

By-Laws of York Area Intergroup

Article I - Purpose

1.1 The purpose of York Area Intergroup shall be to carry on the intent and spirit of the AA. Fellowship as exemplified in the books *Alcoholics Anonymous*, *Twelve Steps and Twelve Traditions*, the *A.A. Service Manual* and other AA conference approved literature. It is established to carry out certain functions common to all groups functions which are better handled by Intergroup; and is maintained, supervised, and supported by these groups in their general interest; to carry the message to alcoholics who still suffer.

Article II - Membership

2.1 Membership in York Area Intergroup will consist of all Alcoholics Anonymous groups desiring to participate. Each group shall be known as a "Member AA group".

2.2 Each group shall elect an Intergroup Representative and an Alternate Intergroup Representative to represent the group at all regular and special meetings of Intergroup. It is suggested that each Intergroup Representative have at least one (1) year of continuous sobriety

2.3 Each group shall have one vote at all Intergroup meetings, by way of its Intergroup Representative, or Alternate Intergroup Representative.

2.4 The suggested term of office of an Intergroup Representative should be two years.

Article III - Membership Meetings

3.1 Regular meetings of Intergroup shall be held on the first (1st) Tuesday of each month.

3.2 The Intergroup Representatives present at any regular, or special, meeting shall constitute a quorum

Article IV - Officers

4.1 The Intergroup officers shall be a Chairperson, Vice-Chairperson, Secretary, Treasurer, and Bookstore Manager. They shall discharge all the duties of these offices.

4.2 The term of office for the Chairperson, Vice-Chairperson, Secretary, Treasurer, and Bookstore Manager shall be two (2) years.

(a) It is suggested that officers have a minimum of two (2) years continuous sobriety, except it is suggested the Bookstore Manager have a minimum of three years of continuous sobriety on the first month of their term of service.

(b) Any candidate for Treasurer shall have and will maintain as acting Treasurer:

- (1) a computer, and
- (2) secure internet access with which to file tax information and payment.

(c) The Bookstore Manager shall rotate on the opposite years from the other officers, beginning with the January 2020 term.

4.3 In the event of the death, resignation, or inability to act as an officer, Intergroup shall elect a successor in the same manner as the original officer was elected except as follows: In the event of a vacancy of Chairperson, the Vice-Chairperson shall succeed to that office and a vacancy shall then be created in the office of Vice-Chairperson.

4.4 The officers shall be men and women who are recovering alcoholics, and who have an interest in helping other alcoholics to recover. An officer may be removed from office by a simple majority vote of the intergroup representatives present at a regular or special meeting. When an officer misses three consecutive meetings, they may be considered for replacement.

4.5 The officers shall be nominated by the end of November's Intergroup Meeting and elected at December's meeting by the Intergroup Representatives. Their term shall begin January 1st. Election of each officer shall be by the third legacy procedure.

4.6 Duties of Officers:

(a) The Chairperson shall preside over the meeting of the representatives. In the Chairperson's absence, the Vice-Chairperson will preside. The Chairperson is an ex-officio member of all committees.

(b) The Vice-Chairperson shall assist the Chairperson in all matters where practical and shall preside at all meetings in the absence of the Chairperson. In the event the Chairperson fails to fulfill his or her elected term of office, the Vice-Chairperson shall assume the office of Chairperson. The Vice-Chairperson shall also serve as Parliamentarian at all meetings.

(c) The Secretary shall keep minutes of all meetings and keep the records of York Area Intergroup in good order.

(d) The Treasurer shall monitor all funds of York Area Intergroup. He or she shall maintain adequate financial records and furnish monthly reports to Intergroup.

(e) The Bookstore Manager shall manage the York Area Intergroup bookstore, ensuring AA literature is available for groups and individuals and provide a monthly written report to Intergroup.

(f) All officers shall also fulfill any additional duties as deemed necessary by Intergroup.

Article V - Permanent Committees

5.1 Permanent Committees are formed for the purpose of serving the groups of the YAI. Committee chairs, coordinators or members who are not fulfilling responsibilities may be considered for replacement.

5.2 Activities Committee

(a) Purpose: The Activities Committee is to plan activities for the groups of the York Area Intergroup.

(b) Structure:

- The Activities Committee membership will include:
 - Activities Committee Chairperson

- Committee members
- Activities Committee requirements:
 - Activities Committee Chairperson
 - A suggested minimum of 2 years of continuous sobriety
 - Volunteer or nominated, and then confirmed by vote of intergroup
 - Term of 2 years
 - Term to rotate in the same years as the YAI officers
 - Committee Member positions available to any AA member

(c) Responsibilities:

- The Activities Committee Chairperson will be responsible for:
 - Attending monthly meetings of the YAI
 - Providing monthly report at YAI meetings
- The Activities Committee will be responsible for:
 - Planning annual holiday Alkathons
 - Planning workshops/picnics/other activities
 - Communicating upcoming events to the groups

5.3 **Answering Service Coordinator**

(a) Purpose: The Answering Service Coordinator is to act as the liaison between the Answering Service and YAI.

