

CONSTITUTION AND BYLAWS
INTERGROUP 5, INC.

MISSION STATEMENT

The primary purpose of Intergroup 5 is to aid the A. A. groups in their common purpose of carrying the A. A. message to the alcoholic who still suffers and to serve the groups in District 5 in carrying out certain functions which are common to all groups and are best handled by a centralized body.

This mission includes but is not limited to, providing a 24-hour "Hotline" service, maintaining and making available for purchase an inventory of A. A. approved literature, maintaining a website that provides information related to A.A. , and publishing a newsletter for the local Fellowship about activities within the A. A. community.

ARTICLE I

Name, Principle Office and Bylaws

Section 1. (Name and Principle Office)

This body shall be known as Intergroup 5, Inc., hereinafter referred to as INTERGROUP. The principle office of this Corporation shall be in Tallahassee, Florida. The Corporation may also maintain offices at such other places within Florida as the Membership may determine

Section 2. (Bylaws)

These Bylaws and Rules set forth herein apply only to INTERGROUP members, its officers, committees, and office volunteers.

ARTICLE II

Officers and Elections

Section 1. (Officers)

An Executive Committee shall be elected by the Representatives. Members of the Executive Committee shall consist of the following:

Chairperson
Vice-Chairperson
Treasurer
Secretary

Section 2. (Nominations)

During the regular Representative's meeting in September, nominations shall be held for those Representatives or Alternates who wish to serve on the Executive Committee of INTERGROUP. Nominations for such persons shall be taken from the floor and all candidates must be present to be nominated or present a notice in writing that they will serve if elected.

Not more than two (2) members of any one (1) group may serve as members of the Executive Committee at any one time.

Section 3. (Elections)

The Executive Committee shall be elected at the regular October Representatives meeting, and shall hold office for a period of twenty four (24) months beginning January 1 and ending December 31 or until their successors are properly appointed or elected.

Section 4. (Eligibility)

Candidates must have at least two (2) years of continuous sobriety when placed in nomination. Any member who has served on the Executive Committee for four consecutive fall terms shall be ineligible for reelection for a period of one year.

Section 5. (Voting Rights)

Only incumbent Representatives or their Alternates may be eligible to vote in the election of the Executive Committee. Each group shall have but one vote when properly represented at the election meeting, even if both the Representative and Alternate are present. The Chairperson shall vote only in the event of a tie or to create a tie.

Section 6. (Votes Required for Election)

A. Election shall be by secret ballot, each office in turn, in the order outlined in ARTICLE II. Section 1 above. The candidate receiving a majority of the votes for a single office shall be declared elected. Defeated candidates for any office may be nominated from the floor for any subsequent elective position on the Committee if known to be willing to serve.

B. When there are more than two (2) candidates for a single office, and none receives a majority of the votes cast, the candidate will be elected by the Third Legacy procedure as outlined in the GSO Service Manual as follows:

1. If no candidate receives the majority vote required after a second ballot, any candidate having less than one-fifth of the total vote shall be withdrawn automatically, except that the top two candidates must remain. In case there are ties for second place, the top candidate and the tied second place candidates remain.
2. After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except that the top two candidates must remain. In case there are ties for second place, the top candidate and tied second place candidates remain.
3. A fourth ballot is conducted.
4. After the fourth ballot, if no candidate has the majority vote, the Chairperson asks for a motion, second and majority vote on conducting a fifth and final ballot. If this motion is defeated, balloting is over and we go to the "hat" immediately. If the motion carries, a fifth and final ballot will be conducted.
5. If no election occurs by this time, the Chairperson announces the choice will be made by lot from the hat.
6. Lots are then drawn and first one "out of the hat" becomes the Executive Committee member.

Section 7. (Failure to Attend Meetings)

Any Executive Committee member who, without valid excuse, misses three (3) consecutive Executive or Representatives meetings shall be removed from office automatically.

Section 8. (Vacancies on Executive Committee)

Any vacancy of a permanent nature, whether for cause or resignation, shall be filled by special election at the next regular meeting for the unexpired term.

