







- (2) One (1) Trustee shall be elected each year; term of office being thirty-six (36) months.
- (3) The Chairman and Secretary shall be elected in odd numbered years; the Vice-Chairman and Treasurer shall be elected in even numbered years; terms of office being twenty-four months.
- (B) Newly elected Executive Board Members shall be installed at the conclusion of the regular Council meeting in August of their election year.

## SECTION V

Only duly appointed incumbent group delegates or alternates may vote in Council decisions or elections. Secret ballots shall be counted by two (2) or more non-delegates present at the meeting, as appointed by the Chairman. This provides one (1) vote per group properly represented and registered at the election meeting as stated in Article II, Section I.

## SECTION VI

- (A) Elections shall be by secret ballot. For all positions except Members-at-Large, the candidate receiving a majority of the votes cast for the position shall be declared elected. When there are more than two (2) candidates and none receive a majority of the votes, the candidate receiving the least votes shall be eliminated from the ballot and the process repeated on each succeeding ballot until all positions are filled.
- (B) For the Member-at-Large positions, each delegate or alternate elector shall vote for not more than three (3) candidates. The three (3) receiving the most votes shall be declared elected. If, after the first ballot, more than three (3) candidates are tied with the most votes, a second ballot shall be taken with only those tied being listed as candidates. If, after the first ballot, three (3) candidates are not elected due to a tie between or among candidates receiving the second or third highest votes, the candidate(s) receiving the first or first and second highest number of votes shall be declared elected, and a second ballot shall be taken for the remaining position or two (2) positions, as the case may be, with only those tied being listed as candidates, with each delegate or alternate elector voting for not more candidates than there are positions unfilled. If a tie exists after a second ballot, as provided above, the choice between or among the tied candidates shall be by lot (the hat, straws, or coin flip as determined by the Chairman).

## SECTION VII

In the event of a permanent vacancy on the Executive Board or the Area 54 Representative, the Executive Board is empowered to fill the vacancy by an appointment for the un-expired term, provided the appointee has the qualifications as stated in Article II, Section III.

## SECTION VIII

Should any Officer absent him/herself from three (3) consecutive meetings and fail to present a valid excuse, his/her office may, upon notice and hearing, be declared vacant and the Executive Board shall be empowered to fill the un-expired term.

Secretary KK Date: \_\_\_\_\_

## **SECTION IX**

On leaving Office, each Officer promptly shall turn over to the Executive Board all money, property, papers, records and books of the Council that may be in his/her possession.

## **ARTICLE III**

### **DUTIES OF OFFICERS**

#### **SECTION I**

- (A) The Chairman shall preside and preserve order at all meetings of the Council and appoint all committees not otherwise provided for. The Chairman shall have the authority to sign all documents on behalf of the Akron Intergroup Council as directed by the Board. The Chairman shall be ex-officio member of all committees of the Council and Board.
- (B) The Chairman shall appoint one member of the Standing Founders' Day Committee. The Founders' Day Committee will submit up to 3 names of the approved candidates to the Chairman for selection of "First Year Coordinator." The Chairman may request additional names from the Founders' Day Committee for selection of "First Year Coordinator" but in no case can the Chairman select a "First Year Coordinator" not recommended by the Committee. The selection should be made by the Chairman prior to August 1.
- (C) The Chairman shall appoint a Chairman for each Standing Committee from the Executive Board where practical, as soon as possible, except that the New Year's Eve Dance Chairman shall be appointed in January.
- (D) The Chairman shall see that the duties of the employees are carried out.
- (E) The Chairman is responsible for the conduct of the employees while on duty.
- (F) The Chairman shall be a member of the Office/Human Resources Committee.

#### **SECTION II**

- (A) The Vice Chairman shall assist the Chairman and shall perform the duties of the Chairman in his/her temporary absence.
- (B) The Vice Chairman shall be responsible for the revision and maintenance of the answering service and recruitment of additional members for the 12th Step Call list.
- (C) The Vice Chairman shall be a member of the Office/Human Resource Sub-Committee.

#### **SECTION III**

The Secretary shall keep a correct record of all proceedings of the Board and Council Meetings.

