

**Bylaws  
of  
Tricounty Intergroup**

**Charleston, Dorchester, & Berkley  
County, South Carolina**

**Adopted 1983**

**Revised December 2014**

**Adopted January 2015**

## **Preface**

It is intended that all articles and appendixes of the Bylaws shall be interpreted to reflect the concept that Alcoholics Anonymous is organized from the bottom up, i.e.; that power and authority stems from the individual alcoholic members of the various groups whose opinions are reflected by the Intergroup Representatives. The Board is granted authority to act expeditiously, being guided by the Twelve Traditions and Concepts of Alcoholics Anonymous but are always expected to be responsible to and responsive to, the Intergroup Representatives.

## **Article I ~ Name of Association**

**Name:** The name of this association shall be: “The Tricounty Intergroup Office” herein referred to as TCIO.

## **Article II ~ Purpose and Structure**

**Purpose:** The purpose of TCIO is:

1. The Tricounty Intergroup Office (or intergroup) is an A.A. service office that involves partnership among groups in the Berkeley, Charleston, and Dorchester counties of South Carolina, just as A.A. groups themselves are partnerships of individuals. TCIO is established to carry out certain functions common to all the groups—functions which are best handled by a centralized office—and it is maintained, supervised, and supported by these groups in their general interest. It exists to aid the groups in their common purpose of carrying the A.A. message to the alcoholic who still suffers.
2. To establish and maintain a central Alcoholics Anonymous (A.A.) service office and telephone answering service to carry the message of A.A. to those who suffer from alcoholism in the Berkeley, Charleston, and Dorchester counties of South Carolina.
3. To act as a central clearing house for providing information and literature to A.A. groups and to the community, in accordance with the “Twelve Traditions” of A.A. and guidelines issued by the General Service Office (G.S.O.) of A.A.
4. To promote unity through service among the member groups and to aid the groups in their common purpose of carrying the message to the alcoholic who still suffers.
5. To purchase and sell books and pamphlets, and other recovery materials.
6. To publish and distribute a directory of meeting places and times for area meetings and groups.
7. To assist the Districts and their committees.

**Structure:** The Office Manager and Assistant Manager, who operate the Intergroup Office, report to the Board members, who coordinate the routine business of Intergroup, reporting to the Intergroup Representatives. The Intergroup Representatives review all decisions made by the Board. Intergroup and its Board are not governing bodies and shall not rule any A.A. group.

## **Article III ~ Membership**

**Membership:** Any Alcoholics Anonymous meeting or group in the Tri-County area may obtain membership in the Intergroup by filing with the Intergroup Office. All meetings and groups are encouraged to register with the G.S.O.

## **Article IV ~ Intergroup Representatives**

**Intergroup Representatives:** Any A.A. member may attend any and all meetings of Intergroup as a non-voting participant. The Intergroup Representatives body shall consist of one Intergroup Representative and Alternate Intergroup Representative from each meeting or group. An Alternate Intergroup Representative shall vote at the Intergroup Representatives meeting only in the absence of the Intergroup Representative. ***Board members cannot vote except the Chairperson in the event of a tie vote.*** Arrangements for non-alcoholic guests bringing business to Intergroup must be made in advance.

## **Article V ~ Intergroup Board**

**Intergroup Board:** The Intergroup Board shall be elected by the Intergroup Representatives to conduct the regular business of Intergroup. Decisions of the Board shall be reported at the monthly Intergroup Representative's meeting. The Board of Directors shall be characterized as outlined below. The Intergroup Board shall consist of six members for the following terms of office:

**Chairperson** ~ elected for a two year term

**Vice Chairperson** ~ elected for a two year term

**Secretary** ~ elected for a two year term

**Treasurer** ~ elected for a two year term

**Communications Chair** ~ elected for a two year term

**Social Events Chair** ~ elected for a two year term

In addition to the above, the Chairperson shall appoint an Office Manager and Assistant Manager and may appoint additional ad hoc committees who report to the Board.

