

Flathead Valley Intergroup

page 1

By Laws

Amended October 26, 2014

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- Flathead Valley Intergroup exists to carry the A.A. message to both the recovering and still suffering alcoholic through social and educational efforts. It is our intent to operate in conformity with the Steps, Traditions, principles, and Guidelines provided by the “A.A. Service Manual”, the “Guidelines for Intergroups and Central Offices” as explained on the GSO Website <http://www.aa.org/>, the A.A. Pamphlets “The A.A. Group” and “Where Spirituality and Money Mix”.

Membership Policies for Individuals Holding Service Positions:

- **Succession:** No officer shall succeed themselves in the same capacity immediately following their tenure of service. This allows for rotation consistent with A.A. Tradition.
- **In Term Member Replacement:** In the event of a member’s disqualification, resignation, refusal to act, or death, a new member will be elected by a majority of the voting members of Intergroup using the nomination or volunteer process. The Chairperson can appoint replacements in the following positions: Replacement of a Member of the Steering Committee is by appointment by the remaining Trustees and the current Chairperson to complete the remainder of the term. Intergroup Group Representatives (IGR’s) are replaced through their Home Group process.
- **Inactive Members:** Upon passage of a proper motion by a member at a business meeting, an inactive member will be asked to resign or be disqualified if he or she is unable to carry out the responsibilities of the service position. Three or more consecutive business meeting absences or non-response of Intergroup attempts to contact or communicate may be considered as the inability to carry out the responsibilities of the service position.
- **Disqualified Members:** Upon passage of a proper motion by a member at a business meeting, a member may be disqualified. Disqualification can result from, but is not limited to: inactivity, interrupted sobriety, theft, poor conduct, and / or violations of A.A. or Intergroup Traditions

Membership Policies for Groups:

- All A.A. Groups within, but not necessarily limited to, a 100 mile radius of Kalispell are eligible for membership and representation. Groups who want membership must request membership at a monthly business meeting.
- Intergroup abides by A.A.’s 7th Tradition and is self-supporting through our own contributions. Financial support for Intergroup comes from member groups, however, group contributions are not required for membership. Group contributions are based on each group’s policy and ability to contribute. Suggested “Group Splits” are covered in the A.A. Pamphlet “Where Spirituality and Money Mix”. Other financial support is accepted through and by the membership of Alcoholics Anonymous in business meetings and Intergroup Social events.

Business Meetings:

- Intergroup conducts Business Meetings on the last Saturday of each month at 6:30 p.m. at a location announced on the Intergroup website and at member group meetings. AA members are welcome to attend, but are not entitled to a vote.

Elections:

- Decisions of the Intergroup will be made by majority vote. A quorum must be present.
- Service position terms are two years beginning on January 1 of odd numbered years.
- Open service position nominations begin at the October business meeting of even numbered years.
- Elections are held at the November business meeting of even numbered years and subsequent meetings until open positions are filled.
- Nominations can come from the general membership as well as from within Intergroup.
- Nominees must agree to accept their position prior to or in the nomination process.
- Nominees should be informed of the responsibilities of the position they are nominated for.
- Nominees should be aware of and have the suggested minimum length of sobriety for the position they are nominated for.
- Absentee nominees must provide in writing acceptance of nomination and willingness to serve.

Resignation / Termination / Disqualification: Elections for positions resigned or terminated are handled as followed:

- 1) Notification to Intergroup Service Position holders and Intergroup Group Representatives (IGR's) at a business meeting that a position has come open.
- 2) Explanation is given as to the duties and responsibilities of the service position are provided to Intergroup Group Representatives (IGR'S).
- 3) Intergroup Group Representatives (IGR'S) announce to their groups of the position opening and request candidates or nominees to attend the next business meeting for an election.
- 4) Additional Opening announcements will be included in the next Intergroup Newsletter and can also be announced on the Intergroups website <http://www.aa-kalispell.org/>.
- 5) Elections to fill the open service position will be held at the next monthly business meeting following the vacancy.

Voting Eligibility:

- All voting will be done at the regularly scheduled monthly Business Meetings.
- Votes are made in person and not by proxy.
- Each group listed as a member of Intergroup will have one vote that is made by its Intergroup Group Representative (IGR) or designated alternate. The vote will reflect the voice of their group's conscience or it's trusted servant's conscience on the issue in question.
- The Secretary, Treasurer, and Co-Chairperson have one vote each. A member holding more than one Intergroup service position can have only one vote.
- The Chairperson can choose to vote or not in the event of a tie vote of the membership.
- In the event of a tie vote the Chairperson can take the matter back to the membership for further discussion or consideration requiring a revote.
- Trustees, as a collective, have one vote.

