

Livingston Area Intergroup Bylaws

As Approved on July 30, 2023

Revision 3

Table of Contents

Article I – Name, Mission Statement, Organization Type, Responsibilities, and Purposes

Section 1.01 – Name and Address of the Organization

Section 1.02 – Mission Statement

Section 1.03 – Organization Type and Responsibilities

Section 1.04 – Structure and Purposes

Section 1.05 – Warranties

Article II – Members and Representatives

Section 2.01 – Members

Section 2.02 – Membership Dues

Section 2.03 – Meetings

Section 2.04 – Notice of Meetings of the Representatives

Section 2.05 – Quorum of the Representatives

Section 2.06 – Procedure of Meetings of the Representatives

Section 2.07 – Proxies and Absentee Ballots

Section 2.08 – Voting at Meetings of the Representatives

Section 2.09 – Responsibilities and Duties reserved for the A.A. Groups

Section 2.10 – Responsibilities and Duties Reserved for Intergroup Representatives

Article III – Officers of the Intergroup

Section 3.01 – Number of Officers

Section 3.02 – Chairperson of the Intergroup

Section 3.03 – Vice Chairperson of the Intergroup

Section 3.04 – Secretary of the Intergroup

Section 3.05 – Treasurer of the Intergroup

Section 3.06 – Terms and Election of Officers

Section 3.07 – Non-Officer Position - Registrar

Article IV – Committees

Section 4.01 – Standing Committees

Section 4.02 – Responsibilities of the Standing Committees to the Intergroup

Section 4.03 – Qualifications of Committee Members/Sobriety Requirements

Section 4.04 – Archives Committee

Section 4.05 – Corrections Committee

Section 4.06 – Education and Participation Committee

Section 4.07 – Nominating and Elections Committee

Section 4.08 – Public Information/Cooperation with the Professional Community (PI/CPC)

Section 4.09 – Accessibility Committee

Section 4.10 – Telephone Committee

Section 4.11 – Treatment Committee

Section 4.12 – Special Committees (Ad Hoc)

Section 4.13 – Literature Committee

Section 4.14 – Website Committee

Section 4.15 – Special Events Committee

Article V – Miscellaneous Provisions

Section 5.01 – Indemnification

Section 5.02 – Intergroup Records

Section 5.03 – Fiscal Year and Budget Section 5.04 – Jurisdiction

Section 5.05 – Effective Date Section 5.06 – Amendments

Section 5.07 – Revisions of the Bylaws

Appendix I – Glossary of Terms

Appendix II – Roberts Rules of Order

Introduction

The Livingston Area Intergroup (hereinafter referred to as “the Intergroup”) is a service organization formed pursuant to the Ninth Tradition of Alcoholics Anonymous (A.A.) to operate on behalf of the A.A. Groups of the Livingston Area in accordance with the Twelve Traditions and Twelve Concepts of Alcoholics Anonymous. The Intergroup exists to aid the Groups in their common purpose of carrying the A.A. message to the alcoholic who still suffers.

Article I

Name, Mission Statement, Organization Type, Responsibilities, and Purposes

Section 1.01 – Name and Address of the Organization

- A. The name of the organization is the Livingston Area Intergroup (hereinafter “the Intergroup” or “Intergroup”).
- B. The principal address of the Intergroup is in the State of New York, County of Livingston, at the mailing address: PO Box 253, Geneseo, NY 14454.

Section 1.02 – Mission Statement

To provide service, support and communication to anyone looking for information on Alcoholics Anonymous in the Livingston Area.

Section 1.03 – Organization Type and Responsibilities

- A. The Intergroup is a not-for-profit organization of Livingston Area Alcoholics Anonymous groups. The purposes of the Intergroup are limited exclusively to charitable, education and scientific purposes.
- B. The principle responsibilities of the Intergroup are to promote the unity of the Livingston Area groups in accordance with A.A.’s First Tradition; to carry the message of Alcoholics Anonymous in accordance with A.A.’s Fifth Tradition; to respond to the needs of the Alcoholics Anonymous groups in accordance with A.A.’s Ninth Tradition; and to provide a central source of information about Alcoholics Anonymous in accordance with A.A.’s Eleventh Tradition.

Section 1.04 – Structure and Purposes

- A. The Intergroup shall be composed of representatives chosen by the Alcoholics Anonymous groups, which elect to participate in the affairs of the Intergroup.
- B. The specific purposes for which the Intergroup is organized are as follows:

1. May provide a central office from which services may be rendered to the Alcoholics Anonymous groups, Alcoholics Anonymous members, and any individual seeking recovery from alcoholism.
2. To provide and disseminate information concerning Alcoholics Anonymous and its program of recovery to individuals, Alcoholics Anonymous groups and the public at large.
3. To inventory and make available to Alcoholics Anonymous groups and individuals the following:
 - a. Alcoholics Anonymous conference-approved literature.
 - b. The Intergroup may make available literature and items from The A.A. Grapevine, Inc.'s catalog.
 - c. The Intergroup may also inventory and make available anniversary coins, which are given as a common practice in this area.
 - d. Items from approved Intergroup related activities.
 4. To assemble and maintain a listing of volunteer members of Alcoholics Anonymous who are willing to make 12-Step calls.
 5. To organize, conduct and encourage fellowship and social activities as the Intergroup determines.
 6. To provide a current directory of meetings of Alcoholics Anonymous groups in the Livingston Area, including information about groups that provide special needs services.
 7. To provide, as appropriate, Alcoholics Anonymous meetings at institutions.
 8. To provide a periodic bulletin of news and activities of Alcoholics Anonymous groups in the Livingston area.

