

Central Oregon Intergroup Bylaws

Central Oregon Intergroup, Inc. (Intergroup) is a nonprofit public interest corporation organized for the purpose of providing and encouraging mutual support and cooperation between the Alcoholics Anonymous (A.A.) groups in Central Oregon. Its sole function is to aid the A.A. Groups in their common purpose of carrying the A.A. message to the alcoholic who still suffers.



“Your intergroup, or central office, is often where the still-suffering alcoholic first calls or shows up for A.A. help. Although local intergroups operate independently of A.A.’s worldwide service structure, they are a vital part of the Fellowship. In most areas, any group that so wishes can belong to the local intergroup, which is supported by contributions from its member groups. These contributions are purely voluntary.”

-A.A. Group Pamphlet pg. 37

1. PURPOSE OF BYLAWS

Concept X Short Form: **“Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.”**

“An outstanding characteristic of every good operational structure is that it guarantees harmonious and effective function by relating its several parts and people in such a way that none can doubt what their respective responsibilities and corresponding authorities actually are. Unless these attributes are well defined; unless those holding the final authority are able and willing properly to delegate and maintain a suitable operational authority; unless those holding such delegated authority feel able and willing to use their delegated authority freely as trusted servants; and unless there exists some definite means of interpreting and deciding doubtful situations — then personal clashes, confusion, and ineffectiveness will be inevitable.” -Concept X, AA Service manual

2. DUTIES OF INTERGROUP

- A. Elect Intergroup Officers, Central Office Advisory Board Members as well as Committee Chairpersons to coordinate service committees for appropriate services. Committees formed under this article shall be accountable to Intergroup.
- B. Act as an information exchange among the groups.

3. MEMBERS & ORGANIZATION

- A. Members of Intergroup shall be Elected Service Committee Chairs and one (1) IGR and one (1) Alternate IGR from each A.A. Group in Central Oregon. *The Alternate IGR has a voice but shall not vote unless the IGR is absent.*
- B. The IGR's and alternate IGR's shall be elected or appointed by their Home Group. It is suggested that each IGR and Alternate IGR have at least two (2) continuous years of sobriety.
- C. IGRs, Intergroup officers and Service Chairs are the only individuals who participate at Intergroup meetings without being requested by the Chairperson.

4. INTERGROUP MEETINGS

- A. Intergroup shall meet on the fourth (4th) Sunday of each month, and/or at other special times as may be determined by the Intergroup, and/or the Intergroup Chairperson provided that an attempt is made to notify all Groups at least seven (7) days in advance of the special meeting or change.
- B. Meetings shall be conducted in the location determined by the Intergroup, or the Intergroup Chairperson.

5. MOTIONS, VOTING AND PROXIES

- A. Motions shall be made, seconded, and voted on by IGR's and service committee chairs only.
- B. Each Group and committee chair shall be entitled to one (1) vote on all matters.
- C. Alternate IGRs have a voice but not a vote. *(unless they are there in the IGR's absence.)*
- D. Elected Officers (*Chair, Vice Chair, Secretary & Treasurer*) Have a voice but not a vote.
- E. The Intergroup Chairperson may vote in the event of a tie.
- F. The presence of a minimum of eight (8) voting members shall be required to establish a quorum.
- G. Voting shall be conducted as defined in the current edition of the A.A. service manual with two-thirds majority, and minority opinion heard.
- H. Voting shall be for only one (1) motion at a time. Multiple part or contingent motions, shall be separated and voted on as individual motions.
- I. Proxy votes are not allowed. It is the sole responsibility of the individual groups to ensure that they are duly represented at all intergroup meetings. Service committee members may not vote in the place of a committee chair.
- J. Chair shall verify with a simple majority vote, if motions made can be tabled to take back to the groups, or if the motion needs to be voted on immediately because the item is either Administrative or Urgent. *(Urgent means the motion is time sensitive and needs to be acted on quickly) (Administrative means the motion deals with administered details that won't affect the groups in any noticeable or significant way. It's like a housekeeping item.)* **If not Urgent or Administrative, take back to the groups.**

