

# EAST TENNESSEE INTERGROUP Of ALCOHOLICS ANONYMOUS BYLAWS

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**ARTICLE ONE: Name**

- A. The name of this organization is East Tennessee Intergroup of Alcoholics Anonymous, and will be referred to as E.T.I.A.A. throughout this document.

**ARTICLE TWO: Purpose**

- A. The primary purpose of E.T.I.A.A. is to assist the A.A. groups of East Tennessee in carrying the Alcoholics Anonymous message to those who suffer from alcoholism. E.T.I.A.A. is responsible to the Member Groups, deriving its legitimate authority therefrom. In all its activities, policies, and proceedings, E.T.I.A.A. will observe the practice and spirit of A.A.'s Twelve Traditions and Twelve Concepts for World Service, as well as its three legacies of Recovery, Unity, and Service.

**ARTICLE THREE: Membership**

- A. Any group or meeting listed on the E.T.I.A.A. meeting schedule is considered a member of E.T.I.A.A. and is encouraged to send a representative to state the group's voice and vote at the Intergroup Representatives meeting. Any individual is welcome to attend and have a voice; however only elected, appointed, or alternate representatives sent in their place will be afforded a vote (One Group One Vote).
- B. The E.T.I.A.A. representatives will be referred to as Intergroup Representatives, or IGR, throughout this document.
- C. Membership will in no case be dependent on dues, fees, pledges, or assessments.
- D. In order to become a member of E.T.I.A.A. the group or meeting should provide the appropriate information for the meeting schedule and follow the guidelines laid out in the pamphlet *The A.A. Group*.

**ARTICLE FOUR: Services**

- A. Publish and update a meeting list for our geographic area.
- B. Maintain a 12-Step hotline.
- C. Provide a central office to conduct the daily business of E.T.I.A.A.
- D. To purchase and sell books, pamphlets, and other materials approved by the IGR's.
- E. Maintain a website.
- F. Publish a newsletter.
- G. To be a good steward of A.A. contributions to E.T.I.A.A.
- H. Provide outreach to A.A. groups and meetings within the geographic area.

## **ARTICLE FIVE: Meetings**

- A. The regular monthly Intergroup Representative's meeting will be held the 2nd Sunday of every month at 12:30 p.m. The meeting time can be changed for the following month for a valid reason, by group conscience.
- B. In absence of the Chairperson and Vice-Chairperson, the monthly Intergroup Representative's meeting will be rescheduled.
- C. Any two IGR's may call a special Intergroup Representative meeting on a topic requiring immediate action with consensus of any Officer.
- D. In June of every year the Officers will hold a Board meeting.
- E. A quorum of 6 is required for any business to be conducted.

## **ARTICLE SIX: Order of Business**

- A. The suggested order of business at the monthly Intergroup Representative's meeting will be:
  - 1. Open meeting with the Serenity Prayer and the reading of the Tradition of the month
  - 2. Introductions and pass around sign-in sheet
  - 3. Review minutes of the preceding Intergroup Representative meeting
  - 4. Office Manager's report
  - 5. Treasurer's report
  - 6. Reports from committees
  - 7. Old business
  - 8. New business
  - 9. Adjournment with Prayer
- B. Special meetings will be opened and closed with a prayer and only the topic requiring immediate action will be discussed.
- C. Robert's Rules of Order as revised will decide all questions of parliamentary nature not provided for in these bylaws.

## **ARTICLE SEVEN: E.T.I.A.A. Representatives**

- A. Intergroup Representatives of E.T.I.A.A. will be elected by their local A.A. group or meeting, and their suggested term of office is two (2) years.
- B. The local A.A. group or meeting will determine the method to elect their Intergroup Representative.

## **ARTICLE EIGHT: Voting**

- A. A vote will be restricted to physically present elected Intergroup Representatives or their alternate, the Office Manager, and Officers (with the exception of the Chairperson). The Chairperson may only vote in case of a tie.

- B. Decisions will be decided by simple majority. Voting will be by voice and if necessary by hand count. The voice of the minority will be heard after every vote.
- C. The chairperson may require a majority vote of 2/3's when Substantial Unanimity is deemed necessary.

