

**CONSTITUTION and BY-LAWS  
INTERGROUP 17  
dba AA CENTRAL OFFICE OF MARION COUNTY**

**ARTICLE I**

Section 1. This body shall be referred to herein as AA Central Office.

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

Section 3. The primary purpose of AA Central Office is to carry the message of Alcoholics Anonymous (AA) to those who suffer from alcoholism, to operate and maintain the AA Central Office County, and to participate in the other AA activities in the territory covered by AA Central Office, 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 AA Central Office Representatives, its officers, committees, members, volunteers and employees.

Section 5. Membership of AA Central Office shall consist of AA groups and a Representative from each group. A group may register with AA Central Office by giving the following information: Group name, meeting place and time, what type of meeting and name of group Representative. The group must be located in Marion County, Florida.

Section 6. AA Central Office welcomes representation by a designated member of Al-Anon at all AA Central Office meetings. Said Representative will NOT have voting rights. The intention of the AA Central Office 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 the AA Central Office will consist of the following:

- a. Elected Representatives from each AA group registered as an AA Central Office 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 AA Central Office Representatives:  
Chair  
Vice-Chair  
Treasurer/Bookkeeper  
Secretary  
Three (3) Board Members-At-Large including the immediate past Chair who will serve As a non-elected Member-At-Large for a term of twelve (12) months. He/she will have voting rights on the Steering Committee matters.

- c. The past Vice-Chair will serve as Chair person the following year.
- d. If no one stands for Treasurer/Bookkeeper, the Steering Committee may appoint or hire one.

## Section 2. Nominations –

In October, 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 AA Central Office Representatives a list of candidates for each of the Steering Committee offices to become vacant. This list of candidates, with their qualifications, will be presented to the AA Central Office Representatives at the November meeting. At that time, and for ten (10) days following the November meeting, additional nominations may be made from the floor or in writing and submitted to the Chair by an AA Central Office Representative providing that:

- a. Candidates must be present to be nominated or present a notice in writing that they will serve a full term if elected and turn in qualifications to the AA Central Office Representatives' meeting.
- 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.
- d. If a Steering Committee member vacates their position, they are required to give 60 days written notice to the Steering Committee.

## Section 3. Elections –

Steering Committee officers shall be voted on at the December meeting and take office January 1<sup>st</sup>. They shall hold office for the period of time listed under Steering Committees' officers' duties in Article V, unless removed for any cause, or until their successor(s) is/are properly appointed or elected with the following exceptions:

- a. Members-at-Large: There will be a total of three (3) members-at-large. One (1) will be the outgoing Chair person of the Steering Committee. The other two (2) will be elected on a staggered basis, with one (1) being elected each following year and serving for a period of twenty-four (24) months.
- b. Candidates are voted in by simple majority.

## Section 4. Failure to Attend Meetings -

Any Steering Committee member who, without valid excuse, shall miss three (3) consecutive Steering Committee or Representatives' meetings 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 simple majority vote for a single office shall be declared elected. When there are more than two (2) candidates for a single office and none receives a majority vote, the two receiving the most votes on the first ballot shall be listed on a second ballot. The candidate receiving a simple 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 dba AA Central Office Steering Committee and Representatives Meetings**

### Section 1. Time and Place –

Regular meetings of AA Central Office Steering Committee and Representatives shall be held on the designated day of each month, whenever possible. Place and time of meetings will be decided by the Steering Committee.

### Section 2. Special Meeting of Delegates –

Special meetings of AA Central Office 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 (6) Representatives or Alternates in their stead present and prepared to vote shall constitute a Quorum for an AA Central Office Representatives' meeting. 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. Simple Majority -

A Simple 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 the AA Central Office Representatives, Steering Committee or any other committee shall be by majority vote as established in Article III, Section 4.

Section 6. Compensation of Elected Officers –

The elected members of the Steering Committee, the Representatives or Alternates, or any other committee serving the AA Central Office shall NOT receive any compensation from the body.

Section 7. Order of Business –

The following order of business shall be considered at the regular AA Central Office 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. Activities report
7. Old business
8. New business

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 AA Central Office Representatives' meeting. The Chair will allow only the following to speak: Representatives, Alternates, Steering Committee Officers, Activities Committee Members, and AA members having asked and received permission from the Chair.