Quorum:

- Intergroup representatives from four member groups (named in the Intergroup Mailing List maintained by the Secretary) and 2 other voting service positions are required for a quorum.
- Listed herein are four (4) voting service positions unless the Chairperson votes to break a tie vote.

- If Intergroup should not have a quorum for two consecutive months a notification will be sent by the Intergroup Secretary to groups and members expressing the need for attendance.

Amendments and Changes to By Laws:

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Amendments: These By Laws can be amended in part or in full provided a written notice (of the intent to propose those amendments) is given to Intergroup two months in advance stating the proposed amendment and the reason. Notice of intent to change or amend will be provided by announcement in a monthly Business Meeting, and inclusion in that month's Newsletter.

- **Ratification:** By Law amendments and ratifications will be by Intergroup vote at the Business meeting following announcement in the Newsletter.

SERVICE POSITIONS

Trustees:

- **Number of Trustees:** Intergroup is served by three Trustees and an Alternate Trustee.
- **Term of Service:** Trustees serve two year terms which begin on January 1st odd numbered years.
- **Election:** Election of these positions is by vote of the Trustees and the current Chairperson.
- **Qualification and Sobriety Requirements:** Trustees and Alternate Trustees are to have previously served as a Chairperson of Intergroup and have maintained sobriety since serving in that capacity.
- **Voting:** Trustees only vote as a "collective" (one counting vote comes from the vote of the Trustee or Trustees present) on Intergroup Elections or business matters.
- **Purpose:** To guide the Intergroup as a steering committee in its endeavors always being mindful of the stipulation of Tradition 2 which states "For our group purpose there is but One Ultimate Authority, a loving God, as he may express Himself in our group conscience."
- **Ensuring Financial Responsibility:** Trustees may, at any time, request and review the financial records held by the current Treasurer of Intergroup.

Alternate Trustee:

- **Term of Service:** Serves a two year term which begins on January 1st of an odd numbered year.
- **Election:** Election of this position is by vote of the Trustees and the current Chairperson
- **Qualification and Sobriety Requirements:** Trustees are to have previously served as a Chairperson of Intergroup and have maintained sobriety since serving in that capacity.
- Assumes the duties and responsibilities of a Trustee in the event of their absence or resignation.
- Serves on the Steering Committee with the Trustees

Steering Committee:

- The Steering Committee is made up of the three current Trustees and the Alternate Trustee.
- The committee's function is to, upon request, advise the Chairperson or Intergroup on matters of major concern, or matters affecting A.A. as a whole, keeping Intergroup ever mindful for of its intent and purpose.

Intergroup Group Representative (IGR):

- **Term of Service:** Term of service is dictated by their individual and autonomous A.A. home group policy.
- **Sobriety Requirement:** The sobriety requirement for this position is as the discretion of the

Home Group they serve.

- **Election:** This is an elected position by the A.A. Home Group they serve.
Intergroup Elections or business matters.

Intergroup Group Representative (IGR): (continued)

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- **Voting:** Position allows for one vote representing the IGR's A.A. Home Group conscience on
- **Reports to:** a) to Intergroup on Home Group matters affecting Intergroup or A.A. as a whole.
b) to Home Group of Intergroup actions and activities.

Chairperson:

- **Term of Service:** Serves a two year term which begins on January 1st of an odd numbered year.
- **Sobriety Requirement:** Three years of sobriety is required.
- **Election:** Election of this position is by vote of the majority voting service positions of the Intergroup.
- **Voting:** Only votes on Intergroup Elections or business matters to break a tie.
- **Meeting Procedure:** Is encouraged to learn, understand, and apply a simplified version of "Roberts Rules" in the proper conducting of AA business meetings.
- **Meeting Agenda:** Facilitates business meetings by using an accepted meeting agenda format.
- **Meeting Responsibility:** Has the responsibility to limit the agenda, comments, table discussions, assign duties, and delegate authority for suitable, reasonable and appropriate purposes.
- **Important Matters:** Consults with Trustees on matters of major concern which could affect Intergroup or A.A. as a whole.
- **Committees:** Forms and directs committees to provide special needs, affairs, and services for the fellowship as requested by members or by the group conscience of Intergroup.
- **Appointments:** May appoint various other special event committee chairpersons.
- **Communication with District:** Maintains communications and works in harmony and cooperation with the DCM of District 91.
- **Representation:** May represent the Flathead Valley Intergroup at District 91 and Area 40 Meetings and Assemblies.
- **Expenses:** Ordinary expenses incurred in performing the responsibilities of this position will be reimbursed by Intergroup. Extraordinary expenses are to be approved by vote of the majority of voting service positions .

