

BY-LAWS OF THE TIDEWATER INTERGROUP COUNCIL

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The Intergroup Service Representative (ISR) attends the monthly Tidewater Intergroup Council (TIC) business meeting, conducted on the second Tuesday of each month. Each ISR attending has one vote. Attendance at this business meeting is important. Every home group registered with TIC has a voice in how TIC functions. The ISR brings their Home Group's group conscience to the TIC meeting. The ISR casts their Home Group's vote on all matters requiring a TIC group conscience.

Your role is vital.

Below are several suggestions for you as an Intergroup Service Rep:

- Attend Intergroup meetings monthly
- Keep your group informed
- Know the TIC Bylaws
- Know the A.A. literature
- Sign up volunteers from your group
- Help keep A.A. effective and self-supporting
- Keep your group registration and information up to date with TIC
- Ask questions



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BY-LAWS OF
THE TIDEWATER INTERGROUP COUNCIL

ARTICLE I.
Membership of the Corporation

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-defined geographic area and shall not be subject to review by the Tidewater Intergroup Council (Hereafter referred to as TIC). Members of the Corporation shall serve as Directors of the Corporation. The structure of TIC is described in Article VI, Directors.

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.
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.
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, staff 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 or fees of any nature whatsoever, or request contributions from any Standing or Select Committee, or TIC member during the course of conducting committee or TIC business. The financial well being of the Corporation shall be totally dependent upon voluntary contributions remitted to the Corporation from individual groups or members of Alcoholics Anonymous in the above-defined geographic area.

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, TIC 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 (10) and sixty (60) days prior to the meeting date. The written notice may be placed in "The Harmony" to be given to members.

Section 3. Regular Meetings

With the exception of November, TIC 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. Online Meetings

If it becomes necessary or desirable, TIC may hold Annual, Regular, and Special meetings remotely, either online or by conference call, provided that TIC can, (1) verify that each person participating is a member of TIC and (2) that all members have a reasonable opportunity to participate in all aspects of the meeting.

The Steering Committee shall be responsible for developing policies and procedures to ensure proper verification and participation for online meetings.

Section 5. 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 there at, if notice of such meeting is waived in writing by every member having the right to vote at the meeting.

Section 6. 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 7. Voting

Each member (Intergroup Service Representative) of the Corporation shall be entitled to only one vote on each issue acted upon by TIC. 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. Elected TIC Officers, Standing and Select Committee Chairpersons shall not vote on the business of TIC regardless of ISR status.

Section 8. 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 9. Order of Business

The order of business shall be as follows at TIC 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, to the best of their ability, should follow Roberts Rules of Order as a reference concerning an issue of meeting protocol.

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 the TIC. 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 TIC. The members of TIC 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

All groups of Alcoholics Anonymous within the above-defined geographic area should elect their respective Intergroup Service Representative at a business meeting of the respective group. 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. A Group shall be considered registered when a completed Group Record is presented to the Secretary. 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..

Section 3. Duties of Tidewater Intergroup Council

The TIC may:

- a) Hold meetings at such times and places as it thinks proper;
- b) Appoint committees on particular subjects from the members of TIC;
- c) Audit bills and disburse the funds of the Corporation;
- d) Print and circulate documents and publish articles;
- e) Carry on correspondence and communicate with other groups and organizations within Alcoholics Anonymous;
- f) Employ agents
- g) 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. Vacancies

Upon the death, incapacity, unavailability, resignation, or absence of an Intergroup Service Representative, the resulting vacancy shall be filled by an Intergroup Service Representative who shall be elected at an election of the affected group.

Section 5. Removal or Suspension of Directors

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

ARTICLE VII Officers

Section 1. Number of Officers

Elected TIC officers are non-voting members of the board of directors regardless of ISR status. 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

TIC shall elect all officers for a term of two-years which shall commence on January 1st and expire on December 31st 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 TIC. 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 TIC from the floor. Nominees for TIC officers should live in 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 TIC Chairperson at meetings of TIC. The President shall be a member ex-officio on all TIC 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 TIC 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

The Vice President shall assist the President as necessary. In the case of death or absence of the President, or of an 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 TIC 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 TIC; to collect all contributions from the groups of Alcoholics Anonymous in the above-defined geographic area and pay them over to the Treasurer.

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

Assistant Secretary

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

Treasurer

The Treasurer shall prepare the yearly budget, keep an account of all monies 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 TIC, and make a report at each meeting of the TIC. Funds may be drawn only upon the signature of two officers.

The funds, books, and vouchers in custody shall at all times be under the supervision of TIC, 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, monies, and other property, or, in the absence of a Treasurer Elect, to the President.

Assistant Treasurer

The Assistant Treasurer shall assist the Treasurer as necessary. 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 the Treasurer. The Assistant Treasurer shall verify and sign all reports turned into the TIC by the Treasurer.

Section 4. Vacancies

A vacancy in any office shall be filled by TIC 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 TIC accepts the future effective date, then TIC may fill the pending vacancy before the effective date, if the successor does not take office until the effective date.

TIC may remove any officer at any time with or without cause. The removal of an officer must be by substantial unanimity, ($\frac{2}{3}$) vote of the directors, a quorum being present.

If the President, Secretary, or Treasurer miss three (3) consecutive meetings without notice they will be considered to have forfeited their position.

