

CONSTITUTION and BY-LAWS
INTERGROUP DISTRICT 17, INC.

ARTICLE I

Section 1. This body shall be referred to herein as Intergroup District 17.

Section 2. The area serviced by Intergroup District 17 embraces Marion County and any other requesting its services. The headquarters and principal office of Intergroup District 17 shall be located within the above county, and may be changed from time to time as determined by the Intergroup District 17 Representatives.

Section 3. The primary purpose of Intergroup District 17 is to carry the message of Alcoholics Anonymous (AA) to those who suffer from alcoholism, to operate and maintain the Intergroup District 17 office, and to participate in the other AA activities in the territory covered by Intergroup District 17, all in accordance with AA Traditions, and such future suggestions as may hereafter be issued by the General Service Office of Alcoholics Anonymous in New York.

Section 4. These by-laws and rules set forth herein apply only to Intergroup District 17 members, its officers, committees and employees.

Section 5. Membership of Intergroup District 17 shall consist of the members of every AA group in Marion County. A group may become a member of the Intergroup 17 by signifying its desire to register. To register with Intergroup District 17, a group shall give its name, meeting place, time and representative and alternate names, addresses and telephone numbers. Each group so registered would also signify its willingness to accept 12-Step Calls. The group must be located in the area defined in Article I, Section 2.

Section 6. Intergroup District 17 welcomes representation by a designated member of Al-Anon at all Intergroup 17 meetings. Said Representative will not have voting rights. The intention of Intergroup District 17 is to assist Al-Anon in ways that are to the benefit of each organization.

ARTICLE II

Officers and Elections

Section 1. The official body of Intergroup District 17 will consist of the following:

a. Elected representatives from each AA group registered as an Intergroup District 17 member. Alternate Representatives may be appointed. No person may be elected to represent more than one group.

b. A Steering Committee consisting of the following officers elected by the Intergroup District 17 Representatives:

Chair
Vice-Chair
Treasurer
Secretary
Two Board Members at Large

c. The immediate past Chairman will serve as a non-elected Member at Large for a term of one year. He will have voting rights on the Steering Committee matters.

Section 2. Nominations –

In September, two months prior to election, the Chair of the Steering Committee shall appoint a nominating committee of three (3) Representatives and/or AA members in good standing. This nominating committee will consider and recommend to the Intergroup 17 Representatives a list of candidates for each of the Steering Committee offices to become vacant. This list of candidates will be presented to the Intergroup District 17 Representatives at the October meeting. At that time and for 15 days following the October meeting, additional nominations may be made from the floor or in writing submitted to the Chair by an Intergroup District 17 Representative providing that:

- a. Candidates must be present to be nominated, or present a notice in writing that they will serve, if elected, and;
- b. Candidates must have at least two (2) years of continuous immediate sobriety when placed in nomination.
- c. Not more than two (2) members of any one (1) AA group may serve as members of the Steering Committee at any one time.

Section 3. Elections –

Steering Committee officers shall be elected and installed at the regular November Representatives' meeting. They shall hold office for a period of twelve (12) months unless removed for cause, or until their successor(s) is (are) properly appointed or elected, with the following exceptions:

- a) Members at Large: One Member at Large is to be nominated and elected each year, term of office being twenty-four (24) months.
- b) Those holding these offices at the time of this amendment's passage will serve out their remaining terms.

Section 4. Failure to Attend Meetings –

Any Steering Committee member who, without valid excuse, shall miss three (3) consecutive Steering Committee or Representatives' meeting shall be removed from office automatically.

Section 5. Voting Rights –

Only incumbent Representatives or their Alternates may be eligible to vote in the election of the Steering Committee. This provides one (1) vote per group properly represented at the election meeting.

Section 6. Tallying the Vote –

Before a ballot is taken, it shall be the duty of the Chair to appoint two (2) or more tellers to see that the ballots are properly executed, counted, and tallied.