## **Article VI ~ Office Manager and Assistant Office Manager**

**Office Manager:** To be in charge of daily operations of the TCIO. His/her primary responsibilities are to communicate with A.A. members in the local community and encourage them to volunteer in the TCIO. May serve as an Intergroup Representative from his/her home group at monthly TCIO meetings. Specific duties and responsibilities of the Office Manager:

1. Maintain adequate stock of A.A. approved literature and Grapevine materials.
2. Serve as liaison with the Landlord.

3. Oversee the operation of the A.A. Answering Service.
4. Provide direction and assistance to TCIO volunteers and organize an orientation program for volunteers.
5. Assure that A.A. meeting schedules are maintained and up to date.
6. Assure that the office routine is maintained during scheduled office hours.
7. Maintain stock of office supplies, administrative needs, cleaning supplies, and coffee supplies.
8. Assure that the security of the office is maintained including the issue of keys and safe combination. In conjunction with the Treasurer, assure the security of any funds left in the office.
9. Report to the Board the status of TCIO operations at the monthly TCIO meeting.
10. Pay office bills.
11. Oversee mail distribution and office correspondence.
12. Assist, when needed, the Chairperson and other officers.

**Assistant Office Manager:** Answers ultimately to the Board, but first directly to the Office Manager. Does not have a vote but shall share any concerns with the Office Manager and can then be incorporated in the Office Manager's vote. May serve as an Intergroup Representative from his/her home group at monthly TCIO meetings.

### **Article VII ~ Meeting Conduct**

**Meetings:** Robert's Rules of Order are to be used as a guide. Intergroup Representatives meetings shall be scheduled each month at a time and place to be determined by a majority of the Intergroup Representatives. A quorum must be present to pass any motions. A quorum shall consist of representation from at least 2/3 of the Groups participating in the prior regular meetings (2 previous meetings averaged). Any proposal made to the TCIO requiring a vote of the members Groups shall be tabled until the next TCIO meeting to enable the Intergroup Representatives to obtain the Group Conscience from their respective groups. Any Intergroup Representative may call an emergency Intergroup Representatives meeting with the concurrence of two members of the Board. Such meetings require 48 hours prior written or email notice to all Intergroup Representatives, Alternate Representatives, and Board members who's contact information has been provided to TCIO. The agenda of any emergency meeting is limited to items disclosed in the written notice. The Board shall meet monthly or whenever deemed necessary by the Chairperson. Emergency Board meetings may be called by any two members of the Board, or by any motion of the Intergroup Representatives directing the Board to take action on a specific issue.

## **Article VIII ~ Board Member Elections**

**Board Member Elections:** At the November Intergroup Representatives meeting, of the year prior to the end of the current Boards term, the Chairperson shall call for nominations for board officers for the upcoming term. Intergroup Representatives are encourage to return to their home groups and announce the need for board officer candidates. Nominations shall be accepted from the floor at the December meeting. Elections shall be held by secret ballot at the December Intergroup Representatives meeting. Board members should not succeed themselves. New Board members shall take office January 1rst with the assistance of their outgoing counter-parts. Each group has one vote and the Intergroup Representative or Alternate Intergroup Representative must be present at the election to cast this vote. Board members cannot vote in an election. Each Board member shall be elected by simple majority vote with tie votes to be decided by the hat method. At the election, the current Board members shall distribute, collect, and count the ballots.

## **Article IX ~ Board Member Vacancies**

**Board Member Vacancies:** If during his/her term of office a Board member is unable to fulfill his/her duties, the Vice Chairperson may fill out the term, pending approval of the Intergroup Representatives. Any Board member who is absent without providing an alternate from three (3) meetings of the Board and/or the Intergroup Representatives during their present term shall be replaced ten days after written or email notice is provided. This provision may be waived in extenuating circumstances by a 2/3 vote of the Board. Attendance is to be noted in the minutes.

## **Article X ~ Financial**

**Financial:** Operating funds for Intergroup are received from the following sources ~ A.A. groups, social functions held by or for the benefit of Intergroup, individual A.A. members, and the sale of A.A. materials. An individual contributions shall not exceed two thousand dollars per calendar year.

