

Willamette Valley Intergroup, Inc.

By-Laws

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BY-LAWS OF WILLAMETTE VALLEY INTERGROUP, INC.

Willamette Valley Intergroup is a nonprofit corporation, which provides an Alcoholics Anonymous Central Office governed by an Intergroup Committee. The purpose is to encourage mutual support and cooperation between groups in the Willamette Valley community, just as A.A. groups themselves involve cooperation and mutual support between individuals. The Central Office is established to carry out certain functions common to all groups and it is maintained, supervised and supported by these groups in their common interest. It exists to aid the groups in their common purpose of carrying the A.A. message to the alcoholic who still suffers.

PURPOSE OF THE BY-LAWS

The purpose of these By-Laws is to provide minimum guidance for administrative and operating procedure of Willamette Valley Intergroup.

PURPOSE OF WILLAMETTE VALLEY INTERGROUP COMMITTEE

The Willamette Valley Intergroup Committee, hereinafter referred to as WVI, is a body of people guided by the principles, traditions and service concepts of Alcoholics Anonymous. Its purpose is to perform the following functions:

1. Maintain a Central Office and employ or retain a Central Office manager and such other employees or volunteers as may be required.
2. Willamette Valley area telephone listing: Provide an Alcoholics Anonymous listing in the local telephone directory in order to receive inquiries from those seeking help and refer them to the appropriate A.A. group or volunteers. Maintain an answering service and/or hot line when the Central Office is closed.
3. Information Exchange
 - a. Publish and distribute meeting directories/schedules for the Willamette Valley area.
 - b. Maintain a supply of A.A. conference approved literature for sale to groups and individuals.
 - c. Act in an advisory capacity only as an exchange of ideas and information between member A.A. groups when asked to do so.
 - d. Provide guidance and coordinate service workshops in the Willamette Valley area.
4. WVI Service Committees:
 - a. Hot line, which would include a 12 step volunteer list and a professional answering service.
 - b. Activity committees that may develop special events in an effort to reach out to alcoholics and participating districts such as monthly speaker meeting, roundups, dances, conferences, potluck, etc.
 - c. Such other committees as, from time to time, may become necessary. These shall be established by action of the Intergroup Committee in cooperation with the District.

Intergroup representatives will be encouraged to serve on these district committees and an Intergroup/District liaison position will be created to assist in the coordination between the district committee and WVI in addition, WVI will cooperate with the committees in full and assist in the following manner:

- Provide literature to the committee
- Allow use of the photocopy machine
- Offer Central Office and facilities for the District Committee use as per guidelines established by the Advisory Board.

INTERGROUP COMMITTEE

The Intergroup Committee will be comprised of one representative and one alternate from each group in the Willamette Valley area. Each group shall be entitled to one vote on all matters.

1. The Intergroup Committee representatives and alternates must be active members of the group they represent. It is suggested that each representative and alternate have at least one year of continuous sobriety.
2. The Intergroup Committee representatives and alternates must be active members of the group they represent. It is suggested that each representative and alternate have at least one year of continuous sobriety.
3. Representatives or alternates should be willing to serve on committees, or as chairpersons of committees, for such events and services as may be determined by the Intergroup Committee.
4. Regular meetings of the Intergroup Committee shall be held on the third Monday of each month.

ADVISORY BOARD

The Intergroup Committee shall choose an Advisory Board consisting of the following:

- a. Chairperson of the Intergroup Committee
- b. Vice Chairperson
- c. Treasurer
- d. Recording Secretary, and
- e. Three (3) members from the Intergroup Committee who are not actively engaged as chairperson of a standing service committee. Such members shall have, preferably, a minimum of two (2) years continuous sobriety. Each member shall have one vote at Intergroup Committee meetings, but may not vote both as a member of the Advisory Board and a group representative.
- f. The terms of each officer and member of the Advisory Board shall be for two (2) years but no such officer or member shall be reelected for a consecutive term for the same office.
- g. The Central Office manager will automatically become a voting member of the Advisory Board.

The functions of the Advisory Board are to:

- a. Act as a finance and budget committee.
- b. Prepare a business slate for the monthly Intergroup Committee meeting.
- c. Act as a nominating committee.
- d. Assume the right of decision in emergency matters.
- e. Meet monthly, generally prior to the regular Intergroup Committee meeting, or on call from the chairperson.
- f. Select or hire the Central Office manager and determine appropriate compensation and employment benefits.