Section 1.05 – Warranties

A. In all its proceedings, the Intergroup observes the spirit of the A.A. Traditions, taking care that the Intergroup never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve be its prudent financial principle; that none of the officers or members be placed in a position of unqualified authority over any others; that all important decisions be reached by discussion, vote and whenever possible with

substantial unanimity; that no Intergroup action ever be personally punitive or an incitement to public controversy; that although the Intergroup may act for the service of the participating Alcoholics Anonymous groups, it never performs any acts of government; and that, like the Society of Alcoholics Anonymous which it serves, the Intergroup itself will always remain democratic in thought and action.

B. Specifically excluded from the objectives of the Intergroup is the operation of any club, clubhouse or 12-step hall, and the endorsement of any public or private projects on alcoholism as outlined in the Sixth Tradition.

Article II

Members and Representatives

Section 2.01 – Members

A. Any A.A. group within the Livingston Area may participate in the Intergroup by electing an Intergroup Representative and (optionally) an Alternate Intergroup Representative and notifying the Intergroup Registrar. Each group shall determine the qualifications and procedures by which an Intergroup Representative and Alternate Intergroup Representative are elected. It is suggested, however, that each Intergroup Representative and Alternate Intergroup Representative have a minimum of one (1) year continuous sobriety. It is suggested that these positions be held for two-year terms to provide consistency and experience in the Intergroup body.

B. Any A.A. group whose duly elected Intergroup Representative or alternate has been absent from three consecutive regular meetings of the Intergroup shall be classified as an inactive group for the purposes of determining a quorum. The group shall be so notified by the Intergroup Registrar. Any inactive group will be automatically reactivated upon having an Intergroup Representative or alternate in attendance at a meeting of the Intergroup and by notifying the Intergroup Registrar.

C. Any Livingston Area A.A. group shall be entitled to the benefit of the services offered by the Intergroup whether they are active or inactive members of the Intergroup.

D. No A.A. member shall simultaneously serve as an Intergroup Representative (or Alternate Intergroup Representative) for more than one group at any meeting of the Intergroup.

E. A copy of the most current Bylaws shall be given to every Intergroup Representative or Alternate Intergroup Representative and committee chairperson/co-chairperson upon registering with the Intergroup. Upon any and all amendments to the Bylaws, a new copy shall be given to those indicated above. Copies of the current Bylaws shall be available to any A.A. member on request as well.

Section 2.02 – Membership Dues

There are no dues or fees for membership. The Intergroup is self-supporting through the contributions of A.A. members and A.A. groups.

Section 2.03 – Meetings

A. Meetings of the Intergroup shall be held no less than eleven (11) times per year on an agreed upon scheduled day, time and place that is decided upon by the members.

B. Special meetings of the Intergroup may be called by a majority of the Intergroup officers or by a two-thirds majority vote of the voting members present at any meeting of the Intergroup. Only those matters, specifically stated in the Notice of a Special Meeting (see Section 2.05B) as the purpose for the meeting, may be considered at a special meeting.

Section 2.04 – Notice of Meetings of the Representatives

A. Notice of all regularly scheduled meetings of the Intergroup shall be published in the minutes stating the date, time and place the meeting will be held.

B. Notice of any special meeting of the Intergroup shall, if time permits, be published in the minutes. If time does not permit publication in the minutes, the Intergroup Secretary shall give notice via email, phone, text, or regular mail, to all registered active and inactive groups. The notice of a special meeting shall be communicated no less than seven (7) days prior to the date of the special meeting and shall state the date, time, place and purpose of the special meeting.

Section 2.05 – Quorum of the Representatives

A quorum of the Intergroup must be present at a regular or special meeting of the Intergroup to transact business for the Intergroup. At any meeting of the Intergroup, the

presence of 30% of the current active membership (as defined in Section 2.01B) shall constitute a quorum. The Chairperson of the Intergroup, assisted by the Intergroup Registrar, will determine if a quorum is present at any meeting of the Representatives.

Section 2.06 – Procedure of Meetings of the Representatives

In general, the procedures of the meeting of the Representatives are defined by Robert's Rules of Order (modified by the Twelve Traditions and Adapted for the General Service Conference Area 47 Assembly). In the event of a procedural conflict, these will be used to resolve the conflict. (see Appendix II)

Section 2.08 – Proxies and Absentee Ballots

The Intergroup does not use proxies or absentee ballots for any vote or election.

