Orange County Intergroup Association
of
Alcoholics Anonymous

Bylaws

Approved by the Orange County Intergroup Association
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Orange County Intergroup Association of Alcoholics Anonymous
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ARTICLE I
Name

The name of this Association shall be the Orange County Intergroup Association of Alcoholics Anonymous, Incorporated.

ARTICLE II
Purpose

The purpose of the Orange County Intergroup Association shall be to aid the groups in their common purpose of carrying the A.A. message to the alcoholic who still suffers; to perform the local functions of; and to operate and maintain the Central Office of Alcoholics Anonymous in Orange County.

ARTICLE III
Members

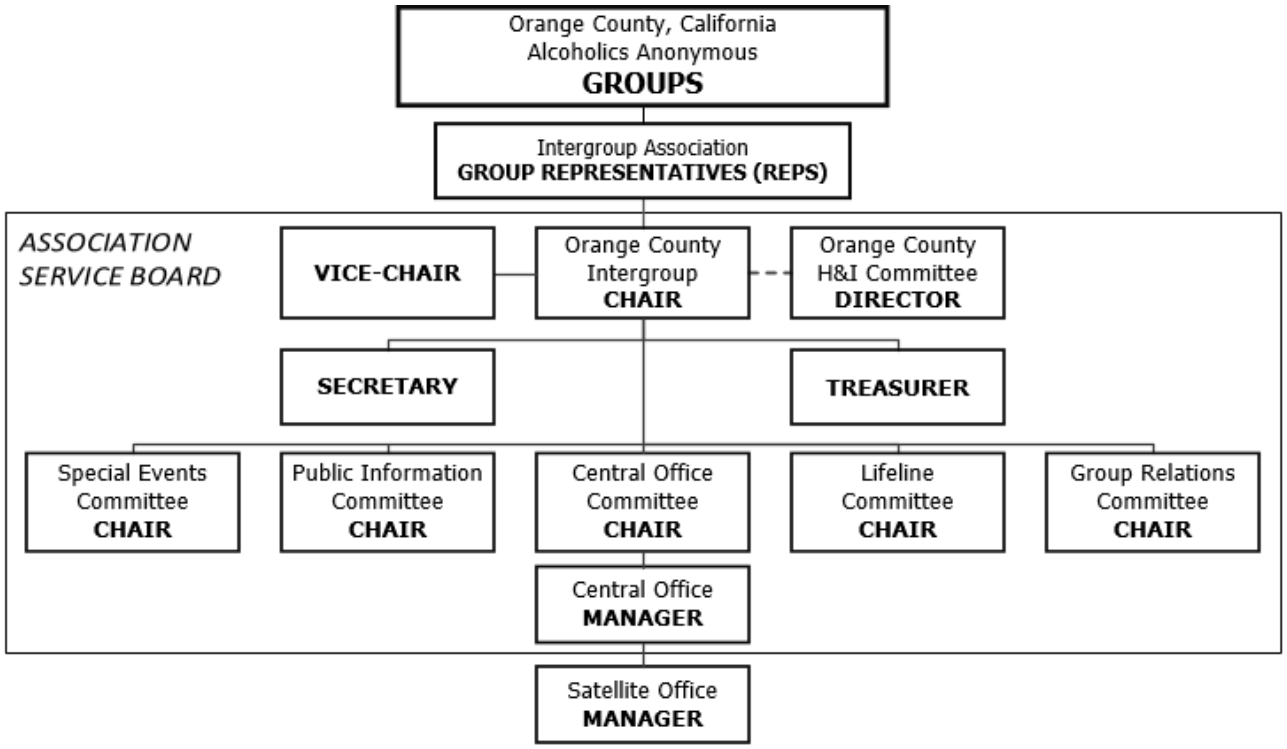
Section 1. Membership. Alcoholics Anonymous Groups who choose to become members of the Orange County Intergroup Association -- and who conduct their activities in accordance with the Traditions, Concepts and Warranties -- are automatically members of the Intergroup.

Section 2.1. Intergroup Representatives. Groups may elect or appoint a member with one year of continuous sobriety as their Intergroup Representative to represent the Group at Intergroup Association meetings. An alternate Intergroup Representative may also be selected to represent the group in the absence of the primary Intergroup Representative. Intergroup Representatives and their alternates should conduct their activities in accordance with the Traditions, Concepts, and Warranties.

Section 2.2. Representation Limit. No Intergroup Representative may represent more than one Group.

Section 3. Territory. Orange County, California and vicinity.

