

# BYLAWS OF THE HARRISBURG AREA INTERGROUP

## ARTICLE I -NAME

Section 1: The name of this association is Harrisburg Area Intergroup.

## ARTICLE II-PURPOSE

Section 1: The purpose of this Intergroup shall be to aid the individual groups in their common purpose of carrying the message of Alcoholics Anonymous to the alcoholic who still suffers and to encourage the AA legacies of unity and service by using the following resources:

- a. Maintain a 24-hour telephone answering service for those alcoholics seeking help;
- b. Provide a simple partnership consisting of representatives from Harrisburg area AA groups to assist and stimulate local AA groups;
- c. Provide a comprehensive prison outreach program whereby meetings can be made accessible to inmates in county and state prisons, halfway houses, work release centers and youthful offender facilities;
- d. Maintain a monthly publication (*Sobriety News*) to announce membership of new groups, changes in meeting times and dates, upcoming AA events, all Intergroup business and activities, Intergroup and committee meeting minutes, and act as an instrument through which individual members may share their experiences, strength, and hope;
- e. Provide an internet site on which can be published meeting schedules and all other business relative to AA in the Harrisburg area;
- f. Provide a literature sales office during specified publicized hours for purchase of AA approved literature by group representatives or their designees;
- g. Provide guidelines for the Public Relations Committee to support outside speaker requests and relations with outside treatment facilities-always emphasizing adherence to AA traditions;
- h. Provide regularly updated meeting schedules for all groups in the Harrisburg area;
- i. Notify Intergroup representative of upcoming meetings, events, and other relevant information through the use of letters or e-mail

## ARTICLE III-OFFICERS

Section 1: The officers of the Intergroup shall be a Chairperson, a Co-Chairperson, Recording Secretary, ~~and~~ Treasurer **and Co-Treasurer**. The term for each office is two years, recognizing AA's spirit of rotation.

Nominations to be held in November, Elections in December, and Rotation into office in January, in accordance with District and Area.

Section 2: The duties of the officers shall be as follows:

**Chairperson shall:**

- a. Preside at all Intergroup meetings, assuring compliance with AA traditions and Intergroup ByLaws;
- b. Impartially guide the Floor, keeping discussion confined to the topic at hand and the meeting moving in a timely, fair, and effective manner;
- c. Recognize members that wish to speak and indicate that the Floor is theirs for comments;
- d. Introduce new representatives;
- e. Establish necessary committees and maintain open communication with committee Chairs;
- f. ~~Co-sign all checks~~

**Co-Chairperson shall:**

- a. Assume responsibilities of the Chairperson when the Chair is absent;
- b. Maintain communication with all committee Chairs;

**Recording Secretary shall:**

- a. Prepare minutes of each meeting and submit them in writing and to Sobriety News for additions, corrections and approval at subsequent meetings;
- b. Maintain an accurate roster of group representatives and record attendance at meetings;
- c. Establish from the roster those eligible to participate in voting and ensure that only eligible members participate in the voting process;
- d. Record the results of all votes on any proposed motions;

**Treasurer shall:**

- a. ~~Co-sign~~ **Sign** all checks prepared for payment of invoices;
- b. Keep written records of all disbursements and receipts;
- c. Provide a monthly financial statement at Intergroup meetings;
- d. Maintain a "prudent reserve" (enough to cover three months' expenses);
- e. Provide notification in writing to alert all groups when funds reach the level of prudent reserve;
- f. Submit to a designated outside entity all financial data for an annual audit;
- g. ~~Assure that all expenditures other than telephone, answering service and rent in excess of \$50.00 are approved by majority vote.~~

**Co-Treasurer shall:**

- a. Work alongside the Treasurer;
- b. Assume all responsibilities of Treasurer in the Treasurer's absence.

Section 3: To be eligible as an officer of intergroup a representative should have two years of continuous sobriety, unless group conscience votes to allow a person of less time acceptable to serve as an elected trusted servant.

#### **ARTICLE IV-MEMBERSHIP**

Section 1: Any AA group in the Harrisburg area may be a member.

Section 2: Any group may withdraw from this Intergroup by notifying the Chairperson of Intergroup of such desire to withdraw; statement of reasons is optional.

Section 3: This Intergroup shall have no control over the internal affairs, the management or conduct of any member group, the intent of these ByLaws being only to gain Intergroup unity, strength and cooperation; complete independence of each group must be preserved.

#### **ARTICLE V-REPRESENTATIVES**

Section 1: It is suggested that each AA group within the Intergroup choose one representative and one alternate to replace the representative in case of his or her absence.

Section 2: Al-Anon groups have their separate fellowship. Intergroup cooperates with Al-Anon to achieve common goals in recovery.

a. Al-Anon Family groups shall be eligible for representation.

b. Al-Anon Family groups may not vote on AA related issues.

