

SAVANNAH INTERGROUP ASSOCIATION
BY-LAWS AND CONSTITUTION (Replace Title omitting "AND CONSTITUTION")

PREAMBLE Purpose

~~In solemn affirmation of the letter and the spirit of the of the Twelve Steps and Twelve Traditions, and placing all our activities under the guidance of a Higher Power, the various and several groups of Alcoholics Anonymous (A.A.) in the Savannah and surrounding areas have met to form an Intergroup Association. These By Laws and Constitution serve to fulfill our legal obligation as an incorporated association, but more importantly to serve as a guide for our successors.~~

The Savannah Area Intergroup (Intergroup) is an Alcoholics Anonymous (A.A.) service office that involves a partnership among groups in District 5, Area 16. Intergroup was established to carry out certain functions common to all the groups that are best handled by a centralized office. Intergroup is maintained, supervised, and supported by District 5 groups to aid them in their common purpose – to carry the A.A. message to the alcoholic who still suffers. Intergroup policies and activities are guided by the principles found in the Twelve Steps, Twelve Traditions, and Twelve Concepts for World Service. (Replace Preamble)

ARTICLE I

Name

Section 1. The name of this Association is "The Savannah Area Intergroup Association", and will be referred to herein as the "Association". "Intergroup". (Replace Association with Intergroup)

ARTICLE II

Objects Functions

Section 1. The ~~objects functions of this Association~~ Intergroup are as follows to:

- ~~(a) To maintain a central business office with paid employees or volunteers as a clearing house for A.A. activities in the Savannah and surrounding areas. This office will be referred to herein as the Central Office. Maintain an office where the business of Intergroup is conducted;~~
- ~~(b) To arrange for the sponsorship of those seeking help in connection with an alcoholic problem. Maintain an inventory of General Service Conference approved literature ad other items approved by the membership;~~
- ~~(c) To complement and cooperate with the General Service Office, and the Georgia Assembly Service Office in the effective development of the A.A. program at the local group level in the Savannah Central Office Area. Provide 24-hour telephone coverage for information about A.A. , meetings and activities;~~
- ~~(d) To serve and function as the communications center for the member groups with respect to matters of local area policy and interest. Maintain a list of members willing to participate in 12-step calls;~~
- ~~(e) To conduct special events in accordance with and in the furtherance of these objectives. Publish and maintain a current meeting schedule;~~
- (f) Provide activities for members of A.A.;
- (g) Publish and distribute a newsletter;
- (h) Maintain a list of Intergroup representatives and alternates;
- (i) Maintain current and accurate financial records;
- (j) Adopt an annual operating budget. (Replace Objects with Functions)

ARTICLE III

Objects Excluded

Section 1. Specially excluded from the objectives of the Association Intergroup are:

- (a) The operation and maintenance of a club or clubhouse.
- (b) A.A. matters of policy at the state, national, or international level, since these are the functions and responsibilities of the Georgia Assembly Office, and General Service Office.

ARTICLE IV

Membership

Section 1. ~~The membership of the Association shall consist of those groups in the Savannah Central Office Area, registered, with a Representative and an Alternate Representative at the Central Office, and such other groups as shall become members in accordance with this article. The membership of Intergroup shall consist of those groups in District 5, Area 16 that are registered with the General Service Office (GSO) of A.A. and have a desire to participate in Intergroup. (Replace Article IV, Membership, Section 1.)~~

Section 2. ~~Groups which shall have been in existence for at least three months shall be eligible for membership in the Association, provided such applying group shall submit in writing: (a) the names of its elected Representative, Alternate Representative, group officers; (b) a listing of the dates, times, and locations of its meetings; and (c) its willingness to accept Twelve Step Calls. Membership shall be complete upon a majority vote of acceptance by the Representatives present at a regular or special Representatives meeting.~~

Section 3. ~~Traditionally, each member group supports the Central Office either by monthly pledges or by special contributions; by which this financial support is the main income for the operation of the Central Office. However, financial support is not necessary in order that a group remain or become a member of the Association. (Remove Article IV, Membership, Sections 2 and 3)~~

