

SOUTHERN DELAWARE INTERGROUP OF A.A. BYLAWS

Adopted: April 5, 2012

Revised MM/DD/YYYY

ARTICLE 1 NAME

The name of this unincorporated organization shall be “Southern Delaware Intergroup of Alcoholics Anonymous” and shall be referred to hereinafter as “Intergroup”.

ARTICLE 2: PURPOSE

The purpose of Intergroup is to support the A.A. groups in Sussex County Delaware (“Group”, and collectively, “Groups”) in their common purpose of carrying the A.A. message to those individuals who feel they may have a problem with alcohol. Intergroup has been organized by and is responsible to its Groups for coordinating services which individual Groups cannot provide and derives its authority therefrom.

Section 2.1 Scope

Intergroup’s scope of operations shall be in Sussex County DE, designated adjacent locales, as well as other intergroups within the state of Delaware.

Section 2.2 Guiding Principles

A.A.’s Twelve Traditions and Twelve Concepts for World Service, as well as A.A.’s Three Legacies of Recovery, Unity, and Service, and the guidelines offered by the General Service Office of A.A. are accepted and adopted as the guiding principles of Intergroup.

ARTICLE 3: MEMBERSHIP

A Member Group (individually, a “Member Group”, and collectively, “Member Groups”) is any A.A. group holding regularly scheduled meetings in Sussex County DE and listed in the meeting schedule published from time to time in print or electronic media by Intergroup, which has elected to become affiliated with Intergroup in accordance with the procedures established by Intergroup.

Any A.A. Member Group wishing to become affiliated with Intergroup shall register by notifying the Intergroup Chairperson or Secretary, as defined below, of its intent to register and providing such contact information as may reasonably be required from time to time by the Intergroup Chairperson.

Groups are encouraged to register with G.S.O. in New York. It is suggested Group names be consistent with General Service Conference guidelines for naming A.A. groups.

ARTICLE 4: INTERGROUP REPRESENTATIVES

Intergroup Representatives are members elected or selected by an A.A. Group to represent that Group at Intergroup business meetings. It is suggested that each Group choose one (1) Intergroup Representative (IGR) and one (1) Alternate Intergroup Representative (AIGR) to serve in Intergroup. He or she shall be a member of the Group represented. It is suggested that the IGR and the AIGR each have at least one

(1) year of continuous sobriety. No person may serve concurrently as IGR or AIGR for more than one Group.

Section 4.1 Registration

The IGR and/or AIGR shall provide contact information (name, address and email) to the Intergroup Secretary at the first meeting they attend.

Section 4.2 Confidentiality

The contact information of all individual A.A. members submitted to and on file with Intergroup shall be kept confidential in accordance with A.A.'s principle of anonymity and as allowed by applicable law.

ARTICLE 5: MEETINGS

Section 5.1 Regular Meetings

Regular meetings of the representatives shall be held the first Thursday of each month at such time and place as shall be designated from time to time by the Chairperson. The time and place for all regular meetings shall be posted on the SDIAA website for no less than one week prior to the meeting.

Section 5.2 Annual Meeting

The regular meeting held in the month of November shall be the annual meeting of Intergroup. Election of officers shall be held at the annual meeting or such later meeting as may be determined by vote of the majority of Intergroup Representatives present and entitled to vote.

Section 5.3 Special Meeting

Special meetings may be called at any other time by the Chairperson or upon the request of a majority of the Steering Committee, or on the request of representatives of at least a majority of the participating Member Groups present.

Notice of all special meetings shall be posted on the SDIAA website for no less than one week prior to the meeting. A written summary of the issue that precipitated the special meeting will accompany the notice of the subsequent meeting. It is the responsibility of the Chairperson to write or appoint a representative to write this summary.

The Secretary shall email all representatives and/or their alternates at their last known email addresses. Notification will be given at least one week prior to the designated date for such meeting.

Section 5.5 Meeting Procedure

The Intergroup Chair shall preside at Intergroup meetings and the Intergroup Secretary (or IGR designee) shall take minutes of the meeting.

ARTICLE 6: ATTENDANCE AND VOTING

Section 6.1 Attendance

All attendees shall sign in at Intergroup meetings and indicate if they are an IGR or an AIGR voting representative from their respective Group. This is for the purpose of

establishing a vote count in the room which will dictate the number of votes needed for a majority.

District Committee Members (D.C.M.s), the Area Delegate and other members of the A.A. Area Committee are considered invited guests of Intergroup and may deliver reports pertinent to their position. They cannot take part in the business proceedings of the Intergroup meeting unless so recognized by the Chairperson.

