

BI-LAWS OF ORANGE COUNTY AREA INTERGROUP OF NEW YORK

ADOPTED FEBRUARY 16, 2004

Intergroup's primary purpose is to assist the AA Groups in carrying the Alcoholics Anonymous message to those who suffer from alcoholism. Intergroup is responsible to the Member Groups, deriving its legitimate authority there from, in all its activities, policies, and proceedings, Intergroup shall observe the practice and spirit of the AA's Twelve Traditions and Twelve Concepts for World Service, as well as its three legacies of Recovery, Unity and Service.

SECTION I MEMBERSHIP

- 1.1 Membership in Intergroup: Any Alcoholics Anonymous Group in existence for three (3) months in Orange County holding regularly scheduled or all of the activities of meetings and desiring to participate in any or all of the activities of Intergroup may become a member of Intergroup and be entitled to participation by giving notice to Intergroup of its desire to be a member. The notice must state the Group's name and number, the place and time of its meetings, the name, address, and telephone number of its Representative to whom communications from Intergroup may be sent and must designate the Representative and Alternate Representative who shall represent its interests in Intergroup affairs. The Group shall become a member of Intergroup upon receipt of the notice by Intergroup and shall remain a member until it notifies Intergroup that it no longer desires to be a member. (Registration and qualification as a voting Representative is covered in Section 2.2)
- 1.2 Source of Funds: Funds for Intergroup's activities and operations shall be derived primarily from Alcoholics Anonymous Groups, individual members of Alcoholics Anonymous, the sale of AA books and literature, AA Grapevine literature and recovery related items. All member Groups shall be encouraged to make regular contributions to Intergroup. However, it shall be recognized that all contributions are voluntary, and that a Group's membership shall not be dependent upon whether it or its members make contributions.
- 1.3 Confidentiality: All names and addresses of individual Alcohol Anonymous members submitted to and on file with Intergroup shall be kept confidential in accordance with spiritual principle of anonymity.
- 1.4 Notices regarding Intergroup Affairs and Activities: Members shall be kept informed of Intergroup activities, policies, finances and membership by annual written report and by such interim reports to the Representatives or to the members as may from time to time be requested or directed by Representatives. Such notices may be published in the Intergroup Newsletter or such other general circulation publications of Intergroup.

SECTION II

GROUP REPRESENTATIVES VOTING RIGHTS AND SCHEDULED MEETINGS

- 2.1 Representative Selection: Each member Group shall exercise its membership voting rights solely through its Representative. Each member Group shall select its membership, in such manner for such period as it may choose. A Representative and one Alternative Representative (both know as Representative). It is suggested that each Representative have at least one year of continuous sobriety. The Representative shall represent the Group in all Intergroup affairs. In the absence of the Representative, a properly registered Alternate Representative shall be entitled to represent the Group as its Representative.
- 2.2 Representative Registration: Each Representative shall register with Intergroup in writing, providing name, mailing address and at least one telephone number to facilitate contact by Intergroup. It is the responsibility of each member Group and its Representative to provide current data to Intergroup to assure that the Group through its Representative has the opportunity to participate in meetings and represent its interests. A Group must be registered with Intergroup at least five (5) days before their Representative shall be entitled to vote at Representative meetings. The Group has ninety (90) days to register with World Service with Intergroup assistance.
- 2.3 Voting Rights: Elected members shall be entitled to voting rights at Representative meetings. One vote for each group represented. Officers are not permitted to make motions – nor are they permitted to vote on motions on the floor.
- 2.4 Regular Meetings: All motions shall need 2/3 majority to pass. In case of minority objection, minority rules shall be honored. If after 2/3 majority vote there is still minority objection, the chairman shall reopen discussion. Discussion will be followed by another motion, second and vote. Regular meetings will open with the “Serenity Prayer” and close with “I am responsible”.
- Regular meetings of the Representatives shall be held once a month at such times and places as the Representatives shall from time to time determine.
 - One of the regular meetings shall be held in November for nomination of Officers. The December regular meeting for elections with terms beginning in January.
 - Ten (10) Representatives shall constitute a Quorum.
 - The Board Chair shall preside at Representative meetings, the Board Secretary shall take minutes of the meetings and Robert’s Rules of Parliamentary Procedure shall be used to conduct business in an orderly manner.
 - Provide for the receipt, custody, control and safe keeping of all financial records, including, but not limited to receipts, expenditure and assets.

