

## IAFC By-Laws

### **INTERGROUP ASSOCIATION OF FAIRFIELD COUNTYBY-LAWS**

#### **Mission Statement:**

IAFC is dedicated to aiding Lower Fairfield County A.A. groups to serve together by conducting services best served by a central office and that support the groups' goal to carry the A.A. message. The services are focused on helping the still sick and suffering alcoholic, those in A.A. recovery and providing the opportunity for individual AA members to do service.

First among these is a telephone Help Line staffed by AA members to help those with a desire to stop drinking, along with a public information effort to let active alcoholics know that there is a solution to their problem. We also offer education about Alcoholics Anonymous to the professional community, to recovery centers and to correctional institutions.

Intergroup supports its member groups through a speaker exchange program, literature supply, a monthly newsletter, and fellowship events. The organization is managed by a board of trustees and representation by individual groups throughout the region. The Board of Trustees set the IAFC policy.

IAFC has adopted GSO's guidelines for intergroups and central offices and consists of committees for IAFC Board members, member group representatives (Reps), and their various committees. In accordance with the AA guidelines, the committees should work in close cooperation with existing committees.

#### **Description of Trustee Positions:**

The IAFC Board of Trustees is composed of thirteen (13) seats. The sobriety requirement for IAFC Board members should be two years or more of continuous sobriety. The terms of office for the IAFC Board of Trustees will be staggered to allow sharing of experience with incoming Board members. Boardmembers will serve a two-year term with elections held in June. In the spirit of rotation, Board members should not serve more than two (2) consecutive terms in any one position. Terms begin and end in even-numbered years for: Chairperson, Treasurer, Literature Chairperson, Fellowship Chairperson, Public Information Chairperson, and Representative Trustee.

Terms begin and end in odd-numbered years for: Recording Secretary, Answering Service Chairperson, Internal Publications, Exchange Chairperson, Corrections and Treatment Chairperson, Group Liaison, and Webmaster.

In the event that a person is elected to fill a vacant Board position at a time other than at the normal beginning of a two-year term, the term of the newly elected Board member shall be for the remainder of the original term of that position and not count towards the 2 consecutive terms limit.

## IAFC By-Laws

The IAFC Board meetings are held on the first Wednesday of each month at 8:15 pm. Any member of Alcoholics Anonymous may attend the Board Meeting and may take part in discussion, but only Board members have a vote. A meeting of the Group Representatives and the Representative Trustee (Rep Meeting) is held on the first Wednesday of each month at 7:30pm.

Board members are required to attend all Board meetings. If a Board members cannot attend a Board meeting, they are required to have another Board member attending the meeting to give a report on their behalf. All Board members are required to attend the Rep Meetings on a quarterly basis (March, June, September & December), but are urged to attend all other Rep meetings.

Board members may serve as both an IAFC Representative for a group and as a Board member. During IAFC Representative meetings, a Board member who also serves as a Representative will present their Board position report and participate fully on behalf of their group.

If an IAFC Representative vote is required, the individual may vote **as a Representative**, but **may not vote a second time** on the same topic as a board member in the representative meeting.

Because Board members are responsible for acting in the best interest of all groups and members, they may vote on the same topic at the Board meeting **only if** they can affirm that they are representing the interests of the entire fellowship—not solely their home group.

Board positions and duties are as follows:

### **Chairperson:**

1. To chair monthly Board Meetings and oversee the other Board members and their fulfillment of duties.
2. To be the second person on the bank account and be back-up to the Treasurer.
3. As a back-up, the chair is responsible to account for the contributions and expenses, exactly as the Treasurer would have, including Audit responsibilities.
4. Be the liaison with GSO, CT Area and other CT Intergroups.
5. Proactively communicate to all groups the work that Intergroup is doing. This can be done in any appropriate fashion, i.e. newsletter, letter to groups, etc.
6. To attend the January and July audits, which are conducted and approved by the Recording Secretary and the Representative Chairperson, prior to the Board Meeting of that particular month.
7. Chairperson will sign and abide by the Chairperson Agreement, which is documented separately.

