

BY LAWS of the MANSFIELD AREA INTERGROUP

Adopted March 26, 2000
Revised May 4, 2008
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Revised Oct 3, 2021

Article 1. GENERAL

Section 1.. NAME. The name of the association is Mansfield Area Intergroup and be referred to as the "Intergroup"

Section 2. PURPOSE. The purpose of the Intergroup is to provide a permanent and reliable point of contact for all who want AA help or information.

Section 3. FUNCTION. The Intergroup is restricted to serving only these functions unless authorized by an amendment to these By-Laws. The Intergroup shall endeavor to perform the following functions as a means of achieving our purpose, within the constraints of budget and volunteers:

- a. The Inter-Group is organized exclusively for charitable and educational purposes under section 501 (c) of the Internal revenue Code.
- b. No part of the net earnings of the Inter-Group shall inure to the benefit of, or be distributable to, its members or officers or other private persons, except that the Inter-Group shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the Inter-Group shall be the carrying on of propagandas, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distributions of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- c. Upon the dissolution of the Inter-Group, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of Richland County, exclusively for such purposes or to such organization or organizations, as Court shall determine, which are organized and operated exclusively for such purposes.
- d. Publish a directory of area meetings and maintain a 24-hour telephone answering service with inquiries promptly responded' to by an AA Intergroup and/or AA member volunteer.

- e. Serve as the “Information Center” for AA Groups, local and out-of-town AA members, professional agencies or individuals who wish to contact AA for any reason.
- f. Provide speakers for non-AA groups and organizations who want to know more about the AA program.
- g. Cooperate with hospitals, correctional facilities, and agencies in the area where alcoholic rehabilitation is part of the program.
- h. Provide a source for AA General Service Conference approved materials, as well as books, literature, and other material pertaining to Alcoholics Anonymous, the AA program, and alcoholism.
- i. Maintain a permanent office which is open regular hours which may be staffed by volunteers or by paid employee.
- j. Provide a point of contact with AA Intergroups or Central Offices; AA Groups locally and in other cities and states; AA World Services, New York City; and individual members. Maintaining the website (www.mansfieldaa.org) is included in this function.
- k. Design, publish, and distribute a Newsletter to area groups and members.

Section 4. RESTRICTIONS. The Intergroup is restricted in its actions and functions to conform to the spirit of AA’s Twelve Steps, Twelve Traditions and guidelines offered by AA World Services.

Article 2. MEMBERSHIP

Section 1. Membership is open to any member of AA who desires to assist in the functions of the Intergroup.

Article 3. INTERGROUP REPRESENTATIVES

Section 1. Intergroup Representatives are members elected or selected by an AA group or meeting, to represent that group at Intergroup business meetings.

Article 4. MEETINGS

Section 1. INTERGROUP BUSINESS MEETINGS. Meetings shall be held on the first Sunday of each month at 5:00 PM at the published meeting place. However, it may be changed one month in advance by a majority vote of those in attendance, for the next month only, when deemed necessary to avoid conflict. (i.e., holidays, Intergroup functions, etc.) Change notices will be printed and made available in the Intergroup Office and posted on the Website.

Section 2. VOTING AT INTERGROUP BUSINESS MEETINGS. Only Intergroup representatives and officers of the Intergroup shall be eligible to vote. Attending members who do not represent an AA Group as an

Intergroup Representative will be recognized by the Chairman and will have a voice in the proceedings, but no vote.

Section 3. NOMINATION OF OFFICERS FOR THE ANNUAL ELECTION MEETING.

- a. Election of Officer will be presented at the biannual January business meeting under New Business. Each member as defined in Article 2., will have the opportunity to discuss with their home group, possible nominations. Pertinent information about the nomination/election of Officers shall be advertised by flyers and/or other media to the area groups no later than March.
- b. Nomination of Officers: Each member as defined in Article 2., who is present, shall be eligible to nominate a member for office. The Nomination Meeting shall be held as part of the March Intergroup Business Meeting, discussed under Open business.

Section 4. BIENNIAL ELECTION MEETING. The Bi-Annual Election Meeting shall be held as part of the April Intergroup Business Meeting, under Open Business. .

