



ROCKLAND COUNTY INTERGROUP
ASSOCIATION
OF ALCOHOLICS ANONYMOUS

BY-LAWS Revised March 2025

ANONYMOUS BY-LAWS

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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-vicinity, 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 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 current information on their website <https://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, 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 January 1st following our 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 and 6.

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 Rotation Officers follow:

- a. Election of RCI Chairperson will be held every two years, with the term beginning in odd numbered years.
- b.. Election of RCI Alternate Chairperson will be held every two years, with the term beginning in even numbered years
- c. Election of Secretary will be held every two years, with the term beginning in odd numbered years.
- d. Election of Treasurer will be held every two years, with the term beginning in even numbered years.
- e. It is *suggested* that the Chairperson, Alternate Chairperson and Treasurer have five years of continuous sobriety. All other commitments shall have two years of sobriety. Election of committee chairpersons is at the discretion of the group.

Sec 6 Rotation Committee Chairperson follows

- a. Election of Answering Service Chairperson will be held every two years, with the term beginning in odd numbered years.
- b. Election of Bookers Chairperson will be held every two years, with the term beginning in even numbered years.
- c. Election of Bridging the Gap Chairperson will be held every two years, with the term beginning in even numbered years.
- d. Election of H&I Chairperson will be held every two years, with the term beginning in odd-numbered years.
- e. Election of Meeting List Chairperson will be held every two years, with the term beginning in odd numbered years.
- f. Election of Mens Corrections Chairperson will be held every two years, with the

- term beginning in odd numbered years.
- g. Election of Public Information Chairperson will be held every two years, with the term beginning in the even-numbered years
 - h. Election of SENY Liaison will be held every two years, with the term beginning in odd-numbered years.
 - i. Election of Service Chairperson will be held every two years, with the term beginning in even numbered years.
 - j. Election of Virtual Chairperson will be held every two years, with the term beginning in odd numbered years.
 - k. Election of Webmaster Chairperson: Within the spirit of rotation, the Public Information Committee Chairperson will bring the nominee for webmaster to the Intergroup meeting for approval.
 - l. Election of Women's Corrections Chairperson will be held every two years, with the term beginning in odd numbered years.
 - m. Election of Young People in A.A. Chairperson will be held every two years with a term beginning in odd-numbered year
 - n. It is *suggested* that the 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 two years, shall direct the conduct of business, and shall appoint the Chairperson of all special committees with majority approval. Any such person who has served as an Intergroup Committee Chairperson (present or past) can be nominated for the role of Intergroup Chairperson

Sec. 2 The Alternate Chairperson shall serve for a period of two years 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 Webmaster 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. The Secretary is the alternate signer in the absence of the treasurer.

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 a holiday, 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

It is the responsibility of Committee chairpersons to update the webmaster regularly, to keep the webpage current.

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. Cooperate but do not affiliate with other community agencies in dealing with the alcoholic. The WEBMASTER will maintain the Rockland County Intergroup Association of Alcoholics Anonymous web site at www.rocklandnyAA.org . They will keep all information up to date and in keeping with A.A. Traditions.

Sec. 2 BOOKERS EXCHANGE CHAIRPERSON – Shall arrange quarterly bookers exchange meetings. They will maintain a confidential email list to communicate with group bookers. Their purpose is to oversee the smooth booking of incoming and outgoing speaker for the represented AA groups

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 15 minutes prior to the Intergroup Meeting .

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.

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 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 Young Person Liaison – Responsible for getting information on events that will occur in the tri-state area and bringing the information to Intergroup to disseminate at Rockland County A.A. meetings. Will get events from: Intergroup, NYC YP (www.nycypaa.org), New York State YP (www.escypaa.org), New Jersey YP of AA (www.njypaa.org), and other Young People’s websites. Interact and share information with other YP meetings in the area and bring back to Intergroup. Inform Intergroup if there are any new YP meetings starting in the area. Works in conjunction with the public information committee to provide speakers to schools, colleges, youth recovery programs and other non-AA entities. Will coordinate with the Public Information Committee to approach said institutions and offer speaking commitments at non-AA entities.

Sec 11 Bridging the Gap is a committee which acts between a rehab hospital or institution and A.A. Bridging the Gap is the Temporary Contact Program, which is designed to help the alcoholic in an alcoholism treatment program (or corrections facility) make that transition into AA. .The Chairperson

attends the Area Bridging the Gap Meetings. The Chairperson collects and oversees the distribution of Phone numbers of “gappers” who act as temporary contacts to aid in their introduction to A.A.

Section 12 Virtual Committee The Rockland Virtual Committee is made up of a chairperson and a group of members who assist in setting up Virtual AA groups, and helping groups establish virtual meeting places. The Committee also creates virtual events and workshops to help educate people in recovery. They meet once a month (at least) with their committee members to plan upcoming events, and help assist other groups.

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 <https://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

Amended 2024-2025 Approved by $\frac{2}{3}$ + Quorum vote 3/4/2025