

# By-Laws, Intergroup Association of Nassau, Inc.

As Revised January 7, 2021

## Article I— Name

The name of this organization is the Intergroup Association of Nassau, Inc.

## Article II— Purpose

Section 1. The Intergroup Association of Nassau, Inc., also known as Nassau Intergroup (NI), is an all volunteer organization formed by the AA groups within Nassau County to serve all groups and meetings in Nassau County.

Section 2. The primary purpose of Nassau Intergroup shall be to assist Alcoholics Anonymous groups within Nassau County in their common purpose of carrying the AA message to the still sick and suffering alcoholic, both in and out of the fellowship by performing those functions that individual groups cannot accomplish alone.

Section 3. To this end, in accordance with AA's Twelve Steps, Traditions, and Concepts for World Service, Nassau Intergroup is committed to the following functions:

- maintaining a central business office as a communications center for AA activities in Nassau County;
- operating a 24 hour "Hotline" service;
- publishing and distributing a newsletter;
- publishing and distributing up-to-date schedules of meetings in Nassau County;
- facilitating periodic "Speaker Exchange" meetings for the groups;
- conducting regular business meetings to address any group concerns and Intergroup business;
- performing other functions, which serve our primary purpose, as may be directed by the Groups;
- cooperating with other service entities in the Fellowship.

## Article III— Membership

Section 1. The membership of the Intergroup shall consist of the existing member groups with a duly selected Nassau Intergroup Representative (NIR) and such other groups as shall become members in accordance with this article.

Section 2. Groups shall be eligible for membership, provided they submit in writing the names of their elected officers, the dates, times and locations of their meetings and the names of their NIR and their Alternate NIR.

Section 3. The NIR and the Alternate NIR shall be considered by the group to have a reasonable amount of sobriety and be expected to attend the regular monthly meeting and special meetings of the Inter- Group. Their term of office shall be two (2) years.

Section 4. Although Intergroup support has customarily come from its member groups, financial support is not a prerequisite for membership or continued membership.

Section 5. Only those Nassau groups complying with AA Traditions are eligible for membership in this Intergroup.

## Article IV— Officers

Section 1. Elected officers of the Intergroup shall be as follows:

- (a). Chairperson,
- (b). 1<sup>st</sup> Vice Chairperson,
- (c). 2<sup>nd</sup> Vice Chairperson,
- (d). Recording Secretary, and,
- (e). Treasurer.

Section 2. Elections shall be held at the October meeting of every even numbered year and shall be by the "Third Legacy" procedure as outlined in *The AA Service Manual*. The above officers are elected to serve for a two (2) year period, effective January 1<sup>st</sup>. Every AA group in Nassau County is entitled to one vote for each office.

Section 3.

- (a). With the exception of the Chairperson (who cannot succeed oneself nor stand for any of the aforementioned offices for a period of two years), all other officers may succeed themselves for a second two year term.
- (b). A spirit of rotation shall be given the greatest precedence in applying this section of these By-Laws.

Section 4. Should the Chair become vacant prior to elections, the 1<sup>st</sup> Vice Chairperson automatically succeeds. In the event the 1<sup>st</sup> Vice Chairperson is unable to assume the Chair, the 2<sup>nd</sup> Vice Chairperson will automatically succeed. If any of the other offices become vacant, the Chairperson shall appoint an interim Officer with the approval of the Intergroup Representatives.

Section 5. A minimum of two years sobriety is suggested prior to standing for the above positions. Extrapolating from the Third Legacy election procedures as outlined in *The AA Service Manual*, those eligible to "stand" for the above offices include the:

- (a). registered Nassau Intergroup Representatives,

- (b). current Committee Chairs and
- (c). current Officers of Nassau Intergroup.

Section 6. At the September Intergroup meeting, nominations for officers shall be opened and shall remain open until elections at the regular October Intergroup meeting.

Section 7. A Nominating Committee shall be appointed no later than May 31<sup>st</sup> of each election year by the Nassau Intergroup Chairperson with the approval of the Intergroup Representatives. The committee shall consist of:

- (a). the Intergroup Chairperson,
- (b). two members of the Steering Committee and
- (c). two group representatives not on the Steering Committee. The committee shall nominate candidates for each office at the September Intergroup meeting.

