

## **By Laws of the Flagstaff Intergroup (Revised October, 2021)**

### **Preamble:**

The following shall comprise the general warranties of the Flagstaff Intergroup, hereafter referred to as "Intergroup", in all of its proceedings.

Intergroup shall observe the spirit of AA Traditions and Concepts, taking great care:

- That Intergroup never becomes the seat of perilous wealth or power
- That sufficient operating funds, plus ample reserves, are its prudent financial principal
- That none of the Intergroup members shall ever be placed in the position of unqualified authority over any of the members
- That all important decisions be reached by discussion, vote and whenever possible by substantial unanimity
- That no Intergroup action ever be personally punitive or an incitement to public controversy
- That though Intergroup may act for the service of Alcoholic Anonymous Groups in the Flagstaff area, it shall never perform any acts of government
- That like the society of Alcoholics Anonymous, Intergroup shall always remain democratic in thought and action

(The above is adopted from Concept XII. The adaptation of the copyrighted material has been approved by the General Service Board.)

### **Article 1: Purpose of the Organization**

The purpose of the Intergroup shall be the administration and coordination of AA activities common to the various Groups composing its membership. These activities may include:

- a) Aiding Groups in their common purpose of carrying the message to the alcoholic who still suffers
- b) Furthering unity and communication among the Groups
- c) Organizing various activities of an informative, spiritual, or social nature within the spirit of AA
- d) Providing a meeting list for all meetings in the area

- e) Publishing a newsletter
- f) Providing a common literature source
- g) Providing public information
- h) Keeping an active 12 Step list
- i) Handling mail
- j) Maintaining a phone line
- k) Maintaining a website

## **Article II: Membership**

The Membership of the Intergroup, hereinafter referred to as “Intergroup Member” or “Intergroup Membership” shall consist of:

- Any Intergroup Representative (or Alternate Intergroup Representative) of an AA group in the Intergroup’s constituency
- Any Chairperson of a Standing Intergroup Committee
- Any Intergroup Officer

An AA group in the Intergroup’s constituency shall be any AA group in the Flagstaff area that meets the definition of an AA group: “...any two or more alcoholics meeting together for the purposes of sobriety...provided that, as a group, there are self-supporting and have no outside affiliation.” Each Group shall determine its own method of selecting an Intergroup Representative, and each group shall determine the terms of service for their Representatives.

## **Article III: Voting**

The “Voting Membership” of the Intergroup shall be comprised of any Intergroup Representative (or Alternate) for an AA Group in Intergroup’s constituency, provided said group is eligible for voting privileges. In order to gain voting privileges, an AA Group in the Intergroup’s constituency must be registered with intergroup, and they must have an Intergroup Representative (or Alternate).

Participation/discussion in Intergroup by any AA member is welcome. However, voting is restricted to the Voting Membership as defined by this Article.

## **Article IV: Intergroup Officers**

There shall be three (3) Intergroup Officers: Chairman, Treasurer, Secretary. Officers shall be elected from among the Intergroup Membership and shall have full voting privileges. Officer responsibilities shall be as follows:

Chairman: Presides at all Intergroup meetings; appoints heard of subcommittees authorized by Intergroup; assures that the By-laws of Intergroup and the Traditions and Concepts of AA are adhered to implicitly.

Treasurer: Has charge and custody of all funds of Intergroup; be responsible for the keeping of accurate accounts; receipt and disbursement of funds as may be ordered by Intergroup; provide current financial statements at each Intergroup meeting; meet all legal requirements; presides over meetings in the absence of the Chairman.

Secretary: Keeps the minutes of all intergroup meetings; provide notice of Intergroup meetings; have charge of all reports, statements and other documents as required by law; and in general, perform all duties incident to the office of secretary. In the absence of the Chairman and Treasurer, the Secretary will preside at meetings.

It is suggested that all intergroup officers will have a minimum of two (2) years of continuous sobriety at the time of his/her election to office. The tenure of all Officers shall be two (2) years with no succession to consecutive term in the same office. Broken sobriety automatically terminates tenure in office. Any vacancy of any office for any reason shall be filled by Intergroup taking nominations at the next regular meeting. Officers elected to fill a vacancy shall be eligible for re-election for one complete term of office.

## **Article V: Election of Officers**

Terms of Officers shall be as follows: Chairman and Secretary from July through the June after next, and the Treasurer from January through December after next. In extenuating circumstance, the Representatives may vote to postpone or hold an election.

Nominations for Intergroup Officers may be made beginning at the Intergroup meeting prior to the election and continue until the nominations are closed at the balloting meeting. Nominees must be present to be elected. When nominations are closed, the Chairman shall name the nominees and a secret ballot taken. The Third Legacy voting procedures shall be followed (see AA Service Manual). Newly elected Officers shall take office at the first meeting following the balloting meeting.

Nominations for the offices of Chairman and Secretary Shall occur biannually at the May Intergroup meeting. The balloting for these two offices shall be at the June Intergroup meeting. The newly elected Officers shall assume their duties at the July Intergroup meeting.

Nominations for Treasurer shall occur biannually at the November Intergroup meeting. The balloting for Treasurer shall be at the December Intergroup meeting. In order to be acquainted with the Intergroup's fiscal practices, the newly elected Treasurer shall assume Co-Treasurer position immediately upon election assisting the outgoing Treasurer with fiscal year-end close activities performed by the outgoing treasurer. The newly elected Treasurer shall then assume full treasurer's duties immediately following the outgoing Treasurer's report at the January Intergroup meeting.

### **Article VI: Meetings**

Regular Meetings: Intergroup shall meet once each month at a specific hour, day, and location as selected by Intergroup members.

Special Meetings: A special meeting may be called when a situation arises that must be dealt with promptly. Any three (3) Intergroup members may call special meetings.

### **ARTICLE VI: BYLAW MODIFICATIONS**

Intergroup shall have the right to add, delete, or modify any article of the Intergroup Bylaws.

Any Intergroup member may propose modifications to the Bylaws at any regular Intergroup meeting. The proposed modification must be ratified by 2/3 of the Voting Membership at the first regular meeting following the meeting at which the modification was proposed.

If desired, the Chairman may appoint an ad hoc Bylaw Review Panel, comprised of no fewer than three (3) Intergroup members to review a Bylaw modification proposal, and to make recommendations to the Intergroup Membership regarding a proposed Bylaw modification.