Section 7. Votes Required for Election –

The candidate receiving a majority vote for a single office shall be declared elected. Defeated candidates for any office may be nominated from the floor for any subsequent elective position on the committee if known to be willing to serve. When there are more than two (2) candidates for a single office, and none receives a majority vote, the two (2) receiving the most votes on the first ballot shall be listed on a second ballot. The candidate receiving a majority vote on the second ballot wins the office.

Section 8. Vacancies on Steering Committee –

Any permanent vacancy, whether for cause, or resignation, shall be filled by appointment by the Steering Committee for the remaining term.

Section 9. Appointment of Other Committee Heads and Workers –

The Steering Committee Chair may appoint from the Committee membership or from the fellowship at large, Chair of Standing Committees as needed.

ARTICLE III

Intergroup District 17 Representatives Meetings

Section 1. Time and Place –

Regular meetings of Intergroup District 17 Representatives shall be held on designated Sundays of each month, whenever possible. Place and time of meeting may be decided by the Steering Committee.

Section 2. Special Meeting of Delegates –

Special meetings of Intergroup District 17 Representatives may be called by the Secretary at the request of three (3) members of the Steering Committee, or six (6) Representatives or Alternates.

Notice of Special Meetings shall be made in writing, email, or by telephone to all Representatives and Alternates at least five (5) days in advance of any special meeting. Such notice shall state the nature of the meeting, and no business may be acted upon at any special meeting except that for which the meeting was called.

Section 3. Quorums –

Six Representatives or Alternates in their stead present and prepared to vote, shall constitute a quorum for such Representatives. A majority of the members present and prepared to vote at a Steering Committee meeting shall constitute a quorum provided that notices of meetings were made in accordance with Section 1 and 2 of this Article.

Section 4. Majorities –

A majority vote shall consist of a majority of those present and voting. Each member shall have one, and only one vote, and no voting by proxy will be permitted.

Section 5. Decisions at Meetings –

Decisions of any meeting of Intergroup District 17 Representatives, Steering Committee, or any other committee shall be by majority vote as established in Article III, Section 5.

Section 6. Compensation of Elected Officers –

The elected members of the Steering Committee, the Representatives or Alternates, or any other committee serving Intergroup District 17 shall not receive any compensation from the body.

Section 7. Order of Business –

The following order of business shall be considered at the regular Intergroup District 17 Representatives Meetings:

1. Opening Prayer
2. Introduction of all present (by name and AA group name)
3. Reading and approval of previous meeting minutes
4. Reading and approval of Treasurer's report
5. Office Manager's report
6. Standing and Special Committee's reports
7. Old business
8. New business
9. Business for the good and welfare of Intergroup District 17

In the interest of good order all meetings shall be conducted in accordance with Robert's Rules of Order (revised) where they do not conflict with the Twelve Traditions of AA and our own by-laws.

Further, any member of AA may attend any Intergroup District 17 Representatives meeting. The Chair will allow only the following to speak: Representatives, Alternates, Steering Committee Officers, Standing and Special Committee Members, and AA members having asked and received permission from the Chair.

ARTICLE IV

Functions of the Intergroup District 17 Steering Committee

The functions of the Intergroup District 17 Steering Committee includes but is not limited to:

1. Overseeing the operation of the Intergroup District 17 office and responsibility for its sustained functioning.
2. Selecting and assisting the Intergroup District 17 Office Manager.
3. Coordinating group interest in the Intergroup District 17 office and all its service operations.
4. Considering, evaluating and recommending to the representatives, other ways and means of aiding the AA program in accordance with its Traditions and Principles and in conformity with GSO Guidelines for Intergroup and Central Offices.
5. Serve as Trustees having protective custody of all tangible property of corporation.
6. Determine that only duly authorized personnel handle the funds of the corporation.

ARTICLE V

Intergroup District 17 Steering Committee Officers and Employees Duties

The Chair

The duties and service obligations include, but are not limited to the following:

1. Chair Steering Committee Meeting
 - a) Prepare agenda for next Intergroup 17 Representatives meeting
 - b) Discuss old and/or new business to be put on Intergroup District 17 Representatives meeting agenda with Steering Committee members
 - c) Discuss current and proposed expenditures with Treasurer and Steering Committee members to keep members aware of current financial status.
 - d) Minimize length of discussion and attempt to close all meetings on time.