CHAIRPERSON

Qualifications: The Intergroup Committee chairperson shall have, preferably, a minimum of two (2) years continuous and immediate sobriety and shall have served as an Intergroup Committee representative or shall have had other A.A. service committee experience.

Term of Office: The chairperson shall be elected for a single two (2) year term at regular meeting of the Intergroup Committee in December of even numbered years and assume office at the regular January meeting.

Duties and Authority. The chairperson:

- a. Shall preside over all regular and special Intergroup Committee meetings.
- b. Shall serve as chairperson of the Advisory Board.
- c. Shall be one of the three (3) authorized persons to sign checks, together with the Central Office manager and the Treasurer.
- d. Shall have no vote at Intergroup Committee meetings except to break a tie.

- e. Shall be empowered to call special meetings for urgent reasons and shall notify all A.A. GSO registered groups seven (7) days in advance of the special meeting.
- f. Shall report all actions of the Advisory Board to the Intergroup Committee.
- g. Shall distribute nomination forms to all Intergroup Committee members at the October meeting.
- h. Shall appoint a chairperson for each of the Intergroup Committee's service committees and shall appoint such other or temporary committees as may be necessary or appropriate.
- i. Shall attend or appoint someone to attend all Oregon Area assemblies on behalf of WVI.
- j. Shall have a working knowledge of Central Office's day-to-day operations.
- k. Shall work with their replacement to familiarize them with their duties, authority and current work.
- l. In cooperation with the district committee member (DCM) meet with the local groups to help inform them of the role of the district and intergroup committees to foster more activity and participation of the group in service functions.

VICE CHAIRPERSON

Qualifications: The Intergroup Committee Vice Chairperson shall have, preferably, a minimum of two (2) years continuous and immediate sobriety and shall have served as an Intergroup Committee representative or shall have had other A.A. service committee experience.

Term of Office: The Vice Chairperson shall be elected for a single two (2) year term at regular meeting of the Intergroup Committee in December of even numbered years and assume office at the regular January meeting.

Duties and Authority. The vice chairperson:

- a. Shall assume the duties of the chairperson at the Intergroup Committee meetings if the chairperson is absent. Should the chairperson become wholly unable to serve, the vice chairperson will assume all duties of the chairperson for the balance of the chairperson two (2) year term.
- b. Shall vote except when acting as chairperson. The vice chairperson shall have one vote at Intergroup Committee meetings but may not vote both as an officer and a group representative.
- c. Shall have a working knowledge of Central Office's day-to-day operations.
- d. Work with their replacement to familiarize them with their duties, authority and current work.

RECORDING SECRETARY

Qualifications: The recording secretary shall have, preferably, a minimum of two (2) years continuous and immediate sobriety and shall have served as an Intergroup Committee representative or shall have had other A.A. service committee experience.

Term of Office: The recording secretary shall be elected for a single two (2) year term at the regular meeting of the Intergroup Committee in December of odd numbered years and assume office at the regular January meeting.

Duties and Authority. The recording secretary:

- a. Shall keep complete and accurate records of Intergroup Committee meetings. Minutes shall be prepared and distributed at the next regularly scheduled Intergroup Committee meeting. A copy will be maintained in the secretary's file and one copy will be maintained in the Central Office file and one copy will be delivered to the Eye Opener Editor within two weeks of the last meeting.
- b. Shall maintain a separate record of motions made at Intergroup Committee meetings and the action taken thereon. An annual review will be conducted of these motions and a decision made whether to merge them into the by-laws or discharge them.
- c. Shall have one vote at Intergroup Committee meetings, but may not vote both as an officer and a group representative.

- d. Shall have a working knowledge of Central Office's day-to-day operations.
- e. Shall work with their replacement to familiarize them with their duties, authority and current work.

TREASURER

Qualifications: The treasurer shall have, preferably, a minimum of two (2) years continuous and immediate sobriety and shall have served as an Intergroup Committee representative or shall have had other A.A. service committee experience and should have some business and accounting experience.

Term of Office: The treasurer shall be elected for a single two (2) year term at regular meeting of the Intergroup Committee in December of odd numbered years and assume office at the regular January meeting.

