

# **PINELLAS COUNTY INTERGROUP, INC.**

## **BYLAWS**

### **Article 1: NAME**

The name of the association shall be: Pinellas County Intergroup, Inc., hereinafter referred to as "Intergroup".

### **Article 2: PURPOSE**

The purpose of Intergroup shall be to:

- A. Service the A.A. groups comprising its membership, in the tradition of unity, informed group conscience, service and recovery.
- B. Oversee the standing committees of the Pinellas County Intergroup.
- C. Oversee all operations of Central Office.

The purposes for which Intergroup is organized are exclusively charitable and educational within the meaning of Section 501(c)(3) of the Internal Revenue Code.

Notwithstanding any other provision of these Articles, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code.

No part of the activities of the corporation shall be carrying on propaganda, or otherwise attempting to influence legislation, or participating in, or intervening in (including the publication of statements), any political campaign on behalf of any candidate for public office.

### **Limitations**

The corporation is a nonprofit corporation and no part of the net earnings of the corporation shall go to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in this Article I; notwithstanding any purposes set forth in the Article I, and notwithstanding any other provisions of these bylaws, the corporation shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code.

### **Article 3: MEMBERSHIP**

Membership in Intergroup shall be by groups. Any A.A. group in Pinellas County can become a member by filing with the Intergroup Secretary the group's name, place and time of meeting, and the name of the group's Representative and Alternate. Groups are encouraged to register with G.S.O. in New York.

#### **Article 4: REPRESENTATIVES**

It is suggested that each group choose one (1) Representative and one (1) Alternate Representative to serve in this Intergroup Association. He or she shall be a member of the group represented. It is suggested that the Representative and the Alternate each have at least one (1) year of continuous sobriety.

#### **Article 5: ATTENDANCE AND VOTING**

Any member of A.A. may attend Intergroup meetings and may be heard through his or her group Representative. Each group represented shall have one (1) vote in the proceedings which must be cast by the group's Representative or Alternate. Officers can not vote at an Intergroup Meeting but Officers can provide facts or pertinent information when requested. Officers can not express opinions, minority or otherwise, after a vote has been taken on an issue. There shall be no voting by proxy.

#### **Article 6: MEETINGS AND QUORUM**

Regular meetings shall be scheduled each month at a time and place to be decided by the Representatives. Representatives present at a regularly scheduled meeting constitute a quorum.

#### **Article 7: OFFICERS**

The Intergroup Representatives shall elect a Chairperson, a Vice Chairperson, a Secretary, and a Treasurer every two (2) years. Persons standing for Officer positions shall have at least five (5) years of continuous sobriety and at least one (1) year experience in Pinellas County Intergroup the day they take office. During their term in office no Officer may serve as a Group Representative.

#### **Article 8: NOMINATION AND ELECTION OF OFFICERS**

**Section 1:** At the July Intergroup meeting before the scheduled election of officers, a Nominating Committee of Three (3) members and one alternate shall be chosen as follows: the Intergroup Chairperson shall be the Nominating Committee Chairperson and the Intergroup Representatives shall elect three (3) current Intergroup Representatives, two (2) of whom will be regular Committee members and one (1) who will be an alternate to the Committee. The Nominating Committee will dissolve upon election of Officers at the Intergroup meeting.

**Section 2:** The Committee shall nominate one or more candidates for each office and secure the consent of each nominee. The Committee shall present their consenting nominees at the Intergroup meeting in that month, at which time additional nominations will be accepted from the floor.

**Section 3:** Election of Officers shall take place in October of even numbered years. All persons must be present when nominated and provide consent. Terms of office will commence on the following January 1<sup>st</sup>.

**Section 4:** Voting shall follow the Third Legacy Procedure as found in the AA Service Manual and shall be conducted by the Nominating Committee. If there is only one nominee for any office, that nominee is elected by acclamation.

1. The Voting Body size is determined and the candidate names announced before each ballot. \*
2. All members of the Voting Body cast written ballots, one choice to a ballot. The tally for each candidate is declared after each ballot. \*
3. The first candidate to receive two-thirds of the total vote is elected.

