

2019

Alcoholics Anonymous  
Twenty-Third District  
Central Steering Committee

Bylaws

Amended and Re-Adopted

(12 November 2019)

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## I. Preamble

General warranties: In all proceedings, the central steering committee shall observe the spirit of Alcoholics Anonymous tradition, taking care that the committee never becomes the seat of perilous wealth or power; that sufficient operating funds, plus ample reserve, be its prudent financial principle; that none of the committee 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 committee action ever be personally punitive, or an incitement to public controversy; that though the committee may act for the service of Alcoholics Anonymous groups in the greater Santa Barbara area, it shall never perform any acts of government; and that, like Alcoholics Anonymous, the committee itself will always remain democratic in thought and action.

## II. Intergroup

- II-1. This committee shall be known as “Alcoholics Anonymous Twenty-Third District Central Steering Committee” and shall hereafter be referred to as “Intergroup.”
- II-2. The territory covered by Intergroup is all meetings and groups in GSO District 23, Area 93.
- II-3. The headquarters and principal office of Intergroup shall be the same location as the Santa Barbara Central Office of Alcoholics Anonymous.
- II-4. The purpose of Intergroup shall be to oversee Central Office, to exchange information through the intergroup representatives, and to participate in other activities of Alcoholics Anonymous (A.A)
- II-5. Membership of Intergroup shall consist of the representatives of any listed A.A. Group in Intergroup’s meeting schedule.
- II-6. Each group in District 23 may elect only one (1) Intergroup Representative (IGR) and an alternate to represent it at the designated Intergroup meetings. Meetings shall be open to any A.A. member or invited guest authorized by Intergroup.
- II-7. GSR liaison, H&I liaison and all other liaisons are members that report to Intergroup to keep information flowing between the special service groups they represent and Intergroup. As such they do not constitute a group as defined in A.A.’s pamphlet. “The A.A. Group”; therefore, they have a voice but do not have a vote.

- II-8. No Intergroup Representative may be elected to represent more than one recognized group simultaneously.
- II-9. It is suggested that Intergroup Representatives have at least one (1) year of continuous sobriety.
- II-10. The Intergroup attendance records will be maintained by the Intergroup secretary.
- II-11. Meetings of Intergroup shall be held on the second (2<sup>nd</sup>) Tuesday of each calendar month. Such meeting place and time to be determined by Intergroup.
- II-12. Upon written request to the board, by at least five (5) members of Intergroup, the board of officers shall schedule a Special meeting of Intergroup. Notice of special meetings shall be made by the board to all members at least five (5) days in advance of any special meeting. Such notice shall state the nature of the business to be conducted. No business may be acted upon at any special meeting except that for which the meeting was called.
- II-13. Based on the average attendance of the last two (2) regularly held Intergroup meetings, two-thirds of the members eligible to vote shall constitute a quorum for the conduct of business. The necessary attendance for quorum shall be stated at the beginning of each Intergroup meeting by the secretary.
- II-14. A majority vote shall consist of a majority of those present and eligible to vote. Each member shall have one vote. Voting by proxy shall not be permitted.

- II-15. A group's Intergroup Representative will be eligible to vote provided that the group has been represented at two (2) of the three (3) previous Intergroup meetings as evidenced by the meeting attendance sheets maintained by the Intergroup secretary.
- II-16. Intergroup decisions, or decisions of any of its sub-committees or Board of Officers, shall be by a simple majority vote, unless otherwise stated in these bylaws.
- II-17. Intergroup or Board of Officers members may be reimbursed for authorized travel expenses using the current Internal Revenue Code rates.
- II-18. The fiscal year of Intergroup shall commence on the first (1<sup>st</sup>) day of January and shall end on the thirty-first (31<sup>st</sup>) day of December. The terms of the office of all elected and appointed Board of Officers members shall coincide with the designated fiscal calendar year.
- II-19. All funds and property received by or coming into the custody of Intergroup are held in trust and property of Intergroup to be expended only for their intended purpose.
- II-20. All funds of Intergroup shall be deposited in banks or depositories which are members of the Federal Deposit Insurance Corporation in the name of "Alcoholics Anonymous Twenty-Third Central District Steering Committee." All withdrawals from such accounts shall require written authorization from any one of the following two (2) individuals: the chairman or the treasurer. With the exception of payroll any "related party" transaction requires written authorization of both individuals.

- II-21. A treasurer's report indicating the financial condition of Central Office shall be made and distributed at each regular Intergroup meeting.
- II-22. Robert's Rules of Order will be used to maintain procedural order and conduct at Intergroup, but these rules shall never supersede nor interfere with the operation of the group conscience described in the A.A. traditions.
- II-23. Intergroup shall only consider amendments to the bylaws if such amendments are proposed as a resolution in writing by two (2) or more members of Intergroup. Such resolution shall be read at the meeting when it is submitted and placed on the agenda for the next meeting. An amendment must be adopted by a two-thirds (2/3) affirmative vote of the Intergroup Representatives present and eligible to vote.

