

# BYLAWS: NORTHWEST PIEDMONT INTERGROUP, INC.

## 1. PREAMBLE

The Northwest Piedmont Intergroup, Incorporated (hereafter Intergroup or NWP Intergroup) in all its work and business proceedings shall observe the spirit of Alcoholics Anonymous Twelve Concepts, Twelve Traditions, Twelve Steps, its Bylaws and any amendments or addenda thereto, and such future suggestions as may be issued by the General Service Office (GSO) of Alcoholics Anonymous in New York.

Intergroup is committed to supporting and encouraging individual AA members and autonomous groups, helping to support sober alcoholics and carry the AA message to alcoholics who still suffer. Reflecting the experience and strength of the AA Fellowship, Intergroup was established to build unity, which is the foundation of individual recovery, not to govern, or regulate groups and members. We, the trusted servants of the Intergroup are dedicated to ensure that Intergroup never becomes the seat of perilous wealth or power; that sufficient funds, plus an ample reserve, be its prudent financial principle; that none of Intergroup's members, officers, or staff shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion and vote; that no corporate action ever be personally punitive, or an incitement to public controversy; that though Intergroup may act for the service of Alcoholics Anonymous groups in the Northwest Piedmont North Carolina area, that it shall never perform any acts of government; and that, like the Society of Alcoholics Anonymous, Northwest Piedmont Intergroup will always remain democratic in thought and action.

## 2. NAME, LOCATION, PURPOSE, AND MEMBERSHIP

- A. Name: The name of this organization shall be the Northwest Piedmont Intergroup, Incorporated,
- B. Principal Office: The principal office of the Corporation for transaction of business shall be located within the geographic area of the AA groups it serves (Districts 17, 18, and 19). A preferred location shall be central and convenient to the groups in these districts. The principal office location shall house the Corporate and Financial records of the Intergroup.

The current principal office of the NWP Intergroup is 208 Northgate Park Drive, Winston Salem, NC 27106. The mailing address is P. O. Box 17015, Winston Salem, NC 27116,

- C. Other Offices: Currently there are no other offices for the NWP Intergroup,

- D. Purpose: The purpose of the Intergroup shall be the administration and coordination of AA activities common to the groups comprising its membership; the support and encouragement of AA groups participating in Intergroup; and the provision of resources for groups and individuals in AA and our communities. These activities include: (a) maintaining an Intergroup Office as a communication, literature, and resource center for AA in this area; (b) maintaining a resource and group referral service for individual members, the community, and individuals seeking information about AA and recovery; (c) furthering the AA Program in accordance with the Twelve Traditions of Alcoholics Anonymous; and (d) the protection of anonymity for all those who work within AA or seek its services as a means of recovery,

The following are specifically **excluded** from the objectives of the Intergroup: (a) the operation of any club, clubhouse, or detoxification center, (b) administrative or financial oversight of member groups, (c) adoption of expenses or liabilities incurred by member groups or other AA entities, (d) the endorsement of any public or private projects on alcoholism; and (e) the expression of opinion on outside issues or the involvement of the AA name in any public controversy, and

- E. Membership: Each registered group in District 17, 18, and 19 may belong to Intergroup and may send one Intergroup Representative and one Alternate to the monthly Intergroup meetings. Each District may also send one Intergroup Representative and one Alternate to Intergroup monthly meetings. Each group and District so represented shall have **one** vote. The general AA population is encouraged to attend Intergroup meetings but cannot vote unless a group-designated Intergroup representative.

### 3. INTERGROUP BOARD OF TRUSTEES

- A. Purpose: The Board of Trustees shall be the Corporate governing body of the Intergroup, and as such owes a fiduciary responsibility of good faith and reasonable care with regard to all actions taken on behalf of the Corporation. Each Trustee must perform their duty in a good faith manner to be in the best interest of the Corporation and with respect to the Concepts, Traditions, Steps of AA, the Bylaws of the Intergroup, and guidance from GSO,
- B. Composition: The Board of Trustees shall consist of six (6) members in good standing from the AA communities of Districts 17, 18, and 19 having at least five (5) years of continuous sobriety. The Board shall be composed of at least one (1) member from each district, with two preferred, and no two (2) members being from the same home group,
- C. Term: Each Trustee shall serve a six (6) year term, with the terms offset by two years (2) to ensure continuity. No Trustee shall serve consecutive terms. For the initial Board of Trustee cycle two (2) trustees shall serve two-year terms, two (2) shall serve four-

year terms, and two (2) shall serve the standard six-year terms. After this initial cycle all Board terms of service shall be six years,

