

Bylaws of East Valley Intergroup, Inc.

Revised Feb 2022

These Bylaws became effective on January 1, 2007.

1.0 PURPOSE

- 1.1 The Intergroup exists as the servant of the member groups to carry the message of Alcoholics Anonymous (in full accordance with the 12 Steps, Traditions and Concepts of A.A.) by the methods outlined in these Bylaws.
- 1.2 To operate a Central Office in accordance with the guidelines established by G.S.O.
- 1.3 Our legal authority is contained in our Articles of Incorporation operating as a 501(c)(3) corporation. Our organizational authority is derived from the registered groups of the Intergroup. Our ultimate authority is through a Higher Power as expressed through our group conscience.
- 1.4 To establish standing, special, and ad-hoc committees for specific purposes.

2.0 GROUP MEMBERSHIP

- 2.1 Any A.A. group as defined by the G.S.O. pamphlet "The A.A. Group," is eligible for membership in the East Valley Intergroup. As a group they must be registered with Central Office for 30 days prior to the monthly Intergroup business meeting in which they wish to have a voting representative.

3.0 FINANCIAL SUPPORT

- 3.1 There shall be no dues or fees for Intergroup membership.
- 3.2 Our financial support primarily comes from three sources:
 - Voluntary contributions – both individual and group.
 - Sale of AA material.
 - Special functions as approved by the Intergroup Committee.
- 3.3 All individual contributions limits will follow current policies established by GSO.

4.0 INTERGROUP COMMITTEE

- 4.1.1 There shall exist an Intergroup Committee.
- 4.1.2 It is recommended that each group elect an Intergroup Representative and an Alternate and shall be entitled to one (1) vote in the Intergroup. Each Intergroup Representative and Alternate shall have one (1) year or more of continuous sobriety.
- 4.1.3 Only the Intergroup Representative or Alternate shall make or second motions or vote. In the event of a tie, the Chairperson shall cast the deciding vote.
- 4.1.4 Decisions shall be made by simple majority except that financial matters or a revision of Bylaws requires two thirds (2/3) majority of the voting members present. (See 6.1)
- 4.1.5 The Intergroup Committee shall elect: Chairperson, Vice Chairperson/Liaison, Secretary, Treasurer, and four (4) Intergroup members to act as Advisors to the Steering Committee.
- 4.1.6 Special meetings may be called by either the Chairperson or by ten (10) Intergroup Representatives upon written notice to the Secretary, providing the date, time, place and purpose

of the meeting. The Secretary shall mail the notice to all Intergroup Representatives at least seven (7) calendar days prior to the special meeting.

- 4.1.7 A quorum shall consist of representation by ten (10) registered groups at any meeting.
- 4.1.8 Robert's Rules of Order, as revised, shall prevail at all meetings except where inconsistent with these Bylaws.

4.2 INTERGROUP COMMITTEE OFFICERS AND ADVISORS

4.2.1 Nominations – Procedures and Requirements.

- 4.2.1.1 Any member of a registered group may be nominated for office provided that they meet the qualifications found elsewhere in these Bylaws.
- 4.2.1.2 Elections shall be held every two years on the odd year.
- 4.2.1.3 Nominations are to be open sixty (60) days prior to the November elections by submission of a written request to the Steering Committee and shall include qualifications and sobriety date. (See nomination information sheet.) Nominations to remain open through the day of the election.

4.2.2 Term of Office and Tenure – Procedures and Requirements

- 4.2.2.1 The Intergroup Committee Officers and Advisors shall serve for two (2) years, taking office on January 1, or until their successors are duly elected. No Officer or Advisor shall be eligible for election to two complete consecutive terms in the same office.
- 4.2.2.2 Broken sobriety during tenure of office will immediately disqualify any Officer or Advisor from continued service in the elected position. If the Chairperson is disqualified from office, the Vice Chairperson shall assume the responsibilities of Chairperson for the remainder of the term. The new Chairperson shall appoint a Vice Chairperson. If any other Officer or Advisor is disqualified, the Chairperson shall appoint a successor for the remainder of the term. All appointments are subject to the approval of the Intergroup Committee.
- 4.2.2.3 The same procedure is to be followed whenever an office becomes vacant for any other reason. Unexcused absences from more than two (2) consecutive monthly meetings may be cause for removal from office.
- 4.2.2.4 If an individual who has been selected by the Chairperson to fill an Officer or Advisor position fails to get majority approval at the next regularly scheduled business meeting, the Chairperson shall nominate another person who will then be presented at the following monthly business meeting.

