

# ALCOHOLICS ANONYMOUS ST. PAUL AND SUBURBAN AREA

## INTERGROUP CENTRAL OFFICE, INC. BYLAWS

### Preamble

While the Intergroup Council recognizes the individuality of each A.A. group in the St. Paul and suburban area, the Intergroup Council realizes that these A.A. groups face problems common to all. The Intergroup Council also recognizes the need for an organization that will act as a liaison for these groups as well as assuming responsibility for common projects undertaken for the individual benefit of each of the members of A.A. groups in the St. Paul and suburban area. The St. Paul and Suburban Area Intergroup Council is therefore organized for the following purposes:

To propose to individual A.A. groups solutions to common problems.

To act in a liaison capacity and as a clearing house for and between the independent A.A. groups.

To act as an agent for the groups in carrying out mutual projects desired by the groups.

Finally, it is recognized that the Intergroup Council is not a super group, but rather a common meeting of the representatives of each group. It is sometimes informally referred to as the Main Body of St. Paul Intergroup.

The St. Paul and Suburban Area Intergroup Council derives its authority and reason for existence from the groups it serves and to which it is indisputably responsible.

### ARTICLE I. NAME

This office shall be known as the Alcoholics Anonymous St. Paul and Suburban Area Intergroup Central Office, Inc., incorporated under the laws of the State of Minnesota, and is to be governed by the traditions of A.A.

### ARTICLE II. LOCATION

The Alcoholics Anonymous St. Paul and Suburban Area Intergroup Central Office, Inc., will be located in rented space not located in any Alano club or public agency.

### ARTICLE III. MEMBERSHIP

- A. Each A.A. group/squad in the St. Paul and suburban area is invited to elect one representative, serving for no more than five (5) consecutive years.
- B. Each representative has one vote.
- C. Should a representative no longer be able to serve, it is expected that their group will name a new representative to the Intergroup Council.

- D. It is suggested that representatives should have at least ten (10) months sobriety.

#### ARTICLE IV. MEETINGS

- A. The Intergroup Council shall meet on the fourth Wednesday of each month, commencing at 7:30 p.m., at a location determined at the preceding meeting.
- B. The Steering Committee shall meet on the fourth Wednesday of the month, commencing at 6:00 p.m.
- C. Special meetings may be called by the chair.
- D. All actions of the Intergroup Council and of the Steering Committee shall be reached by discussion, vote and wherever possible, substantial unanimity (i.e., 2/3 majority).

#### ARTICLE V. STEERING COMMITTEE

- A. Nominations for the Steering Committee will be made at the October meeting to take office January 1. The Steering Committee shall then be elected in November using Third Legacy Procedure.
- B. The Steering Committee carries out the responsibilities and tasks of the organization. The responsibilities shall include but not be limited to:
1. Operation of the central office
  2. Supervision of salaried (paid) workers.
  3. Appointments of standing and special committees at the recommendation of the chair.
  4. Safeguarding all the funds under the custody of the Intergroup Office.
  5. The Intergroup Chair responsibilities include, but are not limited to:
    - Being familiar with the Intergroup bylaws, the Twelve Traditions, the Twelve Concepts and Roberts' Rules.
    - Chairing Intergroup Council meetings.
    - Chairing Steering Committee meetings.
    - Chairing the Spring Banquet Committee and acting as Master of Ceremonies at the Spring Banquet.
    - Being available to answer questions from office employees and all committee chairs
    - Seeing that all Steering Committee members fulfill their commitments.

