



# Finger Lakes Area Intergroup Bylaws

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[www.fingerlakesaa.org](http://www.fingerlakesaa.org)



## **Introduction**

The Finger Lakes Area Intergroup is a service organization formed pursuant to the Ninth Tradition of Alcoholics Anonymous (A.A.) to operate on behalf of the A.A. Groups of the Ontario, Seneca, Wayne and Yates county areas in accordance with the Twelve Traditions and Twelve Concepts of Alcoholics Anonymous. The Intergroup exists to aid the Groups in their common purpose of carrying the A.A. message to the alcoholic who still suffers.

## **Article I**

### **Name, Mission, Type, Responsibilities and Purposes**

#### **Section 1.01 – Name and Address of the Organization**

- A. The name of the organization is the Finger Lakes Area Intergroup (hereinafter “the Intergroup” or “Intergroup” or “FLAI”).
- B. The principle address of the Intergroup is in the State of New York, County of Ontario, at the mailing address: PO Box 204, Clifton Springs, NY 14432.

#### **Section 1.02 – Mission Statement**

To serve as a central office, giving Ontario, Seneca, Wayne, and Yates county A.A. groups (Appendix II) a way to coordinate twelfth step work on a larger scale than would be possible by an individual group thus aiding the groups in their common purpose of carrying the A.A. message to the alcoholic who still suffers.

#### **Section 1.03 – Organization Type and Responsibilities**

- A. The Intergroup is a not-for-profit organization of Alcoholics Anonymous groups governed by these bylaws, and approved written policies and guidelines of the Intergroup. The purposes of the Intergroup are limited exclusively to charitable, and educational purposes.
- B. The principle responsibilities of the Intergroup are to promote the unity of the Ontario, Seneca, Wayne, and Yates county area groups in accordance with A.A.’s First Tradition; to carry the message of Alcoholics Anonymous in accordance with A.A.’s Fifth Tradition; to respond to the needs of the Alcoholics Anonymous groups in accordance with A.A.’s Ninth Tradition; and to provide a central source of information about Alcoholics Anonymous in accordance with A.A.’s Eleventh Tradition.

#### **Section 1.04 – Structure and Purposes**

- A. The Intergroup shall be composed of representatives chosen by the Alcoholics Anonymous groups within Ontario, Seneca, Wayne and Yates counties, which elect to participate in the affairs of the Intergroup, as well as Intergroup Officers and chairpersons of the Intergroup Standing Committees as described in these bylaws.
- B. The specific purposes for which the Intergroup is organized are as follows:
  - 1. To provide a central office from which services may be rendered to the Alcoholics Anonymous groups, Alcoholics Anonymous members, and any individual seeking recovery from alcoholism.
  - 2. To provide and disseminate information concerning Alcoholics Anonymous and its program of recovery to individuals, Alcoholics Anonymous groups and the public.
  - 3. To assemble and maintain a listing of volunteer members of Alcoholics Anonymous who are willing to make 12-Step calls.
  - 4. To organize, conduct and encourage fellowship and social activities as the Intergroup determines.
  - 5. To provide a current directory of meetings of Alcoholics Anonymous groups in the Ontario, Seneca, Wayne and Yates county areas, including information about groups that provide special needs services.
  - 6. To provide, as appropriate, Alcoholics Anonymous meetings at institutions.
  - 7. To provide a periodic bulletin of news and activities of Alcoholics Anonymous groups in the Ontario, Seneca, Wayne and Yates county area.

### **Section 1.05 – Warranties**

- A. In all its proceedings, the Intergroup observes the spirit of the A.A. Traditions, taking care that the Intergroup never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve are its prudent financial principle; that none of the officers or members be placed in a position of unqualified authority over any others; that all important decisions be reached by discussion, vote and whenever possible with substantial unanimity; that no Intergroup action ever be personally punitive or an incitement to public controversy; that although the Intergroup may act for the service of the participating Alcoholics Anonymous groups, it never performs any acts of government; and that, like the Society of Alcoholics Anonymous which it serves, the Intergroup itself will always remain democratic in thought and action.
- B. Specifically excluded from the objectives of the Intergroup are (as outlined in the Sixth Tradition):
  - 1. The operation of any club, club house or 12<sup>th</sup> step hall to the endorsement of any public or private projects on alcoholism.