6. ELECTIONS, VACANCIES AND TERMINATIONS

- A. Subject to the qualifications listed in each position description, any active member of a Group in Central Oregon may stand for election to an available position. A person may stand for more than one position, but may serve only in the position to which first elected.
- B. A person standing for election to a position shall present themselves for an interview by the Chairperson. It is the Chairpersons responsibility to make sure the candidate qualifies, before allowing the candidate to make themselves available to the body. They may then read their [service resume](#) and/or answer additional questions asked by the body.
- C. The terms of each position shall be for two (2) years. No intergroup or board position shall be re-elected for a consecutive term to the same position. *Unless they were filling in only as interim until they could be elected into a full term.*
- D. Elections shall be held at the last meeting of the calendar year. *(On Odd Years)* and incoming servants shall assume office January 1st of Even years.
- E. Voting shall be conducted by the Third Legacy voting method, as defined in the current edition of the A.A. Service Manual.
- F. A Board member may resign at any time by delivering written or oral notice at any Board meeting. The resignation is effective immediately, unless the notice specifies a later effective date. The resignation of a Board member who is also an IGR shall not affect the member's rights as a Group representative, and shall not constitute a withdrawal of the IGR. Resignations shall be filled by special election at the second regularly scheduled Intergroup meeting following the effective date of the resignation, or at such later time as may be designated by Intergroup. The newly elected Board member shall fulfill the unexpired term of the resigned position. They shall also have the same qualifications required for the position being filled.
- G. Vacancies shall be defined as: the absence by any trusted servant for any two consecutive, regularly scheduled meetings without prior notification to the Chairperson or the Secretary. At the meeting following the two consecutive absences, subject to confirmation by the Secretary, the position shall be declared vacant. Vacancies shall be filled by special election at the second regularly scheduled Intergroup meeting following the effective date of the vacancy, or at such later time as may be designated by Intergroup. The newly elected Board member shall fulfill the unexpired term of the vacancy position. The newly elected Board member shall also have the same qualifications required for the position being filled.
- H. A voting member may make a motion to terminate any member of the Board. Such a motion may be introduced at any regular or special intergroup meeting. The position will be declared vacated upon affirmative vote by a two-thirds majority of those eligible to vote at that meeting. Notification shall then be made to all groups to allow sufficient time to seek a qualified replacement, and an election shall be held for a substituted member or officer at the second regularly scheduled Intergroup meeting following the declaration of vacancy. The newly elected member or officer shall fulfill the unexpired term of the vacated position. Candidates shall have the same qualifications required for the position being filled.

7. SERVICE POSITION DESCRIPTION FOR AN INTERGROUP REPRESENTATIVE (IGR) AND ALTERNATE IGR

The IGR links their home group with the Central Oregon Intergroup. The IGR represents the voice of their group's conscience.

- A. An IGR serves a 2 year term rotating at the 1st of the year. *(Or an interim)*
- B. An IGR may not represent a group that isn't their Home group.
- C. It is suggested an IGR has at least 2 years of sobriety. *(however, each Home Group develops their own sobriety requirements.)*
- D. IGRs are elected according to the process employed by their home group.
- E. Attends monthly Intergroup meetings and gives a report.
- F. Carries their group's conscience to the Intergroup meetings and other Intergroup functions and committees.
- G. Reports Intergroup information and issues back to their home group.
- H. Represents their Home Group at intergroup functions such as the Alcahons.
- I. Provide upcoming home group birthdays to the Newsletter Chair.
- J. Understands how the Intergroup is financially supported, and brings a treasurer report back to the group.

8. CHAIRPERSON SERVICE POSITION DESCRIPTION, REQUIREMENTS, QUALIFICATIONS AND RESPONSIBILITIES

(Intergroup Chair is also one of the eight (8) Advisory board members.)

