

Willamette Valley Intergroup, Inc.

By-Laws

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By-Laws of Willamette Valley Intergroup, Inc. A Nonprofit Corporation

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.
 - e. 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.
 - i. 2011- H&I committee
 - ii. 2011- Events Committee
 - iii. 2016 - Soberfest Committee

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

1. 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.
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:

1. Chairperson of the Intergroup Committee
2. Vice Chairperson
3. Treasurer
4. Recording Secretary, and
5. Three (3) members from the Intergroup Committee who are not actively engaged as chairperson of a standing service committee. **These members will be identified as Member-at-Large. They will be separately identified as Member-at-Large A, Member-at-Large B and Member-at-Large C.** 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.
6. 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 re-elected for a consecutive term for the same office.
7. The Central Office manager will automatically become a voting member of the Advisory Board.
8. **New Advisory Board members will have an informational training by the Office Manager of how the office operates.**

The Functions of the Advisory Board are to:

1. Act as a finance and budget committee.
2. Annually prepare a preliminary budget for Central Office and all subcommittees to be submitted to the Willamette Valley Intergroup Committee at the February WVI meeting.
3. Review the By-laws annually and present any changes at the March Willamette Valley Intergroup Committee meeting.
4. Prepare a business slate for the monthly Intergroup Committee
5. Act as nominating committee
6. Assume the right of decision in emergency matters.
7. Meet monthly, generally prior to the regular Intergroup Committee meeting, or on call from the chairperson.
8. Select or hire the Central Office manager and determine appropriate compensation and employment benefits
9. **Conduct annual review of Office Manager.**

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:

1. Shall preside over all regular and special Intergroup Committee meetings.
2. Shall serve as chairperson of the Advisory Board.
3. Shall be one of the three (3) authorized persons to sign checks, together with the Central Office manager and the Treasurer.
4. Shall have no vote at Intergroup Committee meetings except to break a tie.
5. 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.

6. Shall report all actions of the Advisory Board to the Intergroup Committee.
7. Shall distribute nomination forms to all Intergroup Committee members at the October meeting.
8. Shall appoint an interim chairperson for each of the Intergroup Service Committees and shall appoint such other or temporary committees as may be necessary or appropriate.
9. Shall attend or appoint someone to attend all Oregon Area assemblies on behalf of WVI.
10. Shall have a working knowledge of Central Office's day-to-day operations.
11. Work with their replacement to familiarize them with their duties, authority and current work.
12. 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.
13. Prepare a business slate for the monthly Intergroup Committee

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:

1. 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.
2. 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.
3. Shall have a working knowledge of Central Office's day-to-day operations.
4. 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:

1. Shall keep complete and accurate records of Intergroup Committee meetings. Minutes shall be prepared, sent out by e-mail before the first of the next month with "Draft" notice; 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 Eyeopener Editor within ten days of the last meeting.
2. 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. Shall present the motions to the Advisory Board in February of each year for review.
3. Shall have one vote at Intergroup Committee meetings, but may not vote both as an officer and a group representative.
4. Shall have a working knowledge of Central Office's day-to-day operations.

5. Work with their replacement to familiarize them with their duties, authority and current work.
6. For the purpose of delivering timely information to the fellowship - a tentative approval and posting of the minutes can be made through an electronic vote of the majority of Intergroup members but the minutes must be formally adopted at the next Intergroup meeting and any correction so noted in posting. Posting of minutes prior to formal approval should note the minutes have tentative approval of Intergroup.
7. **Record minutes of Advisory Board meetings and send out by email to the Advisory Board members prior to the next meeting.**

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 with payroll and budgets and be comfortable using an accounting software program. Time commitment averages 12.15 hours a month. This includes regular bookkeeping, money deposits and monthly financial reports.

