

Amended By-Laws Ratified: April 12, 2004
Article 22 amended: October 5, 2021
Meetings #14 amended: **June 10, 2024**
Meetings #16 Added: **June 10, 2024**

BY-LAWS FOR THE RIVER CITIES INTERGROUP OF ALCOHOLICS ANONYMOUS

The River Cities Intergroup is made up of elected representatives from the Alcoholics Anonymous groups (see GSO pamphlet "The AA Group") located in the River Cities areas.

PURPOSE

(See "The AA Group" pamphlet pages 44 & 45)

1. The purpose of the River Cities Intergroup is to provide a forum for the interchange of ideas between groups.
2. To provide funds for the operation of the River Cities Central Office (the Prudent Reserve of no less than six (6) months.
3. To provide leadership & direction for the smooth operation of a River Cities Central Office, all of this to facilitate carrying the message to the alcoholic who still suffers.
4. To respond to phone or walk-in requests for help from sick alcoholics and, when appropriate, arrange for AA volunteers (listed with Intergroup) to accompany them to an AA meeting.
5. To maintain "AA" listings in local phone directories, handle phone & mail inquiries, and route them to appropriate local groups.
6. To distribute up-to-date meeting schedules.
7. To serve as a communications center for participating groups and publish a periodic newsletter to promote group communications.
8. To coordinate the efforts of Intergroup committees.
9. When appropriate, to provide information on treatment facilities, hospitals, and halfway houses.
10. To handle requests for information about AA from local news media, arrange local radio or TV programs about AA and furnish speakers for schools and non-AA organizations.
11. To cooperate with local, district and area committees. (Some Intergroups elect a member to serve as area liaison and welcome their participation in Intergroup meetings).
12. To maintain communication and cooperation - not affiliation - with the community and helping professionals in the field of alcoholism.

The River Cities Intergroup, in keeping with AA Tradition, recognizes the autonomy of the AA groups in the area and does not claim to perform any governmental function. The River Cities Intergroup pledges cooperation with Arizona, Nevada and California Area Assemblies, and all AA service entities.

MEETINGS

13. Intergroup meetings shall be held monthly with the time and place to be designated by the Intergroup.
14. A quorum shall consist of four (4) voting members.
15. Meetings shall be conducted according to the published standing rules, guidelines, or traditional AA procedures.
16. Activities Coordinator is a voting member of intergroup.

MEMBERSHIP

A VOTING Intergroup member shall be an individual, sober one (1) year or more, elected by their group for a minimum one (1) year term. Other voting Intergroup members shall be individuals elected as Officers and Chairpersons of Intergroup standing committees. Each group can have an alternate to ensure Intergroup representation when the regular representative is unable to attend. The Intergroup may elect voting members from qualified AA individuals. No group or member shall have more than one vote regardless of the positions held.

DUTIES OF INTERGROUP REPRESENTATIVES

17. Representatives should be responsible for personally attending all monthly meetings or arranging for the alternate to attend.
18. To vote on matters presented at the Intergroup meeting.
19. To report back to their group on matters which come before the Intergroup.
20. Approval of all expenditures over one-hundred dollars (\$100.00) not included in the approved annual budget.

OFFICERS

Officers shall be elected and installed at the Annual June meeting. Nominations of eligible individuals (see eligibility requirements for each elected officer) can be made by groups. Group nominations can be submitted on the ballot circulated by the Intergroup during its April meeting. The Intergroup is responsible for finalizing a ballot of eligible candidates, from the floor, if necessary, at the June meeting. A simple majority of the Intergroup membership is needed for election. Positions left vacant before term expirations shall be filled by the Intergroup at special elections from qualified candidates.

PRESIDENT/CHAIRPERSON: The President/Chairperson is elected for a one (1) year term, but not to exceed three (3) consecutive terms.

Requirements:

21. Three (3) years of sobriety
22. A member of the Intergroup for six (6) months
23. To preside over Intergroup meetings
24. To appoint special committees as authorized by the Intergroup
25. Vote as a tie breaker only

VICE CHAIRPERSON: The Vice-Chairperson is elected for a one (1) year term, but not to exceed three (3) consecutive terms. The Vice Chairperson is a voting member of Intergroup.

Requirements:

26. Three (3) years of sobriety
27. A member of the Intergroup for six (6) months or prior Intergroup experience

Duties:

28. To preside over Intergroup meetings in the absence of the President/Chairperson
29. To inform Group Secretaries concerning the non-attendance of Group Representative at Intergroup meetings
30. To act as an Intergroup member-at-large to promote Intergroup participation among the local groups

RECORDING SECRETARY: Elected to a one (1) year term by the members of the Intergroup. The Recording Secretary is a voting member of Intergroup.

Requirements:

31. One (1) year of sobriety

Duties:

32. To keep minutes of Intergroup meetings
33. To keep an accurate attendance of Group Representatives at Intergroup meetings and to provide same to the Vice Chairperson

TREASURER: Elected to a one (1) year term by the members of the Intergroup. The Treasurer may serve consecutive terms. The Treasurer is a voting member of Intergroup.