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#### **SECTION IV**

- (A) The Treasurer shall keep a record of all monies paid into Council; pay all bills and deposit or cause to be deposited all monies in a bank approved by the Executive Board, in the name of the Council. The signature of at least two (2) officers shall be required to draw thereon. The Treasurer shall report the condition of the treasury as the Council may direct and submit his/her books and records to the Executive Board whenever required. Funds of the Council shall be used only for authorized expenses. The Treasurer shall, by September 30 of each year, obtain the maximum amount of "Fraud & Theft" insurance coverage up to the amount sufficient to cover the "Prudent Reserve Fund" or the gross receipts from the prior year's Founders' Day, whichever is greater. The Treasurer shall report the amount of coverage at the January Council meeting each year in addition, the Treasurer shall report the amount of Liability and Casualty coverage. On March 31st of each year, the books and records will be closed for an annual review from an outside CPA selected by the Executive Board. Verification of review shall be made available to Council upon completion. The Treasurer is responsible to calculate and report the Prudent Reserve to Council and make recommendations. Prudent Reserve shall be defined as 12 months actual office expenditures plus 5% of actual Founders' Day expenditures. Both calculations shall be from the most recent calendar year.
- (B) The Treasurer shall be a member of the Finance Sub-Committee.

#### **SECTION V**

- (A) The three (3) Trustees will be responsible for the 12th Step Fund Drive in cooperation with the Treasurer and office employees. The senior Trustee will be Chairman.
- (B) The Third Year Trustee shall be a member of the Finance Sub-Committee.

### **ARTICLE IV**

#### **EXECUTIVE BOARD**

#### **SECTION I**

The Executive Board shall be responsible for making recommendations in regard to the work of Council; for seeing that decisions of the Council are carried out; and also shall make decisions in regard to matters not in conflict with the Constitution, By-Laws and Standing Rules during the time between regular Council meetings, such decisions to be reported at the next meeting of Council. It shall also receive all signed grievances from groups or individuals investigate and try to resolve these grievances with the help of Council.

#### **SECTION II**

The Executive Board shall have protective custody of all tangible property of the Council that has not otherwise been provided for in the By-Laws. The Executive Board will be responsible for selecting and retaining an outside CPA to review the books of the Treasurer on March 31st of each year and enclose verification of the review to the Council. All bills of the Council shall be referred to the Executive Board, which shall make recommendations to the Council for payment thereof. It shall be the duty of the Executive Board to protect the "Traditions of A.A." in Council operations at all times.

### **SECTION III**

The Founders' Day Committee shall recommend and the Executive Board shall appoint the Founders' Day Treasurer and Secretary, term of appointment to be three (3) years.

- (A) The Founders' Day Treasurer shall have three (3) years of continuous sobriety and possess banking and accounting skills.
- (B) The Founders' Day Secretary shall have three (3) years of continuous sobriety and possess secretarial skills.

### **SECTION IV**

The Executive Board shall keep and maintain two (2) operating manuals for all standing committees; one (1) copy shall stay in the custody of the Executive Board and one (1) copy shall be used by the standing committee chairperson or coordinator.

### **SECTION V**

The Executive Board shall review budgets submitted by all committees for approval or revision.

### **SECTION VI**

Maintenance and management of the Inter-Group Office shall be the responsibility of the Executive Board. The Executive Board shall set up and maintain an employee's manual of job descriptions, specific duties, benefits, policies and operating procedures.

### **SECTION VII**

The Executive Board may approve any non-budgeted expenditures not to exceed the limit set by Council. The Chairman shall report such non-budgeted expenditures at the next scheduled Council meeting.

### **SECTION VIII**

Permanent Sub-Committees of the Executive Board:

The Finance Committee and Office/Human Resources Committee are advisory only and have no decision making authority.

Finance Committee: The Finance Committee shall meet when required to make recommendations to the Executive Board. The Finance Committee is to advise the Executive Board on all matters pertaining to finance and help maintain our accountability. The Finance Committee recommends and provides ways and means for the financing of the Intergroup Office, and assists on the preparation of the annual budget. Permanent members of the Committee shall consist of the Third Year Trustee, Intergroup Treasurer, and the Third Year Founders' Day Steering Committee member. The Chairman may appoint advisory members as needed.

