

ANTELOPE VALLEY INTERGROUP BY-LAWS

A Central Office (or Intergroup) is an A.A. service office that involves partnerships among groups in a community - just as A.A. groups themselves are partnerships of individuals. It is established to carry out certain functions common to all groups – functions which are best handled by a centralized office – and it is usually maintained, supervised and supported by these groups in their general interest. It exists to aid groups in their common purpose of carrying the message to the alcoholic who still suffers. (Reprinted from A.A. Guidelines Central or Intergroup Offices with permission of A.A. World Services, Inc.)

PURPOSE OF ANTELOPE VALLEY INTERGROUP

1. Maintain a conveniently located office in which paid employees and/or volunteers are available to help persons with alcohol-related problems.
2. Provide current local A.A. telephone and meeting listings in local directories and maintain a 24 hour answering service to forward calls when the office is closed.
3. Maintain a current list of volunteer A.A. members to make twelve-step calls within our service area.
4. Maintain a current list of speakers in the Antelope Valley area.
5. Maintain a supply of General Service Conference approved A.A. literature and meeting supplies, along with other recovery related literature and other A.A. related items for sale and/or distribution to groups, individuals and the community at large. Work with Central Office Manager to maintain an appropriate inventory level.
6. Maintain contact with the public through making arrangements for A.A. speakers at the request of non-alcoholic groups and organizations.
7. Cooperate with the local H&I (Hospitals and Institutions) Committee to further their goals.
8. Publish a monthly newsletter, the “Scoop,” containing information pertinent to our local areas and groups which will contain current financial reports of revenues and expenses of Central Office and a list of group contributions.
9. Specifically excluded from the objectives of the Intergroup and Central Office are the operation of any club, club house, or drying out place. Under no circumstances do we endorse or display any public or private projects on alcoholism as outlined in Tradition Six.
10. Make available to the Office Manager sufficient funds to meet day to day operating expenses.

AREA SERVED

The area served by the Antelope Valley Intergroup is determined by the location of those groups that are logically served by the Antelope Valley Central Office.

ORGANIZATION OF THE ANTELOPE VALLEY INTERGROUP

Membership

Membership is derived from participating groups which shall maintain control of the A.V. Intergroup by means of a committee. The Intergroup shall be comprised of one intergroup representative, or their alternate, from each group in the area served. In the event that a meeting's representative cannot continue, the meeting shall appoint a replacement.

Board of Directors

1. An Administrative Board shall be established to oversee the Antelope Valley Intergroup administrative matters and provide direction to the Office Manager. The members of the Board include the officers of the Intergroup and Office Manager. With the exception of a paid manager, board members will serve without compensation. The members of the Board shall not represent any single group, but with the exception of the chairperson who shall vote only in case of a tie, shall be voting members of the Intergroup in accordance with the "Right of Participation" as mentioned in Concept IV of the A.A. Twelve Concepts. However, in cases of conflict of interest, as defined by the Chairperson, non-participation in discussion and/or abstention from voting shall be observed by the appropriate board members.

2. The Board shall consist of four (4) officers, four (4) Members At-Large and the Office Manager, all preferably from different sections of the area served, elected during the Intergroup meeting in March of each year, by Intergroup members, in accordance with elections protocol. A quorum shall consist of at least five (5) members.

3. Qualifications and Eligibility

a) An elected member of the Board shall be sober for an uninterrupted period of sobriety before and during Board service. There will be no waivers of the requirements under any circumstances. Those requirements are Chairperson and Co-Chairperson, 4 years; Secretary, 1 year and Treasurer, 3 years.

b) The Office Manager shall have a minimum of ten (10) years of continuous sobriety before and while employed, and shall be a resident of the area served.

c) To be eligible for consideration for nomination, the person must have continuous participation in Intergroup for six (6) months prior to nominations, attending at least four (4) of the last six (6) meetings.

1. Election of Officers

a) Nominations of all qualified A.A. members for Board positions shall be held at the regular Intergroup meeting in the months of January and February. Any A.A. member who is qualified for the open position and is willing to make the necessary commitment may be

nominated. Each person seeking a position is to be interviewed by the Intergroup at the January or February meetings. Intergroup members may accept or decline a nominee by a simple majority vote. Qualifications for the open positions will be posted at the Central Office. Votes may be cast during regular Central Office business hours.

b) An annual election will be held during the first week of March. Ballots may be cast during regular business hours at the A.V. Central Office, for one (1) week prior to the annual election meeting on the first Thursday at 7:00pm. All Antelope Valley A.A. members may vote. Adequate notice of the elections will be posted on the bulletin boards of meeting halls and Central Office as well as published in the "Scoop."

