

**SOUTH PALM BEACH COUNTY  
INTERGROUP ASSOCIATION, INC.  
BYLAWS  
APRIL 27, 2017**

**ARTICLE I**

**Purpose**

- Section 1. South Palm Beach County Intergroup Association, Inc. (hereinafter "Intergroup") exists to aid the local A.A. groups of South Palm Beach County in their common purpose of carrying its message to the alcoholic who still suffers. Intergroup provides certain functions to all A.A. groups of South Palm Beach County (hereinafter S.P.B.C.) whose functions are best handled by combined efforts and resources.

**ARTICLE II**

**Membership of Intergroup Defined**

- Section 1. Members of Intergroup shall be limited to those persons duly elected to serve as such by the A.A. groups of S.P.B.C. and those persons duly elected by the Intergroup members themselves to serve as Officers and/or Committee Chairpersons.
- Section 2. In the event the Intergroup Representative and the Intergroup Alternate Representative for a particular A.A. group are in attendance during a meeting, only one shall vote.

**ARTICLE III**

**Quorum**

- Section 1. A Quorum shall consist of the Members (as defined in Article II) present at a regular monthly business meeting. A Quorum shall be sufficient for the transaction of any and all business.
- Section 2. A simple majority vote of a Quorum is required for approval of said business.

**ARTICLE IV**

**Officers and Office Manager of Intergroup Defined  
(Steering Committee)**

- Section 1. The Officers shall consist of Chairperson, Vice-Chair, Secretary and Treasurer.
- Section 2. An Officer's term of service shall be no more than two (2) consecutive years in any one position.

- Section 3. It is recommended that all Officers have at least four (4) years of continuous sobriety.
- Section 4. The Office Manager, along with individual Officers, is a voting member of the Steering Committee.

## **ARTICLE V**

### **Steering Committee Chief Responsibilities**

- Section 1. **CHAIRPERSON:** To oversee the duties and designated tasks of other officers, committee chairs and Intergroup as a whole.
- a. Preside over all meetings and perform such acts and duties as are customary to the office.
  - b. Conduct all meetings using Parliamentary Procedures (Robert's Rules of Order, Revised) so as to ensure the proper and efficient order of business.
  - c. Appoint committee as necessary.
  - d. Call special meetings as necessary.
  - e. Signatory on checking account.
  - f. Orient Successor.
- Section 2. **VICE-CHAIR:** Have primary responsibility for the day-to-day communication with office employees.
- a. Perform the duties of the Chair in his/her absence.
  - b. Perform those duties as specifically delegated by the Chair.
  - c. Review policies and procedures and personnel files as appropriate.
  - d. Signatory on account.
  - e. Attend local quarterly area Intergroup/Central Office Committee meetings.
  - f. Act and serve as liaison to the chairs of committees and help facilitate and co-ordinate special A.A. activities, events or functions.
  - g. Orient Successor.
- Section 3. **SECRETARY:** Hands on organization of the following Intergroup records
- a. Prepare the minutes of each Intergroup and Steering Committee meeting and email to Steering Committee for review; upon Chair's approval create final version of business meeting minutes for SCAAN.
  - b. Maintain book of minutes, motions, Bylaw amendments and applicable records.
  - c. Maintain and update a roster of Officers' and Committee Chairs' addresses, phone numbers and emails and distribute to Steering Committee members and all Committee Chairs.
  - d. Perform other duties relating to secretarial functions as needed.
  - e. Orient successor.

- Section 4. **TREASURER:** Oversee and review financial records monthly to include; Bank Reconciliations, P&L and Balance Sheet reports, Cash flow reports; Group Contribution records, tax filings, and any other financial functions as needed.
- a. Signatory on checking accounts and access online to bank records.
  - b. Monthly review of bank statements and tax filings.
  - c. Present financial report at monthly business meeting.
  - d. Orient successor.
- Section 5. **OFFICE MANAGER:** Primary responsibility and authority to manage all day-to-day operations of the Office and Staff. Maintain the corporate, business tax and employment documents, including but not limited to:
- a. Annual Report and Ad Valorem Tax Exemption.
  - b. Monthly Payroll and Sales Tax reports, plus Quarterly tax reports.
  - c. Employee Records and Year End W-3 Summary (and 1099's if necessary).
  - d. Signatory on bank accounts.

