



ROCKLAND COUNTY INTERGROUP
ASSOCIATION
OF ALCOHOLICS ANONYMOUS BY-LAWS

Revised July 2009

ROCKLAND COUNTY INTERGROUP ASSOCIATION OF ALCOHOLICS ANONYMOUS BY-LAWS

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|------------------------------|---|
| Article I | NAME |
| Article II | AIMS AND PURPOSES |
| Article III | MEMBERSHIP |
| Article IV | OFFICERS AND GROUP REPRESENTATIVES |
| Article V | VOTING RIGHTS |
| Article VI | REQUIREMENTS, NOMINATION, ELECTIONS OF OFFICERS AND CHAIRPERSONS |
| Article VII | DUTIES OF OFFICERS |
| Article VIII | MEETINGS |
| Article IX | COMMITTEES/CHAIR PEOPLE |
| Article X | PLEDGES AND DONATIONS |
| Article XI | PRUDENT RESERVE |
| Article XII | AMENDMENTS |

**ARTICLE I.
NAME**

Sec. 1 The name of this association is ROCKLAND COUNTY INTERGROUP ASSOCIATION OF ALCOHOLICS ANONYMOUS.

**ARTICLE II
AIMS AND PURPOSES**

Sec. 1 The primary purpose of this Association is to carry out certain functions common to all Alcoholics Anonymous (A.A.) groups in this area, in order to help the still suffering alcoholic and to carry the message of Alcoholics Anonymous to alcoholics seeking recovery, in accordance with A.A.'s Twelve Traditions and Concepts of Service.

This Association is committed to the following functions:

Sec. 2 A.A. INQUIRIES- Provide telephone answering facilities with this listing in the area telephone directories whereby calls are answered 24 hours a day and referred to members of A.A. groups listed on "12 Step Lists" which are obtained from all participating Rockland County groups. These lists are maintained and updated on a periodic basis.

Sec. 3 ADMINISTRATION – Business meetings shall be held monthly or more frequently to conduct the business of this Association. Officers, committee chairpersons and A.A. group representatives shall attend.

Sec. 4 SPEAKER EXCHANGE (Bookers) – A meeting exchange shall be arranged each quarter (i.e. March, June, September and December) to be held in Rockland County. Any A.A. group member may attend for the purpose of exchanging meetings with other groups.

Sec. 5 LOCAL PUBLIC RELATIONS – Shall:

- a. Maintain Speaker Bureau roster for speaking at non-alcoholic groups and arrange such speaking arrangements.
- b. Maintain a post office box for mail inquiries.
- c. Assist press and other public media in the development of publicity about A.A., in keeping with the Twelve Traditions
- d. Cooperate but not affiliate with other with other community agencies in dealing with the alcoholic.

Sec. 6 HOSPITALS AND INSTITUTIONS – Establish institutional contacts and provide literature, A.A. meetings and speakers.

Sec. 7 MEETING LISTS – Publish and distribute current lists of group meetings in Rockland County at regular intervals.

Sec. 8 LOCAL A.A. EVENTS – Arrange for the receipt of information about A.A. group events, e.g., anniversaries, dinners, conventions, new groups or changes in Rockland County groups' meeting dates, times and locations.

Sec. 9 WEBSITE – Through it's PUBLIC INFORMATION COMMITTEE; Rockland County Intergroup Association of Rockland County will provide a current Website (www.rocklandnyaa.org).

ARTICLE III MEMBERSHIP

Sec. 1 The Rockland County Association of Alcoholics Anonymous (Rockland County Intergroup) is a service organization available to al A.A. groups in Rockland County, whether or not they contribute to its support. Rockland County Intergroup is supported by pledges and contributions from Rockland County A.A. groups.

ARTICLE IV OFFICERS AND GROUP REPRESENTATIVES

Sec. 1 The officers of this Association shall be: CHAIRPERSON, ALTERNATE CHAIRPERSON (ANSWERING SERVICE CHAIR), SECRETARY and TREASURER.

