

BY-LAWS OF WEST HAWAII INTERGROUP ALCOHOLICS ANONYMOUS

PREAMBLE

In all its proceedings, INTERGROUP shall observe the spirit of the A.A. Traditions, taking great care: that it never becomes the seat of perilous wealth or power; that sufficient operating funds, plus ample reserve, be its prudent financial principle; that none of its members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote, and whenever possible by substantial unanimity; that no committee action ever be personally punitive, or an incitement to public controversy; that though it may act for the service of Alcoholics Anonymous Groups, it shall never perform any acts of Government; and that, like the society of Alcoholics Anonymous, it will always remain democratic in thought and action.

The above is adapted from the Third Legacy Manual of A.A. and A.A. co-founder Bill W. The Twelve Concepts of World Service as adopted by the General Service Conference on April 26, 1962. The adaptation of copyrighted material has been approved by the General Service Board.

I. NAME AND PURPOSE OF THE ORGANIZATION

The name shall be West Hawaii Intergroup, and shall, for convenience, be referred to herein as "INTERGROUP".

The purpose of INTERGROUP shall be the administration and co-ordination of West Hawaii Intergroup A.A. activities common to the various groups comprising its membership. These activities include:

- A. Furthering the A.A. program in accordance with the Twelve Traditions and Twelve Concepts of Alcoholics Anonymous.
- B. Maintaining a Central Office for A.A. in the location covering the West side of the Big Island of Hawaii from Hawi to Kau.

Specifically excluded by the objectives of INTERGROUP are the operation of any club, clubhouse, or drying-out place, and the endorsement of any public or private projects on alcoholism as outline in Tradition Six.

II. MEMBERSHIP TERMS AND VOTING

The membership of INTERGROUP shall consist of a representative or an alternate representative from each A.A. group in the West Hawaii Intergroup. Each group representative shall serve for two years or until replaced by his or her group, shall be entitled to one vote in the meeting of INTERGROUP, and shall vote his or her group conscience.

The current District Committee Member or the alternate shall also be a voting member of INTERGROUP.

The Current Area Chairperson or the alternate shall also be a voting member of INTERGROUP.

III. STEERING COMMITTEE

The officers of Intergroup shall be referred to as the "Steering Committee" and shall be a Chairperson, Vice Chairperson, Recording Secretary, Corresponding Secretary, and Treasurer. The Central Office Manager, though not an officer, shall also be a member of the Steering Committee. Each member of the Steering Committee shall be entitled to one vote in the meetings of INTERGROUP.

The basic duties and authority of the Steering Committee shall be as follows:

A. The Chairperson: (minimum of 3 years sobriety required) shall be the chief executive of INTERGROUP and shall preside at all meetings and direct all functions of the Intergroup office.

B. The Vice Chairperson: (minimum of 3 years sobriety required) shall assist the Chairperson in all matters where practical and shall preside in all meetings in the absence of the Chairperson. In the event that the Chairperson fails to fulfill his or her elected term of office, the Vice chairperson shall assume the office of Chairperson.

C. The Recording Secretary: (minimum of 1 year sobriety required) shall keep the minutes of all meetings, and keep the records of INTERGROUP in good order at all times. He or she shall maintain adequate minutes and furnish these minutes to INTERGROUP prior to and after the monthly meetings.

D. The Corresponding Secretary/Coconut Wireless: (minimum of 1 year sobriety required) He or she shall keep up to date and accurate records of addresses and phone numbers of all INTERGROUP representatives and is responsible for the distribution of materials as directed by the Chairperson, along with producing and distributing the Coconut Wireless Newsletter.

E. The Treasurer: (minimum of 2 years sobriety required, refer to Service Manual: Treasurer's Duties) shall monitor all funds of INTERGROUP. He or she shall maintain adequate financial records and furnish monthly reports to INTERGROUP at the monthly meetings.

F. Activities Chairperson: (minimum of 1 yr of sobriety required) shall coordinate and arrange intergroup activities. (Approved 1/07)

G. TeleService Chairperson: (minimum of 2 years sobriety required) shall manage, monitor and coordinate the TeleService volunteers and schedule.

