

Triple Cities Intergroup

Articles of Association*

**Edited, reformatted, and reproduced 5/2015. (Removed Article 2 of Section 3 as it appears in 2012 A of A.)

*Reproduced 4/2012 with inconsequential corrections, i.e., spelling, grammar, and linguistic subtraction or addition in order to assist in clarification without changing the definition of any of this document, excluding Article 9.

♦ Also included: "Robert's Rules of Order Adapted for TCI."

TRIPLE CITIES INTERGROUP

Articles of Association

Article 1: Name and Purpose

Section 1: The name of the organization shall be Triple Cities Intergroup (TCI), hereafter referred to as "Intergroup."

Section 2: The purpose of this Intergroup shall be to aid groups in the Triple Cities Area in carrying the AA message to the still suffering alcoholic. This is to be done without conflict with the 12 Traditions and 12 Concepts as described in the Service Manual of Alcoholics Anonymous.

Section 3: The application of these Articles is the standard of the group conscience.

Section 4: These Articles may be changed by the group conscience with substantial unanimity (2/3) majority.

Article 2: Membership

Section 1: The membership of Intergroup shall consist of each presently registered AA group or any AA group formed in the future in the above mentioned Area, which shall elect to join and which shall elect an Intergroup Representative (IR). (Alternate IRs are optional for groups.)

Section 2: Financial support of Intergroup is voluntary and not a condition of membership.

Section 3: Each participating member group shall register its IR for the forthcoming year with the newly participating groups registering their IRs when elected (thereby being included in the most current census).

Article 3: Meetings

Section 1: Regular Intergroup meetings of the IRs shall be held on the last Sunday of each month at a location determined by the Steering Committee (i.e., the Chair, Vice Chair, Secretary and Treasurer) and approved by the Triple Cities Intergroup.

Section 2: Special meetings may be called at any other time upon the request of a majority of the Steering Committee or a written request of at least 25% of the member groups. Written announcements of such special meetings mailed to the IR and Alternate IR at the address provided to the Intergroup secretary at least two weeks prior to the meeting date shall constitute proper notification.

Section 3: The presiding officer of Intergroup meetings shall be determined by the following order of procedure: Intergroup Chairperson, Intergroup Alternate Chairperson, Intergroup Treasurer, and Intergroup Secretary.

Article 4: Organization and Officers

Section 1: The Intergroup Steering Committee shall consist of the following: Chairperson, Alternate Chairperson; Treasurer and Alternate Treasurer; Secretary and Alternate Secretary.

Nominations for the above offices and committee chairpersons (Article 6) shall be held during the Intergroup meeting for the month of July. Elections for those officers and chairpersons will be held during the Intergroup meeting of October. Newly elected officers and chairpersons will assume their respective roles on the first day of January of the following year. Officer and Chairperson service is for a period of one year and automatically extended to a second year at the request of the current Officer/Chairperson.

Nominations for Officers will proceed before nominations for Committee Chairperson and in the order indicated above. Current eligible Officers will be polled first for their availability, provided they meet the requirements for the office. Nominations in absentia are permitted, provided the nominee has both consented to the nomination previously and meets the requirement for office.

Nominations for Committee chairpersons follow. Outgoing officers should be polled for their availability after which the membership is polled for available nominees. Nomination in absentia is permitted, provided the nominee has consented to the nomination previously.

Elections for Officers and Committee Chairpersons will be by the IRs who are present and voting at the meeting designated for the election of the Officers and Committee Chairpersons by the method stipulated in the AA Service Manual.

Section 2: Chairperson

Qualifications for Chairperson shall be that s/he be a member of Alcoholics Anonymous, have a minimum of five years continuous sobriety immediately preceding the date of election or is currently Alternate Chairperson. The Chairperson shall hold office for one year with the option to automatically serve a second year as a part of the term and shall not be eligible for re-election as Chairperson.

Section 2B: Alternate Chairperson

Qualifications for Alternate Chairperson (hereafter referred to as "Alt-Chair") shall be that s/he be a member of Alcoholics Anonymous, having a minimum of four years of continuous sobriety immediately preceding the date of election to office. The Alt-Chair shall hold office for one year with the option to automatically serve a second year as person of the term and shall not be eligible for re-election as Alt-Chair. The Alt-Chair will 1) assume responsibilities for the Chair in his/her absence, 2) complete the Chair's term in office if the

office becomes vacant, 3) be eligible for the second year in office if the vacancy occurred during the first year, and 4) be eligible for election to a full term in office as Chair.