Section 4. Intergroup Association Structure. The organization and structure of the Intergroup is shown in the following diagram.



ARTICLE IV
Officers

Section 1. Officers and Duties. The officers of the Intergroup Association shall be a Chair, Vice Chair, Treasurer and Secretary. These officers shall perform the duties prescribed by these bylaws, Robert's Rules of Order and the duties described in the Orange County Service Board Job Descriptions document on file in the Central Office and website. These officers shall perform the duties prescribed by these bylaws, Robert's Rules of Order and the duties described in the Orange County Service Board Job Descriptions document on file in the Central Office.

Section 2. Eligibility for Election. Candidates must have two years of sobriety.

Section 3. Nomination Procedure. Nominations and self nominations may be made from the floor by any Intergroup Representative at the October meeting. Candidates must be present to be nominated or present a notice in writing that they will serve if elected. Before the election at the regular meeting in November, additional nominations from the floor and self-nominationsshall be permitted.

Section 4. Ballot Election, Term of Office. The Service Board members of the Intergroup Association shall be elected at the November Intergroup meeting. The election shall take place prior to the start of the regular business. Four members are elected one year and five members elected the next year. This ballot election will allow one (1) vote per open board position. The Service Board members shall be elected for a term of two years. Their term of office shall begin at the close of the meeting at which they are elected. The outgoing Service Board members shall mentor the newly elected Service Board members at the December Service Board Meeting. The Service Board shall elect from its ranks, for one year terms, the Chair, Vice-Chair, Treasurer and Secretary. The Chair, with Board approval will then appoint, for one year terms the remaining Board positions as described in position descriptions on file in the Central Office.

Section 5. Election Provisions. (1) The Central Office Manager and Director of the Orange County Hospitals and Institutions Committee are not eligible for election or appointment to any other Intergroup Service Board position. (2) A Service Board member who has served for one full two year term shall be ineligible for re-election for two years. (3) A Service Board member appointed to the Service Board to serve out the unexpired term of another Board member shall -- upon expiration of the term -- be eligible for reelection to the Service Board for one additional two-year term of office.

ARTICLE V
Service Board

Section 1.1. Board Composition. The officers, Committee Chairs of the Intergroup Association, Central Office Manager and the Director of the Orange County Hospital and Institution Committee shall constitute the Service Board.

Section 1.2. Ex Officio Board Member Voting. The Central Office Manager and Director of the H.&I. Committee are voting members of the Service Board. Ex officio Board members have the same rights as regular Board members.

Section 2.1. Board's Duties and Powers. The Service Board shall have general supervision of the affairs of the Association between its business meetings, fix the hour and place of meetings, make recommendations to the Association and perform such other duties as are specified in these bylaws. The Service Board shall be subject to the guidance of the Association, and none of its acts shall conflict with action taken by the Association. As trusted servants the Board conducts the business of the Intergroup in the best interests of Alcoholics Anonymous and the Orange County Intergroupand in accordance with the Traditions, Concepts and Warranties. The Board does not make motions, second motions, debate motions, or vote. Board members may provide information when requested by the Chair.

Section 2.2. Ex Officio Board Members. The Service Board may, at its discretion, appoint voting, ex officio members of the Board. These persons shall be members of the Board by virtue of their office, position, or pertinent experience.

Section 2.3. Nonelected Personnel. All volunteers and employees serve at the pleasure of the Service Board.

Section 3. Board Meetings. Board meetings of the Intergroup Association shall be held monthly. The meeting place, date and time shall be established by the Service Board. Special meetings of the Board may be called by the Chair and shall be made

in writing, by telephone or email. Except in cases of emergency, at least five days' notice shall be given. The purpose of the meeting shall be stated in the notice. No business may be conducted at any special meeting except that for which the meeting was called.

Section 4. Service Board Vacancy. Any vacancy in the Service Board shall be filled by the candidate that garnered the next highest number of votes at the most recent election and determined willing to serve for the balance of the unexpired term appointment of the Board -- with Intergroup approval. The process will continue until the position is filled. A Service Board member appointed to the Service Board to serve out the unexpired term of another Board member shall -- upon expiration of the term – be eligible for reelection to the Service Board for one additional two-year term of office.

Section 5. Compensation. The members of the Service Board shall not receive any compensation from the Intergroup Association.

Section 6. Intergroup Association Office. The headquarters and principal office of the Intergroup Association shall be at the same location as the Orange County Central Office for Alcoholics Anonymous. The location of the Central Office may be decided by the Service Board.

