

**Sara-Mana Intergroup Association, Area 15, South Florida, District IV**  
**Bylaws of Current Practices**

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**PREFACE**

To ensure our future we must preserve our past.

“We know what A.A. has done in the past 65 years, but where do we go from here? Well, that depends on every member of A.A. It is possible for us to grow or not to grow, as we elect. If we fight shy of entangling alliances, if we avoid getting messed up with controversial issues (religious or political or wet-dry), if we maintain unity through our Intergroups/Central Offices, if we preserve the simplicity of our program, if we remember that our job is to get sober and to stay sober and to help our less fortunate brother to do the same thing, then we shall continue to grow and thrive and prosper.”

*Reprinted with permission of A.A. World Services, Inc.*

*From the pamphlet, “Co-founders of Alcoholics Anonymous*

Our By-Laws of Current Practices help guide us through the best possible direction in conducting our monthly business meetings, that the result of these practices exercised will keep both ourselves and our groups we represent, well informed and ultimately help the still suffering alcoholic who steps into our rooms of A.A.

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**ARTICLE I**

**PURPOSE AND DUTIES**

**Section 1.** The purpose of the Sara-Mana Intergroup Association hereinafter referred to as, "This Intergroup," shall be to coordinate the efforts of the A.A. Groups in Sarasota and Manatee Counties who are members of this Intergroup. In an attempt to establish policies aimed at making our combined efforts to carry the message to the suffering alcoholic more effective and to provide such services to the Groups as deemed necessary or desirable by the Groups it serves. All actions shall be in conformity with the Twelve Traditions of A.A.

**Section 2.** This Intergroup shall observe the spirit of A.A. Traditions, taking care that it never becomes holder of excess funds or power; that only sufficient operating funds and reserve be its prudent financial principle; that it places none of its members in a position of unqualified authority over others; that it reaches all important decisions by discussion, vote and whenever possible by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy, and like the society it serves it will always remain democratic in thought and action.

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**ARTICLE II**

**MEMBERSHIP**

**Section 1.** Each group in the counties of Sarasota and Manatee, which are a part of District IV, is entitled to have one Group Representative and one alternate to represent said Group at all Intergroup meetings.

**Section 2.** Each Group shall be entitled to only one vote by either the Group Representative or alternate on any issue before this Intergroup.

**Section 3.** Group Representatives shall be selected by Group action of the Group they represent. No Group Representative or alternate may represent more than one Group, unless by arrangement satisfactory to this Intergroup membership.

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**ARTICLE III**

**MEETINGS**

**Section 1.** Regular meetings of this Intergroup shall be held once monthly at such place, date and time as shall be decided upon by the majority of this Intergroup at regular business meetings. No meeting is assembled in the month of December.

**Section 2.** Special meetings of this Intergroup may be called by the Chairperson or by a petition representing ten Group Representatives or alternates of Intergroup, provided ten days notice is given to all member Groups.

**Section 3.** A quorum for the conducting of business at any meeting shall consist of ten Group Representatives or alternates of the member Groups.

**Section 4.** If the Group Representative or alternate is unable to attend, a Group Representative should designate a qualified member of his or her Group to act for such a Group Representative by proxy.

**Section 5.** At all meetings, except special meetings, there shall be the following order of business:

- A. Reading of the minutes of the last meeting
- B. Treasurer's report
- C. Reports of Committee Chairs
- D. Old Business
- E. New Business

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**ARTICLE IV**

**OFFICERS**

**Section 1.** The following officers shall be elected by a majority of Intergroup Representatives. Officers serve a two year term and may succeed themselves by no more than one more term, four (4) years in total. The officers shall perform the duties provided herein:

A. Chairperson.

1. Preside at meetings of this Intergroup and conduct same in accordance with these Bylaws.
2. Call each meeting to order after ascertaining that there is a quorum.
3. Make such committee appointments as authorized by these Bylaws, and serve as ex officio member on all committees.
4. Require that all checks drawn on Intergroup funds should be subject to a full accounting.
5. Refer any questions for study to an appropriate committee.
6. Be the official spokesman for this Intergroup and represent same whenever necessary, a duty which he or she may delegate to another officer or Intergroup member at his or her discretion.
7. The Chairperson will see to an orderly transfer of all records or property of this Intergroup in his or her possession to his or her successor.
8. Chairperson shall inform Co-Chairperson of all current activities and proposals.
9. Perform such other duties as provided for by these Bylaws.