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Office/Human Resources Committee: The Office/Human Resources Committee shall meet when required to make recommendations to the Executive Board. The Office/Human Resources Committee is to advise the Executive Board on all matters pertaining to the operation of the Intergroup Office as well as personnel both paid and volunteer. The Committee shall be responsible for recommendations concerning the Employee Manual. The Committee shall consist of the Intergroup Chairman, Intergroup Vice-Chairman, and two (2) Board members appointed to two (2) year terms. The Chairman shall appoint one (1) newly elected Board member each September to fill the expired term.

## **ARTICLE V**

### **COMMITTEES**

#### **SECTION I**

Standing Committees shall consist of (1) Founders' Day, (2) Public Information and "CPC" Cooperation with the Professional Community, (3) Treatment, (4) New Year's Eve Dance, (5) Inter-Group Anniversary, (6) Picnic, (7) Literature, (8) Inter-Group News, (9) Archives, (10) Corrections, (11) Group Services and (12) "IT" Information Technology.

#### **SECTION II**

All committee chairpersons and coordinators shall have at least three (3) years of continuous sobriety at the time of appointment. They shall maintain continuous sobriety while serving their term of appointment. Any appointment may be rescinded by the Executive Board upon showing just cause at any regular or special meeting called for that purpose. Pursuant to the procedures detailed in Article XII – "Removal for Cause."

#### **SECTION III**

In keeping with Tradition Seven, all Standing Committees ought to be fully self-supporting, declining outside contributions. While Committees may generate income in keeping with its mission in serving the Fellowship, funding shall come from the overall budget of the Inter-Group Council. In this way, Committee activity can better reflect the support of the membership, and maintain the perspective of the entire range of Twelfth-Step activity.

## **ARTICLE VI**

### **DUTIES OF COMMITTEES**

#### **SECTION I     FOUNDERS' DAY COMMITTEE**

(A) The Founders' Day Committee shall consist of a Coordinator, four (4) Sub-Coordinators, a Secretary, a Treasurer and an "IT" Information Technology Specialist. The Secretary, Treasurer and "IT" Information Technology Specialist shall each serve a three (3) year appointment. The appointed incoming Sub-Coordinator, Article III, Section I, shall serve five (5) years advancing each year until the fifth year at which time he/she becomes the Coordinator. The out-going Coordinator shall become a member of the Founders' Day Steering Committee as stated in the Founders' Day Guide Lines.

(B) Founders' Day Committee shall adhere to the Founders' Day Operation Manual and the Founders' Day Guide Lines. Any alteration to the Operation Manual and the Founders' Day Guide Lines requires the majority agreement of the Founders' Day Committee, the Founders' Day Steering Committee and the Executive Board.

**SECTION II     PUBLIC INFORMATION AND "CPC" COOPERATION WITH THE PROFESSIONAL COMMUNITY**

Public Information and "CPC" Cooperation with the Professional Community Committee is to provide speakers, cooperate with all the local media, and make information to outsiders available when requested, within the "Traditions of A.A." and "Guidelines" from General Service. The Committee shall also provide information about A.A. to those who have contact with alcoholics through their profession. This group includes physicians, nurses, and members of the clergy, lawyers, social workers, union leaders, and industrial managers, as well as those working in the field of alcoholism.

**SECTION III    TREATMENT COMMITTEE**

The Treatment Committee is to be in contact with each institution dealing with alcoholism, informing them of the availability of A.A., within the "Traditions of A.A." and "Guidelines" from General Service.

**SECTION IV     NEW YEAR'S EVE DANCE**

The New Year's Eve Dance Committee shall cause a New Year's Eve dance to be held annually. The Committee is responsible for such items as: (1) decorations, (2) music contracts, as required, (3) entertainment, (4) noise makers and favors, (5) food, (6) tickets and ticket sales, (7) publicity, and (8) prizes. The Committee shall select a location and provide a program.

**SECTION V      INTERGROUP ANNIVERSARY COMMITTEE**

The Inter-Group Anniversary Committee shall cause a function to be held to celebrate the Inter-Group Anniversary in the month of April. The Committee shall select a location and provide a program.

**SECTION VI     PICNIC COMMITTEE**

The Picnic Committee shall cause a picnic to be held in the month of August. The Committee shall select a location and provide a program.

**SECTION VII    LITERATURE COMMITTEE**

The Literature Committee in cooperation with the office personnel shall take an inventory of all literature in the Inter-Group Office semi-annually, not later than January 7<sup>th</sup> and July 31<sup>st</sup>. A member of the Office staff will also maintain a weekly partial inventory. The Literature Committee shall also keep A.A. members informed of the availability of the literature at the Inter-Group Office. Permanent members of the Committee shall consist of one staff member appointed by the Literature Chairperson, the Founders' Day Coordinator responsible for literature and the Archivist.

