

# EAST TENNESSEE INTERGROUP OF ALCOHOLICS ANONYMOUS BYLAWS

## TABLE OF CONTENT

<u>TABLE OF CONTENT</u>	<u>PAGE</u>
<b>ARTICLE ONE:</b> Name	2
<b>ARTICLE TWO:</b> Purpose	2
<b>ARTICLE THREE:</b> Membership	2
<b>ARTICLE FOUR:</b> Services	2
<b>ARTICLE FIVE:</b> Meetings	2
<b>ARTICLE SIX:</b> Order of Business	3
<b>ARTICLE SEVEN:</b> E.T.I.A.A. Representatives	3
<b>ARTICLE EIGHT:</b> Voting	3
<b>ARTICLE NINE:</b> Officers	3
<b>ARTICLE TEN:</b> Office Manager	4
<b>ARTICLE ELEVEN:</b> Standing Committee Chairs	7
<b>ARTICLE TWELVE:</b> Amendments	7
<b>ARTICLE THIRTEEN:</b> Restriction of these Bylaws	7
<b>ARTICLE FOURTEEN:</b> State Registration	7
<b>ARTICLE FIFTEEN:</b> Effective Date	7
<b>ARTICLE SIXTEEN:</b> Disposition of Assets	8

**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 an A.A. service entity directly responsible to the Member Groups it serves. In all its activities, policies, and proceedings, E.T.I.A.A. will observe the practice and spirit of A.A.'s Twelve Steps, Twelve Traditions and Twelve Concepts for World Service.

**ARTICLE THREE: Membership**

- A. 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*. And have no other affiliation outside of A.A.
- B. 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 IE.T.I.A.A. 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).
- C. The E.T.I.A.A. representatives will be referred to as Intergroup Representatives, or IGR, throughout this document.
- D. Membership will in no case be dependent on dues, fees, pledges, or assessments.

**ARTICLE FOUR: Services**

- A. Publish and update a meeting list for our geographic area.
- B. Maintain an A.A. hotline.
- C. Provide a central office to conduct the daily business of E.T.I.A.A.
- D. Purchase and sell books, pamphlets, and other materials.
- 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 E.T.I.A.A. Representative's meeting will be held on a regularly scheduled monthly basis. The meeting time can be changed for the following month for a valid reason, by group conscience.
- B. Any two IGR's may call a special E.T.I.A.A. Representative meeting on a topic requiring immediate action with consensus of any Officer.
- C. In June of every year the Officers will hold a Board meeting.
- D. 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 E.T.I.A.A. Representative's meeting will be:
  - 1. Open the meeting with the Serenity Prayer and the Tradition of the month
  - 2. Introductions and roll call.
  - 3. Review the minutes of the preceding E.T.I.A.A. Representative's meeting.
  - 4. Office Manger'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 Representatives.

**ARTICLE EIGHT: Voting**

- A. A vote will be restricted to present elected Intergroup Representatives or their alternate, the Office Manager, and Officers (except for the Chairperson). The Chairperson may only vote in case of a tie.
- B. Decisions will be decided by simple majority. Voting will be by hand count. The voice of the minority will have the opportunity to heard after every vote.
- C. The chairperson or any member may require, by motion, a majority vote of 2/3's when Substantial Unanimity is deemed necessary.

**ARTICLE NINE: Officers**

**Suggested Qualifications**

- A. Have a minimum of three (3) years of continuous sobriety.
- B. Commitment to serve a two (2) year term.

**Chairperson**

- A. Will chair all meetings.
- B. Will be an authorized person to sign any banking transactions.
- C. May appoint ad hoc committees as needed.
- D. Will tally votes when necessary.

### **Vice-Chairperson**

- A. The vice-chairperson will act as chairperson for the monthly E.T.I.A.A. Representative's meeting, in the absence of the chairperson.

### **Secretary**

- A. Will record the minutes.
- B. Will send the minutes to the Chairperson, Office Manager, and Newsletter in a timely fashion.
- C. In the absence of the secretary, the chairperson may appoint a secretary for that meeting.