Names put forward by the Nominating Committee shall be members of good standing in AA, but not necessarily currently serving as an NIR, committee chair or officer

Section 8. Any member of the Steering Committee or officer of the Intergroup may be removed from the Committee and/or a position of office in the Intergroup for conduct considered prejudicial to the Nassau Intergroup or its purposes by a 2/3 vote of the Committee. Anyone so removed from a position of office in the Intergroup may be reinstated to their position by a 2/3 vote of a meeting of the group representatives. Such a person shall have access to the representatives at a formal regularly scheduled meeting in order to exercise the aforementioned right to reinstatement.

**Article V— Meetings**

Section 1. The Nassau Intergroup Representatives shall meet on the first Thursday of each month. A quo rum shall consist of those members present and at least the Chairperson or one (1) of the two (2) Vice Chairs of Nassau Intergroup.

- (a). If the first Thursday should fall on New Year’s Day or the Fourth of July, this meeting shall be moved to the second Thursday of that month.
- (b). The Chairperson, in consultation with at least two (2) of the other officers, shall adjust the date of any meeting cancelled due to inclement weather or any serious calamity.

Section 2. The Steering Committee shall meet on the last Thursday of each month. A quorum shall consist of 25% of the active Steering Committee membership.

- (a). If the last Thursday should fall on Thanksgiving, Christmas Eve, Christmas Day, or New Year’s Eve this meeting shall be moved to the third Thursday of that month.

- (b). The Chairperson, in consultation with at least two (2) of the other officers, shall adjust the date of any meeting cancelled due to inclement weather or any serious calamity.

Section 3. Special meetings may be called by the Chairperson upon reasonable notification in unusual circumstances. Only the business for which these meetings are called may then be considered and voted upon.

Section 4. All matters before the membership shall be decided by the “one group, one vote” principle. Again, calling upon *The AA Service Manual* for guidance; all Intergroup officers, Committee Chairs and Intergroup Reps have one vote each at the Representatives meeting. Experience indicates that even though officers and committee chairs are members of a group that is represented by a NIR, they are entitled to a vote at the meeting. Alternates normally vote only if the regular NIR is not present.

**Article VI— Steering Committee**

Section 1. The Steering Committee of Nassau Intergroup shall consist of:

- (a). the five elected officers,
- (b). the chairperson of each standing committee or the authorized alternate,
- (c). the immediate past Chairperson and
- (d). two (2) members-at-large who may be appointed at the discretion of the Chairperson

with the approval of the Intergroup Representatives.

Section 2. The Steering Committee shall provide for the general administration of the Intergroup with the ultimate authority vested in the groups. Authority and responsibility shall be related.

Section 3. Any member of the Steering Committee who shall fail to attend three (3) consecutive Steering Committee meetings may be removed by the Chairperson with the approval of the Committee.

Section 4. Meetings shall be limited to members with the following exceptions who may attend without vote:

- (a). past chairpersons,
- (b). DCMC of the Nassau General Service Committee and
- (c). invited guests at the discretion of the Chairperson.

Section 5. Special Steering Committee meetings may be called by the Chairperson. The Chairperson shall call a special meeting at the request of five (5) members of the Steering Committee upon reasonable notification in unusual circumstances. Only the business for which these meetings are called may then be considered.

## Article VII— Committees

Section 1. There shall be the following standing committees:

- (a). Archives (08/04),
- (b). Cooperation with the Professional Community (CPC),
- (c). Corrections,
- (d). Financial Review,
- (e). Institutions (10/94),
- (f). Literature,
- (g). Meeting List,
- (h). Newsletter – the Editor shall serve as the committee chair,
- (i). Night Book,
- (j). Office Volunteers - the Office Coordinator shall serve as the committee chair, there may also be an “Assistant Coordinator” and seven (7) “Daily Coordinators”,
- (k). Public Information (PI),
- (l). Share-A-Day,
- (m). Speakers Exchange Meeting,
- (n). Special Needs (12/96),
- (o). Technology (3/18), and,
- (p). 12th Step List.

Section 2. Temporary committees may be formed by the Steering Committee.

Section 3. The committees shall follow the respective AA Guidelines.

Section 4. The Intergroup Chairperson shall be provided with a list of all committee members.

Section 5. Committees shall report to the groups at the regular monthly meeting when appropriate.

Section 6. Each committee chairperson shall be recommended by the respective standing committee or appointed by the Intergroup Chairperson, with the approval of the Intergroup Representatives.

## Article VIII— Finances

Section 1. Nassau Intergroup will seek to accrue and maintain a prudent reserve of approximately six months of the combined expenses of Nassau Intergroup and its various committees (e.g., H&I, Literature, Share-A-Day, etc.).