## **Article II**

### **Members and Intergroup Representatives**

#### **Section 2.01 – Members**

- A. Any A.A. group (with or without a General Service Number) within the Ontario, Seneca, Wayne and Yates county area may participate in the Intergroup by electing an Intergroup Representative (and optionally an Alternate Intergroup Representative) and notifying the Intergroup Secretary so that they may be registered into the Voting Intergroup Body. Registration allows each group a voting card to cast their vote. One group casts one vote whether it be voted by their Intergroup Representative or alternate Intergroup Representative. Each group shall determine the qualifications and procedures by which an Intergroup Representative and Alternate Intergroup Representative are elected. However, it is suggested that each Intergroup Representative and Alternate Intergroup Representative have a minimum of one year continuous sobriety. It is suggested that these positions be held for two-year terms to provide consistency and experience in the Intergroup body.
- B. Any A.A. group whose duly elected Intergroup Representative or alternate has been absent from three consecutive regular meetings of the Intergroup shall be classified as an inactive group for the purposes of determining a quorum. The group shall be so notified by the Intergroup Secretary. Any inactive group will be automatically reactivated upon having an Intergroup Representative or alternate in attendance at a meeting of the Intergroup and by notifying the Intergroup Secretary.
- C. Any A.A. group that is a member of the Intergroup may withdraw its participation in the Intergroup by a group conscience decision and notice, in writing, to the Intergroup Secretary. If, after withdrawal, an A.A. group again desires to participate in the Intergroup, it may do so by a group conscience decision and notice, in writing, to the Intergroup Secretary.
- D. Any Ontario, Seneca, Wayne and/or Yates county A.A. group shall be entitled to the benefit of the services offered by the Intergroup whether they are active or inactive members of the Intergroup.
- E. No A.A. member shall simultaneously serve as an Intergroup Representative or Alternate Intergroup Representative for more than one group at any meeting of the Intergroup.
- F. A copy of the most current bylaws shall be given to every Intergroup Representative or Alternate Intergroup Representative and committee chairperson upon registering with the Intergroup. Upon any amendment to the bylaws, a new copy shall be given to those indicated above. Copies of the current bylaws shall be available to any A.A. member on request as well.

#### **Section 2.02 – Membership Dues**

There are no dues or fees for membership. The Intergroup is self-supporting through the contributions of A.A. members and A.A. groups.

### **Section 2.03 – Record of Those Entitled to Vote at Meetings of the Intergroup**

- A. The Intergroup Secretary shall maintain a current and up-to-date registration list of Intergroup Officers, active Intergroup Representatives, Alternate Intergroup Representatives, and Standing Committee chairpersons. Only those so recorded will be entitled to vote (as defined in Section 2.10).
- B. The Intergroup Secretary will establish policies and procedures by which the membership is tracked, updated, and confirmed. These policies and procedures should be written and available from the Intergroup Secretary.

### **Section 2.04 – Meetings**

- A. Meetings of the Intergroup shall be held no less than eleven times per year on an agreed upon scheduled day, time and place that is decided upon by the Voting Body of the Intergroup.
- B. Special meetings of the Intergroup may be called by a majority of the Intergroup officers or by a two-thirds majority vote of the Voting Body of the Intergroup present at any regular Intergroup meeting. Only those matters, specifically stated in the Notice of a Special Meeting as the purpose for the meeting may be considered at a special meeting.

### **Section 2.05 – Notice of Meetings of the Intergroup**

- A. Notice of all regularly scheduled meetings of the Intergroup shall be published in the newsletter and on website stating the date, time and place the meeting will be held.
- B. Notice of any special meeting of the Intergroup shall, if time permits, be published in the monthly newsletter and on website. If time does not permit publication in the newsletter, the Intergroup Secretary shall give notice in writing to all registered active and inactive groups. The notice of a special meeting shall be communicated no less than seven days prior to the date of the special meeting and shall state the date, time, place and purpose of the special meeting.

### **Section 2.06 – Quorum of the Voting Body of the Intergroup**

A quorum of the Voting Body of the Intergroup must be present at a regular or special meeting of the Intergroup to transact business for the Intergroup. At any meeting of the Intergroup, the presence of 30% of the current active Voting Body of the Intergroup shall constitute a quorum. The Chairperson of the Intergroup, assisted by the acting Registrar, will determine if a quorum is present at any meeting of the Intergroup.

### **Section 2.07 – Procedure of Meetings of the Representatives**

The purpose of parliamentary rules of order are to help people make group decisions after a full, fair and free discussion thus all matters of procedure at meetings of the Intergroup shall follow these rules and/or Robert's Rules of Order modified by the Twelve Traditions and Adapted for the General Service Conference Area 47 Assembly (see Appendix I). In the event of a procedural conflict, these will be used to resolve the conflict or another suitable source (i.e. [www.robertsrules.com](http://www.robertsrules.com)) shall be used to resolve the issue.

### **Section 2.08 – Proxies and Absentee Ballots**

The Intergroup shall not use proxies or absentee ballots for any vote or election.

### **Section 2.09 – Voting at Meetings of the Representatives**

- A. On any matter that is presented for a vote at any meeting of the Intergroup, each member group shall have one vote, each Intergroup Officer shall have one vote, and each standing committee chairperson shall have one vote. A group's vote shall be cast by the Intergroup Representative from that group or, if the Intergroup Representative is not present, by the Alternate Intergroup Representative for that group. A standing committee's vote shall be cast by the chairperson of that committee. Those with voting privileges as outlined above are referred to as the "Voting Body of the Intergroup". If there is a person who holds multiple roles entitled to a vote, that person shall only cast one vote.
- B. In keeping with the Second and Third concepts for World Service, the Voting Body of the Intergroup shall determine which action(s) may be voted on immediately and which motions must be brought back to the groups for further discussion, unless the course of action is defined by these bylaws.
- C. The Chairperson of the Intergroup shall vote only in the event of a tie.

