



ROCKLAND COUNTY INTERGROUP
ASSOCIATION
OF ALCOHOLICS ANONYMOUS BY-LAWS

Revised June 2019

ROCKLAND COUNTY INTERGROUP ASSOCIATION OF ALCOHOLICS ANONYMOUS BY-LAWS

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, 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 so that calls are answered 24 hours a day and are referred to members of A.A. groups listed on "12 Step Lists." These lists are obtained from all participating Rockland County groups, and 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 (March, June, September and December) and 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 a Speaker Bureau roster for speaking at non-alcoholic groups and shall arrange speaking engagements.
- 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 its PUBLIC INFORMATION COMMITTEE, Rockland County Intergroup Association of Rockland County will provide a current www.rocklandnyaa.org

**ARTICLE III
MEMBERSHIP**

Sec. 1 The Rockland County Association of Alcoholics Anonymous (Rockland County Intergroup) is a service organization available to all 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 have the right to vote on all motions presented before them and on elections of officers and chairpersons. Prior to each vote, the Chairperson must announce this to those in attendance to ensure that only Elected Group Representatives, Elected Officers and Chairpersons vote on motions before Rockland County Intergroup Association of Alcoholics Anonymous.

**ARTICLE VI
REQUIREMENTS, NOMINATION, ELECTION OF OFFICERS AND CHAIRPERSONS**

Sec. 1 In November of each year, nominations shall be held for replacements for 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 the 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 and chairpersons shall hold office for one or two years or until their successors are elected, as designated in Article VI, Sec 5.

Sec. 4 If there is a 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 Answer 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. **Election Public Information Chairperson will be held every two years, with the term beginning in the even-numbered years..**
- 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 **Service** Committee Chairperson will be held every two years, with a term beginning in even-numbered years.
- l. **Election of Young People in A.A. Chairperson will be held every two years with a term beginning in odd-numbered years.**
- m. **Election of a Webmaster will be held every two years with a term beginning in even-numbered years**
- n. **It is suggested that Answer Service chair, Treasurer and Webmaster have five years of continuous sobriety. All other commitments shall have two years of sobriety. Election of chairs is at the discretion of the group.**
- o. **It is suggested that the positions be filled each January, but they may be filled later in the year, if needed to, ensure that the right person is elected for the role.**

ARTICLE VII DUTIES OF OFFICERS

Sec. 1 The Chairperson shall preside at meetings of this Association for a minimum of one year, shall 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) shall serve for a period of one year and shall assist 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 designated bank, 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. The Treasurer shall 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. If a meeting is 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 also shall be published on the RCI Website.

Sec. 2 The Chairperson, in consultation with at least two 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, exercising reasonable discretion and acting for the good of RCI, may call special meetings in unusual circumstances, with reasonable advance telephone and/or email notice given to all group representatives, RCI officers and committee chairpersons. Such notice shall be given at least 48 hours prior to the scheduled date for the special meeting, shall provide the date, time and place of 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 also shall be published on the RCI Website. Only the business for which a special meeting has been called may be considered and voted upon in the special meeting.

Sec. 4 A majority 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 If a quorum is not present at the beginning of the meeting, reports of committee chairpersons and others may be given and received, but 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. **It is suggested that meetings last sixty minutes but no longer than 90 minutes.**

ARTICLE IX COMMITTEES/CHAIR PEOPLE

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

Sec. 2 BOOKERS EXCHANGE CHAIRPERSON – An 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 must 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 - Shall establish institutional contacts and provide literature, A.A. meetings and speakers. Shall keep hospital administrators informed of 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 a telephone vendor, so that inquiries about A.A. can be passed on to A.A. members who have volunteered for 12- Step calls. Shall provide "12-Step Lists" consisting of A.A. volunteers from A.A. groups within Rockland County; these lists must be updated semi-annually. Volunteers must possess a minimum of one year of continuous sobriety. Also shall maintain up-to-date information required for referring "calls for help," known as "Do's and Don'ts"; and for answering A.A. inquiries. Shall arrange a schedule for all Rockland County A.A. groups that 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 experiences, strength and hope with each other. Al-Anon and Ale-Teen may be invited to participate.

Sec. 7 SERVICE COMMITTEE - This committee shall contact A.A. groups in Rockland County to foster their participation in Rockland County Intergroup Association of Alcoholics Anonymous, advise them of Intergroup's function, and the need for their participation. This committee shall provide an approved script on the basic functions of each committee of Rockland County Intergroup Association of Alcoholics Anonymous.

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

Sec. 9 CORRECTIONS CHAIRPERSONS – Maintain A.A. 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.rocklandnyA.A.org. Keep all information up to date and in keeping with A.A. Traditions ~~by working within the Public Information Committee.~~

Sec. 11 Young Person Liaison. – Responsible for getting information on events that will occur in the tri-state area and bring the information to Intergroup to disseminate at Rockland County A.A.

meetings. Will get events from: Intergroup, NYCYPAA.A. (www.nycypAA.org), Garden State Young People of A.A. (www.gsyp.org) and other Young People's websites. Interact and share information with other YP meetings in the area and bring back to Intergroup. Tell Intergroup if there are any new YP meeting starting in the area.

**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 month's 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. **It is suggested that the disbursements are used to support Rockland County A.A.**

**ARTICLE XII
AMENDMENTS**

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

Notice of proposed changes shall be posted on the Rockland County Intergroup Web Site (www.rocklandnyAA.org) no more than three 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
Amended 2017-2019