

**BY-LAWS OF
IOWA CITY AREA INTERGROUP**

These bylaws describe the purpose of Intergroup, its structure, and its activities. They also describe the duties of the officers, the voting procedures, and the method to amend the bylaws. Finally, the requirements for Intergroup Representatives and Officers are described.

ARTICLE I. NAME

The name of this organization is the Iowa City Area Intergroup.

ARTICLE II. OBJECTIVES

The objectives of the IC Area Intergroup are to serve Iowa City and the surrounding areas by providing a means for suffering alcoholics to contact AA; to acquaint the public with both the services of AA and ways to contact the fellowship; to provide activities from time to time for the members, relatives, and friends of AA, and to promote unity and cooperation among AA groups in the area. It is a service body only and never a government of AA. The Intergroup is not incorporated, and this document is not a legal instrument; it is guided by the 12 Steps, 12 Traditions, 12 Concepts of Service of AA, and in its deliberations, considers the guidelines published by the GSO in New York City. Like any AA group, decisions are made through Group Conscience with the help of a Higher Power. Rigorous democratic adherence to the wisdom of the 12 steps and 12 traditions is practiced, protecting the survival of the group and the success of its mission.

ARTICLE III. MEMBERS AND QUALIFICATIONS

IC intergroup will be directed by a committee consisting of assembled Group Representatives, one from each group that wishes to participate, and elected Officers. Any AA member is welcome to attend Intergroup meetings and participate in discussion, but only Intergroup Representatives (or in their absence, their alternates) and Officers may make motions or vote.

Section 1—An AA group may become a member of the IC Area Intergroup by signifying its desire to join and participate by registering with Intergroup; giving the name of the group, meeting place, time, Intergroup Representative, and Alternate Intergroup Representative names and contact information.

Section 2—The AA group must be located in the Iowa City Area.

Section 3—Traditionally, IC Intergroup is supported by contributions per the 7th Tradition, through which financial support is made for the operations of the Intergroup. However, financial support is not necessary for a group to become or remain a member.

Section 4—It is suggested that each AA group also be registered with GSO in New York.

ARTICLE IV. INTERGROUP REPRESENTATIVES

Section 1—The length of time in office, and the length of sobriety of the Intergroup Representatives is properly decided by the group's conscience, but it is suggested that a minimum of 1 year. continuous sobriety and a term of at least 1 year would be desirable. A group may designate an alternate to act in the absence of the Intergroup Representative. It is also suggested that said person not be serving as G.S.R. at the time of election by their group. Each registered Intergroup Representative will be entitled to one vote.

Section 2—The Intergroup Representatives shall faithfully reflect the Group Conscience, and shall act as a liaison between their group and the IC Intergroup in the following manner:

- a. They shall be an active member of the group they represent.
- b. They shall attend all Intergroup meetings.

- c. They shall communicate to their group the activities, growth, and current problems of the Intergroup.
- d. Normally, they are expected to vote and act for their group at each Intergroup business meeting without consulting the group on every issue. However, when it is necessary for them to know the feelings of their group on a particular problem, it is suggested they discuss the issue with their group.

ARTICLE V. INTERGROUP MEETING

Intergroup meetings shall be held on the 1st Saturday of the month unless special circumstances require a different Saturday.

A special meeting may be called by the Intergroup Chair upon seven days' notice.

The election of officers/positions will be held at the November meeting.

New Officers shall be nominated, and then elected at the Intergroup meeting.

ARTICLE VI: ORDER OF BUSINESS

1. Serenity prayer
2. Attendance/Introductions
3. A motion for approval of minutes of the preceding month, with correction and amendment if necessary.
4. Treasurer's Report followed by a motion to approve.
5. Committee Reports—Chair, Co-Chair, Webmaster, Phone Chair, Communications, Intergroup-District Liaison
6. *** After each report ask if there are questions or comments about the reports. If there are corrections or additions, ask if there is a discussion.
7. Group reports
8. Old business

9. New business
10. Announcements
11. ***Announce the date and time of the next meeting. Zoom ID 810-0506-4290/ PW: Wilson
12. Close with the Serenity prayer.

ARTICLE VII. CONDUCT OF A MEETING

Section 1—Group Representatives, Officers and Trustees shall be restricted to one vote of each. The Chairperson of Intergroup will sit in on and have a voice in such meetings, but shall not vote.

Section 2—At any meeting of Intergroup, the presence of at least 51% of the membership shall be necessary to constitute a quorum. In the event a quorum is not present, a special meeting is to be held and at such meetings, the presence of at least 40% of the membership shall be necessary to constitute a quorum.