4.2.3 Officers - - Duties and Responsibilities

- 4.2.3.1 Oversee administrative affairs of Central Office.
- 4.2.3.2 Preparation of and adherence to an annual budget.
- 4.2.3.3 Employee appraisal and compensation package.
- 4.2.3.4 Compliance with all laws and regulations.

- 4.2.3.5 Shall establish and maintain purchasing and inventory control procedures according to normal business guidelines. Shall maintain a Policy and Procedures manual for this purpose.
- 4.2.3.6 Scheduling office hours.
- 4.2.3.7 Shall be responsible for the purchase or lease of office space and equipment and the maintenance of same.
- 4.2.3.8 Recruitment and evaluation of applicants for the position of Office Manager.

4.3 Steering Committee - - Description and Duties

- 4.3.1.1 The Steering Committee will be composed of the Intergroup Committee Officers, the Central Office Manager, four (4) Advisors and the immediate past Intergroup Chairperson. The Chairperson Emeritus will be a non-voting member of this committee in an advisory position. The Office Manager is an ex-officio member of the Steering Committee.
- 4.3.1.2 This committee shall meet at least once each calendar month prior to the Intergroup Committee meeting.
- 4.3.1.3 A quorum of five members is required to conduct business.
- 4.3.1.4 The Vice Chairperson, Treasurer, Secretary, Office Manager, and the four advisors are each entitled to one vote at the Steering Committee meetings. In the event of a tie, the Chairperson shall cast the deciding vote.
- 4.3.1.5 Policy decisions are to be presented to the Intergroup Committee as seconded motions from the Steering Committee for final approval. All recommendations on major items will be presented to the Intergroup Committee at least one (1) month prior to the Intergroup vote on the recommendation.

4.3.2 Intergroup Chairperson - - Duties and Responsibilities.

- 4.3.2.1 Shall preside at Intergroup and Steering Committee meetings.
- 4.3.2.2 Shall ensure that all decisions of the Intergroup Committee are acted upon.
- 4.3.2.3 Shall sign, execute and deliver contracts and other documents in the name of East Valley Intergroup, Inc.
- 4.3.2.4 Shall appoint chairpersons of the standing, special and ad-hoc committees.
- 4.3.2.5 Shall have extensive knowledge of the Twelve Steps and the Twelve Traditions including origins and applicability to current societal issues. Shall act as advisor to any registered group who solicits such council. In representing AA to the public, the Chairperson shall be guided by the Twelve Steps, the Twelve Traditions, and the various publications of AA World Services.
- 4.3.2.6 Shall perform all duties incident to the office of Chairperson and other duties that may occasionally be assigned by the Intergroup Committee.
- 4.3.2.7 Shall have at least five (5) years of continuous sobriety at the time of taking office.

4.3.3 Vice Chairperson – Duties and Responsibilities

- 4.3.3.1 Shall perform the duties of the Chairperson in the case of absence or inability to

act.

4.3.3.2 Shall act as Liaison to the General Service structure as appropriate.

4.3.3.3 Shall perform other duties that may be occasionally assigned by the Steering Committee.

4.3.3.4 Shall have at least five (5) years continuous sobriety at the time of taking office.

4.3.4 Treasurer – Duties and Responsibilities

4.3.4.1 Shall prepare an annual budget proposal for submission to the October Steering Committee meeting.

4.3.4.2 Shall prepare financial report and present it to the Steering Committee and to the monthly Intergroup Committee meeting.

4.3.4.3 Shall perform other duties that may be occasionally assigned by the Steering Committee.

4.3.4.4 Shall have at least five (5) years of continuous sobriety at the time of taking office.

4.3.4.5 In the case of absence of the Chairperson and Vice Chairperson, the Treasurer shall perform the duties of the Chairperson.

4.3.5 Secretary – Duties and Responsibilities

4.3.5.1 Shall take minutes at all Intergroup and Steering Committee meetings.

4.3.5.2 Shall perform other duties that may be occasionally assigned by the Steering Committee.

4.3.5.3 Shall have at least two (2) years of continuous sobriety at the time of taking office.

4.3.5.4 In the case of absence of the Chairperson, Vice Chairperson and Treasurer, the Secretary shall perform the duties of the Chairperson.