### **Treasurer**

- A. Will maintain and review the books of E.T.I.A.A.
- B. Will ensure a monthly financial statement is available at the E.T.I.A.A. Representative's meeting.
- C. Will review all expenses over \$100 to ensure funds are available, with the exception of previously approved and standard expenses.
- D. Will be an authorized person to sign any banking transaction.

### **Alternate Treasurer**

- A. Submit the monthly financial statement at the E.T.I.A.A. Representatives meeting.
- B. Will learn the duties of the treasurer and be willing to assume them.

### **ARTICLE TEN: Office Manager**

- A. Will be a member in good standing with Alcoholics Anonymous.
- B. Will attend the monthly Intergroup Representative's meeting.
- C. Will get approval from Chairperson and/or Treasurer for all bank transactions over \$100, with the exception of previously approved and standard expenses.
- D. Will be an authorized person to sign any banking transaction.
- E. Will fulfill all duties as contained within the Office Manager Job Description. Job performance will be reviewed annually.
- F. Job Office Manager description
  1. Position Title: East Tennessee Intergroup of Alcoholics Anonymous (ETIAA) Office Manager
  2. Reports to: ETIAA Representatives Committee
  3. Status: Non-Exempt
  4. Supervises: Office Service Workers, Hotline Service Workers
  5. Cooperates with: All officers, committee chairs and A.A. members.
  6. Overview: The Office Manager is the focal point of AA's contact and communications for ETIAA and must be responsive to the needs of AA groups and members. The IOM must also can effectively represent the area AA groups as the primary point of contact for outside individuals and agencies seeking general information about AA. The Office Manager functions under the guidance and supervision of ETIAA Representatives Committee. The nature of the position is such that working hours may be flexible and

delegation to service workers will be utilized to complete office operation. All applicants must be willing to submit to a background verification check and all the new Office Manager is subject to a standard 90-day probationary period and employment is at will.

7. Suggested Prerequisites:

- a Minimum of 5 years continuous sobriety in Alcoholics Anonymous
- b Group service experience
- c General administrative experience in office management and public relations. Proficiency in MS Office, Quickbooks, Square Credit Card Processing, WordPress, Zoom, Grasshopper, ShipStation and MailChimp. Knowledge of Tennessee Sales Tax, IRS Business Tax and IRS Employment Tax policy and filing processes and procedures.
- d Understanding of the AA Service Structure from the group level to the General Service Office; familiarity with the AA Service Manual.
- e Must work at least one Monday per month at the monthly ETIAA meeting. Two weekends per year are typically spent at large Mobile Intergroup events. Must be flexible on other occasions where ETIAA is involved in community projects and special events.
- f Be available 24/7 by phone for office emergencies.
- g Maintain 12-20 working hours per week.
- h Be willing to drive to complete errands.

8. Required Skills

- a Strong interpersonal, verbal, and written communication skills
- b Strong problem solving, networking and follow-up skills.
- c Must be able to maintain a high level of confidentiality.
- d Must be self-starter and able to complete tasks without supervision.
- e Must be organized and can multi-task in a rapidly changing environment.
- f Must have the ability, adaptability, and desire to work with changing volunteer leadership.
- g Willingness to accept feedback.
- h Must be able lift, push pull 30 lbs.

9. Responsibilities and Duties (Any of these tasks can be delegated if appropriate)

- a Recruit, coordinate and train Service Workers to staff the office. Maintain Service Worker Calendar.
- b Create and maintain updated Service Worker Guide for all office duties. Update SOPs as needed.
- c Backup the hotline when calls are not answered.
- d Promote active and broad participation by service workers in all areas of ETIAA's service.
- e Maintain official records and documents, and ensure compliance with federal, state, and local regulations.
- f Review Logbook daily. Delegate and oversee tasks completed by service workers.