Section 2C: Treasurer/ Alternate Treasurer

Qualifications for Treasurer and Alternate Treasurer shall be that s/he be a member of Alcoholics Anonymous, having a minimum of three continuous years of sobriety immediately preceding the date of election to office and shall not be eligible for re-election as Treasurer or Alternate Treasurer. The Treasurer shall hold office for one year with the option to automatically serve a second year as part of the term. The Alt-Treasurer will 1) assume responsibilities for the Treasurer in his/her absence, 2) complete the Treasurer's term in office if the office becomes vacant, 3) be eligible for the second year in office if the vacancy occurred during the first year, and 4) be eligible for election to a full term in office as Treasurer.

Section 2D: Secretary and Alternate Secretary

Qualifications for Secretary and Alternate Secretary shall be that s/he be a member of Alcoholics Anonymous, having a minimum of two continuous years of sobriety immediately preceding the date of election to office and shall not be eligible for re-election as Secretary and Alternate Secretary. The Secretary shall hold office for one year with the option to automatically serve a second year as part of the term. The Alt- Secretary will 1) assume responsibilities for the Secretary in his/her absence, 2) complete the Secretary term in office if the office becomes vacant, 3) be eligible for the second year in office if the vacancy occurred during the first year, and 4) be eligible for election to a full term in office as Secretary.

Section 3: Officer and Steering Committee Withdrawal or Recall

All Intergroup Officers and Steering Committee members shall be members of participating member groups and shall be subject to withdrawal or recall by a majority vote at a duly constituted Intergroup meeting after written notice of the proposed action.

Loss of sobriety automatically results in forfeiture of Intergroup office or Steering Committee membership.

Three unexcused absences from scheduled Intergroup meetings will serve as grounds for removal from office or Steering Committee membership.

Section 4: Filling Vacancies

Whenever a vacancy occurs in any office, except that of Chairperson, for any reason, nominations for candidates for Alternate for the unexpired term of that office shall be made during the Intergroup meeting when the vacancy occurred. Elections are to be held at the next Intergroup meeting. Whenever a vacancy occurs in the office of Chairperson, the Alt-

Chair automatically assumes that office. A person serving an unexpired term of office is eligible to serve in that capacity for a subsequent full term.

Article 5: Duties of Officers

Section 1: Chairperson

The Chairperson shall

1. Preside at all meetings of Intergroup.
2. Serve as ex-officio member of all committees.
3. Appoint temporary committees which may from time to time be deemed necessary by the Chairperson.
4. Be recognized as an authorized signer of checks drawn on the bank account(s) of Intergroup.
5. Perform such duties as usually pertain to the office of Chairperson on a day to day basis when because of time or other considerations such matters cannot be brought before Intergroup.

Section 2: Alternate Chairperson

The Alternate Chairperson shall

1. Act on behalf of the Chairperson in his/her absence.
2. Assist the Chairperson in Intergroup matters.
3. Be recognized as an authorized signer of checks on the bank account(s) of Intergroup.

Section 3: Treasurer

The Treasurer shall

1. Make a monthly review of the income and expenses of the Intergroup office and shall report the same at each Intergroup meeting.
2. Prepare a yearly operating budget for Intergroup.
3. Advise the Chairperson and Intergroup as a whole on fiscal matters.
4. Be recognized as an authorized signer of checks on the bank account(s) of Intergroup.

Section 4: Secretary

The Secretary shall

1. Provide to Intergroup all resolutions or other communications.
2. Report minutes of all Intergroup business and special meetings to the Intergroup.

Article 6: Committees

Section 1: Chaired Committees

The following committees will be staffed with chairpersons:

Public Information (PI)

Cooperation with the Professional Community (CPC)

Answering Service

Treatment Facilities

Correctional Facilities

Literature

Workshop

Special Needs

Sober Times

*Events (from GSO AA Guidelines Central or Intergroup Offices/ GSO AA Guidelines Conferences, Conventions, and Roundups)

Section 2: Committee Chairpersons

Committee chairperson will serve for a period of one year with the option to automatically serve a second year as part of the term. A chairperson may be re-elected to serve a second year as part of the term. A chairperson may be re-elected to serve a second full term on the same committee.

Section 3: Nominations and Elections

Committee chairperson shall be nominated and elected in the manner described in Article 4 Section 2. Should the chair become vacant before the end of the term, nominations for a new chairperson will be made at the meeting the chair becomes vacant. Elections will take place at the following monthly Intergroup meeting and service will commence immediately. The Chairperson serving an incomplete term is eligible for re-election to a full term on the same committee.

