

**INTERGROUP SERVICE COMMITTEE of the FIFTH DISTRICT  
BY-LAWS**

These By-laws were originally adopted by the Intergroup Body on  
July 25, 1996

Rev. 2/14/97 by IGSC-5 - Phyllis Trimnal, Secretary

Amended by IGSC-5 - 12/07/00 - Revision recorded by Michele Eberle. Office Manager

Proposed Revision - as suggested by Steering Committee - subject to vote by IGSC-5 membership

Revised 10/21/04 by unanimous vote of IGSO-5 Membership

Revised Oct. 16, 2014 by vote of the IGSO-5 (IGR's Meeting) Membership

**Article I**

**Section 1.** The name shall be Intergroup Service Committee of the 5<sup>th</sup> District. (IGSC-5)(IGR Meeting)

**Section 2.** The purpose of IGSC-5 shall be to serve the Alcoholics Anonymous (A.A.) groups in District 5 of the South Florida Area of the General Service Conference as follows:

- A.** Provide a telephone answering service, manned, by A.A. members, to receive calls from the still suffering alcoholic for help and pass them on to A.A. members for Twelfth-Step work, and to provide information about meetings and other A.A. related activities as far as possible. Also, maintain a current list of Twelfth-Step contacts.
- B.** Maintain a library of A.A. conference approved literature and provide for sale a reasonable inventory of same and of other related materials, as requested by the groups.
- C.** Maintain and publish a list of A.A. meetings in the District, publish a monthly Newsletter, in accordance with the A.A. 12 Traditions, and provide such other services to the A.A. groups in accordance with the 5<sup>th</sup> District, General Services Office (G.S.O.), the A.A. Service Manual and A.A. Guidelines for Intergroup/Central Offices, published by the G.S.O. in New York.
- D.** Maintain an office where the above activities can be efficiently carried out, said office to be operated under the responsibility of the Steering Committee.
- E.** Maintain an Internet Web site which will contain meeting lists, Treasurers Reports, meeting minutes of both the IGSC-5 (IGR's Meeting) and the Steering Committee, Newsletter (Lifeline) and other pertinent information
- F.** The Chairman shall appoint, with the approval of the IGR's at a regular or special meeting the following positions who shall have the following duties and shall report monthly to the IGR's at the regular IGR meeting:
  - 1. Day Phone Coordinator who shall recruit, train and supervise A.A.

members to answer the phone at the Intergroup Office during regular business hours, refer the still suffering to meetings and/or Twelve Step Contacts, welcome visitors to the office, and assist with other assigned duties. This position may be filled by the Office Manager.

2. Night Phone Coordinator who shall recruit, train and supervise AA members answering phone calls after regular business hours.
3. Liaison to the District from IGSC-5 (Intergroup), shall report to the district the activities of IGSC-5 (Intergroup).
4. Newsletter (Life Line) editor, shall produce a monthly newsletter for publication materials agreed upon by IGSC-5 (IGR's).
5. Events Coordinator, shall organize a committee to provide annualized and special events on behalf of IGSC-5.
6. Where and When (meeting list) coordinator, shall produce lists of meetings in the area in accordance with procedures established by the Steering Committee.
7. Web Master shall oversee the Intergroup Web Site.
8. Ad hoc committees as needed and for the purpose(s) established.

**Section 3.** The Twelve Traditions of A.A. shall govern all activities of the Intergroup Service Committee of the Fifth District, giving consideration to other input from the 5<sup>th</sup> District, General Services Office (GSO), the A.A. Service Manual and A.A. Guidelines for Intergroup/Central Offices, published by G.S.O. in New York, and members.

## **Article II Membership**

**Section 1.** Membership in the IGSC-5 shall be open to all A.A. groups in District 5. South Florida Area "A.A. Groups" mean those groups registered with G.S.O. in New York, and any other A.A. meetings who are not so registered.

**Section 2.** The IGSC-5 (IGR's Meeting) consists of representatives of the member groups known as Intergroup Representatives (IGR) and as Alternate Intergroup Representatives (AIR) who are chosen by each member group.

- A.** It is suggested that the intergroup Representative have a minimum of one (1) year sobriety; the Alternate a minimum of one year sobriety, all representatives are urged to initiate new comers in Intergroup activities by bringing them to meetings as visitors.
- B.** The members (groups, through their IGR's) are at liberty to make and offer suggestions and constructive criticism for the consideration and action of the steering committee. Each IGR (or Alternate) shall vote on the issues brought before the body for consideration. It is expected that they shall report to and keep

their respective groups advised of the proceedings to the end that all groups may be properly informed, to meet their responsibility of directing the operation of the IGSC-5.

- C. Any action of the Steering Committee may be overruled by the IGSC-5 (IGR's Meeting) by the IGR's objecting to the action at a regular or special IGSC-5 (IGR's Meeting), obtaining a majority vote on a seconded motion to overrule the action, returning that information to their member groups for consideration and only after returning to the next regular or special IGSC-5 (IGR's Meeting) and passing a second vote on the issue.