- g Represent ETIAA at special events as needed, includes Mobile Intergroup, area events and recovery fairs.
- h Recruit, coordinate and train Service Workers for Mobile Intergroup. Coordinate inventory sales and booth set up at special events.
- i Maintain databases, including tracking incoming group donations. Monthly reconciliation of bank accounts. Pay monthly bills.
- j Maintain adequate records and prepare financial reports.
- k The Office Manager shall remind ETIAA board 3 months prior to the Office Manager's anniversary date that an evaluation should be done.
- l Negotiate, source and research pricing, products, and contacts with vendors. Purchase supplies as needed. Maintain and gain new tax exempt and wholesale accounts with vendors.
- m Coordinate the negotiations for lease and terms. Be the liaison with landlord.
- n Coordinate office purchases around sales, GSO yearly closing for inventory and efficient ordering to minimize shipping costs.
- o Respond to email, phone, and print requests for information in a timely manner.
- p Be available 24/7 by phone for emergencies.
- q Coordinate regular inventories and research irregularities. Develop and implement inventory and money management system.
- r Design and maintain the ETIAA website with assistance from the webmaster, if available. Research, implement and train staff on new programs. Troubleshoot computers, printers, website, and programs. Update information as needed.
- s Research and attend training opportunities. Small Business Administration. Attend yearly Intergroups/Central Offices of AA Convention. Self-train as needed. Maintain a working knowledge of significant developments and trends in the field.
- t Maintain and administrate the ETIAA Facebook Group. Post relevant information to local AA Facebook groups and pages.
- u Attend and plan workshops and events as needed. Advise workshops on working with Intergroup.
- v Attend group business meetings as invited for outreach and education.
- w Prepare monthly IG meeting agenda.

#### 10. Tasks to delegate

- a Manage the response to all incoming calls and visits from the suffering and recovering alcoholic, as well as those wishing to help them.
- b Maintain a current list of meetings and events and update the website, app and meeting list accordingly.
- c Recruit, train, and coordinate service workers for the hotline in coordination with the Hotline Committee Chair and service workers to assist in the office. Maintain Hotline Calendar. Delegate and oversee tasks completed by service workers.
- d Create, edit, design, print and disseminate meeting directories, newsletters, bookmarks, pamphlets, or any items requested.

- e Order and mail out special orders as needed.
- f Building maintenance/ janitorial services to provide a safe and clean environment. Maintain office equipment and workspace.
- g Maintain list of service opportunities and projects for service workers.

**ARTICLE ELEVEN: Standing Committee Chairs**

- A. May consist of but are not limited to: CPC/PI, Hotline, Volunteer Coordinator, Website, Archives, Outreach, Corrections, Treatment, Events and Mobile Intergroup.
- B. Chair of these committees should attend monthly E.T.I.A.A. Representative meetings.
- C. The Standing committee Chairs' purpose is administration and coordination of their committees according to AA Guidelines.
- D. Each Standing Committee has up to \$200 for the fiscal year without board approval. Appropriate documentation (receipts etc.) is required and will be reviewed by the Treasurer and/or Office Manager. Exceeding the budget requires board approval. Unused funds will be returned to the general fund.
- E. Recommendations for Removal or Resignation of any Officer
  - 1. Removal will be made by motion with reason and seconded at the E.T.I.A.A. Representative's meeting.
  - 2. A vote for removal and replacement, will be taken.
  - 3. A vote of two thirds (2/3) of voting members will be required for removal. A simple majority for replacement.
  - 4. In the event of resignation, the E.T.I.A.A. Representatives will elect an individual to fill the un-served portion of the vacated position's term.
  - 5. The Chairperson may appoint an interim officer as needed.

**ARTICLE TWELVE: Amendments**

- A. For these bylaws to be amended, a vote if not less than two thirds (2/3) of the E.T.I.A.A. Representatives present and voting is required.
- B. Such amendments are to be presented at the preceding, regularly scheduled E.T.I.A.A. Representatives meeting.
- C. An ad hoc committee should review these bylaws every three (3) years from approval date.

**ARTICLE THIRTEEN: Restriction of these Bylaws**

- A. Nothing in these bylaws shall be construed as interfering with the autonomy of any member groups.

**ARTICLE FOURTEEN: 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 FIFTEEN: Effective Date**

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

**ARTICLE SIXTEEN: 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, NY (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 comparable organization qualifying under Section 501 of the Internal Revenue Code.

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

Effective Date \_\_\_\_\_