

**BY-LAWS  
OF THE  
TIDEWATER  
INTERGROUP  
COUNCIL**

**Adopted May 1979  
Revised December 1985  
Revised September 1999  
Revised January 2002  
Revised January 2006  
Revised March 2007  
Revised March 2012  
Revised October 2015**

This copy of the By-Laws of Tidewater Intergroup Council was given to the Intergroup Service Representative (ISR) for use of the group named below:

Group Name: \_\_\_\_\_

Meeting Time(s) and Place(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ISR's are urged to read the following articles as dealing with your responsibilities very specifically:

Article I - Sections 1, 2, 3, and 4.

Article V - Sections 5, 6, and 7.

Article VI - Sections 3, 4, 5, and 6.

It is suggested that all ISR's schedule a few minutes of each meeting to inform those attending the meeting what action has been taken by the Intergroup Council and what events are scheduled in the future.

**BY-LAWS OF THE  
TIDEWATER INTERGROUP COUNCIL**

**ARTICLE I.  
Membership of the Corporation**

**Section 1. Qualifications**

The membership of the Corporation shall consist of Intergroup Service Representatives who shall be elected by the individual groups of Alcoholics Anonymous existing in the cities of Chesapeake, Franklin, Isle of Wight, Norfolk, Portsmouth, Suffolk, Virginia Beach, and the town of Smithfield, Virginia. The qualifications for an Intergroup Service Representative are totally within the purview of the individual group of Alcoholics Anonymous within the above geographic area and shall not be subject to review by the Intergroup Council. The structure of the Intergroup Council is described in Article VI, Directors.

**Section 2. Election of Members**

All groups of Alcoholics Anonymous within the above geographic area should elect their respective Intergroup Service Representative at the business meeting of the respective group during the month of October. In accordance with Article VI, Directors, Section 2, Election of Directors and Term, the term of each Intergroup Service Representative is two (2) years commencing with the annual November meeting subsequent to election and ending at the applicable annual meeting. Each group shall complete a Group Record form (provided by TIC) and forward to the Secretary. Each group shall update the Group Record as required to be current.

**Section 3. Resignation**

Any member (Intergroup Service Representative) may resign at any time. In such a case, the affected group must complete a new Group Record to be an active TIC member.

**Section 4. Suspension**

Intergroup Council shall have no power to suspend any Intergroup Service Representative with or without cause, but the Secretary shall provide written notice to the group from which an Intergroup Service Representative was elected of violation of any of the By-Laws or rules of the corporation or for conduct prejudicial to the best interest of the corporation. Such notice shall be provided only after an affirmative vote of two-thirds of the membership of the Intergroup Council, provided that a statement of the charges shall have been mailed by certified mail to the Intergroup Service Representative being charged at his last recorded address at least fifteen (15) days before final action is taken thereon. This statement shall be accompanied by notice of the date, time and place where

**Section 5. Committee Chairpersons**

Standing Committee chairpersons shall be appointed annually by the Intergroup Chairperson, subject to the advice and consent of the Intergroup Council.

Select Committee chairpersons shall be appointed as needed by the Intergroup Chairperson, subject to the advice and consent of the Intergroup Council.

In the case of a committee chairperson vacancy, the Intergroup Chairperson shall appoint a chairperson, subject to the advice and consent of the Intergroup Council.

Whenever possible, committee chairpersons should be selected from throughout the above geographic area.

**Section 6. Conduct of Committee Business**

Funding of Standing and Special Committees shall be provided by the Intergroup Council as approved by the Intergroup Council for each committee as a budget item.

Any committee may include in the proposed budget, funding to send one committee chair or member to Area Assemblies.

Committees should not solicit directly for funds or other material assets from groups of Alcoholics Anonymous in the above geographic area, unless approved by the Tidewater Intergroup Council.

Each Committee should report current committee activities to the Intergroup Council at each regular meeting, and submit a report in writing to the Secretary for forwarding to the Newsletter Committee for publishing in the "Harmony."

Except as provided in the following paragraphs of this section, committee chairs determine the makeup and conduct of committee business and members while performing committee designated duties within their allocated budgets and in keeping with Article II, Controlling Principles.

