

**BROWARD COUNTY INTERGROUP, INC.  
BY-LAWS**

Adopted June 5, 2005  
Amended September 16, 2007  
Amended October 18, 2009

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BROWARD COUNTY INTERGROUP, INC.  
ARTICLES AND BY-LAWS

ARTICLE I: NAME:

The name of this corporation shall be: Broward County Intergroup Inc. hereinafter referred to as Intergroup.

ARTICLE II: PURPOSE:

The purpose of Intergroup is:

- 1) This Intergroup follows the principals of the Twelve Steps, Twelve Traditions and Concepts of A.A. always keeping in mind that our common welfare comes first while carrying the message to the alcoholic who still suffers.
- 2) To establish and maintain a central Alcoholics Anonymous (A.A.) service office and telephone answering service to carry the message of A.A. to those who suffer from alcoholism.
- 3) To act as a central clearing house for providing information and literature to A.A. groups and to the community, in accordance with the "Twelve Traditions" of A.A. and Guidelines issued by the General Service office (GSO) of A.A.
- 4) To promote unity through service among member groups, and to aid the groups in their common purpose of carrying the message to the alcoholic who still suffers.
- 5) To purchase and sell General Service Conference approved literature and non-conference approved books and pamphlets and other recovery materials, ensuring they are displayed separately.
- 6) To publish and distribute a monthly newsletter and directory of meeting places and time for area A.A. groups.
- 7) Broward County Intergroup, Inc. is organized exclusively for charitable purposes under section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE III: MEMBERSHIP:

Membership in Intergroup shall be by groups. Any A.A. group in Broward County may become a member by filing with the Intergroup Secretary the Group's name and identity of the Group Representative. Member groups are eligible to vote on all matters of business provided they have been in attendance of at least one of the last three (3) regularly scheduled meetings. Member groups shall remain traditionally autonomous and in no way be governed by Intergroup. To be a member of Intergroup the group must conform to the guidelines for an A.A group as set forth in The AA Group pamphlet.

ARTICLE IV: INTERGROUP REPRESENTATIVES:

It is suggested that each group choose one primary representative and one alternate representative to serve in this Intergroup. An alternate Intergroup Representative shall vote at the Intergroup Representatives meeting only in the absence of the primary Intergroup Representative. No employee of Intergroup or a member of the immediate family of an employee of Intergroup can serve as a voting Intergroup Representative.

ARTICLE V: ATTENDANCE:

Any A.A. member is encouraged to attend any and all meetings of Intergroup as a non-participant; however non-participants may be recognized by the chair. Non-participants should identify themselves as not being an Intergroup Representative.

ARTICLE VI: STEERING COMMITTEE:

The Intergroup members shall elect seven (7) Directors to act along with the Past Chairperson, the Audit & Finance Chairperson, and the Office Coordinator on the Steering Committee for the purpose of conducting the business affairs of Intergroup.

The Directors will consist of the following:

A Chairperson, Vice Chairperson, Secretary, Treasurer, three (3) District Reps (North, Central, and South) one each from the three (3) districts outlined below.

The Chairman, Vice Chairman, Secretary, Treasurer, and the three (3) District Reps will have voting privileges on the Steering Committee. *The Office Coordinator will have a voice and a vote in all matters, except those relating to his or her employment. The Past Chairperson and the Audit and Finance Chairperson shall not have voting privileges on the Steering Committee.*

One District Rep shall reside in the North, Central, and South districts. The boundaries of each district to be as follows:

North District: Palm Beach County line south To Oakland Park Blvd., extended Atlantic Ocean and Flood Control Dikes.

Central District: Oakland Park Blvd., South to State Road #84, extended Atlantic Ocean and Flood Control Dikes.

South District: State Road #84, South to Dade County Line, extended Atlantic Ocean and Flood Control Dikes.

Each District Rep must reside within their district boundaries.

Said Steering Committee Members shall oversee the business affairs of Intergroup, however this "Right of Decision" should never be made an excuse for failure to render proper reports of all significant actions taken. No elected officer of Intergroup shall hold a salaried position with Intergroup nor receive any monetary or gratuity compensation for services as an Intergroup officer. Reimbursement of expenses necessary for the fulfillment of their duties for Intergroup business will be made with proper documentation and approval by the Chairperson following submission to the Treasurer. All decisions of the Steering Committee shall be reflected in the minutes which shall be presented at the next Intergroup Representatives meeting for review.