ARTICLE VI
Committee Administration

Section 1. Establishing Standing Committees. The Intergroup Association as a committee of the whole may elect to provide for appointment of advisory and administrative committees as it sees fit. It shall determine or provide for the determination of their duties and functions. The term of any such appointment shall not exceed one year.

Section 2.1. Standing Committees. The Intergroup Association standing committees are shown in Article VII.

Section 2.2. Selecting Standing Committee Chairs. As part of the annual election process the Chair, with Board approval, appoints remaining board positions as described in position descriptions on file at Central Office.

Section 2.3. Standing Committee Reports. Standing committee**s** report to the Intergroup Association at each meeting.

Section 2.4. Additional Standing Committees. Additional standing committees that are deemed necessary to carry on the work of the Intergroup Association may be established in the same manner as specified in Article VI.1 above.

Section 3.1. Special Committees. The Service Board Chair may appoint special (ad hoc or select) committees. They are committees appointed as the need arises to carry out a specified task, at the completion of which -- that is, on acceptance of their final report or work -- they automatically cease to exist.

Section 3.2. Special Committee Reports. Special committee**s** shall report to the Service Board prior to making a final report.

Section 4. Committee Membership. Committee Chairs are responsible for establishing and maintaining the number of committee members required to accomplish committee work.

Section 5. Committee Meetings. All committees shall conduct regular meetings to accomplish the work of the committee.

Section 6. Standing Committee Guidelines. The Committee Chairs are responsible for initiating, developing or updating a set of guidelines for their committees.

Section 7. Ex Officio Committee Membership. The Service Board Chair shall be ex officio a member of all standing and special committees except a Nominating Committee (if established). The Chair has the right, but not the duty, of participating in the meetings and work of the committees.

ARTICLE VII
Standing Committees

Section 1. Central Office Committee. The Central Office Committee is responsible -- in coordination with the Central Office Manager -- for the overall operation and efficiency of the Central Office.

Section 2.1. Hospitals and Institutions Committee. The Hospitals Committee coordinates the work of individual A.A. members and groups who carry the message of recovery to alcoholics in hospitals and treatment facilities. The Institutions Committee coordinates the work of individual A.A. members and groups who carry the message of recovery in jails and prisons.

Section 2.2. H.&I. Committee Director. The H.&I. Committee function is accomplished by the autonomous Orange County Hospital and Institution Committee. The committee is chaired by the Director of the H.&I. Committee who is a voting member of the Intergroup Service Board. In this capacity the Director reports H.&I. Committee activities to the Intergroup and Intergroup activities to the H.&I, Committee.

Section 3. Group Relations Committee. The Group Relations Committee is responsible for the following: (1) Coordination of relations between the Intergroup and A.A. groups that have encountered problems or difficulties. (2) Processing communications from the Central Office, A.A. groups or Intergroup functions with issues, concerns or problems. (3) Visiting groups and explaining the functions of the Intergroup and Central Office. (4) Urging groups to elect an Intergroup Representative to attend and participate in Intergroup meetings and special events.

Section 4. Lifeline Committee. The Lifeline committee is responsible for the production of the Lifeline magazine, the operations of the Lifeline staff and coordination of Lifeline matters with the Central Office Manager.

Section 5. Public Information Committee. The Public Information Committee is responsible for informing the nonalcoholic public where Alcoholics Anonymous service is and how to contact A.A. members.

Section 6. Special Events Committee. The Special Events Committee has the responsibility to plan, organize, coordinate and conduct all Intergroup Association special events.

ARTICLE VIII
Orange County Central Office

Section 1. Central Office Background. When the clear-cut need for an Intergroup and Central Office manifested itself, the Orange County groups got together and took the necessary steps to create them. A central office (or intergroup) is an A.A. service office that involves partnership among groups in a community -- just as A.A. groups themselves are partnerships of individuals. The Central Office is supported almost exclusively by donations from groups in the Orange County Intergroup Association. Without this help from the Groups, the Central Office could not survive.

Section 2. Central Office Purpose. The Orange County Central Office exists to aid the groups in their common purpose of carrying the A.A. message to the alcoholic who still suffers.

