

**This is the final draft for your review. There are obvious edits needed, but there will be no changes in content or spirit of this document unless indicated by Groups Conscience. Please direct any questions or concerns to SKIG Chair: jenpfeil@yahoo.com It is my pleasure to serve you. jennP*

Thank you to David B, Dist 39 liaison for his heart and endurance in overseeing this project!

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BY-LAWS OF THE SNO-KING INTERGROUP ASSOCIATION OF ALCOHOLICS ANONYMOUS

ARTICLE I – OBJECTIVES

The Sno-King Intergroup Association of Alcoholics Anonymous, Inc. (hereinafter referred to as “Intergroup”) serves the member groups of Alcoholics Anonymous (hereinafter referred to as “A.A.” in full accordance with the Twelve Traditions and the Twelve Concepts of Alcoholics Anonymous. Services shall include but are not limited to:

- A. Receiving and distributing Twelfth Step calls.
- B. Answering inquiries about A.A.
- C. Supporting District standing committees; establishing ad hoc committees as needed.
- D. Providing local A.A. meeting lists.
- E. Ordering, selling, and distributing A.A. Conference approved literature.
- F. Assistance in the organization and establishment of new A.A. groups when requested.
- G. Act as a clearing house for information on A.A. related activities.
- H. Arrange systems for groups to exchange speakers.
- I. Maintain communication and cooperation – but not affiliation – with the community and helping professionals in the field of alcoholism.

ARTICLE II – MEMBERSHIP

The membership of Intergroup shall consist of any A.A. group in north King County and south Snohomish County wishing to participate demonstrating a desire to join by maintaining a current group information form with the Intergroup office, giving the name of the group, meeting place and time, Intergroup representative’s name, address, and telephone number.

ARTICLE III – BOARD OF DIRECTORS

The business and property of the Intergroup Association shall be managed by a board of directors, including:

- 1. Chair
- 2. Alternate Chair
- 3. Treasurer
- 4. Recording Secretary
- 5. Office Manager

The Board of Directors and Officers shall remain responsible to and responsive to the groups they serve.

In the event that a Board Member is no longer serving the Intergroup:

If a Board Member misses two consecutive meetings they shall be contacted by the Chair asked to resign. If the Board Member is not contacted after three attempts the Board Member shall be considered resigned.

The Chair, the Alternate Chair, the Treasurer and the Recording Secretary shall be elected for a term of two years.

The Office Manager shall be appointed by the other Board Members.

Each Board Member shall serve until their successor is elected and qualified.

Each Board Member shall respect and honor the Spirit of Rotation according to the Service Guidelines of Alcoholics Anonymous.

Should any office become vacant during the term, the Board shall appoint an individual to complete the term of said position.

1. INTERGROUP CHAIR: QUALIFICATIONS AND RESPONSIBILITIES

The Intergroup Chair is an elected trusted servant of the Intergroup, chairing all monthly and special meetings and ensuring that all matters brought before the meeting are dealt with in an orderly manner.

The Chair shall be responsible to hold and chair a monthly meeting of the Intergroup Representatives, elected Intergroup Officers, the Representatives of the Service and Special Committees, and the Office Manager. The responsibilities and qualifications of said Chair shall be:

Qualifications:

It is recommended that the Chair shall have three years immediate, continuous sobriety and prior A.A. service experience.

Responsibilities:

- A. The Chair shall serve for two years and said term shall begin in January and expire in December.
- B. The Chair shall formulate and oversee policy for operation of the Intergroup office.
- C. The Chair shall maintain the legal status of the Intergroup,
- D. The Chair shall be available to assist the Ad Hoc and Standing Committees as needed.
- E. The Chair should encourage the consistent representation of the Ad Hoc and Standing Committees at monthly meetings.
- F. The Chair shall appoint the Chair of any Ad Hoc Committee, subject to

Intergroup's approval.

- G. The Chair may call special meetings of the Board of Directors by adequate notification to said Board members.
- H. The Chair may call special meetings for all A.A. members in the Intergroup area only after receiving the approval of the Intergroup Board. Notices of any special meetings of A.A. must state the purpose for which they were called.

2. INTERGROUP ALTERNATE CHAIR: QUALIFICATIONS AND RESPONSIBILITIES

The Intergroup Alternate Chair is an elected trusted servant of The Intergroup. The Alternate Chair attends all meetings of the Intergroup Board and the Intergroup Representatives and assumes the responsibilities of the Chair whenever the Chair is unable to serve.

Qualifications:

It is recommended that the Alternate Chair shall have three years immediate, continuous sobriety and prior A.A. service experience.

Responsibilities:

- A. The Alternate Chair shall serve for two years and said term shall begin in January and expire in December.
- B. The Alternate Chair shall be available to assist the Ad Hoc and Standing Committees as needed.