Article 7: Financing

Section 1: Income

Financing of Intergroup activities shall be by:

1. Contribution of member groups
2. Individual AA members

3. Income derived from activities or projects supported by AA members.

Section 2: Non-profit status

Intergroup shall not be operated for profit. All incomes and earnings of this organization shall be used exclusively for Intergroup purposes and no part of the net income, net earnings, or assets of this organization shall inure to the benefit or profit of a private individual, firm, corporation, or association.

Section 3: Distribution of Assets Upon Dissolution

In the event Intergroup shall cease to operate, any monies available following the reconciliation of debts and encumbrances shall be forwarded to the General Service Board of Alcoholics Anonymous.

Article 8: Amendments

Section 1: Amendment Process

These bylaws may be amended at any time by a two-thirds majority vote of the Intergroup representatives present at any regular Intergroup meeting, providing a copy of the proposed amendment is submitted to each representative at least thirty days before the meeting at which action is taken on the amendment.

Article 9

Section 1: Dissolution

In the event of dissolution all of the remaining assets and property of the organization shall after necessary expenses thereof be distributed to such organizations as shall qualify under section 501(c)(3) of the Internal Revenue Service Code, or corresponding provisions of any subsequent federal tax laws; or to the federal government, or to as state or local government for a public purpose.

Section 2: Non-Inurement Provision

No part of the net earnings of the organization shall inure to the benefit of any member, trustee, director, officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization or any public individuals shall be entitled to share in the distribution of any of the assets upon dissolution of the organization).

Section 3: Restrictive Legislation Provision

No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by section 501(h))

of the Internal Revenue Code, as amended), nor shall the organization participate in or intervene in (including the publication or destruction of statements), any political campaign on behalf of or in opposition to any candidate for public office.

Section 4: Restrictive Purposes and Activities Provision

Notwithstanding any other provision of these articles, the organization is organized exclusively for one or more of the following purposes: religious, charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition (but only if no part of its activities involves the provision of the athletic facilities or equipment), or for the prevention of cruelty to children or animals as specified in section 501(c)(3) of the Internal Revenue Code of 1986, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under section 501(c)(3) or corresponding provisions of any subsequent Federal tax laws.

Robert's Rules of Order, Adapted for Triple Cities Intergroup

What are Robert's Rules of Order?

They are a set of rules for conducting business first written in 1876. Clubs, organizations, associations, and conventions generally utilize Robert's Rules for business meetings.

Why are Robert's Rules Important?

These rules allow everyone to be heard so a group can make decisions without confusion. Today, Robert's Rules of Order are the basic meeting operation for AA at the District, Area, and National Level, so it's important that everyone know these basic procedures. They should not be utilized in a way to stifle full discussion of an issue. We follow these guidelines, keeping in mind that they must occasionally give way to the Twelve Traditions.

How Is Business Brought to the Assembly for Consideration?

All business is presented to the Assembly by the presentation of a motion. When a member makes a motion, s/he introduces a topic to the assembly for discussion and action. Only members that can vote on motions can make motions, With the exception of subsidiary motions, motions cannot be made when any other motion is on the floor. Original motions yield to subsidiary motions, such as amendments.

What Work Should Be Done to Prepare a Motion?

Whenever possible, consider presenting your proposal to the Area Committee for discussion prior to making a motion to the Assembly. A brief discussion within the Area Committee can help to clarify an issue, making it easier to present a clear motion to the Assembly.

Discussion of Business by the Assembly

1. Obtain the Floor.

- Wait until the last speaker has spoken.
- Always wait until the Chairperson recognizes you.

2. Make Your Motion.

- Speak in a clear and concise manner. Writing your motion down before reading it is recommended.
- State your motion in the affirmative. For example, state "I move that we..." rather than "I move that we do not..."
- Avoid personalities and discussing your motion.

3. Seconding the Motion.

- Another member will second your motion or the Chair will call for a second.
- If there is no second, your motion is lost.
- It is generally not advisable to second a motion to get on with discussion. The better course would be to revise a motion that does not get a second. This avoids the problem of having to overly amend an ineffectively worded motion in the first place.

4. The Chairperson States Your Motion.

- The Chairperson will say, "It has been moved and seconded that we...", thus placing your motion before the membership for consideration and action.
- Once your motion is presented to the membership by the Chairperson, it becomes "assembly property." You cannot change the motion without the consent of the members.

5. Discuss Your Motion.

- The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
- The person making the motion is always allowed to speak first.
- All comments and debate must be directed to the Chairperson.
- The membership then either discusses or debates your motion, or move directly to a vote.
- Keep to the time limit for speaking that has been established.
- The mover may speak again only after other speakers are finished, unless called upon by the Chairperson.

