

BYLAWS OF THE CHATTANOOGA AREA INTERGROUP (ADOPTED August 08, 2016)

PREAMBLE

General Warranties of the Intergroup: In all its proceedings, the Intergroup shall observe the spirit of A.A. Tradition, taking great care that it never becomes the seat of perilous wealth or power; that sufficient operating funds, plus ample reserve, be its prudent financial principle; that none of the Intergroup Members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity; that no action ever be personally punitive, or an incitement to public controversy; that though the Intergroup may act for the service of Alcoholics Anonymous Groups in Districts 7, 10, 80, 81, 82, 83, and 84, it shall never perform any acts of government; and that, like the society of Alcoholics Anonymous which it serves, the Intergroup itself will always remain Democratic in thought and action.

(The above is adopted from the A.A. Service Manual of A.A. World Services and A.A. Co-founder Bill W's Twelve Concepts for World Service as was unanimously adopted by the 1955 Conference and was updated by the 1968, 1969, 1975, and 1978 Conferences. This adaptation of copyrighted A.A. material has been approved by the General Service Board.)

Statement of Purpose

The purpose of the Intergroup shall be the administration and coordination of A.A. activities common to the various groups comprising its membership. These activities may include, but are not limited to: (1) maintaining a Central Office as a communication center for A.A. in this area, and (2) exchanging information among groups.

Specifically excluded from the objectives of the Intergroup are: (1) the operation of any club, clubhouse or drying out place, and (2) the endorsement of any public or private projects on alcoholism.

Article I: Central Office

Section 1.1: Source of Authority

“Service centers usually have no authority on their own account; they derive it from the participating groups. Intergroup/central offices are essentially A.A. service entities, ‘directly responsible to those they serve,’ as described in Tradition Nine. Local group representatives reflect the groups’ conscience in the service center operations.” — *Reprinted from A.A. Guidelines—Central or Intergroup Offices, page 2 with permission of A.A. World Services, Inc.*

Section 1.2: Functions

The basic services of the Central Office should include, but are not limited to: (1) handling A.A. inquiries, (2) providing a conveniently located office to facilitate Twelfth Step work, (3) providing a central location for exchange of information among A.A. groups, (4) serving as a clearinghouse for A.A. literature, (5) helping groups with "special needs services" whenever possible, (6) publishing and distributing up-to-date meeting lists, (7) publishing and distributing an A.A. bulletin or newsletter, (8) organizing and managing an A.A. answering service for Twelfth Step calls, and (9) maintaining a website with an up-to-date meeting schedule and information on upcoming events in accordance with GSO guidelines.

Article II: Intergroup

Section 2.1: Membership

The membership of the Intergroup shall consist of: (1) Intergroup Representatives (see Article IX) or their elected Alternates from each A.A. group currently registered with GSO and residing within the Districts served by the Intergroup, (2) District Representatives (see Article X) or their elected Alternates from each A.A. District currently served by the Intergroup, (3) Officers of the Central Office Committee (see Article III), (4) the Central Office Manager (see Article VIII), (5) Intergroup Standing Committee Chairpersons (see Article II)

Section 2.3: Who Has a Voice and Vote?

Each member of the Intergroup shall have a voice and a vote in all meetings of the Intergroup.

Section 2.4: Regular Meetings

The Intergroup shall meet monthly, traditionally on the second Monday of each month.

Section 2.5: Special Meetings

A special Intergroup Meeting may be called by a simple majority vote of the Intergroup, or by the Chairperson of the Intergroup upon being apprised of a matter of major importance. In this case the Secretary will immediately issue proper notification of the special meeting to all Intergroup Members. Proper notification shall consist of contact by telephone, email, and/or written notices mailed at least two (2) weeks prior to the date of the meeting.

Section 2.6: Standing Committees

The Intergroup may elect chairpersons of standing committees who shall work to help carry out the various functions and activities of the Intergroup in cooperation with district and area committees. Standing Committees formed at Intergroup are directly responsible to the Intergroup, and standing committees shall submit a monthly financial report. Any A.A. member of a group served by the Intergroup is eligible to serve as Standing Committee Chairperson.

A Standing Committee Chairperson shall be elected in the manner prescribed in Article XII of these bylaws and shall take office at the time of election.