**6.1 Steering Committee**

The Steering Committee Chairperson shall form a Steering Committee made up of at least five (5) but less than twelve (12) additional members, subject to the advice and consent of the Intergroup Council. In addition, the President and Vice-President shall each be an ex officio member. The District Committee Members from the Norfolk, Virginia Beach, Oceanfront, and Western Tidewater Districts may each be ex officio members of the Committee, if they so desire.

A Vice Chairman and Secretary shall be elected by majority vote of the Committee members, a quorum being present.

At meetings of the Steering Committee, a majority of designated members shall constitute a quorum for transaction of business. Meetings may be called by the Chairperson or by any three (3) members.

6.2 Audit Committee

The Audit Committee Chairperson shall form an Audit Committee made up of at least two (2) additional members, subject to the advice and consent of the Intergroup Council President. The Treasurer, Assistant Treasurer or anyone receiving compensation from the Corporation shall be ineligible to be a member of the Committee. In order to assist with the actual audit, the aforementioned persons should be available to field inquiries from the committee. A minimum of three (3) Audit committee members shall constitute a quorum for transaction of business.

The audit shall be comprehensive in nature to ensure that all accounting procedures have been reviewed to some degree. In order for this to occur, the following items should be reviewed as a minimum: (1) reconciliation of all bank accounts maintained by the Treasurer; (2) review of federal and state taxes from previous year; (3) spot inventory of books and pamphlets; (4) reconciliation of several monthly electronic statements; and (5) any other reviews as deemed necessary by the Audit Committee chairperson. Upon completion of the audit, a report shall be presented to the Intergroup Council at the next scheduled meeting.

6.3 Nominating Committee

During the month of August preceding the every-other-year election of officers, the Nominating Committee Chairperson shall form a Nominating Committee made up of at least five (5) members, subject to the advice and consent of the Intergroup Council. District Committee Members from the Norfolk, Virginia Beach, Oceanfront, and Western Tidewater Districts should be invited to be committee members.

**ARTICLE IX.  
Amendments**

These By-Laws may be amended, repealed or altered in whole or in part by a majority vote at any duly organized meeting of the Intergroup Council. The proposed change shall be mailed to the last recorded address of each of the Intergroup Service Representatives or published in the "Harmony" at least ten (10) days before the time of the meeting which is to consider the change.

INDEX TO  
BY-LAWS OF THE  
TIDEWATER INTERGROUP COUNCIL

ARTICLE & SECTION	SUBJECT	PAGE
I.	Membership of the Corporation	1
	1. Qualifications	1
	2. Election of Members	1
	3. Resignation	1
	4. Suspension	1
II.	Controlling Principles	2
III.	Fiscal Year	4
IV.	Dues	4
V.	Meetings	5
	1. Annual Meetings	5
	2. Special Meetings	5
	3. Regular Meetings	5
	4. Waiver	5
	5. Quorum	6
	6. Voting	6
	7. Proxies	6
	8. Order of Business	6
VI.	Directors	7
	1. Number of Directors	7
	2. Election of Directors and Term	7
	3. Duties of Intergroup Council	7
	4. Meetings of Intergroup Council	7
	5. Absence	8
	6. Vacancies	8
	7. Removal of Directors	8
VII.	Officers	8
	1. Number of Officers	8
	2. Method of Election and Terms	9
	3. Duties of Officers	9
	President	9
	Vice President	9
	Secretary	9
	Assistant Secretary	9
	Treasurer	10
	Assistant Treasurer	10
	4. Vacancies	10
	5. Resignation and Removal of Officers	10
VIII.	Committees	11
	1. Standing Committees	11
	2. Select Committees	11
	3. Standing Committee Duties	11
	4. Select Committee Duties	13
	5. Committee Chairpersons	14
	6. Conduct of Committee Business	14
IX.	Amendments	15

2. For our group purpose there is but one ultimate authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for A.A. membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole.
5. Each group has but one primary purpose - to carry its message to the alcoholic who still suffers.
6. An A.A. Group ought never endorse, finance, or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
7. Every A.A. group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of our traditions, ever reminding us to place principles before personalities.

