

NORTH VALLEY INTERGROUP BY-LAWS

ARTICLE I - Name

The organization shall be known as North Valley Intergroup (if incorporated, the name shall include the following: 'a California Non-Profit Organization') (hereafter referred to as NVIG).

ARTICLE II - Purpose

Section 1

NVIG exists to support the Alcoholics Anonymous (hereafter referred to as A.A.) groups (hereafter referred to as groups) in their primary purpose of carrying the A.A. message to the alcoholic who still suffers. NVIG shall act as a steering committee for all A.A. groups in the NVIG area by providing services and activities that cannot be performed effectively by the individual groups. NVIG is maintained, supervised, and supported by the groups comprising its membership. NVIG, in all deliberations and decisions, shall be guided by the Twelve Traditions of Alcoholics Anonymous (hereafter referred to as Traditions). NVIG covers the area of Butte and Glenn Counties, plus any groups who wish to attend, including the fringes of Tehama County.

Section 2

In support of the primary purpose, NVIG shall perform the following A.A. services as NVIG and the member groups may agree upon.

1. Handle A.A. inquiries by maintaining an answering service and maintaining a current list of volunteers, A.A. member's, names and numbers to respond to local twelfth step calls.
2. Maintain a Post Office Box to receive mail addressed to NVIG.
3. Maintain a bank account with accountability to all A.A. groups in the NVIG area.
4. Print the local A.A. Meeting Schedule for distribution at the monthly NVIG meeting.
5. Prepare and distribute a local A.A. newsletter to local groups.
6. Maintain a supply of A.A. literature and sobriety chips for all groups to draw upon at cost.
7. Maintain a storage unit with supplies for events.
8. Facilitate the exchange of information between groups by appointing liaisons to the following committees: H&I, NCCAA, and District 15 General Service.
9. Provide fellowship among the groups by sponsoring and arranging activities or projects which NVI and the group members may decide upon.

ARTICLE III - Membership

Each A.A. group within the NVIG area is a member of NVIG. Each group, regardless of size, may select an Intergroup Representative (hereafter referred to as IGR) and an Alternate IGR (hereafter referred to as Alternate) from its group to attend NVIG meetings. Each group has one vote. No group is required to be registered with the General Service Office in New York (GSO) or to make financial contributions to NVIG as a condition of membership.

ARTICLE IV - Monthly and Special Meetings

1. Regular Meetings – NIVG shall regularly meet each month according to a schedule approved by the NIVG voting membership.
2. Special Meetings - Special NIVG meetings may be called at any time by the Chairperson or by any two elected officers, provided that notice of the time and place of the special meeting is given to all officers and each IGR or Alternate not less than two weeks in advance of the special meeting.

ARTICLE V - Elected Officers

The officers of NIVG shall consist of a Chairperson, Alternate Chairperson, Recording Secretary, Treasurer, Alternate Treasurer and Literature/Chip Officer. All Officers with the exception of the Alternate Treasurer shall serve for a two-year term beginning January 1 and ending on December 31 the following year and may not serve more than two consecutive terms in the same position. The Alternate Treasurer will serve a one-year term which begins January 1 of the Treasurer's second year. Officers shall attend all regularly scheduled meetings and all special meetings. If any officer misses three consecutive meetings without being in contact with the Chair or making appropriate arrangements, the position shall be considered vacant. Requirements, duties and responsibilities of NIVG officers shall include:

Chairperson

1. Shall have a minimum of four years continuous sobriety and two years previous NIVG service.
2. Shall attend all monthly and special meetings and shall have the power of voice. Shall have the power of vote only to break a tie.
3. Shall conduct meetings in a spirit of service to all A.A. groups in the NIVG area and to A.A.
4. Shall set the agenda for regular and special meetings. Shall reproduce enough agenda copies for each attendee at the monthly meetings.
5. Shall appoint standing committee chairs.
6. Shall appoint coordinators for special one-time functions as may be deemed necessary.
7. Shall maintain a current Intergroup membership list for distribution to Intergroup members as needed.

