

INTERGROUP ASSOCIATION OF FAIRFIELD COUNTY BYLAWS

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 fifteen (15) 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, Anniversary Chairperson, Literature 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.

If 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 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) 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 month.

Recording Secretary:

1. Distribute a meeting agenda, previous month's minutes, and an updated Board member list.
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 month.
5. Update the bylaws and amendments to bylaws whenever necessary.
6. 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 Phone Chair and replace old copy with new in the office binder.

Office Secretary:

1. 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. 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 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 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, 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.
7. 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.
8. 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:

Responsible for directing all functions related to the IAFC phone answering service "hot 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 Schedules Chair is responsible for the following:

1. To train volunteers every month with orientation sessions(s) 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 Genius as needed.

4. 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.
5. Document number and type of calls each month for the representative and board report each month.
6. To be the Intergroup Account Rep for 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 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
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 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 the speaker exchange meetings.
meetings.

REVISED MARCH 2024

3. Have literature about IAFC available when visiting meetings, Intergroup offices, etc.

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 first Wednesday of February, May, August, and November. Expenses may be submitted to the 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 monthly 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 meeting of that 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 Board member or 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.

REVISED MARCH 2024

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:

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.
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.
1. Answer requests for technical assistance on email issues from board members in a timely manner.
2. 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.
3. 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 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 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 request 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 postpone 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 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

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.

###

REVISED MARCH 2024