(b) Structure:

- Answering Service Coordinator requirements:
 - A suggested minimum of 2 years of continuous sobriety
 - Volunteer or nominated, and then confirmed by vote of intergroup
 - Term of 2 years
 - Term to rotate in the same years as the YAI officers

(c) Responsibilities:

- The Answering Service Coordinator will be responsible for
 - Attending monthly meetings of the YAI
 - Providing monthly call reports at YAI meetings
 - Keeping answering service representatives up to date with most recent meeting information and upcoming AA events
 - Auditing volunteer list at least twice a year
 - Turning in 12th step volunteer forms to answering service as they are provided
 - Responding appropriately to any phone messages left for YAI

5.4 **Bookstore Committee**

(a) Purpose: The Bookstore Committee will advise and assist the Bookstore Manager in administration of the YAI Bookstore.

(b) Structure:

- The Bookstore Committee membership will include:
 - Bookstore Manager
 - Bookstore Committee Chairperson
 - Bookstore Treasurer
 - Volunteers & Committee Members
- It is strongly recommended that the Bookstore Manager not serve as the Committee Chair or the Bookstore Treasurer at the same time.
- Bookstore Committee requirements:
 - Bookstore Manager
 - A suggested minimum of 3 years of continuous sobriety
 - Election by the YAI as an officer
 - Term of two years
 - Term to rotate in even years (opposite of other YAI officers)
 - Bookstore Committee Chairperson
 - A suggested minimum of 2 years of continuous sobriety
 - Volunteer or nominated, and then confirmed by vote of intergroup
 - Term of two years
 - Term to rotate in odd years (same years as the YAI officers)
 - Bookstore Treasurer
 - A suggested minimum of 3 years of continuous sobriety
 - Election by the Bookstore Committee
 - Term of two years
 - Term to rotate in the same years as the YAI officers
 - Bookstore Volunteers & Committee Members
 - Positions available to any AA member

(c) Responsibilities:

- The Bookstore Manager and Bookstore Committee Chairperson will be responsible for
 - Maintaining literature from AA World Services, Inc., and AA Grapevine, Inc. at the Bookstore to sell to AA groups and individuals
 - Establishing and publishing Standard Operating Procedures and training Bookstore Volunteers in those procedures
 - Maintaining an accounting of sales from literature
 - Attending monthly meetings of the YAI
 - Submitting a monthly report to YAI
 - Working with the Bookstore Committee to implement recommended changes to Bookstore operations
- Bookstore Treasurer
 - Monitor all funds of the Bookstore
 - Maintain adequate financial records and furnish monthly reports to Intergroup

- Ensure all funds are deposited with the Intergroup financial accounts in a timely manner
- Coordinate with the Intergroup Treasurer on accounting of Bookstore Funds
- Bookstore Volunteers & Committee Members
 - Assist as needed with Bookstore operations

5.4 Public Information and Cooperation with the Professional Community Committee (PI/CPC)

(a) Purpose: The PI/CPC Committee is responsible for delivering the message of AA through literature, media, booths and meetings at treatment and correctional facilities, as well as preserving the 11th Tradition regarding the media.

(b) Structure:

- The PI/CPC Committee membership will include:
 - PI/CPC Committee Chairperson
 - Members with continuous sobriety
 - Other committee members assigned through home groups
- PI/CPC Committee Requirements:
 - PI/CPC Committee Chairperson
 - A suggested minimum of 2 years of continuous sobriety
 - Volunteer or nominated, and then confirmed by vote of intergroup
 - Term of 2 years
 - Term to rotate in the same years as the YAI officers

(c) Responsibilities:

- The PI/CPC committee Chairperson will be responsible for:
 - Being the liaison to intergroup
 - Attending monthly meetings of the YAI
 - Providing monthly report at YAI meetings
 - Facilitate meeting by going through each committee position to discuss operations such as:
 - Secretary
 - Treasury
 - Treatment
 - Corrections (male, female)
 - Working with professionals, including websites and literature

(d) Funding:

- The PI/CPC committee will receive funding from the YAI for purchasing literature and operating expenses

5.5 Webmaster

(a) Purpose: The Webmaster will maintain York-PA-A.A.org to support the 12th step work of YAI.

(b) Structure:

- Webmaster requirements:
 - A suggested minimum of 2 years of continuous sobriety
 - Volunteer or nominated, and then confirmed by vote of intergroup
 - Term of 2 years
 - Term to rotate in the same years as the YAI officers
- Alternate Webmaster is recommended for backup and transition should the webmaster be unavailable to access the website administrative function.
 - Requirements are the same as for Webmaster

(c) Responsibilities:

- The Webmaster will be responsible for
 - Attending monthly meetings of the YAI
 - Providing monthly report at YAI meetings
 - Updating meeting information, various events, conferences and posting meeting reports
 - Supporting the groups within YAI with whatever notice they require to get information out to the community

Article VI - Special Committees

6.1 Intergroup shall, from time to time, have special committees. When applicable, Intergroup may appoint special committees to serve specific purposes.

6.2 Visitation Committee may be formed as needed to visit groups in the YAI to invite them to participate in YAI, and to verify information for inclusion on the website listing and meeting cards.

6.3 Special Committees are formed for the purpose of serving the groups of the YAI. Special committee chairs, coordinators or members who are not fulfilling responsibilities may be considered for replacement.

Article VII - Amendments

7.1 The By-Laws may be amended at any regular meeting of the Intergroup, provided however that forty-five (45) days written notice shall be given to all member groups setting forth verbatim the language of the existing By-Law(s) to be amended and the language of the proposed amendment(s). Any By-Law change(s) must be approved by a two-thirds (2/3) vote of all member group representatives present at the regular monthly meeting.