### **Recording Secretary:**

1. Distribute a meeting agenda, previous month's minutes, and an updated Board member list.

## IAFC By-Laws

2. Take the minutes of Board Meetings to be distributed to all Board members as soon as possible, primarily so that the Rep Trustee can distribute the minutes to the Group Reps so they can refer to the minutes at their monthly group business meeting.
3. Chair the meeting and take the minutes, or ask another Board member to take the minutes, when the IAFC Chairperson is unable to attend the meeting. If the Chairperson position is vacant, the Board can agree to have someone other than the Secretary chair the meetings.
4. Inspect and approve the financial records of the Treasurer every January and July, prior to the monthly Board meeting of that particular month.
5. Update the bylaws and amendments to bylaws whenever necessary.

### **Treasurer:**

1. Strictly accountable to record, receive and disburse the monies.
2. To account for IAFC's finances at monthly Board Meetings and to prepare reports of IAFC financial activity.
3. Responsible for tax exempt status and any state and federal tax filings.
4. Treasurer will assume Chairperson's duties, if necessary, when the Recording Secretary cannot do so on a temporary basis.
5. Check the post office box on a regular basis, depositing any donations, paying any bills, and following up with any returned mail.
6. To attend and submit appropriate paperwork for January and July audits, which are conducted and approved by the Recording Secretary and the Representative Chairperson, prior to the Board Meeting of that particular month.
7. Treasurer will maintain an operating cash reserve equal to 9 months of the previous calendar year's expenses. If the operating reserve falls below this number, the Treasurer will alert the Board members so that the Board may take appropriate action to restore the reserve as soon as possible, to the level described above.
8. Treasurer will sign and abide by the Treasurer Agreement, which is documented separately.

### **Answering Service Chairperson:**

Responsible for directing all functions related to the IAFC phone answering service "Help Line". The goal is to fill all time slots with a recovering alcoholic so the sick and suffering will have someone in recovery to talk to when they call. The Answering Service Chair is responsible for the following:

1. To train volunteers every month with orientation materials for phone service
2. To update phone training materials and resources needed by phone volunteers.
3. To maintain a list of current helpline volunteers, a master schedule and update sign up process as needed.
4. To keep 12-Step List current, with annual review done by circulating sign-up sheets through District 5 & 6 for new names. Review current list for accuracy and make corrections as needed. Submit edited list to Recording Secretary to replace old copy with new in the IAFC binder.
5. Work with Intergroup Representatives and Group Liaison to ensure there are enough phone volunteers. If needed, make a presentation at a Rep Meeting to increase participation.
6. Document number and type of calls each month for the representative and board

## IAFC By-Laws

report each month. Provide this report to the relevant AA Area 11 Districts that IAFC serves.

7. To be the Intergroup Account Rep for the various technology platforms that support the Help Line, for example: Phone.Com, Sign-Up Genius, and phone answering services.

### **Corrections and Treatment Chairperson:**

1. To maintain contact with the groups in correctional facilities and treatment centers, offering literature
2. To arrange for AA speakers and visitors for meetings in institutions and treatment centers.

### **Literature Chairperson:**

1. To obtain and maintain a stock of AA conference approved literature for sale to AA groups. To maintain a supply of AA conference approved pamphlets, the first \$15 worth free per group each year for distribution
2. Maintain a supply of Connecticut AA meeting schedules for distribution to those requesting them through calls to the IAFC office.
3. To fill and deliver (or arrange for delivery) of orders.

### **Internal Publications:**

1. Write and publish a monthly on-line newsletter. To do so, attend IAFC Board meetings and take notes on any information that could be included in the newsletter. Included in the newsletter are a synopsis of each month's Board meeting minutes, calendar of AA events, links to articles of interest to the AA community, fun facts, personal stories, monthly anniversaries, Speaker Exchange info etc.
2. Design a consistent layout template that can be easily sent electronically to the Rep Chair for wider distribution and to other readers.
3. Send the draft newsletter document to the Chair for approval. After approval, email newsletter to the IAFC Board Reps and any other interested parties. The on-line newsletter is to be sent out no later than 5 days after the monthly board meeting.

### **Group Liaison:**

1. Attend meetings in the lower Fairfield County area on behalf of Intergroup/IAFC. Schedule visits to groups' business meetings/group conscience meetings to talk about IAFC including representation and taking advantage of IAFC services. Enlist new member groups. Take notes and bring back pertinent information to the Board.
2. Make IAFC announcements for Representative meetings and upcoming events including Speaker Exchange meetings.
3. Have literature about IAFC available when visiting meetings, and Intergroups.