4. Withdrawals start after the second ballot. If any candidate has less than one-fifth of the total vote, his or her name is automatically withdrawn -- except that the top two candidates must remain. (In case of ties for second place, the top candidate and all tied runners-up remain as candidates.)
5. After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except the two top candidates remain. (In case there are ties for second place, the top candidate and all tied runners-up remain as candidates.)
6. After the 4th ballot, if no candidate has two-thirds of the total vote, the candidate with the smallest total is automatically withdrawn, except that the top two candidates remain. In case there are ties for second place, the top candidate and all tied second-place candidates remain. At this point, the chairperson asks for a motion, second, and a simple majority of hands on conducting a fifth and final ballot. If this motion is defeated, balloting is over and the choice is made by lot -- "going to the hat" -- immediately. If the motion carries, a fifth and final ballot is conducted.
7. If after the fifth ballot no election occurs, the chairperson announces that the choice will be made by lot (from the hat). At this point, balloting usually involves only the top two or three candidates.
8. Lots are then drawn by the teller, and the first one "out of the hat" is the elected officer. \*

### **Section 5: Minority Opinion**

If the Vote on a motion is not unanimous and the motion is not one under Reconsideration, members of the Voting Body may wish to express their minority opinion. The purpose of these opinions is to change a vote, which in turn may cause the motion to be reconsidered. After a minority opinion has been stated by a member of the voting body, non-voting meeting participants may also share their minority opinion on the motion. After all minority opinions have been heard the Voting Body will be asked if there are any changes to the voting record.

Note: If a motion passes, only those who are against the motion may speak. Conversely, if a motion fails, only those who are for the motion may speak.

### **Section 6: Reconsideration**

If the Minority Opinion has changed a vote on the motion, a vote to reconsider is taken. A Simple Majority to reconsider causes the motion to again be discussed and voted on, as previously described. Otherwise the original vote stands and other new business sought.

### **Section 7: Unexpected Vacancies**

Unexpected vacancies in all Officer positions shall be filled by an Interim Election held at the first meeting after the vacancy is announced at Intergroup.

### **Article 9: TERMS OF OFFICE**

Officer's terms shall be for two (2) years. No one may serve consecutive terms in the same position. In reference to consecutive terms, time served in interim positions does not apply. If a successor is not elected at the end of an Officer's term, that person will remain in office until the election of a successor,

### **Article 10: DUTIES OF OFFICERS**

#### **Duties of the Chairperson**

The Chairperson shall be responsible for the day to day operations of Intergroup. The Chairperson shall preside at all regular and special meetings of Intergroup and the Steering Committee. If the Chairperson is unable to attend, he or she shall arrange to have the Vice Chairperson conduct meetings. The Chairperson shall be responsible for keeping issues clear, be an ex-officio member, without vote, of all Intergroup Committees and be a signer on the checking account.

### **Duties of the Vice-Chairperson**

The Vice Chairperson shall assist the Chairperson in the discharge of duties and be a signer on the checking account.

The Vice Chairperson shall familiarize himself or herself with the affairs of Intergroup and in the event of temporary disability or absence of the Chairperson, the Vice Chairperson shall have all the powers and perform all the duties of the Chairperson. In the case of permanent vacancy in the office of Chairperson, the Vice Chairperson shall assume the responsibilities of the Chairperson until the completion of an interim election.

### **Secretary:**

The Secretary shall preside in the absence of both the Chairperson and the Vice Chairperson, record and report minutes of all Intergroup meetings and Steering Committee meetings, and record all motions. The Secretary shall also be a signer on the checking account.

In the event of temporary disability or absence of the Treasurer, the Secretary shall have all the powers and perform all the duties of the Treasurer. In the case of permanent vacancy in the office of Treasurer, the Secretary shall assume the responsibilities of the Treasurer until the completion of an interim election.

### **Duties Of The Treasurer**

The Treasurer shall preside in the absence of all other officers. The Treasurer, subject to the control of Intergroup and the Steering Committee, shall be responsible for the general supervision of the finances of Intergroup. The Treasurer shall oversee officers, employees, committee chair persons and other individuals authorized to deposit, collect, handle and disburse any funds, ensuring all deposits have been duly made and all expenditures duly authorized and evidenced by proper receipts and vouchers. The Treasurer shall present financial statements each month to the Steering Committee and Intergroup at the monthly meetings of both. The Treasurer shall present a proposed annual budget to the Steering Committee in November of each year and shall arrange to have annual financial statements and income tax returns prepared by an independent bookkeeper.