Section 5. VOTING AT ELECTION MEETING. Each member as defined in Article 3, Section 2., who is present, shall be entitled to cast his/her vote in the election of each officer being elected.

Article 5. ELECTED OFFICERS

Section 1. QUALIFICATION. In order to serve as an Officer of the Intergroup, a member:

Section 2. Must have two years of continuous sobriety and be a member of a Home Group.

Section 3. Must be nominated and agree to serve the office to the best of his/her ability.

Section 4. ELECTION TO OFFICE. To be elected, a nominee must receive a majority of the votes cast by secret ballot. Those numbers shall be recorded by the Secretary. In the event of three or more nominees, if the top vote recipient does not receive a majority, the vote will be recast after removing the nominee with the fewest votes from contention. This shall be repeated until a nominee receives a majority of the votes cast.

Section 5. TERM COMMENCEMENT. Those members elected to office shall assume the duties of that office at the following May Intergroup meeting.

Section 6. TERMS OF OFFICE. Terms of office shall be for 24 months.

Article 6. DUTIES OF INTERGROUP OFFICERS

Section 1. INTERGROUP CHAIRPERSON. The Intergroup Chairperson shall be the chief executive officer of the Intergroup and shall call, and preside at, all meetings. The Intergroup Chairperson shall provide leadership to the Intergroup Officers and Intergroup committees. The Intergroup Chairperson shall appoint the Intergroup Co-Chairperson, as well as the Chairpersons of all committees, and shall be an ex-officio member of all such committees. The Intergroup Chairperson shall sign all documents requiring signature, including co-signing checks disbursed. The Intergroup Chairperson shall oversee all financial

transactions for approval at regularly scheduled business meetings. The Intergroup Chairperson's name shall appear on the Intergroup checking account along with the name of the Treasurer and Co-Treasurer. They shall further perform all duties as may from time to time be required of the office by the Intergroup.

Section 2. INTERGROUP CO-CHAIRPERSON. The Intergroup Co-Chairperson shall, in the absence or disability of the Intergroup Chairperson, perform all duties of the Intergroup Chairperson and, while so acting, the Co-Chairperson shall have all of the powers and authorities of, and shall be subject to the restrictions on, the Intergroup Chairperson. In addition, the Co-Chairperson shall have duties as may be assigned by the Intergroup Chairperson. In the event of the absence, disability, resignation or death of the Intergroup Chairperson, the Co-Chairperson shall fill that vacancy.

Section 3 . SECRETARY. The Secretary shall keep a careful and authentic record of the proceedings of the Intergroup and shall prepare a roll call and call it when necessary. The Secretary shall send all notices which are provided for in these BY-LAWS and shall perform such other duties as shall be assigned by the Chairperson. The Secretary shall appoint a member to serve as Co-Secretary.

Section 4. CO-SECRETARY. The Co-Secretary shall perform such duties as are performed by like officers in similar organizations or committees and such other duties as may from time to time be assigned by the Intergroup Chairperson. The Co-Secretary shall perform all duties of the Secretary in the event of his/her absence, death or disability.

Section 5. TREASURER. All of the financial affairs of the Intergroup shall be under the stewardship of the Treasurer. This officer, with the assistance of the Co-Treasurer, shall see to the safeguarding of the Intergroup assets, the proper handling of the receipts and disbursements of monies, and issuance of timely and accurate reports of the Intergroup's financial condition. The Treasurer shall submit a financial report at each Intergroup meeting. The Treasurer shall co-sign all check disbursements of the Intergroup. The Treasurer shall appoint a member to serve as Co-Treasurer. The Treasurer shall serve as a member of the Audit Committee.

Section 6. CO-TREASURER. The Co-Treasurer shall execute responsibilities as directed by the Treasurer and perform all duties of the Treasurer in the event of his/her absence, death or disability. The Co-Treasurer shall serve as a member of the Audit Committee.

Section 7. AUDIT COMMITTEE. The Audit Committee, if set, shall consist of the Treasurer, Co-Treasurer, and 2 members at large, and shall create, and cause mailing of, a list of all group contributions to all area groups as a safeguard against unrecorded donations. The Audit Committee shall conduct an internal audit of the Intergroup finances and present a report for approval at the October Business Meeting.