- A. Two (2) years of continuous and current sobriety.
- B. Active and current membership in an A.A. home group in Central Oregon.
- C. Must have a working knowledge and understanding of the 12 Traditions.
- D. Shall have previously served as an IGR, COIG Vice Chair, COIG Treasurer, COIG Service Committee Chair, COIG Secretary, or Advisory board member.
- E. Presides over all regular and special Intergroup meetings.
(And Advisory Board meetings.)
- F. Shall provide a business agenda for the monthly intergroup meeting.
- G. Shall be one of the two (2) authorized persons to sign checks *(with the Treasurer)*
- H. Shall be authorized to call special Intergroup meetings, provided that an attempt is made to notify all IGRs and service chairs. *(quorum applies)*
- I. Shall be authorized to call special Advisory Board meetings, provided that an attempt is made to notify all advisory board members. *(quorum applies)*
- J. Shall report all actions of the Board to the Intergroup.
- K. Notify any officer of their position being vacated, and up for election following two consecutive absences without prior notification being made to Intergroup Chair or Secretary.
- L. Will supervise the execution of all contracts between Intergroup and outside vendors.
- M. Shall oversee the Treasurer to ensure the accuracy and prompt filing of all IRS and State filings, as required. ***(See Treasure description of this document)***
- N. Upon vacating the office, shall make available all documents created and received during their tenure, and provide the incoming Chairperson with a complete and orderly file.

- O. Will remain available to share their experience, strength and hope with the incoming Chairperson. (Shall consider rotating into Advisory when term is up)

9. VICE CHAIR SERVICE POSITION DESCRIPTION, REQUIREMENTS, QUALIFICATIONS AND RESPONSIBILITIES

(The Vice Chair is also one of the eight (8) Advisory board members.)

- A. Two (2) years of continuous and current sobriety.
- B. Active and current membership in an A.A. home group in Central Oregon.
- C. Must have a working knowledge and understanding of the 12 Traditions.
- D. Shall have previously served as an IGR, COIG Treasurer, COIG Secretary, COIG Service Committee Chair, or Advisory board member.
- E. Shall assume all duties and responsibilities of the Chairperson at the Intergroup meetings if the Chairperson is absent. *(See Chair Position Description)*
- F. May fill in for Secretary if the Secretary is absent.
- G. Shall report Intergroup activities at District 5 meetings.
- H. Shall attend Oregon Area Assemblies *(except September)* to give an Intergroup report to Oregon Area 58.
- I. Will remain available to share their experience, strength and hope with the incoming Vice Chair. (Shall consider standing for Chair position at rotation)

10. SECRETARY SERVICE POSITION DESCRIPTION, REQUIREMENTS, QUALIFICATIONS AND RESPONSIBILITIES

(The Secretary is also one of the eight (8) Advisory board members.)

- A. Two (2) years of continuous and current sobriety.
- B. Active and current membership in an A.A. home group in Central Oregon.
- C. Must have a working knowledge and understanding of the 12 Traditions.
- D. Shall have previously served as a GSR, IGR, COIG Chair, COIG Vice Chair, COIG Treasurer, COIG Service Committee Chair, or Advisory board member.
- E. Shall be responsible for all documents and filings, with the exception of financial reports, which concern the Corporation.
- F. Copies of minutes will be distributed electronically to all officers, committee chairs, IGRs and Advisory Board Members no later than one week following the business meeting.
- G. Will maintain a separate record of motions made and actions taken.
- H. Shall keep complete and accurate records of all Intergroup and Board meetings. Copies of all minutes are to be distributed; one copy for Secretary's file and one copy to the Intergroup Chairperson. In addition, an electronic copy of the IGR and Advisory Board meeting minutes is sent to the IT Chair to be posted on the website prior to the end of the month.
- I. Shall maintain a roster; a list of all IGRs, current Board Members, Officers and Service Committee Chairs, containing their telephone number, home group and email address.
- J. Will remain available to share their experience, strength and hope with the incoming Secretary. (Shall consider standing for Chair, Vice, Treasurer or Advisory at rotation)

11. **TREASURER DESCRIPTION, REQUIREMENTS, QUALIFICATIONS AND RESPONSIBILITIES**

(The Treasurer is also one of the eight (8) Advisory board members.)