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**ARTICLE IV**

**OFFICERS**

**B. Co-Chairperson**

1. Serve as Chairperson in absence of or at the request of the duly elected Chairperson.
2. Coordinate and supervise details for annual Gratitude Dinner.
3. Perform such other duties as may be assigned by the Chairperson or these Bylaws.

**C. Secretary**

1. Maintain an accurate, complete and permanent record of all proceedings of this Intergroup.
2. Receive and file all committee reports and proxies and notify the Chairperson thereof.
3. E-mail minutes of these Intergroup meetings to member Groups not later than 12 days following each meeting.
4. Promptly deliver to his or her successor all records of this Intergroup in his or her custody.
5. Perform such other duties as may be assigned by the Chairperson or these Bylaws.

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**ARTICLE IV**

**OFFICERS**

D. Treasurer

1. Under supervision of the Finance Committee, be the custodian of the Intergroup funds, administer deposits in a duly constituted banking institution in Sarasota or Manatee County of all such funds, disburse same as authorized.
2. Keep an accurate, complete and permanent record of all receipts and disbursements of such funds, verify such records with the Chairperson and make same available to any member or committee of this Intergroup.
3. Require that all checks drawn on Intergroup funds should be subject to a full accounting.
4. Make a report of group donations, receipts, disbursements and balance on hand at each meeting of this Intergroup.
5. Promptly deliver to his or her successor all records and monies of this Intergroup within his or her custody.
6. Perform such other duties as may be assigned by the Chairperson or these Bylaws.



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**ARTICLE IV**

**OFFICERS**

**Section 2.** The order of succession shall be:

Chairperson

Co-Chairperson

Treasurer

Secretary

**Section 3.** Any officer who misses a total of more than two (2) meetings without authorization shall be deemed to have resigned, and the process to elect a successor shall be commenced at the following regular business meeting.

**Section 4.** Any officer may be removed from office and his or her office declared vacant upon a two-thirds vote of the membership present at any regular meeting, provided that ten days notice be given to the membership of this Intergroup that a motion for this purpose will be a considered at the meeting.

**Section 5.** In the event of a vacancy in an elected office, such vacancy shall be filled by using the election procedures in Article VII, Section 3, at the next regular meeting. Filling of such vacancies shall be the first item of new business at such meeting, provided that ten days notice of such election shall be given to each member of this Intergroup.

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**ARTICLE V**

**COMMITTEES**

- Section 1.**     **Where & When Committee** – shall consist of a Chairperson and other such persons as may be required. Duties are to collect and update information of all A.A. meetings organized within Sarasota and Manatee counties in District IV and cause this information to be published in the, “Where and When” brochure, both by printed copies and by such electronic media as may be suitable and to update said information on the Intergroup website. The Chairperson shall ensure that there is a name and contact telephone number provided with each new submission.
- Section 2.**     **Helpline Committee** – shall consist of a Chairperson and other such persons as may be required. Duties include recruiting, qualifying and training suitable personnel for the purpose of manning an around the clock “help line” for those persons seeking help by telephone and to do the same for personnel for the purpose of conducting twelve step visits, when needed.
- Section 3.**     **Finance Committee** – shall consist of not less than three members with one member being the Committee Chair, one member being the sitting Treasurer and subsequent member(s) elected from member representatives of this Intergroup. Responsibilities include oversight of the activities of the Treasurer, review and approval of all financial matters and decision making for the proper disbursement of Intergroup funds.
- Section 4.**     **Newsletter Committee** – shall consist of a Chairperson and other such persons as may be required. Duties include collecting submissions from throughout our local A.A. community, providing necessary editing services, causing a monthly Newsletter to be printed and distributed at each of our monthly meetings, except for the month of December in which no meeting is assembled.
- Section 5.**     **Current Practices Committee** – shall consist of the previously serving Intergroup Chairperson and other such persons as may be required. Duties include the maintenance of archived records of the Bylaws of this Intergroup, making those records available to the membership at large, when requested, and providing guidance to the currently sitting Chairperson for the continuity of the practices of this Intergroup, in keeping with the Bylaws, past and present.
- Section 6.**     The Chairperson may form new committees as may be needed.

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Section 7.     Committee Chair Attendance – All elected and appointed committee chairpersons will be subject to the same terms of service and attendance as Board Officers as stated in *Article IV, Sections 1 & 3, Bylaws of Current Practices*. It is not necessary to be an Intergroup Representative in order to serve as a Committee Chair or Member.

