

## **INTERGROUP ASSOCIATION OF FAIRFIELD COUNTY BY-LAWS**

### **Statement of Purpose:**

Intergroup Association of Fairfield County (IAFC or Intergroup) is an AA service office that involves partnership among the groups in our community - just as AA groups themselves are partnerships of individuals. It is established to carry out certain functions common to all the groups – functions that are best handled by a centralized office and is maintained, supervised and supported by these groups in their general interest. It exists to aid the groups in their common purpose of carrying the AA message to the alcoholic who still suffers.

### **Description of the Intergroup Association of Fairfield County (IAFC):**

IAFC is an answering service staffed primarily with recovering alcoholics. The function of IAFC is to help the alcoholic who still suffers. We are a fully functional Intergroup for our area with a speaker exchange and an inventory of AA conference approved literature. The Board of Trustees sets 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 comprised of sixteen (16) seats. The sobriety requirement for IAFC Board members will be two years or more of continuous sobriety, except the Anniversary Chair requirement is one year 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. Board members 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, Office Secretary, Treasurer, Literature Chairperson, Fellowship Chairperson, Anniversary Chairperson, Public Information Chairperson, and Representative Trustee.

Terms begin and end in odd-numbered years for: Business Manager, Recording Secretary, Schedules 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.

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 7:30 pm.

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) and are urged to attend all other Rep meetings.

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 attend and submit appropriate paperwork for January and July audits, to be done by the Recording Secretary and the Representative Chairperson, prior to the Board Meeting of that particular month.
3. To abide by the terms of the Chairperson's Agreement (description follows):
  - a. The Board has adopted the attached Chairperson's Agreement as a clarification of, and addition to, the Chairperson's responsibilities. These bylaws shall be read to include the terms of the Chairperson's Agreement.
  - b. Each Chairperson shall be required to sign the Chairperson's Agreement before being added as a signer to the bank account or otherwise taking the responsibilities of the position.
  - c. It is the Board of Trustee's responsibility to ensure that the Chairperson abides by the terms of the Chairperson's Agreement, and any Board member may call for a vote to remove the Chairperson for breach of the Chairperson's Agreement.

**Recording Secretary:**

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

**Office Secretary:**

1. Responsible for orientation for new phone volunteers (presently held the third Monday of every month at the IAFC office from 7 – 10 pm and orient new phone volunteers who contact you on a scheduled basis.
2. In charge of IAFC office and responsible for:
  - a. Office supplies such as log sheets, meeting schedules, envelopes for mailing schedules, pens/pencils, tape, staples, stamps, etc.
  - b. Maintaining a stock of garbage bags, paper towels, cups, toilet paper, hand soap, bathroom cleanser, window cleaner.
  - c. Should be making sure office equipment is in good working order (TV, DVD/VCR, cable apparatus).
  - d. Making sure office is kept clean..
  - e. Keeping the bulletin board current, posting the IAFC newsletter every month as well as flyers for upcoming events for groups, District and Area.
  - f. Keeping open communication with the landlord about concerns that arise.
  - g. Filing correspondence, referral/follow-up sheets, etc.
  - h. Overseeing the general condition of the office (i.e., if the office needs painting, lights replaced, etc).

- i. Annual review and maintenance of the 12 Step Contact List.
  - Circulate sign-up sheets through District 5 & 6 for new names
  - Review current list for accuracy
  - Make corrections as needed
  - Submit to the Business Manager for distribution to Answering Service, and replace old copy with new in the office binder
- j. Change lock combination every January.

**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 due 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 abide by the terms of the Treasurer's Agreement (description follows):
  - a. The Board has adopted the attached Treasurer's Agreement as a clarification of, and addition to, the Treasurer's responsibilities. These bylaws shall be read to include the terms of the Treasurer's Agreement.
  - b. Each Treasurer shall be required to sign the Treasurer's Agreement before being added as a signer to the bank account or otherwise taking the responsibilities of the position.
  - c. It is the Board of Trustee's responsibility to ensure that the Treasurer abides by the terms of the Treasurer's Agreement, and any Board member may call for a vote to remove the Treasurer for breach of the Treasurer's Agreement.
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 and take appropriate action to increase the reserve as soon as possible, to the level described above.

**Schedules Chairperson:**

1. To schedule telephone volunteers and distribute monthly schedules to group Reps at least 10 days prior to the beginning of each month.
2. To work with the Group Reps to oversee fulfillment of time slots by groups..
3. To schedule individual people (who have received phone orientation) interested in filing phone shifts.