### **Exchange Chairperson:**

1. Set up and execute a quarterly speaker exchange for the groups in the area. The Exchange will be held at a consistent time set by the Exchange Chair. It has typically been on the second Saturday of February, May, August, and November. Expenses may be submitted to the

## IAFC By-Laws

Treasurer for reimbursement.

2. Attend District 5 and 6 Meetings to update attendees on IAFC activities and bring back information from these meetings to the board. Enlist new IAFC members.

### **Representative Trustee:**

1. A Representative Trustee candidate will be elected by the IAFC Reps. The Board of Trustees, in electing the Representative Trustee, should consider the candidate elected by the IAFC Reps.
2. Responsible for chairing the monthly Rep meeting for all the Intergroup Reps. on the first Wednesday of each month.
3. Distribute newsletters, Treasurer's report and any other information discussed or handed out at the previous Board meeting.
4. Take notes and bring any concerns to the Board for further discussion or resolution.
5. Update on a monthly basis the Rep and alternate Rep list to ensure the list is as accurate as possible.
6. Inspect and approve the financial records of the Treasurer every January and July, prior to the monthly Board meeting of that particular month.

### **Fellowship Chairperson:**

Each year, Intergroup sponsors events and activities for the sole purpose of carrying the message of Alcoholics Anonymous and Fairfield County Intergroup. Intergroup sponsored events are designed to inform the local membership of vital services that are provided by Intergroup, thereby fostering an atmosphere of Recovery, Unity, and Service: The Three Legacies of Alcoholics Anonymous.

1. Each event should whenever possible be self-supporting through the sale of tickets or contributions. However, some events may not be self-supporting such as Intergroup's yearly anniversary which is held in October each year. Nominations of speakers for this meeting should be brought to the Board meeting in August for consideration. All A.A. speakers selected should have a sound understanding of A.A.'s Singleness of Purpose, and some idea of the "Vital Services" provided by Fairfield County Intergroup. Any Boardmember or group rep may nominate speakers. It is recommended that no funds be spent for any event without the approval of the Board.
2. The primary function of the event chair is one of greeter, hospitality, ticket sales and flyer distribution where applicable.
3. Intergroup will negotiate and sign all contracts for space rentals, making deposits contracting DJ and provide and purchase all supplies necessary for events.

### **Public Information:**

The public information chair plans and executes public information campaigns designed to assist those sick and suffering from the disease of alcoholism and to offer support to those in recovery. Responsibilities are:

1. Provide continual improvement of website content as primary information source.

## IAFC By-Laws

2. Educate the public about AA (i.e. using in-person events, literature dissemination. etc.) and arrange for AA speakers at request of non-alcoholic groups.
3. Engage with other AA-related public information representatives to leverage work and share information.
4. Seek and utilize media platforms to spread information on both the disease of alcoholism and the path to recovery.
5. Report to the board on activities and-metrics (if available) and other public information events.
6. Communicate with local facilities and institutions dealing with alcoholism so they are aware of IAFC and its services.

### **Webmaster:**

1. Maintain IAFC website, submit bills for payment.
2. Answer requests for technical assistance on email issues from board members in a timely manner.
3. Make content update to the website as soon as possible to ensure accurate information is reaching the still sick and suffering in need of our services.
4. Update security to website as needed.

### **Regular audits of Bank Account:**

1. In January and July of each calendar year, at some time prior to the scheduled Board meeting for the month, the Treasurer and Chairperson shall make themselves available to the Representative's Chairperson, the Recording Secretary and any other Board members who wish to be present, so that the Representative's Chairperson and Recording Secretary may inspect the financial records to ensure compliance with the bylaws. While the entire Board of Trustees is encouraged to attend, the audit itself is to be performed by the Representative's Chairperson and the Recording Secretary.
2. At each audit, the Treasurer and Chairperson shall produce, at a minimum, the bank statements for the six-month period, which is the subject of the audit, the monthly Treasurer's reports for the prior twelve months, the check book and ledger, and any other documents usually or reasonably requested in advance by any member of the Board.
3. The January audit will examine the records from the previous July through December, and the July audit shall examine the records from the previous January through June.
4. If the July audit takes place during the first month of a new Treasurer's term, both the incoming and outgoing Treasurer must be present. This is to ensure the outgoing Treasurer's accountability and to protect the incoming Treasurer from being liable for anything that may have occurred prior to beginning the service position.
5. If a Treasurer or Chairperson begins a term of service at a time other than July, the Board of Trustees shall determine the appropriate measures for ensuring accountability of the outgoing Trustee and protection of the incoming Trustee. This shall not, however, be reason to delay the July audit.

