

Syracuse Intergroup, Inc.

Bylaws (February 2024)

Article 1. **Name and Purpose**

Section 1. The name of the organization shall be Syracuse Intergroup, Inc., hereafter referred to as the Intergroup.

Section 2. The purpose of the Intergroup shall be:

1. The administration of A.A. activities common to the various groups comprising its membership.
2. The maintenance of an Intergroup Office. This office shall act as a clearing house for the effective development of the A.A. program in the Third and Fourth Districts of the Central New York General Service Area.
3. To maintain close contact between the Third and Fourth Districts and the General Service Office (G.S.O.) and the Central New York General Service Area. This contact to be complementary, rather than competitive, and supplements individual groups' own separate contacts with the General Service structure.

Article 2. **Membership**

Section 1. The membership of the Intergroup shall consist of each present A.A. group, or any A.A. group formed in the future, in the above mentioned district, which shall elect to participate in the plan, and which shall elect an Intergroup representative (I.R.) and/or Alternate I.R. Each participating group shall be entitled to one vote at the meetings of I.R.s and each I.R. can represent only one group.

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

Section 3. Each group's Intergroup Representative or Intergroup Alternate is encouraged to attend meetings as often as possible.

Article 3. **Meetings**

Section 1. Regular Intergroup meetings of the I.R.s shall be held the third Wednesday of each month at a place determined by the Steering Committee.

Article 3. **Meetings** (continued)

- Section 2. Special meetings may be called at any other time upon the request of a majority of the steering Committee or on a written request of at least twenty-five percent (25%) of the participating groups. Written announcement of such special meeting mailed to the I.R.s and/or their alternate at their registered address at least two weeks prior to the meeting date shall constitute proper notification.
- Section 3. Each participating member group shall register its I.R. for the forthcoming year, with new participating groups registering their delegate when elected, thereby being included in the most current census.
- Section 4. The presiding officer of all Intergroup meetings shall be determined by the following order of procedure: Intergroup Chairperson, Intergroup Vice-Chairperson, Intergroup Financial Chairperson and Intergroup Recording Secretary.

Article 4. **Organization and Officers**

- Section 1. The Intergroup shall consist of all Intergroup Representatives provided for in Article 2.
- Section 2. The officers of the Intergroup shall consist of the following:

Chairperson
Vice Chairperson
Financial Chairperson
Recording Secretary

Nominations for the offices of Vice Chairperson, Recording Secretary and Financial Chairperson shall be held at the Intergroup meeting for the month of September. Elections for these offices are to be held at the October Intergroup meeting with the newly elected officers assuming office the first day of January.

- Section 2a. **Chairperson** — The incumbent Vice Chairperson from the preceding year will automatically assume the office of Chairperson on the first day of January, the same day as the newly elected officers in Section 2. above.

Qualifications for Chairperson shall be that he or she be a member of Alcoholics Anonymous having a minimum of four (4) continuous years of sobriety immediately preceding the date of the elections or is currently serving as Vice Chairperson. The Chairperson shall hold office for one (1) year and shall not be eligible for reelection as Chairperson or Vice Chairperson.

Article 4. **Organization and Officers** (continued)

Section 2b. **Vice Chairperson** — The Vice Chairperson shall be elected by the method stipulated in the A.A. Service Manual by the Intergroup Representatives present and voting at the meeting designated for the election of officers.

Qualifications for Vice Chairperson shall be that he or she be a member of Alcoholics Anonymous having a minimum of four (4) continuous years of sobriety immediately preceding the date of the election. The Vice chairperson shall hold office for one (1) year and will serve as Chairperson the succeeding year. The Vice Chairperson shall not be eligible for reelection as Vice Chairperson.

Section 2c. **Financial Chairperson** — The Financial Chairperson shall be elected by a simple majority of Intergroup representatives present and voting at the meeting designated for the election of officers.

Qualifications for Financial Chairperson shall be that he or she be a member of Alcoholics Anonymous having a minimum of three (3) continuous years of sobriety immediately preceding the date of the election. The Financial Chairperson shall hold office for two (2) years and shall not be eligible for reelection as Financial Chairperson.

Section 2d. **Recording Secretary** — The Recording Secretary shall be elected by a simple majority of Intergroup Representatives present and voting at the meeting designated for the election of officers.

Qualifications for Recording Secretary shall be that he or she be a member of Alcoholics Anonymous having a minimum of two (2) continuous years of sobriety immediately preceding the date of the election. The Recording Secretary shall hold office for one (1) year and shall not be eligible for reelection as Recording Secretary.

Section 3. All Intergroup officers and members of the Steering Committee shall be members of participating groups and shall be subject to withdraw or recall by a majority vote at a duly constituted Intergroup meeting, after written notice of the proposed action.

