

# By-Laws of York Area Intergroup

## Article I Purpose

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.
- 2.5 The rotation term of an Intergroup Representative should coincide with the Intergroup officer rotation. (See 4.5)

## 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, ~~Alternate 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, ~~Alternate 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 ~~Treasurer and 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 of even years.

- 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~~Alternate Chairperson shall succeed to that office and a vacancy shall then be created in the office of ~~Vice-Chairperson~~Alternate Chairperson.
- 4.4 The officers shall be ~~men and women~~ people 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 in even years and elected at December's meeting by the Intergroup Representatives. Their term shall begin January 1<sup>st</sup> of the following odd year. Election of each officer shall be by the ~~third-legacy procedure~~ 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 ~~Alternate Chairperson~~Vice-Chairperson will preside. The Chairperson is an ex-officio member of all committees.
- (b) The ~~Alternate Chairperson~~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~~ their elected term of office, the ~~Alternate Chairperson~~Vice-Chairperson shall assume the office of Chairperson. The ~~Alternate Chairperson~~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~~ manage funds of York Area Intergroup. ~~He or she~~ They 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

- Activities Committee Treasurer
  - A suggested minimum of two (2) years of continuous sobriety
  - Election by the Activities Committee
  - Term of two (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 Treasurer will be responsible for:
  - Managing all funds of the Activities Committee
  - Maintaining adequate financial records
  - Furnishing monthly reports to Activities Committee
  - Ensuring all funds collected at Activities Committee events are deposited with the Intergroup - Activities Committee financial account in a timely manner
  - Coordinating with the Intergroup Treasurer on accounting of Activities Committee funds
- The Activities Committee will be responsible for:
  - Planning annual holiday ~~Alkathons~~ Alcathons
  - Planning workshops/picnics/other activities
  - Communicating upcoming events to the groups

## (d) Funding:

- The Activities Committee will receive partial or total funding from the YAI for operating expenses for all events. Any 7th Tradition contributions collected at Activities Committee hosted events shall be maintained by the Activities Committee Treasurer.

## 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
  - Bookstore Committee Chairperson (When position is required)
  - 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.~~
- The Bookstore Manager may serve as the Bookstore Committee Chairperson. When the Bookstore Committee determines there is a need for two people to handle the responsibilities, the Bookstore Committee will nominate a separate individual for the Committee Chair position.
- A more detailed description of the responsibilities of bookstore positions will be maintained by the Bookstore Committee and published to the YAI Website. Position descriptions will be reviewed and updated by the Committee as needed.
- 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 (Optional Position)
    - 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)
    - When the Committee Chair position is not filled, the Manager may fulfill the responsibilities of the Chairperson.
  - 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
    - It is strongly recommended that the Bookstore Manager not serve as the Treasurer at the same time.
  - 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-Manage~~ 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 Public Information Committee (PI)

(a) Purpose: The Public Information Committee is responsible for delivering the message of AA through literature, media, booths and meetings at schools, organizations and local events while maintaining anonymity and non-affiliation.

(b) Structure:

- The Public Information Committee membership will include:
  - PI Committee Chairperson
  - Committee membership available to any AA member
- The Public Information Committee Chairperson requirements
  - A suggested minimum of 2 years of continuous sobriety for Chair
  - Volunteer or nominated, and confirmed by vote of YAI
  - Term of 2 years
  - Term to rotate in even years with YAI officers

(c) Responsibilities:

- The PI Committee Chairperson will be responsible for:
  - Shall communicate with organizations in York Co to determine needs and opportunities for carrying the A.A. message into community
  - Secure volunteers and act as liaison between volunteers and events
  - Shall meet as a committee as needed and report to Intergroup at YAI monthly meetings

(d) Funding:

- The Public Information Committee will receive funding from YAI for literature, event participation expenses and operating expenses.

5.6 Cooperation with Professional Community (CPC) Committee

(a) Purpose: The CPC Committee is responsible for coordinating the work of AA members and groups who are interested in carrying the message of recovery to professionals working with alcoholics.