Duties and Authority. The treasurer:

- a. Shall have charge of all funds belonging to WVI. As such shall supervise the keeping and depositing of funds for and on behalf of the Intergroup Committee in a bank or banks to be designated by the Advisory Board. In the absence of the above designation, the treasurer may select the bank or banks.
- b. Shall perform all bookkeeping duties on the Central Office computer.
- c. Shall provide monthly accounting statements for publications.
- d. Shall be an ex-officio member of all committees authorized to handle funds.
- e. Shall have one vote at Intergroup Committee meetings, but may not vote both as an officer and as a group representative.
- f. Shall have a working knowledge of Central Office's day-to-day operations.
- g. Shall maintain an electronic offsite back up of all computer accounting records.
- h. Shall be informed and ensure that WVI is in compliance with all federal, state and local tax requirements and to maintain records of these transactions.
- i. Shall work with their replacement to familiarize them with their duties, authority and current work.

COMPUTER ADMINISTRATOR

Qualifications: Shall have, preferably, a minimum of two (2) years continuous and immediate sobriety and shall have served as an Intergroup Committee representative or shall have had other A.A. service committee experience.

Term of Office: Shall be elected for a two (2) year term at the regular meeting of the Intergroup Committee. This position may be re-elected at the discretion of the Intergroup Committee or the Advisory Board.

Duties and Authority. The computer administrator:

- a. Shall have one vote at Intergroup Committee meetings, but may not vote both as an officer and a group representative.
- b. Shall attend and provide a monthly report to the Intergroup Committee at the regularly scheduled monthly meeting.
- c. Shall provide current and accurate documentation for the operation of the computer located in the Central Office.
- d. Shall provide a system backup in case of a computer breakdown.
- e. Shall be available on a reasonable basis to train or assist another Intergroup representative, Advisory Board member or subcommittee member in the operation of the Central Office computer.
- f. Shall work with their replacement to familiarize them with their duties, authority and current work.
- g. Shall upgrade the office computer software as necessary.

EYE OPENER EDITOR

Qualifications: Shall have, preferably, a minimum of two (2) years continuous and immediate sobriety and shall have served as a group secretary, an Intergroup Committee representative or shall have had other A.A. service committee experience.

Term of Office: Shall be elected for a two (2) term year at the regular meeting of the Intergroup Committee. This position may be re-elected at the discretion of the Intergroup Committee or the Advisory Board.

Duties and Authority. The Eye Opener editor:

- a. Shall have one vote at Intergroup Committee meetings, but may not vote both as an officer and a group representative.
- b. Shall publish a monthly newsletter to be completed prior to the regularly scheduled Intergroup Committee meeting.
- c. Shall provide an electronic and paper copy of their current work to the Central Office.
- d. The newsletter shall contain information that satisfies the primary goal of the publication, which is:
 - a. Act as communication tool between the Intergroup Committee and the individual groups.
 - b. Act as communication tool between the Intergroup Committee and the District 4 committee.
 - c. Provide communication of events related to A.A., Al-Anon, Alateen. The events can be related to one of the recovery oriented clubhouses as long as it is an A.A. focused event.
 - d. A minimal amount of outside information (comics, poems, spiritual articles, etc.) That has been derived from other A.A. publications and literature as to make the newsletter enjoyable to read.
- e. Shall provide space within the newsletter for the minutes from the Intergroup Committee meeting and the treasurer's report.
- f. Shall have one vote at Intergroup Committee meetings, but may not vote both as an officer and as a group representative.
- g. Shall attend and provide a monthly report to the Intergroup Committee at their regularly scheduled monthly meeting.
- h. Shall distribute the monthly newsletter by the second weekend of each month.
 - a. Provide copies to each of the recovery oriented clubhouses
 - b. Provide copies to the GSR Committee
 - c. Provide copies to the Intergroup Committee members
 - d. Retain a copy for the archival file
 - e. Provide copies to Central Office
 - f. Provide copies to any institution that requests
 - g. Provide copies to all area or national Intergroup Committees upon request
- i. Work with their replacement to familiarize them with their duties, authority and current work.

INTERGROUP/DISTRICT LIAISON

Qualifications: Shall have, preferably, a minimum of two (2) years continuous and immediate sobriety and shall have served as an Intergroup Committee representative or shall have had other A.A. service committee experience.