Section 4. Whenever a vacancy occurs in any office, except that of Chairperson, for any reason, nominations for candidates for the unexpired term of that office shall be made during the Intergroup meeting at which the vacancy occurred. Elections are to be held at the next Intergroup meeting. Whenever a vacancy occurs in the office of Chairperson, the Vice Chairperson shall automatically assume 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**

1. The Chairperson shall preside at all meetings of the Intergroup.
2. The Chairperson shall be an ex officio member of all committees.
3. The Chairperson shall appoint the Chairperson of committees including but not limited to:
 - Institutions
 - Public Information
 - Answering Service
 - Annual Picnic
 - Service Center Support Club
4. The Chairperson shall have the power to appoint temporary committees which may from time to time be deemed necessary by the Chairperson.
5. The Chairperson is an authorized signer of all checks issued on the bank accounts of the Intergroup.
6. The Chairperson shall provide guidance and direction to the Office Manager.
7. The Chairperson shall perform such duties as usually pertain to the office of Chairperson on a day to day basis when, because of time or other consideration, such matters cannot properly be brought before the Intergroup.

Section 2. **Vice Chairperson**

1. The Vice Chairperson shall act in behalf of the Chairperson when the Chairperson is temporarily absent.
2. The Vice Chairperson shall assist the Chairperson in all Intergroup matters.
3. The Vice Chairperson is an authorized signer of all checks issued on the bank accounts of the Intergroup.
4. The Vice Chairperson is responsible to provide orientation and training to new Intergroup Representatives/Alternates.

Article 5. **Duties of Officers** (continued)

Section 3. **Financial Chairperson**

1. The Financial Chairperson shall make a monthly review of the report of income and expenses of the Intergroup office prepared by the Intergroup Accountant and by verbal and written summary report on the same at the monthly Intergroup meeting.
2. The Financial Chairperson shall review and provide written copies of the yearly budget prepared by the Intergroup Accountant for the Intergroup office operation to the Intergroup members for their vote of approval annually.
3. The Financial Chairperson shall advise the Chairperson, Office Manager and the Intergroup as a whole on all fiscal matters.
4. The Financial Chairperson is an authorized signer of all checks issued on the bank accounts of the Intergroup.

Section 4. **Recording Secretary**

1. The Recording Secretary shall provide to the Intergroup all resolutions or other communications.
2. The Recording Secretary shall create and report the minutes of all Intergroup business meetings to the Office Manager.

Article 6. **Intergroup Office**

Section 1. **Intergroup Office Function** — The function of the Intergroup Office includes the following:

1. Maintains an Intergroup Office in a convenient location in which paid and/or volunteer workers are available to carry the A.A. message to the suffering alcoholic.
2. Handles inquiries from persons seeking help with drinking problems and refers them to the proper source of assistance.
3. Provides a clearing house for the circulation and exchange of information among all A.A. Groups in Districts 3 and 4.
4. Provides for contact between those in the community seeking information about A.A. and the proper A.A. committee person.

Article 6. **Intergroup Office** (continued)

Section 1. **Intergroup Office Function** (continued)

5. Prepares and distributes to A.A. groups a monthly publication to include information on the Intergroup financial status, Intergroup meeting minutes, group announcements, and other news of interest to local A.A.s.
6. Prepares and distributes to A.A. groups a current list of meetings and other A.A. service information.
7. Provides 24-hour telephone answering service to handle incoming calls and refers all requests for help to appropriate persons.
8. Maintains a supply of all A.A. Conference Approved literature for purchase by individuals or groups.

Section 2. **Office Manager**

1. The Intergroup shall employ an Office Manager for the purpose of conducting the day to day activities of the Intergroup Office. The selection of the person to fill this position shall be made by the Steering Committee.
2. The Office Manager shall be a member of A.A. or Al-Anon, and shall perform such duties as usually pertain to this office and such additional duties as may be specified from time to time by the Intergroup at the direction of the Chairperson.
3. A handbook setting forth the duties of the Office Manager shall be provided for guidance in the operation of the Intergroup Office.
4. The Office Manager is an authorized signer of all checks issued on the bank accounts of the Intergroup.

Section 3. **Intergroup Office Accountant**

1. The Intergroup office shall employ a qualified Accountant to prepare an annual budget for the Intergroup office operation, a monthly report of income and expenses, and other detailed financial records.
2. This position may be a paid position for a qualified member of Alcoholics Anonymous. This member of Alcoholics Anonymous may decline to accept pay as an individual choice. This is in accordance with Tradition 8.
3. This position, as the position of Office Manager, is a non-rotating position. When a vacancy occurs in this position, qualified applications will be reviewed by the Steering Committee and a candidate recommendation shall be brought to the Intergroup membership for their vote of approval.