ARTICLE V

Group Representatives

Section 1. ~~Each group comprising membership of the Association shall have a Representative and Alternate Representative. Each group is encouraged to elect a representative and an alternate representative from their membership. It is suggested that both individuals have at least one (1) year of continuous sobriety. (Replace Article V Section 1.)~~

Section 2. ~~Each group shall file the name and address of the Representative and Alternate with the Central Office. Each group should notify the Intergroup Secretary of any changes to the names of the representatives. In the "spirit of rotation" it is suggested that groups elect new representatives every two years. (Replace Article V Section 2.)~~

Section 3. ~~The group Representative shall faithfully reflect the "group conscience" and shall act as a liaison between his or her group and the Association in the following manner:~~

- ~~(a) He or she shall be a member of the group he or she represents.~~
- ~~(b) He or she should attend all meetings of the Association.~~
- ~~(c) He or she communicates to his group the activities, growth, and current problems of the Association.~~
- ~~(d) Normally, he or she is expected to vote and act for his or her group at each Association meeting without consulting the group on every issue. However, when it is necessary for him or her to know the feelings of his or her group on particular problems, he or she shall ask his or her chairperson to call a business meeting of the group in order to discuss the issue which is pending.~~
- ~~(e) From time to time, he or she will be asked to recruit volunteers from his or her group for Twelve Step work at the Central Office.~~
- ~~(f) He or she can expect to perform any other services of this nature which relates to his or her office.~~

Only Intergroup Representatives, or their duly elected Alternates, are eligible to place motions on the floor or vote at Intergroup meetings – “One Group. One Vote.” (Replace Article V Section 3.)

Section 4. ~~Everything covered in this Article relates equally to the Alternate who performs for the Representative in the Representative's absence.~~ Intergroup Representatives are encouraged to study and develop an understanding of the Twelve Traditions and Twelve Concepts for World Service. (Replace Article V Section 4.)

ARTICLE VI

Elections

Section 1. Qualifications

(a) Representatives

- ~~It is suggested that the Representative have at least two years of sobriety, or a reasonable amount of time determined by the group conscience.~~
 - ~~He or she shall be a member of the group which elects him or her.~~
 - ~~He or she should be interested not only in the welfare of his or her own group, but also in the welfare and growth of A.A. in the Savannah Central Office Area.~~
- See Article V Section 1. (Replace Article VI Section 1 (a) Representatives parts 1., 2., and 3.)

(b) Alternate Representative

- ~~It is suggested that the Alternate Representative have at least one year of sobriety, or a reasonable amount of time determined by the group conscience.~~
 - ~~All other qualifications should be the same as those of the Representative.~~
- See Article V Section 1. (Replace Article VI Section 1 (b) Alternate Representative parts 1., and 2.)

(c) Chairperson

- ~~It is suggested that he or she have at least three years of sobriety, or reasonable amount of time determined by the Intergroup members.~~ At least three (3) years of continuous sobriety is suggested; (Replace Article VI Section 1 (c) Chairperson 1.)
- ~~He or she shall be a member of a group in the Savannah Central Office Area.~~ Member of a group in District 5; (Replace Article VI Section 1 (c) Chairperson 2.)
- ~~He or she should be elected on the basis of capability, experience, leadership, and organizational abilities.~~ Experience in group affairs, such as serving as group secretary or Intergroup representative; (Replace Article VI Section 1 (c) Chairperson 3.)
- Time and energy to serve;
- Be well prepared to place principles before personalities. (Add parts 4 and 5)

(d) Vice Chairperson Alternate Chairperson (Change heading on Article VI Section 1. (d))

- All qualifications should be the same as those of the Chairperson

(e) Secretary

- ~~It is suggested that he or she have at least three years of sobriety, or a reasonable amount of time determined by the Intergroup members.~~ At least two (2) years of continuous sobriety is suggested; (Replace Article VI Section 1 (e) Secretary 1.)
- ~~He or she shall be a member of a group in the Savannah Central Office Area.~~ Be a member of a group in District 5; (Replace Article VI Section 1 (e) Secretary 2.)
- ~~He or she should be elected on the basis of capability and experience for this particular office.~~ Should be able to take minutes of meetings and condense the spoken word to get the essence of what was said. (Replace Article VI Section 1 (e) Secretary 3.)

