

**BYLAWS of the AA HEART OF VIRGINIA INTERGROUP
of ALCOHOLICS ANONYMOUS**

P.O. Box 6911, Charlottesville, VA 22902

434-293-6565

I. Purpose of Document

- A. To establish and maintain bylaws of the AA Heart of Virginia Intergroup, hereinafter referred to as Intergroup.
- B. To provide a guide for Intergroup meeting format, elections and committee participation.

II. Intergroup Mission

- A. Intergroup will observe the practice and spirit of Alcoholics Anonymous's (A.A.) Twelve Traditions and Twelve Concepts for World Service, as well as its three legacies of Recovery, Unity and Service, within the Heart of Virginia District to:
 - i. Provide an information exchange forum for Alcoholics Anonymous (A.A.) groups and members.
 - ii. Establish and maintain volunteer committees to coordinate A.A. member participation in extending the hand of A.A.
 - iii. Cooperate and interact with A.A. service offices and representatives.
- B. Intergroup is responsible to its Member Groups, deriving its authority in all activities, policies and proceedings from the groups.

III. Meeting Procedures

- A. Unless amended, Intergroup shall hold its regular meetings on the first Thursday of each month via Zoom, at <https://zoom.us/j/93491831611> at 7:00 p.m.
- B. At all meetings of Intergroup, eight voting members shall constitute a quorum for the transaction of business. Voting members exclude Intergroup officers, who are not also serving as Intergroup Representatives. If a quorum is not present at any meeting, the Intergroup representatives may adjourn the meeting until a quorum shall be present.
- C. Votes will be conducted according to Section V, Voting Procedures.
- D. Intergroup meetings shall be open to all individuals. Participation in discussion and voting shall be restricted to A.A. members.
- E. Voting is restricted to the Intergroup representatives or designated alternates who are present at the meeting.
- F. Conduct and format of the monthly meeting shall be in accordance with the Intergroup Meeting Guidelines, adopted by Intergroup and attached as an appendix to these Bylaws.

IV. Election of Officers

- A. The Chairperson, Alternate Chairperson, Secretary and Treasurer are elected to

serve in their respective positions for a period of two years. If necessary, officers may be elected for a one year term. It is recommended that all officers have at least a minimum of two years sobriety and extensive familiarity with the Twelve Traditions. The chairperson shall have at least one (1) year experience in an A.A. Intergroup service role the day they take office.

- B. The Chairperson shall appoint, in September, a Nominating Individual or Committee to assemble a slate of eligible and willing candidates for each office.
- C. The Chairperson and Alternate Chairperson are elected in even-numbered years. The Treasurer and Secretary are elected in odd-numbered years.
- D. The Nominating Individual or Committee shall present the slate of candidates for each office at the Intergroup meeting in November.
- E. Intergroup will hold elections at the December Intergroup meeting.
- F. Procedures for voting shall follow the guidance contained in section V below.
- G. The Chairperson and Alternate Chairperson begin duty in January of odd-numbered years; and the Treasurer and Secretary begin duty in January of even-numbered years.
- H. All officers are required to maintain continuous sobriety for the period of their respective terms, or resign.
- I. If an incumbent officer vacates his/her office for any reason, a special election will take place without a Nominating Individual or Committee. If the vacated office is that of Chairperson, the Alternate Chairperson will become Chairperson and serve the remainder of the two-year term. A replacement Alternate Chairperson, Secretary or Treasurer will be elected by receiving nominations from the floor and then selected by vote of the Intergroup members.

V. Voting Procedures

- A. Voting eligibility is restricted to Intergroup representatives and designated alternates who are present at the meeting. Intergroup Officers that are not also serving as Intergroup Representatives are not voting members of Intergroup. No group can have more than one vote at an Intergroup meeting. Proxy ballots are not allowed.
- B. Voting on general business may be conducted by secret ballot, show of hands, or voice vote, at the discretion of the Chairperson.
- C. All general business votes will be determined by a simple majority.
- D. The Chairperson casts a deciding vote in the event of a tie.
- E. Intergroup will elect officers in accordance with the Third Legacy Procedure found in the A.A. Service Manual (P.S20-S21 2007 edition). The Nominating Individual or Committee will facilitate elections. If there is only one nominee for any office, that nominee is elected by default. The Nominating Individual or Committee shall distribute a handout on the Third Legacy Procedure before the elections.

VI. Intergroup Representatives

- A. Each group on the Heart of Virginia District meeting list shall be entitled to representation at Intergroup through its delegated representative.
- B. It is strongly recommended that an Intergroup Representative have a minimum

Bylaws of the Heart of Virginia District Intergroup of Alcoholics
of one-year sobriety and a working knowledge of the Traditions.