- D. A simple majority of those eligible to vote (provided a quorum is present) shall determine the outcome of any issue presented for a vote with the following exceptions:
- E. Motion to remove an officer requires a seventy-five percent (3/4) majority to pass.
- F. Motion to remove a member requires a seventy-five percent (3/4) majority to pass.
- G. Motion to amend the bylaws requires a sixty-six percent (2/3) majority to pass.
- H. Motion to call a special meeting of the Intergroup requires sixty-six percent (2/3) majority to pass.
- I. Minority opinion will be heard from all members of the Voting Body of the Intergroup voting in the minority. After hearing the minority opinion, if anyone eligible to vote wishes to change their vote, a recasting of votes will be taken.
- J. Prior to each meeting, the Intergroup Representatives will sign in with registration with Assistant Secretary and be issued a voting card. Prior to voting, the Secretary or Assistant Secretary shall verify the number of eligible voters by a show of voting cards. The purpose of this is to ensure that each Intergroup Representative gets one vote each. When a vote is called, eligible voters will raise their cards to be counted by the Chair. The number of “yay” or “nay” votes will be recorded in the minutes. At the close of business, the Assistant Secretary will collect the voting cards.

**Section 2.10 – Responsibilities and Duties reserved for the A.A. Groups**

In keeping with the Second and Third Concepts of World Service, the Voting Body of the Intergroup shall determine which action(s) may be voted on immediately and which motions must be brought back to the groups for further discussion. However, the following items must always be brought before A.A. groups:

- A. All budgets
- B. Amendments to the bylaws
- C. Policy or substantial operational changes
- D. Contracts that legally bind the Intergroup for a period of more than one year and/or exceed five percent of the annual operating budget and are not already included in approved budgets.

**Article III**  
**Officers of the Intergroup**

**Section 3.01 – Number of Officers**

- A. The legal authority and managing body of the Intergroup is hereby designated as the Intergroup Officers. It shall be the duty of the Intergroup Officers, and they shall have the authority, to manage the property, affairs and business concerns of the Intergroup in a manner consistent with the applicable statutes and regulations of the State of New York, and in a manner consistent with these bylaws. Such duties shall include, but are not limited to, responsibility for the Intergroup’s organization, compliance with federal, state, and local laws, protecting the Intergroup’s organization, protecting the Intergroup’s assets and ensuring the financial viability of the Intergroup, allocation of the Intergroup resources in a manner consistent with the Intergroup’s purposes, and operating the Intergroup in accordance with the Twelve Traditions and Twelve Concepts of Alcoholics Anonymous. In furtherance of its duties, the Intergroup Officers shall also have the authority to appoint and discharge agents including attorneys, accountants and webmasters.
- B. The Intergroup Officers shall not take any action requiring the consent or approval of the members until the members have exercised their reserved duties and responsibilities.
- C. The Officers shall attempt to visit the groups within the Ontario, Seneca, Wayne and Yates counties in order to facilitate communication between the Intergroup and the groups as well as to encourage participation in the Intergroup body.
- D. There shall be six Intergroup Officers: the Chairperson, the Assistant Chairperson, the Secretary, the Assistant Secretary, the Treasurer and the Assistant Treasurer. No person may hold more than one office simultaneously, with the exception of temporary absences. No position may be held by more than one person. In order to be considered for the position of an officer, it is suggested the person has served as an Intergroup Representative for at least two years.

### **Section 3.02 – Compensation of Intergroup Officer**

They shall not receive any compensation for their services, but they may be reimbursed for any approved expenses incurred on behalf of the Intergroup. Expenses less than \$99 may be spent without Intergroup approval, whereas \$100 or above approval is needed.

### **Section 3.03 – Conflict of Interest with Intergroup Officer or Committee Chair**

There shall be full disclosure by any Intergroup Officer or Committee Chair having a business or personal interest or relationship that may be in conflict with the interests of the Intergroup. After such disclosure, the Intergroup Officer or Committee Chair shall abide by the determination of the Officers as to whether a conflict exists. If the Intergroup Officers determine that a conflict of interest exists with an Intergroup Officer or Committee Chair, then that individual will not be permitted to participate in such discussion or cast a vote in such matter.