2. Chair Intergroup Representatives Meeting
 - a) Preside over and preserve order at all Intergroup District 17 Representatives meetings.
 - b) See that Committee Chair reports are presented briefly and concisely.
 - c) Limit time on all discussion and if issue unresolved, carry over to next meeting.
 - d) Facilitate inclusion of all Intergroup District 17 Representatives, keep focus on topic at hand; keep in mind the necessity of a well-informed group.
 - e) Allow ample time for new business (up to 30 minutes).
 - f) Attempt to close meeting on time.

3. Service Obligations
 - a) When possible, attend North Florida Area Meetings (General Service Assemblies).
 - b) Attend all special committee meetings.
 - c) Maintain occasional contact with North Florida Delegate to General Service Conference.

The Vice-Chair

The duties and service obligations of the Vice-Chair include, but are not limited to:

1. Chair Steering Committee and Intergroup District 17 Representatives meetings in Chair's absence

2. Act as Chair, or appoint a Chair of Group Relations Committee

This committee might operate in the following manner:

- a) Visit each AA group as often as practical, at least once a year, and explain the function of the Intergroup District 17 office.
- b) Develop methods to keep group information current at Intergroup 17 office.
- c) Coordinate all committee information with Intergroup District 17 Office Manager.
- d) When possible, attend Intergroup District 17 sponsored events.
- e) Perform any other duties the Chair requests.

The Secretary

The duties and service obligations of Secretary include, but are not limited to:

1. Record minutes and attendance of Intergroup District 17 Representatives meetings.
2. Assist the Office Manager with correspondence, as necessary.
3. Become familiar with office filing system and record keeping.
4. Make available all necessary materials for Steering Committee and Intergroup District 17 Representatives meetings. (Roll-call sheets, prior minutes, prior Treasurer's reports, etc.)
5. When possible, attend Intergroup District 17 sponsored functions.

The Treasurer

The duties and service obligations of the Treasurer include, but are not limited to:

1. Work closely with Intergroup District 17 Office Manager. Be accountable for deposits and payment of bills.
2. Coordinate monthly financial statements with Intergroup District 17 Office Manager and present report at Intergroup District 17 Representatives meeting.
3. Assume responsibility for any donations collected from Intergroup District 17 sponsored functions.
4. Account for and justify all expenditures of Intergroup District 17 and its committees.
5. Work with Steering committee members and their committees where financial matters are concerned.
6. Track, and bring to Steering Committee's awareness any declines in group contributions that might indicate lack of group interest in Intergroup District 17.
7. Appoint committees in the Treasurer's area of interest, as necessary.
8. When possible, attend Intergroup District 17 sponsored functions.
9. Perform any other duties the Chair may request.

Member-At-Large

The duties and service obligations of the three (3) Board Members-At-Large include, but are not limited to:

1. Assist in all activities of the Steering Committee.
2. Vote in Steering Committee meetings.

ARTICLE VI

Paid Employees

The Intergroup District 17 Office Manager shall be chosen by the Steering Committee. The Chair and one (1) Steering Committee member (assigned by the Chair) will be responsible for an annual review of the Office Manager and for the continuing employment of the Office Manager.

All applicants should have two (2) years of continuous immediate sobriety; have more than average stability, and a desire and talent for service work.

The Intergroup District 17 Office Manager shall be compensated with salary or fee agreed upon by the Steering Committee. Paid Vacations shall be for a duration of one (1) week for one year's service, two (2) weeks for two year's service, and three (3) weeks for three or more year's service.

The Office Manager shall not be a member of either the Steering Committee or an Intergroup 17 Representative, but should attend and have a voice (~~but not a vote~~) in both the Steering Committee and Representatives' meetings. The Office Manager should resign any group or other AA offices. Nor should the Office Manager be an officer in any outside club, or other agency active in the field of alcoholism. The Office Manager may be terminated at the will of the Steering Committee.