Section 2.09 – Voting at Meetings of the Representatives

- A. On any matter that is presented for a vote at any meeting of the Intergroup, each IR, Standing Committee Chair, Officer (Vice Chair, Secretary, Treasurer), and Registrar shall have one vote. A group's vote shall be cast by the Intergroup Representative from that group or, if the Intergroup Representative is not present, by the Alternate Intergroup Representative for that group. If neither of the Representatives can attend, they can designate a member of their home group voted on by that home group. If Standing Committee Chair can not attend, they can designate another member of their committee to vote instead.
- B. Any AA Member may participate in deliberations at meetings of the Intergroup.
- C. In keeping with the Second and Third Concepts of World Service, the Representatives shall determine which action(s) may be voted on immediately and which motions must be brought back to the groups for further discussion, unless the course of action is defined by these Bylaws (see section 2.11).
- D. The Chairperson of the Intergroup shall vote only in the event of a tie.
- E. A simple majority of those eligible to vote (provided a quorum is present) shall determine the outcome of any issue presented for a vote with the following exceptions:
 - 1. Motion to remove an officer requires a seventy-five percent (3/4) majority.

2. Motion to remove a member requires a seventy-five percent (3/4) majority.
3. Motion to amend the Bylaws requires a sixty-six percent (2/3) majority.
4. Motion to call a special meeting of the Intergroup requires two-thirds (2/3) majority.

F. Minority opinion may be heard from those voting in the minority. After hearing minority opinion, if any voting member wishes to change their vote, the motion is brought back to the floor for discussion.

G. Prior to each meeting, the voting members will sign in with the Registrar and be issued a green card. Prior to voting, the Registrar shall verify the number of eligible voters by a show of hands/green cards. The purpose of this is to ensure that each voting member gets one vote each. When a vote is called, eligible voters will raise their cards to be counted by the Chair. The number of “yay” or “nay” votes will be recorded in the minutes. At the close of business, the Registrar will collect the green cards.

Section 2.10 – Responsibilities and Duties reserved for the A.A. Groups

In keeping with the Second and Third Concepts of World Service, the Representatives shall determine which action(s) may be voted on immediately and which motions must be brought back to the groups for further discussion except for the following items which must always be brought before groups:

1. Approval of all budgets.
2. Approval of amendments to the Bylaws.
3. Policy or substantial operational changes.
4. Contracts that legally bind the Intergroup for a period of more than one (1) year and/or exceed five (5) percent of the annual operating budget and are not already included in approved budgets.

Section 2.11 – Responsibilities and Duties Reserved for Intergroup Representatives

The reserved responsibilities and duties of the Intergroup Representatives are as follows:

- A. Matters of Intergroup policy.

- B. Substantive changes to operations. In the event that a proposed change cannot be clearly defined as "substantive", the Intergroup Representatives should always be permitted to exercise their responsibility.
- C. Contracts or agreements that bind the Intergroup financially or otherwise that have not been included in previously approved budgets or which apply under Section 2.11 of these Bylaws.
- D. Withdrawal of funds from the prudent reserve for any reason.
- E. Hiring of the Office Administrator and Bookkeeper.

Article III

Officers of the Intergroup

Section 3.01 – Number of Officers

There shall be four (4) officers of the Intergroup: the Chairperson, the Vice Chairperson, the Secretary, and the Treasurer. No person may hold more than one office simultaneously, with the exception of temporary absences. No position may be held by more than one person. In order to be considered for the position of an officer, it is suggested the person has served as an Intergroup Representative for at least two (2) years. Once the officer assumes the position, they must relinquish their role as an Intergroup Representative, Alternate Intergroup Representative, and/or Committee Chairperson.

Section 3.02 – Chairperson of the Intergroup

- A. The Chairperson of the Intergroup shall preside over all meetings of the Intergroup and be responsible for setting the monthly agenda (either written themselves or in collaboration with the Secretary).
- B. The Chairperson does not function as the supervisor of any employee of the Intergroup.
- C. The Chairperson shall have the duties and responsibilities of facilitation of the Intergroup that usually pertain to the office, including but not limited to:
 - 1. Being knowledgeable of Intergroup issues, management effectiveness, Alcoholics Anonymous Twelve Traditions and Twelve Concepts.

2. Conducting well-organized, timely and effective meetings.
 3. Ensuring agendas and presentations are carefully tailored to facilitate responsible communication and decision-making.
 4. Ensuring that committees are staffed with appropriate talent and that communication channels are clear.
 5. Fostering a proactive role for committee chairs in fulfilling their duties and responsibilities.
 6. Assuring that issues relating to the Intergroup are dealt with in a timely fashion.
 7. Being a non-voting ex-officio member of all organization committees (with the exception of the Nominating and Elections Committee).
- D. The suggested minimum length of continuous sobriety for this position shall be three (3) years.
- E. The Chairperson position will be held for one year by the former Vice Chairperson.

Section 3.03 – Vice Chairperson of the Intergroup

The Vice Chairperson shall, in the absence of the Chairperson, or during the incapacity of the Chairperson as determined by the Intergroup, perform all duties of and assume all responsibilities of the Chairperson until such authority is revoked by the Intergroup. The Vice Chairperson shall perform such other duties as usually pertain to the office, or as are properly required of the Vice Chairperson. The suggested minimum length of continuous sobriety for this position shall be three (3) years. The Vice Chairperson will be elected every year for a one-year term and will become Chairperson for the second-year term. The Vice Chairperson serves as a liaison to District 0106 and 0107. The Vice Chairperson should attend any scheduled district meetings.