Section 8. REPLACEMENT OF OFFICERS.

a. Any Intergroup Officer who shall consume alcoholic beverages automatically resigns his/her office. Any vacancy occurring in the offices of Chairperson, Secretary, or Treasurer shall be filled by the corresponding Co-Officers. Any vacancy in a Co-Office shall be filled by appointment by the corresponding Officer.

b.. Any Officer, being absent from any three (3) consecutive, scheduled meetings per year, without reasonable cause, shall be deemed to have resigned. The Chairperson shall determine

the validity of the absence, and ensure documentation in the meeting minutes of absence vs excused. The vacancy shall be filled by the corresponding Co-Officer, who shall then appoint a qualified member as Co-Officer.

Article 7. Committees

Section 1. Committees are established by the Chairman.

- a. Committee Chair will be assigned by the Intergroup Chairman to conduct business for the support of local meetings.
- b. Long term examples: Public Information, Hospitals and Institutions, Entertainment, Achieves, Phone Lines.
- c. Short term examples: A sub committee under the Entertainment Committee to conduct a one-time event.
- d. Committee Chairs will report at the monthly business meeting

Section 2. Terms of service for Long- and Short-term committees.

- a. Service for Long term committees shall not exceed 24 months unless directed by the Intergroup Chairman.
- b. Service for the Short-term committees will end upon the completion of the event.
- c. All Committee Chairman must have a minimum of one year of continuous sobriety.

Section 3. In keeping with Tradition Seven, all Committees ought to be fully self-supporting, declining outside contributions. While Committees may generate income in keeping with its mission in serving the Fellowship, funding shall come from the overall budget of the Inter-Group Council. In this way, Committee activity can better reflect the support of the membership, and maintain the perspective of the entire range of Twelfth-Step activity.

Article 8. Special Officers

Section 1. The Chairman may appoint Special Officers to conduct business in the name of the Mansfield Area Intergroup outside of our meeting area.

- a. Liaison to the District
- b. Literature Officer: Purchasing materials to be sold at the Intergroup Office
- c. Technology Officer: Maintain the Intergroup's Website and Meeting list

Section 2. Terms of service

- a. All Committee Chairman must have a minimum of two years of continuous sobriety.
- b. Will share a report at the monthly business meeting
- c. Length of service to not exceed 24 months unless directed by the Intergroup Chairman.

Article 9. Office Volunteers

Section 1. Office Volunteers to include office staff and after-hours phone manning

- a. Traditions
- b. Length of sobriety
- c. Training

Article 10 . ORDER OF BUSINESS.

Section 1. At meetings of the Intergroup, the order of business shall be as follows:

- a. Meeting Agenda will be posted to Intergroup website NLT one week prior to business meeting. Copies will be made available to those that cannot access the website.
- b.. Open meeting with Serenity Prayer and reading of Tradition Two.
- c. Roll call of Intergroup Representatives and Officers.
- d.. Reading of the minutes of the previous meeting.
- e.. Treasurer's Report.
- f. Report of Committees/Appointed Officers (as set by the agenda).
- g.. Open Business.
- h Election of Officers (Bi-Annual General Membership Meeting).
- i New Business.
- j. Adjourn and close meeting with The Lord's Prayer

Article 11. AMENDMENT OF BY-LAWS

Section 1 . These BY-LAWS may be amended in whole or in part by the affirmative vote of two-thirds (2/3) of members present and voting at the Bi-Annual Election Meeting, or a Special General Membership Meeting called for that purpose.

Section 2 . PROCEDURES FOR AMENDMENTS.

- a. Any amendments to these BY-LAWS shall be submitted, in writing, to the Intergroup Secretary, by any member or member Group.
- b. The Secretary shall read the proposed amendment at the next regularly scheduled Intergroup Business Meeting under New Business.

c. The majority of those voting at that meeting will determine whether to place the amendment on the agenda at the next Bi-Annual General Membership Meeting or to call a Special General Membership Meeting for the purposed of considering the proposed amendment.

d. The proposed amendment shall be published, by mailing and/or other media, to area groups advertising the date, time, and place of the meeting in which it will be presented for discussion and vote. Pertinent information will be released at least sixty (60) days prior to this meeting.