c) There will be three (3) vote counters – two (2) to count and one (1) to verify the count if there is a discrepancy. If there is still a discrepancy, the Chair will be notified immediately before the counting continues. In the event of a tie, the first consideration shall be whether the candidates are present at the meeting. If there is only one candidate present, they shall be elected to the office. If both are present, the Intergroup Board members shall break the tie by casting ballots.

d) The election results will be announced during the March Intergroup meeting, immediately following the balloting and ballot counting. Newly elected officers are to be introduced to the group. Outgoing officers shall turn over any records or books of that office. Newly elected officers shall assume their positions at that time.

e) The names, positions and group affiliations of all Board of Director officers shall be published in the April edition of the "Scoop."

f) The elected Board of Director officers, must be willing to take on a one (1) year commitment.

2. Members at Large

Members at Large are to be nominated by the groups. They must have a willingness to participate, actively participate, and knowledge of Alcoholics Anonymous in the Antelope Valley. Members at Large must be willing to take on a two (2) year commitment.

3. Responsibilities of Board of Directors

In the matters concerning the daily operations of the Central Office, the Board of Directors shall make required decisions for improvement or alterations of the Central Office or purchasing any new equipment or spending in excess of \$300.00 per month, excluding standard operating expenses or purchases of inventory.

4. Officers

Chairperson

Qualifications:

- a) Four (4) years continuous sobriety.
- b) Experience as a Board member at A.A. group level or of an AA service group.

Duties:

- a) Responsible for conducting all meetings in the spirit of the Twelve Traditions of Alcoholics Anonymous.
- b) Assures that all activities are conducted in the spirit and intention of the Intergroup By-Laws.
- c) Responsible for oversight of the Central Office and to insure that the other Board members are conducting their duties in an appropriate manner.
- d) Is a bank account signer.
- e) Conducts annual performance and salary review for Office Manager.

Co-Chairperson

Qualifications:

- a) Four (4) years continuous sobriety.
- b) Commitment to assuming Chairperson position after current tenure, if nominated.

Duties:

- a) Monitors progress of all special committees formed for the express purpose of conducting Intergroup business or special functions.
- b) Presides over all meetings and functions in the absence of the Chairperson.
- c) Assumes position of Chairperson in the event that the Chairperson is unable to fulfill his/her term.

Secretary

Qualifications:

- a) One (1) year of continuous sobriety.
- b) Ability to take accurate notes and transcribe them to typewritten form.

Duties:

- a) Take accurate and complete minutes at regular and emergency meetings.
- b) Provide minutes in hard copy to all Board members.

- c) Maintain a list of all Intergroup members and phone numbers.
- d) In case of an emergency meeting, notify all Board members and Group Representatives and Members at Large.

Treasurer

Qualifications:

- a) Three (3) years of continuous sobriety.
- b) Basic comprehension of accounting principles and acceptable standards.
- c) May not be related to nor cohabit with the Office Manager.

Duties:

- a) The purpose of the Antelope Valley Intergroup Treasurer position is to provide oversight of the Intergroup Central Office financial operations to the Intergroup Board of Directors.
- b) The Treasurer will carry out this responsibility by conducting a monthly comparison of the Central Office financial record and bank statement.

The goals of this comparison are as follows:

1. Establish equivalence between office financial record transactions and bank statement transactions;
 2. Identify and bring to the Board's attention any discrepancies between the office financial record and bank statement;
 3. Identify and bring to the Board's attention any questionable transactions;
 4. Identify and bring to the Board's attention any discrepancy between the financial record's balance and cash on hand in the office;
 5. Review quarterly and annual tax filings and statements for accuracy.
- c) The Treasurer will assist in goods inventory at the interval upon which the Board and the Central Office Manager agree.
 - d) Accounting standards will be as follows:

1. The Treasurer will have computer access to the Central Office financial records and online access to the bank account for retrieving the current bank statement;
2. The bank statement will be assumed to be current, correct, and factual unless otherwise indicated;
3. The office financial record will be confirmed to be the current record in use by the office;
4. To the extent possible the office financial record will be checked that it contains no readily apparent anomalies such as hidden spreadsheet cells, non-sequential algorithms, or hard-coded values in lieu of calculation algorithms;
5. In-office cash transactions will not show in the bank statement but are expected to agree with the cash total;
6. Office financial records and inventory count are expected to agree only after a physical inventory has been completed.

E. The Treasurer will provide a written report of the status of all items in paragraph B above to the Board at the monthly meeting.

Members at Large

Qualifications:

- a) Fifteen (15) years uninterrupted sobriety.
- b) Desire to help oversee Central Office.
- c) Willingness to participate in monthly Intergroup meetings.