### **Section 3.04 – Chairperson of the Intergroup**

- A. The Chairperson of the Intergroup shall preside over all meetings of the Representatives.
- B. The Chairperson does not function as the supervisor of any employee of the Intergroup.
- C. The suggested minimum length of continuous sobriety for this position shall be four years.
- D. The Chairperson shall be elected, by the Voting Body of the Intergroup, for a term of two years by the Third Legacy procedure. The Intergroup Chairperson cannot hold the position of Intergroup Representative or Alternative Intergroup Representative thus cannot vote within the Intergroup Voting Body with the exception of casting a vote in the event of a tie.
- A. The Chairperson cannot also hold the position of Intergroup Representative or Alternative Intergroup Representative as they are the tie break vote in such a case as needed.
- B. The Chairperson shall have the duties and responsibilities of facilitation of the Intergroup that usually pertain to the office, including but not limited to:
  - 1. Being knowledgeable of Intergroup issues, management effectiveness, Alcoholics Anonymous Twelve Traditions, Twelve Concepts and basic understanding of Roberts Rules.
  - 2. Conducting well-organized, timely and effective meetings.
  - 3. Ensuring agendas and presentations are carefully tailored to facilitate responsible communication and decision-making.
  - 4. Ensuring that committees are staffed with appropriate talent and that communication channels are clear.
  - 5. Fostering a proactive role for committee chairs in fulfilling their duties and responsibilities.
  - 6. Assuring that issues relating to the Intergroup are dealt with in a timely fashion.
  - 7. Being a non-voting ex-officio member of all organization committees.
  - 8. Being an authorized signature on the FLAI bank account.

### **Section 3.05 – Assistant Chairperson of the Intergroup**

The Assistant Chairperson shall, in the absence of the Chairperson, or during the incapacity of the Chairperson as determined by the Intergroup, perform all duties of and assume all responsibilities of the Chairperson until such authority is revoked by the Intergroup. The Assistant Chairperson shall perform such other duties as usually pertain to the office, or as are properly required of the Assistant Chairperson.

- A. The suggested minimum length of continuous sobriety for this position shall be three years.
- B. The Assistant Chairperson shall be elected, by the Voting Body of the Intergroup, for a term of two years.
- C. The Assistant Chairperson can also hold the position of Intergroup Representative or Alternative Intergroup Representative casting only one Intergroup vote.
- D. Duty to provide information regarding the structure and operations of the Intergroup to the new Intergroup Representatives.

### **Section 3.06 – Secretary of the Intergroup**

- A. The Secretary of the Intergroup (or their designee) shall keep minutes of all meetings of the Intergroup Representatives. Such minutes shall reflect all business conducted at the meeting including findings, conclusions, and recommendations. Copies of the minutes, when approved by the Intergroup Representatives respectively, shall be a part of the permanent Intergroup records and shall be maintained for

reference and archival purposes.

- B. The Secretary shall issue notice of all meetings where notice of such meeting is required by these bylaws.
- C. The Secretary shall maintain and be responsible for all Intergroup records, except financial records.
- D. Acting as Registrar, the Intergroup Secretary will assign Intergroup Officer(s) and/or will sign in Intergroup Representatives via Intergroup registration list and issue a voting card to each Intergroup Representative. Prior to voting, the acting Registrar shall verify the number of eligible voters by a show of voting cards. At the close of business, the acting Registrar will collect the voting cards.
- E. The Secretary shall assist with developing and/or updating training and information manuals for the answering service.
- F. Quorum of the Voting Body of the Intergroup responsibilities: the Chairperson of the Intergroup, assisted by acting Intergroup Registrar, will determine if a quorum is present at any meeting of the Intergroup.
- G. The suggested minimum length of continuous sobriety for this position shall be two years.
- H. The Secretary shall be elected, by the Voting Body of the Intergroup, for a term of two years.
- I. The Secretary of the Intergroup can also hold the position of Intergroup Representative or Alternative Intergroup Representative casting only one Intergroup vote.
- J. The Intergroup Secretary will maintain all procedures by which the membership is tracked, updated and confirmed. These procedures should be written and available from the Intergroup Secretary upon request.

### **Section 3.07 – Assistant Secretary of the Intergroup**

- A. The Assistant Secretary shall, in the absence of the Secretary, or during the incapacity of the Secretary as determined by the Intergroup, perform all duties of and assume all responsibilities of the Secretary until such authority is revoked by the Intergroup. The Assistant Secretary shall perform such other duties as usually pertain to the office, or as are properly required of the Assistant Secretary.
- B. The Assistant Secretary of the Intergroup shall keep log of all motions (excluding motions to approve financials, minutes and other common meeting practices) and decisions from each meeting shall be prepared and maintained by the Secretary or his/her designee and shall be a part of the permanent Intergroup records and shall be maintained for reference and archival purposes.
- C. Announce new Intergroup Representatives at beginning of Intergroup meeting to welcome and introduce to Voting Body of Intergroup.
- D. The suggested minimum length of continuous sobriety for this position shall be one year.
- E. The Assistant Secretary shall be elected, by the Voting Body of the Intergroup, for a term of two years.
- F. The Assistant Secretary can also hold the position of Intergroup Representative or Alternative Intergroup Representative casting only one Intergroup vote.