Section 3. Central Office Functions. The Central Office ascertains the service requirements of the Groups within the Orange County Intergroup Association and provides services including:

- Answering inquiries
- Maintaining office facilities
- Develop, print and distribute meeting lists
- Facilitate information exchange among A.A. Groups
- Cooperate with local P.I. and C.P.C. committees
- Carry news of local A.A. events
- Maintain the local newsletter, the *Lifeline*
- Carry information on special needs services

Section 4. Central Office Coordination. The Central Office Manager shall keep the Service Board informed, maintain close coordination with Board members and report Central Office matters as a voting ex officio member of the Service Board.

ARTICLE IX
Meetings

Section 1. Regular Meetings. Regular meetings of the Intergroup Association shall be held monthly. The meeting place, date and time shall be established by the Service Board.

Section 2. Annual Meetings. The regular meeting in the month of November shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

Section 3.1. Special Meetings. Special meetings may be called by the Board Chair or by the Service Board and shall be called upon the written request of four members of the Service Board, or the written request of 12 members of the Intergroup Association.

Section 3.2. Notice of Special Meetings. Notice of special meetings shall be made in writing**,** by telephone or e-mail to all Intergroup members. Except in cases of emergency, at least five days' notice shall be given. The purpose of the meeting shall be stated in the notice. No business may be conducted at any special meeting except that for which the meeting was called.

Section 4.1. Quorum, Regular Intergroup Meetings. Forty Intergroup Representatives of the Intergroup Association shall constitute a quorum.

Section 4.2. Quorum, Service Board and Committee Meetings. A majority of the voting members of the Service Board or any committee shall constitute a quorum.

Section 5.1. Voting. A majority vote shall be more than half of the votes cast by those members eligible to vote, present and voting. Intergroup Representatives shall have one vote. Intergroup Representatives shall rep- resent only one Group. No voting by proxy shall be permitted.

Section 5.2. Majority Vote Requirement. Decisions of any meeting of the Intergroup Association, the Service Board or any standing, special or ad hoc committee shall be made by majority vote.

Section 6. Meeting Visitors. Regular Intergroup Association business meetings shall be open to all Alcoholics Anonymous members and invited guests. The visitors are nonvoting guests of the meeting.

ARTICLE X
Fiscal Guidelines

Section 1. Financial Policy. The financial policy of the Orange County Intergroup Association shall be: Maintain sufficient operating funds plus an ample reserve fund. Ample reserve (prudent reserve.) is defined as approximately four to six months of operating expenses based on the annual audit or review. Sufficient operating funds are determined as approximately one month of the monthly expenses, but not more than two months, "operating expense" for this purpose includes the cost of acquiring literature.

Section 2. Operating Funds. The Intergroup Association shall employ frugal procedures in all operations, business dealings and purchases of materials and services.

Section 3. Reserve Funds. The stated purpose of the reserve fund is to ensure the capability of the Orange County Intergroup Association and the Central Office to maintain A.A. services for the Groups in the event of a reduction in donations, an accidental or natural disaster, and to meet the legal reserve fund requirements of Federal and State laws.

Section 4. Fiscal Year. The fiscal year of the Intergroup Association shall be from January 1st to December 31st.

Section 5. Audits and Financial Reviews. The accounts of the Intergroup Association shall be reviewed every year by a Certified Public Accountant. An audit may be conducted instead of a financial review if it is deemed necessary by a majority vote of the Service Board.

Section 6. Funds and Property Received. All funds and property received by, or coming into the custody of the Intergroup Association belong to and are trust funds and property of the Intergroup Association. They are to be expended only for the purpose authorized and only in accordance with the *Twelve Traditions of Alcoholics Anonymous.*

Section 7. Deposits. All funds of the Intergroup Association deposited in banks or depositories, shall be deposited in the name of "Orange County Intergroup Association Central Office". All withdrawals from accounts shall be made only by checks or similar orders, signed by the Central Office Manager and another member of the Service Board. Only banks that are members of the Federal Deposit Insurance Corporation may be used as depositories.

ARTICLE XI
Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Orange County Intergroup Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws**,** the *Twelve Traditions of Alcoholics Anonymous,* the *Twelve Concepts for World Service,* the *General Warranties of the Conference* and any special rules of order the Intergroup Association may adopt.

Section 1. Motion-making process, Motions can be made by any Intergroup Representative on behalf of their respective group

1. **Preparation –** Notify Chair of motion in writing including signatures from Mover and second member prior to introduction to membership in a regular business meeting.
2. **Month One –** Provide copies of Motion to membership and read Motion during New Business portion of regular business meeting. If the motion is seconded, take questions on Motion only, no discussion.
3. **Month Two –** Chair will restate the Motion to membership during Old Business portion of regular business meeting, and discussion may commence. Members will conduct Group Conscience meetings with their respective groups to gain a Group Conscience.
4. **Month Three –** After discussion, Chair will conduct a vote on the Motion from present eligible members during Old Business portion of the regular business meeting.