#### **ARTICLE VI-MEETINGS**

Section 1: Meetings shall be opened with the Serenity Prayer and the 12 traditions and close with the "Lord's Prayer."

Section 2: The members shall hold regular meetings on the first Thursday of each month.

Section 3: The attendance of at least 10 member groups shall be necessary to constitute a quorum for the conduct of business at any regular or special meeting of the Intergroup.

Section 4: A special meeting may be called at any time upon 14 days of published notice.

Section 5: The order of business shall be as follows: roll call, reading and adoption of minutes, chairperson's report, treasurer's report, committee reports, completion of old business and consideration of new business.

Section 6: The meeting for the election of officers shall be held in ~~February.~~ **December**

#### **ARTICLE VII-Voting Procedures**

Section 1: Only group representatives or their alternates shall be eligible to vote on Intergroup matters.

Section 2: Any member present at Intergroup may make a motion, usually during New Business. Any member can make a motion by being recognized by the Chair and then stating the body of their proposal.

a. Another member of Intergroup must second any motion put on the Floor. Any motion not seconded dies immediately and is not eligible for further discussion.

- b. Any motion that goes against the ByLaws is out of order and should be called as such by the Chair.

Section 3: Once a motion has been seconded, the Chair restates the motion and opens the Floor for discussion on the motion. Thorough discussion of a motion is essential for an informed group conscience.

#### **Guidelines For Discussion:**

- a. Speakers wait to be recognized by the chair before addressing Intergroup.
- b. Personal remarks or other interruptions are out of order in any discussion.
- c. Discussion is confined to the motion made and seconded.
- d. Debate on a motion continues as long as members wish to discuss the question.
- e. Any member may choose to “call the question” which ends discussion and brings the motion to a vote.
- f. If the discussion is no longer moving forward, any member may move to postpone or table the motion being discussed.
- g. Members may make an amendment to the motion on the Floor. The amendment must be accepted by the member who made the original motion. When accepted, the revised motion is eligible for discussion and voting.

Section 4: When discussion has ended the Chair will call for a vote. A majority of eligible voting members is required to pass any motion.

Section 5: Once a vote has been conducted, the Chair will call for “Minority Opinion.” During Minority Opinion sharing, no member may speak on the issue from the standpoint of the Majority. Minority Opinion is only for expression of minority opinion. Following Concept 5 for World Service, this sharing by the minority is important “so that minority opinion will be heard and personal grievances receive careful consideration.”

Section 6: After sharing of the Minority Opinion the Chair will ask if anyone has changed their vote. If anyone has changed their vote on the issue, the Chair will call for a revote on the motion.

Section 7: The Harrisburg Area Intergroup shall follow Third Legacy Voting Procedures for the election of all Intergroup Officers.

#### **ARTICLE VIII-COMMITTEES**

Section 1: The committee chair shall present the committee report at the regular monthly Intergroup meeting. Committee meetings shall be held separately from the monthly Intergroup meeting and meeting times and minutes shall be publicized on Sobriety News.

Section 2: Committee Chairs shall be elected by a simple majority of Intergroup members.

#### **ARTICLE IX-AMENDMENTS**

Section 1: Amendments to these ByLaws shall be adopted under the following guidelines:

- a. Establish a committee to review the proposed changes for one month to assure that any change is in accord with AA traditions, if approved by this committee then;
- b. Provide a 60 day published notification of the proposed changes to all groups, using but not limited to, the following instruments:
  1. Sobriety News
  2. Unity Committee
  3. E-mail
- c. Adoption of any changes requires a 2/3 majority vote of participating Intergroup membership present following the 60 day notification period.

## **ARTICLE X-TRADITIONS**

Section 1: These ByLaws are based in the spirit of the 12 traditions of AA, which traditions shall be observed as closely as possible in any given situation.

## **ARTICLE XI-FINANCIAL CONTRIBUTIONS**

Section 1: All contributions to Intergroup shall be made voluntarily by the individual groups. There shall be no mandated fees assessed on any group at any time.

Unanimously adopted January 3, 2008

Amended: July, 2012 (Article III, Section 3).

Amended: March 4, 2016 (Article II, Section 1; Article II, Section 1, Subsection d., f., i., and j.; Article 3, Section 1; Article 3, Section 2, Chairperson, Subsection b., c. and e., Co-Chair, Subsection b., Recording Secretary, Subsection a., c. and d., Treasurer, Subsection b., e. and g.; Article 3, Section 4; Article 4, Section 2; Article 6, Section 5, Section 6, Section 7; Article 7; Article 8, Section 1 and Section 2, Article 3, Section 2).

Amended: March 10, 2017 (Article III section 1).

**Amended: May 13, 2017 (Article III, Section 1; Article III, Section 2, Chairperson, Subsection F; Article III, Section 2, Treasurer, Subsection A; Article III, Section 2, Treasurer, Subsection G; Article III, Section 6).**