### **Section 3.08 – Treasurer of the Intergroup**

- A. The Treasurer shall be responsible for the care and custody of all moneys, securities and assets of the Intergroup, keeping full accurate accounts on these matters and shall report on these matters to the Intergroup Representatives on a monthly basis.
- B. The Treasurer should have an understanding of generally accepted accounting principles.
- C. The Treasurer shall make and sign such reports, statements and instruments as may be required of the Treasurer by the Intergroup Representatives.
- D. The Treasurer shall perform such other duties as usually associated with the office of the Treasurer.
- E. The suggested minimum length of continuous sobriety for this position shall be five years.
- F. The Treasurer shall be elected, by the Voting Body of the Intergroup, for a term of two years.
- G. The Treasurer can also hold the position of Intergroup Representative or Alternative Intergroup Representative casting only one Intergroup vote.

### **Section 3.09 – Assistant Treasurer of the Intergroup**

The Assistant Treasurer shall, in the absence of the Treasurer, or during the incapacity of the Treasurer as determined by the Intergroup, perform all duties of and assume all responsibilities of the Treasurer until such authority is revoked by the Intergroup. The Assistant Treasurer shall perform such other duties as usually pertain to the office, or as are properly required of the Assistant Treasurer.

- A. The suggested minimum length of continuous sobriety for this position shall be two years.
- B. The Assistant Treasurer shall be elected, by the Voting Body of the Intergroup, for a term of two years.

- C. The Assistant Treasurer can also hold the position of Intergroup Representative or Alternative Intergroup Representative casting only one Intergroup vote.

### **Section 3.10 – Terms and Election of Officers**

- A. The officers of the Intergroup shall be elected at the December Intergroup Representative meeting.
- B. All terms will begin on January 2.
- C. In the spirit of service rotation, officers may serve no more than two elected terms in a previously held position.
- D. Any Officer may resign at any time by giving his/her written resignation to the Chairperson or Secretary. The resignation will take effect at the specified time therein, and unless specified therein, the acceptance of the resignation shall not be necessary to make it effective.
- E. The Representatives may remove an officer at any time, with or without cause, provided that the “Voting at Meeting of Representatives” process has been followed as per these bylaws.

## **Article IV** **Committees**

### **Section 4.01 – Standing Committees**

The Standing Committees of the Intergroup are set forth in this Article and will perform the duties set forth below as well as such additional duties as the Intergroup Representatives may assign. In order to be considered for the position of a Standing Committee Chairperson, it is suggested the person has served as an Intergroup Representative for at least two years. The Standing Committees are as follows:

- A. Accessibility Committee
- B. Answering Service Committee
- C. Archives Committee
- D. Corrections Committee
- E. Public Information/Cooperation with the Professional Community (PI/CPC) Committee
- F. Treatment Committee
- G. Website Committee
- H. Special Committees (Ad Hoc)

### **Section 4.02 – Responsibilities of the Standing Committees to the Intergroup**

- A. General Responsibilities: Each standing committee of the Intergroup shall have the following general responsibilities to the Intergroup:
  - 1. Provide a report of each committee meeting which reflects all business conducted; including findings, conclusions and recommendations. Copies of the reports, when approved by the committee, shall be part of the permanent Intergroup record and shall be maintained for reference and archival purposes.
  - 2. Keep the Intergroup Representatives informed about the committee’s activities, concerns and needs through monthly reports at the Intergroup meeting.
  - 3. Notify the Intergroup immediately and in detail concerning any situation that has a potential adverse, legal or financial consequence to the Intergroup.
- B. Financial Responsibilities: Each standing committee of the Intergroup shall have the following financial responsibilities to the Intergroup:
  - 1. Prepare and submit a committee budget for review by the annual Ad Hoc Budget Committee that can be incorporated into the Intergroup budget. Budget requests shall be submitted each year and should include such information as is specified by the Intergroup Treasurer.

### **Section 4.03 – Accessibility Committee**

The purpose of the Accessibility Committee is to assist the Intergroup, the autonomous groups (that wish to participate), and individuals in carrying the message of recovery to the alcoholic with special needs, including, but not limited to, those who are blind or visually impaired, deaf or hard-of-hearing, physically disabled, and those with a limited ability to read. Any activity undertaken by this committee shall be keeping with the A.A.