Section 9. (Appointment of Other Committee Heads and Volunteers)

The Chairperson of the Executive Committee shall appoint from the Committee membership, Representatives and Alternates, or the fellowship at large, Chairpersons of Standing Committees. The Executive Committee may also appoint nonvoting, ex-officio members of the Executive Committee such as Newsletter Editor, Office Coordinator, Literature Coordinator, etc.

ARTICLE III

Membership. Meetings and Voting

Section 1. (Membership)

Membership in INTERGROUP shall consist of any A. A. group in the area served by INTERGROUP that has duly elected a representative to represent it at INTERGROUP meetings. An alternate may be appointed to represent such group in the event the regular representative is unable to be present. No representative shall be elected or appointed to represent more than one group.

Section 2. (Meetings, Time, Place and Attendance)

Regular meetings of INTERGROUP Representatives and Alternates shall be held on the first Wednesday of each month, whenever possible. The place and time of such meeting may be decided by the Executive Committee.

Those in attendance shall be the Executive Committee, Office Coordinator, Standing Committee Chairpersons, and Representatives. Meetings shall be open to all A. A. members and invited guests.

Section 3. (Voting Rights)

A majority vote shall consist of a substantial (2/3 of votes) of those present and voting. Each member shall have only one vote. Each group represented shall have only one vote. Voting by proxy will be permitted so long as the Group seeking to vote by proxy has so indicated to the Chairperson in writing.

Section 4. (Reconsideration)

Each elected member of the Executive Committee shall have the right to request reconsideration of a vote of the Representatives. The right may be exercised in the following manner: the Executive Committee member shall state the reasons for the disagreement with the vote, the Representatives shall return the issue to their Groups for review, and the issue shall be brought to a new discussion and vote at the next appropriate meeting of the Representatives. The right may be exercised at the meeting in which the subject vote took place or at the meeting next following the meeting in which the subject vote took place. Reconsideration may be requested of any issue voted upon by the Representatives except where to allow reconsideration would operate as a veto of the matter voted upon. Any Representative may raise the propriety of the exercise of reconsideration, which will be determined by the Chairperson or, in the event the Chairpersons the Executive Committee member requesting reconsideration, by the Vice Chairperson.

Section 5. (Special Meetings)

A. Special meetings of INTERGROUP Representatives and Alternates may be called at the request of two (2) members of the Executive Committee, or five (5) Representatives or Alternates.

B. Notice of special meetings shall be given in writing or by personal contact to all Representatives and Alternates in advance of any special meeting. Such notice shall state the nature of the business for which the meeting is being called, and no

business may be acted upon at any special meeting except that for which the meeting was called.

Section 6. (Quorums - Representatives Meetings)

All Representatives or Alternates in their stead, present and prepared to vote at the beginning of the meeting shall constitute a quorum for such Representatives meeting, provided that notice of meetings were made in accordance with SECTIONS 1 and 2 of this Article.

Section 7. (Quorums - Committee Meetings)

A majority of the voting members of the Executive Committee or any Committee shall constitute a quorum for such Executive Committee or other Committee to conduct business.

Section 8. (Decisions at Meetings)

Decisions of any meeting of INTERGROUP, its Executive Committee of any other Committee shall be by majority vote as established by Section 3 above.

Section 9. (Compensation)

The elected members of the Executive Committee, Representatives and Alternates shall not receive any compensation from INTERGROUP.

Section 10. (Order of Business)

The following order of business shall be considered at the regular Representatives meetings of INTERGROUP:

- a. Opening Prayer
- b. Roll Call
- c. Approval of minutes of previous meeting
- d. Reading and approval of Treasurer's report

e. Office Coordinator's report and reports of Standing and Special Committees:

- Activities
- Newsletter
- Twelve Step
- Website
- Where and When

f. Unfinished Business

g. New Business

h. Business for the good and welfare of INTERGROUP

i. Adjournment with Lord's Prayer

In the interest of good order, all meetings shall be conducted in accordance with Roberts' Rules of Order (revised) where they do not conflict with AA traditions or our own Bylaws. Further, any member of AA may attend and witness any INTERGROUP Representatives meetings. The Chairperson will allow only the following to speak: Representatives, Alternates, Officers, Standing Committees, Special Committees and AA members who have asked permission to speak for a particular reason and have received permission from the Chairperson.