ARTICLE XII
Removal from Office

Section 1. Automatic Removal from Office. Any Service Board member who shall miss a combination of three consecutive regular Service Board or Intergroup meetings shall be removed from office automatically.

Section 2.1 Administrative Removal from Office. If it has been reported to the Service Board that a member has not or will not perform the duties of the position to which elected or appointed, or who has taken actions that are detrimental to the Intergroup or the Central Office the Service Board Chair, or if the Chair be the accused the Vice Chair, may -- with the approval of the Board.--.activate the Accusation Evaluation Committee to investigate the accusations and report the findings of fact and recommendations -- in writing -- to the Service Board.

Section 2.2 Removal from Office Guidelines. The Service Board shall develop and maintain the Accusation Evaluation Committee Guidelines which prescribe the procedures to be used for evaluating the allegations that have been made. The Guidelines shall include the following information:

- The requirement for written guidelines,
- The requirement for fairness and impartiality in proceedings,
- Protection of the individual.
- Protection of the Intergroup and its mission,
- An explanation of the sequence of events,
- The procedure to be used in the event the situation must be resolved by Service Board action or Intergroup Committee vote.

ARTICLE XIII
Amendment of Bylaws

Section 1. Amendment Requirements. These bylaws may be amended at any regular meeting of the Intergroup

Association by a two-thirds vote, provided that the amendment has been submitted in writing signed by two members at the previous regular meeting.

Section 2. Amendment Procedure. The text of the proposed change shall be depicted exactly as it would appear in the Bylaws. Copies of the proposed change shall be made available to members at the meeting. If brief, the proposed change shall be read at the meeting when it is submitted and voted upon at the next regular meeting. If the proposed change is lengthy, such as a revision, reading may be omitted. The copies of the pro- posed change provided will serve to provide required information. Between meetings copies of the proposed change shall be made available at the Central Office.

Section 3. Amendment Vote. An amendment is adopted by a two-thirds vote of the members present and voting.

Section 4. Previous Bylaws Voided. New Bylaws shall void any previous Bylaws or rules upon their adoption.

Section 5. Time Amendment Becomes Effective. An amendment to the bylaws goes into effect immediately upon its adoption.

ARTICLE XIV
Bylaws Administration and Responsibility

Section 1. Corporate Status. The Orange County Intergroup Association is a not-for-profit organization incorporated in the State of California. The authority to prepare and amend this document emanates from federal and state laws, the *Twelve Traditions of Alcoholics Anonymous* and the *Twelve Concepts for World Service.*

Section 2. Bylaws Requirement. This is a rules of order document that is necessary to be used in the management of the Orange County Intergroup Association and the Orange County Central Office.

Section 3. Bylaws Responsibilities. The Service Board is responsible for taking actions to preserve, maintain and revise the Intergroup Association Bylaws.

Section 4. Bylaws Custodian. The Intergroup Association Vice-Chair is designated as Custodian of the Bylaws. Responsibilities include: Maintain physical possession of the electronic media and printed versions of the Bylaws; Plan and conduct a review of the Bylaws in February of each year; Make a written report to the Service Board and -- if necessary -- to the Intergroup Association; Conduct all Bylaws revision activity.

Section 5. Bylaws Review. The annual review of the Intergroup Association Bylaws shall be conducted to identify necessary revisions and corrections to the document. Appropriate change recommendations -- as they would appear in the Bylaws -- shall be included in the report.

Section 6. Bylaws History. The Orange County Intergroup Association of Alcoholics Anonymous adopted its first set of Bylaws on June 30, 1964. The document has been in existence since that time continuously pro- viding guidance on how the Intergroup and Central Office operates. The Bylaws have undergone periodic revision to update information, clarify statements and make corrections. The dates of revisions are shown below.

Jun 30, 1964	Original	Sep 12,2007	Revision H
Jun 1972	Revision A	Dec 11, 2013	Revision I
Aug 1976	Revision B	Sep 3, 2015	Revision J
Mar 1978	Revision C	Oct 12 2016	Revision K
Nov1979	Revision D	Sep 11, 2019	Revision L
Aug 1984	Revision E	Sept 14, 2022	Revision M
Nov 1993	Revision F	Oct 14, 2026	Revision N
Aug 8, 2007	Revision G		