Sec. 2 Each participating A.A. group shall designate a representative to attend all business and special meetings. It is suggested that these representatives or authorized designee, serve for at least one year, and exercise all voting rights for their group.

ARTICLE V VOTING RIGHTS

Elected Group Representatives, Rockland County Intergroup Association of Alcoholics Anonymous Elected Officers and Elected Chair people will hold the right to vote on all motions presented before them and elections of officers and chairpersons. Prior to each vote the Chairperson must make this announcement to those in attendance in order to assure only Elected Group Representatives, Elected Officers and Chairpersons' vote on motions before Rockland County Intergroup Association of Alcoholics Anonymous.

ARTICLE VI REQUIREMENTS, NOMINATION, ELECTIONS OF OFFICERS AND CHAIRPERSONS

Sec. 1 In November of each year nominations must start to replace each open position for officers, chairpersons and liaisons. Open positions must be filled in December by means of elections. The elected officers will assume their duties on January 1st, following elections.

Sec. 2 If there is more than one nominee for any office; election for that office shall be by ballot. A majority of the votes cast shall be required to elect a nominee.

Sec. 3 All officers, chairpersons shall hold office for one or two years or until their successors are elected as designated in Article VI, Sec 5.

Sec. 4 In the case of vacancy in the office of Chairperson, the Alternate Chairperson shall immediately become Chairperson. Vacancies in other offices shall be filled by election of the Group Representatives, Officers and Chair people

Sec. 5 The Answering Service Chairperson shall rotate into the Intergroup Chairperson office every January 1st

- a. Election of Answering Service Chairperson will be held annually.
- b. Election of Secretary will be held every two years, with the term beginning in odd-numbered years.
- c. Election of Treasurer will be held every two years, with the term beginning in even-numbered years.
- d. Election of SENY Liaison and Meeting List Chair will be held every two years with the term beginning in odd-numbered years.
- e. Election of H&I Chairperson will be held every two years, with the term beginning in odd-numbered years.
- f. Public Information Officers serve a 2 year rotating commitment, each lasting 6 months starting with Secretary, then rotates into Alternate Chairperson, then Chairperson then Orientation Officer.
- g. Election of Correction Chairperson – Men will be held every two years, with a term beginning in even numbered years.
- h. Election of Correction Chairperson – Women will be held every two years, with a term beginning in odd numbered years.
- i. Election of Bookers Exchange Chairperson will be held every two years, with a term beginning in even numbered years.
- j. Election of Share – A – Day Chairperson will be held annually.
- k. Election of Volunteer Committee Chairperson will be held every two years, with a term beginning in even numbered years.

ARTICLE VII DUTIES OF OFFICERS

Sec. 1 The Chairperson shall preside at meetings of this Association for a minimum of one year and direct the conduct of business, and shall appoint the chairperson of all special committees with majority approval.

Sec. 2 The Alternate Chairperson (Answering Service Chairperson) serves for a period of one year and assists the Chairperson, and in the absence of the Chairperson shall perform the duties of the Chairperson.

Sec. 3 The Secretary shall keep the minutes of the meetings, and present them at the next business meeting; shall maintain a roll of membership. Secretary shall be custodian of the records. The Secretary shall send copies of approved minutes to the Web Master for posting on the Rockland County Intergroup Association of Alcoholics Anonymous Web Site and shall carry out such correspondence that would not properly belong to the other officers or committee chairpersons.

Sec. 4 The Treasurer shall receive all funds and deposit them in a bank designated, shall sign all checks, make remittances and pay authorized bills. A Treasurer's report shall be made at each business meeting and an annual report shall be made at year-end. Maintain a post office box for mail inquiries.