- A. Two (2) years of continuous and current sobriety.
- B. Active and current membership in an A.A. home group in Central Oregon.
- C. Must have a working knowledge and understanding of the 12 Traditions.
- D. Shall have previously served as a Group Treasurer, District Treasurer, IGR, COIG Service Committee Chair, COIG Officer, or as an Advisory Board Member.
- E. Treasurer shall have some prior business and accounting experience. *No member may serve as treasurer if convicted of any prior felony for fraud, theft or embezzlement.*
- F. Shall have charge of all funds belonging to the Intergroup, and shall supervise the keeping and depositing of such funds for and on behalf of the Intergroup in a bank or banks to be designated by the Board.
- G. Deposit and keep track of group contributions.
- H. Shall reimburse the service committee's expenses and bills.
- I. Shall reimburse Vice Chairs travel expenses for the assembly up to \$300.
- J. Shall prepare monthly accounting statements for publication and distribution at monthly IGR and Advisory Board meetings. The accounting statement should be approved by the Advisory Board.
- K. Shall prepare or shall hire (with Board approval) an outside accountant to prepare any applicable tax forms or other financial reports as required by law.
- L. Shall provide the Intergroup Chairperson, or any person designated by the Intergroup Chairperson, with the complete accounting records of the Intergroup for inspection at a reasonable time and place, but not later than 10 business days after the request is made.
- M. Provide a monthly budget status report.
- N. Shall be the ex-officio (oversight) of all committees authorized to handle funds. *(Including The Central Office Manager report)*
- O. Write office employee paychecks. *(Timesheets will be used by office manager and other employees then turned in to Chairperson)*
- P. Pay the Central Office space rent, phone bill and internet.
- Q. Make sure space rent for the Central Oregon Intergroup potlucks and events are paid for or reimbursed to the Potluck Chair and/or Entertainment Chair.
- R. Pay vendors, such as the schedules to be printed. *(such as the schedules to be printed)* and explore more cost efficient options when appropriate.
- S. **File all IRS and State filings, as required.** These filings include but are not limited to; a). Oregon Dept. of Justice Form CT-12 - Due no later than April 30. b). IRS Form 1099 (Office Manager) - Due no later than February 15. c). Oregon Dept. of Corporations Annual Business Name Renewal- Due no later than June 30. d). IRS Form 990ez (Once Gross Receipts exceed \$25,000.00) - Due no later than May 30.
- T. Will remain available to share their experience, strength and hope with the incoming Treasurer. (Shall consider standing for Advisory at rotation)

12. **REQUIREMENTS & QUALIFICATIONS FOR SERVICE COMMITTEE CHAIRS**

The Central Oregon Intergroup currently has the following Service Committees: **Hotline, Entertainment, Potluck-Speaker Meeting, IT Committee, Newsletter, Schedules**. All committee chairs need to meet the following general requirements:

- A. Two (2) years of continuous and current sobriety.
- B. Active and current membership in an A.A. home group in Central Oregon.
- C. Must have a working knowledge and understanding of the 12 Traditions.
- D. Shall have previously served as a GSR, IGR, COIG Service Committee Chair.
- E. Shall perform all duties necessary for position being held and/or obtain committee members to fulfill duties.
- F. Attend, report and participate at every monthly Intergroup meeting.
- G. Submit a written report to the Secretary for inclusion into the minutes monthly.
- H. Each Service Committee Chair is allowed one (1) vote as a member of the Intergroup Committee.