### III. Board of Officers

III-1. The Board of Officers (the Board) shall consist of a Chairman, Vice-Chairman, Secretary, Treasurer, and a Member at Large. The minimum sobriety requirements for each elected officer are:

- i. Chairman – 3 years
- ii. Vice-Chairman – 3 Years
- iii. Secretary – 2 Years
- iv. Treasurer – 3 Years

III-2. The officers of the Board shall receive no compensation. The Board will reimburse any officer or member for out of pocket expenses incurred for Intergroup business with prior approval of the Board.

III-3. The Chairman, Vice-Chairman, Secretary, and Treasurer shall be elected by Intergroup through third-legacy procedures as outlined in the A.A. service manual at the regular November monthly meeting.

III-4. All Board officers will serve for a term of two (2) years (in the same position) with such term of office to coincide with Intergroup's fiscal year.

III-5. An elected officer shall, after serving two (2) full elected terms of office, be ineligible for re-election to any Board office for a period of one (1) year.



- III-6. In the event of a vacancy occurring in any of the elected Board positions, such a vacancy shall be elected by Intergroup at the next regularly scheduled meeting. The filling of the Board position by the newly elected member will terminate with the position's term of office ending December 31<sup>st</sup>.
- III-7. Any officer may be removed during their term of office by a majority vote of the Intergroup Representatives present and eligible to vote at any regular monthly meeting, but must follow the guidelines for motions and voting procedures. The vote on a motion to remove any officer shall be held at the next regular Intergroup meeting.
- III-8. The Treasurer should be a Certified Public Accountant (CPA). If there is no CPA member of Intergroup, Intergroup will expand the nomination pool to include any member who can serve as Treasurer. If the Treasurer is not a CPA it is strongly suggested the Board engage the professional services of an unbiased, non-member, bookkeeper for monthly reconciliations and analysis of transactions. It is also suggested, 6 months prior to the rotation of the Treasurer position, a financial review be conducted by a non-member CPA.
- III-9. The Member at Large will be selected by the newly elected Chairman, Vice-Chairman, Secretary, and Treasurer and presented for ratification to Intergroup at the next meeting following selection. The intent is that this board member be an experienced member of A.A. in the community and service structure. This member represents the groups not represented and carries the tie breaking vote on the board. They are looked to for guidance and clear perspective.

- III-10. Duties and responsibilities of the Board shall be to conduct the routine business affairs of Intergroup through special meetings where necessary; and to oversee and supervise the Santa Barbara Central Office (Central Office).
- III-11. Decisions of any meeting of the Board shall be by majority vote. Only the five (5) Board members shall have a vote for Board decisions. A majority (3) of the members of the Board shall constitute a quorum. An emergency meeting may be conducted via telephone consultation or electronic communication.
- III-12. All actions taken at any Board meeting shall be recorded and reported to Intergroup at the next regular meeting.

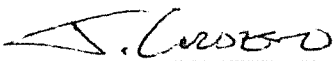
#### IV. Central Office

- IV-1. The Santa Barbara Central Office (Central Office) is a not-for-profit public benefit organization and is not organized for the private gain of any person. No part of the net earnings of Central Office shall ever benefit members, officers or other private persons, except that Central Office shall be empowered to pay reasonable compensation for goods and services.
- IV-2. Central Office shall carry on any other activities only as is permitted by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954.
- IV-3. No part of the activities of Central Office shall attempt to influence legislation. The Central Office shall not participate in any political campaign (including the publishing or distribution of statements) on behalf of any candidate of public office.
- IV-4. Upon the dissolution of Central Office, after paying its debts, any remaining physical assets shall be distributed to the Alcoholics Anonymous General Service Office in New York City for their distribution in accordance with Alcoholics Anonymous traditions, if it is then in existence and IRC Section 501(c)(3). If not in existence then assets shall be given to another charitable and tax-exempt organization which has established its tax-exempt status under IRC Section 501(c)(3).

V. Amendments

- V-1. The above bylaws were adopted by an "Aye" count of twenty-nine (29) with no dissenting votes at the regular meeting held at the Santa Barbara Office on 5 November 1974.
- V-2. The above bylaws were compiled and attested to on 1 August 1977 and the original thereof placed in the minute book of the organization
- V-3. The above bylaws were compiled and attested to on 9 June 1981 and the original thereof placed in the minute book of the organization
- V-4. The above bylaws were compiled and attested to on 13 May 1992 and the original thereof placed in the minute book of the organization
- V-5. The above bylaws were compiled and attested to on 8 November 1994 and the original thereof placed in the minute book of the organization
- V-6. The above bylaws were amended and re-adopted by the Committee on 11 November 2003 and the original thereof placed in the minute book of the organization
- V-7. The above bylaws were amended and re-adopted by the Committee on 11 May 2004 and the original thereof placed in the minute book of the organization
- V-8. The above bylaws were amended and re-adopted by the Committee on 10 July 2012 and the original thereof placed in the minute book of the organization
- V-9. The above bylaws were amended and re-adopted by the Committee on 14 April 2014 and the original thereof placed in the minute book of the organization
- V-10. The above bylaws were amended and re-adopted by the Committee on 12 November 2019 and the original thereof placed in the minute book of the organization

ATTEST



(Signature)



(Signature)

CHAIR

(Title)

SECRETARY

(Title)

11/12/2019

(Date)

11/12/19

(Date)