ARTICLE VIII MEETINGS

Sec. 1 Rockland County Intergroup Association of Alcoholics Anonymous shall meet on the first Tuesday of each month. If the first Tuesday should fall on New Years Day or the Fourth of July, this meeting shall be moved to the second Tuesday of the month. In the event that a meeting will be moved to the second Tuesday of the month, the Chairperson shall announce that rescheduled date at the preceding month's business meeting and notice of the rescheduled date shall also be published on the RCI Website.

Sec. 2 The Chairperson, in consultation with at least two (2) other RCI officers, may cancel, postpone and/or reschedule a regular monthly business meeting or a special meeting due to inclement weather or other serious national, state or local emergency.

Sec. 3 The Chairperson, in the exercise of reasonable discretion and acting for the good of RCI, may call special meetings, in unusual circumstances, upon reasonable advance telephone and/or email notice given to all group representatives, RCI officers and committee chairpersons. Such notice shall be given at least forty eight (48) hours prior to the scheduled date for the special meeting, shall provide the date, time and place for the special meeting and shall include an agenda of the matter or matters to be considered at the special meeting . To the extent that it is feasible, such notice shall also be given by publication on the RCI Website. Only the business for which a special meeting has been called may then be considered and voted upon in the special meeting.

Sec. 4 A majority number of the A.A Group representatives, officers and committee chairpersons who have been in attendance at the immediately preceding 12 regularly scheduled business meetings of Rockland County Intergroup Association of Alcoholics Anonymous, determined month to month on a rolling average, shall constitute a quorum for purposes of transacting business at a regular monthly meeting or at a special meeting.

Sec. 5 The Secretary shall determine and announce at the beginning of each meeting whether or not a quorum is present for that meeting and shall make a notation in the minutes for the meeting regarding the presence or absence of a quorum. Once the Secretary has determined that a quorum is present for a meeting, all business properly brought before RCI may be discussed, conducted, voted upon and/or transacted, notwithstanding the fact that at any point during the course of the meeting there is less than the number of the A.A Group representatives, officers and committee chairpersons who constituted the quorum at the beginning of the meeting.

Sec. 6 When a quorum is not present at the beginning of the meeting, reports of committee chairpersons and others may be given and received, however no requests for the authorization of funding from the RCI treasury or other substantive motions may be proposed, voted on, authorized and/or approved. The Chairperson, under emergency circumstances and to avoid the interruption, termination and/or suspension of telephone service and/or telephone answering service for RCI's Hotline and/or the termination or suspension of Internet Service Provider ("ISP") service affecting or concerning the RCI Website, may authorize and approve funding for payment of bills, statements and/or invoices to RCI's telecommunications provider, RCI's answering service and/or RCI's ISP, subject to approval by Alt Chairperson and subject to ratification and approval of the Chairperson's decision at the next regular monthly business meeting at which a duly constituted quorum is present.

Sec.7. The meeting place shall be selected by the officers and ratified by the Group Representatives Officers and Chairpersons.

ARTICLE IX COMMITTEES/CHAIR PEOPLE

Sec. 1 PUBLIC INFORMATION COMMITTEE - Maintain Speaker Bureau roster for speaking at non-alcoholic groups and arrange such speaking commitments. Assist press and other public media in the development of publicity about A.A., maintains the Rockland County Intergroup Association of Alcoholics Anonymous Web-site, in keeping with the Twelve Traditions. Cooperate but not affiliate with other community agencies in dealing with the alcoholic.

Sec. 2 BOOKERS EXCHANGE CHAIRPERSON - Exchange meeting shall be arranged for each quarter, beginning in March, June, September and December. All groups in Rockland shall be notified of these meetings.

Sec. 3 MEETING LIST CHAIRPERSON shall be responsible for the printing and distribution of meeting lists. The Chairperson shall update the meeting lists based on changes, provided by Groups through the Rockland County Intergroup Association of Alcoholics Anonymous Web-site, US Mail or in person. The meeting of any new Group must be in existence for six months and be announced at the monthly Rockland County Intergroup Association of Alcoholics Anonymous meeting before it can be added to the meeting list.