Section 2. The operating fund of Nassau Intergroup (e.g., the NI bank accounts other than the dedicated sub-accounts and

the reserve account) shall not exceed one-quarter (¼) of the then-current annual budget.

Section 3. An “Assistant Treasurer” shall be appointed by the NI Chair (in consultation with the Finance Committee) and confirmed by a majority vote of all present and eligible to vote at an NIR Meeting. The Assistant Treasurer shall be primarily responsible (under the supervision of the Treasurer) to calculate and prepare the quarterly or annual literature sales tax reports, and to control and track the NI expenses for large events such as the Alkathons, Share-A-Days, Picnics and the Big Meeting. As an unelected, non-officer position, the Assistant Treasurer shall have "view only" access (and shall not have check writing or withdrawal authority on any NI bank accounts).

Section 4. The Financial Review committee shall:

(a). be composed of the following members:

(i) a Committee Chair,

(ii) a past NI Treasurer, to be appointed by the NI Chair and confirmed by a majority vote, of all present and eligible to vote at an NIR Meeting (however, if no past Treasurer is available, another person of commensurate fiscal responsibility and experience, shall be selected from the floor at an NIR Meeting and confirmed by a majority vote of all present and eligible to vote at an NIR Meeting),

(iii) two NIRs selected from the floor at an NIR Meeting and confirmed by a majority vote of all present and eligible to vote at an NIR Meeting, and the then-current Treasurer and Assistant Treasurer, who shall be ex officio members but have no votes.

(b). meet at least every other month starting in January, to review finances and budget, and to ensure that expenditures, the operating fund balance and prudent reserves are in compliance with these Bylaws, and with any standing procedures approved by the membership at an NIR Meeting and that Nassau Intergroup is operating in a manner that will preserve its status as a tax-exempt social welfare organization under Internal Revenue Code section 501(c)(4),

(c). present the previous year's annual report at the January Steering Committee meeting and then at the February NIR meeting, and

(d). prepare the yearly budget for review at the October Steering Committee meeting and for presentation at the November NIR meeting, so that the NIRs will have a month to review it before voting on it in December.

Section 5. Nassau Intergroup shall not be operated for profit and all income and earnings shall be used exclusively for NI purposes. so as to maintain and preserve its status as a tax-exempt social welfare organization under Internal Revenue Code section 501(c)(4). No part of the net earnings

or assets shall inure to the benefit of any member, officer or private individual, except that reasonable compensation may be paid for services rendered to or for Nassau Intergroup.

Section 6. If for any reason, Nassau Intergroup shall cease to function, all monies, records, and other property held in its name shall become the property of its successor AA organization, or if none such exists, it shall become the property of the General Service Office of Alcoholics Anonymous.

#### Article IX— Parliamentary Protocol

The rules contained in the current edition of *Robert's Rules of Order* shall govern the Intergroup in all cases in which they are applicable and in which they are consistent with these By-Laws, the AA Traditions and the Twelve Concepts for World Service.

#### Article X— Amendment of By-Laws

These By-Laws may be amended by an affirmative vote of not less than  $\frac{2}{3}$  of the Intergroup Representatives present at any regular meeting of the Nassau Intergroup provided that prior to the meeting at which voting is to take place, a copy of the proposed change(s) has been:

- (a). published in two (2) consecutive Intergroup Newsletters,
- (b). read at two (2) consecutive regular Intergroup meetings and
- (c). submitted as a mailing to each eligible group at least forty-five (45) days before that meeting.

Amendment(s) will be effective immediately unless specifically otherwise stated.

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The following historical notes are not a part of the by-laws.

#### Historical Notes:

- 1948— Manhasset-Roslyn Telephone Service started
- 06/24/70— Nassau Answering Service of AA formed
- 09/77— Opened office at 266 Fulton Ave, Hempstead
- 10/77— Renamed to: Central Office for Nassau County; Proposal sent to all groups to form an Intergroup
- 03/06/80— Moved to 357 Hempstead Turnpike, West Hempstead; Renamed to: Nassau Intergroup of AA
- 10/15/83— Nassau Intergroup of AA incorporated

- 11/83— By-Laws adopted
- 10/94— By-Laws revised
- 10/98— Moved to 361 Hempstead Turnpike, West Hempstead
- 08/05/04— By-Laws completely revised
- 03/01/18— By-Laws revised; Renamed Intergroup Association of Nassau, Inc.
- 01/07/21— By-Laws, Article VIII, revised