### **Article III**

#### **Officers and Steering Committee**

- Section 1.** There shall be a Steering Committee of the IGSC-5, which shall consist of four (4) elected officers, which are: Chairperson, Alternate-Chairperson, Secretary, Treasurer and as an ex-officio member the Office Manager, who shall not have a vote. It shall also consist of five (5) members at large selected by geographic area when possible. All Steering Committee members shall have a minimum five (5) years continuous sobriety and one year experience in Intergroup activities.
  
- Section 2.** The Steering Committee shall be responsible for daily operations of its IGSC-5 office and in general oversee the operation of the IGSC-5 The Steering Committee is directly responsible to the member groups of IGSC-5.
  
- Section 3.** The Steering Committee may call for a professional audit of the organizations finances and financial records at any time.
  
- Section 4.** The Steering Committee shall conduct an annual performance review of the Office Manager.
  
- Section 5.** The four elected Officers and the Steering Committee members at large are elected for a term of one year, not to exceed two terms in any one position, except for the Treasurer who may be reelected at the discretion the IGSC-5 of (IGR's Meeting) being mindful of the spirit of rotation, at the regular October meeting of the IGSC-5 (IGR's Meeting). The elections shall be held in accordance with the Third Legacy procedure of Alcoholics Anonymous. In the event of a vacancy in office being filled mid term, such election of officer shall not be considered to be a full term, the person filling such vacancy shall be permitted to, if elected, serve two full terms in addition to the unexpired term.
  - A. Each Officer and Steering Committee member at large serves a term of one year, effective with the first meeting in January. Officers and Steering Committee members at large may, if elected, succeed themselves for one term except for the Treasurer.

**Article IV**  
**Resignations and Replacements**

- Section 1** In the event that any officer, Steering Committee Member, Group Representative or Office Manager, returns to drinking, he/she shall be deemed to have resigned his/her position, or said member resigns voluntarily. He/she shall be replaced at the next monthly meeting of the IGSC-5 (IGR's Meeting) in accordance with the Third Legacy procedure of Alcoholics Anonymous (or by the group, if an IGR).
- Section 2** The Alternate-Chairperson automatically becomes the acting Chairperson in the event of the resignation of the Chairperson for the remainder of that term.
- Section 3.** Any elected Officer or Steering Committee member at large who misses three monthly IGSC-5 (IGR's Meeting), and/or Steering Committee meetings, per term, without a valid reason (subject to the approval of the Steering Committee) shall be deemed to have resigned. Notice of non-attendance in advance is the responsibility of the member.

**Article V**  
**Duties and Responsibilities**

- Section 1.** The Chairperson shall preside over all committee meetings and shall perform the duties customary to such office. He/she shall be an ex-officio member of the IGSC-5 and its committees, exercising the right to vote only to break a tie.
- Section 2.** The Alternate-Chairperson shall preside in the absence of the Chairperson, whereby he/she shall perform all the duties of the latter, voting only to break a tie. At other times, he may vote and participate as a member of the Steering Committee. In the absence of both Chairperson and Alternate-Chairperson, the registered attendants shall appoint a temporary Chairperson for that meeting only.
- Section 3.** The Secretary's duties shall be as follows:
- A.** Record the minutes of each meeting, IGR as well as Steering Committee, providing each IGR, and Steering Committee member with the minutes of the last meeting, posting of minutes IG web site shall be considered to be providing, along with the agenda of the next meeting.
  - B.** Maintain records of attendance at each meeting. Secretary shall oversee the Office Manager's compilation and archiving of these records for permanent retention.

- C. Maintain a file of each participating group, including its name, G.S.O. Service Number and meeting details; also names, addresses and phone numbers and email address of its representatives and alternates. Secretary shall oversee the Office Manager's compilation and archiving of these records for permanent retention.

**Section 4.** The Treasurer's duties and responsibilities are as follows:

- A. Obtain bonding insurance (at IGSC-5 expense) in the amount of a figure commensurate with the estimated prudent reserve for the upcoming fiscal year. Treasurer shall oversee the Office Manager's activities in this regard to assure compliance.
- B. Receive and record all funds and deposit same in a designated bank. He/she shall receive and disburse such funds and keep a proper set of books on a monthly cumulative basis. (For all practical purposes, the Office Manager shall perform these duties) Treasurer shall oversee the Office Manager's compilation and archiving of these records for permanent retention.
- C. Pay obligations of the IGSC-5 as authorized by the Steering Committee at its meetings. (For all practical purposes, the Office Manager shall perform these duties) Treasurer shall oversee the Office Manager's compilation and archiving of these records for permanent retention.
- D. Present a full financial disclosure at each IGSC-5 (IGR's) meeting and an annual year-end summation.
- E. Maintain the financial records of the IGSC-5 and keep all vouchers and receipts for a period of three years, or as required by law. (For all practical purposes, the Office Manager shall perform these duties) Treasurer shall oversee the Office Manager's compilation and archiving of these records for permanent retention.
- F. Arrange for an annual professional audit.