The Chairperson in November shall appoint an adhoc committee consisting of the treasurer and two appointees to develop a budget for the upcoming year to be presented at Decembers business meeting. A semi-annual inventory of TCIO shall be conducted by May and November each year. The office manager shall present findings of the inventory at the June and December business meetings.

The Treasurer shall transfer all amounts in excess of \$6,000.00 operating budget to the Prudent Reserve account quarterly. The Prudent Reserve account shall contain no more than four months operating expenses (\$12,000.00). The committee shall disburse excess funds quarterly in a manner to be determined at the January, April, July, and October scheduled meetings.

*In an emergency, the Treasurer may transfer up to \$500.00 from the Prudent Reserve to the operating account with the concurrence of two other Board members. Emergency action must be reported at the next Intergroup Representative meeting. The disposition of excess funds in the Prudent Reserve is handled by the Intergroup Representatives*

The fiduciary officers shall consist of the Chairperson, Alternate Chairperson, and Treasurer. One of the three fiduciary officers signatures are required on all banking transactions. All contracts with Intergroup must be in writing. After a thorough review by the Board and approval of the Intergroup Representatives, two of the three fiduciary officers signatures are required on all contracts. The Office Manager shall maintain a cashbox fund not to exceed \$75.00.

### **Article XI ~ Committees**

**Committees:** The Chair shall appoint all Committee Chairpersons, standing or ad hoc, with the Board and Representatives approval beginning with a regular Intergroup Board Meeting. Any member of Alcoholics Anonymous shall be eligible to chair or serve on such a committee. Committee Chairpersons are requested to provide written reports to the Intergroup Chairperson who will attend the meeting.

Appendix K identifies the standing committees.

### **Article XII ~ Removal From Office**

Any Board Officer or Subcommittee member may be removed from office for cause upon a 2/3 vote of Group Representatives at a regular or special Intergroup Representative meeting. However, before a vote for removal from office, a full disclosure of charges must be conducted and the individual (s) charged shall be granted an opportunity to be heard.

### **Article XIII ~ Amendments To Bylaws**

**Amendments To Bylaws:** These Tri-County Intergroup bylaws may be changed as follows:

1. A written Proposition to Amend signed by no less than three Board members or Group Representatives shall be submitted to the Secretary of Intergroup.
2. The Secretary shall distribute the written Proposition to Amend to Intergroup Representatives at least forty-five (45) days in advance of the next regular Intergroup Representatives Meeting.
3. Upon presentation of the Proposition to Amend at a regular Intergroup Representatives meeting, a two-thirds affirmative vote of the Group Representatives present shall be required for passage.

### **Article XIV ~ Other Fellowships**

**Other Fellowships:** Intergroup may cooperate, but not affiliate, with other fellowships or other organizations. Presentations by other fellowships may be made at Intergroup Representative Meetings provided they are handled per Article IV as non-alcoholic guests.

### **Appendix A~ Chairperson**

**Job Description:** The duties of the Intergroup Chairperson include, but are not limited to the following activities:

1. Chair monthly Intergroup meetings.
2. Maintain regular contact with the District Committee Members (DCM's) in the Tri-County area, which include District 70, District 71, District 72, and District 73.
3. Act as a corresponding representative to all outside agencies and activities not allocated to Committee Chairpersons.
4. Oversee the duties and activities of all officers, committee chairpersons, and committees.
5. Attend all Intergroup meetings.
6. Be available for direct contact with all A.A. members.
7. Cast deciding votes in the event of tie votes (except in elections).
8. Promote love and fellowship in all discussions and activities, being ever mindful of the Twelve Steps and Twelve Traditions in all Intergroup affairs.
9. Upon term completion, review experiences with the incoming Chairperson and suggest improvements.

### **As Chairperson of Intergroup Meetings:**

1. Preside at all Intergroup Meetings
2. Prepare (with assistance of the Office Manager and the Secretary) an agenda of items to be discussed in the meeting.