(f) Treasurer

1. ~~It is suggested that he or she have at least three years of sobriety, or reasonable amount of time determined by the Association members. At least two (2) years of continuous sobriety is suggested; (Replace Article VI Section 1 (f) Treasurer 1.)~~
2. ~~He or she shall be a member of a group in the Savannah Central Office Area. Be a member of a group in District 5; (Replace Article VI Section 1 (f) Treasurer 2.)~~
3. ~~He or she should be elected on the basis of capability and experience in financial matters. Competence and experience in financial matters; (Replace Article VI Section 1 (f) Treasurer 3.)~~
4. Should be a guardian of funds and possess the ability to encourage financial support. (Add to Article VI Section 1 (f) Treasurer)

(g) Alternate Secretary

1. Same as the Secretary. (Add to Article VI Section 1 (g) Alternate Secretary)

(h) Alternate Treasurer

1. Same as the Treasurer. (Add to Article VI Section 1 (h) Alternate Treasurer)

Section 2. Officers of the Association Election of Officers (Change Heading on Article VI Section 2.)

~~Association Chairperson, Vice Chairperson, Secretary, and Treasurer shall be nominated by the Association Members. The names shall be submitted to all member groups at least one month prior to the November meeting of Representatives for confirmation by group conscience. Elections will be held at the December meeting and there will be no nominations taken from the floor at the December elections meeting. They shall each be elected for a two year period commencing January 1st, in uneven years. Although the term of office of the Officers is two years, it is suggested that an Officer should not succeed himself or herself for another two year term. In the event of a vacancy of any Officer, a special election may be called by the Association Chairperson to fill said position.~~

(a) Normal elections:

The Intergroup Chairperson and Alternate Chairperson will be elected in odd years. The Secretary, Treasurer, Alternate Secretary, and Alternate Treasurer will be elected in even years. Officers will be nominated by intergroup representatives at the October or November meetings. Elections will be held at the December meeting. The officers will each be elected by majority vote for a two-year term commencing on January 1. In the "spirit of rotation" it is suggested that officers not serve consecutive terms of their current service position.

(b) Special elections:

In the event an officer vacates a position, the Intergroup Chairperson will call a special election if necessary. This process will take three (3) meetings. At the first meeting the chairperson will announce the upcoming special election and open the floor for nominations. At the second meeting additional nominations will be accepted and nominations will be closed. At the third meeting, the election will be conducted. The nominee who receives the majority vote will begin service immediately. (Replace Article VI Section 2.)

Section 3. Representatives

~~Although the term of office of the Representative is two years, it is suggested that a Representative should not succeed himself or herself for another two year term. However, should the Representative be unable to fulfill his or her term of office for any reason, a new Representative, possibly the Alternate, shall be elected by the group to serve out the remainder of the term. If this replacement Representative serves out a term of less than one year, he or she shall be eligible for election to the next two year term. Notice of any changes in representation of a member group must be sent to the Central Office. (Remove Article VI Section 3.)~~

ARTICLE VII

Meetings

Section 1. Intergroup Association Meetings Meetings (Change Heading on Article VII Section 1.)