3. TREASURER: QUALIFICATIONS AND RESPONSIBILITIES

The Intergroup Treasurer is an elected trusted servant of The Intergroup. The Treasurer attends all meetings of the Intergroup Board and the Intergroup Representatives and provides clear and concise reporting of the Intergroup's financial affairs.

The Treasurer shall be responsible to provide a written financial summary at the regular monthly meeting. The Treasurer is responsible to answer inquiries concerning the financial matters of Intergroup.

Qualifications:

It is recommended that the Treasurer shall have two years' immediate, continuous sobriety and prior A.A. service experience.

Responsibilities:

- A. The Treasurer shall serve for two years and said term shall begin in January and expire in December.
- B. The Treasurer shall provide financial reports upon request by the Board or any Intergroup member.
- C. When requested by The Board the Treasurer shall arrange for a Certified Public

Accountant to perform a compilation for the financial period ending December 31st of each year. The report shall be available within sixty days of said financial period.

- D. To submit for approval at the November meeting a projected yearly budget for the Intergroup for the following year.

4. RECORDING SECRETARY: QUALIFICATIONS AND RESPONSIBILITIES

The Recording Secretary is an elected trusted servant of the Intergroup. The Secretary attends all meetings of the Intergroup Board and Intergroup Representatives and keeps accurate minutes of all meetings.

Qualifications:

It is recommended that the Recording Secretary shall have two years' immediate, continuous sobriety.

Responsibilities:

- A. The Recording Secretary shall be responsible to provide in a timely manner complete minutes of each meeting. These minutes shall contain a record of the proceedings of the Intergroup meetings and the written reports, when provided, from the Intergroup Representatives, Officers, and Committees.
- B. The Recording Secretary shall serve for two years and said term shall begin in January and expire in December.
- C. A copy of the minutes shall be maintained at the Intergroup office.

5. OFFICE MANAGER

The Office Manager is a Board appointed Board Member of the Intergroup. The Office Manager attends all Board and Representative meetings of the Intergroup, maintains the office environment, and purchases office supplies.

Qualifications:

It is recommended that the Office Manager have two years immediate continuous sobriety.

Responsibilities

The Office Manager shall serve for one year and said term shall begin in January and expire in December unless otherwise determined by the Board.

ARTICLE IV – TRUSTED SERVANTS

1. VOLUNTEER COORDINATOR AND ALTERNATE VOLUNTEER COORDINATOR

The Volunteer Coordinator and Alternate Volunteer Coordinator shall ensure that the

Intergroup office is staffed with sufficient volunteer support to answer the telephones and sell literature according to the guidelines in the Volunteers' Handbook.

Qualifications:

It is suggested that the Coordinator have two years' immediate, continuous sobriety. The Coordinator shall be appointed by the Intergroup Chair subject to Intergroup approval.

Responsibilities:

- A. Said term shall be two years and shall begin in January and expire in December.
- B. The Coordinator shall be responsible to provide a report of volunteer activity to ensure the committee is at the regular monthly meeting and submit a written report as needed.
- C. If the Coordinator is not represented at two consecutive Intergroup meetings, the committee shall be contacted by the Chair. If the committee is not represented at the next Intergroup meeting, the Chair of said committee may be removed.
- D. Attends all Intergroup Representative meetings.

2. 12th STEP COORDINATOR

The 12th Step Coordinator is responsible to maintain, recruit and educate the members on the 12th Step call list and to work with others in developing this list and educating volunteers.

Qualifications:

It is suggested that the Coordinator have two years immediate, continuous sobriety. The Coordinator shall be appointed by the Intergroup Chair subject to Intergroup approval.

Responsibilities:

- A. Said term shall be two years and shall begin in January and expire in December.
- B. The Coordinator shall be responsible to provide a report of volunteer activity to ensure the committee is at the regular monthly meeting and submit a written report as needed.
- C. Attends all Intergroup Representative meetings.
- D. If the Coordinator is not represented at two consecutive Intergroup meetings, the committee shall be contacted by the Chair. If the committee is not represented at the next Intergroup meeting, the Chair of said committee may be removed.

3. LITERATURE COORDINATOR AND ALTERNATE LITERATURE COORDINATOR

The Literature Coordinator and Alternate Literature Coordinator shall be responsible to ensure that A.A. and other the Intergroup approved literature is available for sale to groups and individuals. The Literature Coordinator and Alternate Literature Coordinator shall be overseen by the the Intergroup Chair or the Chairs appointee, which will set the literature budget in accordance with the Treasurer's Report and needs of the Intergroup office. The Literature Coordinator will review items offered for sale and refer any requests for non-A.A. material to the Intergroup Representatives for review and a vote.