Section 3.04 – Secretary of the Intergroup

A. The Secretary of the Intergroup (or their designee) shall keep minutes of all meetings of the Intergroup. Such minutes shall reflect all business conducted at the meeting including findings, conclusions, and recommendations. Copies of the minutes, when approved by the Intergroup respectively, shall be a part of the permanent Intergroup records. Access to the minutes will be maintained by the Chairperson and Secretary.

- B. All motions are logged in the monthly minutes as they occur.
- C. The Secretary shall issue notice of all meetings where notice of such meeting is required by these Bylaws.
- D. The Secretary shall maintain and be responsible for all Intergroup records, except financial records.
- E. The suggested minimum length of continuous sobriety for this position shall be two (2) years.
- F. All annual flyers will be printed and sent out when the groups and/or persons hosting the event gives the Secretary the updated information for the event. Other flyers that the groups wish to have in the mailings should be provided by the group/person to the Secretary. If the group is not able to produce their own flyer, they can request the assistance of the Secretary.

Section 3.05 – Treasurer of the Intergroup

- A. The Treasurer shall be responsible for the care and custody of all monies, securities, and assets of the Intergroup and shall report on these matters to the Intergroup on a monthly basis.
- B. The Treasurer shall be responsible for the keeping of full and accurate accounts of all monies received by the Intergroup and paid by the Intergroup and shall report on these matters to the Intergroup on a monthly basis. When approved by the Intergroup, these reports shall be a part of the permanent Intergroup records.
- C. The Treasurer should have an understanding of generally accepted accounting principles.
- D. The Treasurer shall make and sign such reports, statements and instruments as may be required of the Treasurer by the Intergroup or by the laws of the United States or by the laws of the State of New York.
- E. The Treasurer shall perform such other duties as usually associated with the office of the Treasurer.
- F. The Intergroup Chairperson shall appoint an Ad Hoc Audit Committee consisting of three (3) Intergroup Representatives to review the financial records of the Treasurer in odd numbered years.

G. The suggested minimum length of continuous sobriety for this position shall be five (5) years.

H. The Treasurer will be responsible for monitoring that a prudent reserve is maintained and reporting to the Intergroup when said prudent reserve is above or below the accepted level.

I. Fiscal Year and Budget

J. The fiscal year shall begin the first day of January in each year and end on the last day of December of that same year.

K. The Intergroup shall approve a budget for the fiscal year prior to the commencement thereof.

L. The procedure for completion of the Intergroup budget is as follows:

- In July of each year, The Treasurer may form a committee to help with the preparation of the budget. The Treasurer will act as Chairperson of this committee.
- The Committee will prepare a budget for the next fiscal year using historical data, standing committee requests or recommendations, contractual obligations, and legal requirements.
- A notification will be sent to all standing committee chairpersons to let them know that the budgeting process has begun and the specific date, in August, their budget requests should be submitted to the Committee. Written requests will be entered into the budget as submitted and are subject to the group's approval. If a standing committee does not submit a written request, the Committee will use historical data for their budget.
- All budget items discussed are to be treated as confidential by the committee members except in the course of getting pertinent information from individuals, standing committees, or institutions for budget preparation.
- The Committee shall present a prepared budget to the Intergroup at their October meeting for discussion. The Intergroup will then take the proposed budget to the groups. A vote for approval of the budget will be taken at the November Intergroup meeting. In the case that more action is required, the vote will be taken in December.

Section 3.06 – Terms and Election of Officers

- A. The officers of the Intergroup shall be elected at the December meeting of the Intergroup.
- B. All terms will begin on January 2 and will be two (2) years except the Vice Chairperson and Chairperson (see 3.02E and 3.03) will be for one year each.
- C. In the spirit of service rotation, officers may only serve one (1) term in a previously held position.
- D. Any Officer may resign at any time by giving his/her written resignation to the Chairperson or Secretary. The resignation will take effect at the specified time therein, and unless specified therein, the acceptance of the resignation shall not be necessary to make it effective.
- E. The Intergroup may remove an officer at any time, with or without cause, provided that Section 2.09 E-1 of these Bylaws has been followed.
- F. The Secretary is elected in even numbered years and the Treasurer is elected in odd numbered years. The Vice Chairperson will be elected each year.
- G. Should any officer resign or be removed during their term, or should there be no nominees to fill an open position for said officer at the regular election, the voting body of the Intergroup in concert with the Nominating and Elections Committee, shall elect, as soon as possible, a qualified candidate to fill the vacancy for the remainder of the existing term. An officer that has been elected to fill the remainder of an elected term shall be eligible to serve for another full term. Likewise, if an officer has served a full term, they can be elected to fill the remainder of a vacated term.