### **SECTION VIII INTERGROUP NEWS COMMITTEE**

The Inter-Group News Committee shall sell subscriptions and assist the Editor in the editorials, production and mailing functions necessary to produce the Inter-Group News.

### **SECTION IX ARCHIVES**

- (A) The Archives Committee shall direct the activities of the Akron Area AA Archives to: preserve the history of Alcoholics Anonymous by collecting material of historic significance; maintaining the records and artifacts entrusted to it; enable access to these records through catalogs, displays, and facsimiles consistent with standard archival practices.
- (B) Voting members of the Archives Committee shall consist of the active members appointed by the Committee Chair. The Archivist shall participate as a non-voting member and Committee Chair. The Council Chairperson shall serve as an ex-officio member of the Committee.
- (C) To ensure the focus of the Akron Area History to the Archives, voting members of the Committee are to be home group members of registered groups in the (5) five counties of the Intergroup.
- (D) All Archive Committee meetings are open to the Fellowship. Permanent, non-voting members of the Committee shall consist of Archives Representatives of individual home groups. The Historian, Conservator and all Archive Assistants are voting members.
- (E) The Archivist shall be a permanent, non-rotating member of the Committee, familiar with archival procedures and protocols with at least five (5) years of continuous sobriety. The Archivist shall be nominated by the Archives Committee and approved by the Executive Board.

### **SECTION X CORRECTIONS**

The Corrections Committee is to be in contact with each correctional to provide speakers, literature, and other services as may be needed. The Committee will cooperate and coordinate efforts with other General Service or District Correctional Committees.

### **SECTION XI: GROUP SERVICES**

The Group Services Committee recruits volunteers to visit home groups on behalf of the Intergroup Office. The committee collects survey data, updates group information, and shall act as a liaison between the Intergroup Council and member groups to inform them of services provided by the Intergroup Office, the importance of each group having an Intergroup Representative, and to provide such assistance as shall be required by member groups. The Committee shall promote fellowship and unity between the Intergroup Council, Intergroup Office and home groups in the service area.

## **SECTION XII "IT" INFORMATION TECHNOLOGY**

The "IT" Information Technology Committee shall advise the Executive Board on matters pertaining to all technology, both hardware and software, concerning the Intergroup Office. The Committee shall also be responsible, in cooperation with the Office staff, for the Akron Intergroup Council web site and Founders' Day on-line registration.

## **SECTION XIII**

- (A) The Chairperson of each committee shall submit a budget, to the Intergroup Treasurer, for the Committee function by the Executive Board meeting prior to the November Council meeting.
- (B) Each standing committee chairperson shall receive an operations manual for his/her respective committee from the Executive Board. Any alteration to a committee's operations manual requires approval from the Executive Board. A copy of each manual shall be maintained by the Office.
- (C) Each Committee Chairperson at the conclusion of their respective activity will submit a financial report to the Executive Board and Council. At this time the Committee Chairperson will suggest any improvements for the Standing Committee operations.

## **ARTICLE VII**

### **MEETINGS**

#### **SECTION I**

The regular meeting of Council shall be held on the first Sunday of each month unless otherwise determined with good cause by Council or the Officers of Council. The time of the meeting shall be established as a Standing Rule by vote of Council.

#### **SECTION II**

Twenty-Seven (27) delegates shall constitute a quorum.

#### **SECTION III**

Special meetings may be called by the Chairman on the petition of delegates representing five (5) registered groups. At least five (5) day notice shall be given delegates for a special meeting.

**ARTICLE VIII**

**FINANCIAL PARTICIPATION**

**SECTION I**

The Council shall not demand an affiliation fee from any group, but rather present a true picture of operating cost and request participating from groups and individuals.

**ARTICLE IX**

**AMENDMENTS**

**SECTION I**

This Constitution and these By-Laws may be amended by seventy-five (75) per cent of the delegates present representing a quorum at any regular meeting of Council with the following provisions or conditions:

- (A) The proposed amendment shall be submitted to the Inter-Group Chairman.
- (B) Copies of the proposed amendment shall be supplied to delegates present and mailed within five (5) working days to each registered group secretary.
- (C) The vote to adopt or reject the proposed amendment shall be taken at the next regular Council meeting.
- (D) Proposed amendments shall not conflict with any Tradition of A.A. Approved amendments shall become effective upon adjournment of the meeting at which they are adopted.