The establishment and conduct of the Steering Committee is subject to the Articles of Incorporation of Broward County Intergroup, Inc., as a section 501(c) 3 non-profit corporation in accordance with the federal, state and local laws.

In order to render unto the law that which the law requires, the chairman shall be president, the vice-chairman shall be vice-president, the secretary shall be secretary, the treasurer shall be treasurer, and the three (3) district reps shall be directors at large, but

they shall at no time employ such titles, except for the Secretary and Treasurer as may be required for the execution of legal documents or by reason of other provisions of the law. These seven (7) comprise the voting directors of Broward Intergroup, Inc.

#### ARTICLE VII: MEETINGS:

Roberts's Rules of Order, Revised are to be used as a guide. Intergroup Representative Meetings shall be scheduled each month at a time and place to be determined by a majority of Group Representatives. Representative shall be notified by mail (14) days in advance of any special meeting. Steering Committee meetings shall be held a minimum of once per month within the week prior to regular Intergroup Monthly Meetings. In order to conduct business the Steering Committee must have a majority of voting members in attendance.

#### ARTICLE VIII: QUORUM:

The member group representatives in attendance at a properly noticed meeting constitute a quorum unless significant attendance is prevented at the scheduled meeting beyond anyone's control (e.g. weather, transportation, etc.)

#### ARTICLE IX: QUALIFICATIONS AND TERMS OF OFFICE

A minimum of 5 years of continuous sobriety is required in order to be elected as Chairman, Vice Chairman and Treasurer of Intergroup. A minimum of 4 years of sobriety is required in order to be elected as Secretary of Intergroup. All other Steering Committee members must have a minimum of 2 years sobriety.

The terms of all offices are for one year and no officer may succeed themselves in office.

#### ARTICLE X: NOMINATIONS:

At the September meeting, each year, the member representatives shall elect a Nominating Committee, consisting of (3) three Intergroup Representatives, from the three districts as described in Article VI to qualify a candidate for each elective office of Intergroup; the election to be held at the November meeting. Nominations may be made from the floor for candidates for each elective office in October. If more than one (1) name is submitted for any office, the election for that office shall be by written ballot by qualified Group Representatives, the ballots to be counted by the Election Committee. In the event any elected officer can not complete his or her term due to death, poor health or by termination an acting officer shall be elected from the Group Representatives present to serve the remaining year. Nominees must meet the qualifications for office as stated in article IX.

#### ARTICLE XI: ELECTION:

Each representative member shall be entitled to one (1) vote. There shall be no voting by proxy. The election shall be by written ballot, coordinated and handled by an election committee following AA's 3<sup>rd</sup> Legacy Procedure as outlined in the latest edition of the AA Service Manual at the NOVEMBER meeting. Election for each office shall be held separately. No elected Steering Committee Member of Intergroup shall have a vote

in any matter under consideration at any Intergroup Representative Meeting. The outgoing Chairperson will sit on the Steering Committee for one year in an advisory capacity only. If the outgoing Chairperson cannot serve, a past chairperson will be elected.

#### ARTICLE XII: OFFICE COORDINATOR:

The Intergroup office shall be operated by a paid employee whose title shall be Office Coordinator. Said Coordinator will be hired by the Steering Committee. The Coordinator shall be responsible for the performance of but not limited to the following duties: receive all funds and contributions and deposits them in an authorized bank, pay all obligations as authorized by the Steering Committee, keep vouchers of all receipts and disbursements, present a financial report to be published in the monthly Intergroup Newsletter and adhere to a policy wherein all checks of Intergroup are to be signed by any two (2) of the following three (3) persons: Coordinator, Treasurer, and Chairperson except for checks in the amount of \$500 or less, which may be signed by the Coordinator and designated staff member. The Coordinator shall conduct the daily business affairs of the Intergroup Office. However, this "Right of Decision" should never be made an excuse for failure to render proper reports of all significant actions taken. The Office Coordinator's employment shall be administered through the duly elected Steering Committee. Part-time paid employees and volunteers shall be administered by the Office Coordinator subject to the approval of the Steering Committee. All paid employees work and salaries including Office Coordinator are to be reviewed and assessed once a year in April by the Steering Committee and the Intergroup Body, subject to approval by (2/3) of Group Representatives present at a Regular Intergroup meeting.