- C. Each Intergroup Representative is expected to maintain continuous sobriety for the period of service, or resign.
- D. Intergroup Representative roles and responsibilities:
 - i. Each Intergroup Representative shall serve as a liaison between the Intergroup Representative's home group and Intergroup, carrying Intergroup news, home group news, concerns and ideas.
 - ii. Each Intergroup Representative shall make every attempt to carry Intergroup reports to the home group in a timely and effective manner and provide an alternate attendant should absence be unavoidable.
 - iii. Intergroup Representatives should keep alternates as informed on Intergroup happenings as possible so that Intergroup meetings can maintain as much efficiency as possible.

VII. Intergroup Committees

- A. Intergroup establishes the following committees:
 - i. Activities – This committee coordinates, schedules, budgets and oversees activities sponsored by Intergroup. These activities include picnics, dances, dinners, workshops, and other events that bring A.A. members together in a spirit of fellowship and sharing. Events should be self-supporting, but Intergroup may, on an event-by-event basis, vote to advance money to prepare for the event and to protect it against losses.
 - ii. Central Office – This committee is responsible for the operation of the Central office. Key functions include:
 - 1. Liaison with commercial answering service.
 - 2. Updating and maintaining necessary Calling list.
 - 3. Coordinating Volunteer schedule.
 - 4. Maintenance of the Intergroup Library.
 - iii. Finance and Budget – This committee serves to oversee Intergroup financial activity and assist the Treasurer in developing the annual Intergroup budget. On an annual basis, the Finance and Budget Committee shall:
 - 1. Conduct a thorough review of Intergroup financials in coordination with the Treasurer.
 - 2. Work with group chairs to facilitate annual budget requests.
 - 3. Support the Treasurer in the development of the annual budget.
 - 4. Present the proposed budget for review and approval at the November Intergroup meeting.
 - iv. Literature – This committee is responsible for the ordering and sale of materials such as A.A. conference-approved literature and chips to groups and individuals.
 - v. Meeting List – This committee is responsible for maintaining and distributing the meeting list.
 - 1. The Meeting List Committee shall ensure that the list is kept up-to-date, including the removal of defunct meetings and the addition of new meetings whose purpose aligns with the Twelve

2. Meeting List distribution includes but is not limited to:
 - a. Central Office
 - b. Intergroup meetings
 - c. Heart of Virginia District Service Committee (District)
 - d. District Cooperation with Professional Community/
Public Information Committee (CPC/PI)
 - e. Intergroup Website
 - vi. Nomination Committee – This committee provides a slate of candidates for Intergroup officers for regularly-scheduled elections. The committee is appointed by the chairperson in September of the year for elections.
 - vii. Website – This committee is tasked with building and maintaining the Intergroup website. The chairperson may appoint another member to field and reply to all email
- B. Intergroup may establish other ad hoc committees as necessary at the discretion of the Intergroup Chairperson.
 - C. The chairpersons for all committees shall be appointed by, and serve at the discretion of the Intergroup Chairperson. The appointed committee chairpersons need not be Intergroup representatives, but should attend Intergroup meetings to report the current status of committee functions. Committee chairpersons that are not Intergroup Representatives are not voting members of Intergroup.
 - D. Committee chairpersons and the Intergroup Chairperson may appoint committee members from volunteers throughout the Heart of Virginia District A.A. membership.
 - E. Normally the term for committee chairpersons and members will be the same two-year period as the Intergroup Chairperson. However, this should not prevent capable and willing committee members from longer service in their respective committees, keeping in mind A.A.'s spirit of rotation.
 - F. At the October Intergroup meeting, committee chairpersons should submit budget requests to the treasurer and Chairperson of the Finance and Budget Committee.

VIII. Intergroup Income and Expenses

- A. Intergroup may accept donations in a manner conforming to the Twelve Traditions of Alcoholics Anonymous and in accordance with GSO guidelines. The Intergroup shall not accept responsibility of, nor enter into the distribution or allocation of funds set up outside of Intergroup.
- B. Contributions made to Intergroup support at least the following services:
 - i. Telephone answering service
 - ii. Publication and distribution of A.A. meeting schedules
 - iii. Travel, lodging and board expenses for the Intergroup Chairperson or designated representative to attend the Spring and Fall State Assemblies
 - iv. Contributions to the owners of the Intergroup meeting place for use of the facility
 - v. Stationery, postage and other expenses as approved by Intergroup to maintain continuity of operation

