

08/2008 By-Laws of the Richmond Intergroup, Inc.  
Mission Statement: carry the message of A.A.

## I. Officers and Steering Committee

- 1.1 A Chairman, Vice-Chairman, Secretary, and Treasurer shall constitute the officers of the Richmond Intergroup, Inc. (“Intergroup”).
- 1.2 The Chairman, Vice-Chairman, and Treasurer shall each have three or more years of continuous sobriety upon beginning their terms of office. The Secretary shall have two or more years of continuous sobriety upon beginning his or her term of office.
- 1.3 The officers of Intergroup shall not serve as Intergroup Representatives.
- 1.4 The officers of Intergroup shall serve as Intergroup’s board of directors, within the meaning of the Virginia Nonstock Corporation Act or other similar law.
- 1.5 The Intergroup Steering Committee shall consist of the Chairman, Vice-Chairman, Treasurer, and four (4) At Large Members who shall not be Group representatives.

## II. Duties of Officers

- 2.1 The Chairman shall:
  - a) Preside over all meetings: regular business, Steering Committee, and any called special meetings;
  - b) Serve as an ex-officio member of all committees;
  - c) Cast the deciding vote in case of a tie at any meeting at which he or she presides, otherwise shall not vote;
  - d) Sign or give written approval for all contracts entered into by Intergroup;
  - e) Ensure engagement of a registered agent;
  - f) Ensure the change of signatures for the Intergroup bank account during the first week for the new officers coming into office; and
  - g) Be a co-signer of all checks.
- 2.2 The Vice-Chairman shall:
  - a) Perform all the duties of the Chairman, in the absence of the Chairman; and
  - b) Automatically become Chairman, should the Chairman become ineligible to continue to serve.
- 2.3 The Secretary shall:
  - a) Maintain a permanent and correct record of proceedings of the Intergroup meetings and Steering Committee;
  - b) Maintain a roster of the officers, committee chairmen, and special assignment coordinators, with the dates service began, phone numbers and e-mail addresses; and
  - c) Conduct any general correspondence directed by the Chairman or Intergroup.
- 2.4 The Treasurer shall:
  - a) Oversee the deposit of all funds;

- b) Keep an accurate accounting of all receipts and disbursements;
  - c) Pay all normal operating bills that are approved by the Chairman;
  - d) Be a co-signer of all checks; and
  - e) Render a detailed written monthly report, which shall be incorporated into the minutes of Intergroup.
- 2.5 Officers may be dismissed for cause. A written appeal may be submitted within 30 days to the Steering Committee.

### III. Nominations and Elections:

- 3.1 The Nominating Committee will be composed of at least three Intergroup Representatives from separate districts, who shall be volunteers and must be approved by vote at a regular business meeting. A slate of candidates for the coming election shall be presented by the Nominating Committee each year at the July meeting and for the At Large Steering Committee Members at the January meeting. Nominations also may be made from the floor at that time. All nominees must agree to serve for office.
- 3.2 Elections for officers shall be held each year at the August meeting, and elections for At Large Steering Committee Members shall be held each year at the February meeting. Additional nominations also may be made from the floor at that time. Nominees must be present to be eligible for election. Any exception to the foregoing requirement must be approved by the Steering Committee in advance of the August or February meeting, as applicable.
- 3.3 Officers shall begin their terms each year at the beginning of the September meeting. At Large Steering Committee Members shall begin their terms each year at the beginning of the March meeting.
- 3.4 All officers and At Large Steering Committee Members shall be elected by written ballot. A simple majority wins. If only one name is placed for that nomination, then a voice vote may be cast.
- 3.5 All terms of office for Officers are for one year with a two term (lifetime) limit.
- 3.6 Two of the initial At Large Members of the Steering Committee will serve one year and two will serve two years. Thereafter, two At Large Members of the Steering Committee will end their terms and two new Members will be elected each year.
- 3.7 Should an officer or an At Large Member of the Steering Committee vacate a position, the Chairman may make a temporary appointment. An election will be held at the second business meeting following the vacancy, to fill the unexpired term. The Nominating Committee shall be convened to propose candidates for a vacant position, and nominations may be made from the floor.
- 3.8 Each Intergroup Representative or his or her alternate is entitled to one vote. No representative may serve more than one group.

IV. Contributions:

- 4.1 Contributions by groups shall be voluntary and made by AA members only. Suggested guidelines are found in the “*Self-Supporting*” pamphlet from General Service Office (GSO). AA members may contribute in accordance with the General Service Contribution Guidelines.