#### TWELVE CONCEPTS

1. Final responsibility and ultimate authority for A.A. world services should always reside in the collective conscience of our whole Fellowship.
2. The General Service Conference of A.A. has become, for nearly every practical purpose, the active voice and the effective conscience of our whole Society in its world affairs.
3. To insure effective leadership, we should endow each element of A.A. - the Conference, the General Service Board and its service corporations, staffs, committees, and executives - with a traditional "Right of Decision."
4. At all responsible levels, we ought to maintain a traditional "Right of Participation," allowing a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our structure, a traditional "Right of Appeal" ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.

- 3.5 Treatment Committee provides information and coordination of Twelve Step work with hospitals and mental institutions in the above described geographic area to assure that patients in such institutions suffering from the disease of alcoholism be informed of and have the opportunity to participate in the recovery program of Alcoholics Anonymous.
- 3.6 Website Committee maintains the TIC website in accordance with website guidelines as approved by TIC.
- 3.7 Steering Committee:
  - (a) Trains and supervises employees and volunteers approved by the Intergroup Council as may be necessary to conduct Corporation business. May also include using a financial consultant to assist with the annual 990 form and financial review of the corporation tax filings.
  - (b) Maintains the Central Office and equipment.
  - (c) Maintains a current list of the volunteers for responding to Twelve Step calls while assuring that all names on such list are competent to respond to such calls in the highest traditions of Alcoholics Anonymous.
  - (d) Assures the Central Office telephone is answered by qualified volunteers from the Twelve Step list.
  - (e) Provides for the forwarding of Twelve Step calls received by the phone watch to qualified Twelve Step volunteers during those hours when the Central Office is closed.
  - (f) Establishes guidelines for receiving and making Twelve Step calls whether received on the office telephone or through the night phone watch. These guidelines shall include the essentials necessary for addressing the problems of a practicing alcoholic, a potential Al-Anon, a potential Al-Ateen and inquiries from the general public.
  - (g) Maintains a current list of meetings of groups of Alcoholics Anonymous in the above-described geographic area.
  - (h) Keeps a current log of calls received by category and response required providing due deference for the anonymity of the caller.
  - (i) Assists the President in setting the agenda for the Intergroup Council meetings.
  - (j) Provides editorial guidance for the newsletter ("Harmony").
  - (k) Performs such other duties as may be requested by the President and/or the Intergroup Council.
- 3.8 Archivist shall manage, organize and provide reasonable access to all current Intergroup committee records in cooperation with the Intergroup office manager and work in conjunction with the Archives committee to protect and preserve archives collection. Position considered non-rotating in congruence with GSO Archives workbook.

#### **Section 4. Select Committee Duties**

- 4.1 Audit Committee performs, at least annually, an audit of the books of the corporation and makes a report of its findings to the Intergroup Council.

The Committee prepares a year-end financial statement of the Corporation, along with a book and information pamphlet inventory.

##### **Designated Authority**

The Committee may employ an accountant or such clerical personnel as may be required to carry out its responsibilities.

The Audit Committee also has the authority to suspend any officer of the Corporation upon an affirmative vote of all of its members. Upon any such action being taken, the Chairperson shall immediately advise the President who shall call a special meeting of the Intergroup Council to be held not less than seven (7) nor more than fourteen (14) days after such suspension to determine whether just cause exists to permanently remove such officer or lift suspension. At any such special meeting, the officer under suspension shall be afforded an opportunity to present their case to the Intergroup Council, which shall discover all evidence relevant to such suspension prior to voting thereon.

- 4.2 Newsletter Committee is a newsletter editor who prepares the monthly publication of the "Harmony", the newsletter of Alcoholics Anonymous in the above-described geographic area. "Harmony" publishes a synopsis of Intergroup Council meeting minutes and events of interest occurring within Alcoholics Anonymous or affecting Al-Anon and Al-Ateen members relevant to members of Alcoholics Anonymous in the above geographic area. Publishing date is the date the newsletter is delivered to the Central Office for distribution.
- 4.3 Nominating Committee nominates candidates for officers of the corporation to be elected at the next annual meeting. The committee notifies the President and Secretary in writing, at least ten (10) days before the date of the annual meeting, of the names of such candidates, so the Secretary can notify the nominees.
- 4.4 Gratitude in Action Committee plans and makes the necessary arrangements for the annual Gratitude in Action service event.
- 4.5 Ad Hoc or Special Committees perform those duties for which there are no standing committees or select committees, and for which the ad hoc or special committee was created.

the Intergroup Council is to take action on the notice to such Intergroup Service Representative's group. The member shall be given the opportunity to present a defense at the time and place mentioned in such notice.

