

BY-LAWS
LANCASTER COUNTY INTERGROUP
OF
ALCOHOLICS ANONYMOUS

These By-Laws were originally adopted by the Intergroup body on October 28, 1998. A revision of these By-Laws was adopted on February 24, 2021.

Article I – Name and Purpose

Section 1. The name shall be Lancaster County Intergroup of Alcoholics Anonymous (AA) and shall herein be referred to as Intergroup.

Section 2. The purpose of Intergroup shall be to serve the AA groups in Districts 34, 63, and 64 of Lancaster, Pennsylvania, and help to carry the message of Alcoholics Anonymous in the following ways:

- A. Provide a telephone and office answering service to receive calls from suffering alcoholics and connect them with AA members.
- B. Publish and maintain a list of AA meetings in the Intergroup service area.
- C. Maintain an inventory of pamphlets, books, and audio/visual material for sale to groups and individuals.
- D. Maintain an office where the above activities can be completed efficiently.
- E. Maintain a website, administered by a Web Committee.
- F. Establish and support committees to further the work of AA, including, but not limited to, Archives, Treatment Facilities, Public Information (PI), Cooperation with the Professional Community (CPC), and Correction Facilities. Other committees, such as the Campout, Hand of AA, and Pig Roast, offer activities for the direct benefit of AA members. All committees shall operate according to AA guidelines. AA literature will be provided free of charge to educate incoming committee chairpersons.

Section 3. Intergroup shall be governed by the Twelve Traditions of AA and adhere to guidelines offered by the General Service Office of AA and the AA Service Manual.

Article II – Office and Website

Section 1. The principal office of the Intergroup shall be established and maintained in the County of Lancaster, State of Pennsylvania.

Section 2. The Intergroup may establish additional offices at other locations in Lancaster County. This action requires the approval by a majority of the Representatives present at the monthly Intergroup meeting.

Section 3. The Intergroup website shall provide the following:

- A. Current online and print meeting schedules,
- B. Events calendar,
- C. Information about Intergroup and AA in general,
- D. Contact information for the Intergroup Central Service Office and answering service,
- E. Financial contribution information and online donation tool, and
- F. Additional resources and functionality as may be deemed supportive of the Intergroup purpose and carrying the AA message.

Section 4. Website administration

- A. The Web Committee shall appoint individuals to oversee website operation and maintenance. One person shall be authorized to make meeting schedule changes. Other site updates shall be completed as assigned by the committee.
- B. Minor website design and organization changes may be made with the approval of the Web Committee.
- C. Any website changes impacting the purpose, functionality, cost or internet hosting arrangement shall require Intergroup approval.

Article III – Membership and Duties

Section 1. Membership in Intergroup shall be open to all AA groups/meetings in Lancaster County. The Intergroup meeting consists of Representatives of the member groups/meetings. An alternate Representative chosen by each member group may serve in the absence of the appointed Representative. A minimum of one (1) year sobriety for both the Representative and alternate is recommended.

Section 2. Intergroup Representatives shall elect a Steering Committee (SC) consisting of nine (9) members of Alcoholics Anonymous. The purpose and duties of the SC are described in Article V.

Section 3. Representatives or members shall offer suggestions for consideration and action. Each Representative shall vote on issues brought before the Intergroup body. Representatives are expected to keep their respective groups informed of the proceedings.

Section 4. Intergroup Representatives may overrule any action of the SC by:

- A. Obtaining a majority vote to overrule the action at a regular meeting;
- B. Informing their member groups/meetings of the situation and obtaining their feedback; and
- C. Voting for a second time to overrule the action at the next Intergroup meeting.

Article IV – Meetings

Section 1. Regular meetings of Intergroup and any interested AA members shall be conducted monthly. The time and place of this meeting shall be determined by the Chairperson.

Section 2. Either the Chairperson or any five (5) members may call for a special meeting. Notice of the meeting shall be provided at least two (2) days prior; the acceptable methods include notification in person, electronically, or by mail.

Section 3. An action by the members may be taken without a meeting if written consent is signed by all members.

Section 4. Robert's Rules of Order shall govern the conduct of meetings.

Section 5. The order of business at regular Intergroup meetings is attached to the end of this document.

Article V – Steering Committee (SC)

Section 1. The SC serves as the administrative arm of Intergroup, to which it is directly responsible. All actions, except as otherwise provided herein, shall be subject to the approval of the Representatives at their regular or special meetings. Members of the SC shall have no vote at said meetings.

Section 2. The SC shall consist of four (4) officers (Chairperson, Vice Chairperson, Treasurer and Secretary), Office Coordinator, and four (4) Members-at-Large elected by Intergroup for a term of two (2) years.

- A. Elections shall be held in December, with no more than five (5) members being elected in one year.
- B. SC members shall not serve concurrently as a group/meeting Intergroup representative or as an AA district officer.
- C. SC members shall have two (2) years of continuous sobriety and have served previously in an AA trusted servant position. These requirements may be waived at the discretion of Intergroup.

Section 3. The four (4) Officers shall be elected by the SC, with final approval by a majority vote of the Intergroup Representatives present at the next regular Intergroup meeting.

Section 4. If a vacancy arises in the middle of a term, the Intergroup may elect an AA member to complete the term. A person filling a mid-term vacancy shall be permitted, if elected, to serve an additional term of two (2) years.

