

**By-laws  
of  
Tri-County Intergroup Office**

**Berkeley, Charleston, &  
Dorchester  
Counties, South Carolina**

**Adopted 1983**

**Revised December 2014**

**Adopted January 2015**

**Revised April 2024**

## **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 Tri-County Intergroup Office” herein referred to as TCIO.

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

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

1. The Tri-County 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 Conference Approved Literature, Chips and Medallions.
6. To make available and supply 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.

**Dissolution Clause:** Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for the purpose of such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

### **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 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: Eight elected members for the following terms of office:

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

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

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

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

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

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

**Web Master** ~ elected for a two-year term

**Alternate Webmaster**~ elected for a two-year term

**Board Member Elections:** Every odd year at the October 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 encouraged to return to their home groups and announce board officer candidates. Elections shall be held by secret ballot at the November Intergroup Representatives meeting. Board members should not succeed themselves. New Board members will take office January 1st with the assistance of their outgoing counter-parts, reviewing experiences and suggesting improvements.

Each group has one vote and the Intergroup Representative or Alternate Intergroup Representative must be present at the election to cast this vote. Each Board member is elected by simple majority vote with tie votes to be decided by the hat method. At the election, the current Secretary will distribute, collect, and count the ballots.

**Qualifications For Office:** Should have a considerable period of sobriety (three years or more), and have experience at the Group, Intergroup, or District level. Should also have demonstrated an active interest in Intergroup. Be available to communicate with the Chairperson if unable to attend any Intergroup Meetings due to illness, death in the family, or other dire circumstances.

**Board Member Vacancies:** If during his/her term of office a Board member is unable to fulfill his/her duties, the Alternate will fill out the term, pending approval of the Intergroup Representatives at the next regularly scheduled meeting.

**Removal From Office:** If at any time any Board Officer fails to fulfill their duties they may be removed from office for cause upon a 2/3 vote of Group Representatives at a regular or special Intergroup Representative meeting.

Any Board member who is absent from three (3) consecutive meetings of the Board during their present term shall be replaced in ten days. This provision may be waived in extenuating circumstances by a 2/3 vote of the Intergroup Representatives. Attendance is to be noted in the minutes.

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

The Chairperson shall appoint an Office Manager and Assistant 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. Does not have a vote but shall share any concerns with the Chairperson. 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. Assist, when needed, the Chairperson and other officers.
4. Provide direction and assistance to TCIO volunteers and organize an orientation program for volunteers.
5. Oversee mail distribution and office correspondence.
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 and pay office bills.
9. Attend all Intergroup meetings.
10. Provide a written report to the Secretary on the status of TCIO operations prior to the monthly meeting.
11. An annual inventory of TCIO shall be conducted by November each year. The office manager shall present a report of the inventory at the December business meeting.
12. Maintain a cashbox fund not to exceed \$100.00.

If during his/her appointment the office manager is unable to fulfill his/her duties, the Assistant Office Manager will fill in, pending approval of the Chairperson, while a suitable replacement is found.

**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 report. May serve as an Intergroup Representative from his/her home group at monthly TCIO meetings. Specific duties and responsibilities of the Assistant Office Manager:

1. Serve as a liaison with the office volunteers.
2. Create and maintain a schedule of office volunteers to assure office routine is maintained during scheduled office hours.
3. Assist Office Manager with annual inventory.
4. Provide direction and assistance to TCIO volunteers and assist with orientation for volunteers.
5. Attend all Intergroup meetings.
6. Perform other office-related duties as requested by the Office Manager.

## **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 two regular meetings.

Any proposal made to the TCIO requiring a vote 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 whose contact information has been provided to TCIO. The agenda of any emergency meeting is limited to items disclosed in the written notice.

### **Article VIII ~ Financial**

**Financial:** Operating funds for Intergroup are received from the following sources ~ A.A. groups and individual A.A. members. Individual contributions shall not exceed five thousand dollars per calendar year.

