

**By-Laws, Procedures, and Guidelines
For the
Intergroup Service Committee
Of
Hernando County, Florida
No. D10-11834**

MISSION STATEMENT

The Hernando County Intergroup shall provide services for all AA Groups in Hernando County and surrounding areas.

PRIMARY PURPOSE

THE PRIMARY PURPOSE IS TO CARRY THE MESSAGE TO THE ALCOHOLIC WHO STILL SUFFERS. This will be accomplished by:

- A. Maintaining an AA Hotline**
- B. Maintaining an Intergroup/Central Office.**
- C. Publishing a AA Meeting Directory**
- D. Maintaining a supply of AA Literature, books, and medallions.**

Intergroup Service Committee

1. The Intergroup Service Committee shall be made up of one (1) representative and one (1) alternate from each AA group. Each group shall have one vote cast by either the representative or the alternate, in matters before the Committee.
 - a. It is the obligation of any and all AA groups in Hernando County Intergroup to advise the Secretary of the Intergroup Service Committee of Hernando County, of the names of the Group Representatives and Alternates when they are chosen.
 - b. It will be assumed by the Intergroup Service Committee that any group not advising or supplying the Secretary with the name(s) of their group's Representative and/or Alternate, does not intend to take part in the functions which the Hernando County Intergroup Service Committee is endeavoring to carry out.

An effort shall also be made to uphold the tradition of offering a gratitude dinner to Hernando County and the surrounding area in the month of November of each year.

Meetings

1. Meetings of the Intergroup Service Committee shall be held on the first (1st) Friday of each and every month in Hernando County at a place designated. Date, time and location of this meeting can be changed at the Committee's option.
 - a. It shall be customary that all meetings of the Intergroup Service Committee be opened with a moment of silence followed by the Serenity Prayer. The Traditions will be read by the (Alternate Chairperson or designee). The meeting will be closed with the Lord's Prayer.
 - b. Attendees shall identify themselves and their capacity prior to speaking
 - c. At regular meetings, a quorum shall consist of those representatives present. At special meetings, a quorum shall consist of at least one-half of the membership of the Intergroup Service Committee. A simple majority shall govern.
 - d. If and when a tie vote occurs, in either a regular or a special meeting, the Committee Chairperson is empowered to cast a vote to break the tie; otherwise, the Committee Chairperson does not vote on motions.
 - e. All meetings shall be conducted in an orderly fashion, presided over by the chairperson, and governed by group conscience. The chairperson will recognize and acknowledge each person indicating a desire to speak.
 - f. All **Financial** matters exceeding the **\$500.00** spending cap should be brought back to the groups for their consideration.

Officers

1. The following shall be elected as officers:

Chairperson
Alternate Chairperson
Secretary
Treasurer
Hot Line Chairperson

The above-mentioned officers are to be elected by the Intergroup Service Committee representatives or alternates at the time specified in Section Two (2) below. The term of office is two (2) year. In keeping with the rotation principle practiced throughout the AA structure, no officer should remain in the same position beyond *One (1) term*.

2. Nominations for officers shall take place in November. Elections will take place in December, at which time the newly elected officers will assume their responsibilities in January.
3. The Intergroup Service Committee is empowered to establish additional guidelines to govern its own actions, but none of the guidelines arrived at by the Intergroup Service Committee are to be considered guidelines for AA as a whole.
 - a. It is suggested that the Intergroup Service Committee allow input as to suggestions, for the benefit of the Committee's function, from any member of AA of Hernando County and surrounding areas present at any meeting.
4. Any group located within the boundaries of Hernando County and surrounding areas may, or may not, at their Group Conscience option, participate and be active in the Intergroup Service Committee of Hernando County.
 - a. Any person may, at any time, make a personal contribution to the Intergroup Service Committee, providing their donation, or accumulated donations, do not exceed two (2) THOUSAND and no/100 (\$2,000.00) DOLLARS in a calendar year. If donors so desire, their generosity will be kept confidential.

Suggested Qualifications

1. It is suggested that, to qualify for representative or alternate of a group, an AA member shall have had at least one (1) year of continuous sobriety, and shall have maintained regular attendance at AA meetings. A group may choose a representative or alternate with a lesser period of sobriety by group conscience decision of its voting members.
 - a. It is also suggested that any elected chairperson shall have a minimum of two (2) years continuous sobriety, maintaining regular attendance at AA meetings. Intergroup may modify these provisions by group conscience decision.
 - b. It is further suggested that the chairperson in charge of conducting the meetings shall have a minimum of five (5) years continuous sobriety, maintaining regular attendance at AA meetings. Intergroup may modify these provisions by group conscience decision.

Intergroup Chairpersons Duties

1. The **Chairperson** of Hernando County Intergroup Service Committee shall conduct monthly meetings and oversee other appointed committees. He or she is an ex-officio member of all committees. In the event that the chairperson of the Intergroup Service Committee is unable to preside at a given meeting, the line of succession, for that meeting only, shall be as follows:

Alternate Chairperson
Secretary
Hot Line Chairperson
Treasure

The Chairperson shall appoint Chairpersons for the following special committees:

Gratitude Dinner Chairperson
Unity Chairperson and or Co Chairperson

2. The **Alternate Chairperson** shall assume the position of the Chairperson in the Chairperson's absence. They shall maintain close communication with the Chairperson, and assist in conducting an orderly meeting.
3. The **Secretary** shall keep a record of all persons in attendance and record proceedings at every regular or special meeting. The minutes of each meeting will be presented and distributed at the next Intergroup Meeting. The secretary shall supply copies of the updated Bylaws at monthly meetings for all group representatives. The secretary will maintain a listing of all group representatives and alternate group representatives. The secretary is responsible for sending out meeting reminders for the next Hernando County Intergroup meeting.
4. The **Treasurer** shall keep an official record of all monies received and the source of same and also a record of all disbursements, whether made by voucher or as petty cash. There is a cap of FIVE HUNDRED (\$500.00) DOLLARS for a single purchase. Larger purchases must have the prior approval of the Intergroup Service Committee. A Treasurer's Report of the financial status shall be submitted at each regular Intergroup Meeting. All monies collected shall be deposited in a special checking account in a Hernando County Bank. Said special account shall have the authorized signatures of the Chairperson and the Treasurer. Only one (1) signature shall be required for issuing checks. The Treasurer and The Chairperson or Alternate Chairperson will go over the Hernando County Intergroup accounts with the Treasurer on a monthly basis to assure that the books are balanced in the following manner; the donations and sales receipts match with the deposits slips, and that the receipts and deposit slips match with the register, and that the Bank Statement balance and reconcile with the register. For the purpose of a Prudent Reserve fund the treasurer shall establish a separate account equal to at least 2 (two) months cash expenditures. The account should require 2 signatures for withdrawal purposes.
5. The **Hot Line Chairperson** shall be responsible for obtaining and scheduling volunteers for the Hernando County Intergroup hot line on a 24-hour basis, and maintain a updated 12 Step call list.

In the event a vacancy occurs to any of the elected offices before the term has expired the office will be filled for one month by the Hernando County Intergroup Alternate Chairperson or if the Alternate Chairperson is unable to fill the position, the position will be filled by the Hernando County Intergroup Chairperson. Nominations and elections will be held at the following regular meeting of Hernando County Intergroup. It is suggested that chairpersons or elected chairperson who do not have the time to permit him or her to carry out the responsibilities of the position the chairperson or elected chairperson be asked to resign.

All chairpersons elected and appointed, should select one or more persons within the framework of AA in Hernando County and surrounding areas, to be of assistance in carrying out such duties.

Appointed Chairpersons Duties

- 1) The **Gratitude Dinner Chairperson**, appointed by the Committee Chairperson, shall be responsible for putting on the Gratitude Dinner. Duties shall include selecting an adequate hall, finding a speaker or speakers, and generating publicity (flyer) for the Dinner.
- 2) **Unity Chairperson and or Co Chairperson**, **Overseeing and coordinating of the Unity Meeting. Responsible for scheduling of groups as well as informing them of there responsibilities and guidelines for the meeting. Enlisting additional help and participation for set up, clean up, Coffee Maker, Raffle & Soda sales. Overseeing and coordinating of the Unity Meeting. Also will act as a liaison to the owners of the meeting hall where the meeting is being held.**

Office Manager

The Office Manager should be a qualified applicant, appointed by the entire Intergroup body. The appointment of a new manager will be by a majority vote of the Hernando County Intergroup service committee. The position of office manager may be held indefinitely. Every two years when a new board is elected a review of that manager must take place and as long as the manager and the new service body are in agreement the manager may continue in the position. The office manager has no vote at the monthly service meeting. He can report on and suggest things to the board that he feels need to be addressed and is encouraged to do so.

Duties to include

- Responsible for Volunteer Staffing of Intergroup Office - (Mon-Fri 9-5) including coordination of Hot Line with present Hot Line chair.
- Ordering of all Literature for District 13, and maintaining accurate inventory records of same.
- Maintaining Office Supplies

- Maintenance of Web Site including Calendar Events for District 13 as well as Florida AA events and WSO sponsored events.
- Co-ordination of all monetary transactions with Treasurer, i.e. Weekly Deposits, expenditures and payment of bills received at office.
- Calculation of Literature Sales on a weekly basis, ensuring sales receipts are complete and ready to be remitted to Treasurer for reporting and inventory purposes.
- Deposits on weekly basis including Cash and Checks with supporting documentation. Co-ordination and timely communication with Treasurer to ensure funds are deposited to Intergroup Account and accounted for.
- Responsible for updating "Where and when". This includes date and time changes, deletions and corrections. Also, communicates this information to printer and co-ordinates printing on a quarterly basis.
- Responsible for communication with landlord on a monthly basis to resolve any issues with regard to property rental, maintenance and payment of rent in a timely manner.
- In charge of all in-coming and out-going mail. All mail to be opened by Office Manager only who will then open mail and distribute to appropriate officers. If officers do not pick-up mail, Office Manager will deliver mail at monthly Intergroup Meeting.
- Responsible for inventory of Unity Meeting supplies (since kept at Intergroup Office). Office Manager must communicate with Unity Chairs for inventory purposes.
- Communication with other recovery based agencies (i.e. Al Anon, NA, etc) and close communication with other Intergroup offices (Citrus, Pasco) for inventory and "Where & When" information.
- Responsible for maintaining office bulletin board which includes contact and resource information for Intergroup Office workers and the general public.
- Communicates with all groups' pertinent information on upcoming events in District 13 and surrounding areas. This information will be distributed to Intergroup reps at the Intergroup monthly meeting.
- Office Equipment (printers, computer, software, ink) maintenance and update as needed.
- Maintains close cooperation with District 13, by attending monthly District meetings and providing a report at monthly Intergroup meetings.

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