Sec. 4 HOSPITALS AND INSTITUTIONS CHAIRPERSON - Should Establish institutional contacts and provides literature, A.A. meetings and speakers. Shall keep hospital administrators informed on A.A.'s function and purpose. Shall assist in arranging meetings in hospitals, maintain a list of such meetings and assign Chair people to lead those meetings. A monthly Institutions Booking Exchange will be held on the third Thursday of each month.

Sec. 5 ANSWERING SERVICE CHAIRPERSON – Shall arrange for telephone vendor, whereby inquiries about A.A. can be passed on to AA members who have volunteered for 12 step calls. Shall provide “12 Step Lists” consisting of AA volunteers from AA groups within Rockland County, these lists must be updated semi-annually. Volunteers must possess a minimum of One (1) year of continuous sobriety. Also maintain up-to-date information required for referring “calls for help”, known, as Do’s and Don’ts and answering A.A. inquiries should be maintained. Shall arrange a schedule for all Rockland County A.A. groups who participate. Serves Rockland County Intergroup Association of Alcoholics Anonymous as the Alternate Chair Person.

Sec. 6. SHARE-A-DAY - This committee shall arrange an annual special meeting with a suitable program of panels and workshops. This will provide opportunity for all A.A. groups and their members to share experience, strength and hope with each other. Al-Anon and Ale-Teen may be invited to participate.

Sec. 7. VOLUNTEERISM COMMITTEE - This committee shall contact AA groups in Rockland County for the purpose of fostering their participation in Rockland County Intergroup Association of Alcoholics Anonymous advising them of Intergroup’s function, and the need for such participation. This committee shall do so by providing an approved script on the basic functions of each Rockland County Intergroup Association of Alcoholics Anonymous committees.

Sec. 8. SENY LIAISON - Liaison officer shall represent this Association at all General Service Assemblies, Mini-Assemblies, District Meetings and/or Committee meetings.

Sec. 9. CORRECTIONS CHAIRPERSONS – Maintain AA meetings on both sides of the Rockland County Jail, male and female; provide literature and Chair People on a weekly basis.

SEC. 10. WEBMASTER – Maintain the Rockland County Intergroup Association of Alcoholics Anonymous web site at www.rocklandnyaa.org Keep all information up to date and keeping within AA Traditions by working within the Public Information Committee.

**ARTICLE X
PLEDGES AND DONATIONS**

Sec. 1. "We are self-supporting through our own contributions." Groups that are financially capable in Rockland County support this Association by donations in accordance with their group conscience.

**ARTICLE XI
PRUDENT RESERVE**

Prudent reserve shall not exceed six months of annual operating expenses nor should it be below \$ 600.00 for any months closing balance. This is to ensure that there is no interruption to Rockland County Intergroup Association of Alcoholics Anonymous telephone answering service for its Hotline and/or the termination or suspension of Internet Service Provider ("ISP") service. Any excess of six months of annual operating expenses shall be reviewed on a quarterly basis and disbursements or reductions of excess to be determined by quorum vote.

**ARTICLE XII
AMENDMENTS**

Sec. 1 Written notice of a proposed amendment change shall be given to all groups, by presentation, at a regularly scheduled Rockland County Intergroup Association of Rockland County business meeting.

Notice of proposed change shall be posted on the Rockland County Intergroup Web Site (www.rocklandnyaa.org) no more than 3 days after the meeting in which they have been proposed.

No proposed amendment may be voted upon until the next regularly scheduled Rockland County Intergroup Association of Alcoholics Anonymous business meeting.

Sec. 2 These By-Laws may be amended by a two-thirds vote (ARTICLE V) of the Quorum announced by the Secretary (ARTICLE VIII Sec 5), provided that the above requirements are met.

APPROVED BY QUORUM VOTE – APRIL 1996

Amended 1/1997

Amended 11/4/1997

Amended 2007-2009