Duties:

- a) To oversee and advise the Board on Central Office operations.
- b) To assist Board of Directors in selecting a new Office Manager.
- c) To be present during emergency meetings to help assist and advise Board of Directors on important issues.
- d) To provide overall knowledge and stability in overseeing Intergroup and Central Office operations.

5. Removal of Board of Directors

- a) A Board member may be removed from the Board of Directors for any conduct deemed to be detrimental to the welfare and best interests of Alcoholics Anonymous of the Antelope Valley by a majority vote of the Board of Directors.
- b) A break in sobriety in a member of the Board of Directors constitutes immediate removal from the Board of Directors.
- c) Board member absenteeism: If a Board member misses three (3) consecutive meetings in any calendar year, it may be considered as a resignation at the discretion of the board and the position may be filled by a special election at the next business meeting.

6. Office Manager

- a) The Office Manager is a salaried employee hired by a majority vote of the Steering Committee.
- b) Applications shall be made available at Central Office to the general membership for a period of not less than two (2) weeks. It shall be the responsibility of all Board members and Intergroup Representatives to announce at meetings that such a position is available.
- d) All qualified applicants shall be interviewed by the Board of Directors and the current Office Manager, if possible.
- e) Salary and hours of employment shall be in accordance with all state and federal laws. There will be an annual performance and salary review carried out by the Chairperson. Any salary changes will be approved by the Board of Directors.
- f) If circumstances permit, the current Office Manager shall be asked to participate in the training of the new Office Manager.
- g) In the event the current Office Manager is unable to continue his or her duties until a new Office Manager can be hired, an interim Office Manager will be appointed by the Board of Directors. The interim Office Manager will run the Central Office until a new manager can be hired. The utilization of Alcoholics Anonymous volunteers with some previous Central Office experience is recommended.
- h) Any newly hired Office Manager will be hired on an interim 90 day trial basis. After 90 days, a performance review will be conducted by the Board of Directors to determine if the position will be made permanent.

Qualifications:

- a) Ten (10) years of continuous sobriety.
- b) Ability to perform all the required duties of Office Manager.

Duties:

- a) Determined and specified by the Board of Directors and contained in the Office Manager's Procedure Book and when necessary can be amended by a quorum of the Board of Directors.
- b) Custodian and signer of the bank account.
- c) Maintain a checking account for day-to-day transactions. The checking account should be limited to the approximate amount necessary to cover cost of goods and expenses for the worst-case scenario month. Also maintain a savings account, which shall be the Prudent Reserve account. Any resources collected in the checking account in excess of the worst-case scenario month shall be transferred to the Prudent Reserve account. When/if the Prudent Reserve account exceeds nine months of worst-case scenario expenses, the Office Manager shall notify the Chairperson so that the Board may consider what actions to take with the excess resources.
- d) Makes an accurate report of contributions and expenditures at every regular monthly Intergroup meeting.
- e) Once a month, at the business meeting, the Office Manager will provide the Committee with an up-to-date Accounts Report. This report will include a copy of the reporting month's bank statement (without the account number included). This will serve to provide transparency to the membership.

Voting Privileges:

Can vote at Intergroup meetings on all issues except those concerning his position and salary.

10. Amendment Procedures

- a) The By-Laws may be amended from time to time by a two-thirds (2/3) majority of the representatives or alternates in attendance at a publicized regular or special meeting of the Intergroup.
- b) When an Amendment to the By-Laws is deemed necessary, a motion must be made and seconded at the business meeting by stating the nature of the Amendment. At the following business meeting the motion may be discussed during the Old Business portion of the meeting and then voted on for final approval. In this way, it will give any member not present at the first business meeting an opportunity to express their views at that time, in an effort to meet our group conscience purpose. Amendments shall immediately be provided to Central Office and filed with the By-Laws by the Office Manager.
- c) Any motion made and seconded at the A.V. Intergroup business meeting, may not be brought back to the Intergroup meeting for another vote for at least six (6) months.

11. Distribution of Assets

Should the Central Office ever be forced to close permanently, all assets will be evenly distributed amongst the active meetings in the Antelope Valley.

12. Review of By-Laws

These By-Laws are meant to be a guide for the orderly function of the Intergroup and the Central Office. These By-Laws shall be reviewed every three (3) years or sooner if needed by an appointed committee of three (3) Intergroup members that will recommend any changes that shall keep these By-Laws current and relevant. A permanent file of these By-Laws and Amendments are to be kept by the Office Manager. Each Intergroup member shall be provided with a copy of these By-Laws.

13. Adopted

The foregoing constitutes the formal set of A.A. Antelope Valley Intergroup By-Laws and were accepted and ordered entered into the minutes on the 6th day of July, 2017.

Chairperson

Date

Co-Chairperson

Date

Secretary

Date