**ARTICLE VI**

**FINANCES**

Section 1.     All contributions and receipts from various Groups shall be deposited in a qualified banking institution in Sarasota or Manatee County designated by this Intergroup.

Section 2.     All disbursements shall be reviewed by the Finance Committee and presented monthly (in those months in which meetings are conducted) for the approval of the majority of members of this Intergroup present.

Section 3.     All checks other than for normal operations shall be approved by the Finance Committee, which has the option of asking the full body of Intergroup for approval.

Section 4.     All financial records of this Intergroup shall be available for examination by any member of this Intergroup upon request to the Finance Chairperson, allowing reasonable time in which to make such arrangements but not more than ten (10) days' time.

Section 5.     Intergroup Participation in GSO Quarterly – Intergroup shall provide funds for -1- Board Member's overnight stay plus banquet ticket at any out of town District 4 Quarterly event.

Section 6.     The Finance Committee shall establish an Intergroup budget at the beginning of each calendar year, set a dollar amount for a prudent reserve for that year and ensure that no more funds than are needed for that prudent reserve and current liabilities are carried over to the new year.

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**ARTICLE VII**

**NOMINATING COMMITTEE**

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**ELECTION OF OFFICERS**

**Section 1.** At the September meeting of this Intergroup in each alternate year, the Intergroup Chairperson shall appoint two Group Representatives of this Intergroup to serve on the Nominating Committee. Three additional members shall be elected from the membership at large. These five shall constitute the Nominating Committee, which shall select a candidate for each office whose names they will place in nomination at the October meeting for the consideration of this Intergroup. Any Intergroup Member of A.A. in the Sara-Mana area with at least two years of continuous sobriety is eligible to stand for election to an office in the A.A. Intergroup election. It is desirable but not necessary for any duly appointed officer to continue to serve also as an Intergroup Representative. Given the rotation and length of service of IG representatives in their home groups and the rotation and length of service of Intergroup officers it is otherwise likely that they would be rotated out of their position as Group Representative while still serving as an IG Officer.

**Section 2.** The first order of New Business at the October meeting in alternate years will be the submission of candidates for office, as submitted by the Nominating Committee, for the consideration of the members at large. The Chairperson of the Nominating Committee will officially place the names of their selection of candidates in nomination for the offices to be filled. At this time, and before the start of the election, the Intergroup Chairperson will ask for nominations from the floor. At the close of nominations, the slate of prospective incoming officers will be fixed for consideration by the body at large.

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Section 3. The first order of New Business at the November meeting in alternate years will be the election of officers from the candidates previously submitted. Election to office will be determined by a simple majority of the votes cast by the Group Representatives present and voting. Only designated Intergroup representatives or their alternates may vote and no Group may have more than one vote. In the event of a tie vote balloting shall continue until the tie is broken. If after three (3) ballots the tie has not been broken the choice shall be decided by lot.

Section 4. The officers elected at the November meeting in alternate years will take office at the January meeting of the following year, as there is no meeting assembled in the month of December.

**ARTICLE VIII**

**ADOPTION OF BYLAWS**

Section 1. These Bylaws shall become effective when approved by this Intergroup by a two-thirds majority vote at a regular meeting after presentation and consideration by the members of this Intergroup, and may be amended in the same manner at any regular meeting provided that the suggested change or addition shall be considered and discussed at one meeting and the voting on the same shall be done at the next subsequent meeting.

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**ARTICLE IX**

**ROBERT'S RULES OF ORDER**

Section 1. Robert's Rules of Order, latest edition, shall be recognized as the authority governing the meetings of this Intergroup and its committees, in all instances wherein its provisions are not in conflict with these Bylaws.

**ADOPTED AND REVISION DATES**

Adopted April 10<sup>th</sup>, 1964

Revised April 20<sup>th</sup>, 1980

Revised August 29<sup>th</sup>, 1982

Revised September 29<sup>th</sup>, 1985

Revised May 25<sup>th</sup>, 1986

Revised August 3<sup>rd</sup>, 1987

Revised January 20<sup>th</sup>, 1998

Revised September, 1<sup>st</sup>, 2000

Revised July, 4<sup>th</sup>, 2019

The life of each individual and of any Group is built around our Twelve Steps and Twelve Traditions. We very well know that the penalty of extensive disobedience to these principles is possible death for the individual or dissolution of the Group. An even greater force for A.A.'s unity is the compelling love that we have for our fellow members and for the principles upon which our lives today are founded.

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