- (a) ~~Regular meetings of the Representatives shall be held each month, on the first Tuesday of the month. Regular Intergroup meetings are held on the first Tuesday of each month. (Change Article VII Section 1. (a))~~
- (b) ~~Special meetings of the Association shall be held at any time upon request of a majority of the Representatives. Additional Intergroup meetings will be held if so moved and accepted. (Change Article VII Section 1. (b))~~
- (c) ~~The Secretary must call a special meeting of the Association at the written request of at least twenty-five percent of the membership. (Remove Article VII Section 1. (c))~~
- (d) ~~At all meetings, the Chairperson shall preside presides and the Secretary shall act as the recording secretary-records minutes. (Change Article VII Section 1. (d))~~
- (e) ~~At any meeting of the Association, the presence of at least one-third of the membership shall be necessary to constitute a quorum. In the event a quorum is not present, a special meeting is to be held and at such meeting the presence of at least one-tenth of the membership shall be necessary to constitute a quorum. At any meeting of the Intergroup, the representatives present constitute a quorum. (Change Article VII Section 1. (e))~~
- (f) ~~In the absence of the Chairperson, the Vice-Chairperson Alternate Chairperson shall preside.~~
- (g) ~~The Chairperson shall have the right to address himself or herself on the merits of a motion before calling for a vote thereon. Motions carry upon a simple majority except as related to incurrence of debt or changes to these Guidelines. (Change Article VII Section 1. (g))~~
- (h) ~~The order of business at all meetings of the Association shall be as follows:~~
 - ~~1. Call to order. Number of Representatives and Alternates present, and number of groups currently members.~~
 - ~~2. Reading of the minutes of prior meeting.~~
 - ~~3. Report of Treasurer.~~
 - ~~4. Report of Permanent Committees.~~
 - ~~5. Report of Temporary or Special Committees.~~
 - ~~6. Communications.~~
 - ~~7. Unfinished business~~
 - ~~8. New business~~
 - ~~9. Announcements~~
 - ~~10. Adjournment~~

~~This order may be changed or dispensed with by a majority vote of the Representatives present.~~

The order of business at Intergroup meetings may vary. A sample agenda follows:

- 1. Call to order
- 2. Determine number of representatives and alternates present
- 3. Present minutes of prior meeting for approval
- 4. Treasurer's Report
- 5. Committee Reports
- 6. Old Business
- 7. New Business
- 8. Announcements
- 9. Close meeting

(Change Article VII Section 1. (h))

Section 2. Intergroup Board

- (a) The Intergroup Board consists of all elected officers.
- (b) The Board will meet in accordance with laws governing their corporate status.
- (c) The Chairperson may call a special board meeting to address situations that need immediate attention. (Add Article VII Section 2.)

ARTICLE VIII

Functions and Duties

Group Representatives – See Article V, Section 3.

Section 1. The Chairperson

~~The Chairperson, or in his or her absence, the Vice Chairperson, shall preside at all meetings, general and special, of the Association, and shall perform such other duties as may be incidental to his or her office or as he or she may be directed by the Association Officers.~~

- (a) Preside at all meetings of Intergroup
- (b) Responsible for overseeing the Intergroup office and Intergroup committees
- (c) Become thoroughly familiar with Intergroup topics
- (d) Provide leadership and participate in service activities whenever possible
- (e) Be cooperative, cheerful and available.

(Change Article VIII Section 1.)

Section 2. ~~Vice Chairperson~~ Alternate Chairperson :

~~The Vice Chairperson, shall preside at all meetings, general and special, of the Association where the Chairman will be absent from this duty. He or she shall perform other duties as assigned by the Chairperson.~~

- (a) Attend all meetings of Intergroup and preside in the absence of the Chairperson;
- (b) Be available to the Chairperson and participate in service activities whenever possible;
- (c) Be prepared to replace the Chairperson at any time and perform their functions and duties.

(Change Article VIII Section 2.)

Section 3. The Treasurer and Alternate Treasurer (Added Alternate Treasurer)

~~The Treasurer shall be responsible for the collection of the group contributions, all other contributions and donations, shall keep the accounts of the Association, and shall deposit the funds of the Association as ordered by the Association members. He or she shall report at each regular meeting of the Association as required.~~

- (a) Track contributions, deposit funds, and maintain the accounts of Intergroup;
- (b) Disperse funds of Intergroup as necessary;
- (c) Attend all Intergroup meetings and be prepared to give a current treasury report;
- (d) Prepare a budget for the upcoming year to be presented annually at the October Intergroup meeting.

(Change Article VIII Section 3.)