Alternate Chairperson

1. Shall have a minimum of three years continuous sobriety.
2. Shall attend all monthly and special meetings and shall have the power of voice and vote at all such meetings.
3. Shall assist the Chairperson, Recording Secretary and Treasurer as needed in their duties. Shall temporarily assume their duties if needed. Shall assist committee chairs and coordinators as needed in their duties.

Recording Secretary

1. Shall have a minimum of three years continuous sobriety.
2. Shall attend all monthly and special meetings and shall have the power of voice and vote at all such meetings.
3. Shall prepare and present the minutes of the previous meeting for approval or amendment to the voting membership of NIVG at all regular and special meetings.
4. Shall maintain all minutes and procedural records.

Treasurer

1. Shall have a minimum of five years continuous sobriety.
2. Shall attend all monthly and special meetings and shall have the power of voice and vote at all such meetings.
3. Shall be responsible for maintaining and reconciling the NVIG bank account.
4. Shall be responsible for the accurate accounting of all income and expenses of NVIG.
5. Shall submit a report each month to NVIG, itemizing income and expenses, both monthly and year-to-date.
6. Shall chair the Budget Committee.
7. Shall maintain the non-profit status including handling tax reporting.
8. Collect and report sales tax to the appropriate agency.
9. Shall train Alternate Treasurer in NVIG standard practice and procedures of performing Treasurer responsibilities for position continually during service rotation.

Alternate Treasurer

1. Shall have a minimum of five years continuous sobriety.
2. Shall attend all monthly and special meetings and shall have the power of voice and vote at all such meetings
3. Shall sit on the Budget Committee.
4. Shall assist the Treasurer.

Literature/Chip Officer

1. Shall have a minimum of 2 years continuous sobriety.
2. Shall attend all monthly and special meetings and shall have the power of voice and vote at all such meetings.
3. Shall be available to attend events with appropriate literature as needed.
4. Shall raise awareness of A.A. literature as a resource by attending meetings / events and pointing out valuable literature directed at specific issues and populations.
5. Shall maintain an appropriate inventory of literature and sobriety chips for group needs and shall maintain proper accounting of all sales.
6. Shall provide monthly and yearly reports to NVIG.
7. Shall submit annual projected budget requests in January to the Budget Committee.
8. Shall order and pick up meeting schedules for distribution at NVIG meetings.

ARTICLE VI - Appointed Chairs / Committee Coordinators

It is recommended that each appointed chair / committee coordinator have a minimum two years of continuous sobriety. The appointment shall be for one two-year term beginning January 1 and ending December 31 of the following year. Committee chairs and committee coordinators shall attend all monthly and special meetings and shall have the power of voice (not vote) at all such meetings. Where reimbursement for expenses is needed, a proposed budget shall be submitted to the Budget Committee in January for approval.

Answering Service Coordinator

1. Shall be responsible for recruiting and providing information to volunteers through personal contact, IGR's and group announcements.
2. Shall maintain a list of answering service volunteers.
3. Shall coordinate with whatever answering service NVIG contracts with, providing them with current contact information for volunteers.
4. Shall provide information to the groups about the answering service.
5. Shall provide monthly and yearly reports to NVIG.

Budget Committee

1. The Budget Committee shall consist of the treasurer as chair and two other members to be appointed by the chairperson.
2. Shall prepare and present yearly budget projections for approval at the beginning of each year.

Event Chairs / Coordinators: Quarterly Speaker Meeting, New Year's Eve, Unity Day, Workshop, Spring BBQ, Lake Almanor Camp-out and other events which NVIG and the group members may decide upon

1. These chairs are responsible for planning and overseeing events which shall not conflict with other local A.A. activities.
2. Shall contract with facilities for the event. Shall ensure adherence to the terms of the contract.
3. Shall assure responsibility for covering any service positions necessary for the event.
4. Shall secure amenities for the guest participants, as appropriate.
5. Shall provide timely reporting of all income and expenses to the Treasurer for any appropriate disbursement of funds.
6. Shall provide timely announcements in sufficient quantities for distribution to groups.
7. Shall provide notice of the event for inclusion in the NVIG newsletter and on the web site.
8. Shall report on the event at the following NVIG meeting.

