

# **Treasure Valley Intergroup Office of Alcoholics Anonymous Inc.**

## **BYLAWS**

**Boise, Idaho  
07/12/2018**

## Table of Contents

PREAMBLE .....	4
Article I. Name .....	4
Article II. Purpose .....	4
Article III. Intergroup .....	5
Article IV. TVICO Steering Committee .....	7
Article V. Meetings.....	9
Article VI. Finances .....	10
Article VII. Prudent Reserve .....	10
Article VIII. Amending the Bylaws .....	10
Article IX. Indemnification.....	11
Intergroup and TVICO Steering Committee Bylaws Amendment Form .....	12

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## **PREAMBLE**

In all its proceedings, Intergroup and the Treasure Valley Intergroup Central Office (TVICO) Steering Committee shall observe the spirit of Alcoholics Anonymous (AA) tradition's, 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 Intergroup action ever be personally punitive, or an incitement to public controversy; that though it may act for the service of Alcoholics Anonymous groups in the greater Treasure Valley, 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. World Service and co-founder Bill W's Twelve Concepts of World Service as adopted by the General Service Conference on April 26, 1962.)

### **Article I. Name**

The name of the corporation is Treasure Valley Intergroup Office of Alcoholics Anonymous Inc. (hereinafter "Intergroup") located in the Greater Treasure Valley, an organization exempt from income tax under section 501 (c) (3) of the Internal Revenue Code of 1954. The Treasure Valley Intergroup Central Office (hereinafter "TVICO") is a nonprofit retail store. The purpose of the TVICO Steering Committee serves as a subcommittee to Intergroup and responsible to Intergroup for the operation of TVICO.

### **Article II. Purpose**

#### **2.1. Intergroup**

The purpose of INTERGROUP shall include:

- a. Fostering and encouraging AA unity and cooperation among Idaho Area 18 AA Groups and to raise funds to provide for the viability of a Central Office.
- b. Guiding the operation of TVICO through its subcommittee known as the TVICO Steering Committee.
- c. Furthering the AA program in accordance with the Twelve Traditions of Alcoholics Anonymous.
- d. Providing a 24-hour hotline Answering Service.
- e. Publishing a monthly newsletter.
- f. Maintaining a list of volunteers to accept 12-Step calls.

#### **2.2. Treasure Valley Intergroup Central Office**

The purpose of the TVICO Steering Committee shall include:

- a. Providing goods and services to the groups and individuals such as General Service Office (GSO) literature, recovery literature, answering service, and accurate meeting schedules.
- b. Furthering the AA program in accordance with the Twelve Traditions of Alcoholics Anonymous.
- c. Specifically excluded from the objectives of TVICO are the operations of any club, clubhouse, or drying-out place, and the endorsement of any public or private projects on alcoholism as outlined in Tradition Six.

- d. Handling all AA Hotline calls during normal operating hours.
- e. Aiding Intergroup in the publishing of a monthly newsletter.
- f. Fostering and encouraging AA unity and cooperation among Idaho Area 18 AA Groups.
- g. As needed, responsible for developing policies and procedures for TVICO.
- h. Responsible for all employment matters relating to TVICO.

## **Article III. Intergroup**

### **3.1. District, Home Group, and Special Committee Intergroup Representatives**

- a. All District AA groups are eligible to send one (1) individual to participate in the monthly Intergroup Meetings.
- b. Each representative will have one (1) vote.

### **3.2. Intergroup Officers Nomination and Election**

- a. The following positions have been determined to be Intergroup officers.
  - (1) Chairperson
  - (2) Co-Chairperson
  - (3) Secretary
  - (4) Treasurer
- b. The elections will be conducted as described by the Third Legacy within the Service Manual.
- c. The term shall begin January 1, of the even numbered years and end December 31 of the odd numbered years.<sup>1</sup>
- d. Nomination shall be made in October of odd numbered years. Additional nominations can be accepted at the November meeting.<sup>2</sup>
- e. Elections shall be held at the Intergroup meeting in November of odd numbered years.<sup>3</sup>

### **3.3. Intergroup Members.** All service positions within Intergroup are a two (2) year term.

#### **a. Intergroup Chairperson**

- (1) Must have five (5) years (minimum) of continuous sobriety.
- (2) This position **IS NOT** eligible for reelection.
- (3) Shall chair all Intergroup meetings.
- (4) Shall serve as a voting member on the TVICO Steering Committee.
- (5) Rotate into the Co-Chairperson position for the term following being Chairperson.