6. Putting the Question to the Membership

- The Chairperson asks, "Are you ready to vote on the question?"
- If there is no more discussion, a vote is taken.

7. Minority Opinion

The minority opinion is very important to AA and helps to preserve our Traditions.

- Following a vote, the chairperson will ask to hear from the minority opinion.
- The chairperson can choose how many minority opinions will be heard.
- The purpose is to persuade even one person from the majority to change their opinion and move for reconsideration. This is not a discussion; no rebuttal by a member of the majority is allowed.

Additional Considerations

1. Amending the Motion

When a motion requires change to obtain the assembly's approval, a motion to amend the pending motion may be made. Discussion on the original motion stops. An amendment to a motion does not require the approval of the person who made the original motion.

A motion to amend is do to change the motion currently under consideration. An example of this follows: A motion is made to spend \$500 on an item. The discussion suggests that the amount is too high. A member could amend the motion by saying, "I move to change the requested amount from \$500 to \$250."

- The motion is amend is seconded. If there is no second to the motion to amend, the discussion returns to the original amendment.
- The Chairperson will state the amendment.
- The amendment is discussed.
- A vote is taken on the amendment.

- Once the assembly acts on the amendment, the assembly returns to the discussion of the main motion.

2. Tabling a Motion

To table a motion is to remove the motion from further consideration at that time, placing it on the table until it is taken up again, picking it up "off the table." If consideration of the motion is to be postponed to a specific time, then the appropriate motion is not to table, but to postpone until a specified date.

- A motion to table requires a second.
- Motions to table are not debatable.
- Motions to table require a simple majority to pass in our Area's practice.

Taking a Motion from the Table:

Once a matter has been tabled, it may not be "taken off the table" for further discussion or action until a motion is made to remove it from the table.

3. Calling the Question

Calling the question brings the discussion of a motion to a close and allows the assembly to decide if they wish to vote on the motion at that point or to continue the discussion.

- Calling the questions requires a second and a simply majority in our Area's practice.
- This action is not debatable.
- The person calling the question must be recognized and speak in turn. Calling the question out of turn, interrupting those who have been waiting to speak, is out of order and does not have to be recognized by the Chair.
- The person calling the question may not address the motion prior to calling the question.

4. Voting on a Motion

The methods use to vote are:

- By voice: The Chairperson asks those in favor to say "Aye," those opposed to say "Nay," and then for abstentions. (The only reason to abstain from the vote is if you could personally gain or profit from the motion.) Any member may move for an exact count by show of hands.
- By a show of hands: Each member raises his/her hand until all hands are counted. This method is used for counting dissenting votes also. Votes are counted by the Chairperson and the Secretary, and the count is recorded for the minutes.
- Substantial Unanimity: A 2/3 vote may be requested by any voting member. A motion for "substantial unanimity" is made, seconded, and voted on with approval given by simple majority. Abstaining members are not counted. The motion is not debatable.

5. Point of Order

If at any time, a member feels that the Chairperson is making a procedural mistake during the meeting, the member should rise and clearly say, "Point of Order!" Discussion stops until the point is clarified or the Chair corrects the procedural flaw.

Welcome to the Triple Cities Intergroup Orientation

Welcome to Triple Cities Intergroup! Triple Cities Intergroup meets the last Sunday of every month at 12:30 PM at the Binghamton YWCA.

As your home group's Intergroup Representative, you are your group's connection to our local Intergroup, and by sending you to represent them, they are assured of: 1) Being informed of any decisions being made at the Intergroup level concerning carrying the message in our area; 2) A vote in any of these decisions; 3) Active participation in any Intergroup events or any of the committees listed below. At times you will be given information to take back to your home group concerning Intergroup matters so that you can return next month and vote your group's conscience. At times you will be acting as the "trusted servant" for your group when voting on matters that were not discussed last month but need to be resolved at the meeting you are attending. You will also give a report at your home group's business meeting concerning all the business that was discussed and voted on at Intergroup.

What Does Intergroup Do?

Our primary purpose is to stay sober and help other alcoholics achieve sobriety. Triple Cities Intergroup function is to educate or make available to the public and members of AA in our area, information concerning AA. Examples would be the AA telephone hotline, local AA meetings lists, bringing AA meetings into jails, making AA literature available where professionals may come in contact with alcoholics, etc.

