

**By-Laws of the  
Tri-County Intergroup Association**

Revised and Approved 5/27/2010

**I. NAME**

The name of this association of participating Alcoholics Anonymous groups, hereinafter referred to as A.A., shall be the Tri-County Intergroup Association, hereinafter referred to as the Association.

**II. PURPOSE**

The purpose of the Association shall be the coordination of A.A. activities common to the various groups comprising its membership including the maintenance of an Intergroup Office. This office shall act as a clearinghouse for the effective development of the A.A. program in the area it shall serve, namely Franklin, Wake and Warren Counties.

**III. MEMBERSHIP**

- A. The membership of the Association shall consist of each present A.A. Group, or any future A.A. Group, in the above mentioned area which shall elect to participate in the Association. It is suggested that each group shall elect a representative and an alternate representative to serve a term of two years. It is suggested that the representative is to be elected at the same time the Group's GSR is elected in order to achieve rotation.
- B. These elected representatives shall be known as the Intergroup Council (hereinafter referred to as the Council). Each Group shall be entitled to one vote at Council meetings and each representative can represent only one Group.
- C. It is suggested that each member of the Council be continuously sober for at least two years.
- D. The Intergroup Office Administrator is a non-voting member at Council meetings.

**IV. MEETINGS**

- A. Regular meetings of the Council shall be held at 7:30 p.m. the last Thursday of each month of each year except when there is a conflict with a scheduled holiday.
- B. Regular meetings of the Steering Committee shall be held at 6:30 p.m. the last Thursday of each month of each year, prior to the regular meetings of the Council, except when there is a conflict with a scheduled holiday.
- C. Special Council meetings may be called at any other time upon request of a majority of the Steering Committee or upon the written request of at least 25% of the Groups. Special Council meetings shall be called in accordance with Article IV (D). In the case of special meetings, no business except that for which the meeting was called shall be transacted.
- D. Special Council meetings will be announced to representatives at the regular Council meeting prior to the special meeting. The special Council meeting will also be posted at the Intergroup office and on the Intergroup's website.
- E. Meetings shall be conducted in accordance with Robert's Rules of Order

**V. QUORUM**

- A. All Intergroup Representatives, present and prepared to vote, shall constitute a quorum for Intergroup Council meetings, provided that notice of the meeting was made in accordance with Section IV.

**VI. SERVICE COMMITTEES**

- A. The Association shall be responsible for establishing, organizing, maintaining, and providing oversight for the activities of the following Service Committees:
  - 1) CPC/PI – Cooperation with the Professional Community / Public Information
  - 2) Treatment Facilities
  - 3) Corrections
  - 4) Grapevine
  - 5) Website
  - 6) Hotline

- B. The committees will have a scope of responsibility as described in the AA Guidelines and the AA Guide to the Grapevine. The committees are to be standing committees within the Intergroup operational structure.
- C. Each committee will elect a chair at the end of odd numbered years for a two year term that will begin on the first of January of the next year. If the Council forms a new service committee before the end of an odd numbered year the new chair will fulfill all normal duties of that position through the end of the next odd numbered year and is then eligible to stand again for the chairperson position
- D. The chair of each committee will be a voting member of the Intergroup Steering Committee, will attend all Steering Committee and Council meetings, and will present reports of activities underway, future plans, issues, and an accounting of the expenditure of funds.

## **VII. ELECTION PROCEDURES**

- A. Officers and Members-at-Large will be elected as follows:
  1. Chairperson, when needed, at the November meeting of any year and will serve a term of one year beginning the first of January of the next year.
  2. Vice-Chairperson at the November meeting of every year and will serve a term of two years beginning the first of January of the next year. The Vice-Chairperson will then automatically succeed the year following to the office of Chairperson.
  3. Treasurer and Council Secretary at the November meeting of even numbered years and will each serve a term of two years beginning the first of January of the next year.
  4. Members-at-Large at the November meeting yearly and will each serve a term of one year beginning the first of January of the next year.
  5. Any officer member-at-large at any regular or special meeting as needed.
- B. It is suggested that all Officers and Members-at-Large should have a minimum of two years of continuous sobriety
- C. Election of officers and members-at-large shall be in accordance with A.A.'s Third Legacy Procedure.

