

ILLOWA INTERGROUP  
CONSTITUTION AND BY-LAWS  
JANUARY 2009

ARTICLE I

The Illowa Intergroup, hereafter referred to as the "Intergroup," is a body governed by a set of principles and relationships through which the Quad City area A.A. can function as a whole. It is a service body only, and never a government of Alcoholics Anonymous.

The Intergroup is not incorporated and this instrument is not a legal instrument; it is guided by the Traditions, Principles, and Practices of Alcoholics Anonymous which it serves, as expressed by the group conscience of Intergroup; especially by the First Tradition (Our common welfare should come first, personal recovery depends on A.A. unity).

A body of delegates, all elected from the member groups and hereafter referred to as Group Representatives, guide the Intergroup. Like in any A.A. Group, decisions are made through group conscience with the help of a Higher Power. Rigorous democratic adherence to the wisdom in the Twelve Steps and Twelve Traditions is practiced to protect the survival of the group and the success of its mission.

The Illowa Intergroup Mission Statement is:

In an effort to serve the alcoholic who still suffers, the Illowa Intergroup's primary purpose is to perform those duties that are not collectively provided by individual groups and or district activities. These functions are as follows:

To provide a 24-hour answering service, a clearinghouse for A.A. approved literature, meeting schedules, 12-step lists, a monthly newsletter, and support and information to the AA Quad Cities web site. It is also to act as a liaison between the districts and the individuals needing the services of the Cooperation with the Professional Community, Public Information, Treatment, and Corrections committees.

This instrument is between the Intergroup and the Quad City area as a whole, setting forth the means by which A.A. can more effectively and efficiently carry the message of Alcoholics Anonymous to the alcoholic who still suffers.

ARTICLE II

Section 1 - An A.A. group may become a member of Intergroup by signifying its desire to join and participate by registering annually with the Intergroup Office, giving name of group, meeting place, time(s), representative's and alternate's name, address and telephone number.

Section 2 - Each group so registered must also signify willingness to accept 12-step work.

Section 3 - The group must be located in the Quad City area.

Section 4 - Each member group supports the Intergroup Office either by monthly pledges or by special contributions. Groups' financial support is a major income for the operation of the Intergroup. However, financial support is not necessary in order that a group remains or become a member.

Section 5 - It is suggested that each registered group also be registered at the General Service Office in New York.

### ARTICLE III

Section 1 - A Body of Representatives will be comprised of one representative and one alternate from each registered group. It is suggested that each representative and alternate should have one year of continuous sobriety. Each group will be entitled only to one vote. The term of service shall be one year for both representative and alternate. However, both representative and alternate may serve as many times as their group chooses.

Section 2 - The group representatives shall faithfully reflect the "group conscience" and shall act as a liaison between their group and the Intergroup Office in the following manner:

- (a) They shall be an active member of the group they represent.
- (b) They should attend all Intergroup business meetings.
- (c) They communicate to their group the activities, growth and issues of the Intergroup Office.
- (d) Normally they are expected to vote and act for their group at each business meeting without consulting the group on every issue. However, when it is necessary for them to know the feelings of their group on a particular issue, they shall ask their group secretary to call a business meeting of the group to discuss pending items.
- (e) From time to time they will be asked to recruit volunteers from their group for 12-step work.
- (f) They shall be responsible for reporting newsworthy items regarding their group to the A.A. Illowa Messenger.
- (g) They will encourage their group members to volunteer for the Intergroup Office 24-hour answering service.
- (h) If a representative is elected officer, they will be entitled to one vote. No one person is entitled to more than one vote.

Section 3 - Functions of the Body of Representatives are as follows:

- (a) To set policy and monitor the operation of the Intergroup Office.
- (b) To nominate and elect officers and service chairs.
- (c) To attend the monthly business meetings.
- (d) To approve methods of financial support of the Intergroup Office.
- (e) To report all actions of the Body of Representatives to the groups they represent.
- (f) To build and maintain interest in the Intergroup Office. To discuss and vote upon any amendments to this instrument.
- (g) To approve officers' selection of an Intergroup Office Manager and compensation arrangements.
- (h) To elect service chairs.

ARTICLE IV  
Body of Representatives Meeting

Section 1 - Regular meetings of the Body of Representatives shall be on the first Monday of each month or as agreed upon by the Body of Representatives for consideration of reports and other necessary business.

Section 2 - The regular meeting of the Body of Representatives in March shall be a meeting for the nomination and election of officers.

Section 3 – New officers' terms will begin at the regular April meeting of the Body of Representatives.

Section 4 - Voting in a Body of Representatives shall be restricted to one vote for each member.