ARTICLE VIII

Committees

Section 1. Standing Committees

The following are Standing Committees:

- a) Archives Committee
- b) Cooperation with the Professional Community (CPC) Committee
- c) Corrections Committee
- d) Group Contact Committee
- e) Public Information (PI) Committee
- f) Steering Committee
- g) Treatment & Accessibilities Committee
- h) Website Committee

Section 2. Select Committees

The following are Select Committees:

- a) Audit Committee
- b) Newsletter Committee
- c) Nominating Committee
- d) Saturday of Service Committee
- e) Special or Ad Hoc Committees

Section 3. Committee Chairpersons

Standing and Select Committee Chairpersons shall be appointed bi-annually by the TIC Chairperson subject to the advice and consent of the TIC. Committee Chairpersons should be selected from throughout the above-defined geographic area. Committee Chairs determine the makeup and conduct of committee business.

Standing and Select Committee Chairpersons shall not vote on the business of TIC regardless of ISR status.

Section 4. Standing Committee Duties

The Archives Committee manages and organizes the Intergroup archival program. The Committee develops the policies and procedures governing the use of the archives as well as protects and preserves the archives in whatever form that they exist.

The Archivist shall manage, organize and provide reasonable access to all Archives Committee records in cooperation with the TIC office manager and work in conjunction with the Archives Committee to protect and preserve the archives collection. The Archivist is appointed by the TIC President with the advice and consent of TIC. The position is considered non-rotating

Cooperation with the Professional Community (CPC) Committee establishes and maintains cooperation with the professional community in the above-defined geographic area in accordance with the guidelines published by the General Service Office.

Corrections Committee provides information and coordination of Twelfth Step work with penal institutions in the above-defined geographic area. The committee also provides information to offenders in these facilities to assist in their transition to the recovery program of Alcoholics Anonymous.

Group Contact Committee serves to communicate between TIC and groups of Alcoholics Anonymous in the above-defined geographic area. This is to encourage maximum communication and participation between TIC and the groups.

Public Information Committee disseminates and presents information concerning the recovery program of Alcoholics Anonymous to the general public within the above-defined geographic area.

Steering Committee Chairperson shall form a Steering Committee made up of at least five (5) but less than twelve (12) additional members. 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.

The Steering Committee:

- a) Hires, trains and supervises employees and volunteers approved by the TIC 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 Twelfth Step calls while assuring that all names on said 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 Twelfth Step list.
- e) Provides for the forwarding of Twelfth Step calls received by the phone watch to qualified Twelfth Step volunteers during those hours when the Central Office is closed.
- f) Establishes guidelines for receiving and making Twelfth 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 Alcoholics, Al- Anons, Al-Ateens and inquiries from the general public.
- g) Maintains a current list of meetings of groups of Alcoholics Anonymous in the above-defined geographic area.
- h) Maintains standard operating procedures for the TIC office.
- i) Keeps a current log of calls received by category and response required providing due diligence for the anonymity of the caller.
- j) Assists the President in setting the agenda for the TIC meetings.
- k) Provides editorial guidance for the newsletter “The Harmony”.
- l) Responsible for developing policies and procedures to ensure proper verification and participation for online meetings.
- m) Performs such other duties as may be requested by the President and/or the TIC.

Treatment and Accessibilities Committee provides information and coordination of Twelfth Step work with hospitals, treatment facilities and other related organizations in the above defined geographic area. The Committee aids in the transition of those in these facilities to the program of Alcoholics Anonymous and seeks to carry the message to alcoholics who experience barriers to accessing A.A.’s program of recovery.

Website Committee maintains the TIC website in accordance with website guidelines as approved by TIC.

Section 5. Select Committees Duties

Audit Committee performs an annual audit of the books of TIC and makes a report of its findings to the TIC no later than July.

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 TIC 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, Treasurer, Assistant Treasurer or the Office Manager 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 TIC at the next scheduled meeting.

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

The Audit Committee has the authority, based on evidence of malfeasance and with the advice and consent of the President of TIC, to suspend any officer or employee of TIC upon an affirmative vote of all Audit Committee members. At the next scheduled meeting of TIC the President shall allow the officer or employee under suspension an opportunity to present their case to TIC, determining whether just cause exists to permanently remove such officer or lift suspension. TIC must

affirm the permanent removal of the officer or employee by substantial unanimity (2/3) vote.

Newsletter Committee prepares the monthly publication of "The Harmony", the newsletter of Alcoholics Anonymous in the above-defined geographic area. "The Harmony" publishes a synopsis of TIC 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-defined geographic area. Publishing date is the date the newsletter is delivered to the TIC Office for distribution.

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.

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 TIC. District Committee Members from the Norfolk, Virginia Beach, Oceanfront, and Western Tidewater Districts should be invited to be committee members.

Saturday of Service Committee plans and makes the necessary arrangements for the annual Saturday of Service event.

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.

Section 6. Vacancies and Removal

In the case of a committee chairperson vacancy, the TIC President shall appoint a chairperson, subject to the advice and consent of the TIC.

Committee chairs serve at the discretion of the TIC President and can be removed with or without cause at any time.

Section 7. Conduct of Committee Business

Except for the Steering Committee, the membership of all Standing Committees should include a designated liaison from each of the AA Service Districts, and any AA members from the above-described geographic area.

Funding of Standing and Special Committees shall be provided by TIC as approved by TIC 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 shall not solicit, directly or indirectly, nor accept funds or other material assets from groups of Alcoholics Anonymous in the above-defined geographic area, unless approved by TIC.

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

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 TIC. Written notice of the proposed change shall be published in two (2) consecutive editions of "The Harmony" before the change is considered.

Renew Group Registration: _____

Notes: _____