#### **b. Intergroup Co-Chairperson/Entertainment Coordinator**

- (1) Must have five (5) years (minimum) of continuous sobriety.
- (2) This position **IS NOT** eligible for reelection.
- (3) Keep Intergroup members informed of the history of past group consciences and present the history surrounding the reasoning for the decision.
- (4) In the absence of the Chairperson, perform all duties assigned to the Chairperson.
- (5) Shall serve as a voting member on the TVICO Steering Committee.

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<sup>1</sup> November 2017

<sup>2</sup> November 2017

<sup>3</sup> November 2017

- (6) Responsible for coordinating all fundraising and unity events for TVICO, as approved by Intergroup.
- (7) Prepare and give a report for Intergroup at each monthly meeting.

**c. Intergroup Secretary**

- (1) Have a recommended minimum of one (1) year of continuous sobriety. (2) This position **IS** eligible for reelection.
- (3) Keep the minutes of all meetings and email within 10 days of the meetings to all members in attendance.
- (4) Keep records of Intergroup in good order at all times and stored at the TVICO.

**d. Intergroup Treasurer**

- (1) Have a recommended five (5) years of continuous sobriety.
- (2) This position **IS NOT** eligible for reelection.
- (3) Monitor all funds of Intergroup.
- (4) Shall set as a voting member on the TVICO Steering Committee.
- (5) Maintain accurate financial records and furnish a monthly report to Intergroup along with a current bank statement.
- (6) Upon approval of Intergroup, disburse funds for events and expenses.
- (7) Serve as Treasurer of TVICO, refer to 3.7.(d).

**e. Intergroup Newsletter Chairperson**

- (1) Have a recommended two (2) years of continuous sobriety.
- (2) This position **IS** eligible for reelection.
- (3) Responsible for gathering information from the AA community for the newsletter.
- (4) Publish the newsletter as determined by Intergroup
- (5) Prepare and give a report to Intergroup at each monthly meeting.

**f. Intergroup Answering Service and 12 Step Chairperson**

- (1) Have a recommended two (2) years of continuous sobriety.
- (2) This position **IS** eligible for reelection.
- (3) Maintain oversight of a 24-hour answering service, also known as AA Hotline.
- (4) Organize and maintain a list of volunteers to take 12 Step calls.
- (5) Organize and maintain a monthly calendar of individuals or groups to staff the answering service during non-business hours of TVICO.
- (6) Prepare and give a report to Intergroup at each monthly meeting.

**g. Intergroup Webmaster Chairperson**

- (1) Have a recommended two (2) years of continuous sobriety.
- (2) This position **IS** eligible for reelection.
- (3) Maintain the TVICO website.

- (4) Place only items approved by Intergroup and/or TVICO Steering Committee on the website.

### **3.4. Removal from Intergroup Positions and Vacancies**

- a. The Intergroup Chairperson may appoint volunteers to fill open positions until such time as an election may be held.
- b. A position is vacant under the following conditions.
  - (1) Death
  - (2) Resignation
  - (3) Broken sobriety during the term of service
  - (4) Not physically present for 25% of Intergroup meetings unless arrangements are made 8 hours prior to a scheduled meeting.
- c. Any officer of Intergroup may be removed for failure to uphold the bylaws upon a two-thirds vote at an Intergroup meeting.

## **Article IV. TVICO Steering Committee**

### **4.1. TVICO Steering Committee Members**

- a. The TVICO Steering members consist of one (1) representative from each District within Area 18 and the following individuals from Intergroup.
  - (1) Intergroup Chairperson
  - (2) Intergroup Co-Chairperson
  - (3) Intergroup Treasurer
- b. All service positions within the Steering Committee are a two (2) year term.