Co-Chairperson:

- **Term of Service:** Serves a two year term which begins on January 1st of an odd numbered year.
- **Sobriety Requirement:** Three years of sobriety is suggested. Exceptions can be made by a group conscience vote.
- **Election:** Election of this position is by vote of the majority voting service positions of the Intergroup.
- **Voting:** Position allows for one vote on Intergroup Elections or business matters.
- **Meeting Procedure:** Is encouraged to learn, understand, and apply a simplified version of "Roberts Rules" in the proper conducting of business meetings.
- **Duties:**
 - Assumes the duties and responsibilities of the Chairperson in the event of their absence or resignation.
 - Assists the Chairperson in the Chairs duties and responsibilities.
 - Acts as an "Alternate Liaison to District" in the event the liaison should miss District

Meetings.

Co-Chairperson: (continued)

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- The Co-Chairperson will check on supplies for the Intergroup birthday meetings such as medallions, coffee, cups, sweeteners, creamers, napkins etc. and will inventory the medallions and alert the Treasurer when supplies are running low.

Secretary:

- **Term of Service:** Serves a two year term which begins on January 1st of an even numbered year.
- **Sobriety Requirement:** Two years of sobriety is suggested. Exceptions can be made by a group conscience vote.
- **Election:** Election of this position is by vote of the majority voting service positions of the Intergroup.
- **Voting:** Position allows for one vote on Intergroup Elections or business matters.
- **Records:** Records and maintains a historical file of the Minutes of meetings for the duration of their term of service, such records to be filed annually with Intergroup Archivist.
- **Minutes:** Takes and provides Meeting Minutes to service position holders and meeting attendees.
- **Correspondence:** Handles, reports, and retains all correspondence to and from Intergroup.
- **Newsletter Editor:** Acts as "Newsletter Editor" publishing and distributing monthly summary of business Minutes. The Newsletter is to also include a list of birthday meeting medallion recipients and announces the Group chairing the next month's Birthday Meeting. (Treasurer's and website reports will be in business Minutes)
- **Mailing List:** Maintains a current mailing list of Intergroup member group names, and their representatives including emails and phone numbers.
- **Birthday Meeting Chairs:** Maintains and reports on the groups chairing the next three months Birthday Meetings.
- **Membership Notifications:** Secretary may be asked to contact the membership via mail, email, or phone. An example of need to do so would be that a quorum is needed at the next monthly Business Meeting to move forward in a vote.
- **Expenses:** Ordinary expenses incurred in performing the responsibilities of this position will be reimbursed by Intergroup. Extraordinary expenses are to be approved by vote of the majority of voting service positions.
- **End of Term:** At end of term it is the responsibility of the Secretary to review all documentation and records with the incoming Secretary and then surrender all records to the Intergroup Archivist.

Treasurer:

- **Term of Service:** Serves a two year term which begins on January 1st of an even numbered year.
- **Sobriety Requirement:** Two years of sobriety is suggested.
- **Election:** Election to this position is by vote of the majority voting service positions of the Intergroup.

- **Voting:** Position allows for one vote on Intergroup Elections or business matters.

Treasurer: (continued)

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- **Banking:**

- Treasurer is the “chief signatory” on the Checking and Savings Accounts. The Chairperson and/or Secretary have secondary authorization to sign on accounts. Also works with the outgoing Treasurer on updating Bank Checking and Savings Authorization Forms.
 - Controls the monetary funds of the Intergroup Checking and Savings accounts. Savings / Prudent Reserve: Maintains a minimum balance of \$600 in Savings as the Intergroup’s “Prudent Reserve”. Withdrawals of Savings Account funds requires prior approval by vote of the majority voting service positions of Intergroup.
- **Post Office Box:** Is responsible for paying PO Box fees and collecting mail at least twice monthly.
- **Mail Forwarding:** Forwards mail to the intended or responsible recipients.
- **Record keeping and Reporting:** Records and reports monthly, and in detail, all business and financial transactions.
- **Audit and Review:** Submits to Trustees upon request all financial and business records of the group for audit and review.
- **Expenses:** Ordinary expenses incurred in performing the responsibilities of this position will be reimbursed by Intergroup. Extraordinary expenses are to be approved by vote of the majority of voting service positions.

Liaison to District:

- **Term of Service:** Serves a one year term which begins on January 1st
- **Sobriety Requirement:** Two years of sobriety is suggested. Exceptions can be made by a group conscience vote.
- **Election:** Election to this position is by appointment of the Chairperson
- **Voting:** This is a non-voting service position.
- **Duties:** Attends both Intergroup and District Meetings relaying information and communications allowing both groups to be informed and able to work in harmony and cooperation.

Archivist:

- **Term of Service:** Term of service is indefinite using discretion and consideration of A.A.’s spirit of rotation.
- **Sobriety Requirement:** Two years of sobriety is suggested. Exceptions can be made at the Chairperson’s discretion.
- **Election:** Election of this position is by appointment of the Chairperson.
- **Voting:** This is a non-voting service position.
- **Duties:** Maintain, preserve, and control all historical records of Intergroup.