Section 3.07 – Non-Officer Position - Registrar

- A. The Intergroup Registrar shall be elected in odd numbered years for a term of two (2) years, beginning January 1.
- B. The Intergroup Registrar is responsible for tracking which groups are active.
- C. The Intergroup Registrar will maintain all procedures by which the membership is tracked, updated and confirmed. These procedures should be written and available from the Intergroup Registrar or Central Office upon request.
- D. The Registrar shall attend each Intergroup meeting, have a sign-in sheet available and request everyone sign-in, and hand out green cards to those eligible to vote. At the end

of the Intergroup meeting the Registrar will collect the green cards and give the sign-in sheet to the Secretary for recording in the minutes.

E. The Registrar can also hold the position of Intergroup Representative or Alternative Intergroup Representative.

Article IV

Committees

Section 4.01 – Standing Committees

The Standing Committees of the Intergroup are set forth in this Article and will perform the duties set forth below as well as such additional duties as the Intergroup may assign. In order to be considered for the position of a Standing Committee Chairperson, it is suggested the person has served as an Intergroup Representative for at least two (2) years.

The Standing Committees are as follows:

1. Archives Committee
2. Corrections Committee
3. Education and Participation Committee
4. Nominating and Elections Committee
5. Public Information/Cooperation with the Professional Community (PI/CPC) Committee
6. Accessibility Committee
7. Telephone Committee
8. Treatment Committee
9. Literature Committee
10. Website Committee

Section 4.02 – Responsibilities of the Standing Committees to the Intergroup

A. General Responsibilities: Each standing committee of the Intergroup shall have the following general responsibilities to the Intergroup:

1. Provide a report of each committee meeting which reflects all business conducted; including findings, conclusions and recommendations. Copies of the reports, when approved by the committee, shall be part of the permanent Intergroup record.
2. Keep the Intergroup informed about the committee's activities, concerns and needs by submitting written monthly reports to the Secretary for inclusion in monthly minutes prior to Intergroup meeting.
3. Notify the Intergroup immediately and in detail concerning any situation that has a potential adverse, legal or financial consequence to the Intergroup.

B. Financial Responsibilities: Each standing committee of the Intergroup shall have the following financial responsibilities to the Intergroup:

1. Prepare and submit a committee budget for review by the Budget Committee that can be incorporated into the Intergroup budget. Budget requests shall be submitted each year and should include such information as is specified by the Intergroup Treasurer (see section 5.03).

Section 4.03 – Qualifications of Committee Members/Sobriety Requirements

Any member of Alcoholic Anonymous may serve as a standing committee member after meeting the qualifications stated by the committee in question. In keeping with the Traditions and the spirit of rotation, it is suggested that all committee members periodically rotate out of their service positions.

Section 4.04 – Archives Committee

A. The purpose of the Archives Committee is to gather, organize, preserve and maintain donated documents and oral/written histories pertinent to Alcoholics Anonymous in the Livingston Area. Archival materials should present an accurate historical record of A.A. in the Livingston Area.

B. The Archives Committee shall strive to have no less than 3 AA members.

C. The committee shall include a Chairperson. It is suggested that the chairperson have a minimum of five (5) years of continuous sobriety and shall serve until such time as he/she chooses to relinquish the position or until the committee or Intergroup determine that rotation is in order.

D. The duties and responsibilities of the Chairperson or committee are to:

1. Maintain the physical integrity of the collection at a designated space approved by the Intergroup so that the Intergroup's ownership of the collection is clearly evident.
2. Prepare and maintain an inventory of all archived materials.

E. The duties and responsibilities of the committee are to:

1. Determine what materials are appropriate for the archives.
2. Develop "finding aids" to expand the collection.
3. Protect the anonymity of individual A.A. members and the confidentiality of the records.
4. Develop guidelines and policies regarding the archives including the process for obtaining access to, and use of, the archives.
5. Meet regularly to prepare a monthly report to the Intergroup.

Section 4.05 – Corrections Committee

A. The purpose of the Corrections Committee shall be to carry the message of Alcoholics Anonymous to the still suffering alcoholics who are incarcerated in correctional institutions or otherwise detained.

B. The Corrections Committee shall strive to have no less than three (3) members of A.A.

C. Every two years a new Committee Chairperson shall be appointed by the incoming Intergroup Chair for a term of two years. These appointments will occur prior to the start of the term in January of even numbered years.

D. The responsibilities and duties of the Corrections Committee are:

1. To coordinate A.A. groups and/or A.A. members in taking regular A.A. meetings into correctional facilities.

2. To encourage participation in leading correctional facility meetings.
3. To provide a liaison between correctional facilities and A.A. groups.

Section 4.06 – Education and Participation Committee

- A. The purpose of this committee is to foster and encourage group participation in the Livingston Area Intergroup and to provide training to facilitate participation.
- B. The Education and Participation Committee shall strive to have no less than three (3) members of A.A.
- C. Every two years a new Committee Chairperson shall be appointed by the incoming Intergroup Chair for a term of two years. These appointments will occur prior to the start of the term in January of odd numbered years.
- D. The duties and responsibilities of the committee are:
 1. To foster participation and membership in the Intergroup.
 2. To welcome new Representatives and to provide them with information regarding the structure and operations of the Intergroup.
 3. To establish and conduct educational/informational sessions.