### **4.2. TVICO Steering Committee Nominations and Elections by Intergroup**

- a. Each District is asked to submit a nominee to be elected as the District Representative to the TVICO Steering Committee by Intergroup.
  - (1) All nominees must have five (5) years of continuous sobriety.
  - (2) All nominees cannot serve more than one two (2) year term in a five (5) year period as a District Representative. **Note:** Serving out a partial term on the Committee does not constitute a full term.
  - (3) Attend the November Intergroup meeting where Intergroup will vote on all District nominees preceding the indicated rotation time.
  - (4) Should a District choose not to submit a qualified TVICO Steering Committee nominee, the position will remain vacant.
  - (5) No member shall have any interest or property right in the assets of Central Office.
- b. All District representatives terms shall begin January 1, of the even numbered years and end December 31 of the odd numbered years.<sup>4</sup>
- c. The elections will be conducted as described by the Third Legacy within the Service

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<sup>4</sup> November 2017

Manual. d. Elections will be held in November prior to rotation of all positions.

#### **4.3. TVICO Steering Committee Officers**

##### **a. TVICO Chairperson**

- (1) Shall chair all TVICO Steering Committee meetings.
- (2) Prepare and give a formal report each month to the committee and Intergroup on the status of Central Office.

##### **b. TVICO Co-Chairperson**

- (1) In the absence of the Chairperson, perform all duties assigned to the Chairperson.
- (2) In the event the Chairperson does not fulfill the elected term of the office, the TVICO Co- Chairperson shall assume the duties as Chair.

##### **c. TVICO Secretary**

- (1) Keep the minutes of all meetings and email within 10 days of the meetings.
- (2) Keep records of TVICO Steering Committee in good order at all times and stored at the TVICO.

##### **d. TVICO Treasurer**

- (1) This position is performed by the Treasurer of Intergroup.
- (2) Maintain financial records and monitor funds for TVICO Steering Committee with the assistance from an accountant.
- (3) Furnish monthly financial reports to Intergroup.

#### **4.4. TVICO Sales Associates**

- a. Are under the supervision of a designated member of the TVICO Steering Committee.
- b. Positions will be filled by the TVICO Steering Committee.

#### **4.5. TVICO Accountant**

- a. When funds are available and to safeguard the funds of the fellowship, an accountant will be utilized by Intergroup and the TVICO Steering Committee.
- b. Will be hired or dismissed as determined by the TVICO Steering Committee.
- c. The accountant will conduct monthly reviews of the fiscal operations of TVICO.
- d. Work with the TVICO Treasurer to compile an accurate financial cash flow sheet for the fellowship.

#### **4.6. TVICO Steering Committee Removal from Position and Vacancies**

- a. In January, when new committee members arrive, there will be an election held by the Steering Committee Chair to fill vacant positions on the committee. In the event the Chairperson completes a term; the Intergroup Chair will chair the election.
- b. The TVICO Steering Committee will vote on all position changes within 60 days of the declared vacancy.
- c. A position is vacant under the following conditions.
  - (1) Death
  - (2) Resignation
  - (3) Broken sobriety during the term of service
  - (4) Not physically present for 25% of TVICO Steering Committee meetings unless arrangements are made 8 hours prior to a scheduled meeting.

d. Any member of the TVICO Steering Committee may be removed for failure to uphold the bylaws upon a two-thirds vote at an Intergroup meeting

## **Article V. Meetings**

### **5.1. Intergroup Monthly Business Meetings**

- a. Intergroup will meet monthly at such time and place as designated by the Chair at the preceding meeting.
- b. Robert's Rules of Order will be utilized for the operation of the meeting.
- c. A quorum consisting of seven (7) members must be present to conduct business.
- d. Matters that relate to policy affecting the fellowship of AA as a whole will be tabled for thirty days by the Chair and referred for group conscience.
- e. The meeting may be cancelled by the Chairperson no later than 4 hours from the appointed date and time. Notification will be completed via email or phone.
- f. Meeting attendance, on occasion, may be conducted via any telecommunications mode, when all effort has been made to be present.
- g. Agenda items may only be added by a member of Intergroup. Agenda items can be added by email or verbal communication with the Chair or Secretary prior to the Intergroup meeting.<sup>5</sup>