In the event of temporary disability or absence of the Secretary, the Treasurer shall have all the powers and perform all the duties of the Secretary. In the case of permanent vacancy in the office of Secretary, the Treasurer shall assume the responsibilities of the Secretary until the completion of an interim election.

### **Additional Duties:**

In addition to the duties set forth above, each of the four Officers shall act as support personnel for the Central Office Manager.

## **Article 11: COMMITTEES**

### **Section 1 - Steering Committee:**

There shall be a Steering Committee comprised of four (4) elected officers and the Chairpersons of all Standing Committees.

### **Section 1a - Function of Steering Committee:**

The Steering Committee shall:

- A. act as an advisory committee, collecting information as needed and communicating among Central Office, Standing Committees and Intergroup as a whole;
- B. oversee all financial matters;
- C. be responsible for maintaining employment of Central Office, including hiring and firing.

**Section 1b - Steering Committee Meetings:**

The Steering Committee shall meet at least once monthly at a time and place designated by the Chairperson. Those Steering Committee members present constitute a quorum.

**Section 2 - Other Standing and Special Committees:**

Other standing and special committees may be established by resolution.

**Section 3 - Attendance at Meetings**

The members of the Steering Committee must attend both Steering Committee and Intergroup meetings. Any member not present for two (2) consecutive meetings without proper notification to the Chairperson or Vice Chairperson of the Steering Committee will be considered to have resigned and will be replaced.

**Section 4 – Standing Committee Chairpersons**

Elections of Standing Committee Chairpersons shall be conducted at the Intergroup meeting when a vacancy is announced, or as soon as possible thereafter. Standing Committee Chairpersons shall be elected by a majority of the votes cast at the meeting. If there is only one nominee for the position, that nominee is elected by acclamation.

**ARTICLE 12: CENTRAL OFFICE**

There will be a Central Office operated by paid employee(s) and/or volunteers. The person designated as being in charge of said office shall be titled Central Office Manager. The Central Office Manager will be interviewed and hired by the Steering Committee. The Central Office Manager shall be a signer on the checking account. The duties, pay, hours, benefits and authority of the Central Office Manager shall be set by resolution and maintained in the Policies and Procedures Manual. The Central Office Manager, who is responsible for supervising the other paid employees and volunteers in Central Office, shall report to and be directly supervised by the four elected officers.

**Article 13: MONIES**

All monetary considerations, contracts or agreements relating to the Central Office including but not limited to annual budgets, prudent reserve, cash on hand, and daily operating expenses, shall be stated in the Policies and Procedures Manual.

**Article 14: REMOVAL FROM OFFICE**

Any Officer and/or member of any committee may be removed from Office for cause upon two-thirds (2/3) vote of Group representatives present at a regular Intergroup meeting. However, before a vote for removal from office, full disclosure of charges shall be conducted and the individual under discussion shall be granted proper opportunity to be heard.

**Article 15: EMERGENCY ACTIONS**

If a decision must be made between regularly scheduled Intergroup meetings the authority and responsibility for such decisions rest with the four (4) elected Officers, with final authority and responsibility vested in the Chairperson. Any decision made under this article must be reported at the next Intergroup meeting. No decision made under this article shall have a binding effect for more than ninety (90) days without Intergroup approval.

## **Article 16: AMENDMENTS TO BY-LAWS**

This section is specifically designed for amending these bylaws. See the Policies and Procedures manuals for amending items other than the Bylaws.

### **A. Submission:**

To be considered, an amendment to this Bylaw document must be proposed and seconded by a group representative during the regular Intergroup meetings. The proposed amendment shall be recorded by the Secretary and read aloud to all group representatives for accuracy and preparation for balloting for the next regular Intergroup meeting. Any discussion of the proposed motion on the floor prior to processing by the Steering Committee should be limited to the language of the motion itself.