- D. Election Timing: Elections for Board of Trustee positions will be held every even year. The election will take place in November, with newly elected Trustees beginning their terms in January of the new year,
- E. Nominations: In January of election years a committee of six Intergroup Representatives, composed of two from each district if possible, will be formed to find AA members interested in standing for Intergroup Trustee positions. Nominations shall also be considered from the floor at the election meeting,
- F. Election Voting: In November of election years, voting for Trustee positions shall take place. Candidates must be present to be considered for Trustee positions. Each Intergroup Group and District Representative, Coordinator, and Officer shall have one vote for each Trustee. Voting shall be by secret ballot and according to the AA Third Legacy procedure (see Appendix 1),
- G. Recall: Any Trustee may be removed from office by a 2/3 vote of the Intergroup Representatives, Intergroup Coordinators, and Officers following a special meeting called for consideration of such a motion. Grounds for recall shall be presented in writing by the maker of a recall motion, and Trustees facing recall shall have a reasonable opportunity to respond to those grounds. Grounds may include, but not be limited to: loss of sobriety, repeated absence from Board meetings, financial impropriety, malfeasance, or criminal activity. Trustees always serve at the pleasure of the members. Recall does not require a formal proof of the validity of grounds for recall. A 2/3 vote of Intergroup Representatives, Coordinators, and Officers to recall a Trustee shall be sufficient to remove same from their position effective immediately. A vacancy created by a recall shall be filled in a special Intergroup meeting in the manner specified in Section D above,
- H. Resignation: A Trustee may resign at any time by communicating such resignation to the Intergroup Chairperson. Resignation is effective when communicated unless the notice specifies a later effective date or subsequent event upon which it will become effective,
- I. Vacancies: A vacancy occurring in the Board of Trustees shall be filled by the full Intergroup meeting by secret ballot and according to the AA Third Legacy procedure as described in Appendix 1,
- J. Board Duties:
  - i Work closely with the Intergroup Treasurer, being accountable for deposits and payment of bills;
  - ii In consultation with the Intergroup, be responsible for the management of the Intergroup's Prudent Reserve;

- iii After approval by the Intergroup of major purchase or lease of assets above \$1,500, act as agent for the Intergroup to sign binding agreements necessary to implement the approved financial transaction, purchase, or lease;
  - iv Work with the Intergroup Treasurer, Chair, Secretary, and any Board appointed independent third-parties during the annual financial reviews;
  - v Perform spot reviews of Intergroup assets and expenditures;
  - vi Be prepared to justify all expenditures of the Intergroup and its committees;
  - vii In cooperation with the Intergroup Treasurer, present a proposed budget of income and expenditures for the coming year at the August Intergroup meeting; and
  - viii Perform any other duties the Intergroup may request commensurate with the Board's duties,
- K. Meetings: The Board of Trustees shall meet at least twice per year. Special meetings may be called by the Intergroup Chairperson, by 2/3 vote of the Intergroup or by any Trustee. Meetings are to be chaired by the Intergroup Chairperson and attended by the Intergroup Treasurer, Secretary, and alternates. Only Trustees may vote with the exception that the Chair may cast a vote in the event of a tie. The Secretary shall be responsible for Board meeting minutes and any other documentation as directed by the Board. Board meetings are closed to the general AA public except as directed to be opened by the Board,
- L. Notice of Meetings: The Chair or a Trustee may call a meeting provided notice by the usual means of communication is given at least five days prior to the meeting,
- M. Quorum: Two-Thirds (2/3) of the current sitting Board of Trustees present at the meeting shall constitute a quorum,
- N. Meeting by Online Conference or Telephone: Any one or more Trustees or member of the Board may participate remotely by telephone or other means which allows all Trustees and members to simultaneously hear each other during the meeting. Such participation shall be deemed presence in person at such meeting,
- O. Action without a Meeting: Any action required or permitted to be taken by the Board may be taken without a meeting if all members of the Board shall consent in writing to such action, and
- P. Conduct at Board Meetings: Trustees, Chairperson, Treasurer, Secretary, alternates, and guests are encouraged to speak freely and assert suggestions at Board meetings. In these meetings, only Trustees may make proposals unless otherwise directed by group conscience of the Board. The Chairperson should refrain from making proposals, instead laboring to encourage discussion and clarity. The Chair may vote only to break a tie.