In November the treasurer will develop a budget for the upcoming year to be presented at December's business meeting. Monthly operating expenses will be determined by an average of the last twelve months actual expenses.

The amount in the prudent reserve account is based on six months expenses based on the approved budget in the year of approval.

All contracts with Intergroup must be in writing. After a review by the Board and approval of the Intergroup Representatives, a fiduciary officer's signature is required on all contracts.

#### **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 F3, Page 9, 2019 GSO raised to \$5,000.00.



**Fiduciary officers shall consist of:**

Prudent reserve savings account officers shall consist of the Chairperson and Vice Chairperson. Office expenses checking account officers shall consist of the Office Manager and Treasurer.

**Article IX ~ 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 Secretary who will attend the meeting. Please refer to the Committees booklet for information on job descriptions.

**Article X ~ 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 XI ~ 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. Attend and Chair monthly Intergroup meetings as well as any emergency meetings as needed. Attend Area Assembly meetings representing TCIO.
2. Will act as first financial officer for the Prudent Reserve savings account.
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. Prepare (with assistance of the Office Manager and the Secretary) an agenda of items to be discussed in the meeting.
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, Twelve Traditions and Twelve Concepts in all Intergroup affairs.

## **Appendix B ~ Alternate 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. Be second signer on Prudent Reserve savings account.
6. Attend Area Assembly when chair is unable to represent TCIO.

## **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. Ensure 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. Distribute a copy of meeting minutes within a week of meeting to ensure proper notification of TCIO activities.

### **Appendix D ~ Alternate Secretary**

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

1. Will take monthly business minutes when secretary is unable to attend.
2. Ensure that all meeting records are stored safely where they may be consulted during office hours.
3. Assist preparing 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.

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

### **Appendix E ~ 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. Review and submit IRS form 990 for the previous year by May 15<sup>th</sup>.
7. Attend all Intergroup meetings.
8. Perform other finance-related duties as requested by the Chairperson.

### **Appendix F ~ Alternate Treasurer**

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

1. Serve as Alternate Financial Officer.
2. Assist Treasurer reconcile and prepare all monthly financial statements.
3. Assist with preparing annual budget.
4. Provide financial reports and current bank statements at monthly meetings when treasurer is unable to do so.
5. Compiles cash and checks from donations/sales from Tri-County Intergroup Office before the 15<sup>th</sup> and 30<sup>th</sup> of each month and fill out the group donations spreadsheet and report at meetings.
6. Assist with review and submission of IRS form 990 for the previous year by May 15<sup>th</sup>.
7. Attend all Intergroup meetings.
8. Perform other finance-related duties as requested by the Treasurer.

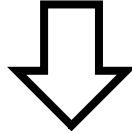
### **Appendix G ~ Web Master**

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

1. Must Have a working knowledge of computers, web page management and domains.
2. Record and track website usage thru traffic statistics.
3. Maintain the website to ensure links work, contact information is correct and coordinate online schedule updates with the office.
4. Maintain Tri-County Intergroups Domain Name.

5. Maintain the E-Mail addresses on whatever service is being used at the time of their appointment.
6. Make necessary changes to website access as needed.
7. Attend monthly TCIO meetings to present report for the activities.
8. Manage incoming requests and funnels those requests to the proper group and/or district to make contact.

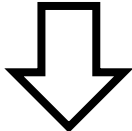
**Groups**



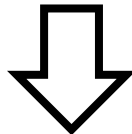
**Group  
Representative**



**TCIO Board**



**Office  
Manager**



<b>Assist Board &amp; Committees</b> ----- <b>Schedule Meeting Room, Zoom &amp; Computer Access</b>	<b>Daily Office Procedures</b> ----- <b>Pay Bills, File Paperwork, Train Staff, Cleaning/ Maintenance</b>	<b>Assistant Manager</b> ----- <b>Office Staff Point of Contact, Staff Office Schedule</b>	<b>Publications Purchase/Sales</b> ----- <b>Order, Stock, and Sell or Distribute Publications, Chips and Medallions</b>
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