Bylaws of the Heart of Virginia District Intergroup of Alcoholics

- vi. Funding for committees
 - vii. Maintaining a central office
 - viii. Maintaining an active website
- C. Should Intergroup ever disband, all monies remaining in the treasury after the payment of all legitimate debts shall be given to the General Service Office of Alcoholics Anonymous in New York, the Virginia Area Committee and the District in a ratio determined by the Intergroup Chairperson.
- D. Intergroup shall establish and maintain a prudent reserve equal to six months operating expenses (less chips and lit).
- E. In order to promote good fiscal stewardship, prudence and transparency, the Intergroup Treasurer shall provide detailed financial activity reports at each Intergroup meeting, including:
- i. Monthly profit and loss statement
 - ii. Year-to-date profit and loss statement
 - iii. Year-to-year profit and loss comparison
 - iv. Copies of all checks written
 - v. Copies of recent bank statements
 - vi. Status of prudent reserve
- F. Intergroup shall ensure that the Intergroup Treasurer and the Intergroup Chair both have access to Intergroup bank accounts and related information.
- G. On an annual basis, the Finance and Budget Committee shall conduct a thorough review of Intergroup financials in coordination with the Treasurer.
- H. Committee chairpersons deliver budget requests to the Treasurer and Chairperson of the Finance and Budget Committee at the October Intergroup meeting. Over the next month, the Treasurer and Chairperson of the Finance and Budget Committee will work together to develop a proposed budget for the following year. The Treasurer and Chairperson of the Finance and Budget Committee will present the budget for review and approval at the November Intergroup meeting.
- I. Intergroup should at no time accept a loan from an A.A. member or other entity. Instead, Intergroup may accept donations in a manner conforming to the Twelve Traditions of Alcoholics Anonymous and in accordance with GSO guidelines.

IX. Procedures for Changing these Bylaws

- A. These bylaws are subject to change periodically because of procedural and/or policy votes by Intergroup members.
- i. Proposed changes may be introduced by Intergroup members and discussed at any monthly Intergroup meeting at the time set aside for new business.
 - ii. Minor changes or obvious omissions/errors may be made immediately upon Intergroup approval. Minor changes include:
 - 1. Typos
 - 2. Formatting concerns

3. Edits that do not affect Intergroup procedures
 - iii. Changes affecting Intergroup procedures shall be studied and discussed by a special Bylaws Committee in a separate meeting. The committee will bring its recommendations to a regular Intergroup meeting for distribution and discussion.
 - iv. At the next meeting, Intergroup Representatives will vote on the recommendations according to section V.B of these bylaws. Changes require two-thirds (2/3) vote of the representatives or their alternates, and will be immediately effective as of the date of the vote approving the changes.
 - v. All officers and group representatives shall be provided with a copy of these bylaws, with all additions and amendments.

X. Adoption and Amendment History

Date of Adoption:

January 5, 1986

Amendments:

July 7, 1992;

May 7, 1998;

Mar 11, 2005;

August 5, 2010;

November 4, 2010;

November 6, 2014;

April 12, 2018;

February 7, 2019;

July 17, 2023.

Overview

The Twelve Traditions and the Twelve Concepts establish principles that guide our business. We seek to place principles before personalities. For our group purpose there is but one ultimate authority – a Loving God as He may express Himself in our group conscience.

Our bylaws and these guidelines ensure that we conduct our business fairly, efficiently, and with a minimum of distraction and disorder. These guidelines provide participants with a clear understanding of the business to be addressed in a meeting, acceptable meeting conduct, and procedural guidelines. These guidelines come in part from portions of Roberts Rules of Order and standards of common courtesy.

General Conduct of Participants

Love and tolerance is our code. In a INTERGROUP meeting, this means demonstrating a respect for others and their opinions. Disagreements are inevitable, but courtesy in these situations is paramount

Turn off or mute all cell phones and similar devices prior to the meeting. When emergencies arise requiring your attention, please leave the meeting room so as not to distract others from the business at hand.

Speakers should address the issues at hand in a direct manner, Simply put, good manners and the Golden Rule shall guide our conduct.

Agenda

The general agenda for the monthly meeting shall be as follows:

- Serenity Prayer
- Preamble of Alcoholics Anonymous.
- Reading of the short form of the Twelve Traditions.
- Introduction of Intergroup representatives and other participants. (The Chairperson shall determine at this time if a quorum is present and if not, shall delay any business requiring a vote until such time as a quorum may be present.)
- Secretary Report: Review of the minutes from the previous meeting, motion for acceptance, second, discussion and vote.
- Treasurer's report: Reading of the Treasurer's report and motion for acceptance, second, discussion and vote.
- Committee reports.
- Old business.
- New business.
- Group reports.
- Serenity prayer.