#### 4. FINANCES

- A. Financing, Contributions, Donations, and Sales: The activities of Intergroup shall be financed chiefly by the contributions of its member groups and from such projects or activities that may be authorized by the Intergroup. Intergroup may accept donations from AA members, conforming with the general practice of Alcoholics Anonymous. The acceptance of bequests from any source or donations from any outside source is prohibited. Intergroup shall not accept the responsibility of, trusteeship for, or enter into the distribution allocation of any fund, or funds other than those of the Intergroup. Intergroup may also generate revenue through the sale of AA and recovery-related literature, CD's, videos, and memorabilia reflecting AA's primary purpose,
- B. Financial Policy: The central financial policy of the Intergroup shall be to maintain sufficient funds plus an ample Prudent Reserve as directed by the Intergroup,
- C. Fiscal Year: The fiscal year of the Intergroup shall be from January 1<sup>st</sup> to December 31<sup>st</sup>,
- D. Tax Returns: At the close of each fiscal year, the accounts and ledgers of the Intergroup shall be provided to an independent accountant, as necessary to prepare any required tax returns,
- E. Budget Planning: The Chairperson and Treasurer will work with the Board of Trustees to develop a budget of proposed income and expenditures for the coming year to be presented at the August Intergroup meeting,
- F. Funds and Property Received: All funds and property received by, or coming into the custody of the Intergroup belong to and are trust funds and property of the Intergroup. They are to be expended only for the purpose authorized and only in accordance with the Twelve Traditions of Alcoholics Anonymous, and
- G. Deposits: All funds of the Intergroup deposited in banks or depositories, shall be deposited in the name of "Northwest Piedmont Intergroup, Incorporated". All withdrawals from accounts shall be made only by checks or similar orders, signed by any of the following persons; the Treasurer, the Chairperson, or the designated Trustee. Only banks that are members of the Federal Deposit Insurance Corporation may be used as depositories.

#### 5. NON-PROFIT CORPORATION

- A. Corporate Status: The Intergroup is a non-profit, public benefit corporation and is not organized for the private gain of any person. It is organized and operated for charitable purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code. No part of the activities of Intergroup shall consist of carrying on propaganda or otherwise attempting to influence legislation, and Intergroup shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office. Any profit of Intergroup is irrevocably dedicated to

charitable purposes shall never inure to the benefit of any director, officer, or member or to the benefit of any private person. Upon dissolution or winding up of Intergroup, its assets less remaining payment or provision for payment of all debts and liabilities, shall be distributed to the General Service Office for World Services in New York, a non-profit corporation, which has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. Further:

- i. To operate exclusively for charitable, educational, religious, and scientific purposes within the meaning of Sections 501(c)(3) and 170(c)(2) of the Internal Revenue Code of 1986 or the corresponding provisions of any future United States Internal Revenue laws (the "Code"), and
  - ii. To engage in any lawful activity for which corporations may be organized under Chapter 55A of the General Statutes of North Carolina so long as the corporation does not engage in any activity or activities not in furtherance of one or more of the tax-exempt purposes as contemplated in Section 501(c)(3) of the Code,
- B. Authority: The Intergroup is a non-profit public benefit organization incorporated in the state of North Carolina. The authority to prepare and amend this document emanates from federal and state laws, the Twelve Concepts for World Service, and the Twelve Traditions of Alcoholics Anonymous,
- C. Corporate Responsibilities: The Board of Trustees is responsible for taking actions to preserve, maintain, and recommend to the Intergroup revisions to these Bylaws and to the Articles of Incorporation, and
- D. Bylaws and Articles of Incorporation Custodian: The Intergroup Secretary is designated as the Custodian of the Bylaws and Articles of Incorporation. Responsibilities include: maintaining physical possession of the electronic and printed version of the Articles; overseeing revision activity; and ensuring any required filings are made.