Section 6.2 Voting

Each participating Group shall be entitled to one vote at meetings of Intergroup representatives and each representative can represent only one Group. Officers cannot vote at an Intergroup Meeting, but officers can provide facts or pertinent information when requested. Officers cannot express opinions, minority or otherwise, after a vote has been taken on an issue. There shall be no voting by proxy.

ARTICLE 7: OFFICERS

The officers shall consist of a Chairperson, Vice Chairperson, Secretary, Treasurer and Chair Emeritus. Officer's terms shall be for two (2) years. No one may serve consecutive terms in the same position. In reference to consecutive terms, time served in interim positions does not apply. If a successor is not elected at the end of an Officer's term, that person will remain in office until the election of a successor.

Section 7.1 Chairperson

1. The Chairperson shall preside at all meetings of Intergroup. If the Chairperson is unable to attend, he or she shall arrange to have the Vice Chairperson preside.
2. The Chairperson shall appoint all committees necessary to the orderly administration of the affairs of the association. Said appointments shall be communicated to the Intergroup representatives.
3. The Chairperson shall participate as an "ex officio" member of all committees.
4. The Chairperson shall be responsible for the preparation and presentation of the annual budget, said presentation to be no later than the January meeting.
5. The Chairperson is a voting member of the Steering Committee.

Section 7.2 Vice-Chairperson

1. The Vice-Chairperson shall perform all the duties of the Chairperson when the Chairperson is absent for any reason.
2. The Vice-Chairperson shall, under the supervision of the Chairperson, oversee any special committee assignments as designated by the Chairperson.
3. In the case of permanent vacancy in the office of Chairperson, the Vice Chairperson shall assume the responsibilities of the Chairperson until the completion of an interim election.
4. The Vice-Chairperson shall assume the duties of the Chairperson during any absence of the Chairperson.
5. The Vice-Chairperson is a voting member of the Steering Committee.

Section 7.3 Secretary

1. The Secretary shall attend all meetings of the Intergroup Representatives
2. The Secretary shall make a report of the minutes of all meetings of the Intergroup and record all motions.
3. The minutes will be stored and archived on the Intergroup hosting server.
4. The Secretary will maintain a current list of Officers and Intergroup Representatives.
5. The Secretary is a voting member of the Steering Committee.

Section 7.4 Treasurer

1. All of the financial affairs of the Intergroup shall be under the stewardship of the Treasurer.
2. The Treasurer shall be responsible for the financial records of all monies paid to Intergroup, or any committee thereof.
3. The Treasurer shall keep a monthly record of all monies received and disbursed, report monthly the financial status to Intergroup, and submit the books and records to audit as requested.
4. The Treasurer shall submit a financial report at each Intergroup meeting.
5. The Treasurer shall issue an annual report (calendar year) providing categorized revenues and expenditures and prepare the annual budget in conjunction with the Chair. This report may be generated with the support with outside resources.
6. The Treasurer and/or Chairperson shall have the authority to sign checks issued against SDIAA. Disbursements exceeding \$350.00 shall be signed by two officers or designees.
7. The Treasurer is a voting member of the Steering Committee.

Section 7.5 Chair Emeritus

1. The Chair Emeritus actively participates in transitioning a newly elected Chairperson to foster continuity and maintain a relationship with Intergroup.
2. The Chair Emeritus participates in an advisory capacity at Intergroup meetings and those committee meetings for which their attendance is requested by the current Officers or Committees.
3. The Chair Emeritus will assume the duties of the Chairperson during any absence of the Chairperson and Vice-Chairperson.
4. The term of office is one year.
5. The Chair Emeritus is a non-voting member of the Steering Committee.

Section 7.6 Election of Officers

1. In order to serve as an Officer of the Intergroup, a member must have two years of continuous sobriety and be a member of a Group participating in Intergroup.
2. Officers shall be elected in a staggered manner by simple majority to aid in the continuity of office and ease transition.

3. The Chairperson and Vice-Chairperson shall be elected in odd numbered years, and the Secretary and Treasurer in even numbered years.
4. Chairperson will appoint a Nominating Committee at the September meeting who will prepare a slate of nominees for election. The Nominating Committee will present their nominees at the October meeting.
5. The representatives at the November meeting shall elect officers to fill the appropriate positions for that given year. Nominations from the floor may be made at the November meeting.
6. All newly elected officers shall assume their duties in January.
7. In the event an office becomes vacant for any reason whatsoever between annual elections, the Chairperson shall give notice of an election to fill such vacancy at the next regularly scheduled meeting.

Section 7.7 Unexpected Vacancies

Unexpected vacancies in all officer positions shall be filled by an Interim Election held at the first meeting after the vacancy is announced at Intergroup.