Standing Committee Chairpersons shall serve a two-year term subject to recall by the Intergroup which he/she serves. If a vacancy occurs during term of office, an election shall be held at the next regularly scheduled Intergroup meeting following the announcement of any qualified candidate's decision to stand for the position. Any person elected to fill a vacancy shall serve only to the conclusion of that two-year term. That person would then be eligible to be elected to a subsequent two-year term of his/her own.

Section 2.7: Ad-hoc Committees

Upon request by a simple majority vote, the chairperson may appoint ad-hoc committees, as necessary, to serve for a limited period of time to address a specific need of the Intergroup.

Article III: Central Office Steering Committee

Section 3.1: Membership

The Central Office Committee shall consist of the following members:

Chairperson, Vice-Chairperson, Secretary, Treasurer, Office Manager, Volunteer Coordinator, Newsletter Chairperson, Two Members-at-Large (see Section 3.7), and one District Representative from each of the Districts served by the Central Office.

Officers of the Central Office Committee shall consist of the Chairperson, Vice-Chairperson, Secretary, and Treasurer.

Section 3.2: Purpose

The purpose of the Central Office Committee shall be the management of the day-to-day affairs of the Central Office and to provide the leadership of the Intergroup.

Section 3.3: Meetings

(1) The Central Office Committee Officers shall attend and facilitate the regular monthly meetings of the Intergroup. In addition the Central Office Committee may elect to meet as a separate body at regular intervals or at such times deemed necessary in order to carry out the responsibilities of the Committee. Central Office Committee Meetings will be open to any interested member, but only Central Office Committee members vote at committee meetings. (2) The minutes of all Central Office Committee Meetings will be made available to all Intergroup Representatives at or before the next Intergroup Meeting.

A quorum to conduct Central Office Committee business shall consist of five members or in case of an emergency, when the Chairperson, Treasurer and Office Manager are present, they may act as a quorum. Decisions so made will be reviewed, altered or approved at the next Central Office Committee meeting where a quorum of five members is present.

Section 3.4: Duties and Responsibilities

The Central Office Committee shall be responsible to see that the following duties are carried out: (1) organizing and maintaining an effective A.A. telephone answering service and an up-to-date Twelfth Step list for Twelfth Step calls after closing hours, (2) receiving and reviewing applications of candidates interested in applying for an opening in the Office Manager position, and submitting the names and qualifications of those applicants to the Intergroup for a vote, (3) reporting to the Intergroup concerning all matters that greatly affect the operation of Central Office or the Intergroup as a whole, (4) producing an effective and up-to-date job description for the Central Office Manager's position, and (5) conducting the annual performance reviews of the currently serving Office Manager.

Any Central Office Committee Officer with three consecutive absences from Central Office Committee or Intergroup meetings may be asked to step down from their positions.

Vacated offices in the Central Office Committee shall be appointed by the Chairperson with the approval of a quorum of the voting members present at the next Intergroup meeting. Persons so appointed shall serve until the next election date.

NOVEMBER REVIEW

Section 3.5: Formation of

To form and maintain a Central Office Committee, the Intergroup shall elect from those persons meeting the necessary qualifications a Chairperson, Vice-Chairperson, Secretary, Treasurer, and Office Manager. Additionally, each District served by the Intergroup shall elect a District Representative to serve on the Central Office Committee.

Section 3.6: Rotation of Leadership

In keeping with A.A.'s "spirit of rotation" it is suggested that no member of the Central Office Committee, except the Office Manager, be re-elected to serve more than one consecutive two-year term in the same position. However, if there are no other qualified and willing candidates at the time of elections, the Intergroup may vote its conscience and do what they believe to be in the best interest of the Intergroup. District Representatives are elected by the Districts they represent. Districts are defined in the A.A. Service Manual.

Section 3.7: Member-at-Large

The Central Office Committee will include two Members-at-Large, one of which is to be the outgoing Chairperson. It shall be the responsibility of the Members-at-Large to: (1) attend and participate in Central Office Committee meetings, (2) make his/her experience serving on the committee available to the Central Office Committee.

The Members-at-Large shall serve a two-year term concurrent with that of the Chairperson and subject to recall by the Intergroup which they serve. If a vacancy occurs during term of office, an election shall be held at the next regularly scheduled Intergroup meeting following the announcement of any qualified candidate's decision to stand for the position. Any person elected to fill a vacancy shall serve only to the conclusion of that two-year term. That person would then be eligible to be elected to a subsequent two-year term of his/her own.