- Signing checks.
  - Appointing vacant committee positions.
  - After fulfilling term as chair, becoming advisor to the chair for one year.
6. The Intergroup Alternate Chair\* responsibilities include, but are not limited to:
- Being familiar with the Intergroup bylaws, the Twelve Traditions, the Twelve Concepts and Roberts' rules.
  - Chairing the Gratitude Night committee and acting as Master of Ceremonies on Gratitude Night.
  - Helping the chair fulfill his/her commitment to the St. Paul Intergroup.
  - Chairing meetings in the absence of the chair.
7. The Secretary responsibilities include, but are not limited to:
- Attendance records and Roll Call.
  - Taking minutes at Steering Committee and Intergroup Council meetings and at any special meetings called by the chair.
  - Preparing agendas for the Steering Committee and Intergroup Council meetings and for any special meetings called by the chair.
  - Maintaining the corporate minute book which shall be kept in the Intergroup Office.
  - Making a written report of Steering Committee actions to the Main Body meeting.
8. The Treasurer\*\* responsibilities include, but are not limited to:
- Preparing and presenting a statement of all financial transactions to the Steering Committee and the Intergroup Council meeting each month.
  - Signing checks and reconciling bank statements.
  - Assuming ultimate responsibility for Intergroup accounting and financial records.
9. At-large members' responsibilities include, but are not limited to:
- Attendance and participation in all Steering Committee meetings and activities.
10. The Advisor advises the Steering Committee as a non-voting member.

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\* This is a three year commitment; one year as alternate chair, one year as chair, and one year as advisor.

\*\* This is a two year commitment; one year as active treasurer and one year as advisor to the treasurer.

- C. To be elected a member of the Steering Committee, the representative shall have attended six (6) monthly Intergroup meetings in the previous twelve (12) months, including the election meeting. If attendance requirements cannot be fulfilled, then the requirements can be suspended in order to fill that position at the time of elections.
- D. The Steering Committee shall consist of:
- A chair
  - An alternate chair
  - A secretary
  - A treasurer
  - Four (4) at-large members
  - An advisor (previous year's chair)
  - The Office Manager, *ex officio*
- E. The terms of office for the Steering Committee shall be:
1. Chair--one (1) year (previous year was alternate chair)
  2. Alternate Chair--elected by the membership for one (1) year (to become chair in the next year)
  3. Secretary--elected by the membership for one (1) year
  4. Treasurer--elected by the membership for two (2) years (one year as active treasurer, one year as advisor to treasurer)
  5. At-large members--elected by the membership for two (2) years. (Two at-large members elected in even numbered years and two at-large members elected in odd numbered years)

In keeping with the spirit of rotation, no officer shall serve more than two (2) years in the same position.

Steering Committee members shall chair the following event committees:

Gratitude Night  
Spring Banquet

Alternate Chair  
Chair

- F. Loss of sobriety shall terminate Intergroup Council and Steering Committee membership.

#### ARTICLE VI. CENTRAL OFFICE SUPPORT

Financing of expenses incurred by the St. Paul and Suburban Area Intergroup Central Office will be accomplished through individual contributions, devices or bequests, received in accordance with the traditions and the principles of A.A. from all interested A.A. members, groups and associations of groups, and from the sale of goods.

## ARTICLE VII. AMENDMENTS

Amendments to the bylaws and articles thereof may be made by a two-thirds (2/3) vote of all Intergroup members present at a regularly scheduled Intergroup meeting. Notice of such amendments must be presented at the previous Main Body meeting.

## ARTICLE VIII. DISSOLUTION

If the Alcoholics Anonymous St. Paul and Suburban Area Intergroup Central Office, Inc. ever dissolves, all assets, after paying or making provisions for payment of all liabilities, shall be distributed exclusively for charitable purposes to an organization or organizations exempt under section 501(c)(3) of the Internal Revenue code. In the spirit of Alcoholics Anonymous, it is our intention that all assets be distributed upon dissolution to the General Service Office of Alcoholics Anonymous.

## CERTIFICATION

The undersigned, the Secretary of Alcoholics Anonymous St. Paul and Suburban Area Intergroup Central Office, Inc., hereby certifies that the foregoing Bylaws were adopted by a unanimous vote of the Intergroup Council pursuant to a written notice by the Steering Committee effective as of April 28, 1993.