Section 4. The Secretary and Alternate Secretary (Added Alternate Secretary)

~~The Secretary shall see that notice is given of all meetings of the Association. He or she shall keep minutes of such meetings. He or she shall be responsible for the correspondence and see to it that the records are kept on file at the Central Association Office. He or she shall furnish to the Association members with the names of all groups which have become members of the Association, and he or she shall perform such other duties as the Association Officers and Members may from time to time assign to him or her.~~

- (a) Keep accurate minutes of all meetings and distribute the minutes to Intergroup officers and representatives;
- (b) Attend all Intergroup meetings and be prepared to report the minutes of previous meetings;
- (c) Ensure that Intergroup minutes are kept on file at the Intergroup Office;
- (d) Maintain a list of all member groups and their representatives.

(Change Article VIII Section 4.)

Section 5. Committees

~~The following Committees, and others deemed necessary, shall be appointed by the Chairperson: Currently Intergroup has four active committees. Other committees may be formed as needed. Committee chairs are appointed by the Intergroup Chairperson. (Replace Article VIII Section 5 introduction)~~

- (a) Public Information Committee

~~Chairperson of the Public Information Committee shall be responsible for matters of public information and public relations at the local levels. Among other duties, he or she shall arrange for speakers to acquaint non-alcoholic organizations and groups of individuals with the nature of A.A. He or she shall select his or her committee members from the groups in the Association, choosing those with public relations experience, and those who are members of A.A. (Remove Article VIII Section 5 (a))~~

(b) Group Relations Committee

~~The Chairperson of the Group Relations Committee shall be responsible to see that the Association members are well informed of the services afforded by the Central Office. He or she shall make recommendations concerning membership applications of new groups. (Remove Article VIII Section 5 (b))~~

(c) Volunteers Committees

~~The Chairperson of the Volunteers Committee for the Central Office shall be responsible for securing volunteers from the member groups of the Association to operate the telephone at the volunteer desks at the Central Office. It is suggested that he or she provide new volunteer workers with a pamphlet of instructions. Coordinates with the office staff to ensure coverage of telephones and office sales during business hours. (Replace Article VIII Section 5 (c))~~

(d) Intergroup Association Institutions Committee

~~The Chairperson of the Intergroup Association Institutions Committee shall be responsible for seeing that meetings at institutions in the Savannah Central Office Area are covered by local groups. (Remove Article VIII Section 5 (d))~~

(e) Telephone Committee

~~Coordinates volunteers to answer telephones when the Intergroup Office is closed, and provides adequate training and materials to meet the responsibilities of the position. (Add Article VIII Section 5 (e))~~

(f) Special Events Committee

~~Schedules and coordinates events within District 5 to promote recovery, unity, and fellowship. (Add Article VIII Section 5 (f))~~

(g) Communications Committee

~~Generates and publishes information for members of A.A. on a regular basis. (Add Article VIII Section 5 (g))~~

Section 6. Salaried Staff Members- Office Staff (Replace Article VIII Section 6 Heading)

~~A staff of salaried employees, whose number shall be determined by the Association Officers, shall discharge the business and administrative functions of the Central Office. An Executive Secretary, a member of this staff, shall be in charge of the Central Office, and shall be responsible for the efficient, faithful, and loyal discharge of the staff's duties. The salaried staff does not determine policy and it is under the supervision and control of the Association Officers. The Executive Secretary, or in his or her absence, another member of the staff, shall therefore attend the monthly Association meetings. It is suggested that the Executive Secretary review with the Association Officers at its June and December meetings, the current duties of the staff. The Executive Secretary, not being a member of the Association, does not have a vote at meetings. However, because of the Executive Secretary's daily supervision of the Central Office and involvement in all activities of the Association, his or her advice and opinion shall be sought by the Association representatives in matters of policy and business. The Office staff will conduct the business and administrative functions of the Intergroup Office. The staff does not determine policy and reports directly to the Intergroup Chairperson. The staff may attend Intergroup meetings. The staff does not have a vote, but is extended the right of participation. (Replace Article VIII Section 6 Introduction)~~

