

**CONSTITUTION, BYLAWS, AND STANDING RULES OF  
PINELLAS COUNTY INTERGROUP, INC.**

**ARTICLE I**  
**PURPOSE**

The primary purpose of Pinellas County Intergroup, Inc. (“Intergroup”) is to carry the message of recovery to the alcoholic who still suffers; to maintain unity and mutual support among all groups. Specifically, Intergroup shall:

- 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.

In operations of Intergroup, the Steering Committee (defined in Article IV, below), and the Central Office, it shall be our collective responsibility to protect and follow the principles of Alcoholics Anonymous. To that end, no action of Intergroup or the Steering Committee may conflict with The Twelve Steps, The Twelve Traditions, or The Twelve Concepts of World Service (“Concepts”) of Alcoholics Anonymous.

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 Intergroup 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**

Intergroup is a nonprofit corporation and no part of the net earnings of Intergroup shall go to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that Intergroup 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, Intergroup 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 II**  
**MEMBERSHIP AND OFFICERS**

**SECTION I - MEMBERSHIP**

- A. The Intergroup body shall consist of one Representative and one Alternate Representative from each group in Pinellas County.
- B. Each member group is required to submit in writing the names of the Representative and Alternate Representative.
- C. The lengths of term and sobriety of the Representative and Alternate Representative are properly to be decided by their individual group's conscience. It is suggested that each group delegate and alternate serve twelve (12) months, subject to recall by the group he/she represents. It is also suggested that each delegate and alternate have at least one (1) year of continuous sobriety.

## SECTION II – OFFICERS

- A. The Intergroup Representatives shall elect a Chairperson, a Vice Chairperson, a Secretary, and a Treasurer every two (2) years (collectively, the “Officers”). 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.
- B. Only representatives of groups who are authorized for inclusion in the Where and When may hold office in Intergroup.

### C. ELECTION OF OFFICERS

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.
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 October Intergroup meeting, at which time additional nominations will be accepted from the floor.
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 1st.
4. No more than two (2) members of any one group may serve as Officers at the same time.
5. No two members of any one household may serve as Officers at the same time.
6. 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.
  - a. The Voting Body size is determined and the candidate names announced before each ballot.
  - b. All members of the Voting Body cast written ballots, one choice to a ballot. If Intergroup meetings are held virtually, a poll will be generated containing

the candidates' names. The tally for each candidate is declared after each ballot.

- c. The first candidate to receive two-thirds of the total vote is elected.
  - d. 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.)
  - e. 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.)
  - f. 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.
  - g. 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.
  - h. Lots are then drawn by the teller, and the first one "out of the hat" is the elected officer.
7. **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.
  8. **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.
  9. **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.
- D. Officers' terms shall be for two (2) years. No one may serve consecutive terms in the same position, not including time served in an interim position. 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.
  - E. Should any Officer or standing committee chairperson absent themselves from two (2) consecutive Intergroup or Steering Committee meetings and fail to present a valid excuse,

that office may, upon notice and hearing, be declared vacant and the Officers shall be empowered to fill the unexpired term. A 2/3 vote of the representatives present at an Intergroup meeting shall be required to remove an Officer or standing committee chairperson.

- F. On leaving office, each Officer shall promptly turn over to the Officers all money, property, papers, passwords, records, and books of Intergroup that may be in their possession.

**ARTICLE III**  
**DUTIES OF OFFICERS**

**SECTION I – CHAIRPERSON**

- A. 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.

**SECTION II – VICE -CHAIRPERSON**

- A. 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.
- B. 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.
- C. The Vice-Chairperson shall be a member of the Rules Committee.

**SECTION III – SECRETARY**

- A. 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.
- B. The Secretary shall be a member of the Office Committee.

**SECTION IV – TREASURER**

- A. 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 chairpersons, 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.

B. The Treasurer shall be a member of the Finance Committee.

#### SECTION V –

Any permanent Officer vacancy, whether for cause or resignation, shall be filled by appointment by the Steering Committee at the next Steering Committee meeting, for the remaining term or until such time as a new officer is voted in by the Intergroup pursuant to Article II, Section II, C.

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

### ARTICLE IV COMMITTEES

#### SECTION I – STANDING COMMITTEES

- A. Intergroup has established the following standing committees: (1) Finance; (2) Rules; (3) Office; (4) Website; (5) Technology; (6) Helpline; (7) Volunteer; (8) Picnic; (9) Gratitude Dinner; (10) Anniversary Dinner; (11) Plain and Straight; (12) Unity Meeting; (13) When and Where.
- B. Each standing committee shall develop a “job description” identifying its principal functions and service requirements. The job description must be approved by the Steering Committee before being presented to the Intergroup representatives. Intergroup representatives shall then present the job description to their groups for a vote prior to the next Intergroup meeting.
- C. Additional standing committees may be created from time to time as needed upon an affirmative vote of the majority of Intergroup Representatives.
- D. 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.

#### SECTION II – STEERING COMMITTEE

- A. Composition: The Steering Committee shall be comprised of the Chair, Vice-Chair, Secretary, Treasurer, and the chair of each Standing Committee.
- B. The Steering Committee shall be responsible for making recommendations in regard to the work of Intergroup; for seeing that the decisions of the Intergroup are carried out; and also shall make decisions in regard to matters not in conflict with the Bylaws during the time between regular Intergroup meetings, such decisions to be reported at the next Intergroup meeting.

- C. The Steering Committee shall review budgets submitted by all committees for approval or revision.
- D. Maintenance and management of the Central Office shall be the responsibility of the Steering Committee.
- E. The Steering Committee may approve any non-budgeted expenditures not to exceed the limits set by Intergroup. The Chairperson shall report such as non-budgeted expenditures at the next scheduled Intergroup meeting.
- F. 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.
- G. 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 III – AD HOC COMMITTEES

- A. Intergroup may, from time to time, establish ad hoc committees to address issues for which a standing committee is not required.
- B. An ad hoc committee, as defined by the AA Service Manual, is “a committee established on a temporary or short-term basis to accomplish specific tasks not easily provided for elsewhere in the committee system. Each ad hoc committee has a particular goal to achieve or product to provide to its initiating body; when its task is completed, the committee is dismissed.”

### ARTICLE V 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 Intergroup 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 VI CENTRAL OFFICE

There will be a Central Office operated by paid employee(s) and/or volunteers. The person designated as being in charge of Central 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 job description published on the Intergroup website. 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 VII**  
**INTERGROUP MEETINGS**

- A. 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 shall constitute a quorum.
- B. Except as otherwise provided herein, each group shall be entitled to one (1) vote on all Intergroup matters, said vote to be cast by its duly elected Representative or Alternate Representative.
- C. Only Representatives or Alternate Representatives may vote at Intergroup meetings. Neither Officers nor Standing Committee Members may vote at Intergroup Meetings, except to the extent said Officers or Standing Committee Members also serve as an Intergroup Representative.
- D. Standing Committee Chairpersons may bring motions during Intergroup meetings but shall not have a vote on those motions or any others.
- E. Any group's name that has been removed from the Where and When shall not have a vote in Intergroup matters.
- F. In all instances wherein its provisions are not in conflict with these Bylaws, the latest edition of Robert's Rules of Order shall be recognized as the authority governing Intergroup Meetings and the meetings of all Intergroup Committees.

**ARTICLE VIII**  
**AMENDMENTS TO 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 (or poll if Intergroup meeting conducted virtually) will take place at the next regular Intergroup meeting after the one at which the final text of the amendment was distributed. 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.

F. Minority Opinions:

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

**ARTICLE IX**  
**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 X**  
**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 XI**  
**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.