**Monroe Area Intergroup Association**

**Bylaws**

As amended 11/17/2013

**Article One**

Name

1. **Name:** The name of this service organization shall be called the Monroe Area A.A. Intergroup Association.

**Article Two**

Definition

**2. Definition:** This service organization is setup and operates in accordance with the Twelve Traditions and Twelve Concepts suggested by A.A. World Service Inc. in New York.

**Article Three**

Area

**3. Area:**  It shall include all groups within Monroe County and any groups nearby who will benefit from affiliation with the Intergroup.

**Article Four**

Purpose

**4. Purpose:** Intergroup is formed for the following purpose:

4(A). To encourage cooperation and unity among A.A. groups in the Monroe

county Area.

4(B). To carry out certain functions common to all groups, functions best

handled by a service organization.

4(C). To aid the groups in their common purpose of carrying the A.A.

message to the alcoholic who still suffers.

**Article Five**

Participation and Membership

**5(A).** **Participation:** Meetings are open for attendance by any interested A.A. member. Participation at the Intergroup Business Meetings is by any interested A.A. member. [for voting see Article 6(F)]

**5(B).** **Membership:** Any duly constituted A.A. group that regularly meets in Monroe County shall be eligible to become a member of Intergroup. Any Group may become a member by signing up at an Intergroup meeting.

**5(C).** **Representation:** Each member Group shall select an individual to act as its primary Representative to Intergroup and another individual to act as it alternative Representative.

**5(D). Withdrawal:** Each member Group may withdraw as a member by giving the Intergroup Chairperson written notice of the fact and effective date of such action.

**5(E).** **Autonomy:** Intergroup shall have no control over the internal activities, affairs, conduct, management or operation of any member Group. Complete autonomy of each member Group shall be maintained and recognized at all times. Members Groups pledge to support such activities of Intergroup, which they determine in good faith and in a spirit of cooperation that they are able to support.

**5(F).** **Dues:** Member groups shall not be required to pay any dues or other assessments but member Groups are encouraged to make voluntary contributions on a timely basis and when their financial condition permits.

**Article Six**

Meeting Procedures

**6(A).** **Regular Meetings:** Regular meetings for the transaction of business shall be held monthly at such time and places as determined by Intergroup.

**6(B).** **Order of Business:** The order of business at a regular monthly meeting of the Association shall be conducted in accordance with Roberts Rules of Order and as follows:

1) Call to order

2) Presenting of minutes of previous meeting

3) Treasurers report

4) Receiving Communications

5) Reports of committees

6) Unfinished business

7) New Business

8) Adjournment

The order of business may be altered or suspended at any meeting by the chairperson or by a majority of member Groups present and voting.

**6(C). Special Meetings:** The intergroup Chairperson may call a special meeting of Intergroup by giving at least seven days advance written notice and the business to be conducted to all member Groups, officers, and committee chairpersons.

**6(D).** **Quorum:** Member Groups present at a regular or special meeting of Intergroup shall constitute a quorum for the transaction of any and all business including the election of officers.

**6(E). Voting:** At any Intergroup meeting all questions and business (except for the election and removal of Intergroup officers see Articles 7(E) ,7(G), standing committee chairpersons see Article 9(C), and Bylaw amendments see Article 10), shall be decided by the affirmative vote of a simple majority of the member Groups present and voting. Each member Group shall be entitled to only one vote on any and all questions and Business. All Intergroup officers will be allowed to vote except for the Chairperson.

**6(F). Attendance:** These meetings shall be closed meetings: for alcoholics only, except by special invitation.

**Article Seven**

Officers

**7(A).** **Qualifications:** An individual shall be eligible for elective and non-elective office only if such individual:

1) Has at least one year of continuous sobriety.

2) Is a member of a member Group.

3) Is present at the meeting of the Association where nominations and election to elective office occurs.

4) In case of an elective office, is nominated by a member Group from the floor.