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:

1. Shall have charge of all funds belonging to WVI.
2. Shall perform all bookkeeping duties on the Central Office computer.
3. Provide monthly accounting statements for publications. Cut-off date for expenses and deposits must be within 10 calendar days of the next business meeting. Cut-off date for expenses and deposits must be the same date.
4. Enter deposits into QBP, verify receipts, verifies numerical control, prepares and /makes bank deposits, weekly cash count and deposits to bank
5. monthly review/verify sign AP checks (includes payroll and preparation of Gov.forms)
6. Shall make direct deposits of funds in the bank immediately upon removal of funds from Central Office.
7. Shall be an ex-officio member of all committees authorized to handle funds.
8. Shall have one vote at Intergroup Committee meetings, but may not vote both as an officer and as a group representative.
9. Shall have a working knowledge of Central Office's day-to-day operations.
10. Assist in preparation of annual financials for the board and assist in preparing annual budget.
11. Work with your 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:

1. Shall have one vote at Intergroup Committee meetings, but may not vote both as an officer and a group representative.

2. Shall attend and provide a monthly report to the Intergroup Committee at the regularly scheduled monthly meeting.
3. Shall provide current and accurate documentation for the operation of the computer located in the Central Office.
4. Provide a system backup in case of a computer breakdown.
5. 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.
6. Work with their replacement to familiarize them with their duties, authority and current work.
7. Upgrade the office computer software as necessary.

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. In the event that the District elects a District Intergroup Liaison, this position remains vacant.

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:

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

Meeting Schedule Coordinator

Qualifications: Shall have, preferably, a minimum of (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:

1. Shall maintain accurate information of all the meetings and business meetings (district [GSR], Intergroup, H&I, etc.) within the WVI jurisdiction.
2. Develop, publish and distribute an accurate meeting list schedule ***monthly***
3. Provide an electronic and paper copy of their current work to the Central Office
4. Shall have one vote at Intergroup Committee meetings, but may not vote both s an officer and a group representative.
5. Shall attend and provide a monthly report to the Intergroup Committee at the regularly scheduled monthly meeting.
6. 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:

1. Shall have one vote at Intergroup Committee meetings, but may not vote both as an officer and a group representative.
2. Shall attend and provide a monthly report the Intergroup Committee at the regularly scheduled monthly meeting.
3. Shall provide written or electronic copies of their work to the Central Office.
4. 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.
5. 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: Shall coordinate with volunteers to provide the most effective after-hours phone service to the A.A. community by:

1. Recruit, train and schedule all volunteers to answer the hotline phone after hours.
2. Provide these volunteers with the most updated information needed to perform their duties.
3. Shall have one vote at Intergroup Committee meetings, but may not vote both as an officer and a group representative.
4. Shall attend and provide a monthly report to the Intergroup Committee at the regularly scheduled monthly meeting.
5. Shall provide an updated volunteer schedule to the Central Office.
6. 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:

1. Shall have one vote at Intergroup Committee meetings, but may not vote both as an officer and a group representative.
2. Shall attend and provide a monthly report to the Intergroup Committee at the regularly scheduled monthly meeting.
3. Maintain the WVI web site.
4. 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 shall be selected and/or hired by the Advisory Board as a volunteer or as an employee of the WVI and shall act as the chief administrative officer of the Central Office. There will be an annual review of the manager's salary and benefits by the Advisory Board every calendar year in November. The manager shall:

1. Be responsible for the effective daily operation of the Central Office under the guidance of the Intergroup Committee as outlined in these by-laws.
2. Be responsible for recruiting, training and scheduling office volunteers needed for daily operations.
3. 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, inventory and roster.
4. Be familiar with the duties of the treasurer and be capable of performing the treasurer's duties if needed.
5. Prepare quarterly payroll tax forms, maintain internal records; prepare/file W-2/W-3 forms
6. Create new payroll chart to be used throughout the year
7. Prepare IRS 990 filing and maintain compliance with 501-c3 laws and all other state/federal requirements throughout the year.
8. Prepare year- end financial report for publication and review
9. open sealed bank statement, verify deposits, and reconcile in QBP
10. Be the third signer on the WVI checking accounts.
11. Shall attend and provide a report to the Intergroup Committee and the Advisory Board at their regularly scheduled monthly meetings.
12. Facility manager
 - i) Communicate and coordinate with the owner of the facility being leased.
 - ii) Schedule the use of the facility for any group approved by the Intergroup Committee.
13. 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.
14. Read and respond to all e-mail addressed to the Central Office.
15. Work with their replacement to familiarize them with their duties, authority and current work.
16. Prepare and update as needed an Office Manual that will include passwords, combinations to the safe, insurance information, and details of how to manage the office in the manager's absence etc. The document with passwords and combinations to safe will be a separate and secured document from the manual with details of how to manage the office.
17. Monthly contact with Intergroup Chairperson on the Friday prior to the Intergroup meeting to discuss any needs or issues that may need to be addressed.
18. When taking more than one day of vacation, notify the Intergroup Chairperson of intended length of vacation leave and any assistance that may be needed during the absence.