**ARTICLE X**

**LEGAL COMPLIANCE**

Incorporation: The Akron Area Inter-Group Council of AA shall be incorporated in the State of Ohio and its Constitution, By-laws, and Standing Rules shall be interpreted in accordance with the laws of the State of Ohio.

Distribution: In the event that the Akron Area Inter-Group Council of AA should cease operation by vote, default, operation of law, or otherwise, and any assets of the Council, tangible, intangible, inchoate or otherwise shall pass to the General Service Board of Alcoholics Anonymous currently located at PO Box 459, Grand Central Station, New York, New York, 10163, or any subsequent address and or name such Board shall be located or known.

**ARTICLE XI**

**FOUNDERS' DAY STEERING COMMITTEE**

**SECTION I**

The Steering Committee would be made up of the immediate past five (5) Coordinators. Each year a new one comes in and the oldest goes out.

**SECTION II**

If there is a vacancy or vacancies on the Founders' Day Committee, the Committee may recommend a replacement(s) subject to the approval of the Executive Board.

**SECTION III**

In any given year, if two (2) or more vacancies occur in the Founders' Day Committee a past Coordinator may be asked to serve.

**SECTION IV**

The outgoing Coordinator and the steering Committee may suggest replacement of a Sub-Coordinator or the incoming Coordinator provided they are in majority agreement of that person's inability to serve based on the standards set before us.

**SECTION V**

The Third Year Steering Committee member shall be a member of the Finance Sub-Committee.

**ARTICLE XII**

**REMOVAL FOR CAUSE**

Subject to the body that appointed or elected a Board Member, Committee Chair or Committee member, subject only to the Laws of the State of Ohio and to these By-Laws, may be removed if their conduct is determined to be detrimental to the interest of the Akron Intergroup Council and/or AA as a whole. A member is expected to resign their position at the request of the body that elected or appointed them.

Prior to a member being asked to resign their position, the following must precede the request to resign: The Executive Board, by a vote of  $\frac{3}{4}$  of the total Executive Board or the Intergroup Council by a vote of  $\frac{3}{4}$  of a Quorum present, may remove a Board or Committee member for cause, at any regular or Special Board or Council meeting called for that purpose.

Any member subject for removal shall be given five (5) days notice of any meeting called for that purpose. Any member subject for removal shall have the opportunity to appear before the body meeting to consider and vote for removal, and present a defense against the allegations of just cause, prior to the vote for removal thereon.

## **STANDING RULES**

### **RULE 1**

The Executive Board shall meet on any date most convenient for the members. A majority of the Board shall constitute a quorum.

### **RULE II**

The chairman of each committee shall report to Council at each meeting, if the committee has engaged in activities in line with its respective duties. If a special or standing committee fails to report actions in which it has been engaged, the committee may be discharged and a new committee chosen.

### **RULE III**

Committee reports shall be limited to three (3) minutes; and the Chairman may grant additional three (3) minutes.

### **RULE IV**

No member shall speak more than once or longer than five (5) minutes on any subject until all members desiring the floor have spoken.

### **RULE V**

The Constitution, By-Laws and Standing Rules of the Inter-Group Council and the Twelve (12) Traditions of Alcoholics Anonymous shall be available at all Council meetings and the Inter-Group Office during normal business hours.

### **RULE VI**

Robert's Rules of Order as revised shall decide all questions of a parliamentary nature, not provided for in these Rules.

### **RULE VII ORDER OF BUSINESS**

- (A) Open with a prayer.
- (B) Roll Call.
- (C) Reading of the minutes of previous meeting.
- (D) Treasurer's report.
- (E) Report of Committees and Officers.
- (F) Communications and bills.
- (G) Unfinished business.
- (H) New Business.
- (I) Good and welfare.
- (J) Adjournment with Lord's Prayer.

### **RULE VIII**

The monthly meeting of Council shall start at a time to be determined by a vote of the Council Representatives and last no more than one and one-half hours unless the time is extended by vote of the Council.

Secretary KK Date: 12/10/20