**7(B).** **Elective Officers:** The elective officers of the Association shall be Vice-Chairperson, a Secretary and a Treasurer.

**7(C).** **Non-elective Positions:** The Chairperson and the Chairs of Standing Committees.

**7(D).** **Terms:** Except as otherwise provided herein, the Chairperson, the Vice-Chairperson, the Secretary and the Treasurer shall take office on March 1st of each calendar year and shall serve through February of the following year. (See Articles 7(E) on Elections.)

**7(E). Elections:** Except as otherwise provided herein, at the regular monthly meeting of the Association for the month of January, Association officers for the following calendar year shall be elected by secret ballots of Representatives of member Groups present and voting. Secret ballots shall be counted by the Association Secretary. The candidate receiving the most votes for any elective office shall be considered elected. If there is a tie vote among those candidates receiving the most votes for any elective office, the other candidate(s) receiving fewer votes shall be eliminated and secret ballot(s) shall continue to be taken until a single candidate receives the most votes. The outgoing Association Vice-Chairperson shall automatically become the Association Chairperson, for the following calendar year. There shall be no election to fill the office of Association Chairperson unless the outgoing Association Vice-Chairperson declines to accept the office of Chairperson.

**7(F).** **Vacancies:** In the event that any elected officer must vacate his/her position, an election to fill such vacancy shall be held at the next regular monthly meeting of Intergroup. Vice-Chairperson shall automatically become Association Chairperson, should the Chairperson vacate the office.

**7(G). Removals:** Any person holding an elective or standing committee chair may be removed from office for just causes as determined by the Intergroup, upon an affirmative vote of not less than two-thirds of the member Groups present and voting when such removal vote is take, provided that such person be given at least seven days advance written notice of such removal vote.

**Article Eight**

Duties

**8(A).** **Chairperson:** The chairperson shall preside at all meetings of the Intergroup and perform other duties as are necessary to the office. He/she shall be as ex-officio (non-voting) member of all standing and other committees of Intergroup.

**8(B).** **Vice-Chairperson:** The Vice-Chairperson shall perform the duties of the

Chair in his/her absence. The Vice-Chairperson shall assume the office of Chairperson at the end of his/her term, or if the office of Chairperson is vacated.

**8(C).** **Secretary:** The secretary shall record the minutes and attendance of all meetings of Intergroup. The secretary shall be responsible for overseeing the Intergroup correspondence. At the expiration of his/her term, he/she shall turn over all pertinent books and records to the incoming Secretary.

**8(D).** **Treasurer:** The Treasurer shall receive and deposit all monies of Intergroup. He/she shall pay all obligations as authorized and keep accurate accounts of the finances of the Association. All Association accounts shall require two signatures by Association officers. A designated audit committee shall conduct an annual audit at the end of the Treasurer’s terms of office. The Treasurer shall report on the finances of Intergroup at each of the regular monthly meetings, and at the expiration of term he/she shall turn over all pertinent books and records to the incoming Treasurer.

**Article Nine**

Committees

**9(A).** **Committees:** Committees shall be appointed by the Intergroup as needed. All committees shall report to the Intergroup.

**9(B).** **Reporting:** Each standing committee shall give an oral and/or written report of its activities at each regular monthly meeting of the Association. The Association shall take such action with respect to the committee’s monthly report, as it deems appropriate. Any Intergroup officer and any committee Chairperson may address the Intergroup without being represented by his or her member Group’s Representative.

**9(C).** **Selection:** The association Chairperson as needed shall appoint Committee Chairpersons.

**Article Ten**

Amendments

**10.** **Amendments:** These Bylaws may be amended by a majority vote of the membership present, provided a vote on the proposed amendments is announced at the regular meeting prior to the meeting at which the amendments is to be considered. In addition, copies of the proposed change will be distributed to members at least two weeks prior to the meeting at which the vote is to be taken.