## **ARTICLE VI**

### **Meetings**

- Section 1. All Regular Meetings shall be scheduled to occur once a month at a specified date set by the Officers.
- Section 2. Special Meetings may be scheduled by the Chair or at the discretion of a majority of the Officers.
- Section 3. A simple majority vote of a Quorum (as defined in Article II) is sufficient to transact any and all business.

## **ARTICLE VII**

### **Election/Voting Procedures, Term of Office and Removal from Office**

- Section 1. Elections and voting procedures, including procedures for removal from office shall be conducted in accordance with normal and customary Parliamentary Procedures, found in Robert's Rules of Order (Revised).
- Section 2. In the event of a conflict between Robert's Rules of Order and the Bylaws contained herein, said Bylaws shall supersede.
- Section 3. Qualified candidates will stand for each Officer position at the regular business meeting in July of even numbered years.
- Section 4. Elections shall be held at the regular monthly business meeting in July during even numbered years. Election shall be by a simple majority vote of a Quorum.

- Section 5. The Term of Office is two years, beginning at the time of election for said office.
- Section 6. Vacancies shall be filled to complete the term of office as they occur by the same voting procedures during the next regular monthly Intergroup meeting after said vacancy occurs.
- Section 7. In the spirit of rotation, officers cannot succeed themselves.
- Section 8. Any Officer not present at three regular monthly meetings may be automatically replaced, except in the case of extenuating circumstances. Any Officer not performing their duties as described may be replaced after sufficient documented warning and Steering Committee vote.
- Section 9. In the case of any Officer or Committee Chairperson using mind or mood altering drugs or alcohol, such usage shall be deemed to be an immediate forfeiture position. The Chairperson or Vice-Chair shall assume these duties until the next scheduled Intergroup meeting, whereby procedures found in Article V, Section 6 shall take effect.

## **ARTICLE VIII**

### **Committees**

- Section 1. Standing Committees may be established to conduct ongoing business and services of the Intergroup. The Committee shall continue so long as it fulfills its designated Purpose of Intergroup and/or until such time as a majority vote of a Quorum discontinues the Committee.
- Section 2. Limited Committees may be established from time to time for the purpose of completing short-term goals and tasks of Intergroup. A Committee shall continue until such short-term goals are completed or until such time as a majority vote of a Quorum discontinues the Limited Committee.
- Section 3. There shall be a Chairperson of each Committee established by a vote from the floor or appointed by the Chairperson and/or the Vice Chair when deemed necessary.
- Section 4. Candidates for Standing Committees Members shall stand at the regular monthly business meeting in July or may be alternatively appointed by the current Standing Committee Chair. The position shall be for a period of one year.
- Section 5. Elections for Standing Committee Chairpersons shall be held at the regular business meeting in July. The position shall be for a period of one year (with the exception of Where & When and Archives, for which a 2 year term is requested), plus an additional month to orient successor. Election shall be by a simple majority vote of a Quorum. Standing Committee Chairperson/Liaison serve according to the guidelines of S.P.B.C. Intergroup, abbreviated descriptions of which are as follows:

- a. Archives: Coordinate and catalog along with the S.P.B.C. Archivist all collections and preserve material pertinent to the history of our Intergroup and local area. Create committee to assist with displays and workshops.
- b. Bridge the Gap: Coordinate committee members who are “temporary contacts” to accompany new members after leaving a treatment center or a correctional facility to A.A. meetings; answer A.A. related questions; and introduce them to other members for support as they transition into the A.A. community. Work closely with the H&I Chair.
- c. General Service Liaison: Act as direct link to the General Service structure of AA by attending local District meetings and providing report at the monthly Intergroup business meeting.
- d. Group Information: Coordinate a committee of volunteers to visit local A.A. Groups not currently represented at the Intergroup monthly business meetings. Bring information and a spirit of unity to these groups offering our assistance and support. Obtain Group contact information and request Group History for our Archives.
- e. Hospitals & Institutions: Coordinate volunteers to carry the A.A. message into Treatment Centers and Detox facilities throughout S.P.B.C. Chair monthly H&I committee meeting. Work closely with the Bridge the Gap Chair to offer our continued assistance after a newcomer leaves that facility.
- f. North Palm Beach County Intergroup Liaison: Act as a direct link to N.P.B.C. Intergroup by attending its monthly business meeting, bringing back information, and giving a report at the monthly S.P.B.C. Intergroup business meeting. The Liaison also provides a written report to the S.P.B.C. Steering Committee.
- g. Public Information: Inform the public about our A.A. program by providing literature or speakers upon request. Reach out to the local schools, businesses, civic groups, public services, and the South County Courthouse. Interact with the District 8 PI Chair to facilitate cooperation and prevent duplication of services.
- h. SCAAN: Assemble information and documentation provided by S.P.B.C. Intergroup and create theme based story for monthly publication following newsletter guidelines. Provide electronic artwork to printer and the Webmaster each month. Proficiency with Microsoft Word and working familiarity with Excel needed; design and desktop publishing experience desirable.
- i. Telephone Relay: Coordinate Group commitments to take our after-hours phone calls – anytime the office is closed. Provide current 12th Step lists, emergency numbers, instructions and the telephone at the