13. HOTLINE COMMITTEE CHAIR DESCRIPTION AND RESPONSIBILITIES

❖ **See Section 12 for service committee chair qualifications & requirements.**

- A. Recruit, organize, and train qualified A.A. volunteers to take calls from those seeking help, and provide support and information to those callers.
☰ Hotline Group Rep
- B. Create and maintain a current list of A.A. members willing to make 12 Step calls.
- C. Help your committee and/or A.A. Volunteers learn about the Traditions as they pertain to the Hotline and what we can and can't offer help with.
- D. Remain available to share your experience, strength, and hope with the incoming Committee Chair. *(Consider standing for an Officer Position at Rotation)*

14. SCHEDULES COMMITTEE CHAIR DESCRIPTION AND RESPONSIBILITIES

❖ **See Section 12 for service committee chair qualifications & requirements.**

- A. Receive meeting data and keep track of local Central Oregon A.A. meetings, their time, location, and contact information.
- B. Make sure we are only including A.A. meetings. *(Alanon Family Groups and other 12 Step fellowships print their own directories.)*
- C. Make sure the titles of meetings published are in alignment with Tradition Six.
- D. Publish this information at least quarterly in print and promptly provide a printable copy to the Webmaster for posting on the Intergroup website.
- E. Work with the Webmaster to ensure the online database is current as new information is received.
- F. Remain available to share your experience, strength, and hope with the incoming Committee Chair. *(Consider standing for an Officer Position at Rotation)*

15. NEWSLETTER COMMITTEE CHAIR DESCRIPTION AND RESPONSIBILITIES

❖ **See Section 12 for service committee chair qualifications & requirements.**

- A. Collect local A.A. announcements and upcoming event fliers.
- B. Solicit A.A. focused stories and articles written by local members.
- C. Using A.A. literature, publish something about our Steps, Traditions and/or Concepts. *(Remember to cite the A.A. published source)*
- D. Publish this newsletter Monthly, Bimonthly or Quarterly.

- E. Send a copy to the Intergroup Chairperson and the Vice Chairperson for review.
- F. Send a final copy to Webmaster for posting to the Intergroup website.
- G. Remain available to share your experience, strength, and hope with the incoming Committee Chair. *(Consider standing for an Officer Position at Rotation)*

16. ENTERTAINMENT CHAIR DESCRIPTION AND RESPONSIBILITIES

❖ **See Section 12 for service committee chair qualifications & requirements.**

- A. Provide A.A. events with associated family entertainment and recreation for Central Oregon A.A. ***(Must have an A.A. component i.e., meeting, presentation, workshop etc.)***
- B. Create and facilitate a committee in keeping with A.A. principles and Traditions that are open to all Central Oregon A.A. members for the purpose of organizing A.A. events. *(May work closely with the Potluck Committee)*
- C. Be careful not to schedule an event or activity at the same time as another already planned Intergroup function or District 5 event.
- D. Provide an accounting of all expenditures and receipts. Maintain the Entertainment bank account in cooperation with the Treasurer.
- E. Remain available to share your experience, strength, and hope with the incoming Committee Chair. *(Consider standing for an Officer Position at Rotation)*

17. POTLUCK SPK/MTG CHAIR DESCRIPTION AND RESPONSIBILITIES

❖ **See Section 12 for service committee chair qualifications & requirements.**

- A. This committee arranges the monthly Potluck Speaker meetings, and the annual Alcathons.
- B. Coordinate and sign up local A.A. groups to host a marathon meeting at the Alcathons.
- C. If the committee wishes to have a guest Al-Anon speaker they may use the Al-Anon Intergroup Liaison to identify and recruit Al-Anon speakers. In the spirit of cooperation and not affiliation, the flier will need to be clear that it is an ***“A.A. event with guest Al-Anon Participation”***.
- D. Purchase items *(food, supplies, etc.)* for potlucks and provide receipts for reimbursement to the Treasurer.
- E. Pass along 7th Tradition funds to the Treasurer for COIG bank deposit.
- F. Remain available to share your experience, strength, and hope with the incoming Committee Chair. *(Consider standing for an Officer Position at Rotation)*

18. IT COMMITTEE CHAIR DESCRIPTION AND RESPONSIBILITIES

❖ **See Section 12 for service committee chair qualifications & requirements.**

- A. Term of commitment is two years and begins January 1st of Even Years.
- B. Submit a written report to the Secretary for inclusion into the minutes monthly.
- C. The Committee Chair must attend and report at the monthly COIG meetings.
- D. Your committee is responsible for running the hybrid portion of the business meeting. This includes the setup and clean up of the equipment every month.
- E. Accurately maintain and update the web site as needed including:
 - Make sure the online meeting directory is accessible at all times.
 - Keep the contact page updated when trusted servants rotate.