Term of Office: Shall be elected for a two (2) year term at the regular meeting of the Intergroup Committee. This position may be re-elected at the discretion of the Intergroup Committee or the Advisory Board.

Duties and Authority. The Intergroup/District liaison:

- a. Shall have one vote at Intergroup Committee meetings, but may not vote both as an officer and a group representative.
- b. Shall attend and provide a monthly report to the Intergroup Committee at the regularly scheduled monthly meeting.
- c. Shall attend all District meetings providing the link of communication between the District and the Intergroup Committee.
- b. Shall work with their replacement to familiarize them with their duties, authority and current work.

MEETING SCHEDULE COORDINATOR

Qualifications: Shall have, preferably, a minimum of two (2) years continuous and immediate sobriety and shall have served as an Intergroup Committee representative or shall have had other A.A. service committee experience.

Term of Office: Shall be elected for a two (2) term year at the regular meeting of the Intergroup Committee. This position may be re-elected at the discretion of the Intergroup Committee or the Advisory Board.

Duties and Authority. The meeting schedule coordinator:

- a. Shall maintain accurate information of all the meetings and business meetings (district [GSR], Intergroup, H&I, etc.) within the WVI jurisdiction.
- b. Shall develop, publish and distribute an accurate meeting list schedule quarterly.
- c. Shall provide an electronic and paper copy of their current work to the Central Office
- d. Shall have one vote at Intergroup Committee meetings, but may not vote both as an officer and a group representative.
- e. Shall attend and provide a monthly report to the Intergroup Committee at the regularly scheduled monthly meeting.
- f. Shall work with their replacement to familiarize them with their duties, authority and current work.

OUTREACH COORDINATOR

Qualifications: Shall have, preferably, a minimum of two (2) years continuous and immediate sobriety and shall have served as an Intergroup Committee representative or shall have had other A.A. service committee experience.

Term of Office: Shall be elected for a two (2) term year at the regular meeting of the Intergroup Committee. This position may be reappointed at the discretion of the Intergroup Committee or the Advisory Board.

Duties and Authority. The outreach coordinator:

- a. Shall have one vote at Intergroup Committee meetings, but may not vote both as an officer and a group representative.
- b. Shall attend and provide a monthly report the Intergroup Committee at the regularly scheduled monthly meeting.
- c. Shall provide written or electronic copies of their work to the Central Office.
- d. Shall coordinate with the Intergroup chairperson, district committee member (DCM) and other volunteers to contact each A.A. group that is not being served by another Intergroup Committee and is not represented at the Intergroup Committee meetings. Information will be provided to these groups about the purpose of the Intergroup Committee and the services available to them from WVI.
- e. Shall work with their replacement to familiarize them with their duties, authority and current work.

TELEPHONE VOLUNTEER COORDINATOR

Qualifications: Shall have, preferably, a minimum of two (2) years continuous and immediate sobriety and shall have served as an Intergroup Committee representative or shall have had other A.A. service committee experience.

Term of Office: Shall be elected for a two (2) term year at the regular meeting of the Intergroup Committee. This position may be re-elected at the discretion of the Intergroup Committee or the Advisory Board.

Duties and Authority. The telephone volunteer coordinator:

- a. Shall coordinate with volunteers to provide the most effective after hours phone service to the A.A. community.
- b. Shall recruit, train and schedule all volunteers to answer the hotline phone after hours.
- c. Shall provide these volunteers with the most updated information needed to perform their duties.
- d. Shall have one vote at Intergroup Committee meetings, but may not vote both as an officer and a group representative.
- e. Shall attend and provide a monthly report to the Intergroup Committee at the regularly scheduled monthly meeting.
- f. Shall provide an updated volunteer schedule to the Central Office.
- g. Shall work with their replacement to familiarize them with their duties, authority and current work.

WEBSITE COORDINATOR

Qualifications: Shall have, preferably, a minimum of two (2) years continuous and immediate sobriety and shall have served as an Intergroup Committee representative or shall have had other A.A. service committee experience.

Term of Office: Shall be elected for a two (2) year term at the regular meeting of the Intergroup Committee. This position may be re-elected at the discretion of the Intergroup Committee or the Advisory Board.