Qualifications:

It is suggested that the Literature Coordinator have two years' immediate, continuous sobriety.

Responsibilities

- A. The Literature Coordinator shall serve for one year and said term shall begin in January and expire in December.
- B. The Literature Coordinator shall be responsible to ensure the committee is represented at each Intergroup meeting and a written report submitted as needed.
- C. Attends all Intergroup Representative meetings.
- D. If the Coordinator is not represented at two consecutive Intergroup meetings, the Coordinator shall be contacted by the Chair. If the Coordinator is not represented at the next Intergroup meeting, the Chair of said committee may be removed.

4. CELL PHONE COORDINATOR

The Cell Phone Coordinator is responsible for the coordination of answering the Intergroup cell phone. The cell phone is to answer inquiries made to the Intergroup office when the office is closed or the office telephone is otherwise not being answered.

Qualifications:

It is suggested that the Cell Phone Coordinator have two years' immediate, continuous sobriety.

Responsibilities

- A. The Cell Phone Coordinator shall serve for one year and said term shall begin in January and expire in December.
- B. Maintain cell phone equipment and service bag of all needed material to assist volunteers
- C. Recruit, delegate and orient volunteers.
- D. With the Volunteer Coordinator, recruit and educate groups and individuals
- E. Attends all Intergroup Representative meetings.
- F. If the Coordinator is not represented at two consecutive Intergroup meetings, the Coordinator shall be contacted by the Chair. If the Coordinator is not represented at the next Intergroup meeting, the Chair of said committee may be removed.

5. ARCHIVES COORDINATOR

The Archives Coordinator maintains record for posterity and otherwise.

Qualifications:

It is suggested that the Archives Coordinator have one year immediate, continuous sobriety.

Responsibilities

- A. The Archives Coordinator shall serve for one year and said term shall begin in January and expire in December.
- B. The Archives Coordinator is responsible for gathering, maintaining and organizing all material and correspondence generated by the Intergroup.
- C. Maintains legal documents with proper storage
- D. Attends all Intergroup Representative meetings.
- E. If the Coordinator is not represented at two consecutive Intergroup meetings, the Coordinator shall be contacted by the Chair. If the Coordinator is not represented at the next Intergroup meeting, the Chair of said committee may be removed.

6. E-MAIL MONITOR

The E-mail Monitor is to provide response to email requests for information regarding meeting location or other requested information about the Intergroup and our purpose in helping the still suffering alcoholic.

Qualifications:

It is suggested that the Email Monitor have one year immediate, continuous sobriety.

Responsibilities

- A. The Cell Phone Coordinator shall serve for one year and said term shall begin in January and expire in December.
- B. Collect emailed flyers into a folder on the email account
- C. Print flyers for monthly meetings
- D. Delete junk email from the the Intergroup email account
- E. Notify the the Intergroup Chair of unusual activity regarding the email account
- F. Attends all Intergroup Representative meetings.
- G. If the Coordinator is not represented at two consecutive Intergroup meetings, the Coordinator shall be contacted by the Chair. If the Coordinator is not represented at the next Intergroup meeting, the Chair of said committee may be removed.

7. NEWSLETTER/WEB COORDINATOR

The Newsletter/Web Coordinator is responsible to edit, publish, and distribute a newsletter and/or web site for its members in the area.

Qualifications:

It is suggested that the Newsletter/Web Coordinator have two years' immediate, continuous sobriety.

Responsibilities

- A. The Newsletter/Web Coordinator shall serve for one year and said term shall begin in January and expire in December.
- B. This newsletter and/or web site may include the meeting minutes of the last

Intergroup meeting and the Treasurer's report.

- C. The Newsletter/Web Coordinator may establish a committee to further their work. The committee shall select their members from among volunteers. It is suggested that the Coordinator have two years' immediate, continuous sobriety.
- D. The Coordinator shall be responsible to the Intergroup Representatives for the newsletter contents.
- E. The Coordinator shall be responsible to ensure representation at each Intergroup meeting and that a written report is submitted as needed.
- F. Attends all Intergroup Representative meetings.
- G. If the Coordinator is not represented at two consecutive Intergroup meetings, the Coordinator shall be contacted by the Chair. If the Coordinator is not represented at the next Intergroup meeting, the Chair of said committee may be removed.

ARTICLE V – INTERGROUP REPRESENTATIVES: QUALIFICATIONS AND RESPONSIBILITIES

An Intergroup Representative is an elected, trusted servant of the A.A. group. Intergroup Representatives meet at a specified regular monthly meeting. They are responsible to represent their group on matters being considered at the meetings. Each recorded group within the Intergroup area shall send a Representative or Alternate to Intergroup meetings. The responsibilities and qualifications of said Group Representative or Alternate are suggested as follows:

Qualifications:

It is recommended that the Group Representative or Alternate shall have six months' immediate, continuous sobriety and the capability of effectively representing their group.