Section 4.07 – Nominating and Elections Committee

- A. The purpose of the Nominating and Elections Committee is to provide an election slate for all elected positions within the Intergroup and to facilitate the election process of the Intergroup.
- B. The Nominating and Elections Committee shall strive to have no less than three (3) members.
- C. Every year a new Committee Chairperson shall be appointed by the incoming Intergroup Chair for a term of one year. These appointments will occur prior to the start of the term in January of the upcoming year.
- D. The responsibilities and duties of the Nominating and Elections Committee are:
 1. Ensuring that there is a candidate for each and every position within the Intergroup currently due for election.

2. Conduct the elections during the December meeting of the Intergroup or at such time as required to promptly fill positions not filled at the December meeting.
3. The committee shall complete the following process and schedule of election activities:
 - a. The Nominating and Elections Committee shall solicit nominations for candidates for each position in the Intergroup in writing, verbally, or from the floor. The committee shall review and determine the position qualifications with each nominee and ask them if they feel they are willing and qualified to serve. The committee shall report at the October meeting of the Intergroup those nominees that are now candidates for the position.
 - b. In the event that no person has been nominated for an elective position by the close of business at the October meeting, the Nominating and Election Committee members shall solicit persons, determine their willingness to serve, and submit their names to the slate. At the November Meeting of Intergroup, the committee shall submit the full slate of candidates for all the positions due for election. Any further nominations (either in writing, verbally, or from the floor) will be accepted during the November meeting of the Intergroup. Nominations will be closed at the end of the November meeting.
 - c. At the December meeting of the Intergroup, the Nominating and Elections Committee shall have prepared and readied a ballot containing the names of all candidates for the positions due for elections. Voting shall be by ballot only. With the assistance of the Intergroup Registrar, the committee shall ensure that only those eligible to vote shall cast a ballot in the election. The committee shall tabulate the ballots and announce the results at the conclusion of the December meeting.
4. The Nominating and Elections Committee shall, in an expedited manner, conduct the election for any Intergroup position(s) that may become vacant in mid-term.

Section 4.08 – Public Information/Cooperation with the Professional Community (PI/CPC) Committee

A. The purpose of this committee is to develop, maintain and implement an appropriate public information program for the purpose of carrying the message of Alcoholics Anonymous to the still suffering alcoholic through sustaining a public image for A.A. and educating those professionals who may have first contact with prospective members. In keeping with the A.A. Traditions, programs and activities adopted or

undertaken by this committee shall be based upon a concept of attraction rather than promotion.

B. The PI/CPC Committee shall strive to have no less than three (3) members.

C. Every two years a new Committee Chairperson shall be appointed by the incoming Intergroup Chair for a term of two years. These appointments will occur prior to the start of the term in January of even numbered years.

D. The responsibilities and duties of the Public Information/Cooperation with the Professional Community Committee are as follows:

1. Provide assistance in matters related to alcoholism as needed or requested, to professional groups, organizations, associations, institutions or individuals.
2. Initiate and/or provide upon request lectures, speakers, and discussion group; or any other educational or informative activity or program that may be deemed to be of assistance to the professional community.
3. Offer programs designed to attract suffering alcoholics to the program of Alcoholics Anonymous, including, but not limited to, making appearances and distributing information at health fairs and alcohol awareness programs, soliciting and making media releases or announcements designed to create a public awareness of the availability of the program of Alcoholics Anonymous.

Section 4.09 – Accessibility Committee

A. The purpose of the Accessibility Committee is to assist the Intergroup, the autonomous groups (that wish to participate), and individuals in carrying the message of recovery to the alcoholic with special needs, including, but not limited to, those who are blind or visually impaired, deaf or hard-of-hearing.

B. The Accessibility Committee shall strive to have no less than three (3) members.

C. Every two years a new Committee Chairperson shall be appointed by the incoming Intergroup Chair for a term of two years. These appointments will occur prior to the start of the term in January of odd numbered years.

Section 4.10 – Telephone Committee

- A. The purpose of this committee is to recruit, train, and oversee those A.A. members who have volunteered to man the phone.
- B. The Telephone Committee shall strive to have no less than three (3) members of A.A.
- C. Every two years a new Committee Chairperson shall be appointed by the incoming Intergroup Chair for a term of two years. These appointments will occur prior to the start of the term in January of even numbered years.
- D. The duties and responsibilities of the Telephone Committee are:
 - 1. Develop and continually update training/informational manuals with the assistance of the Intergroup Secretary.
 - 2. Recruit A.A. groups and/or individuals to man the phone.
 - 3. Train these individuals as to their responsibilities, procedures and requirements.
 - 4. Promote and oversee the 12-Step call system to make certain that the hand of A.A. is always extended through our phone service by an A.A. member.

Section 4.11 – Treatment Committee

- A. The purpose of the Treatment Committee is to coordinate the work of individual Alcoholics Anonymous members and groups who are interested in carrying our message of recovery to alcoholics who are hospitalized, committed or otherwise detained in treatment institutions, and to set up a means of smoothing their transition from the facility to the larger A.A. Community.
- B. The Committee shall strive to have no less than 3 members.
- C. Every two years a new Committee Chairperson shall be appointed by the incoming Intergroup Chair for a term of two years. These appointments will occur prior to the start of the term in January of odd numbered years.
- D. The duties and responsibilities of the Treatment Committee are as follows:
 - 1. To coordinate A.A. groups in taking regular A.A. meetings into treatment facilities.
 - 2. To encourage group participation in leading treatment facility meetings.