Procedural Guidelines

Addressing the Group:

- Other than the Chair, no one may address the group until given the floor by the Chair.
- A person should request the floor by raising their hand and being recognized by the Chair.
- People who have the floor must not be interrupted, as a general rule. The Intergroup Chair may interrupt a speaker in some cases, such as:
 - If someone speaks for an excessive amount of time.
 - If someone is not adhering to the designated topic.
 - Other cases of rude or inappropriate speech or behavior.

INTERGROUP uses the following general process for motions:

- A member obtains the floor and makes a motion
 - Speak in a clear and concise manner.
 - Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ..."
 - Stay on the subject.
 - Simply make the motion. Do NOT make a statement supporting the motion – this is done later during discussion.
- Seconding
 - A motion must be seconded before the group can consider it.
 - If there is no second, the motion is lost.
 - If the motion is seconded, the Chair restates the motion to the group, placing the motion before the membership for consideration and action.
- Consideration
 - The membership then either debates the motion, or may move directly to a vote.
 - Once the Chairperson presents the motion to the membership, it becomes "assembly property," and cannot be changed by the mover without the consent of the members.
 - The members debate the motion.
- Voting
 - If there is no new discussion, the Chairperson – at his or her discretion – may take a vote.
 - The Chairperson asks for the affirmative votes and then the negative votes.
 - The Chair announces the result of the voting.
 - The Chair then asks if anyone wishes to speak further to their minority view. Each person who wishes to exercise this Right of Appeal will be given the floor to express the minority opinion.

Appendix A – INTERGROUP Meeting

- Amending a Motion
 - When a motion requires change before approval, a voting representative may make a motion to amend the original motion.
 - A 'friendly' amendment is suggested to the original mover and is accepted by them. The Chair will then restate the question as amended, and discussion on the amended motion continues.
 - A 'formal' amendment is made by making a motion to amend the motion before the Group. For example, if a motion allocates \$500 to a task, and discussion indicates that this amount is too much, a member can move to amend the motion to allocate \$250 instead of \$500.
 - Formal motions to amend must be seconded.
 - If seconded, discussion of the motion to amend takes precedence over the main motion, and the discussion focuses on the amendment.
 - Once the group votes on the amendment, the discussion of the main motion resumes.
- Tabling a Motion
 - Tabling a motion has the effect of removing the motion from further consideration at that time, and postpones it to such time in the future when it is taken off the table.
 - A motion to table requires a second.
 - Motions to table are not debatable.
 - Motions to table require a simple majority to pass.
 - If the matter is to be postponed to a specific time, then the appropriate motion is not to table, but to postpone until a specific date.

The Chair has the responsibility to conduct meetings in accordance with these Guidelines, calling individuals and/or the group to order as necessary to keep the group focused on the business at hand. It is the right of each member of the Group who notices a shift from these guidelines to bring this to the Chair's attention by calling "Point of Order".

The Twelve Traditions

1. Our common welfare should come first; personal recovery depends upon A.A. unity.
2. For our group purpose there is but one ultimate authority – Loving God as He may express Himself in our group conscience. Our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole.
5. Each group has but one primary purpose – to carry the message to the alcoholic who still suffers.
6. An A.A. group ought never endorse, finance, or lend the A.A. name to any related facility or outside enterprises, lest problems of money, property, and prestige divert us from our primary purpose.
7. Every A.A. group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. A.A., as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personnel anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

The Twelve Concepts

1. Final responsibility and ultimate authority for A.A. world services should always reside in the collective conscience of our whole Fellowship.
2. The General Service Conference has become, for nearly every practical purpose, the active voice and the effective conscience of our whole Society in its world affairs.
3. To insure effective leadership, we should endow each element of A.A.A.A. – the Conference, the General Service Board and its service corporations, staffs, committees and executives – with a traditional “Right of Decision”.
4. At all responsible levels, we ought to maintain a traditional “Right of Participation”, allowing a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our structure, a traditional “Right of Appeal” ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.
6. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board.
7. The Charter and Bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purpose for final effectiveness.
8. The trustees are the principal planners and administrators of overall policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.
9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.
10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
11. The trustees should always have the best possible committees, corporate service directors, executives, staffs and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.
12. The Conference shall observe the spirit of A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and, whenever possible, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government, and that, like the Society it serves, it will always remain democratic in thought and action.