Requirements:

34. Three (3) years sobriety
35. Six (6) months on the Intergroup
36. Basic knowledge of fiduciary responsibilities, cash accounting and computer skills

Duties:

37. Maintain records and ledgers necessary for accurate financial reports
38. Prepare monthly income and expense statements and statements of cash assets and present same at Intergroup meetings
39. Furnish to audit committee the financial records and statements necessary to conduct the audit and committee audit report. The audit report will be presented to the May Intergroup meeting
40. The Intergroup shall assign any additional duties
41. Payments exceeding one-hundred dollars (\$100.00) will not be made without Intergroup approval unless, as a result, of the approved annual budget.

CENTRAL OFFICE MANAGER: Paid position employed by the River Cities Central Office, Inc.

Requirements:

42. Two (2) years sobriety
43. Computer and office management skills
44. River Cities Central Office, Inc. sets employment conditions, hours and approves overtime

Duties: (not an inclusive list of all duties)

45. Responsible for the operation of the Central Office
46. Responsible for the preparation of correspondence and reports requested by the Intergroup, its officers and committees.
47. A voting member of Intergroup
48. Responsible for the maintenance of virtual telephone system and website
49. Recruit, train and supervise telephone volunteers
50. Make monthly follow-up calls to telephone volunteers
51. Follow the AA Guidelines on Central or Intergroup Offices

The hiring of paid personnel must be proposed to and approved by the Intergroup. Job requirements and duties will be published in the office newsletter for a minimum of one (1) month to solicit applicants. The President/Chairperson will appoint a committee comprised of three (3) Intergroup members to screen applicants. The screening committee will recommend applicants to the Intergroup and the Intergroup will make the final selection.

COMMITTEES

PUBLIC INFORMATION COMMITTEE: (PI Committee)

Chairperson: Elected to (1) one-year term by the Intergroup. The PI Chairperson is a voting member of Intergroup.

Requirements:

- 52. Two (2) years sobriety

Duties:

- 53. To manage the dissemination of AA information to professional, public, and civic organizations. This is to be consistent with AA Traditions and the Public Information Workbook.

NEWSLETTER CHAIRPERSON: Elected to a one (1) year term by the Intergroup. The Newsletter Editor is a voting member of Intergroup.

Requirements:

- 54. One (1) year sobriety and writing skills

Duties:

- 55. To prepare, publish and distribute a monthly newsletter. The newsletter should include:
 - a. A digest of the Intergroup minutes
 - b. Committee activities
 - c. Monthly report of group contributions
 - d. AA social events
 - e. Any other material that the editor and Intergroup deems worthwhile

HOSPITALS & INSTITUTIONS COMMITTEE: (H&I Committee)

Chairperson: Elected to a one (1) year term by the Intergroup. The H&I Chairperson is a voting member of Intergroup.

Requirements:

- 56. Two (2) years of sobriety

Duties:

- 57. To establish AA meetings in hospitals and institutions
- 58. To provide AA members to cover or conduct meetings when requested
- 59. To provide literature for hospitals and institutions when funds are available
- 60. Follow AA Guidelines on Treatment Committees, AA Guidelines on Corrections Committees, as well as Workbooks on Treatment and Corrections

THE RIVER ROUNDUP CONVENTION COMMITTEE: The Convention Committee is an independent, standing committee of the Intergroup. The Committee's main function is to produce and conduct the annual River Roundup Convention which is the primary financial support for the River Cities Central Office. The Committee elects its own officers and appoints Committee sub-chairpersons each year. The Convention Chairperson is a voting member of the Intergroup. This committee is accountable to the Intergroup with a monthly report and shall conduct itself in the best interest of Alcoholics Anonymous.

Activities Coordinator:

AMENDING THE BY-LAWS

An amendment must be submitted in writing at an Intergroup meeting. If two-thirds (2/3) of the Intergroup members present by vote concur, the Central Office Secretary shall make the proposed amendment available to individual groups via present Intergroup members. Written amendments will also be made available at the Central Office and in the next regularly published Newsletter.

Each group has up to two (2) months from the date of the Intergroup meeting in which amendment was first proposed to vote on the amendment(s) and report their acceptance or rejection to the Central Office Secretary. If a group does not report their vote in this time limit, the group forfeits its' vote. Ratification of amendments requires a two-thirds (2/3) majority of the responding groups.

STANDING RULES

Intergroup Meeting Agenda:

61. Sign monthly roll call and establish quorum
62. Call meeting to order
63. Recording Secretary reads minutes of last meeting
64. Review of monthly financial reports
65. Review of monthly Office Manager's report
66. Committee Reports:
 - a. H&I Committee
 - b. PI Committee
 - c. Newsletter
 - d. River Round-Up
 - e. Special Committees
67. Group Reports
68. Old Business
69. New Business
70. Elections
71. Announcements
72. Adjournment

Meeting Times:

73. The Intergroup will meet monthly and set its own date and time
74. Special meetings may be called by the Intergroup Chairperson

Attendance:

75. Intergroup meeting attendance is voluntary to the local groups. However, because the Intergroup represents AA in the Tri-state area, it is understood that its functioning is inhibited without the groups' support with the attendance of their representatives.
76. Attendance by Officers and Committee Chairpersons are essential. When excessive absences inhibit the functioning of the Intergroup, the Vice-chair will contact the individual to determine their willingness to continue or resign.

Amending Standing Rules:

Standing rules may be amended by a two-thirds (2/3) vote of Intergroup members in attendance.

ADDITIONAL COMMITTEES: Additional committees, their duties, and agendas, may be created by the Intergroup. These Chairpersons will have voting status on the Intergroup.