## 6. INTERGROUP FUNCTIONS

- A. Definition: An intergroup is an A.A. service office that involves partnership among groups in a community—just as A.A. groups themselves are partnerships of individuals. The Intergroup is supported almost exclusively by donations from groups in the Intergroup. Without this help from the groups, the Intergroup could not survive,
- B. Intergroup Purpose: The Intergroup exists to aid the groups in their common purpose of carrying the message to the alcoholic who still suffers,
- C. Office Location: The Board of Trustees shall have the power to enter into lease agreements for the Northwest Piedmont Intergroup, Incorporated or, in consultation with the Intergroup, move the office to a new location,

- D. Intergroup Functions: The Intergroup supports groups and alcoholics in Districts 17, 18, and 19 by providing the following services:
- i Maintaining an Answering Service Hotline;
  - ii Coordinating Cooperation with the Professional Community and Public Information (CPCPI) activities;
  - iii Coordinating meetings in local Correctional Facilities;
  - iv Coordinating meetings in local Hospitals and Institutions (H & I);
  - v Coordinating local Accessibility activities;
  - vi Maintaining a local Book Store for AA-related literature and memorabilia;
  - vii Developing, printing, and providing local meeting schedules;
  - viii Maintaining the local AA website;
  - ix Supporting information exchange among the districts and the groups;
  - x Carrying the news of local AA events; and
  - xi Providing clerical and logistical support to the NWPI Board of Trustees
- E. Intergroup Coordinator Positions: Current Intergroup Coordinator and Alternate Coordinator positions are as follows:
- i Accessibility;
  - ii Answering Service;
  - iii CPCPI;
  - iv Corrections;
  - v H & I;
  - vi Literature (Book Store operations and meeting schedules); and
  - vii Website.
- Responsibilities and duties of each Coordinator and Alternate positions are found in Appendix 2 of these Bylaws,
- F. Intergroup Officers: Intergroup Officer positions consist of the following: Chairperson, Alternate Chairperson, Secretary, Alternate Secretary, Treasurer, and Alternate Treasurer. Responsibilities and duties of each Officer are found in Appendix 3 of these Bylaws,
- G. Intergroup Representatives: Each group in Districts 17, 18, and 19, as well as the Districts themselves, may send a representative and alternate to Intergroup meetings,
- H. Intergroup/Board Cooperation: The Intergroup Chairperson shall keep the Board of Trustees and Intergroup Coordinators and Representatives informed of the activities and needs of the Intergroup, maintain close coordination with the Intergroup and Board, and

- I. Intergroup Bylaws: The Intergroup shall maintain documented Bylaws governing how the above Twelfth-Step activities are to be carried out. The Intergroup Secretary will be responsible for maintaining and updating these Bylaws.

## 7. ELECTION OF INTERGROUP COORDINATORS AND OFFICERS

- A. Election Timing: Elections for Intergroup Coordinators and Officers will be held every odd year. The election will take place in November, with newly elected Coordinators and Officers beginning their two (2) year terms in January of the new year,
- B. Nominations: In January of the election year a committee of six Intergroup Representatives, composed of two from each district if possible, will be formed to find AA members interested in running for Intergroup Coordinator and Officer positions. Nominations shall also be considered from the floor at the election meeting,
- C. Selection Criteria: Suggested criteria for selection of candidates are
  - i Coordinator and Alternate Coordinator positions shall have a minimum of one year of sobriety, with two years of continuous sobriety preferred;
  - ii Officer and Alternate Officer positions shall have a minimum of three years continuous sobriety;
  - iii Be an active member of an Alcoholics Anonymous group in Districts 17, 18, or 19; and
  - iv It is preferred that at least one candidate for each position shall have served as the alternate for that position in the previous election cycle, and
- D. Elections: Voting shall be by secret ballot and according to the AA Third Legacy procedure (see Appendix 1) unless changed by group conscience in the election meeting prior to the beginning of the election voting. Only Intergroup Representatives (Group and District), Intergroup Coordinators and Officers may vote. If a Group or District sends a representative and alternate, only one can vote. Similarly, Intergroup Coordinator and Officer Alternates cannot vote unless the primary is absent.