#### ARTICLE XIII: DUTIES OF OFFICERS:

1. Chairperson shall preside at all Intergroup meetings, shall perform such duties and acts as are customary to the office of Chairperson, and shall be an ex-officio member without vote on all committees. The outgoing Chairperson will sit on the Steering Committee for one year in an advisory capacity only. If the outgoing Chairperson cannot serve, a past chairperson will be elected.
2. Vice Chairperson shall preside in the absence of the Chairperson and perform the duties of the office of Chairperson. In the absence of the Chairperson and Vice-Chairperson, the Secretary or Treasurer shall preside.
3. Secretary shall record and prepare minutes of all meetings and carry out duties assigned to that position.
4. Treasurer is responsible for the finances of Intergroup and shall present a current financial report at the monthly Steering Committee and Intergroup Representative meeting.
5. The Audit & Finance Chairperson will present an annual financial report in December to The Intergroup Body. Report subject to approval by two thirds (2/3) of group representatives present at a regular Intergroup meeting.

#### ARTICLE XIV: MONIES:

Funds required to operate the Intergroup Office are generated from AA groups, Individual AA members and the sale of literature. **Individual contributions shall not**

exceed AA General Service Conference guidelines. The Steering Committee shall appoint an Accountant, who will oversee the accounting functions of Intergroup, make quarterly reports and a year-end report showing the net worth of Intergroup to the Steering Committee. The operating account shall have a maximum balance to be set by the Steering Committee before April 1 annually. All monies over the maximum set by the Steering Committee in the operating account will be transferred to an interest bearing account. Withdrawal from the interest bearing account shall be only after such withdrawal is authorized by a regular or special meeting of Intergroup Representatives. The coordinator shall be bonded in the amount to be determined by the Steering Committee. The Coordinator shall administer a petty cash account not to exceed fifty (\$50.00) dollars.

#### ARTICLE XV: COMMITTEES:

All members of any group shall be eligible to serve as Chairperson of a Committee (Steering Committee members excluded). Standing Committee membership may consist of representatives, alternates or from any A.A. membership at large, at the discretion of each Committee Chairperson. In December the incoming Intergroup Chairperson shall seek volunteers for the following Committees and shall outline their fields of responsibility: 12 Step and Relay Committee, Public Information Committee, GSO Liaison Committee, Speaker Exchange Committee, Service Committee, Website Committee, and Audit & Finance Committee. Audit & Finance Committee Chairperson is to be a part of and attend Steering Committee meetings as a non-voting member. The Steering Committee may appoint Ad-Hoc Committees as it may deem necessary. Any Committee Chairperson not present for three (3) consecutive regular Intergroup Meetings will automatically be replaced except in extenuating circumstances.

#### ARTICLE XVI: REMOVAL FROM OFFICE:

Any officer and/or member of any Committee may be removed from office for cause upon a 2/3 vote of Group Representatives present at a regular or special Intergroup Meeting. However, before a vote for removal from office, a full disclosure of charges shall be conducted and the individual under discussion shall be granted the opportunity to be heard. Refer to Article VII.

#### ARTICLE XVII: DISSOLUTION OR FINAL LIQUIDATION

This Intergroup shall be dissolved and its affairs concluded by two-thirds vote of Intergroup members eligible to vote. All the property and assets of this Intergroup are and shall be irrevocably dedicated to religious, charitable, educational, sports, athletic and recreational purposes meeting the requirements for exemptions provided by Section 501(c)(3) of the Code, as amended. No part of said property or assets shall ever inure to the benefit of any member, Steering Committee member, or officer or to the benefit of any private individual or entity. Upon dissolution, winding up or abandonment of Intergroup provision for payment of all debts and liabilities of this Intergroup shall be made to the extent assets available. If after payment of all such debts and liabilities there remains any assets of Intergroup, such assets shall be distributed for use in furtherance of the purposes of Intergroup as set forth herein, or such assets shall be distributed to an organization being operated for charitable purposes which are similar to the purposes of

Intergroup, provided that such organization is qualified as an exempt organization under Section 501(c)(3). Any such assets not so disposed shall be disposed of by the Circuit Court of the county in which the principal office of Intergroup is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine.

**ARTICLE XVIII: AMENDMENTS TO BY-LAWS:**

These By-Laws may be amended via a proposition to amend in writing signed by not less than three Group Representatives at an Intergroup Representative Meeting. The Secretary of Intergroup shall enter the proposition into the minutes for action by the Representatives at the second Intergroup Representative Meeting following submission of the proposition. A two thirds (2/3) affirmative vote of Representatives present shall be required for passage.

Name\_\_\_\_\_

Name\_\_\_\_\_

Group\_\_\_\_\_

Group\_\_\_\_\_

Name\_\_\_\_\_

Group\_\_\_\_\_