operating expenses over five hundred dollars (\$500.00) shall be approved by the Representatives. The value of the Association's literature inventory shall be protected from loss or damage by the appropriate casualty insurance.

ARTICLE XVII: AMENDMENTS TO BY-LAWS: These By-Laws may be amended in the following manner: The proposed amendment shall be made available to all Group Representatives and Officers in writing, and shall be discussed at the next Intergroup meeting, then taken to the Groups for consideration. A vote will then be conducted at the next regular meeting, where a simple majority of the members present will be needed for the amendment to pass.

ALL MEETINGS SHALL BE CONDUCTED IN A BUSINESS-LIKE MANNER,
ACCORDING TO A.A. TRADITIONS, EVER REMINDING US TO PLACE
PRINCIPLES BEFORE PERSONALITIES, AND USING ROBERTS' RULES OF
ORDER AS A GUIDE.

10/30/02