The Steering Committee shall make all routine decisions pertaining to the running of the Central Office. In the case of major decision making, in the absence of a regular INTERGROUP meeting, a majority decision of the Steering Committee is required, and such action * must be reported at the next INTERGROUP meeting for approval/no approval of INTERGROUP as a whole. (Reps "present" to vote.)

(* Approved 3/18/99)

The Intergroup Steering Committee officers shall serve for two years, or until their successors are duly elected. No officer shall be eligible for re-election for two consecutive full terms in the same position. Any member of A.A. may stand for a position provided that the person shall meet the minimum requirements for the position. (Approved 10/20/11)

Nomination of Officers shall be closed at the October INTERGROUP meeting preceding the next election meeting. Election of Officers shall be held every even year, in the month of November, and the elected Officers shall take office on January 1. In the event that any officer, other than the Chairperson, resigns prior to the election of a successor, the Steering Committee, as a whole, shall appoint a temporary replacement to serve until such time as nomination and election of a successor can be held.

IV. MEETINGS

INTERGROUP shall meet on the third Thursday of each month at such time and place as shall be designated by the Chairperson at the preceding meeting. Matters which relate to policy affecting Groups or A.A. as a whole shall automatically be tabled for thirty days by the Chairperson and referred for group conscience.

V. OFFICE MANAGER

1. Selection of the Office Manager shall be made by the Steering Committee from qualified applicants. It is suggested that the INTERGROUP Office Manager shall have no less than one year of continuous sobriety in A.A.: that the Office Manager functions as a paid special worker of the INTERGROUP Office during business hours and is hired largely on the basis of his or her professional skills. The Office Manager shall be accorded a vote as well as allowed a voice on the Steering Committee and is required to attend Intergroup meetings. He or she shall come under the direct supervision of the Chairperson, or in his or her absence, the Vice Chairperson. The Office Manager shall conduct his or her duties consistent with a service contract approved by the Intergroup and shall function as a paid special worker - - - not as an AA member. A break in sobriety shall cause absolute and immediate dismissal

In the event the Office Manager resigns, is unable to continue to serve, or is dismissed without an immediate available replacement, the Steering Committee shall appoint a temporary Office Manager pending permanent selection.

2. * The Office Manager shall be selected by the following process:
- a. Recommendations shall be made by the Steering Committee from qualified applicants.
 - b. Confirmation of Office Manager shall be made by the voting members of INTERGROUP.

* (Approved 3/18/99)

VI. FINANCE

INTERGROUP may accept donations from A.A. members and Groups conforming with the Traditions of Alcoholics Anonymous and consistent with the General Service Conference Guidelines. INTERGROUP shall not accept the responsibility of, trusteeship for, or enter into the distribution or allocation of any funds set up outside of the INTERGROUP. A Prudent Reserve of 3 months fixed operating expenses is to be maintained at all times.

This Association is organized exclusively for purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, although, West Hawaii INTERGROUP is not a Registered Section 501(c)(3) corporation. West Hawaii INTERGROUP is registered with the State of Hawai'i Department of Commerce and Consumer Affairs (DCCA) as a Domestic Nonprofit Corporation.

Upon the completion and dissolution of this corporation, after paying or adequately providing for the debts and obligations of the corporations, the remaining assets shall be distributed to a non-profit fund, foundation, or corporation which is organized and operates exclusively for charitable, educational, religious and/or scientific purposes.

VII. AMENDMENTS

These By-laws may be amended at any time by a two-thirds majority vote of the Group representatives present at any regular monthly meeting of INTERGROUP, provided a copy of the proposed amendment has been submitted to each Group at least thirty days before the meeting at which action is to be taken on the amendment.

By-laws submitted for the approval of West Hawaii Intergroup on 17 June, 2004.

Amendments to By-Laws of West Hawaii Intergroup were approved on 20 October, 2011.

Last update 10/2011
Chris C., Intergroup Secretary