ARTICLE IV

Functions of the INTERGROUP Executive Committee

The functions of the Executive Committee of INTERGROUP include, but are not limited to the following:

A. Oversee the operation of the INTERGROUP office and have responsibility for its sustained functioning.

B. Select and assist the INTERGROUP Office Coordinator and Literature Coordinator.

- C. Approve and appoint volunteers to work in the INTERGROUP office. This may be delegated to the INTERGROUP Office Coordinator by the Executive Committee.
- D. Approve office procedures as formulated by the office coordinate for the operation of the INTERGROUP office.
- E. Coordinate group interest in the INTERGROUP office and all its service operations.
- F. Supervise and approve all financial transactions of the INTERGROUP office.
- G. Consider, evaluate and recommend to the Representatives and Alternates other ways and means of aiding the AA program in accordance with its traditions and principles, and in conformity with GSO Guidelines for Intergroups and Central Offices.

ARTICLE V

Duties of INTERGROUP Executive Committee Officers

Section I. (Chairperson)

The duties and service obligations include, but are not limited to, the following:

- A. Chair Executive Committee meetings.
- B. Chair INTERGROUP Representatives' meetings in the following manner:
 - 1. Preside over and preserve order at all INTERGROUP Representatives' meetings.
 - 2. See that Committee heads' reports are presented briefly and concisely.
 - 3. Limit time on all discussion and if the matter is unresolved, carry over to next meeting or call for a vote.
 - 4. Allow as many Representatives and Alternates as possible to participate, trying to keep discussion on the topic and keeping in mind the necessity of a well informed group conscience.
 - 5. Attempt to allow ample time (up to 30 minutes) for new business.
 - 6. Close meeting on time.

C. Service Obligations:

1. Where possible, attend all North Florida Area Meetings (General Service Assemblies)
2. Attend all special committee meetings (GSO).
Report to INTERGROUP any items of interest on above meetings.
3. Maintain occasional contact with North Florida Delegate to General Service Conference.
4. Attend and open all INTERGROUP sponsored functions, where possible.
5. Ensure that all Executive Committee members carry out their functions in an orderly and timely fashion.
6. Maintain close contact with the INTERGROUP Office Coordinator.

D. Appoint a committee member to Conduct an annual audit after the close of the fiscal year on December 31 as soon as practical after the Treasurer has closed the books.

Section 2. (Vice-Chairperson)

The duties and service obligations of the Vice-Chairperson include, but are not limited to, the following:

- A. Chair Executive Committee and INTERGROUP Representatives' meetings in the Chairperson's absence.
- B. Act as liaison with District V A.A. for the purpose of accepting responsibility for Intergroup's communications with District V and to promote unity between the two service groups.
- C. Attend all INTERGROUP sponsored meetings and events where possible.
- D. Perform any other duties the Chairperson may request.

Section 3. (Treasurer)

The duties and service obligations of the Treasurer include, but are not limited to, the following:

- A. Work closely with the INTERGROUP Office Coordinator and Literature Coordinator as the Treasurer being accountable for deposits and payment of bills.
- B. Insure the annual sales tax return is prepared and taxes are submitted by January 20th for the preceding year to the Florida Department of Revenue based on the records maintained by the Literature Coordinator.
- C. Insure the annual Corporation Report/Registration is completed and filed with the Florida Secretary of State by April 30th of each year.
- D. Coordinate monthly financial statement with the INTERGROUP Office Coordinator and present this report at each INTERGROUP Representative's meeting.
- E. Provide a copy of the unapproved minutes to the webmaster as soon as possible for posting on IG5 website.
- F. Work with the Office Coordinator and any outside suppliers during annual audit period.
- G. Assume responsibility for any donations collected from INTERGROUP sponsored functions.
- H. Reconcile the bank statement on a monthly basis and be prepared to account for and justify all expenditures of INTERGROUP and its committees.
- I. Work with Executive Committee members and other Standing or Special Committees where financial matters are concerned.
- J. Coordinate records that show declines in-group contributions that might indicate a lack of group interest in INTERGROUP and alert Executive Committee to such lack of interest.
- K. Appoint committees in the Treasurer's area of interest as necessary.
- L. Attend all INTERGROUP sponsored functions where possible.
- M. Cooperate fully with the annual auditing committee and turn over all pertinent records to facilitate completion of the audit.

N. Perform any other duties the Chairperson may request.

Section 4. (Secretary)

The duties and service obligations of the Secretary include, but are not limited to, the following:

- A. Record minutes of Executive Committee and INTERGROUP Representatives' meetings.
- B. Present printed copies of past minutes by email or in person to each Representative and Alternate prior to the next Representatives meeting. Provide a copy of the unapproved minutes to the webmaster as soon as possible for posting on IG5 website.
- C. Assist the Office Coordinator with correspondence as necessary.
- D. Become familiar with office filing system and record keeping.
- E. See that all necessary material are made available at INTERGROUP meetings, such as sign-in sheets, prior minutes, prior Treasurer's printed reports, current newsletter copies and other visual or printed material as necessary to illustrate points of discussion placed on agenda.
- F. Attend all INTERGROUP sponsored functions where possible.
- G. Perform any duties the Chairperson may request.

ARTICLE VI

Office Volunteers

Section 1. (Office Coordinator)

The INTERGROUP Office Coordinator is a volunteer position and shall be chosen by the Executive Committee subject to ratification by a majority vote of Representatives. All applicants should have three (3) years of continuous sobriety and should either personally or in writing express interest in being selected as Office Coordinator to the Executive Committee. The Executive Committee shall

have authority to appoint an interim Office Coordinator when a vacancy occurs due to absence, resignation or removal for cause.

The Office Coordinator shall not be a member of either the Executive Committee or an INTERGROUP Representative, but should attend and have a voice (but not a vote) in both of the above meetings. The Office Coordinator should resign any group or other AA offices and should not be an officer in any outside club or other agency active in the field of alcoholism.

Section 2. (Literature Coordinator)

An INTERGROUP Literature Coordinator may be chosen by the Executive Committee to assist the Office Coordinator, subject to ratification by a majority vote of the INTERGROUP Representatives. All applicants should have three (3) years of continuous sobriety and should either personally or in writing express their interest in being selected as Literature Coordinator to the Executive Committee. The Executive Committee shall have authority to appoint an interim Literature Coordinator when a vacancy occurs due to absence, resignation or removal for cause.

ARTICLE VII

Duties of INTERGROUP Office Coordinator and Literature Coordinator

Section 1. (Office Coordinator)

The duties of the INTERGROUP Office Coordinator include, but are not limited to, the following:

- A. Formulate an Office Procedures Manual and update manual annually or as needed. Provide an updated copy of this manual in the Intergroup office and on the Intergroup website. Assume responsibility for proper office management and maintenance.
- B. Assure that a volunteer is present at the office during regular office hours established by the Executive Committee.

C. Assure that only volunteers meeting the requirements approved by the Executive Committee shall be used in the office.

D. Assure that twelfth step calls are distributed using methods approved by the Executive Committee.

E. Accept calls for AA speakers to outside organizations and relay such requests to the appropriate committee member.

F. Keep accurate and up-to-date records on A. A. groups of INTERGROUP, including but not limited to, the following:

1. Name of group
2. Contact address
3. Telephone contact
4. Name, address and phone number of group Representative or Alternate.
5. Meeting times and type of meeting.

G. Serve as a local AA communications center, taking information as to group activities, special events, etc.

H. Dispense general information to persons interested in alcoholism and concerning functions and facilities of AA, such as requests from clergy, press, social workers, students, etc. Dispense information to outside agencies engaged in the field of alcoholism, always being guided by our twelve traditions.

