

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

As Revised January 7, 2021 (2022 Proposed changes in red)

## 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 **Alcoholics Anonymous (AA)** groups within Nassau County to serve all **AA** groups and meetings in Nassau County.

Section 2. The primary purpose of Nassau Intergroup shall be to assist **AA** 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 **AA Fellowship** by performing those functions that individual **AA** 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 **AA** groups;
- conducting regular business meetings to address any **AA** group concerns and **NI** business;
- performing other functions, which serve our primary purpose, as may be directed by the **AA groups**;
- cooperating with other service entities in the **AA Fellowship**.

## Article III— Membership

Section 1. **The membership of Nassau Intergroup shall consist of the AA groups that are currently members of Nassau Intergroup and such other AA groups as shall become members of Nassau Intergroup in accordance with this article. (Each such AA group shall be considered a "Nassau AA Group" and collectively shall be referred to as the "Nassau AA Groups" or "the Groups".)**

Section 2. **Any two or more alcoholics in Nassau County, gathered together for the purpose of sobriety, may call themselves an AA group and be eligible for membership in Nassau Intergroup provided that as a group they have no other affiliation.**

Section 3. **Each Nassau AA Group's NI Rep (NIR) and Alternate NIR should have a reasonable amount of sobriety (as defined by their respective Group) and is encouraged to attend the regular monthly NIR Meetings and any special meetings of Nassau Intergroup. The suggested term of office is two (2) years.**

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

Section 5. **Member groups are encouraged to observe A.A. Traditions. Intergroup is available to provide experience, information and support to that end.**

## Article IV— Officers

Section 1. Elected officers of **Nassau** 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 **NI Reps**.

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 **NI Reps**,
- (b) current Committee Chairs and
- (c) current Officers of Nassau Intergroup.

Section 6. At the September **NI Repts** meeting, nominations for officers shall be opened and shall remain open until elections at the regular October **NI Repts** 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 **NI Repts**. The committee shall consist of:

- (a) the **NI** Chairperson,
- (b) two members of the Steering Committee and
- (c) two **NI Repts** not on the Steering Committee.

The committee shall nominate candidates for each office at the September **NI Repts** meeting.

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

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

#### **Article V— Meetings and Voting Rights**

Section 1. The **NI Repts** shall meet on the first Thursday of each month. A **quorum** 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 **NI** officers, Committee Chairs and **NI Repts** have one vote each at the **NI Repts** meeting. Experience indicates that even though officers and committee chairs are members of an **AA** group that is represented by a **NI Rep**, they are entitled to a vote at the meeting. Alternates normally vote only if the regular **NI Rep** 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 **NI Repts**.

Section 2. The Steering Committee shall provide for the general administration of **Nassau** Intergroup with the ultimate authority vested in the **AA** 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) Accessibilities,
- (b) Archives (08/04),
- (c) Cooperation with the Professional Community (CPC)
- (d) Corrections,
- (e) Financial Review,
- (f) **Hospitals and Institutions (H&I)**,
- (g) Literature,
- (h) Meeting List,
- (i) Newsletter – the Editor shall serve as the committee chair,
- (j) Night Book,
- (k) Office Volunteers - the Office Coordinator shall serve as the committee chair, there may also be an “Assistant Coordinator” and seven (7) “Daily Coordinators”,
- (l) Public Information (PI),
- (m) Share-A-Day,
- (n) Speakers Exchange Meeting,
- (o) Technology, 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 **NI** Chairperson shall be provided with a list of all committee members.

Section 5. Committees shall report to the **AA** 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 **NI** Chairperson, with the approval of the **NI Repts**.

## 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 **NI Repts** 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 **to the main NI Bank accounts, and limited withdrawal authority only from a separate "events" account.**

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

(iii) two **NI Repts** selected from the floor at an **NI Repts** Meeting and confirmed by a majority vote of all present and eligible to vote at an **NI Repts** 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 **NI Repts** 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 **NI Repts** meeting, and

(d). prepare the yearly budget for review at the October Steering Committee meeting and for presentation at the November **NI Repts** meeting, so that the **NI Repts** 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 **Nassau** 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 **NI Repts** 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 **NI** Newsletters,
- (b) read at two (2) consecutive regular **NI Repts** 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.

---

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 **AA** 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