4.3.5.5 Shall update and maintain the EVI Policies & Procedures manual, the Bylaws of the East Valley Intergroup, and the EVI Past Actions. Distributes these to Steering Committee members and Standing Committee Chairpersons electronically (and in print when requested) when new members take office or updates are made.

4.3.6 Office Manager

4.3.6.1 Shall be administrator of the Central Office under the guidance of the Steering Committee.

4.3.6.2 Shall be a member of A.A. with at least five (5) years of continuous sobriety, and have comprehensive knowledge of A.A.'s Traditions and Concepts.

4.3.6.3 The duties of the Office Manager are varied and are organized in three areas of responsibility: Administration, Finance and Accounting, and Public Relations. A detailed position description is included in the Policies and Procedures Manual which shall be kept current by the Office Manager with the approval of the Steering Committee.

- 4.3.6.4 The Office Manager shall be knowledgeable in principles and practices of office management; must be familiar with non-profit organization and small business accounting; comfortable with computers and proficient with a commonly used word processor and spreadsheet; acquainted with database structure and maintenance; personable and able to work well with a wide variety of people.
- 4.3.6.5 The position of Office Manager is that of a paid employee (i.e., special worker). The Office Manager will receive a performance and wage review by the Steering Committee Officers each year on or about the anniversary date of the employee. Any wage increase shall be retroactive to the anniversary date. Termination of employment can occur by resignation or by removal from office, which is covered in 4.3.6.6.
- 4.3.6.6 The Central Office manager may be removed at any time by proposal by majority vote at any duly constituted meeting of the Intergroup Committee. Such proposal must then be submitted for adoption at the next succeeding meeting of the Intergroup Committee where such proposal, to succeed, must be ratified by a three-fourths (3/4) majority vote of the Intergroup Representatives in attendance. During the first three (3) months of the first year in office, the manager shall be on probation. At the end of this period the Steering Committee shall submit a written evaluation of performance to the Intergroup Committee. If the Intergroup Committee by majority vote, deems the manager's performance is unsatisfactory, a new manager will be recruited immediately.
- 4.3.6.7 Should the Central Office Manager position become vacant, an interim Office Manager shall be recruited by the Steering Committee using the same criteria for the qualifications of the Central office Manager.

4.3.7 Advisor to the Steering Committee

- 4.3.7.1 Shall have E.V.I. experience; i.e., Intergroup Representative – past or present.
- 4.3.7.2 Shall have at least two (2) year of continuous sobriety at the time of taking office.
- 4.3.7.3 An Intergroup Representative who is elected to the Steering Committee shall immediately resign their position as an Intergroup Representative.

4.3.8 Standing and Special Service Committees

- 4.3.8.1 The standing committees shall be:
- Public Information and Cooperation with the Professional Community.
 - Unity.
 - Special Events.
 - Phone.
 - Literature
 - Sponsorship.
 - Newsletter.
 - Office Volunteer Coordinator:
- 4.3.8.2 Special or ad-hoc committees may be created by the Intergroup Committee, Steering Committee, or a Service Committee on an as-needed basis.
- 4.3.8.3 The function of these committees shall be to provide service and information when and as needed, always operating within the guidelines published by G.S.O. for the particular committee in question except as defined in the E.V.I. Policy and Procedure Manual for each committee.

5.0 INDEMNIFICATION

- 5.1 In the event of a legal action being taken against any Steering Committee member or Intergroup employee acting as an employee or agent of the Intergroup, whether past or present, the Intergroup shall retain legal counsel to defend against such an action.
- 5.2 Indemnification shall be limited to the financial resources of the Intergroup and shall in no event be cause for indebtedness by the Intergroup.

6.0 AMENDMENT OF BY-LAWS

- 6.1 These Bylaws may be amended by the proposal of any voting member of the Intergroup Committee. Such proposals shall be submitted at the next succeeding Intergroup Committee meeting to the discussion and vote of the Intergroup Committee. Ratification of any proposed amendment to the Bylaws shall require a two-thirds (2/3) majority vote at a duly constituted meeting of the Intergroup Committee.