### **Opening of Board Meeting:**

The monthly Board meeting shall be opened with a moment of silence and the Serenity Prayer.

## IAFC By-Laws

### **Policy regarding attraction of new member groups:**

To include all IAFC's Board in the wide-ranging search to add additional member groups.

### **Policy regarding separation of IAFC and General Service:**

It is IAFC's policy to cooperate but never to affiliate with General Service. We are a separate entity of Alcoholics Anonymous and should remain so.

### **Policy regarding dismissal of sub-committee members:**

Dismissal of a sub-committee member will be at the discretion of the Board member who heads the committee.

### **Policy regarding contributions to IAFC:**

Contributions to IAFC are to be accepted only from an AA member and AA groups (or any other AA entity). Contributions are limited to \$2,000 per individual per calendar year.

### **Policy regarding dismissal of Board Members:**

Any Board Member can request the dismissal of another Board Member whose performance and/or action is injurious to the IAFC. The claimant will request the dismissal at a regularly scheduled Board Meeting. If an extraordinary circumstance has prompted the dismissal, an emergency business meeting may be arranged by the Recording Secretary (or any other Board Member if the claim is made against the Recording Secretary).

Dismissal will become effective as follows:

- (a) If a quorum of ten (10) or more Board Members is present at the meeting, a simple majority vote in favor of dismissal is required.
- (b) If fewer than ten (10) Board Members are present, a two-thirds majority vote in favor of dismissal is required.
- (c) If fewer than six (6) Board Members are present, the Board should seriously consider postponing taking a vote until such time as more Members can attend.

It is strongly suggested that the Member whose dismissal is requested be present at the Meeting and be given an opportunity to address the Board.

The Representative Chairperson can only be dismissed from the Board after the matter is brought to the Group Reps at the monthly Rep Meeting.

The Group Reps, through the Representative Trustee, can request dismissal of a Board Member in accordance with the procedures set forth above.

It is the Board of Trustees' responsibility to ensure that the Treasurer performs their duties, and that the Chairperson performs their duties in regard to their financial responsibilities of the position. Any Board member may call for a vote to remove the Chairperson or Treasurer for breach of their responsibilities mentioned herein.

### **Policy regarding distribution of funds if IAFC is dissolved:**

In the event the IAFC is dissolved, its assets shall be distributed evenly (50/50) between Districts 5 and 6. If either District has redistricted, those new districts will receive equal

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## IAFC By-Laws

amounts of the original District's 50%.

### **Description of the Group Representative's Duties:**

The Group Rep is elected by member groups to represent them at monthly Rep Meetings and to act as a liaison between their group and the IAFC Board of Trustees. They are answerable to the groups, not to the Board of Trustees. The Board suggests a term of office of two years, but the term and other requirements and responsibilities are up to each group to decide. It is the Group Rep's responsibility to supply IAFC with 12-step lists and phone volunteer lists and to maintain their group's commitments.

### **Policy for changes to the By-Laws:**

Any proposal changes to the By-Laws should be brought before the Board one (1) month prior to a vote being taken in order that proposal(s) may be disseminated to all Board Members to allow adequate time for the proposal to be thoroughly considered.

For job descriptions, they are to be reviewed and updated, as needed, before a person's term ends. At the board meeting two months before the end of their term, the person will have provided an updated description, if needed, to the board for review. At the next board meeting a vote can be taken on this update.

The Secretary is responsible for updating the by-laws. This is to occur within a month after a vote has occurred which changes the by-laws.

### **Vote Required to Change By-Laws and make decisions**

By-Law changes and decisions require an affirmative vote as follows:

- (a) If a quorum of ten (10) or more Board Members is present at the meeting, a simple majority vote in favor of the proposed change(s) is required.
- (b) If fewer than ten (10) Board Members are present, a two-thirds majority vote in favor of the proposed change(s) is required.
- (c) If fewer than six (6) Board Members are present, the Board should seriously consider postponing taking a vote until such time as more Members can attend.