

Approved January 7, 2018

ARTICLE I – NAME

1. The Society shall be known as the South Mississippi Intergroup Association, Inc., henceforth called the Intergroup or IG.

ARTICLE II – AREA OF SERVICE

1. The Intergroup area of service shall encompass A.A. activities in George, Hancock, Harrison, Jackson, Pearl River, and Stone counties; or A.A. Districts 10, 11, and 12; whichever is larger.

ARTICLE III - PURPOSE

1. To support the efforts of all groups in the area, to promote unity and service, and to help the groups carry out their primary purpose - always remembering the Twelve Traditions, A.A. guidelines, and IG Conscience should govern our actions.
2. To assist members in the forming of new groups.
3. To maintain a Central Office.

ARTICLE IV - INTERGROUP BOARD

1. The IG Board shall consist of four individuals: Chairperson, Secretary, Treasurer, and the Associate Member-at-Large/Co-Chair. It is suggested Board members have a minimum of three (3) continuous years of sobriety.
2. **Voting.** The Board will have one collective vote, offered by the Chairperson, in all Intergroup affairs.
3. **Tenure.** All IG Board members shall serve a term of two (2) years. The Chairperson and Associate Member-At-Large/Co-Chair may not serve more than two (2) full consecutive terms.
4. **Elections.** Election nominations shall be opened at the regular IG Committee meeting in August of odd-numbered years, with elections to be held at the regular IG Committee meeting in October of odd-numbered years. The newly elected trusted servants shall rotate into their offices on the date elected. Board members (except the Associate Member-At-Large/Co-Chair) are elected by a two (2/3) vote of the voting members present. Nominees shall be present at the IG election meeting and absent from the room during the vote.
5. **IG Board Vacancies.** When a vacancy exists, the Chairperson shall submit a newsletter article to announce the vacancy and nomination and/or election details.
6. **IG Board Duties and Responsibilities:**

a. Chairperson:

(1) The Chairperson shall conduct meetings and preserve order in accordance with these by-laws, Roberts Rules of Order and such other rules and procedures as may be adopted by the Intergroup.

(2) The Chairperson shall have the authority to appoint Special, Standing and Temporary committees or positions, and shall be an *ex-officio* member of all committees.

(3) The Chairperson shall assist the Central Office Manager as needed.

b. Secretary:

(1) The Secretary shall provide the previous meeting minutes at each IG Committee and Board meeting.

(2) The Secretary shall record the proceedings of all IG Committee and Board meetings.

(3) The Secretary shall provide minutes of the IG Committee meetings for publication in the Newsletter.

(4) The Secretary shall notify the appropriate person of all IG Board, Committee, Standing and special meetings.

(5) The Secretary shall assist the IG Board and Committee members as needed.

c. Treasurer:

(1) The Treasurer shall ensure adequate bookkeeping records are maintained, all account payables and receivables are processed in a timely manner.

(2) The Treasurer shall give financial report at each regular IG Committee meeting, and submit records to any audit agency as may be utilized by the IG Committee.

(3) Two (2) signatures will be required on all checks; one (1) Board member and the Central Office Manager, or two (2) Board members.

(4) The Treasurer shall act as Chairperson in the absence of both the Chairperson and Associate Board Member/Co-Chair.

d. Associate Member-At-Large/Co-Chair:

(1) This position is filled by the previous IG Chairperson to ensure the IG Board has an experienced member. If the most recent Chairperson is unable to fill this position, the IG Committee may elect a substitute in accordance with normal election procedures.

(2) The Associate Member-At-Large/Co-Chair shall be available to help the Central Office Manager, the IG Board, and IG Committee members as needed.

(3) The Associate Member-At-Large/Co-Chair shall act as Chairperson in the absence of the Chairperson.

7. **Resignation.** Should any or all of the IG Board members resign, the IG Committee will select an interim member(s) to fill each vacancy until an official election can be held. Officers so selected shall be eligible for election to a full term at the next election.

8. **Removal from Office.**

a. **Elected Officers:**

(1) Any IG Board member missing three (3) consecutive regular committee meetings may be considered for removal from office. Removal will be determined by a two-thirds (2/3) majority vote of voting members present at an IG Committee meeting.

(2) At the beginning of any IG Committee meeting, IG Board Members may be considered for removal by petition of any six (6) voting members of the IG committee. Removal shall be effective upon a two-thirds (2/3) vote of the voting members present. The person(s) so named shall be absent from the room during the vote.

b. **Appointed Positions and Special Committees.** The IG Chairperson may, at their discretion, rescind the appointment of any member or dissolve any special committee.