#### **ARTICLE II. Controlling Principles**

The principals controlling all the affairs of the corporation shall be the Twelve Steps, Twelve Traditions, and Twelve Concepts of Alcoholics Anonymous, which are as follows:

##### **TWELVE STEPS**

1. We admitted we were powerless over alcohol - that our lives had become unmanageable.
2. Came to believe that a Power Greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God as we understood Him.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to alcoholics, and to practice these principles in all our affairs.

##### **TWELVE TRADITIONS**

1. Our common welfare should come first; personal recovery depends upon A.A. unity.

**ARTICLE V.  
Meetings**

**Section 1. Annual Meetings**

There shall be an annual meeting on the second Tuesday of November in each year. If the day designated falls upon a legal holiday, the meeting shall be held on the next day that is not a holiday.

The Secretary shall ensure each member of the Corporation is given written notice of the date, time and place of the meeting. The notice shall be given in person or by mail between ten and sixty days prior to the meeting date. The written notice may be placed in the October issue of the "Harmony" to be given to members.

During the meeting, newly elected Intergroup Service Representatives will be recognized, and annual reports from officers and committee chairs presented, as provided in the by-laws. Other business may be transacted. Every two (2) years, new officers will be elected in accordance with Article VII, Officers.

**Section 2. Special Meetings**

Special meetings may be called at the President's discretion. Upon written request of five (5) members, the Intergroup Council shall call a special meeting to consider a specific subject. No business other than that specified in the notice of meeting shall be transacted at any special meeting of the members of the corporation.

The Secretary shall ensure each member of the Corporation is given written notice of the date, time, place, and purpose or purposes for which the meeting is being called. The notice shall be given in person or by mail between ten and sixty days prior to the meeting date.

**Section 3. Regular Meetings**

With the exception of November, the Intergroup Council shall meet on the second Tuesday of each month

The Secretary shall ensure the place, date, and time of the meeting is published in the issue of the "Harmony" preceding the meeting.

**Section 4. Waiver**

Notwithstanding the provisions of any of the foregoing sections, a meeting of the members of this Corporation may be held at any time and at any place within or without the Commonwealth of Virginia and any action may be taken thereat, if notice of such meeting is waived in writing by every member having the right to vote at the meeting.

**Treasurer**

The Treasurer shall prepare the yearly budget, keep an account of all moneys received and expended for the use of the Corporation and shall make disbursements for all normal operations. The Treasurer shall deposit all sums received in the bank, or banks, or trust company approved by the Intergroup Council, and make a report at each meeting of the Intergroup Council. Funds may be drawn only upon the signature of any two of the following officers: President, Treasurer, or Assistant Treasurer.

The funds, books, and vouchers in custody shall at all times be under the supervision of the Intergroup Council, and subject to its inspection and control. At the expiration of the term of office, the Treasurer shall deliver over to the successor all books, moneys, and other property, or, in the absence of a Treasurer Elect, to the President.

**Assistant Treasurer**

In the case of death or absence of the Treasurer, or of an inability from any cause to act, the Assistant Treasurer shall perform the duties of Treasurer. The Assistant Treasurer shall verify and sign all reports turned into the Council by the Treasurer.

**Section 4. Vacancies**

A vacancy in any office shall be filled by the Intergroup Council without any undue delay, at its regular meeting, or at a meeting specially called for that purpose.

**Section 5. Resignation and Removal of Officers**

An officer may resign at any time by delivering notice to the corporation. A resignation is effective when the notice is delivered unless the notice specifies a later effective date. If a resignation is made effective at a later date, and Intergroup Council accepts the future effective date, then Intergroup Council may fill the pending vacancy before the effective date, if the successor does not take office until the effective date.

Intergroup Council may remove any officer at any time with or without cause. The removal on an officer shall be by simple majority vote of Directors, a quorum being present.