Article 6. **Intergroup Office** (continued)

Section 4. **Service Center Steering Committee**

1. A Steering Committee will be established to aid and advise the officers of Intergroup:
 - a. in defining operating policies for the Service Center;
 - b. in establishing office procedures for the Service Center;
 - c. in providing continuity for Service Center office management during the transition of Intergroup Officers.
2. The Steering Committee will consist of not fewer than six or more than nine members serving three year terms starting January 1st of each year. The Intergroup chairperson may appoint new committee members each year to fill vacancies and replace members whose term has expired. The immediate past Chairperson of Intergroup will automatically serve one year as a Steering Committee member.

Article 7. **Financing**

Section 1. The financing of the Intergroup activities shall be by:

1. Contributions of member groups.
2. Individual A.A. members.
3. Sale of literature.
4. Income derived from such projects or activities supported by A.A. members.

Section 2. This organization shall not be operated for profit and all income and earnings of the organization shall be used exclusively for the organizational purposes. No part of the net income, net earnings, or assets of the organization shall inure to the benefit or profit of a private individual, firm, corporation or association.

Section 3. In the event the Intergroup shall cease to operate, any monies available following the reconciliation of debts and encumbrances shall be forwarded to Alcoholics Anonymous Districts Three and Four General Service Representative to be used for the educational program for Alcoholics and non-Alcoholics.

Article 8. **Amendments**

These Bylaws may be amended at any time by a two thirds vote of the Intergroup Representatives present at any regular meeting, provided 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.

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APPENDIX A

SYRACUSE INTERGROUP PRUDENT RESERVE POLICY

In keeping with Concept XII (AA Service Manual pp 64-68) and the Syracuse Intergroup Bylaws, it shall be the policy of the Syracuse Intergroup to set aside a fund to be known as the Prudent Reserve. The amount of money to be kept in the Prudent Reserve shall be no more than 100% of the amount budgeted for the current year's "operating expenses." "Operating expenses" are defined as the line amount in the Annual Budget designated as "Total Expense."

Its principal purpose is to provide the financial resources to continue the essential services of the Syracuse Intergroup for up to twelve months in the event of an unexpected and/or substantial reduction in the normal revenues of the organization.

In the event the Prudent Reserve exceeds this amount by 5% the following steps will be taken:

1. The Office Manager will notify the Steering Committee and the Intergroup Representatives at the next regularly scheduled meetings.
2. The Steering Committee will evaluate the financial needs of the Intergroup including the Service Center and the Standing Committees.
3. The Steering Committee along with the Office Manager, the Accountant and/or the Finance Chair will make a recommendation to the Intergroup Representatives that may include use of the money within the Intergroup consistent with any needs established in Step 2, and/or distributing the surplus (or remaining surplus) within the AA service structure as follows: One Third to the Area Assembly, One Third to the GSR Workshop and One Third to GSO.

In the event the Prudent Reserve falls below 25% of the "operating expenses," the following steps will be taken:

1. The Office Manager or the Accountant will notify the Steering Committee and the Intergroup Representatives at the next regularly scheduled meetings.
2. The Steering Committee along with the Office Manager and staff will evaluate the financial needs of the Intergroup including the Service Center and the Standing Committees.
3. The Office Manager, the Accountant and/or Finance Chair, along with the Steering Committee will make a recommendation to the Intergroup Representatives as to the steps it will take to devise a plan to repay the Prudent Reserve to bring it back into compliance with the Policy.

INTERGROUP RESERVE “TRUST FUND” POLICY

The Syracuse Intergroup shall maintain a savings account which will consist of funds derived from the following sources: funds not spent in previous budgets, funds not spent on current monthly expenses and the net proceeds from donations from the Roundup Convention, the Golf Tournament, or any other significant donations. The savings account will be used to determine the amount available under the Prudent Reserve Policy. The savings account balance will determine if the Prudent Reserve is within the established Prudent Reserve Guidelines.

The savings account may be used to purchase non-budgeted items and/or expenses as they become necessary and drawn upon to supplement the checking account for normal monthly operating expenses as needed.

In the event that the savings account falls below the Minimum Amount (25% of the annual budgeted expenses) established in the Prudent Reserve Policy, the savings account will be used to supplement the checking account for the current month's expenses only. Current month's expenses are defined as rent, salaries, taxes, and normal operating expenses, including, but not limited to, office supplies and utilities. Any amount disbursed over the current monthly expenses exceeding \$1,000 will be granted by a majority vote of the Steering Committee, except any expense that the Office Manager deems as necessary and immediate. Such an expenditure will be brought to the attention of the Steering Committee and the Intergroup Representatives at the next scheduled meetings.