ARTICLE VIII. AMENDMENT OF BYLAWS

The Intergroup Bylaws may be amended by a two-thirds vote of a quorum of the Intergroup present at any regular meeting of Intergroup.

A copy of the proposed amendment shall be distributed to all members at least 20 days before the meeting in which the action is to be taken on the amendment.

ARTICLE IX. OFFICERS OF INTERGROUP

Section 1— Most officers are elected for a 1-year term (See Article 10, Section 1). They can be re-elected for only one additional term in the office they then hold. If the position is not filled at the time of election, the previous candidate can hold the position until a new candidate is elected.

Section 2—Officers are elected by Intergroup members. It is suggested that if an Intergroup Representative is elected an Officer, then that Group should elect another Intergroup Representative. One individual cannot vote as both an Officer and an Intergroup Representative.

Section 3—The candidates for Officers are suggested to have 2 years of sobriety as of the date of the election, and should be active and interested in service work.

- a. If the candidate does not meet the suggested 2 years of sobriety but meets all other suggested requirements, the members may vote to waive the suggested 2 years.

Section 4—Election shall follow AA's Third legacy procedure, which is outlined in the AA Service Manual.

Section 5—In the event of a vacancy of an office, the Intergroup may, if they so vote, hold a special election at a regular meeting of Intergroup. This election may be held at the same meeting or a later meeting, and shall be conducted in a manner determined by the Chairperson and approved by Intergroup.

ARTICLE X. POSITIONS AND DUTIES

Section 1—Intergroup shall elect a Treasurer to a 2-year term. Other positions: Co-Chair, Secretary, Phone Coordinator, Intergroup District Liaison, Communications, and Webmaster will be elected to 1-year terms.

Section 2—Functions of the elected Officers are as follows:

- a. To oversee the operations of Intergroup and be responsible for its functions.
- b. To appoint the Chairperson of any Service Committees needed.
- c. To coordinate group interest in Intergroup and Service operations.
- d. To supervise and approve all financial transactions of Intergroup.

Section 3—Duties of Officers

Chairperson

- a. To preside over the meetings of Intergroup.
- b. Call special meetings of Intergroup on 7 days' notice to group representatives. Serves for one calendar year. Co-Chair rotates into the Chair position.

Co-Chair

- a. To assume the duties of the Chairperson whenever the Chairperson is unable to serve for any reason.
- b. To assist Intergroup Chairperson or Secretary in responsibilities of volunteer service work and assist other elected Officers as needed.
- c. Help coordinate events.
- d. One year in the position, rotates to Chairperson when term is up.

Secretary

- a. To record minutes of both the regular and special meetings of Intergroup.
- b. To prepare copies of all minutes of Intergroup meetings and email minutes to each member of Intergroup.
- c. To prepare and give notice of all Intergroup meetings. Send notice of meetings to all members the week before the meeting.
- d. To keep a current list of names and contact information, for each registered Group Representative, and elected Officers.

Treasurer

- a. To account for all financial affairs to the Intergroup, which must be approved by Intergroup members.
- b. To ensure that all Intergroup expenses are approved and paid in a timely manner.
- c. Maintains records of all assets, income, and disbursements of Intergroup.
- d. Provides monthly financial reports for Intergroup approval.
- e. Chair to be added to the account to sign checks (in case of emergency).

Phone Coordinator

- a. Recruit AA members willing to volunteer to answer Intergroup phone calls.
- b. Distribute volunteer suggestion packets to members.
- c. Maintain an updated list of volunteers, including contact info and hours available.
- d. Serve as liaison with AnserIowa.
- e. Recruit members willing to go on 12th-step calls and distribute this information to volunteers.

Intergroup-District Liaison

- a. To attend monthly Intergroup and District meetings and carry information from District meetings to Intergroup, and from Intergroup meetings to District.

Communications

- a. To periodically initiate the Intergroup Questionnaire (What do you want from Intergroup?), tally responses, and report back to Intergroup.
- b. Needs to be proficient in using Google Forms or other survey software.
- c. Monitor Intergroup email account.

Webmaster

- a. Responsible for the daily maintenance of the website, including updating information and implementing changes in the presentation of information posted on the website.
- b. All events posted on the website must be by AA, for AA, and about AA. Any request for information posting that is determined to be questionable by the acting Webmaster will be submitted to Intergroup before posting.

Trustees

Officers who have finished their term in office will be expected to serve a one-year term as a Trustee. Trustees are to have the same voice as the Intergroup Representatives, except they are not representing an AA group. Each Trustee is entitled to 1 vote.

Attendance

Regular attendance by members is important, but if a member is unable to attend a meeting or function, prior notification to the Chair, Co-Chair, or Secretary is requested.