Article IV: Chairperson and Vice-Chairperson

Section 4.1: Qualifications

Any present or immediate past member of the Intergroup may be eligible to be elected as Chairperson or Vice-Chairperson of the Central Office Committee. Other qualifications shall include: (1) a suggested two or more years sobriety, (2) the time, energy, and willingness to serve the Intergroup for a two-year term, and (3) a background in A.A. service at the level of the Group or District, or on the Intergroup.

Section 4.2: Elections

A Chairperson and Vice-Chairperson shall be elected in the manner prescribed in Article XII of these bylaws in odd numbered years during the regular Intergroup meeting in November and shall take office in January of the following year. Should a currently serving Group Representative be elected as Chairperson or Vice-Chairperson it is suggested that he/she resign as Group Representative enabling that group to elect a new Representative, thus insuring that all groups are equally represented.

Section 4.3: Term of Service

The Chairperson and Vice-Chairperson shall serve a two-year term subject to recall by the Intergroup which he/she serves. If a vacancy occurs during a Chairperson's term of office the Vice-Chairperson shall become the Chairperson and a new Vice-Chairperson shall be elected. Any person elected to fill a vacancy shall serve only to the conclusion of that two-year term. That person would then be eligible to be elected to a subsequent two-year term of his/her own.

Section 4.4: Duties and Responsibilities—Chairperson

It shall be the responsibility of the Chairperson to: (1) plan and prepare the agenda and to conduct the meetings of the Intergroup and Central Office Committee, (2) call special meetings of the Intergroup or Central Office Committee as referenced in Section 2.5, (3) appoint ad-hoc committees as necessary, upon approval by a simple majority vote of the Intergroup, to help carry out the functions and activities of the Intergroup, (4) be one of the co-signers on all bank accounts, and (5) communicate to the Office Manager all direction and advice coming from the Central Office Committee including the findings of the committee relative to the performance reviews.

The Chairperson will not have a vote at either Intergroup or Central Office Committee meetings except in the event of a tie. In this situation the Chairperson will serve as the tie-breaking vote.

Section 4.5: Duties and Responsibilities—Vice-Chairperson

The responsibilities of the Vice-Chairperson are: (1) to assist, participate, and share in the responsibilities of the Chairperson, and (2) to assume all of the duties and responsibilities of the Chairperson in that person's absence.

When acting as the Chairperson, the Vice-Chairperson will not have a vote at either Intergroup or Central Office Committee meetings except in the event of a tie. In this situation, the Vice-Chairperson will serve as the tie-breaking vote.

Article V: Secretary and Treasurer

Section 5.1: Qualifications

Any present or immediate past member of the Intergroup may be eligible to be elected as Secretary or Treasurer of the Central Office Committee. Other qualifications shall include: (1) a suggested two or more years sobriety, (2) the time, energy, and skill willingness to serve the Intergroup in these positions, and (3) a background in A.A. service at the Group or District level, or on the Intergroup.

Section 5.2: Elections

A Secretary and Treasurer shall be elected in the manner prescribed in Article XII of these bylaws in odd numbered years during the regular Intergroup Meeting in November and shall take office in January of the following year. Should a currently serving Group Representative be elected as Secretary or Treasurer it is suggested that he/she resign as Group Representative enabling that group to elect a new Representative, thus insuring that all groups are equally represented.

Section 5.3: Term of Service

The Secretary and Treasurer shall serve a two-year term subject to recall by the Intergroup which he/she serves. If a vacancy occurs during term of office, an election shall be held at the next regularly scheduled Intergroup meeting following the announcement of any qualified candidate's decision to stand for the position. Any person elected to fill a vacancy shall serve only to the conclusion of that two-year term. That person would then be eligible to be elected to a subsequent two-year term of his/her own.

Section 5.4: Duties and Responsibilities—Secretary

It shall be the responsibility of the Secretary to: (1) take and keep minutes of all meetings of the Intergroup and Central Office Committee, (2) keep an up-to-date list of all Intergroup Representatives, their addresses and phone numbers, and notify members of upcoming meetings and events, (3) type, copy, distribute, and keep records of all proposed and/or approved amendments to these bylaws in the manner prescribed in Article XIII, and (4) provide digital copies of all records to the Office Manager on a timely basis.