## **ARTICLE NINE: Nominations and Elections**

- A. Elections will be held at the December meeting by secret ballot. Nominations from the floor will be received during the October and November regularly scheduled Intergroup Representative's meeting. Nominations can be made before a vote during the December regularly scheduled Intergroup Representatives meeting as well. All nominees are encouraged to attend at least one of these meetings to verify their eligibility and willingness to serve.
- B. In even number year's elections will be held for Vice-Chair, Secretary, Hotline Chair, Archives Chair, Accessibility Chair, Outreach Chair and Treatment Chair.
- C. In odd number year's elections will be held for Chair, Treasurer, Office Service Worker Chair, Website Chair, CPCPI Chair, Spanish Speaking Chair and Corrections Chair.
- D. The 3<sup>rd</sup> Legacy procedure from the GSO Service Manual is to be used in deciding elections for when a nominee does not get a two-thirds majority on the first vote.

## **ARTICLE TEN: Officers**

- A. **Suggested Qualifications:**
  - 1. Have a minimum of three (3) years of continuous sobriety.
  - 2. Commitment to serve a two (2) year term.
- B. **Chairperson**
  - 1. Will chair all meetings.
  - 2. Will be an authorized person to sign any banking transactions.
  - 3. May appoint ad hoc committees as needed.
  - 4. Will tally votes when necessary.
- C. **Vice-Chairperson**
  - 1. The vice-chairperson will act as chairperson for the monthly Intergroup Representative's meeting, in the absence of the chairperson.
- D. **Secretary**
  - 1. Will record the minutes.
  - 2. Will send the minutes to the Chairperson, Office Manager, and Newsletter in a timely fashion.
  - 3. In the absence of the secretary, the chairperson may appoint a secretary for that meeting.
- E. **Treasurer**
  - 1. Will maintain and review the books of E.T.I.A.A.
  - 2. Will ensure a monthly financial statement is available at the Intergroup Representative's meeting.

3. Will review all expenses over \$100 to insure funds are available, with the exception of previously approved and standard expenses.
4. Will be an authorized person to sign any banking transaction.

**F. Office Manager**

1. Will be a member in good standing with Alcoholics Anonymous.
2. Will attend the monthly Intergroup Representative's meeting.
3. Will get approval from Chairperson and/or Treasurer for all bank transactions over \$100, with the exception of previously approved and standard expenses.
4. Will fulfill all duties as contained within the Office Manager Job Description. Job performance will be reviewed annually.
5. Will be an authorized person to sign any banking transaction.

**G. Standing Committee Chairs**

1. May consist of, but are not limited to: Cooperation with the Professional Community (CPC), Public Information (PI), Hotline, Volunteer Coordinator, Website, Archives, Outreach, Corrections, and Treatment.
2. Chair of these committees should attend monthly Intergroup Representative's meeting.
3. Their purpose is administration and coordination of their committees.

**H. Recommendations for Removal or Resignation of any Officer**

1. Removal will be made by motion with reason and seconded at the Intergroup Representative's meeting.
2. A vote for removal, and if necessary replacement, will be taken at the next regularly scheduled Intergroup Representative's meeting.
3. A vote of 2/3's of voting members will be required for removal. A simple majority for replacement.
4. In the event of resignation the Intergroup Representatives will elect an individual to fill the un-served portion of the vacated position's term immediately.
5. The chairperson may appoint an interim officer as needed.

**ARTICLE ELEVEN: Amendments**

- A. In order for these bylaws to be altered, repealed, or added to, an affirmative vote of not less than two thirds (2/3) of the Intergroup Representatives present and voting is required.
- B. Such amendments are to be presented at the preceding, regularly scheduled Intergroup Representative's meeting.

**ARTICLE TWELVE: Restriction of these Bylaws**

- A. Nothing in these bylaws shall be construed as interfering with the internal business, policies or organization of any member groups.

**ARTICLE THIRTEEN: State Registration**

- A. The registration of E.T.I.A.A. will be duly maintained in the State of Tennessee as a non-profit organization and as such, E.T.I.A.A. will be kept current by appropriate payments.

**ARTICLE FOURTEEN: Effective Date**

A. These bylaws are effective upon their adoption by a two-thirds (2/3) vote of the E.T.I.A.A.

**ARTICLE FIFTEEN: Disposition of Assets**

**A. Disposition of Assets in the event of Dissolution of the Association:**

Be it resolved that in the event of the dissolution of the E.T.I.A.A., the residual assets, after settlement of all outstanding claims and debts, shall be ordered by the Board to be transmitted to the General Service Board of Alcoholics Anonymous, Incorporated, in New York, New York (or its successor) for the abatement of alcoholism. Should such a transmittal prove impractical, the said residual assets shall be dispersed equally to the districts E.T.I.A.A. serves. As a last resort, the said residual assets shall be transferred to a comparable organization qualifying under Section 501 of the Internal Revenue Code.

**Prior Bylaws are located at Central Office.**

Effective date \_\_\_\_\_