Inventory/Supplies Chair

1. Maintains access to storage unit and is responsible for one storage unit key (the other key is held by the treasurer).
2. Organize inventory so stock is easily visible and accessible.
3. Keep an updated inventory with a list of items available and quantities of items in stock.
4. Provide current inventory list at NVIG meetings and when requested by event chairs and coordinators.
5. Order inventory when needed and in anticipation of upcoming events.
6. Meet with event chairs and event coordinators and check out items to them prior to events, keeping track of names and contact information so items are accounted for. Also note when items are returned after events.
7. Submit current receipts to the treasurer at monthly NVIG meetings.

Newsletter Editor

1. Shall be responsible for gathering material for, paste up, printing and distribution of the newsletter on a monthly basis.
2. Encouraged to form a committee of regular contributors and roving reporters to cover Intergroup and District 15 news and events.
3. Responsible for presenting invoices to the Treasurer for reimbursement of expenses.

Liaison: District 15, Hospitals & Institutions

1. It is recommended that Liaisons have a minimum of six months of continuous sobriety.
2. A Liaison assists in the flow of information between NVIG and the other service structures. The Liaison takes notes at each meeting and reports back to each group.

ARTICLE VII - Representatives and Alternates

3. It is recommended that IGRs and alternates have a minimum of one year of continuous sobriety.
4. No person shall act simultaneously as IGR or alternate for more than one group.
5. Shall attend all monthly and special meetings. Each representative shall inform the alternate and/or the group if unable to attend a regular or special meeting of NVIG so that the alternate may exercise the member's voting rights as provided herein.
6. Shall have the power of voice and vote at all monthly and special NVI meetings.
7. Give a monthly report from NVIG to their group.
8. Give a monthly report from their group to NVIG.
9. Shall solicit group conscience for voting their choices pertaining to A.A. policies or any changes therein.
10. Shall receive written requests, suggestions, recommendations, complaints, criticisms, etc. from the group relative to the operation of NVIG and to present these items to the chairperson or any officer of NVIG for disposition.

ARTICLE VIII - Election Procedures

Elections are to be held every two years in November for all elected positions. The elections for Alternate Treasurer will be held during alternating years (the Treasurer's first year) in November. All terms shall begin on January 1. The duration of a panel is defined as January 1 after the November elections until December 31 of the following year. All terms are for two years except appointed chairs for special events and the Alternate Treasurer position. The Alternate Treasurer will serve a one-year term. Upon a position becoming vacant, a replacement will be elected or appointed to finish the panel. A member serving 12 months or less in a position is eligible to be elected or appointed to the same position for the following two years. No one shall hold more than one elected or appointed position within NVIG.

Elections will follow the Third Legacy Procedure as outlined in Chapter One in the A.A. Service Manual.

ARTICLE IX - Voting

1. Voting members shall consist of elected officers (except the chairperson shall vote only to break a tie) and Intergroup Representatives OR Alternate Intergroup Representatives.
2. A simple majority of those present and eligible to vote shall govern for most voting purposes. A substantial unanimity of two-thirds (2/3) shall be required for all votes involving policy changes.
3. Each voting member shall have one vote. An IGR (or alternate) may represent and vote for only one group.

ARTICLE X - Amendments

These Bylaws may be amended at any time by two thirds (2/3) majority of voting members at any regularly scheduled meeting. A copy of the proposed amendment must be distributed to each IGR at least 30 days prior to the scheduled meeting at which voting action is to be taken on the proposed item(s).

Approved: NVIG

Date: 02/14/2023