ARTICLE V - INTERGROUP COMMITTEE

1. **Intergroup Committee:**

a. The Intergroup Committee shall consist of the IG Board, Intergroup Representatives and all Standing Committee Leaders.

b. Intergroup meetings shall be held at least once each month at a time and place designated by the IG Board. Special or emergency meetings may be called by the Chairperson or majority of the IG Board members, to deal with any matter which cannot wait until the next scheduled meeting of the Intergroup Committee. Any action taken that would normally be a matter for the Intergroup Committee shall be subject to a review at the next Intergroup meeting.

2. **Intergroup Committee Representative:**

a. The IG Reps have the largest voice on the IG Committee.

b. Each AA group in the IG area of service is encouraged to choose an IG Rep (and alternate) and notify the IG Secretary of their name and contact information.

c. Each IG Rep (or alternate) should attend all IG Committee meetings.

d. Each IG Rep has one vote on matters discussed at the Committee meeting. An AA member may only represent one (1) group at a time.

e. Each IG Rep should be prepared to vote their group's conscience on intergroup matters discussed at the monthly (and special) meetings.

f. Each IG Rep is responsible for submitting group article for the newsletter before the printing deadline. These articles may include group member's AA anniversaries.

ARTICLE VI - STANDING COMMITTEES

Note to Reader: Other than renumbering the title of this Article, no further edits have been made to this section pending further review and discussion of the appointed By-Laws Ad-hoc Committee.

The Standing committee Leaders shall recruit and select voluntary committee members to assist in carrying out the responsibilities of their committee. The standing committees shall be as follows;

NEWSLETTER COMMITTEE. The Newsletter Editor shall lead the News-letter Committee. The Leader shall be responsible for preparing, publishing, and mailing the monthly IG Newsletter.

CALL FORWARDING COMMITTEE. The Call Forwarding Coordinator shall lead this committee. The Leader shall be responsible for recruiting, scheduling, switching responsibilities.

PUBLIC INFORMATION (PI) COMMITTEE. This committee will approach community agencies and offer educational information on the Fellowship of Alcoholics Anonymous in our area. They will also educate groups in our service area as to the purpose of the intergroup.

ARCHIVE COMMITTEE. This committee will be responsible for collecting, storing and presenting all IG Archival materials.

SOCIAL COMMITTEE. The Social Committee will plan, advertise, organize, and conduct all IG Social events.

FINANCE COMMITTEE. The IG Chairperson, Treasurer, Office Manager and selected Finance committee leader will comprise this committee. The Finance Committee Leader and Treasurer shall be responsible for payroll fundraising, paying the Office manager, managing the payroll funds, and withholding deductions and benefits (if any).

The Finance committee Leader, Treasurer, Chairperson, and Office Manager shall prepare and submit an Annual budget for approval of the IG committee at the first meeting of each year.

Note to reader: Editing resumes for remaining Articles.

ARTICLE VII - CENTRAL OFFICE

1. **CENTRAL OFFICE.** The IG Committee shall maintain a Central Office under the management of a Central Office Manager. The Central Office Manager will be appointed by the IG Board with the concurrence of the Intergroup Committee. The Central Office responsibilities are as follows:

- a. Operate an AA Hotline answering calls 24 hours per day, 365 days per year.
- b. Publish an AA Group meeting schedule.
- c. Purchase and sell AA conference-approved literature.
- d. Purchase and sell other items as approved by the IG Committee.
- e. Electronically distribute the monthly newsletter and mail copies as needed.
- f. Perform other duties as assigned by the IG Committee

2. **CENTRAL OFFICE MANAGER.** The Central Office Manager will be a part-time paid position with compensation set by the Finance Committee as outlined in the annual budget approved by the IG Committee. This position will be filled by a member of Alcoholics Anonymous with no less than five (5) years continuous sobriety. The IG Board will accept all employment applications and present their choice to the IG Committee for approval. The Central Office Manager will:

- a. Fulfill the responsibilities of the Central Office and other duties commiserate with the business office.
- b. Maintain and operate the Central Office in accordance with procedures and guidelines provided by the AA General Service Office and the IG Committee.
- c. Assist the coordination efforts of all committees involved in fulfilling the Central Office responsibilities.
- d. Manage the flow of all incoming and outgoing funds of the Central Office.
- e. The Central Office Manager shall have authority over such matters as are necessary to operate the Central Office.

ARTICLE VIII - VOTING

1. Voting outcome will be determined by a majority of those voting. A “right of appeal” is extended to the minority opinion on all voting matters in accordance with the Fifth Concept of World Service.

ARTICLE IX – DELETIONS, AMENDMENTS, AND REVISIONS

1. Proposed changes to the by-laws may be made by any voting Intergroup Representative upon petition to the Intergroup Committee at a regularly scheduled Intergroup Committee meeting.

Changes shall be effective upon a two-thirds (2/3) vote of the voting membership present at the following regularly scheduled intergroup meeting.