ARTICLE VII

Duties of the Intergroup District 17 Office Manager

The duties of the Intergroup District 17 Office Manager includes, but is not limited to:

1. Responsible for staffing office during regular office hours established by the Steering Committee. It is recommended that only volunteers with at least one (1) year of continuous and immediate

sobriety, and meeting other requirements established by the Office Manager staff the Intergroup District 17 office.

2. Responsible to train volunteers using written instructions for working the desk.
3. If no volunteers are available, Office Manager must be present during regular office hours.
4. Keep a daily log of all telephone calls and office visits and classifying them.
5. Relay requests for AA speakers from outside organizations to appropriate committee member.
6. Keep accurate and up-to-date records on member groups of Intergroup District 17, including the following information:
 - a) Name of group
 - b) Telephone contact
 - c) Meeting times and type
 - d) Contact address
 - e) Record of group donations
 - f) Name, address, phone of Group Rep and Alternate
7. Announce information on group activities, special events, etc.
8. Dispense general information to persons interested in alcoholism, always being guided by our Twelve Traditions.
9. Assist Chairs of all service committees.
10. Handle all correspondence and maintain filing system.
11. Handle distribution of meeting lists and The VOICE copies to member groups and individual subscribers.
12. Keep accurate and up-to-date 12th Step Call List (made up of Intergroup District 17 group members, and including volunteers available for calls at home from answering service after hours, on weekends, and holidays).
13. Provide answering and referral service for Al-anon and Al-Ateen. Distribute Al-anon and Al-Ateen literature when requested.
14. Establish, maintain and manage an inventory of literature and other items for sale as approved by Steering Committee. Manage the selling of merchandise. Maintain, with Treasurer, appropriate records of this activity.
15. Prepare checks and pay those bills and invoices resulting from the conduct of the routine business matters of Intergroup District 17. All other bills will be paid in coordination with Treasurer according to Steering Committee directives.
16. Such other duties as the Steering Committee may assign.

ARTICLE VIII

Standing Committees

Section 1. The Chair shall appoint all standing committees, and their chairs. The appointments shall be made at the first regular Representatives meeting following new officer's election, and require Intergroup District 17 Representatives' approval at said meeting.

Section 2. The standing committees may be:

- a) Entertainment

Section 3. Names of candidates for Committee Chair may be submitted to the Steering Committee Chair.

Section 4. Special committees may be appointed as needed and shall report at the time of the next Intergroup District 17 Representatives Meeting, unless otherwise advised.

ARTICLE IX

Contributions and Support

- Section 1. While realizing that there are no dues or fees in AA, we also realize that if the aims and purposes of Intergroup District 17 are to be served and carried out, it must be self-supporting. This support must necessarily be derived through the voluntary contributions of the area AA groups and the individual members of AA.
- Section 2. Supplementary financial support can be obtained through special Intergroup District 17 sponsored events.
- Section 3. All funds and property received by, or coming into, Intergroup's custody belongs to, and are trust funds and property of Intergroup District 17, to be expended only for the purposes authorized, and only in accordance with the traditions of Alcoholics Anonymous.
- Section 4. All funds of the Intergroup District 17 deposited in banks or depositories, shall be deposited in the name of Intergroup District 17, Inc., and all withdrawals from such accounts shall be made only by checks or similar orders, signed by any two members of the Intergroup District 17 Steering Committee (one of whom is the Treasurer). Only banks that are members of the Federal Deposit Insurance Corporation may be used as depositories.
- Section 5. The Treasurer's report shall be made at each Intergroup District 17 Representatives Meeting.

ARTICLE X

Amendments to the By-Laws

These by-laws may be amended by a resolution in writing signed by two (2) Intergroup 17 Representatives. Such resolution shall be read at the meeting, when it is submitted, and voted on at the next Representatives Meeting. An amendment may be adopted by a vote of two-thirds (2/3) of the Representatives present and voting. An amendment may be initiated by any Representative or Steering Committee member.