Section 5.5: Duties and Responsibilities—Treasurer

It shall be the responsibility of the Treasurer to: (1) perform a monthly review of and help to maintain accurate financial records of all contributions to and expenditures of Central Office, (2) make regular monthly financial reports to the Intergroup, (3) be responsible for all required bank accounts and to be one of the co-signers thereon, (4) submit an annual financial summary at the regular February meeting of the Intergroup, and (6) when occasional projects or events occur, separate lines shall be maintained for expenditures and income. At the conclusion of these events or within one month, these lines will be integrated into the regular financial report.

Article VI: Volunteer Coordinator

Section 6.1: Qualifications

The qualifications shall include: (1) a suggested two or more years sobriety, (2) the time, energy, and willingness to serve the Central Office in this position, (3) a background in A.A. service at the Group or District level, or on the Intergroup, and (4) background as a Central Office Volunteer

Section 6.2: Selection

A Volunteer Coordinator shall be selected by the Central Office Manager pending approval by the Central Office Steering Committee.

Section 6.3: Term of Service

The Volunteer Coordinator shall serve a two-year term subject to recall by the Central Office Steering Committee. Any person selected to fill a vacancy in the Volunteer Coordinator position shall serve only to the conclusion of that two-year term. That person would then be eligible to be selected for a subsequent two-year term of his/her own.

Section 6.4 Duties and Responsibilities

It shall be the responsibility of the Volunteer Coordinator to: (1) maintain a current and accurate 12 step call list, (2) maintain a current and accurate roster of volunteers and coordinate the weekly schedule, (3) recruit, onboard, and train volunteers as needed, and (4) coordinate monthly after hours phone commitments with the respective districts.

Article VII: Newsletter Chairperson

Section 7.1: Qualifications

The qualifications shall include: (1) a suggested two or more years sobriety, (2) the time, energy, and skill to serve the Central Office in this position, and (3) a background in A.A. service at the Group or District level, or on the Intergroup.

Section 7.2: Selection

A Newsletter Chairperson shall be selected by Central Office Manager pending approval by the Central Office Committee.

Section 7.3: Term of Service

The Newsletter Chairperson shall serve a two-year term subject to recall by the Central Office Committee. Any person selected to fill a vacancy in the Newsletter Chairperson position shall serve only to the conclusion of that two-year term. That person would then be eligible to be selected to a subsequent two-year term of his/her own.

Section 7.4: Duties and Responsibilities

It shall be the responsibility of the Newsletter Chairperson to: (1) compile and prepare items for the monthly newsletter in compliance with GSO and local guidelines, (2) publish digital copies of newsletter for distribution, and (3) provide the Office Manager with digital copies the newsletter.

Article VIII: Office Manager

Section 8.1: Qualifications

Any persons having the professional skills required for the job is eligible to be elected to the position of Office Manager. Qualifications for the position should include: (1) a suggested two or more years continuous sobriety for A.A. members, (2) a basic knowledge of the operations and functions of an A.A. Central Office, (3) the communication, public relations, and office skills required by the position-

Section 8.2: Elections

The Central Office Manager will be selected based on qualifications by the Central Office Committee and presented to Intergroup for approval prior to the hiring.

Section 8.3: Term of Service

An Office Manager shall serve an indefinite number of terms until such time employment is terminated. Any person elected to fill a vacancy in the Office Manager's position shall serve an indefinite number of terms-until such time employment is terminated. When any person acting as Office Manager is terminated, the decision for termination will be presented to Intergroup.

Section 8.4: Duties and Responsibilities

It shall be the duty of the Office Manager to: (1) manage the day-to-day functions and operations of the Central Office with the help and direction of the Central Office Committee, and (2) perform all duties that are listed in the job description for the Office Manager's position. The Office Manager shall also be one of the co-signers on all bank accounts. *In keeping with the guidelines of G.S.O., the Central Office Steering Committee should always be mindful that authority and responsibility are related and that no responsibilities should be assigned to the Office Manager without also giving commensurate authority.*

Section 8.5: Performance Review

(1) The Steering Committee shall conduct an annual performance review of the Central Office Manager every November, or at more frequent intervals as deemed necessary by the Steering Committee. Intergroup members may provide feedback to the Steering Committee concerning the Central Office Manager's performance prior to the annual review. It shall be the duty of the Intergroup Chairperson to communicate the findings of all such reviews to Intergroup and the Office Manager. It is suggested that all such reviews be done, insofar as possible, in a positive and constructive manner with the purpose of helping the Central Office to better meet the needs of the Groups it exists to serve. (2) If the Office Manager disagrees with any part of the evaluation, he/she shall be allowed to submit a written response to the evaluation. The Office Manager's written response will be filed with the evaluation, in the Central Office files.