- Records will include past and present By Laws, Meeting Minutes, Newsletters, and all the information they contain within.

Archivist: (continued)

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- A collection of records will be provided annually to the Archivist from the active or outgoing Secretary. These will be added to the historical archives in a safe and secure place and copies transmitted annually to the Area 40 Archivist.
- **Expenses:** Ordinary expenses incurred in performing the responsibilities of this position will be reimbursed by Intergroup. Extraordinary expenses are to be approved by vote of the majority of voting service positions.

Hotline Chairperson:

- **Term of Service:** Serves a one year term which begins on January 1st
- **Sobriety Requirement:** Two years of sobriety is suggested. Exceptions can be made by a group conscience vote.
- **Election:** Election of this position is by appointment of the Chairperson
- **Voting:** This is a non-voting service position.
- **Phone Service:** Responsible to ensure uninterrupted phone service and response to those we may serve in meeting and fulfilling our Group Purpose.
- **Contact List:** Maintains, updates, and provides the membership Hotline Contact List to the answering service.
- **Reporting:** Reports at monthly business meetings on call activity and expense of service.
- **Expenses:** Ordinary expenses incurred in performing the responsibilities of this position will be reimbursed by Intergroup. Extraordinary expenses are to be approved by vote of the majority of voting service positions.

Meeting Schedule Chairperson:

- **Term of Service:** Serves a one year term which begins on January 1st
- **Sobriety Requirement:** Two years of sobriety is suggested. Exceptions can be made by a group conscience vote.
- **Election:** Election of this position is by appointment of the Chairperson
- **Voting:** This is a non-voting service position.
- **Primary Duty:** Responsible for providing and distributing printed meeting schedules.
- **New Schedules:** New Schedules will be made as necessitated by changes, additions, and deletions of meetings and at the discretion and direction of Intergroup.
- **New Meetings:** Intergroup policy requires that meetings being established for 6 months before inclusion on the printed meeting schedules. However, new meeting announcements can be forwarded to the Web Manager for inclusion on the Meetings Home Page and to the Hotline Chairperson immediately.
- **Electronic Files:** Responsible for obtaining from the printer and providing an electronic copy of new meetings schedules to the "Web Committee" for posting on the Intergroup Website.
- **Changes to Schedule:** Responsible for promptly informing the "Liaison To District" and the

“Web Committee” of any changes, additions, and deletions of meetings upon receipt of such information.

Meeting Schedule Chairperson: (continued)

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- **Expenses:** Ordinary expenses incurred in performing the responsibilities of this position will be reimbursed by Intergroup. Extraordinary expenses are to be approved by vote of the majority of voting service positions.

Entertainment Chairperson:

- **Term of Service:** Serves a one year term which begins on January 1st
- **Sobriety Requirement:** Two years of sobriety is suggested. Exceptions can be made by a group conscience vote.
- **Election:** Election of this position is by appointment of the Chairperson

Entertainment Chairperson: (continued)

- **Voting:** This is a non-voting service position.
- **Duties:** Chairing or providing assistance and direction to members in groups hosting social and service events including the Intergroup Emery Bay Campout, Thanksgiving Dinner and Birthday Meeting, New Year’s Alcathon, picnics, hikes, workshops, District Events when invited, etc.
- **Supplies:**
 - Assists the Intergroup Co-Chairperson with maintaining an adequate inventory of Sobriety Anniversary (birthday) Chips and having them available at monthly birthday meetings.
 - Maintains, provides, and stores supplies used in the Intergroup hosted events listed under duties, including monthly birthday meetings.
- **Expenses:** Ordinary expenses incurred in performing the responsibilities of this position will be
 - reimbursed by Intergroup. Extraordinary expenses are to be approved by vote of the majority of voting service positions.

Web Chairperson:

- **Term of Service:** Term of service is indefinite using discretion and consideration of A.A.’s spirit of rotation.
- **Sobriety Requirement:** Two years of sobriety is suggested. Exceptions can be made at the Chairperson’s discretion.
- **Election:** Election to this position is by appointment of the Chairperson.
- **Voting:** This is a non-voting service position.
- **Duties:** Manage and maintain the Intergroup Web site with direction and approval of Intergroup. Additional guidance will come from GSO’s “Information and Direction” on Website content and presentation.

Appendix A (Table of voting positions)

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Voting

Trustees (Collectively 1 vote)
Chairperson (in event of a tie)
Co-chair
Secretary
Treasurer
Intergroup Reps

Non-Voting

Archivist
Entertainment
Hotline
Liaison
Schedule Chair
Web Chair