#### Traditions and Concepts.

- A. The Accessibility Committee shall consist of no less than three members of A.A.
- B. The Chairperson shall be elected for a term of two years.
- C. The suggested minimum length of continuous sobriety for this position shall be two years.
- D. The duties and responsibilities of the Committee are to:
  1. Establish and maintain a list of A.A. members who are willing to provide transportation to and from A.A. meetings, service functions and other A.A. functions, for interested alcoholics who are blind or visually impaired, or who are physically challenged.
  2. Assist the Intergroup in accessing an inventory of A.A. conference-approved literature available in Braille and large-print editions, as well as audio programs and American Sign Language (ASL) videos possibly by connecting with area Intergroup that may have a loan program for individuals to borrow temporarily and/or G.S.O. office for purchase if funds secured for such purpose.
  3. Conduct a periodic needs analysis of the Ontario, Seneca, Wayne and Yates county area concerning alcoholics with special needs. Assess how the Intergroup and the Ontario, Seneca, Wayne and Yates county area groups are serving members with special needs and how these services compare to other areas. Provide the results of this assessment to the Intergroup.
  4. Make recommendations to the Voting Body of the Intergroup for their approval, as to how the Intergroup could enhance services to alcoholics with special needs. The recommendation should be based on current information with assessment of needs and should include the estimated expense required to fund the enhanced services.
  5. Encourage attendance at meetings offering accommodations for special needs (i.e., wheelchair accessibility, ASL, etc.).
  6. Serve as the central resource, as needed, to other Intergroup standing committees when an A.A. member with special needs wishes to participate in any facet of our service structure.
  7. Educate alcoholic members with special needs on the resources currently available from the Intergroup, groups, or other, both locally and otherwise, to improve their access to A.A.'s program of recovery.
  8. Facilitate communication between the alcoholic special needs community and the A.A. groups, the Intergroup, and the A.A. Area Assembly.
  9. Routinely review the Finger Lakes area meeting list to insure that information about any special needs accommodations that are provided at a meeting are included on the list accurately.

#### **Section 4.04 – Answering Service Committee**

- A. The purpose of this committee is to recruit, train, and oversee those A.A. groups or groups of A.A. individuals who have volunteered to answer the answering service “hotline” phone.
- B. The Answering Service Committee shall consist of no less than three members of A.A.
- C. The Chairperson shall be elected for a term of two years.
- D. The suggested minimum length of continuous sobriety for this position shall be two years.
- E. The duties and responsibilities of the Answering Service Committee are:
  1. Develop and continually update training and information manuals with the assistance of the Intergroup Secretary.
  2. Recruit A.A. groups and/or individuals to answer the telephone “hotline”.
  3. Train these individuals as to their responsibilities, procedures and requirements.
  4. Promote and oversee the 12-Step call system to make certain that the hand of A.A. is always extended through phone service by an A.A. member.
  5. Responsible for the printing of the meeting schedules.

#### **Section 4.05 – Archives Committee**

- A. The purpose of the Archives Committee is to gather, organize, preserve and maintain donated documents and oral/written histories pertinent to Alcoholics Anonymous in the Ontario, Seneca, Wayne and Yates county area. Archival materials should present an accurate historical record of A.A. in the Ontario, Seneca, Wayne and Yates county area.
- B. The Chairperson shall be elected for a term of two years.
- C. The Chairperson shall be required to have a minimum of five years of continuous sobriety.

- D. The duties and responsibilities of the Chairperson or committee are to:
  1. Maintain the physical integrity of the Intergroup collection at the designated space approved by the Intergroup Representatives so that the Intergroup's ownership of the collection is clearly evident.
  2. Prepare and maintain an inventory of all archived materials as well as a listing of said materials.
- E. The duties and responsibilities of the committee are to:
  1. Determine what materials are appropriate for the archives.
  2. Develop "finding aids" to expand the collection.
  3. Protect the anonymity of individual A.A. members and the confidentiality of the records.
  4. Develop guidelines and policies regarding the archives including the process for obtaining access to, and use of, the archives.
  5. Meet regularly to prepare a monthly report to the Intergroup.

#### **Section 4.06 – Corrections Committee**

- A. The purpose of the Corrections Committee shall be to carry the message of Alcoholics Anonymous to the still suffering alcoholics who are incarcerated in correctional institutions or otherwise detained.
- B. The Corrections Committee shall consist of not less than three members of A.A.
- C. The Chairperson shall be elected for a term of two years.
- D. The suggested minimum length of continuous sobriety for this position shall be two years.
- E. The responsibilities and duties of the Corrections Committee are:
  1. To coordinate A.A. groups and/or A.A. members in taking regular A.A. meetings into correctional facilities.
  2. To encourage participation in leading correctional facility meetings.
  3. To provide a liaison between correctional facilities and A.A. groups.

#### **Section 4.07 – Public Information/Cooperation with the Professional Community (PI/CPC) Committee**

- A. The purpose of this committee is to develop, maintain and implement an appropriate public information program for the purpose of carrying the message of Alcoholics Anonymous to the still suffering alcoholic through sustaining a public image for A.A. and educating those professionals who may have first contact with prospective members. In keeping with the A.A. Traditions, programs and activities adopted or undertaken by this committee shall be based upon a concept of attraction rather than promotion.
- B. The PI/CPC Committee shall consist of not less than three members.
- C. The Chairperson shall be elected for a term of two years.
- D. The suggested minimum length of continuous sobriety for this position shall be two years.
- E. The responsibilities and duties of the Public Information/Cooperation with the Professional Community Committee are as follows:
  1. Provide assistance in matters related to alcoholism as needed or requested, to professional groups, organizations, associations, institutions or individuals.
  2. Initiate and/or provide upon request lectures, speakers, and discussion group; or any other educational or informative activity or program that may be deemed to be of assistance to the professional community.
  3. Offer programs designed to attract suffering alcoholics to the program of Alcoholics Anonymous, including, but not limited to, making appearances and distributing information at health fairs and alcohol awareness programs, soliciting and making media releases or announcements designed to create a public awareness of the availability of the program of Alcoholics Anonymous.