Section 5 - At any meeting of the Body of Representatives, the presence of at least fifty-one percent (51%) of the members, officers and chairs, shall be necessary to constitute a quorum. For the purpose of achieving a quorum, a member group is defined as any group that has registered with Intergroup and has attended an Intergroup business meeting within the previous 6 months. In the event a quorum is not present, a special meeting can be held, and at such meeting a presence of at least forty percent (40%) of the membership shall constitute a quorum.

Section 6 – A special meeting may be called by the Chair upon seven (7) days written notice sent by regular mail to the registered groups.

ARTICLE V

The Intergroup Office Constitution and By-Laws may be amended by a two thirds (2/3) vote of a quorum of the Body of Representatives present at any regular meeting of the Body of Representatives, providing a copy of the proposed amendment was mailed out to each registered group at least twenty (20) days before the meeting at which action is to be taken on the amendment.

ARTICLE VI

Election of Officers of the Body of Representatives

Section 1 – Officers are elected for a one-year term. No individual shall be eligible to serve as an officer in the same officer position for more than two (2) consecutive years, nor for more than two (2) years out of any ten-year period.

Section 2 - Officers are elected by the Body of Representatives and may or may not be a group representative. It is suggested that when a representative is elected an officer, their group appoint another representative and/or alternate since each member has only one (1) vote.

Section 3 – It is suggested the candidates for officers should have two years' continuous sobriety and be active and interested in service work.

Section 4 - Election shall be first by nomination of those eligible to vote, then elected by secret ballot. A candidate, in order to be declared elected, must receive a majority of the votes cast.

Section 5 - In the event of a vacancy of an office, a special election may be held at any regular or special meeting of the Body of Representatives. An officer elected at an interim election to fill a vacancy shall serve until the next annual March meeting and election. His interim service shall not be considered as a term in office.

ARTICLE VII  
Officers

Section 1 - There shall be the following five (5) officers:

Chair  
Co-Chair  
Telephone Chair  
Treasurer  
Secretary

Section 2 - Functions of the officers are as follows:

- (a) To select, hire, and aid the Office Manager.
- (b) To oversee the operations of the Intergroup Office and be responsible for it's functioning in the absence of the Office Manager.
- (c) To promote group interest in the Intergroup Office and its activities.
- (d) To supervise and approve all financial transactions of the Intergroup Office.
- (e) To perform an annual performance evaluation of the office manager and recommend a compensation adjustment.

Section 3 - Duties of the Officers

- (a) Chair
  - (i) To preside over the meetings of the Body of Representatives.
  - (ii) Empowered to call special meetings of the Body of Representatives on seven (7) days written notice to the representatives and alternates.
  - (iii) Authorized to co-sign checks.
  - (iv) To serve on the web site committee.
  - (v) To create special committees as needed.
  - (vi) May not vote in the Body of Representatives meetings except to break a tie vote.
- (b) Co-Chair
  - (i) To assume the duties of the Chair whenever the Chair is unavailable to serve for any reason.
  - (ii) May vote in the Body of Representatives meetings.
- (c) Telephone Chair
  - (i) To be responsible for the 24-hour telephone answering service, assuring that it is always manned.
  - (ii) Maintain and update phone list, instructions and 12-Step contacts.
  - (iii) May vote in the Body of Representatives meetings.

(d) Treasurer

- (i) Responsible for all financial affairs of the Intergroup Office. Unusual expenses over \$50.00 must be approved by the Body of Representatives.
- (ii) Review and balance all expenditures and receipts. Sign checks with co-signature of Chair, Secretary or Intergroup Office Manager. Two signatures are required on all checks and may be any two of the aforementioned persons.
- (iii) Prepare monthly financial report with the aid of the Intergroup Office Manager. This report is to show all receipts and expenditures of the past month and year to date.
- (iv) Responsible for overseeing the preparation and signing of all federal and state tax forms. An outside service may be used for the preparation of these forms, subject to the approval of the Body of Representatives.
- (v) Prepare an annual budget.
- (vi) Ensures the Intergroup Office maintains a 3-month prudent reserve.
- (vii) May vote in the Body of Representatives meetings.

(e) Secretary

- (i) To record minutes of both the regular and special meetings of the Body of Representatives.
- (ii) Within 10 days following the business meeting, prepare and report all minutes of the business meetings and give copies to the office manager, newsletter chair, and webmaster.
- (iii) To give notice of special meetings of Body of Representatives to all Group Representatives and member groups with the help of Intergroup Office Manager.
- (iv) Authorized to co-sign checks.
- (v) May vote in the Body of Representatives meetings.

Section 4 - If any officer fails to appear at two (2) consecutive monthly meetings without being excused, the officer may be replaced as provided in Article VI.