Duties and Authority. The website coordinator:

- a. Shall have one vote at Intergroup Committee meetings, but may not vote both as an officer and a group representative.
- b. Shall attend and provide a monthly report to the Intergroup Committee at the regularly scheduled monthly meeting.
- c. Shall maintain the WVI web site.
- d. Shall work with their replacement to familiarize them with their duties, authority and current work.

Central Office Manager

Qualifications: Shall have, preferably, a minimum of five (5) years continuous and immediate sobriety. Should have experience in Twelve Step service work and should have, preferably, reasonable business knowledge to conduct the business operations of the Central Office.

Duties and Authority. The office manager:

- a. Shall be selected and/or hired by the Advisory Board as a volunteer or as an employee of the and shall act as the chief administrative officer of the Central Office.
- b. Shall be responsible for the effective daily operation of the Central Office under the guidance of the Intergroup Committee as outlined in these by-laws.
- c. Shall be responsible for recruiting, training and scheduling office volunteers needed for daily operations.

- d. Shall WVI assist in and coordinate any information needed by various WVI members, officers, Advisory Board, committees and subcommittees to complete their duties i.e. maintenance of the 12 step call list, roster, minutes, and inventory.
- e. Shall be familiar with the duties of the treasurer and be capable of performing the treasurer's duties if needed.
- f. Shall be the third signer on the WVI checking accounts.
- g. Shall attend and provide a report to the Intergroup Committee and the Advisory Board at their regularly scheduled monthly meetings.
- h. Shall act as facility manager
 - a. Communicate and coordinate with the owner of the facility being leased.
 - b. Schedule the use of the facility for any group approved by the Intergroup Committee
- i. Shall act as merchandising manager
 - a. Ensure that all conference approved literature and Grapevine items are available for sale.
 - b. Ensure that all merchandise reflects the A.A. Steps and Traditions.
 - c. All other merchandise will be at the discretion of the Office Manager--subject to approval of the Intergroup Committee.
 - d. Shall be responsible for the ordering, stocking and pricing of all merchandise including but not limited to coins, literature, greeting cards, stickers, CDs, tapes and jewelry.
 - e. Coordinate with the AI-anon representative to place their products as directed by the Intergroup Committee.
- j. Shall read and respond to all e-mail addressed to the Central Office.
- k. Shall work with their replacement to familiarize them with their duties, authority and current work.

ELECTIONS AND VOTING

Elections: Officers and members of the Advisory Board shall be elected at the regular December meeting as follows:

- a. The Chairperson and Vice Chairperson shall be elected at the regular December meeting of even numbered years.
- b. The Recording Secretary and Treasurer shall be elected at the regular December meeting of odd numbered years.
- c. Two (2) Advisory Board members shall be elected at the regular December meeting of even numbered years and one (1) shall be elected at the regular December meeting of odd numbered years.

Nominations: Nominations for officers and members of the Advisory Board should be received on forms available from the central Office by the Intergroup Committee Chairperson prior to the regular November meeting for election at the regular December meeting. Nominations may be made from the floor at the regular November and December Intergroup Committee meetings. The term of new officers and members will begin the following January. A member may be nominated for more than one office, but may serve only in the office to which first elected.

Voting:

- a. Voting will be by majority vote unless a sense of the meeting directs otherwise.
- b. Each group has one vote.
- c. A sense of the meeting will be taken to determine whether a voice, hand or written ballot shall be used.
- d. For elections, a bulletin board will be used to list the nominees for each office so that representatives can see the names written on the board.
- e. All nominees shall be listed in the Eye Opener newsletter for one month prior to the elections.
- f. Voting will be for one position at a time.

Vacancies: Vacancies on the Advisory Board shall be filled for the unexpired term of office by the affirmative vote of the Intergroup Committee. Nominees shall have the qualifications required for the office being filled. The election should be scheduled to permit adequate time for members of the Intergroup Committee to consult with their groups regarding nominations for the office to be filled.

REVISIONS

These by-laws may be modified or repealed by the majority vote of the Intergroup Committee at two consecutive regularly scheduled monthly meetings.

DISSOLUTION

In the event dissolution of this organization (WVI) should become necessary, all remaining funds and assets shall be disposed of as follows:

- a. Pay all outstanding debts.
- b. Sell all remaining assets for cash.
- c. Donate all cash to the General Service Board of Alcoholics Anonymous, Inc., Box 549, Grand Central Station, New York, NY.