3. To provide a liaison between treatment facility meetings and A.A. groups.
4. To coordinate the temporary contact list.
5. To offer guidance and instruction on how to better carry “the” message and cooperate with participating facilities.

Section 4.12 –Special Committees (Ad Hoc)

Upon recommendation of the Intergroup, the Chairperson of the Intergroup may form special committees to address issues of limited scope. In the event that a special committee is formed, the Chairperson of the Intergroup will appoint a Chair, subject to the approval of the Intergroup, and provide a summary of the scope of work to be addressed by the committee. The committee will function until the scope of work is met and be dissolved upon presenting recommendations to the Intergroup. Examples of special committees may include annual picnic, fundraising, website, etc.

Section 4.13 – Literature Committee

- A. The purpose of this committee is to provide conference approved literature and other service material for sale to groups in the area; document the procedures of how the literature committee performs its functions, identifying resources, contacts, and phone numbers.
- B. The Committee shall strive to have no less than 3 members.
- C. Every two years a new Committee Chairperson shall be appointed by the incoming Intergroup Chair for a term of two years. These appointments will occur prior to the start of the term in January of even numbered years.
- D. Basic functions of the committee are to:
 1. Attend monthly Intergroup meetings to report the status of literature inventory and funds available for future literature purchases.
 2. Generate a report to submit to the Secretary for reporting to the groups stating inventory assets and funds available. Discuss literature updates and/or changes.
 3. Provide standing committees or groups the literature they may need for service events.

4. Establish order quantities based on volume discounts and set resale prices to provide the lowest possible price to A.A. groups.
5. Maintain literature inventory and order appropriately.
6. Maintain inventory and make available to Alcoholics Anonymous groups and individuals:
 - a. Alcoholics Anonymous conference approved literature
 - b. AA Grapevine Inc's catalog
 - c. Anniversary coins (which are given as a common practice in this area)
 - d. Items from approved Intergroup related activities
7. Provide a current directory of meetings of Alcoholics Anonymous group in the Livingston Area.

Section 4.14 – Website Committee

- A. The purpose for which the Website Committee is organized is to provide a central location from which services may be rendered to the Alcoholics Anonymous groups, Alcoholics Anonymous members and any individual seeking information about recovery from alcoholism.
- B. The Website Committee shall strive to have no less than three (3) members.
- C. Every two years a new Committee Chairperson shall be appointed by the incoming Intergroup Chair for a term of two years. These appointments will occur prior to the start of the term in January of odd numbered years.
- D. Basic functions of the committee are to maintain the website.

Section 4.15 – Special Events Committee

- A. The purpose of the Special Events Committee is to enhance unity and fellowship opportunities within the LAI community in ways that are aligned with the Livingston Area Intergroup (LAI) mission statement.
- B. **Meetings and Composition:** The Special Events Committee shall convene as required to fulfill its objectives. Whenever possible, the committee shall consist of three or more members to ensure effective decision making.

- C. Every two years a new Committee Chairperson shall be appointed by the incoming Intergroup Chair for a term of two years. These appointments will occur prior to the start of the term in January of odd numbered years.
- D. **Record Keeping:** The committee shall maintain accurate and organized digital records of all funding requests and disbursements for transparency and future reference.
- E. **Funding Access:** Groups/individuals may propose funding requests by submitting written detailed proposals to the Special Events Committee for review and consideration.
- F. The Special Events Committee shall review proposals using the following guidelines:
- a. Consider how the request is in alignment with LAI objectives and mission statement
 - b. Reviewing the Special Events available budget and anticipated annual events
 - c. Access how the group/events will use collected funds toward the event costs
 - d. If the request is approved the group/individual will be required to submit receipts to the Special Events Committee for proper reimbursement in a timely manner
 - e. Approval shall be determined through consensus or majority vote of the Special Events Committee
 - f. If the request is denied a written response will be provided
 - g. If the group/individual disagrees with the Special Events Committee's decision they are encouraged to bring the request directly to LAI for further consideration.

Article V

Miscellaneous Provisions

Section 5.01 - Indemnification

- A. The officers of the Intergroup shall be indemnified to the fullest extent possible now and hereafter permitted by law in connection with any actual or threatened action or proceeding (including civil, criminal, administrative or investigative proceedings) arising out of their service to the Intergroup and while under the direction of the Intergroup.

B. The Intergroup is hereby authorized to purchase and maintain insurance on behalf of any officer or employee of the Intergroup, insuring them, to the extent permitted by law against any personal liability asserted against or incurred by them at any such service to or on behalf of the Intergroup.

Section 5.02 – Intergroup Records

Any member may have reasonable access to the records and documents (including financial) of the Intergroup. The requester must pay any expenses involved except as the Intergroup may otherwise determine.

Section 5.03 – Jurisdiction

The jurisdiction of the Livingston Area Intergroup is complete and continuing from year to year. It is autonomous in all matters and is not subject to or subservient to any individual Alcoholics Anonymous group or Alcoholics Anonymous organization.