Responsibilities:

- A. It is recommended that the Group Representative or Alternate serve for one year.
- B. To bring matters of concern from their groups to the Intergroup meetings for discussion and present motions when requested by their groups.
- C. When indicated, to obtain a "group conscience" from their group and voice their group's conscience and return that vote to the Intergroup meeting.
- D. Maintain a current group information form at the Intergroup office.
- E. Obtain from their group contacts for twelfth-step calls and speaker lists and submit them to the Intergroup office.
- F. Inform their home group of all Intergroup activities; provide information to any interested A.A. member when requested regarding Intergroup activities.
- G. Attend all Intergroup Representative meetings and attend their home group business meeting.

ARTICLE VI – COMMITTEES

1. NOMINATING COMMITTEE AND ELECTIONS

The Nominating Committee shall select and present a slate of candidates qualified as defined in the By-Laws for the Board of Directors.

- A. The Intergroup Representatives shall elect from amongst themselves two members to be on the Nominating Committee.
- B. The Chair of the committee shall be the office manager.
- C. The Nominating Committee will name only those who have consented to serve.
- D. Nominations may be made by anyone present at the Intergroup meeting in September.
- E. The slate of candidates proposed, including their sobriety date and home group, shall be published after the September meeting. The candidates shall give a brief history of their service experience and qualifications at the October meeting.
- F. Any candidate not present or represented at the November board meeting shall be considered to have withdrawn.
- G. A candidate shall be considered elected upon receiving two-thirds of the votes cast; elections shall be conducted in accordance with the Third Legacy Procedures as defined in the A.A. Service Manual.

2. AD HOC COMMITTEES

Ad Hoc Committees are formed for a specific stated purpose. These committees will disband when their stated purpose has been completed. Examples of ad hoc committees are relocation, By-Laws, computer, et al.

The Ad Hoc Committee Chair is appointed by the Intergroup Chair with approval from the Board members. All committee members are subject to Intergroup approval.

3. STANDING COMMITTEES

The Intergroup will support the District or other A.A. service structure or assist in filling The District's standing service committee positions as needed.

ARTICLE VII – INTERGROUP REPRESENTATIVES MEETINGS

The Intergroup Representatives meet monthly and deal with policy and plans. The Intergroup authority is derived from the participating groups via their representatives who reflect the groups' will and conscience in the operations of the Intergroup.

- A. The Intergroup Rep meetings are held monthly at a time determined by a group conscience of the Board, Trusted Servants and Intergroup Representatives.
- B. No less than seven A.A. members shall constitute a quorum at any Intergroup Representative meeting.
- C. All meetings will be conducted in accordance with the Twelve Traditions, the Twelve

Concepts, the A.A. Service Manual, and the By-Laws of the Intergroup.

D. The meeting will be conducted in accordance with the agenda prepared by the Chair. Any member or group may submit an item for the agenda to the Chair or Alternate Chair.

1. The Chair can allow A.A. members, not otherwise represented, permission, granted prior to the meeting, to address the meeting.
2. Copies of the Twelve Traditions, the A.A. Service Manual, the Intergroup By-Laws and the Intergroup Policies and Procedures shall be present and available at all meetings.

E. On issues involving "Right of Decision" all Directors, Officers and each Group represented shall have one vote. Right of Decision motions shall pass with a simple majority.

F. Amendments to the By-Laws are automatically sent back to the groups for a group conscience.

G. Any other motions or matters of concern presented to the Intergroup shall pass by a two-thirds majority, unless one third of the groups represented and the Officers voting deem it necessary to refer the motion to the groups for a GROUP CONSCIENCE.

H. Matters for group conscience will be finalized into written form.

I. A motion may be tabled only once and must be acted on within the next two meetings.

ARTICLE VIII – INTERGROUP FUNDS

All monies accumulated from group contributions, sale of books and literature, or any other A.A. source, shall be maintained in a bank account subject to disbursement for paying the corporation's obligations. Those authorized to sign for the Corporation shall be the Chair or the Treasurer

ARTICLE IX – AMENDMENT OF THE BY-LAWS

Any A.A. member may propose an amendment to the By-Laws by the following process:

- A. A proposed amendment is made in writing at a monthly meeting.
- B. A discussion is held and the proposed amendment is voted on to determine if the proposed amendment shall go to the groups for ratification.
- C. A two-thirds majority of the groups casting votes is necessary to amend.

The amendment shall go into effect immediately upon its adoption unless the motion to adopt specifies a time otherwise.