#### **Section 4.08 – Treatment Committee**

- A. The purpose of the Treatment Committee is to coordinate the work of individual Alcoholics Anonymous members and groups who are interested in carrying our message of recovery to alcoholics who are hospitalized, committed or otherwise detained in treatment institutions, and to set up a means of smoothing their transition from the facility to the larger A.A. Community.
- B. The Chairperson shall be elected for a term of two years.
- C. The Treatment Committee shall consist of not less than three members.
- D. The suggested minimum length of continuous sobriety for this position shall be two years.

- E. The duties and responsibilities of the Treatment Committee are as follows:
1. To coordinate A.A. groups in taking regular A.A. meetings into treatment facilities.
  2. To encourage group participation in leading treatment facility meetings.
  3. To provide a liaison between treatment facility meetings and A.A. groups.
  4. To offer guidance and instruction on how to better carry the message and cooperate with participating facilities.

#### **Section 4.09 – Website Committee**

The purpose of the Website Committee is to develop, coordinate and maintain content on the Intergroup website, in order to better carry the message of Alcoholics Anonymous.

- A. The Chairperson shall be elected for a term of two years and shall serve until such time as they choose to relinquish the position or until the committee or Voting Body of the Intergroup determine that rotation is in order.
- B. The Website Committee shall consist of not less than three members.
- C. The suggested minimum length of continuous sobriety for the Webmaster position shall be two years.
- D. The duties and responsibilities of the Webmaster are to:
1. Implement new content onto the website as directed by the Website Committee
  2. Maintain the technical function of the website
- E. The duties and responsibilities of the Website Committee are as follows:
1. Collaborate with the Intergroup and the Standing Committees on anything concerning the website.
  2. Solicit new ideas and capable members for website content development.
  3. Ensure continuity and standardization throughout the website.
  4. Protect the anonymity of individual A.A. members on the website and educate members on adhering to the Traditions and Concepts of A.A. on the Internet.

#### **Section 4.10 – Special Committees (Ad Hoc)**

Upon recommendation of the Voting Body of the Intergroup, the Intergroup Chairperson may form special committees to address issues of limited scope. In the event that a special committee is formed, the Intergroup Chairperson will appoint a Chair, subject to the approval of the Voting Body of the Intergroup, and provide a summary of the scope of work to be addressed by the committee. The committee will function until the scope of work is met and be dissolved upon presenting recommendations to the Intergroup. Examples of special committees may include annual budget preparation committee, fundraising, etc.

## **Article V**

### **Miscellaneous Provisions**

#### **Section 5.01 – Access to Intergroup Records**

Any member may have reasonable access to the records and documents (including financial) of the Intergroup. The requester must pay any expenses involved in producing said information except as the Intergroup may otherwise determine.

#### **Section 5.02 – Fiscal Year and Budget**

- A. The fiscal year shall begin the first day of January in each year and end on the last day of December of that same year.
- B. The Voting Body of the Intergroup shall approve a budget for the fiscal year prior to the commencement thereof.
- C. The procedure for completion of the Intergroup budget is as follows:
1. In July of each year, an Ad Hoc Budget Committee will be formed and consist of the Intergroup Treasurer, Assistant Treasurer and any other interested party from the Intergroup Body. The committee chairperson shall be elected by the Ad Hoc Budget Committee.
  2. The Ad Hoc Budget Committee will prepare an Intergroup budget for the next fiscal year using all available information including but not limited to historical data, standing committee requests or recommendations, contractual obligations and legal requirements.

3. Prior to the August due date, a letter will be sent to all standing committee chairpersons to let them know that the budgeting process has begun and the specific date in August their budget requests should be submitted to the committee. Written requests will be entered into the budget as submitted. If a standing committee does not submit a written request, the committee will use historical data for their budget. Committee budgets are subject to the approval of the Voting Body of the Intergroup as part of the overall budget approval process.
  4. The Ad Hoc Budget Committee will prepare a proposed budget in October to be taken to the groups. A vote for approval of the budget will be taken at the November Intergroup meeting. In the case that more action is required, the vote may be taken in December.
- D. All current fiscal year-end surplus funds shall be spent during the next fiscal year. Any unspent funds during that 12-month period will automatically roll into the following year's general surplus and be reallocated for expenditure as determined by the FLAI voting body.