**ARTICLE IV**

**Intergroup 17 dba AA Central Office of Marion County has the expectation that all Steering Committee Members, Representatives and employees will conduct themselves in a professional manner, always adhering to standards and policies set forth in the By-Laws.**

## **ARTICLE V**

### **Functions of the AA Central Office Steering Committee**

The functions of the AA Central Office Steering Committee include, but are not limited to, the following:

1. Overseeing the operation of the AA Central Office and responsibility for its sustained functioning.
2. Selecting and assisting the AA Central Office Paid Employee(s).
3. Coordinating group interest in the AA Central Office and all its service operations.
4. Considering, evaluating and recommending to the group Representatives, other ways and means of aiding the AA program in accordance with its Traditions and Principles and in conformity with GSO guidelines for AA Central Office of Marion County and other 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. Authorized names on the checking account will be specifically:
  - a. Chair of Steering Committee
  - b. Vice-Chair of Steering Committee
  - c. Treasurer

All checks in excess of \$25.00 will require two (2) of the above authorized signees.

## **ARTICLE VI**

### **AA Central Office Steering Committee Officers and Employee Duties**

#### **The Chair**

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

1. Chair Steering Committee Meeting
  - a. Prepare agenda for next AA Central Office Representatives meeting with assistance from vice chair.
  - b. Discuss old and/or new business to be put on AA Central Office Representatives meeting agenda with Steering Committee members.
  - c. Discuss current and proposed expenditures and status of capital investments with Treasurer and Steering Committee members to keep members aware of current financial status.
  - d. Request update from Activities Committee.
  - e. Minimize length of discussion and attempt to close all meetings on time.
2. Chair AA Central Office Representatives Meeting
  - a. Preside over and preserve order at all AA Central Office Representatives meetings.
  - b. See that Committee Chair reports are presented briefly and concisely.

- c. Limit time on all discussions and if issue unresolved, carry over to next meeting.
- d. Facilitate inclusion of all AA Central Office 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. Stay briefed on and attend all special committee meetings.
  - c. Maintain occasional contact with North Florida Delegate to General Service Conference.
4. The Chair will rotate into Member-At-Large position for twelve (12) months at the end of the duration of his/her elected term as Chair of Steering Committee.

#### The Vice-Chair

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

1. Chair Steering Committee and AA Central Office Representatives meetings in Chair's absence.
2. Assist Chair in preparation of agendas for Steering Committee and Representatives meetings.
3. Develop methods to keep group information current at AA Central Office.
4. Coordinate all committee information with AA Central Office Office Manager.
5. When possible, attend AA Central Office sponsored events.
6. Perform any other duties the Chair requests.
7. The Vice-Chair will automatically rotate into Chair of the Steering Committee position, without election, for a twelve (12) month duration.

#### The Secretary

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

1. Record the minutes and attendance of the Steering Committee and Representatives Committee meetings and distribute these to those committees at least forty-eight (48) hours prior to the next meeting.
2. Make available all necessary materials for Steering Committee and AA Central Office.
3. When possible, attend AA Central Office sponsored functions.
4. The Secretarial position shall be for a twenty-four (24) month consecutive period.

#### The Treasurer

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

1. Direct the Office Manager of the AA Central Office in financial matters that relate to the AA Central Office.
2. Become familiar with current office accounting program, presently Quickbooks.
3. Be accountable for deposits and the paying of bills for the AA Central Office.
4. Prepare and present itemized Treasurer's report for Steering Committee.

5. Prepare and present summarized Treasurer's report for Representatives meeting of AA Central Office.
6. Assume responsibility for any donations collected AA Central Office sponsored functions.
7. Account for all expenditures of AA Central Office and its committees.
8. Work with Steering Committee members and their committees where financial matters are concerned, for example, reimbursement for receipts.
9. File all government forms such as Employee's W-2 forms, Florida monthly sales tax, Form 941 (Employer's quarterly tax Form), annual corporate return, Form 990 (Annual Corporate Tax Exempt Report), Form 944 (Annual Federal Employment Tax Return), registering corporation on SunBiz and any other required forms necessary but not heretofore mentioned.
10. Track and notify Steering Committee of any declines in group contributions that might indicate lack of group interest in AA Central Office.
11. When possible, attend AA Central Office sponsored functions.
12. Perform any other duties the Chair of the Steering Committee might request.
13. The Treasurer position shall be for a twenty-four (24) month consecutive period.