I. Assist Chairpersons of all service committees in their various activities upon request.

J. Handle all appropriate correspondence and maintain adequate filing system.

K. Maintain contact with GSO in New York and share information with them.

L. Handle distributions of meeting lists and newsletter copies to member groups and distribute individual subscriptions.

M. Keep accurate up-to-date lists on group members available for twelfth step calls and on volunteers available for accepting calls at home from telephone answering service after hours, weekends and holidays.

- N. Furnish referral service for other Twelve Step programs.
- O. Adhere to all office procedures adopted by the Executive Committee or Representatives.
- P. Such other duties as the Chairperson may assign.

Section 2. (Literature Coordinator)

The duties of the Literature Coordinator include, but are not limited to, the following:

- A. Assist Office Coordinator in ordering all necessary conference approved literature so that an adequate supply is always maintained at the INTERGROUP office.
- B. Formulate Literature Procedures Manual and update manual annually or as needed. Provide an updated copy of this manual in the Intergroup office and on the Intergroup website.
- C. Maintain accurate records for inventory purposes.
- D. Conduct inventory when requested by Executive Committee.
- E. Assist Treasurer and Office Coordinator during audit period.
- F. Such other duties as the Chairperson may assign.

ARTICLE VIII

Standing and Special Committees

Section 1. (Standing Committees)

The standing committees shall be:

- a. Activities
- b. Newsletter
- c. Twelve Step

- d. Website
- e. Where and When

Section 2. (Appointments and Qualifications)

A. The Executive Committee shall appoint all volunteers to standing committees, and their Chairpersons, subject to approval by a majority vote of the Representatives. The appointments shall be made at the first regular Representatives meeting following the selection of new officers and should be approved by the Representatives at the same meeting.

B. Names of candidates for volunteers and chairpersons of these committees may be submitted to the Chairperson of the Executive Committee by individual AA's interested in the service involved. At least one (1) year of continuous sobriety is a necessary qualification.

Section 3. (Special Committees)

Special committees may be appointed as needed and shall report at the time of the next regular Representatives' meeting unless otherwise required.

ARTICLE IX

Contributions and Support

Section 1. (Self Supporting)

While realizing there are no dues or fees in AA, if the aims and purposes of INTERGROUP are to be served and carried out, it must be self-supporting. This support must necessarily be derived through the voluntary contributions of the area AA groups and the individual members of AA.

Supplementary financial income may be obtained through INTERGROUP promotion of special events.

Section 2. (Prudent Reserve)

Sufficient operating funds providing a reasonable, prudent reserve of six (6) months operating expenses shall be our financial objective.

Section 3. (Trust Funds and Property)

All funds and property received by or coming into custody of INTERGROUP belong to and are trust funds and property of INTERGROUP to be used only for authorized purposes in accordance with the Twelve Traditions of AA.

Section 4. (Banking policies)

- A. Only banks that are members of the Federal Deposit Insurance Corporation may be used for depositories.
- B. All deposits shall be in the name of Intergroup 5 Inc.
- C. All withdrawals from the Intergroup account shall be made only by checks or similar orders.
- D. All checks or similar orders shall be signed by any two members of the Intergroup Executive Committee.
- E. A separate bank account shall be maintained for purchasing literature only. All monies from the sale of literature shall be deposited into the literature account.

ARTICLE X

Amendments to Bylaws

These bylaws may be amended by a resolution in writing signed by two (2) Representatives or Alternates to INTERGROUP. Such resolution shall be read at the meeting when it is submitted and voted on at the next Representatives or Alternates present and voting.

Revision to 1997 bylaws adopted by unanimous vote at Representatives' meeting on September 4, 2002.

Article IX Section 4 E. adopted by unanimous vote at Representatives' meeting on June 4, 2003.

Revision to bylaws adopted by unanimous vote at Representatives' meeting on March 6, 2013.