## 8. RESIGNATION AND RECALL OF INTERGROUP POSITIONS

- A. Resignation: Any Coordinator or Officer may resign at any time without cause. Such vacancies shall be filled through a special election as soon as practicable at a regular Intergroup meeting,
- B. Recall: Any Coordinator or Officer may be removed from office by a 2/3 vote of the Intergroup Representatives, Intergroup Coordinators, and Officers following a special meeting called for consideration of such a motion,
- C. Grounds for Recall: Grounds for recall shall be presented in writing by the maker of a recall motion, and those facing recall shall have a reasonable opportunity to respond to

those grounds. Grounds may include, but are not limited to: loss of sobriety, repeated absence from Intergroup meetings, failure to comply with these Bylaws, financial impropriety, malfeasance, or criminal activity. Coordinators and Officers always serve at the pleasure of the members. Recall does not require a formal proof of the validity of grounds for recall,

- D. Vote to Recall: A 2/3 vote of Intergroup Representatives, Coordinators, and Officers shall be sufficient to remove Coordinators and Officers from their position effective immediately, provided each represented group has been provided e-mail notification of the special meeting at least two weeks prior to the date,
- E. Vacancies Filled: A vacancy created by a recall shall be filled in a special Intergroup meeting in the manner specified in Sections 7C and D above.

## 9. INTERGROUP MEETINGS

- A. Meeting Procedure: All Intergroup meetings will be conducted according to Robert's Rules of Order,
- B. Meeting Calendar: Regular meetings of the Intergroup shall be held on the third Thursday of each month from 6 to 7 pm,
- C. Special Meetings: Special meetings may be called at any other time upon the request of any Intergroup Officers or upon written request of at least 25% of the groups in districts 17, 18, and 19. E-mailed announcement of special meetings shall be provided at least two (2) weeks prior to the meeting,
- D. Conduct at Meetings: Intergroup Representatives, Coordinators Officers, and guests are encouraged to speak freely and assert suggestions at Intergroup meetings. In these meetings, only Intergroup Representatives and Coordinators may make motions unless otherwise directed by group conscience of the Intergroup. The Chairperson should refrain from making proposals, instead laboring to encourage discussion and clarity,
- E. Voting Members: Only Intergroup Representatives (Group and District), Coordinators, and Officers may vote. If a Group or District sends a both representative and alternate, only the representative can vote. Similarly, Intergroup Coordinator and Officer Alternates cannot vote unless the primary is absent,
- F. Voting on Typical Matters: Voting on a motion shall be taken by simple majority in the same meeting in which it was proposed **except** in the case of controversial matters, and
- G. Voting on Controversial Matters: In controversial matters voting shall be delayed by one (1) month in order to allow all groups to be represented. Written e-mail notification shall be provided, including the exact wording of the motion, at least two (2) weeks prior to the regular meeting in which the vote is scheduled. Any Representative or Coordinator can ask that a motion be considered controversial. Controversial motions must receive 2/3 vote to carry.

## 10. PAID EMPLOYEES

- A. The Intergroup at this time does not contemplate the employment of part- or full-time employees. Should this be considered in the future, the following, at a minimum, need to be addressed:
  - i At-Will Employment,
  - ii Equal Employment Opportunity,
  - iii Introductory Employment Period,
  - iv Performance Evaluations,
  - v Termination, Discipline, and Rules of Conduct, and
  - vi Vacation and Sick Leave

## 11. AMENDMENT OF BYLAWS

- A. Amendment Requirements: The Bylaws may be amended by 2/3 vote of the Intergroup Representatives, Coordinators, and Officers present and voting,
- B. Amendment Procedure: The text of the proposed change shall be depicted exactly as it would appear in the Bylaws. Copies of the proposed change shall be made available to Intergroup Representatives, Coordinators, and Officers at the meeting at least one (1) month before the scheduled vote. If brief, the proposed change shall be read at the meeting when it is submitted and voted upon at the next regular meeting. If the proposed change is lengthy, such as a revision, reading may be omitted. The copies of the proposed change provided will serve to provide the required information. Between meetings copies of the proposed change shall be made available at the Intergroup Office and on the Intergroup website at least two weeks before the vote, and
- C. Amendment Vote: An amendment is adopted by 2/3 vote of the Intergroup Representatives, Coordinators, and Officers present and voting.