**Section 5.** The Steering Committee Members at large shall accept the responsibilities of attending all Steering Committee meetings and all IGSC-5 (IGR's Meeting) meetings.

**Section 6.** The day-to-day operation of the IGSC-5 office shall be supervised by an Office Manager. This person shall be appointed by the Steering Committee. The Chairperson, with the Steering Committee, shall outline the duties of this office and, when appropriate, provide reasonable compensation for the same. The Office Manager shall be directly responsible to the Steering Committee and the IGSC-5 (IGR's Meeting) body at the regular meeting. Vacancy in the position of Office Manager shall be filled as expeditiously as possible by the Steering Committee who shall inform member groups

by informing delegates attending regular meetings and by posting on our web site the intent to recruit for the position. Steering Committee shall determine the deadline for accepting applications and/or resumes', shall determine a method for review of applicants and shall then meet in closed session (Steering Committee only) to determine the best candidate for the position.

## **Article VI Finances**

- Section 1** It is recognized that A.A. is entirely self-supporting in accordance with Seventh Tradition The IGSC-5 support must be derived through voluntary contributions of the A.A. groups and individual "grateful givers" and "faithful fivers" within the A.A. fellowship and the Book Store. Monies from IGSC-5 fund raising activities must also be kept within the A.A. Fellowship.
- Section 2** A reasonable prudent reserve shall be established; equal to \$12,000 (twelve thousand dollars). In the event insufficient funds are available to meeting this amount, Steering Committee shall make every reasonable effort to cut expenses and increase revenues to attain it. Funds in excess of the prudent reserve as determined by the Steering Committee shall be distributed to GSO.

## **Article VII Meetings**

- Section 1** Regular meetings of the IGSC-5 (i.e. Intergroup Representatives, Officers and other Steering Committee Members, along with any interested A.A. members) shall be conducted monthly. The time and place of this meeting shall be determined by the Chairperson subject to the approval of the voting body of the IGSC-5 Representatives.
- Section 2** Regular meetings of the Steering Committee (i.e. Officers and other Steering Committee Members along with interested IGR's and any interested A.A. members) shall be conducted monthly. The time and place of this meeting shall be determined by the Chairperson subject to the approval of the Steering Committee.
- Section 3** Special IGSC-5 (IGR's )meetings may be called by the Chairperson, or by the written request of not less than five (5) IGSC-5 Representatives. Notice of time, place and purpose of such meetings shall be given by the Secretary, to all registered Representatives, not less than seven days before the date of such meeting.
- Section 4.** Seven (7) IGSC-5 (*IGR*) Representatives or Alternates shall constitute a quorum at regular or special IGSC-5 (*IGR*) meetings.
- Section 5.** Six (6) members and/or officers shall constitute a quorum at a regular of special Steering Committee Meeting.

- Section 6.** The Chairperson may call special meetings of the Steering Committee when needed. Verbal notice of the meeting will be given to all members and as far as possible, their needs accommodated to allow each to attend. Six (6) Steering Committee Members shall constitute a quorum. Office manager may be directed to attend all meetings and provide guidance and input on all matters, but shall not have a vote in any matter.
- Section 7.** Robert's Rules of Order (as most recently revised) shall be recognized as the procedure at all meetings where it is not inconsistent with these By-Laws or with A.A. Traditions.
- Section 8.** The order of business at regular IGSC-5 meetings shall be as follows:
1. Open with the Serenity Prayer
  2. Reading of the 12 Traditions
  3. Introduction of New intergroup Representatives
  4. Roll call of Officers and attendance
  5. Secretary's Report
  6. Treasurer's Report
  7. Chairperson's Report
  8. Office Managers Report
  9. Practice the A.A. Seventh Tradition
  10. Committee and other Reports
    - a. Day Phone Coordinator
    - b. Night and Weekend Phone Coordinator
    - c. Liaison District-IGSC-5 (appointed by District)
    - d. Liaison IGSC-5 - District
    - e. Newsletter (Life Line)
    - f. Events Coordinator
    - g. Ad Hoc Committee
  11. Unfinished Business (Motions to be voted upon)
  12. New Business (New Motions to be presented)
  13. Lord's Prayer
  14. Adjourn
- Section 9.** Steering Committee order of business shall consist of officer's reports, new and old business.

## **Article VIII**

### **Amendments to By-Laws**

- Section 1.** Nothing in these By-Laws shall be altered, suspended, repealed or replaced, except by vote of two-thirds (2/3) of the IGSC-5 present and voting thereon, at a regular or special meeting held for that purpose.
- Section 2.** The proposed changes shall be announced at a regular meeting, with such discussion

as those present desire. The Secretary shall post proposed changes prominently at the Intergroup Office and shall cause said changes to be published in the next regularly scheduled Newsletter, i.e. Life Line, and web site. The proposed changes shall then be voted on not sooner than the next meeting.