monthly business meeting. If necessary, attends the A.A. Group's business meeting to provide information, a sample calendar and assistance prior to the group's commitment month. Maintains communication between the groups, the Intergroup office, the cell phone provider, and the 12th Step Committee.

- j. Twelve Step Committee (one male, one female): Maintain and update the 12th Step call lists monthly. Work very closely with the Intergroup office manager. Request groups and individuals to serve as contacts and be willing to provide workshops and/or assistance for participants of this most important front line service.
- k. Where & When: Maintain an electronic file of our meeting lists and updates provided by the Intergroup office manager. Create a revised Where & When and provide electronic copy to the printer approximately 2 to 4 times each year.

Section 6. Limited Committee Chairpersons shall be elected as soon practicable after a Committee is established, and are elected in the same manner of nomination and election as provided in Section 4 and Section 5 above. The term of said Limited Committee Chairperson shall be for the duration of the Limited Committee.

Section 7. Vacancies shall be filled to complete the standing period of the committee as they occur by these same voting procedures, and shall take place at the next regular monthly meeting of Intergroup.

Section 8. Any Committee Chairperson not present at three (3) consecutive regular monthly Business Meetings and/or three (3) regularly scheduled Committee Meetings may be automatically replaced, except in the case of extenuating circumstances.

Section 9. In the case of any Committee Chairperson using mind-altering drugs or alcohol, they shall be replaced immediately. Any Committee Chairperson not performing their duties as described may be replaced after sufficient documented warning and Steering Committee vote.

Section 10. It is recommended that Committee Chairpersons have no less than two (2) years of continuous sobriety in order to be eligible to serve in such capacity.

## **ARTICLE IX**

### **Other**

Section 1. The Intergroup shall be self-supporting and financially sufficient within its membership. One checking account shall be maintained for operating expenses and one for reserves. All checks will be signed by two of the following: Chairperson, Vice-Chair, Office Manager, Treasurer. In the

event an Officer is not available, the Office Manager will sign and notify Officers.

Section 2. The Intergroup shall observe in all activities the spirit of A.A. The Office Manager, with the consent of the Intergroup Officers shall be responsible for adequate staffing of the Intergroup Office.

Section 3. The Intergroup is autonomous within its area of responsibilities, having no authority over, or subservient to any other body or committee.

Section 4. These Bylaws are adopted May 25, 2011 and shall supersede all previous Bylaws and can only be amended as herein prescribed.

## **ARTICLE X**

### **Amendments to the S.P.B.C. Bylaws**

Section 1. Amendments to these Bylaws shall be considered when necessary and only upon proper motion. Such motion shall become effective as an amendment hereto only upon approval of said motion by a majority vote of a Quorum of the Members.

Section 2. Any motion to amend these Bylaws shall be voted upon in no event less than thirty (30) days following said motion. In the spirit of Group Conscience this time period is intended to provide an ample opportunity for each Member of S.P.B.C. to consult with their respective Group of which they represent.

**Amended:** April 27, 2017

#### **NAMES OF OFFICERS as of April 27, 2017:**

**Cheryl Sands, Chair**

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**Date:** \_\_\_\_\_

**William Ryckman III, Vice Chair**

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**Date:** \_\_\_\_\_

**Gary Kaufman, Treasurer**

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**Date:** \_\_\_\_\_

**Jacqueline Walsh, Secretary**

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**Date:** \_\_\_\_\_

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