## **VIII. STEERING COMMITTEE**

- A. The Steering Committee shall be composed of the four Council Officers: namely Chairperson, Vice-Chairperson, Treasurer, Secretary; two Members-at-Large; the Office Administrator; and the five Service Committee Chairs: CPC/PI, Treatment Facilities, Corrections, Grapevine, and Website.
- B. Whenever possible, members of the Steering Committee must have served for one year on the Council prior to election to the Steering Committee.
- C. Rotation of Officers and Steering Committee members should be adhered to in accordance with the A.A. Service Manual
- D. The Steering Committee shall be responsible for all activities of the Association, subject to instructions given by the Council through formal resolutions
- E. Each of the above named officers shall perform such duties as usually pertain to his or her office and such additional duties as may be specified from time to time by the members of the Steering Committee.
- F. A member of the Steering Committee missing more than three consecutive meetings may be removed from office by a vote of the Steering Committee.
- G. If the Steering Committee Chairperson should fail to serve out his or her term the Vice-Chair will, if the balance of the term is 6 months minus 1 day, serve the balance of the term and may run for the position of Chairperson for the next term. If the balance of the departing Chairpersons term is 6 months plus 1 day the Vice-Chairperson will serve out the Chairpersons term but may not run for that position at the end of the term.
- H. If any member of the Steering Committee other than the Chairperson should fail to serve out their term the Steering Committee will announce an opening at the next regularly scheduled council meeting and the announcement page of the Tri-County Intergroup Website. The Steering Committee will attempt to fill the position at a reasonable interval following the announcement. The replacement will serve for the balance of the vacated term and is eligible to run for any position in the Steering Committee.
- I. All Steering Committee members shall be entitled to vote on matters of business that are brought before the full Council.

**J. The Office Administrator may not vote on any matter before the Steering Committee dealing with their compensation, performance evaluation, hiring, or termination. In addition, the Office Administrator may not vote on any matter that, in the opinion of a two-thirds majority of the other members of the Steering Committee, would create and appearance of conflict of interest. The Office Administrator shall leave the room during any such discussion or votes.**

#### **IX. FINANCING**

**The financing of the activities of the Association shall be by (a) contributions of participating groups; (b) individual A.A. members (not to exceed \$500 per year per individual); (c) the sale of literature; and (d) income derived from such projects or activities as may be authorized from time to time by the Steering Committee and which conform to the Twelve Traditions of A.A.**

#### **X. INDEMNIFICATION**

**Each Chairman and each Officer, and former Chairmen or Officers, and any person who may have served at its request, shall be indemnified by the Tri-County Intergroup Association against expenses actually or necessarily incurred by them in connection with the defense of any action, suit or proceeding in which they, or any of them are made parties or a party to by reason of being or having been Chairmen or Officers, or a Chairman or Officer of the Association, except in relation to matters as to which any shall be adjudged, in such action, suit, or proceeding, to be liable for negligence or misconduct, in the performance of duty. Such indemnification shall not be deemed exclusive of any other rights to which those indemnified may be entitled under any By-Laws, agreement, or vote of the members or otherwise.**

#### **XI. OFFICE ADMINISTRATOR**

- A. An Office Administrator should be employed to handle the daily operation of the Intergroup Office; however, an unpaid volunteer may be utilized for the position of Office Administrator in the event of illness or other absence of the paid Office Administrator.**
- B. The Office Administrator shall be approved by the Steering Committee.**
- C. The Office Administrator, volunteer or paid, shall be a member of A.A. and shall perform such duties as usually pertain to this position and such additional duties as may be specified from time to time by the Steering Committee at the direction of the Chairperson.**
- D. Such Office Administrator may be removed from this position by a written vote of the Steering Committee.**

#### **XII. RESIGNATIONS**

**Any group may withdraw from this Association by tendering to the Secretary of the Council a written notice of such desire to withdraw. Such withdrawal shall be effective from the date of the notice.**

#### **XIII. AUTONOMY OF GROUPS**

**The Council shall have no control over the internal affairs, the management, or the conduct of any Groups. The intent of these By-Laws is to gain the unity and strength necessary to meet problems where group cooperation is desired, and at all times to preserve the complete autonomy of each individual group.**

#### **XIV. TRADITIONS**

**These By-Laws are based on the spirit of the Twelve Traditions of A.A. and will be followed as closely as possible.**

#### **XV. NEW GROUPS**

**It is suggested that a new group admitted to the Association shall immediately elect a representative to serve on the Council. Representatives so elected shall not be permitted to stand for any Intergroup Office until after the group shall have been a member of the Association for at least six months.**

#### **XVI. DISSOLUTION**

**In the event of dissolution of the Association, the residual assets of the organization will be turned over to the General Service Office of Alcoholics Anonymous.**

**XVII. LIMITATION OF ACTIVITIES**

Notwithstanding any other provisions of these articles, this association will carry on only activities permitted to be carried on by a corporation, contributions to which are deductible under section 170 (C) (2) of the Internal Revenue Code of 1954 or any corresponding provision or any future United States Internal Revenue Law.

**XVIII. CHECKING ACCOUNT**

- A. A checking account shall be maintained in the name of Tri-County Intergroup Association.
- B. All checks must be signed by two persons. Three Officers and the Office Administrator will be authorized to sign checks.

**XIX. AMENDMENTS**

- 1. An amendment to these Articles may be proposed by a majority vote of a quorum at any regular meeting.
- 2. Any proposed amendment must be tabled until the next regular meeting of the Council.
- 3. The amendment must then be approved by a 2/3 majority vote.