(b) Structure:

- The CPC Committee membership will include:
  - CPC Committee Chairperson
  - Committee membership available to any AA member
- The CPC Committee requirements
  - A suggested minimum of 2 years of continuous sobriety for Chair
  - Volunteer or nominated, and confirmed by vote of YAI
  - Term of 2 years
  - Term to rotate in even years with YAI officers

(c) Responsibilities:

- The CPC Committee Chairperson will be responsible for:
  - Establishing better communication with professionals working with alcoholics.
  - Finding simple, effective ways of cooperating without affiliating
  - Explaining clearly what AA does and does not do.
  - Provide literature and access to on-line AA resources related to meeting lists and on-going events.
  - Shall meet as a committee as needed and report to Intergroup at YAI monthly meetings

(d) Funding:

- The CPC Committee will receive funding from YAI for literature and operating expenses

5.7 Treatment Committee

(a) Purpose: The purpose of a Treatment Committee is to coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics within detox units, rehab centers, and hospitals. Meetings are chaired and run by individual A.A.'s and A.A. groups

(b) Structure:

- The Treatment Committee membership will include:
  - Treatment Committee Chairperson
  - Committee membership available to any AA member
- The Treatment Committee requirements
  - A suggested minimum of 2 years of continuous sobriety
  - Volunteer or nominated, and confirmed by vote of YAI
  - Term of 2 years
  - Term to rotate in even years with YAI officers

(c) Responsibilities:

- The Treatment Committee Chairperson will be responsible for:
  - Shall communicate with facilities in York Co to determine their requirements for individuals carrying the A.A. message into those facilities.
  - Secure volunteers and act as liaison between volunteers and facilities to coordinate regular weekly or monthly meetings into each facility. Provide YAI Webmaster with up-to-date list of regularly schedule commitments between homegroups and facilities.
  - Shall meet as a committee as needed and report to Intergroup at monthly YAI meeting.

(d) Funding:

- The Treatment Committee will receive funding from YAI for purchasing literature and operating expenses.

5.8 Corrections Committee

(a) Purpose: The Corrections Committee is responsible for coordinating the work of individual AA members and groups who are interested in carrying the message of recovery to alcoholics who are incarcerated and otherwise unable to attend outside meetings.

(b) Structure:

- The Corrections Committee membership will include:
  - Up to two individual Corrections Committee Chairpersons- each serving to address needs of either male or female section of YCP
  - Committee membership available to any AA member
- The Corrections Committee Chairpersons requirements
  - A suggested minimum of 2 years of continuous sobriety for Chairs
  - Volunteer or nominated, and confirmed by vote of YAI
  - Term of 2 years
  - Term to rotate in even years with YAI officers

(c) Responsibilities:

- The Committee Chairpersons will be responsible for:
  - Shall communicate with York County Prison (YCP) to determine their requirements for individuals carrying the AA message into those facilities
  - Secure volunteers and provide them access to necessary forms to complete and submit to YCP for approval
  - Maintain list of volunteers who are approved to deliver the AA message to incarcerated individuals at YCP
  - Shall meet as a committee as needed and report to Intergroup at YAI monthly meetings

(d) Funding:

- The Corrections Committee will receive funding from YAI for literature, event participation expenses and operating expenses.

5.95-5 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 Finances

7.1 The finances of the YAI will be managed by the Treasurer.

#### 7.2 Banking

- (a) A primary bank account will be maintained by YAI Treasurer
- (b) Sub accounts will be established for committees that manage funds for intergroup functions as needed. The purpose of these sub accounts is to provide security of funds and the ability for committees to provide detailed accounting for the funds being managed.
- (c) The YAI Treasurer will be a signor/administrator on all sub accounts.
- (d) Committees that have sub accounts established will elect a member to act as the Committee Treasurer to maintain the account.
  - Suggested requirements to be a sub account treasurer:
    - A suggested minimum of 2 years of continuous sobriety
    - Election by the appropriate Committee
    - Term of two years
    - Term to rotate in the same years as the YAI officers

#### 7.3 Sub Account Treasurer responsibilities

- (a) Manage all funds of the appropriate committee
- (b) Maintain adequate financial records and furnish monthly reports to Intergroup
- (c) Ensure all funds are deposited with the sub account in a timely manner
- (d) Coordinate with the Intergroup Treasurer on accounting as needed

### Article VII Amendments

### Article VIII Amendments

- 87.1 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~~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~~member group~~ representatives present at the regular monthly meetings.