**ARTICLE VIII.**  
**Committees**

**Section 1. Standing Committees**

The following are Standing Committees:

- 1.1 Cooperation with the Professional Community (CPC) Committee
- 1.2 Corrections Committee
- 1.3 Group Contact Committee
- 1.4 Public Information Committee
- 1.5 Treatment Committee
- 1.6 Website Committee
- 1.7 Steering Committee
- 1.8 Archive Committee

**Section 2. Select Committees**

The following are Select Committees:

- 2.1 Audit Committee
- 2.2 Newsletter Committee
- 2.3 Nominating Committee
- 2.4 Gratitude in Action Committee
- 2.5 Ad Hoc or Special Committees

**Section 3. Standing Committee Duties**

- 3.1 Cooperation with the Professional Community (CPC) Committee establishes and maintains cooperation with the professional community in the above geographic area in accordance with the guidelines published by the General Service Office.
- 3.2 Corrections Committee provides information and coordination of Twelve Step work with penal institutions in the above described geographic area to assure that inmates in such institutions suffering from the disease of alcoholism be informed of and have the opportunity to participate in the recovery program of Alcoholics Anonymous.
- 3.3 Group Contact Committee serves to communicate, as deemed appropriate by the committee, between the Intergroup Council and groups of Alcoholics Anonymous in the above geographic area.
- 3.4 Public Information Committee disseminates and presents information concerning the recovery program of Alcoholics Anonymous to the general public within the above geographic area.

6. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board.
7. The Charter and Bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purse for final effectiveness.
8. The trustees are the principal planners and administrators of overall policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.
9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.
10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
11. The trustees should always have the best possible committees, corporate service directors, executives, staffs and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.
12. The Conference shall observe the spirit of the A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and, whenever possible, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government, and that, like the Society it serves, it will always remain democratic in thought and action.

**ARTICLE III.**  
**Fiscal Year**

The fiscal year of the corporation shall begin on the first day of January of each year and end on December 31 of each year.

**ARTICLE IV.**  
**Dues**

The Corporation shall assess no dues of any nature whatsoever whether they be initiation fees or annual dues upon members, or by requesting contributions from any standing or special committee member or Intergroup Council member during the course of conducting committee or Council business. The financial well being of the corporation shall be totally dependent upon voluntary contributions remitted to the corporation from individual groups of Alcoholics Anonymous in the above-defined geographic area.



## **ARTICLE VI.**

### **Directors**

#### **Section 1. Number of Directors**

The property, affairs, activities, and concerns of the Corporation shall be vested in a Board of Directors that shall be known as Intergroup Council. The number of the Board of Directors shall increase or decrease in accordance with the increase or decrease of groups of Alcoholics Anonymous in the above-defined geographic area, with each existing group entitled to one seat on the Intergroup Council. The members of the Intergroup Council shall, upon election, immediately enter upon the performance of their duties and shall continue in office until their successors are elected and notice thereof is sent to the Secretary.

#### **Section 2. Election of Directors and Term**

The election of the directors of the Corporation shall be the same as the election of the members of the Corporation above provided. The term of each Intergroup Service Representative shall be for two years commencing with the annual meeting of the corporation subsequent to election by the respective group and ending at the next annual meeting of the Corporation.

#### **Section 3. Duties of Intergroup Council**

The Intergroup Council may:

- (1) Hold meetings at such times and places as it thinks proper;
- (2) Appoint committees on particular subjects from the members of Intergroup Council;
- (3) Audit bills and disburse the funds of the corporation;
- (4) Print and circulate documents and publish articles;
- (5) Carry on correspondence and communicate with other groups and organizations within Alcoholics Anonymous;
- (6) Employ agents; and
- (7) Devise and execute such other measures as it deems proper and expedient to promote the objects of the Corporation and to best protect the interest and welfare of the members.

#### **Section 4. Meetings of Intergroup Council**

Intergroup Council meetings shall be held in accordance with Article V, Meetings.

#### **Section 5. Absence**

Should any member of the Intergroup Council absent himself for three consecutive meetings of the Intergroup Council without sending a communication to the President or Secretary stating the reason for so doing, and if the reason should not be accepted by the members of the Intergroup Council, the Intergroup Council may declare the seat vacant and the Secretary shall forthwith request his resignation—and send a written notice to the group represented by such Intergroup Service Representative requesting that a special election be held to fill the vacancy.