## I. APPENDIX – THIRD LEGACY PROCEDURE

1. The chairman of the meeting will take charge of the proceedings,
2. Two scrutineers are appointed, preferably from among those not eligible to vote,
3. The names of candidates are written on a black/whiteboard or similar,
4. The vote will be written on the board against the names of candidates,
5. The first candidate to receive two-thirds of the total vote is elected,
6. All ballots are secret, so blank papers (and sometimes pencils) are distributed,
7. Written ballots are cast in the traditional way (one choice to a ballot), collected and given to the scrutineers to count; the tallies are then posted on the Board,
8. If no candidate receives the necessary two-thirds of the vote at the first ballot, a second ballot is held, duplicating the first,
9. If no candidate receives the necessary two-thirds of the vote at the second ballot, any candidate having less than one-fifth of the total vote is withdrawn automatically except that the two top candidates must remain. In the case of a tie for first place, only the tied first-place candidates remain. In the case of a single first place but a tied second place, all first-place and second-place candidates remain,
10. A third ballot is then held with the remaining candidates. If no candidate receives the necessary two-thirds of the vote at the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except that the two top candidates must remain. In the case of a tie for first place, only the tied first-place candidates remain. In the case of a single first place but a tied second place, all first-place and second-place candidates remain,
11. A fourth ballot is then conducted as for the second and third above,
12. If no candidate receives the necessary two-thirds of the vote, the Chairman establishes by formal motion (with seconder) on a majority show of hands, whether to hold a fifth ballot or go straight to the "hat" and be decided by lot. That is, candidates' names are written on slips of paper and put into a receptacle. Whichever is drawn out by the Chairperson, is elected,
13. If no candidate receives the necessary two-thirds of the vote in the fifth ballot, or if the meeting has decided to drop the fifth ballot, the choice will be made by lot (by the "hat"),
14. In the final round, the names of the remaining candidates will be placed in a hat, box or other suitable container, and a person nominated by the Chairman will draw one candidate's name from the hat, and
15. That candidate is then the Coordinator or Officer.

## II. APPENDIX – COORDINATOR RESPONSIBILITIES AND DUTIES

1. Accessibility Coordinator and Alternate:
  - i Shall attend all regular and special meetings of the NWP Intergroup and give a report on current Accessibility activities,
  - ii Works with local AA members to facilitate contact with alcoholics with accessibility needs, and
  - iii Coordinates efforts to improve meeting accessibility.
2. Answering Service Coordinator and Alternate:
  - iv Shall attend all regular meetings and special meetings of the NWP Intergroup and will give a report on the Answering Service including usage and other information that may require action by the Intergroup,
  - v Maintain a good working relationship with the Answering Service provider to ensure effective operation of the local AA Hotline,
  - vi Develop and maintain updated volunteer lists for 12th step calls referred by the Answering Service, and
  - vii Provide education to the local AA community on Hotline responsibilities for providing effective 12th calls.
3. Cooperation with the Professional Community and Public Information (CPCPI) Coordinator and Alternate:
  - Shall attend all regular and special meetings of the NWP Intergroup and give a report on current CPCPI activities,
  - Establish and maintain cooperation with the local professional community, in accordance with the guidelines published by GSO and the Traditions to inform professionals what AA can and cannot do,
  - Disseminate and present information concerning the recovery program of Alcoholics Anonymous to the general public in the NWP Intergroup area, in accordance with the guidelines published by GSO and the Traditions to inform the general public what AA can and cannot do, and
  - Upon invitation, make presentations and/or displays available at public events and meetings of professional organizations.
4. Corrections Coordinator and Alternate:
  - Shall attend all regular and special meetings of the NWP Intergroup and give a report on current Corrections activities,
  - Works with local corrections professionals and local AA members to make the program and the fellowship of Alcoholics Anonymous available to inmates, in accordance with the guidelines published by GSO and the Traditions.

5. Literature Coordinator and Alternate:
  - Shall attend all regular and special meetings of the NWP Intergroup and give a report on current Book Store sales, purchases, and inventory,
  - Inventory, order, and restock AA-approved and other Intergroup-authorized literature, tokens, and schedules, and
  - Coordinate the staffing of the Book Store by local AA groups during approved times and be available to open the Book Store by appointment.
6. Hospitals and Institutions (H & I) Coordinator and Alternate:
  - Shall attend all regular and special meetings of the NWP Intergroup and give a report on current H & I activities and
  - Works with local AA members to inform treatment professionals and clients what AA can and cannot do, and
  - Coordinates efforts to bring AA Meetings into treatment facilities and to provide outside contacts to individuals upon release.
7. Webservant and Alternate:
  - Shall attend all regular and special meetings of the NWP Intergroup and give a report on current website status and activities,
  - Maintain the NWP Intergroup website in accordance with the guidelines published by GSO, the Traditions, and the policies established by the Intergroup,
  - Maintain the online and PDF versions of the local AA meeting schedule, and
  - Work with other Coordinators and the general AA community to improve the efficacy of the website in carrying the message to those who still suffer.