(a) Compensation

- ~~1. Vacations. All full-time salaried employees shall receive two weeks vacation after one year of continuous employment. (Remove Article VIII Section 6 (a) 1.)~~
- ~~2. Salaries. Salaries Compensation shall be determined by the Association Intergroup Officers and Members. It should be remembered that the paid staff employees are individuals of special skills, and compensation should be on par with what their skills would justify in the employment market.~~

(b) Office Coverage

~~The Central Office shall be open from 10:00 A.M. until 5:00 P.M., Monday through Sunday. The salaried staff shall cover the office Monday through Friday. The Executive Secretary shall be responsible that a sufficient number of qualified volunteers, under the direction of a Senior Volunteer, shall serve as staff at all times throughout weekends and holidays, from opening to closing of the Central Office. The Intergroup Office hours of operation are determined by the availability of staff and volunteers. (Replace Article VIII Section 6 (b))~~

(c) Anonymity

~~All salaried employees shall zealously guard the anonymity of all members of A.A. and shall never, and under any circumstances, break any individual's anonymity unless directly authorized to do so by such individual. The staff will always respect and guard the anonymity of all members of A.A. (Replace Article VIII Section 6 (c))~~

ARTICLE IX

Finances

~~Section 1. The financing of the activities of the Association shall primarily be voluntary pledges and contributions by the groups and interested individuals or organizations within A.A.; and secondarily by income derived from such projects or activities as may be authorized by the Representatives. Intergroup is financially supported by contributions received from A.A. groups, A.A. members, other A.A. entities, and from such projects or activities authorized by the Intergroup Representatives. (Replace Article IX Section 1.)~~

~~Section 2. The acceptance of bequests or unusual donations or of other offerings from any source is prohibited, whether for general or specifically designated purposes. However, a donation of up to \$300.00 by an individual A.A. member is not considered an unusual donation. Maximum individual contributions are the same as current General Service Office (GSO) guidelines. (Replace Article IX Section 2.)~~

~~Section 3. The Association shall not act as a trustee of any trust set up outside the Association; nor shall any manner whatsoever participate in such trusts or in any fund or funds. (Remove Article IX Section 3.)~~

~~Section 4. The annual budget for the upcoming year will be presented at the October Intergroup meeting and approved at the December meeting. Approval requires a two-thirds vote of the representatives. (Added Article IX Section 4.)~~

~~Section 5. Unforeseen expenses less than \$500 may be approved by Intergroup officers. (Added Article IX Section 5.)~~

~~Section 6. Expenses beyond \$500 outside the current budget require a two-thirds vote for approval. (Added Article IX Section 6.)~~

ARTICLE X

Incurrance of Debt

~~Section 1. No debt shall be incurred and no continuing obligation entered into without the consent of two-thirds vote of the Intergroup Committee. No funds of the Association Intergroup shall be appropriated for any use or paid out without the like consent of the Intergroup Committee, unless payment be directed by a two-thirds vote of a quorum o the member group Representatives.~~

ARTICLE XI

Fiscal Year


~~Section 1. The fiscal year of the Association Intergroup shall commence on January 1 and shall end on December 31 of each year.~~

ARTICLE XII

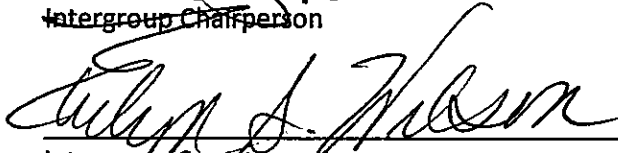
Amendment

Section 1. ~~These By Laws and Constitution may be amended at any time by a two-thirds vote of the Representatives present at any regular meeting of the Association provided a copy of the proposed amendment was submitted to each Representative and his Alternate at least thirty days before the meeting at which action is taken on the amendment. Changes to these Guidelines require a vote with two-thirds approval. A motion must be made, seconded and followed by discussion. The motion is then tabled until the next Intergroup meeting. Discussion will continue until a vote is taken. (Replace Article XII Sections 1.)~~

These Guidelines were reviewed and approved by Savannah Intergroup members on this 2 day of August, 2022.



Intergroup Chairperson



Intergroup Secretary