#### **Section 6. Vacancies**

Upon the death, incapacity, unavailability or resignation of an Intergroup Service Representative, the resultant vacancy on the Intergroup Council shall be filled by an Intergroup Service Representative who shall be elected at a special election of the affected group.

#### **Section 7. Removal of Directors**

The Intergroup Council shall have no authority to remove any Intergroup Service Representative either with or without cause. The election and tenure of each Intergroup Service Representative shall be at the will of the individual group except that the term of each Intergroup Service Representative shall expire as herein provided.

## **ARTICLE VII**

### **Officers**

#### **Section 1. Number of Officers**

The officers of this corporation shall be a President, Vice President, Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer.

#### **Section 2. Method of Election and Terms**

The Intergroup Council shall elect all officers for a term of two years which term shall commence on January 1 and expire on December 31 of the second year following the year in which elected. An individual shall not serve consecutive terms in the same office. All officers shall be elected at the annual meeting of the Intergroup Council. The election for officers shall be by simple majority.

The nominating committee makes nominations for officers. Also, nominations for officers may be made by any member of the Intergroup Council from the floor. Nominees for TIC officers must live in the TIC service area and should have at least two years of sobriety.

### **Section 3. Duties of Officers**

The duties and powers of the officers of the corporation shall be as follows:

#### **President**

The President shall preside as Intergroup Council Chairperson at meetings of the Intergroup Council. The President shall be a member ex-officio on all Intergroup Council Standing Committees, and have the right to vote in the committees. The President shall also, at the annual meeting of the Corporation and such other times as deemed proper, communicate to the Intergroup Council such matters and make such suggestions that tend to promote the prosperity and welfare and increase the usefulness of the corporation and shall perform such other duties as are necessarily incident to the office of the President.

#### **Vice President**

In the case of death or absence of the President, or inability from any cause to act, the Vice President shall perform the duties of the President.

#### **Secretary**

The Secretary shall give notice of and attend all meetings of the Intergroup Council and keep a record of its doings, to conduct all correspondence and to carry into execution all orders, votes, and resolutions not otherwise committed; to keep a list of the members of the Intergroup Council; to collect all contributions from the groups of Alcoholics Anonymous in the above geographic area and pay them over to the Treasurer.

The Secretary shall prepare, under the direction of the Intergroup Council, an annual report of the transaction and conditions of the Corporation, and generally devote best efforts to forwarding the business and advancing the interests of the Corporation.

The Secretary shall mail a notice of nomination and the election meeting to the last recorded address of each nominee selected by the Nominating Committee.

The Secretary shall notify the officers of the Corporation of their election; to notify members of their appointment on committees; to furnish the Chairperson of each committee with a copy of the vote under which the committee is appointed, and when requested, give notice of the meetings of the committees.

#### **Assistant Secretary**

In case of the death or absence of the Secretary, or of an inability from any cause to act, the Assistant Secretary shall perform the duties of Secretary.

### **Section 5. Quorum**

The presence in person or by proxy of one-third of the members of the corporation entitled to vote shall be necessary to constitute a quorum for the transaction of business.

### **Section 6. Voting**

Each member (Intergroup Service Representative) of the Corporation shall be entitled to only one vote on each issue acted upon by Intergroup Council. If the matter deciding any question has not otherwise been prescribed, it shall be decided by majority vote of the members present in person or by proxy.

### **Section 7. Proxies**

Every member (Intergroup Service Representative) of the Corporation entitled to vote at any meeting thereof may vote in proxy. A proxy shall be in writing and revocable at the will of the member executing it. Unless the duration of a proxy is specified, it shall be invalid after eleven months from the date of its execution.

### **Section 8. Order of Business**

The order of business shall be as follows at Intergroup Council meetings:

- (a) Calling of the roll
- (b) Proof of notice of meeting or waiver of notice
- (c) Reading of the minutes
- (d) Receiving communications
- (e) Election of officers
- (f) Reports of officers
- (g) Reports of committees
- (h) Special Orders
- (i) Unfinished business
- (j) New business
- (k) Good of the Order
- (l) Announcements
- (m) Program
- (n) Adjournment

Any question as to the priority of business shall be decided by the Chair without debate.

This order of business may be altered or suspended at any meeting by a majority vote of the members present.

The Chair may refer to and follow Roberts Rules of Order as a reference concerning an issue of meeting protocol.