Officers

Intergroup Chairperson: Oversees the monthly Intergroup meeting, calls on committee chairs for their monthly reports, oversees the discussion and voting process when motions are made and makes sure that the Traditions are being adhered to concerning Intergroup function. (The Alternate Chairperson assume responsibility for the Chair in his/her absence. (See Articles of Association Article 4, Section 2 and 2 B for more details on the qualification and duties of the Chairperson and the Alternate Chairperson.)

Treasurer: Manages our bank accounts, keeps track of group donations, our prudent reserve and expenditures. S/he gives a report at the Intergroup meeting and may have a report available in print for Intergroup representatives to take back to their groups for their business meetings. (See Articles of Association Article 4, Section 2C for more details on the qualification and duties of the Treasurer.)

Secretary: Keeps minutes for the monthly Intergroup meeting and makes them available to Intergroup reps by mail (electronic and otherwise) and at the next Intergroup meeting, so group representatives have them for their monthly business meetings. Maintains database with contact information for all officers, committee chairs, special reporters, and group representatives. (See Articles of Association Article 4, Section 2D for more details on the qualification and duties of the Treasurer.)

Committees

The committees listed below are ideally comprised of a committee Chairperson, an Alternate, and possibly a few committee members. Each committee chair gives a report at the monthly Intergroup meeting concerning his/her committee: progress on projects, budget issues, etc. If the committee chair is not present, the alternate chair will give the report. Most committees have a budget to work with which is discussed and voted on at the Intergroup meeting. The money for Intergroup's and its committees budgets comes only from AA group donations in the Triple Cities Area. It is not funded in any other way. We are self-supporting through OUR own contributions.

Below are the committees which give reports at the monthly Intergroup meeting and a brief description of their functions.

AA Answering Service (Hotline): Liaises with the telephone answering service that handles the AA hotline. Maintains an up to date list of AA volunteers willing to receive calls from people interested in AA.

Cooperation with the Professional Community (CPC): Builds working relationships with the many professionals (e.g., doctors, probation officers, nurses) who may come into contact with alcoholics and may be able to refer them to AA. This committee is part of AA's attempt to be "friendly with our friends." In cooperating with the professionals we may be able to do with them what we could not do separately.

Corrections: Focuses on carrying the message behind the walls of corrections facilities. Works to develop and maintain good working relationship with professionals in the Corrections field in the Triple Cities Area.

Events: Plans, organizes, and executes special events to foster AA fellowship.

Literature: Keeps a stock and record of inventory of AA approved literature and sets up a "store" at the monthly Intergroup meeting, so that the Intergroup representatives can purchase AA literature for their home groups. Can order literature between Intergroup meetings for members who request it.

Public Information: Handles requests to educate the public at large on what AA is and is not. Makes speakers available to schools, military, etc. Also makes public service announcements available to newspapers, radio and television stations.

Sober Times: Collects, edits, and publishes submissions to this local AA and Al-Anon newspaper four times a year.

Special Needs: Facilitates the carrying of the AA message or AA meetings to people or groups with members with special needs (e.g., visual, hearing, mobility).

Treatment: Works to improve cooperation between AA and treatment centers and their professionals who refer alcoholics to AA. Helps gets AA meetings and literature into treatment facilities.

Workshop: Puts on workshops 3 to 4 times a year to educate the community and/or AA members on the a variety of matters concerning Alcoholics Anonymous.

Special Reporters

The following are not Intergroup committee chairpersons, but trusted servants whose work affects AA as a whole and so are given time at Intergroup to report on news and projects.

Al-Anon Representative: Liaises with the AA community. Contributes to the *Sober Times*.

District Committee Member: Represents the groups which meet within our District, the geographical unit of the AA service structure. S/he is automatically a member of the Area committee which meets monthly. Chairs the regular district meetings and attends all of the Area meetings and possibly, regional meetings.

Meeting Lists: Updates meeting lists and gets them printed twice a year.

The Voting Process

Just about everything that happens at Intergroup has to be voted on. We follow a procedure called "Robert's Rules" when a vote takes place. Robert's Rules as we have adapted them for Intergroup is outlined in the Articles of Association available from the Intergroup secretary.

Who has a vote in Intergroup?

Each group has a vote if it has a representative at the Intergroup meeting who chooses to vote. All intergroup representatives are eligible to vote. Only when the representative is not present can the group's alternate representative vote. Committee chairs and special reporters do not have a vote unless they are Intergroup representatives.

Final Message to New Intergroup Representatives:

In the spirit of Love and Service, thank you and HAVE FUN! You will learn a lot about AA service work and how things get done at the Intergroup level while representing your home group.