Article VI – SC Duties and Responsibilities

Section 1. Officers

- A. The SC Chairperson shall preside over all SC and Intergroup meetings, performing the duties customary to the office, such as assigning members of the SC special duties as necessary.
- B. The Vice Chairperson acts on behalf of the Chair when absent.
- C. The Secretary records the minutes of the Intergroup meetings, forwards minutes to the Web Committee for posting, and maintains a record of members' group affiliations, email addresses, and phone numbers.
- D. The Treasurer is responsible for all financial matters, including deposits, payment of bills, preparation of monthly financial reports, and submission of required tax forms.
A proposed budget shall be submitted at the November meeting to allow groups the opportunity to review. The proposed budget shall also be posted on the Intergroup page of the website. A vote on the budget shall be conducted at the December meeting.
- E. In the absence of both the Chairperson and Vice Chairperson, the Treasurer shall assume the duties of the Chairperson.
- F. The Office Coordinator ensures that phone volunteers are familiar with procedures and handling of calls. Procedures include distributing mail; maintaining the literature and audiovisual inventories; securing checks/money; displaying AA activities; arranging for the repair of equipment; updating the meeting schedule; and notifying the answering service and the Web Committee of any changes.
- G. Members-at-Large (4) perform special duties as assigned.

Section 2. Authorization to Sign

The Chairperson, Treasurer, and Office Coordinator may sign lease agreements, contracts, or other instruments that the SC and Intergroup have authorized, except when the Intergroup or applicable law otherwise requires.

Section 3. Meetings

- A. Regular meetings of the SC shall be held at the time and place to be determined by the committee.
- B. Special meetings of the SC may be called by or at the request of the Chairperson or any five (5) members. The person or persons authorized to call such special meeting may determine the time and place.
- C. A majority of the SC present shall constitute a quorum at a regular or special meeting.

- D. Action may be taken by the members without a meeting if a majority provide written consent.

Section 4. Compensation

Membership in the SC is voluntary, requiring no compensation. The SC may recommend compensation for the Office Coordinator to the Representatives. Said recommendation must be in keeping with Traditions Seven and Eight. A majority vote by the Representatives present shall be needed to authorize compensation.

Section 5. Presumption of Agreement

A member present at a meeting at which action is taken on a SC matter shall be presumed to have agreed to the decision reached. If the member does not agree the dissent may be entered into the minutes of the meeting or a written dissent may be filed with the Secretary of the SC within two (2) days after the meeting adjourns.

Section 6. Vacancies

Candidates to fill SC vacancies shall be nominated by the SC and elected by a majority of the Representatives at the next Intergroup meeting.

Section 7. Removal, Resignations and Replacements

- A. Any member of the SC may be removed by a majority vote of the Representatives present and voting at any regular or special meeting of the Intergroup Representatives.
- B. If any officer or SC member begins drinking, that person shall be deemed to have resigned the position, or said member resigns voluntarily. Nominations will be taken at the next monthly Intergroup meeting.
- C. The Vice Chairperson automatically becomes the acting Chairperson if the Chairperson resigns. The Treasurer becomes the Chairperson if both the Chairperson and Vice Chairperson resign or are unable to fulfill the Chairperson position.
- D. Any elected Officer or SC member who misses three (3) consecutive monthly Intergroup or SC meeting or any combination thereof without a valid reason shall be deemed to have resigned, subject to the approval of the SC. Notice of non-attendance in advance is the responsibility of the member.

Article VII – Finances

Section 1. Intergroup shall be entirely self-supporting in accordance with AA's Seventh Tradition. This shall be achieved by voluntary contributions of member groups/meetings, individual member contributions, ongoing activities of Intergroup

committees, as well as the sale of AA Conference-approved literature and other items approved by the Steering Committee.

Section 2. A reasonable prudent reserve shall be established to ensure six (6) months of operating expenses, but not to exceed twelve (12) months. To obtain this goal, a review at the end of each quarter by the Treasurer and Office Coordinator will be made with the intent to transfer, with the approval of the SC, excess money to the prudent reserve account until twelve (12) months operating expenses is met. In the event insufficient funds are available to meet this amount, the SC shall make every reasonable effort to cut expenses.

Article VIII - Amendments to By-Laws

Section 1. Nothing in these By-Laws shall be altered, suspended, repealed or replaced, except by vote of two-thirds (2/3) of the Intergroup representatives present.

Section 2. A reasonable prudent reserve shall be established to ensure six (6) months of operating expenses, but not to exceed twelve (12) months. In the event insufficient funds are available to meet this amount, the SC shall make every reasonable effort to cut expenses.

Section 3. If budgeted funds are not used, consideration may be given to funding special Intergroup projects and/or events.

INTERGROUP AGENDA

- I. Serenity Prayer
- II. Roll Call
- III. Tradition and Concept Readings
- IV. Approval of the Minutes
- V. Committee Reports
 - A. Steering Committee
 1. Chairperson
 2. Vice Chairperson
 3. Treasurer
 4. Office Coordinator
 - B. Service Committees
 1. Archives
 2. Treatment Facilities
 3. Cooperation with the Professional Community (CPC)
 4. Public Information (PI)
 5. Web Committee
 6. Correction Facilities
 - a. Women's
 - b. Men's
 - C. Special Committees
 1. Campout
 2. Pig Roast
 3. Hand of AA
 4. PENNSCYPAA
 - D. District Reports
 1. 34
 2. 63
 3. 64
- VI. Old Business
- VII. New Business
- VIII. Adjournment and Responsibility Pledge