### III. APPENDIX – OFFICER RESPONSIBILITIES AND DUTIES

#### 1. Chairperson:

- Prepare agendas for regular and special Intergroup meetings with input from Group Representatives, Coordinators, and Officers,
- Prepare agendas for Board of Trustee meetings with input from the Board of Trustees and Intergroup Officers
- Chair regular meetings, special meetings, and Board of Trustee meetings of the Intergroup, and
- Maintain frequent contact with Intergroup Coordinators and Officers and visit other groups in Districts 17, 18, and 19 to foster enthusiasm for and enhance cooperation with the NWP intergroup.

#### 2. Alternate Chairperson:

- In case of absence of the Chair or inability from any cause to act, the Alternate Chairperson shall perform the duties of the Chairperson and
- Maintain frequent contact with Intergroup Coordinators and Officers and visit other groups in Districts 17, 18, and 19 to foster enthusiasm for and enhance cooperation with the NWP intergroup.

#### 3. Secretary:

- Shall attend all regular meetings, special meetings and Board of Trustees meetings of the NWP Intergroup and is responsible for taking minutes of regular, special and Board of Trustees meetings of the Intergroup. Minutes shall be provided as soon as practical,
- Provide Highlights of regular Intergroup meetings prior to the beginning of the next month to assist Intergroup Representatives in reporting in their homegroup meetings,
- In cooperation with the Chairperson, maintain up-to-date list of Intergroup Representatives of and their telephone numbers, e-mail addresses and mailing addresses,
- Maintain correspondence with the General Service Office of Alcoholics Anonymous in New York by providing telephone number, location, meetings, activities, etc. of NWP Intergroup.
- Maintain frequent contact with Intergroup Coordinators and Officers and visit other groups in Districts 17, 18, and 19 to foster enthusiasm for and enhance cooperation with the NWP intergroup, and

- Maintenance of and changes to the Bylaws and Articles of Incorporation shall be the responsibility of the Secretary. The Secretary will also maintain a copy of current Intergroup Bylaws as well as maintain an archive of all originals and all changes to the by-laws.
4. Alternate Secretary:
- In case of absence of the Secretary or inability from any cause to act, the Alternate Secretary shall perform the duties of the Secretary and
  - Maintain frequent contact with Intergroup Coordinators and Officers and visit other groups in Districts 17, 18, and 19 to foster enthusiasm for and enhance cooperation with the NWP intergroup.
5. Treasurer:
- Shall keep an account of all moneys received and expended for the Intergroup,
  - Maintain a checking account with a local bank to cover approved expenses of the Intergroup office, which includes: rent, telephone, answering service, meeting schedule printing, literature purchases, office supplies, website maintenance, and other service items as may occur from time to time,
  - Shall attend all regular meetings, special meetings and Board of Trustees meetings of the NWP Intergroup,
  - Prepare and present at each monthly meeting of the Intergroup a detailed report and financial statement detailing expenditures of NWP Intergroup and have available a copy of the last current monthly bank statement for review if requested,
  - In coordination with the Board of Trustees develop a budget of proposed income and expenditures for the coming year to be presented at the November Intergroup meeting,
  - At the close of each fiscal year, provide the accounts and ledgers of the Intergroup to an independent accountant, as necessary to prepare any required tax returns,
  - Cooperate with the Board of Trustees and any Board appointed independent third-parties during the annual financial review and any ad-hoc financial reviews as directed by the Board of Trustees, and
  - Maintain frequent contact with Intergroup Coordinators and Officers and visit other groups in Districts 17, 18, and 19 to foster enthusiasm for and enhance cooperation with the NWP intergroup.
6. Alternate Treasurer:
- In case of absence of the Treasurer or inability from any cause to act, the Alternate Treasurer shall perform the duties of the Treasurer and

- Maintain frequent contact with Intergroup Coordinators and Officers and visit other groups in Districts 17, 18, and 19 to foster enthusiasm for and enhance cooperation with the NWP intergroup.