V. Meetings

- 5.1 A regular Intergroup business meeting shall be held on the first Tuesday of each month. Special meetings may be held at the call of the Chairman or the Steering Committee to address imperative or extraordinary circumstances. Notice of a special meeting shall state the purpose or purposes for which the meeting is called. The Chairman and the Secretary shall be responsible for assuring that notice of any special meeting is provided to all active Intergroup representatives, either by telephone or by e-mail, a minimum of 48 hours of the working week (Monday through Friday) prior to the meeting. Such responsibility may be delegated to Intergroup staff.
- 5.2 Business shall be conducted by a majority of voting members (Intergroup representatives) in attendance. Each Intergroup Representative, or his or her alternate, is entitled to one vote. No representative may serve more than one group.
- 5.3 The annual meeting, required by the Virginia Nonstock Corporation Act, shall be the regular September business meeting.

VI. Functions of Intergroup Steering Committee:

- 6.1 Oversee the administrative affairs of the office;
- 6.2 Conduct an annual employee appraisal and salary recommendation;
- 6.3 Comply with all laws and regulations necessary for a non-profit business;
- 6.4 Negotiate lease and maintenance of the office space and archives space;
- 6.5 Negotiate and maintain insurance for office space, worker’s compensation, and special events;
- 6.6 Recruit, hire, and evaluate applicants for paid positions; and
- 6.7 Prepare reports for business meetings with recommendations for the representatives.

VII. Functions of Intergroup:

- 7.1 Maintain an A.A. listing in the local telephone books (yellow and white);
- 7.2 Maintain a central telephone answering service on a 24 hour basis;
- 7.3 Maintain at least one worker to receive, distribute and follow up twelve step calls;
- 7.4 Answer inquiries about A.A. May arrange for speakers on request for non-AA meetings. Cooperate with other community agencies that deal with alcoholics;
- 7.5 Provide a monthly newsletter about A.A. events;
- 7.6 Maintain the website ([www.aarichmond.org](http://www.aarichmond.org)) to reflect meetings and local A.A. events in the Richmond area;

- 7.7 Sponsor and arrange A.A. fellowship activities as approved by Intergroup;
- 7.8 Purchase and stock literature and items for sale by Intergroup. Any new item shall be approved by the Intergroup Representatives; and
- 7.9 Work closely with local districts to advance of the Mission of Intergroup.

VIII. Financial

- 8.1 The fiscal year of Intergroup shall be September 1<sup>st</sup> through August 31<sup>st</sup>.
- 8.2 The Audit Committee shall ensure an annual audit by a qualified person outside Intergroup and present a report to the Business Meeting in September.

IX. Traditions:

- 9.1 Richmond Intergroup will uphold the 12 Traditions of A.A.

X. Amendments:

- 10.1 Any proposed amendments to these By-Laws may be proposed by any Intergroup representative or officer and will be presented to all representatives in writing at a monthly business meeting. Such amendments will be voted on at the second business meeting after the amendment has been presented. Amendments become effective upon the adjournment of the meeting at which they are adopted. A two-thirds vote of voting members in attendance is required to amend the By-Laws.

## Constitution of the Richmond Intergroup, Inc.

### Article 1: Name and headquarters

The name of this organization shall be Richmond Intergroup, Inc. (“Intergroup”). Its principal headquarters shall be a location within the greater Richmond Metropolitan area, Richmond, Virginia, U.S.A.

### Article 2: Purpose

The purpose of Intergroup is to aid alcoholics in recovery from alcoholism.

### Article 3: Membership

Membership of Intergroup shall be composed of one representative selected by each group in the districts served.

### Article 4: Officers

A Chairman, Vice-Chairman, Secretary, and Treasurer shall constitute the official personnel of this organization.

### Article 5: Meetings

A regular meeting shall be held the first Tuesday of each month. Special meetings may be held at the call of the Chairman or the Steering Committee.

### Article 6: Steering Committee

A steering committee will act in an advisory capacity to officers and business meetings. Its members will consist of the Chairman, Vice-Chairman, Treasurer, and 4 at large members who shall not be Group representatives.

### Article 7: Amendments

Any proposed amendments to this Constitution may be proposed by any Intergroup representative or officer and will be presented to all representatives in writing at a monthly business meeting. Such amendments will be voted on at the second business meeting after the amendment has been presented. Amendments become effective upon the adjournment of the meeting at which they are adopted.