### **B. Processing:**

The Steering Committee must process the proposed amendment to determine what type of amendment it is, i.e., Bylaw, Policies and Procedures, or Operations. The Steering Committee must also assess and consider the motion's financial and legal impact if any, before the next regular Intergroup meeting. The Steering Committee may not change any of the proposed language of the amendment from returning to the Intergroup Representatives. The Steering Committee may not prevent any proposed amendment from returning to the Intergroup body.

### **C. Distribution:**

After processing by the Steering Committee, the Steering Committee shall report the financial and/or legal impact of the proposed amendment to the Intergroup body. The proposed amendment shall be presented in written ballot form to all group representatives in attendance at the next regular Intergroup meeting. The written ballot will include the amendment text, the motion maker's group name and the name and group name of the Representative who seconded the motion, both Representatives' positions (Regular or Alternate) and the voting ballot itself.

### **D. Discussion:**

Discussion time for a proposed amendment shall be allotted during the regular Intergroup meeting when the amendment is presented in written ballot form. The purpose of this discussion is to allow the group Representatives to share thoughts, and to allow the amendment originator or their alternate, the opportunity to clarify the intent of the proposed Bylaw change. The amendment originator or alternate must be present if language will be altered. If no changes are necessary, the ballot is taken back to the groups by their representative. If the amendment originator wishes to modify the text of a written ballot due to discussion, the revised language will need a new second. Presentation of the proposed amendment to Intergroup will be repeated at the following month's meeting so that the exact text can be distributed to all group Representatives using a written ballot for their group's discussion.

### **E. Voting:**

A vote by written ballot will take place at the next regular Intergroup meeting after the one at which the final text of the amendment was distributed. During sign-in at that meeting, group Representatives will present their marked ballots to the Secretary of Intergroup. Any changes to the Bylaws must pass by two-thirds (2/3) vote of the Representatives or their Alternates, and will be immediately effective as of the date of the vote approving the changes. If any Representatives have lost their ballots, replacement ballots shall be provided.

### **F. Minority Opinions:**

Minority opinions shall be expressed as outlined herein in Article 8 Section 6

**Article 17: APPROVAL AND EFFECTIVE DATE**

These Bylaws, as amended, will be submitted to the Representatives and, upon approval, will become effective on the date set by a separate resolution. On the effective date of these Bylaws, as amended, they shall replace and supersede all previous Bylaws of Pinellas County Intergroup, Inc.

**THE TWELVE STEPS  
OF ALCOHOLICS ANONYMOUS**

1. We admitted we were powerless over alcohol — that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God *as we understood Him*.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God, *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to alcoholics, and to practice these principles in all our affairs.

## THE TWELVE TRADITIONS

1. Our common welfare should come first; personal recovery depends upon AA unity.
2. For our group purpose there is but one ultimate authority – Loving God as He may express Himself in our group conscience. Our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups or AA as a whole.
5. Each group has but one primary purpose – to carry the message to the alcoholic who still suffers.
6. An AA group ought never endorse, finance, or lend the AA name to any related facility or outside enterprises, lest problems of money, property, and prestige divert us from our primary purpose.
7. Every AA group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. AA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Alcoholics Anonymous has no opinion on outside issues; hence the AA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personnel anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

## THE TWELVE CONCEPTS

1. Final responsibility and ultimate authority for AA world services should always reside in the collective conscience of our whole Fellowship.
2. The General Service Conference has become, for nearly every practical purpose, the active voice and the effective conscience of our whole Society in its world affairs.
3. To insure effective leadership, we should endow each element of A.A. – the Conference, the General Service Board and its service corporations, staffs, committees and executives – with a traditional “Right of Decision”.
4. At all responsible levels, we ought to maintain a traditional “Right of Participation”, allowing a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our structure, a traditional “Right of Appeal” ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.
6. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board.
7. The Charter and Bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purse for final effectiveness.
8. The trustees are the principal planners and administrators of overall policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.
9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.
10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
11. The trustees should always have the best possible committees, corporate service directors, executives, staffs and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.
12. The Conference shall observe the spirit of A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and, whenever possible, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government, and that, like the Society it serves, it will always remain democratic in thought and action.