### **5.2. TVICO Steering Committee Monthly Business Meetings**

- a. The TVICO Steering Committee shall meet monthly prior to the Intergroup Meeting.
- b. Robert's Rules of Order will be utilized for the operation of the meeting.
- c. Matters relating to potential financial burden (i.e. contracts) upon the fellowship of AA will be tabled for thirty days by the Chairperson and taken to Intergroup prior to determining group conscience.
- d. A meeting may be cancelled by the Chairperson no later than 4 hours from the appointed date and time. Notification will be completed via email or phone.
- e. Meeting attendance, on occasion, may be conducted via any telecommunications mode, when all effort has been made to be present.
- f. A quorum consisting of four (4) members must be present to conduct business.
- g. Any member of the Steering Committee may call a special meeting.
- h. Notification for a special meeting must be given by the member requesting the meeting 48 hours prior to the requested meeting. Notification will be completed via email or phone including agenda items.

### **5.3. Annual Business Meetings**

- a. Each January, Intergroup will hold an annual meeting to review bylaws and any policies and procedures affecting Intergroup.
- b. Each January, the Steering Committee will hold an annual meeting to review bylaws and any policies and procedures affecting the Committee and Central Office

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<sup>5</sup> July 2018

## **Article VI. Finances**

### **6.1. Intergroup and TVICO**

- a. Intergroup and TVICO may accept donations from AA members conforming with the traditions of Alcoholics Anonymous and consistent with GSO Guidelines.
- b. TVICO will utilize funds to maintain an inventory and be a retail store for home groups and the public.
- c. Intergroup and TVICO shall not accept responsibility of, trusteeship for, or enter the distribution or allocation of any funds set up outside of Intergroup and TVICO.
- d. Intergroup will utilize funds to hold local fellowship events to foster and encourage unity among members of Alcoholics Anonymous.

## **Article VII. Prudent Reserve**

### **7.1. Intergroup**

- a. Maintain a sufficient balance to cover all expenses and planned Intergroup events for one (1) year.
- b. At the Annual Meeting, Intergroup will evaluate and set the amount of Prudent Reserve.

### **7.2. TVICO Steering Committee**

- a. Evaluate the level of Prudent Reserve monthly. The results will be documented in the minutes.
- b. Maintain a Prudent Reserve equal to three (3) months operating expenses in addition to the cash on hand for the current month's expenses.
- c. Maintain a Prudent Reserve equal to three (3) months of inventory relating to Alcoholics Anonymous World Service (AAWS), Grapevine literature, and anniversary coins.

## **Article VIII. Amending the Bylaws**

These by-laws, and every part thereof, may from time to time, and at any time be amended, altered, modified, repealed, and new or additional by-laws may be adopted.

- a. A vote of two-thirds majority of the voting members present at a regularly scheduled Intergroup meeting is necessary to amend the by-laws.
- b. Any proposed amendment to these by-laws shall be made in writing to the Chairperson, with a copy to the Secretary.
- c. To allow for enough time for decision and dissemination of information, a 60-day amendment procedure is as follows:
  - (1) Presented as new business at any INTERGROUP meeting.
  - (2) Discussion held the next INTERGROUP meeting as old business.
  - (3) The vote taken the following INTERGROUP meeting as old business.

## **Article IX. Indemnification**

Unless otherwise prohibited by law, the Corporation shall indemnify any director or officer or any former director or officer, and may by resolution of the Intergroup and Steering Committee indemnify any employee, against any and all expenses and liabilities incurred by him or her in connection with any claim, action, suit, or proceeding to which he or she is made a party by reason of being a director, officer, or employee. However, there shall be no indemnification in relation to matters as to which he or she shall be adjudged to be guilty of a criminal offense or liable to the Corporation for damages arising out of his or her own gross negligence in the performance of a duty to the Corporation.

# Intergroup and TVICO Steering Committee Bylaws Amendment Form

Page Number: \_\_\_\_\_

Paragraph Number: \_\_\_\_\_

Paragraph Title: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

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## AMENDMENT

As reads: (State the text from the Bylaws exactly as it reads now. If you wish to add something that is not already in the Bylaws, simply enter "NEW" in this section.)

Attach a separate sheet if needed.

Is amended to read: (State the exact text as you propose it to read. If you wish to completely delete text without replacing it, simply enter "DELETE" in this section.)

Attach a separate sheet if needed.