Section 8.6: Compensation

Insofar as the income of the Central Office shall allow, the Office Manager shall be fairly compensated at a rate of pay approved by a vote of the Intergroup. All proposals not originating from the Central Office Committee that are brought before the Intergroup concerning changes in the rate of pay or number of hours worked shall be tabled and referred to the Central Office Committee for further consideration. The Central Office Committee will present an informed recommendation to the Intergroup at the next regularly scheduled meeting.

Article IX: Intergroup Representatives and Alternates

Section 9.1: Purpose of

Central Offices have no authority on their own account; they derive their authority from the participating groups. It is only through the Intergroup Representatives who make up the Intergroup that the group conscience is able to maintain effective control over the operation of the Central Office. Whenever a group has an inactive representative, or none at all, this essential link giving the authority to the groups has been broken.

Section 9.2: Qualifications

Intergroup Representatives may be the GSR, Alternate GSR, or any group member elected to serve the group represented. Each individual group's conscience will decide who their Intergroup Representative is to be.

Article X: District Representatives—Central Office Steering Committee

Section 10.1: Qualifications

District Representatives may be the DCM, Alternate DCM, or any district member elected to serve the district represented. Each individual district's conscience will decide who their District Representative is to be.

Section 10.5: Number of District Representatives

The District Representatives shall consist of seven (7) elected members, one from each District served by the Intergroup, which consists of Districts 7, 10, 80, 81, 82, 83, and 84.

Article XI: Financial Guidelines

Section 11.1: Support of Central Office

It shall be the goal of the Intergroup that all functions of the Central Office be financed primarily by the contributions of its groups, A.A. members, and secondarily from the sale of literature, related items, and such occasional activities as may be authorized by the Intergroup. To conform with the general practice of Alcoholics Anonymous and the Twelve Traditions, donations may only be accepted from A.A. members, A.A. groups A.A. meetings, or A.A. special events (see "Self-Support: Where Money and Spirituality Mix" F-3).

Article XII: Voting Guidelines

Section 12.1: Quorum Defined

At any regular meeting or special meeting held upon proper notification, a quorum of at least 10 eligible voting members must be present, two of which must be a Central Office Committee officer, for conducting the regular and ordinary business of the Intergroup. To conduct the regular and ordinary business of the Intergroup, a simple majority vote of those Intergroup members present eligible to vote shall be sufficient for a motion to pass. Voting on all extraordinary and important matters shall require a 2/3 majority vote. Extraordinary matters requiring the above mentioned voting requirements shall include, but not be limited to: (1) electing members of the Central Office Committee, (2) withdrawing funds from the prudent reserve, (3) voting out of office any member of the Central Office Committee, and (4) amending the By-Laws.

The Chairperson will not have a vote at either Intergroup or Central Office Committee meetings except in the event of a tie. In this situation the Chairperson will serve as the tie-breaking vote.

Section 12.2: Vote to Table

Important decisions affecting the groups served by Central Office, or affecting A.A. as a whole, may be tabled for thirty (30) days by the Intergroup by a simple majority vote of those present.

Article XIII: Amending These Bylaws

Section 13.1: Amending Bylaws

These bylaws may be amended at any time by a 2/3 majority vote of the Intergroup members present when the following provisions have been met: (1) a copy of the proposed amendment has been made available to all members of the Intergroup at their regular meeting one month prior to the vote, and (2) that the Central Office Committee has furnished a copy (digital and/or paper) of the proposed amendment(s) to all groups whose Intergroup Representative was not present at the aforementioned meeting. All amendments to these bylaws shall be typed and copied by the Secretary of the Intergroup, and a copy of all amendments shall be attached to each of the two (2) permanent copies and one (1) digital copy of these bylaws which are to be stored in a safe and secure location accessible to the members of the Intergroup.

AMENDMENT / CORRECTION

Date

Adopted

August 8, 2016