### **Section 5.03 – Effective Date**

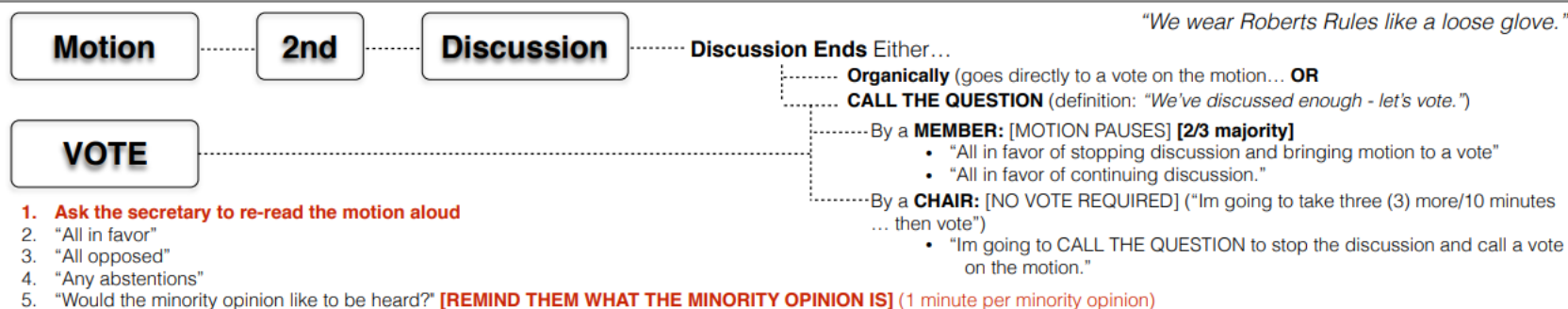
These bylaws shall become effective on the date on which the Intergroup Representatives approve them.

### **Section 5.04 – Amendments to the Bylaws**

- A. These bylaws may be amended from time to time by a two-thirds (2/3) majority of the Voting Body of Intergroup present and eligible to vote at a meeting of the Intergroup provided that proper notice as required by these bylaws was given to the registered groups.
- B. A motion to amend the bylaws shall be made and approved at a regularly scheduled meeting of the Intergroup.
- C. A notice and a copy of the proposed amendment(s), clearly stating the article(s) and section(s) to be amended shall be sent to all groups registered with the Intergroup at least sixty (60) days prior to the meeting at which a vote on the proposed amendment(s) to the bylaws is scheduled. This notice shall include the date, time and place of that meeting.
- D. All amendments to these bylaws shall be incorporated into a revised edition of the bylaws. The cover page of each edition of the bylaws shall include the statement: "As Approved on (insert date)" with the words "Revision (insert revision number, such as 1, 2, etc.) directly below the statement. The last section in the last Article of the bylaws shall list all of the revisions by revision letter, date approved and the section(s) that were added, deleted, revised or renumbered.
  1. Rev1 approved 5/20/23. Letter D. added to section 5.02.

# Roberts Rules of Order (Basic) - A.A Edition

*"We wear Roberts Rules like a loose glove."*



**REMINDER:** The minority opinion is generally expressed to **1.)** share something new (*no repeats of previously stated opinions*); **2.)** if anyone feels they haven't expressed themselves adequately; **3.)** if someone feels they feel the body is making a serious mistake. **Note:** The Chair can allow for repetition during the minority opinion if needed to ensure we 1.) move slowly and 2.) let everyone feel heard.

6. "To anyone who voted in the majority: Did that change your vote?" (**REMINDE THEM WHAT THE MAJORITY IS**) (*same thing as Motion to Reconsider*)
  - **If YES**
    - "So by default, there's a Motion to Reconsider is on the table - do I hear a 2nd?"
    - "All in favor of **Re-Opening discussion** - All in favor of **treating this vote as final.**"  
(Motion starts over and we go into Discussion - then we vote. Vote is Final / No minority opinion)
  - **If NO:** Motion Passes/Fails

**AMENDMENTS:**

- **Friendly:** Given by someone trying to improve the motion without changing the meaning - **the person who made the motion needs to accept the amendment**
- **Regular:** Actually changing the wording & intent of the motion - requires the person who made the motion (AND THE 2nd) and the person who made the amendment to agree on the change to the motion **(2/3 majority)** **The amendment itself requires a vote BEFORE the vote on the motion itself.**

**POSTPONE:** (requires a motion)

- Definition: **Postpone it TO A SPECIFIC TIME** (it makes sense to deal with it at a specific time in the future for whatever reason) [Gets put into OLD BUSINESS AT THAT FUTURE DATE]

**POINT OF INFORMATION:**

- Primarily used when 1.) **Someone has a question to ask...** or 2.) **When they need some additional information** (sometimes it's about them wanting to offer additional information).

**POINT OF ORDER:**

- Used when there is **some deviation from the process** or **someone is being disruptive** (Chair: Only use this when someone is being very mean spirited) (Chair rules on it when offered by a member)

**TABLE:** (requires a motion)

- Definition: We are **putting the motion off in the moment** and it will require the step of somebody taking it off the table.
- **How it gets off the table:** Likely it will be **automatically** put into OLD BUSINESS for the **next meeting** (not debatable / simple majority / no motion to reconsider or minority opinion)

APPENDIX II - MAP OF FINGER LAKES AREA INTERGROUP (FLAI) COUNTIES



Sources:  
NYS Department of Transportation, 2010  
NYS GIS Program Office, 2015