MEMBER AT LARGE

Qualifications: Member at Large, (**identified as Member-at-Large A, Member-at-Large B, & Member-at-Large C**) shall have, preferably, a minimum of two (2) years of 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 single two (2) year term at regular meeting of the Intergroup Committee in December of even number years and assume office at the regular January meeting.

Duties and Authority:

1. A member at large, like any other board member, has a responsibility to act with care and loyalty to Alcoholics Anonymous and the Willamette Valley Intergroup.
2. They cannot hold any other standing service committee within Willamette Valley Intergroup.
3. They are acquainted with the current bylaws and ensure that the Intergroup Committee and/or officers stay within the parameters of the bylaws.
4. A Member at Large may be asked to undertake special projects by the Intergroup Committee members.
5. They shall serve as a liaison between the membership and the Advisory Board.
6. They shall have a vote at Intergroup meeting, either as an advisory board member or a group member, not both.

H&I COMMITTEE

Shall have, preferably, a minimum of two (2) years continuous and immediate sobriety and have experience in Twelve Step service work.

Terms 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:

1. Shall have one vote at Intergroup Committee meetings, but may not vote both as an officer and a group representative.
2. Shall attend and provide a monthly report to the Intergroup Committee at the regularly scheduled monthly meeting.
5. Work with their replacement to familiarize them with their duties.
6. Coordinate with A.A. members to provide panels, meetings, literature, on-call member's lists to institutions and parole/probation offices within the Willamette Valley.

EVENTS COMMITTEE

This committee develops events for the AA community that is free or minimal expense. The chair shall have preferably, a minimum of two (2) years continuous and immediate sobriety.

Terms of Office: This position may be re-elected at the discretion of the Intergroup Committee or the Advisory Board.

Duties and Authority:

1. Shall have one vote at Intergroup Committee meetings, but may not vote both as an officer and a group representative.
2. Shall attend and provide a monthly report to the Intergroup Committee at the regularly scheduled monthly meeting.
3. Work with their replacement to familiarize them with their duties.
4. Develop fun events for the fellowship of Alcoholics Anonymous.
5. Become self-supporting as soon as possible and become a contributor to WVI if Possible
6. **Maintain up-to-date data base of the email addresses of all of A.A. members wishing to receive notification of upcoming events in the A.A. community.**

7. **Send out timely notification through emails to all of the A.A. members within the data base of upcoming A.A. events. These notifications may be weekly or monthly, but no fewer than twice a month as new events develop.**

ELECTIONS AND VOTING

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

1. The Chairperson and Vice Chairperson shall be elected at the regular December meeting of even numbered years.
2. The Recording Secretary and Treasurer shall be elected at the regular December meeting of odd numbered years.
3. 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. *Approval of potential nominees will be delayed until Group Reps can make announcement of committee openings and nominees considered at their home groups. Potential nominees must attend two (2) consecutive committee meetings prior to election*

Voting:

1. Voting will be by majority vote unless a sense of the meeting directs otherwise.
2. Each group has one vote.
3. A sense of the meeting will be taken to determine whether a voice, hand or written ballot shall be used.
4. 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.
5. All nominees shall be listed in the Eyeopener newsletter for one month prior to the elections.
6. 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:

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