Section 5.04 – Effective Date

These Bylaws shall become effective on the date on which the Intergroup approve them.

Section 5.05 – Amendments

A. These Bylaws may be amended from time to time by a two-thirds (2/3) majority of the Intergroup present and eligible to vote at a meeting of the Intergroup provided that proper notice as required in Section 5.05C of these Bylaws was given to the registered groups.

B. A motion to amend the Bylaws shall be made and approved at a regularly scheduled meeting of the Intergroup.

C. A notice and a copy of the proposed amendment(s), clearly stating the Article(s) and Section(s) to be amended shall be sent to all groups registered with the Intergroup at least sixty (60) days prior to the meeting at which a vote on the proposed amendment(s) to the Bylaws is scheduled. This notice shall include the date, time, and place of that meeting.

D. All amendments to these Bylaws shall be incorporated into a revised edition of the Bylaws. The cover page of each edition of the Bylaws shall include the statement: “As

Approved on (insert date)” with the words “Revision (insert revision number, such as 1, 2, etc.) directly below the statement. The last section in the last Article of the Bylaws shall list all of the revisions by revision letter, date approved, and the section(s) that were added, deleted, revised, or renumbered.

Section 5.07 – Revisions of the Bylaws

Revision	Revision Date	Changes
1	Oct 27, 2013	Not recorded
2	May 19, 2019	<ul style="list-style-type: none"> • Section 1.03 (A) – deleted rest of sentence after “scientific purposes” • Revised Section 1.04 (B) (1) – changed first word from “To” to “May” • Revised Section 1.04 (B) (3) (b) – changed beginning of sentence • Section 1.05 (A) – added footnote to last word • Revised Section 2.01 (A) – added “(optionally)” and changed “Secretary” to “Registrar”. Added “and Alternate Intergroup Representative” in line 5. • Revised Section 2.01 (B) – added “and providing a written or verbal notification to the”. Changed “Secretary” to “Registrar” in two places. • Section 2.01 (C) – added definition of active group • Revised Section 2.01 (E) to reflect availability of copies of bylaws • Changed Section 2.03 to Intergroup Registrar and added additional duties • Revised Section 2.05 (B) to reflect more avenues of communication

		<ul style="list-style-type: none">• Section 2.06 – changed “Secretary” to “Registrar”• Section 2.07 – changed “Parliamentary Procedures of the Intergroup” to “Robert’s Rules of Order” and added as Appendix II• Section 2.09 (A) – added last sentence to clarify voting member in absence of IR or alternate IR• Added Section 2.09 (E) (4)• Section 2.09 (G) – changed all wordings of “Secretary” to “Registrar”• Added Section 2.11 (was formerly Article 3.08)• Section 3.01 – added last 2 sentences qualifications to run for office• Section 3.02 – added (E)• Section 3.03 – added last sentence regarding term• Section 3.04 (E) – changed suggested sobriety from 3 years to 2 years• Added Section 3.04 (F)• Section 3.05 (G) – changed suggested sobriety from 3 years to 5 years• Section 3.06 (B) – changed terms of Vice Chairperson and Chairperson• Section 3.06 (D) – moved to Section 3.01 and re-lettered section• Section 3.06 – added line F• Section 3.08 – renumbered and moved to Section 2.11• Section 4.01 – added second sentence requirements for standing committee chairperson• Section 4.01 – added 10 and 11
--	--	---

		<ul style="list-style-type: none"> • Section 4.02 (B) (1) – changed “Intergroup Representative” to “Budget Committee” • Deleted Section 4.03 (B) • Section 4.04 (C) – deleted “Archivist” and term of chairperson • Section 4.04 (D) – changed “Archivist” to “chairperson or committee” • Section 4.04 (E) – deleted “Archivist” and added lines 4 and 5 • Section 4.07 (D) (3) (a) – added “verbally” to first sentence and changed committee duties. • Section 4.07 (D) (3) (b) – deleted “qualifications” from first sentence. Added “verbally” to second sentence. • Section 4.07 (D) (3) (c) – changed “cause” to “give” and added “the Secretary to” • Section 4.07 (D) (3) (d) – changed “Secretary” to “Registrar” • Section 4.10 (A) – deleted sentence after “phone” • Section 4.11 (C) – added line 5 • Section 4.12 – added last sentence to reflect examples of special committees • Added Sections 4.13 and 4.14 • Section 5.03 (A) – added end of fiscal year • Section 5.03 (C) – changed the word “policy” to “procedure” • Added Appendix II – Roberts Rules of Order
3	July 30, 2023	<ul style="list-style-type: none"> • Changed voting eligibility • Changed committee chair responsibilities

		<ul style="list-style-type: none">• Changed committee chair terms of service
3.1	December 17 2023	<ul style="list-style-type: none">• Added Section 4.15 Special Events Committee section

Appendix I

Glossary of Terms

Indemnification – to secure against hurt, loss or damage; exemption from liability.

Officer of the Intergroup – any elected member of the Intergroup who is either the Chairperson, Vice Chairperson, Treasurer or Secretary.

Appendix II

Roberts Rules of Order