SECTION III

INERGROUP OFFICERS

3.1 Tenure and Responsibility: The Officers of Intergroup shall be Chair, Co-Chair, Secretary and Treasurer. Officers shall be elected by their Representatives to serve one (1) year terms and/or until their respective successors are chosen and have been qualified. Let it be known that the Co-Chair position automatically rotates to the Chair, effectively making the Co-Chair position a two (2) year commitment.

3.2 Chair: The Chair shall perform the following responsibilities:

- Attend and preside at all Representative meetings: call Special meetings.
- Represents Intergroup at other Alcoholic Anonymous gatherings and at any other meeting that Intergroup has an interest in or should be officially represented in.
- Prepare or have prepared and submit the Annual Report to the Member Groups on or before April 1st of each year.
- Supervise the various Committee Chairs.
- Be a member and the Chair of the Executive Committee.

3.3 Co-Chair: The Co-Chair shall perform the following responsibilities:

- Automatically rotate to the Chair position after the first term.
- In the Chair's absence or upon the request, perform the necessary functions of the Chair.
- Attend all Representative meetings.
- Co-Chair shall form and chair a Share- A -Day Committee.
- Be a member and Co-Chair of the Executive Committee.

3.4 Secretary: The Secretary shall perform the following responsibilities:

- Provide that the minutes are taken and kept of all Representative meetings.
- Attend all Representative meetings.
- Provide Intergroup New York with a copy of our Meeting List.
- Insure that a copy of the Financial Report be included with the monthly mailing each month.
- Be a member of the Executive Committee.

3.5 Treasurer: The Treasurer shall perform the following responsibilities:

- Provide the receipt, custody, control and safe keeping of all financial records; including, but not limited to: receipts, expenditures, assets, liabilities and vouchers to facilitate the appropriate and timely reports to the audit of Intergroup's financial affairs.
- Prepare and provide monthly financial reports to the Intergroup meetings.
- Be responsible that no funds of Intergroup shall be withdrawn from any Depository except on the signature of the Treasurer or such other persons as the Chair may authorize. At least two (2) such signatures shall be required on all checks and withdrawals.
- Treasurer shall maintain \$2500.00 (Twenty Five Hundred Dollars) – or three months expenses – as a prudent reserve.
- Be a member of the Executive Committee.
- Attend all Representative meetings.

SECTION IV
ELECTION OF INTERGROUP OFFICERS

4.1 Qualifications: Each individual nominated shall be actively engaged in Alcoholics Anonymous and currently must have a minimum of three (3) continuous years of sobriety as well as one year as and Intergroup Representative or Intergroup Alternate Representative.

4.2 Elections: Election of Officers shall be by the Third Legacy procedure as set forth in the AA Service Manual.

SECTION V
RESPONSIBILITIES/INTERGROUP OF ORANGE COUNTY

5.1 Committee Chairman: Each area of responsibility will have a committee Chairman. Such Chairman shall be comprised of Alcohol Anonymous members who are willing to contribute their time to Intergroup activities in the furtherance of Alcoholics Anonymous purposes and objectives.

5.2 Responsibilities: These are the General Responsibilities of Intergroup of Orange County:

- Answering Service
- Meeting Lists
- Share-A-Day
- Liaison to GSR
- AA Archives
- Institution Committee
- Public Information
- Liaison to booking meeting
- Liaison to Home Groups
- Orange County Intergroup Newsletter

SECTION VI

The Bi-Laws may be opened only once a year – in November – by a 2/3 majority vote.