#### Member-At-Large

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

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

## **ARTICLE VII**

### **Paid Employees (Office Manager)**

1. The AA Central Office Office Manager shall be chosen by the Steering Committee.
2. The Office Manager should have the following qualifications:
  - a. Two (2) years of continuous immediate sobriety and a desire and talent for service work.
  - b. Two (2) years of experience in an office administrative position
  - c. Knowledge of secretarial, office administrative procedures and knowledge of use and cooperation of current standard office equipment.
  - d. Knowledge of a variety of computer software applications in work processing, spreadsheets, database (for example, Microsoft Word, Excel, Outlook) and be willing to learn new programs acquired by the AA Central Office of Marion County.
  - e. Have a high level of interpersonal skills to handle sensitive and confidential situations and maintain that confidentiality. Remain open to others' ideas and exhibit willingness to try new things and be adaptable to change in work environment, delays or unexpected events.
  - f. Be consistently at work and on time, follow instructions, respond to Steering Committee direction. As for feedback to improve performance.
3. The AA Central Office Office Manager shall be compensated with a salary or fee agreed upon by the Steering Committee. The current salary will be based on a 25-hour week at an hourly rate, paid bi-weekly. This 25- hour week will include 24 hours per week in the office and the remaining 4 hours each month will be for committee meetings, sponsored functions, etc. Days absent will not be paid unless time is made up. Paid vacation time will be for a duration of one (1) work-week after the satisfactory completion of one (1) year service.

4. The AA Central Office Office Manager will be subject to a semi-annual review by the Steering Committee and contract renewal will be based on this Paid Employee maintaining an 80% evaluation. The Office Manager may be terminated by the Steering Committee after following the established discipline policy and/or combined with a poor evaluation. The Office Manager shall NOT be a member of either the Steering Committee or an AA Central Office 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 from any group or other AA office. The Office Manager cannot be an officer any outside club or other agency which is active in the field of alcoholism.
5. The Steering Committee will be responsible for a semi-annual review of the Paid Employee.

#### **Other Paid Employees**

The Steering Committee may hire other paid employee(s) as deemed necessary in the future to carry out the duties of the AA Central Office (for example, bookkeeper, etc.). All employees will be subject to the existing established discipline policy, semi-annual reviews and qualifications specific to that position.

### **ARTICLE VIII**

#### **Duties of the AA Central Office Office Manager**

The duties of the AA Central Office Office Manager include, but are not limited to, the following:

1. Responsible for staffing office during regular office hours established by the Steering Committee. It is recommended that all volunteers have at least one (1) year of continuous and immediate sobriety.
2. Solicit and train volunteer and substitute volunteers for office phone duty, reconciling cash box, entering receipt information into current accounting program (for example, Quickbooks) and the opening and closing procedures of the AA Central Office.
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 classify them.
5. Provide office keys to volunteers and maintain an up-to-date list of who has keys, including accounting for those who rotate out of their volunteer positions.
6. Keep accurate and up-to-date records of member groups of the AA Central Office, including the following:
  - a. Name of Group
  - b. Telephone contact number of each group
  - c. Name, address and phone numbers of Group Representative and Alternate
  - d. Record of Group donations
7. Update, print and distribute the "When and Where", keeping the date on the face page and meeting information current.
8. Post information from GSO, Area 14, District 17 and AA Central Office of Marion County on website to inform members of current activities. Communicate information via Facebook, Email and to the AA Central Office of Marion County and Steering Committee and group Representatives.

9. Create and/or co-create "The Voice" newsletter and distribute accordingly to AA Central Office group Representatives for their home group.
10. Handle all correspondence such as announcements and meetings to AA Central Office Representatives, Steering Committee members and Activities Committee members and maintain filing system.
11. Coordinate 2-3 AA Central Office events per year by chairing or co-chairing a committee for these events.
12. Keep accurate and up-to-date 12<sup>th</sup> Step Call List (made up of AA Central Office group members including volunteers available for calls at home from answering service after hours, on weekends and holidays).
13. Establish, maintain and manage an inventory of literature and other items for sale as approved by the Steering Committee. Ensure that all book and product orders are completed on Mondays and are pre-approved by the Steering Committee, with the exception of special orders.
14. Keep a clean and organized office.
15. Such other duties as the Steering Committee may assign.

## **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 A Central Office 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 AA Central Office sponsored events.

Section 3. All funds and property received by, or coming into, AA Central Office's custody belongs to, and are trust funds and property of AA Central Office, to be expended only for the purposes authorized, and only in accordance with the traditions of Alcoholics Anonymous.

Section 4. All funds of Intergroup District 17 dba AA Central Office of Marion County, deposited in banks or depositories, shall be deposited in the name of Intergroup District 17, Inc., dba AA Central Office of Marion County, and all withdrawals from such accounts shall be made by check, electronic withdrawals or debit card, by authorized signees on the bank account. Only banks that are members of the Federal Deposit Insurance Corporation may be used as depositories.

Section 5. The Treasurer's itemized report along with the previous month's bank statement shall be presented at each Steering Committee meeting. The Treasurer's summarized report shall be presented at each AA Central Office Representatives meeting.

## **ARTICLE X**

### **Amendments to the By-Laws**

These by-laws may be amended by a resolution in writing signed by two (2) AA Central Office Representatives. Such resolution shall be read at the monthly meeting after submission and voted on at the next monthly 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.

Amended July 30, 2017