Section 7.8 Removal from Office

1. Any Intergroup Officer who shall consume alcoholic beverages automatically resigns from his/her office.
2. All officers shall be subject to removal from office by majority vote of the member Groups' Representatives that are eligible to vote. A motion must be made and seconded. This motion will automatically be tabled until the next business meeting. The motion must be clearly stated in the minutes for that meeting. The motion will then be brought under old business at the following business meeting

ARTICLE 8: COMMITTEES

Section 8.1 Standing Committees

The standing committees are, but are not limited to Accessibility, Answering Service, Archives, Bridging the Gap/Treatment, Corrections, Crest, Cooperation with the Professional Community (C.P.C.), Liaison Area 12, Literature, Public Information (P.I.), Special Events and Website/Tech.

1. The Chairperson of each Committee is appointed by the Intergroup Chairperson. They are not elected officers.
2. The Chairperson of each Committee shall be responsible to assure performance of the purposes of the Committee including the attraction and direction of Committee members. It is intended that each outgoing Chairperson shall mentor the newly elected Chairperson.
3. Committees shall meet as necessary to conduct their business.
4. All Committees shall be responsible for giving a brief report on their committee's activities at the regular meeting of the Intergroup representatives.
5. Committee terms are two years and expire with the election of a new Chairperson. In keeping with "Tradition Two" the principle of rotation is suggested. In the event of a

vacancy occurring, the Chairperson shall appoint a replacement to fulfill the term of the original appointment. Any person appointed to fulfill a vacancy is not prohibited from making themselves available to fulfill a full term concurrent appointment (i. e. succeed themselves).

6. Committee chairs are responsible for their budgets and should maintain accurate records. Some committees will have bills paid for them by the treasurer such as printing, telephone bills, etc. Others will be managed by the chair person. Committee chairs cannot spend more than 50% (fifty per cent) of their budget in one transaction without first reviewing same with Chairperson and Treasurer.
7. Any monies given directly to a committee by an individual or Group must be processed through the Treasurer like any other monies received by Intergroup. Said money can be earmarked for the intended committee, but it must be recorded properly. Any material items given directly to a committee chairperson for the use of his/her committee must be properly reported to Intergroup.

Section 8.2 Steering Committee

There shall be a Steering Committee (SC) comprised of the four (4) elected officers (Chairperson, Vice-Chairperson, Secretary and Treasurer), the Chair Emeritus and up to three (3) members at large elected by Intergroup for a term of two (2) years. SC members shall have two (2) years of continuous sobriety and have served previously in an A.A. trusted servant position. These requirements may be waived at the discretion of Intergroup.

The purpose of this committee is to provide oversight and guidance to Intergroup, acting in an advisory capacity for initiatives and projects across committees and business functions. The committee sets the strategic direction of Intergroup and provides advice on special projects.

Section 8.3 Audit Committee

The Audit Committee, if set, may obtain the services of a financial professional with the approval of the Steering Committee. The Audit Committee may include the Intergroup Chair and two or more active Intergroup members of member groups. These committee members shall be selected and approved by the Steering Committee

Section 8.4 Special Committees

The Chairperson may appoint other special committees to serve specific purposes.

ARTICLE 9 FINANCES

Section 9.1 Financial Support

A.A.'s Finance Guidelines are accepted and adopted as the guiding principles of Intergroup's financial support.

1. Intergroup shall be entirely self-supporting in accordance with AA's Seventh Tradition. This shall be achieved by voluntary contributions of member groups/meetings, individual member contributions, ongoing activities of Intergroup committees, as well as the sale of A.A. Conference-approved literature and other items approved by the Steering Committee.

2. Any Group who is unable or unwilling to contribute shall not be denied the services of Intergroup.

Section 9.2 Prudent Reserve

A reasonable prudent reserve for Intergroup shall be established as six (6) months of normal operating expenses. An average month's operating expenses will be determined by adding up the expenses for the last two full calendar years divided by 24. In the event insufficient funds are available to meet this amount, the SC shall make every reasonable effort to cut expenses.

Section 9.3 Audit

Financial records may be submitted for yearly audit.

ARTICLE 10 EMERGENCY ACTIONS

If a decision must be made between regularly scheduled Intergroup meetings the authority and responsibility for such decisions rest with the four (4) elected Officers, with final authority and responsibility vested in the Chairperson. Any decision made under this article must be reported at the next Intergroup meeting. No decision made under this article shall have a binding effect for more than ninety (90) days without Intergroup approval.

ARTICLE 11 AMENDMENTS TO BYLAWS

The bylaws may be amended at any time by a simple majority of the members at any regular meeting, provided that a copy of the proposed amendment has been submitted to the membership one month prior to the vote.