ARTICLE VIII  
Office Manager

Section 1 - The Office Manager shall be chosen from written applications submitted by active A.A. members to the Intergroup Officers. The officers will review the applications, interview the applicants and make their choice by vote. All applicants should have three (3) years of continuous current sobriety, have more than average stability, have been active in service work, and must have general office skills. This selection must be approved by the Body of Representatives.

There shall be only one Office Manager. All other office workers shall report to the Office Manager.

The Office Manager shall be compensated at a salary agreed upon by the Officers and approved by the Body of Representatives. The Office Manager shall not be an officer or member of the Body of Representatives. The Office Manager will attend all monthly business meetings and have a voice and a vote.

## Section 2 - Duties of the Office Manager:

- (1) Assume responsibility for proper office management and maintenance.
- (2) Be responsible for the office being manned during regular office hours established by the Body of Representatives. Volunteers are to be used in the office during hours not established as working hours for the Office Manager. The Office Manager will be responsible for seeing that the office is manned at all times during office hours. The Office Manager shall be responsible for all placements, replacement, hiring, and firing of any office volunteer. It is suggested that volunteers have a minimum of three (3) months sobriety.
- (3) Keep accurate up-to-date lists of groups' members available for 12-Step calls and phone answering services.
- (4) Distribute 12-Step calls and follow-up as appropriate.
- (5) Keep a daily log of all phone calls and visitors. Classify calls as to nature of call.
- (6) Accept calls for A.A. speakers and relay such information to the appropriate District Committee.
- (7) Keep accurate and up-to-date records on member groups' Body of Representatives as follows:
  - a. Name, address, and telephone number of group
  - b. Name, address, and telephone number of group representative and alternate
  - c. Name, address, and telephone number of contact person
  - d. Meeting times, and type of meeting(s)
  - e. Record of group contributions
- (8) Maintain ample inventory of A.A. related books, literature, and material for sale to groups and individuals.
- (9) Provide information as to groups' activities, special events, etc.
- (10) Provide information to persons (doctors, clergymen, press, social workers, students, etc.) interested in alcoholism and A.A. Provide information to outside agencies engaged in the field of alcoholism, always being guided by our Twelve Traditions. Notify the appropriate District Committees of the information request.
- (11) Assist officers and committee chairs as needed.
- (12) Handle all correspondence and maintain adequate filing system.
- (13) Work with Treasurer to keep accounting and cash records posted and up to date. Co-sign checks with authorized officers.
- (14) Work with member groups to keep meeting schedules up to date.
- (15) Provide information for the monthly business meeting.
- (16) Maintain inventory of Office Furniture and Equipment. If loaned, so indicate.
- (17) Furnish referrals to Al-Anon, Alateen, and other 12-Step programs, providing only a telephone number or address.
- (18) Maintain contact with General Service Office in New York when necessary.

## ARTICLE IX Service Chairs

All Service Chairs shall adhere to AA's 12 Traditions.

There shall be the following Service Chairs:

- (0) Newsletter
- (1) Events
- (2) District 9 Liaison
- (3) District 90 Liaison

The Chairs shall be elected by the Body of Representatives. It is suggested Chairs should have one (1) year of continuous sobriety and should have stability and a more than average interest in service work. They shall serve for a one (1) year term and can be re-elected for only one additional term of office.

The Service Chairs should attend and provide a report at the monthly business meeting. They will have a voice and a vote unless they are a representative of a group.

If any Service Chair fails to appear at two (2) consecutive monthly meetings, without being excused, they may be replaced.

#### ARTICLE X

No part of the contributions or receipts received by the Illowa Intergroup shall benefit or be distributed to its member groups, individual AA members, or other private persons, except that the Body of Representatives may authorize and pay reasonable compensation to the Intergroup Office Manager as provided in Article VIII.

No part of the activities of the Body of Representatives shall be the carrying on of propaganda, otherwise attempting to influence legislation, or participating in any political campaign on behalf of any candidate for public office as provided by the established traditions of Alcoholics Anonymous. Notwithstanding any other provision of the Articles, the Body of Representatives shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal or State Tax.

#### ARTICLE XI

Upon the dissolution of the Illowa Intergroup whether such dissolution shall result from voluntary action on the part of that committee, court order or other reasons, no part of the remaining assets of the Illowa Intergroup after discharge of all liabilities, shall profit or benefit any individual or Alcoholics Anonymous group. After paying or making provision for the payment of all liabilities of the Illowa Intergroup, then all the remaining assets should be converted to cash by sale and such proceeds, together with all cash in bank and on hand, shall be contributed directly to the General Service Office of Alcoholics Anonymous, P.O. Box 459, Grand Central Station, New York, NY 10163. In the event this organization will not or cannot accept this contribution, the remaining assets shall be distributed to any organization or organizations which are exempt from Federal Income Taxes under Section 501(C) (3) of the Internal Revenue Code.