- Upload COIG business meeting minutes to the website monthly.
 - Post local A.A. activities and A.A. events in a timely manner.
- F. Check email frequently.
- G. Receive and respond in a timely manner, to feedback about the website.
- H. Shop for the best price of services provided to enable the web site to exist.
- I. Submit any receipts/bills for expenses to the Treasurer.
- J. Make announcements at different groups in Central Oregon letting them know COIG has a website and what it offers.
- K. Ensure that all web site material conforms to the A.A. Traditions. See Web Guidelines: [w Website Posting Guidelines for COIG](#) [Internet - A.A.® Guideline](#)
- L. Remain available to share your experience, strength, and hope with the incoming Committee Chair. *(Consider standing for an Officer Position at Rotation)*

19. ADVISORY BOARD MEMBER REQUIREMENTS AND QUALIFICATIONS.

- A. The Intergroup shall elect a Board, composed of four (4) Officers and four (4) Advisors who shall be responsible for the ongoing oversight of the administration and operations of the Central Office.
- B. Two (2) years of continuous and current sobriety.
- C. Active and current membership in an A.A. home group in Central Oregon.
- D. Must have a working knowledge and understanding of the 12 Traditions.
- E. Shall have previously served as an IGR, COIG Chair, COIG Vice Chair, COIG Recording Secretary, COIG Treasurer, or COIG Service Committee Chair.

20. ADVISORY BOARD RESPONSIBILITIES

The Board's responsibilities shall include the activities listed below, and others, as may be determined by the Central Oregon Intergroup.

- A. Act as a finance and budget committee.
- B. Shall develop a yearly recommended budget for approval by the Intergroup.
- C. Shall track and report progress against the approved budget to the Intergroup each month.
- D. Shall select the banking institution used by Intergroup.
- E. Act on behalf of the Intergroup in emergency matters.
- F. Meet monthly, generally prior to the regular Intergroup meeting, or at other times as may be determined by the Chairperson.
- G. Maintain and support a Central Office site in which the Groups may purchase literature and other supplies.
- H. Employ an office manager to manage the Central Office. *(Paid Office Manager should have a voice and a vote on the advisory board on all things pertaining to the Central Office)*
- I. Enter into contracts for the management of the Central Office, and hire others for services as needed.

21. INDEMNIFICATION OF ADVISORY BOARD

Intergroup shall indemnify each of its Board Members and Officers to the fullest extent possible under Oregon law, as the same exists or may hereafter be amended, against all liability, loss and costs (including, without limitation, attorney fees) incurred or

suffered by such person by reason of or arising from the fact that such person is or was a Board member or Officer. The indemnification provided in this section shall not be exclusive of any other rights to which any person may be entitled under any statute, by law, agreement, resolution of members or officers, contract, or otherwise.

22. AMENDMENTS

The members may amend or update the provisions of these bylaws with a two-thirds majority of those eligible to vote at that meeting. In the event of substantial amendment, the secretary shall restate the bylaws in their entirety. Copies of the updated bylaws shall be provided to all Advisory Board Members and Intergroup Representatives. Intergroup Representatives will be provided a physical copy of proposed amendments during a regularly scheduled Intergroup meeting, if present, prior to any motions and votes made on amended Bylaws. A copy shall also be filed on the Intergroup Website (COIGAA.org) for review by any member. Responsibility of making revisions to guidelines that reflect any changes in current practice belongs to the Chair **and** the Recording Secretary.

23. SEVERABILITY

The invalidity or unenforceability of any provision or Article of these bylaws shall not affect the validity or enforceability of the remaining provisions or Articles.