**Corrections and Treatment Chairperson:**

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

**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 for free distribution to the member groups. To maintain a supply of Connecticut AA meeting schedules for distribution to those requesting them through calls to the IAFC office.
2. To fill and deliver (or arrange for delivery) of orders.

### **Internal Publications:**

1. To publish a monthly newsletter and to be in charge of all printed matter pertaining to IAFC. Note: some tasks apply only if an ad-hoc committee has been formed to publish the newsletter.

#### **Tasks:**

- a. Attend IAFC Board meetings and take notes on any information that could be included in the newsletter (e.g., IAFC fellowship events, , new group info, Speaker Exchanges, open service commitments, etc.).
- b. On the 15<sup>th</sup> day of the month, send the document with anniversaries and any Intergroup information to the Layout person.
- c. Within 10 days, proofread the final newsletter.

#### **Layout Tasks:**

- a. Collect information from Editor for the newsletter.
- b. Collection count of IAFC calls from Phones Liaison.
- c. Maintain the Master Calendar, keeping track of dates when:
  - i. Groups have anniversary nights
  - ii. District and Area have GSR/DCM Meetings
  - iii. Quarterly Meeting exchanges are held.
- d. Update the newsletter each month after getting the information on the 15<sup>th</sup>.
  - i. Change the calendar to the new Month, change any group anniversary dates.
  - ii. Enter individual group celebrants.
  - iii. Enter important information from IAFC as reported by the Editor.
  - iv. Enter a personal story or AA related information as room permits.
- e. Check for formatting and spelling as best as possible.
- f. Send to Editor for proofreading.
- g. Update and re-proofread if necessary.
- h. Have final copy printed as economically as possible – double sided and folded.
- i. Ensure that newsletters are delivered to the IAFC Monthly Reps meeting on the first Wednesday of the month.

### **Group Liaison:**

1. Attend meetings in the Fairfield County area on behalf of Intergroup/IAFC.
2. Make IAFC announcements for Representative meetings and upcoming events including Speaker Exchange meetings.
3. Have literature about IAFC available when visiting meetings, Intergroup offices and Intergroups.
4. Schedule visits to groups' business meetings/group conscience meetings to talk about IAFC including representation, and taking advantage of IAFC services.

### **Exchange Chairperson:**

1. To set up and execute a quarterly speaker exchange for the groups in the area. The exchange will be held at 8:15 PM on the first Wednesday of February, May, August and

November. Arrange for a location and provide refreshments (coffee, donuts, etc.) Expenses may be submitted to the Treasurer for reimbursement.

**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 the financial records of the Treasurer and Chairperson every January and July, prior to the monthly Board meeting of that particular month.

**Fellowship Chairperson:**

1. 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.
2. 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 Board member or group rep may nominate speakers. It is recommended that no funds be spent for any event without the approval of the Board.
3. The primary function of the event chair is one of greeter, hospitality, ticket sales and flyer distribution where applicable.

Intergroup will negotiate and sign all contracts for space rentals, making deposits contracting DJ and provide and purchase all supplies necessary for events.

**Business Manager:**

1. Enlist new member groups.
2. Attend District 5 & 6 meetings (Easton and Greenwich) on a monthly basis, and inform everyone there what Intergroup is, and how we help the sick and suffering alcoholic. Take notes and bring back pertinent information to the Board.
3. May create an ad-hoc committee of 1 – 2 people to attend the district meetings. They must report back to the business manager anything that went on at the meeting.

**Anniversary Chairperson:**

1. Send out monthly anniversary cards to the members of Intergroup who have signed up on the anniversary list.
2. Update the anniversary list at least twice per year.
3. Submit any expenses to treasurer for reimbursement.

4. Follow up on any returned anniversary cards.

**Public Information:**

Has the responsibility of increasing the public understanding of AA or prevent misunderstanding of the program.

1. Placing in public newspapers to achieve awareness, keeping with the Twelve Traditions.
2. Work with facilities dealing with alcoholism be aware of Intergroup and its services.
3. Supply literature racks and stock literature in public schools, police stations, libraries, detox, etc.
4. Contact community professionals and make them aware of Intergroup and its services.
5. Make arrangements for AA speakers at the request of non-alcoholic groups.

**Webmaster:**

1. Maintain IAFC website, submit bills for payment.
2. Maintain and provide basic tech support for Board email addresses.
3. Oversee content and security.

**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.

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

To include all of 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 requested to 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.

**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.

### **Vote Required to Change By-Laws**

By-Law changes 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.