3. Assure that anyone who can constructively contribute to the discussion of agenda items is available.
4. Assure that minority opinion is heard in all discussions.
5. Assure that new business, for which the group is inadequately prepared, is tabled or referred to the Board for clarification.
6. Assure that the Vice Chairperson is aware of any foreseen absence.

### **Qualifications For Office**

Candidates:

1. Should have a considerable period of sobriety (three years or more), and have experience at the Group, Intergroup, or District level.
2. Should also have demonstrated an active interest in Intergroup.
3. Must be able to find a suitable replacement if unable to attend all Intergroup Meetings due to illness, death in the family, or other dire circumstances.

### **Appendix B ~ Vice Chairperson**

**Job Description:** The duties of the Intergroup Vice Chairperson include, but are not limited to the following activities:

1. Substitute when the Chairperson is absent.
2. Visit as many groups as possible to promote Intergroup services, identify problems, and to collect sentiments about Intergroup effectiveness.
3. Assume other duties as may be assigned by the Chairperson.
4. Attend all Intergroup meetings.
5. Promote/maintain the current 12<sup>th</sup> Step List (one year suggested), and update the Office Manager's records as needed.
6. Report the status of the 12<sup>th</sup> Step List to the Board/Representatives, if required.
7. Upon term completion, review experiences with the incoming Vice Chairperson and suggest improvements.

### **Qualifications For Office**

Candidates:

1. Should have a considerable period of sobriety (three years or more), and have experience at the Group, Intergroup, or District level.
2. Should also have demonstrated an active interest in Intergroup.
3. Should be willing and available to fill the Chair if vacated by standing Chairperson on a temporary or permanent basis.
4. Must be able to find a suitable replacement if unable to attend all Intergroup Meetings due to illness, death in the family, or other dire circumstances.

## **Appendix C ~ Secretary**

**Job Description:** The duties of the Intergroup Secretary include, but are not limited to the following activities:

1. Record the minutes of the Intergroup Representatives monthly meetings and any Board meetings conducted outside the monthly meetings.
2. Insure that all meeting records are stored safely where they may be consulted during office hours.
3. Prepare the meeting area including any meeting aids such as attendance sheets, printed references, reports, etc., that will facilitate discussion of items on the agenda.
4. Attend all Intergroup meetings.
5. Upon term completion, review experiences with the incoming Secretary and suggest improvements.

### **Qualifications For Office**

Candidates:

1. Should have a considerable period of sobriety (one year or more), and be able to type and have word processing experience and email access.
2. Should also have demonstrated an active interest in Intergroup.
3. Must be able to find a suitable replacement if unable to attend all Intergroup Meetings due to illness, death in the family, or other dire circumstances.

## **Appendix D ~ Treasurer**

**Job Description:** The duties of the Intergroup Treasurer include, but are not limited to the following activities:

1. Serve as Chief Financial Officer and guardian of funds
2. Reconcile and prepare all monthly financial statements.
3. Prepare annual budget and report monthly financial statements.
4. Provide financial reports and current bank statements at monthly meetings.
5. Alert Intergroup of anticipated large expenditures.
6. Assist the Office Manager and auditors in conducting the annual audit.
7. Review and submit IRS form 990 for the previous year by May 15<sup>th</sup>.
8. Prepare budgets and final statements for all social events.
9. Attend all Intergroup meetings.
10. Perform other finance-related duties as requested by the Chairperson.
11. Upon term completion, review experiences with the incoming Treasurer and suggest improvements.

## **Qualifications For Office**

Candidates:

1. Should have a considerable period of sobriety (Three year or more), and have familiarity with general accounting software.
2. Should also have demonstrated and active interest in Intergroup.
3. Must be able to find a suitable replacement if unable to attend all Intergroup Meetings due to illness, death in the family, or other dire circumstances.

## **Appendix E ~ Communications Chair**

**Job Description:** The duties of the Intergroup Phone Army Director include, but are not limited to the following activities:

1. Be available to serve on various committees as appointed by the Chairperson.
2. Promote the rewards of phone service to all members of the fellowship (6 months of sobriety suggested for telephone volunteers).
3. Inform new volunteers on how the phone service works and provide a complete set of materials.
4. Promote/maintain the current 12<sup>th</sup> Step List (one year suggested), and update the Office Manager's records as needed.
5. Report the status of the 12<sup>th</sup> Step List to the Board/Representatives, if required.
6. Attend all Intergroup meetings.
7. Maintain the current volunteer list and monthly shift calendar and update the Office Manager's records as needed.
8. Report the status of the Phone Army at the Intergroup Representative meetings.
9. Attempt to keep all volunteers informed of current events, solve problems as they arise, and distribute/mail current information to volunteers as needed.
10. Upon term completion, review experiences with the incoming Treasurer and suggest improvements.

## **Qualifications For Office**

Candidates:

1. Should have a considerable period of sobriety (One year or more), and have experience at the Group, Intergroup, or District level.
2. Should also have demonstrated and active interest in Intergroup.
3. Must be able to find a suitable replacement if unable to attend all Intergroup Meetings due to illness, death in the family, or other dire circumstances.

## **Appendix F ~ Social Events Chair**

**Job Description:** The duties of Intergroup Social Events Chair include, but are not limited to the following activities:

1. Serve as Chairperson for all social events, acting as a source of information for continuity and protocol.
2. Report the status of pending events at the Intergroup Representatives meetings.
3. Attend all Intergroup meetings and social events.
4. Upon term completion, review experiences with the incoming Treasurer and suggest improvements.

### **Qualifications For Office**

Candidates:

1. Should have a considerable period of sobriety (One year or more), and have experience at the Group, Intergroup, or District level.
2. Should also have demonstrated and active interest in Intergroup.
3. Must be able to find a suitable replacement if unable to attend all Intergroup Meetings due to illness, death in the family, or other dire circumstances.

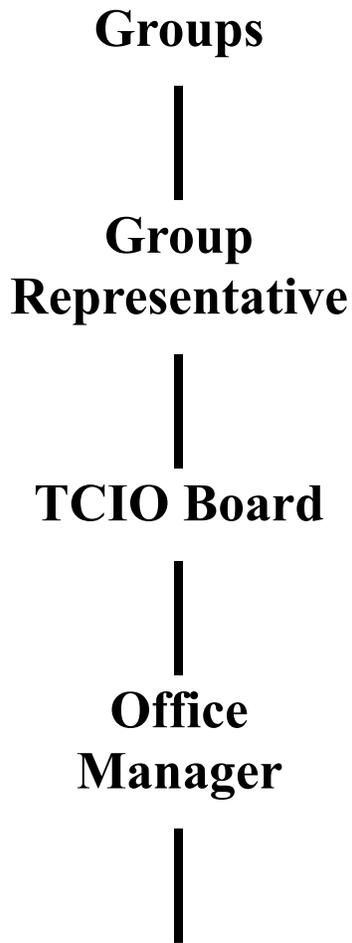
### **Previous Addendums to TCIO By-Laws**

#### **Donations to TCIO in memory of a deceased A.A. member:**

In accepting donations, TCIO will be guided by the 7<sup>th</sup> Tradition. Only a donation made by an A.A. member or by the bequest of an A.A. member will be accepted on a one-time basis up to a limit of \$1,000.00. Reference: Brochure F#, Page 9, 1998 GSO raised to \$2,000.00.

#### **Literature:**

Only conference-approved literature will be stocked in the TCIO. As a courtesy to an individual member, non-conference approved literature may be special ordered, i.e. Hazelden.



<p><b>Communications Chair</b></p> <p>-----</p> <p><b>Staff Phone Service in Homes &amp; Update Confidential List</b></p>	<p><b>Meetings Schedules</b></p> <p>-----</p> <p><b>Collect Changes &amp; Re-issue Schedules</b></p>	<p><b>Assistant Office Manager</b></p> <p>-----</p> <p><b>Office Staff Volunteers</b></p> <p><b>Staff Office</b></p>	<p><b>Publications Purchase/Sales</b></p> <p>-----</p> <p><b>Order, Stock, &amp; Sell Publications &amp; Chips</b></p>
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