

BYLAWS OF THE HARRISBURG AREA INTERGROUP

ARTICLE I -NAME

Section 1: The name of this association is Harrisburg Area Intergroup.

ARTICLE II-PURPOSE

Section 1: The purpose of this Intergroup shall be to aid the individual groups in their common purpose of carrying the message of Alcoholics Anonymous to the alcoholic who still suffers and to encourage the AA legacies of unity and service by using the following resources:

- a. Maintain a 24-hour telephone answering service for those alcoholics seeking help;
- b. Provide a simple partnership consisting of representatives from Harrisburg area AA groups to assist and stimulate local AA groups;
- c. Provide a comprehensive prison outreach program whereby meetings can be made accessible to inmates in county and state prisons, halfway houses, work release centers and youthful offender facilities;
- d. Maintain a monthly publication (*Sobriety News*) to announce membership of new groups, changes in meeting times and dates, upcoming AA events, all Intergroup business and activities, Intergroup and committee meeting minutes, and act as an instrument through which individual members may share their experiences, strength, and hope;
- e. Provide an internet site on which can be published meeting schedules and all other business relative to AA in the Harrisburg area;
- f. Provide a literature sales office during specified publicized hours for purchase of AA approved literature by group representatives or their designees;
- g. Provide guidelines for the Public Relations Committee to support outside speaker requests and relations with outside treatment facilities-always emphasizing adherence to AA traditions; (DELETE)
- h. Provide regularly updated meeting schedules for all groups in the District 36 Harrisburg area;
- j. Notify Intergroup representative of upcoming meetings, events, and other relevant information through the use of letters or e-mail

ARTICLE III-OFFICERS

Section 1: The officers of the Intergroup shall be a Chairperson, a Co-Chairperson, a Recording Secretary, a Treasurer, and Co-Treasurer. The term for each office is two years, recognizing AA's spirit of rotation.

Section 2: The duties of the officers shall be as follows:

Chairperson shall:

- a. Preside at all Intergroup meetings, assuring compliance with AA traditions and Intergroup's Bylaws.

- b. impartially guide the Floor, keeping discussion confined to the topic at hand and the meeting moving in a timely, fair, and effective manner;
- c. recognize members that wish to speak and indicate that the Floor is theirs for comments;
- d. introduce new representatives;
- e. ~~establish necessary committees and~~ maintain open communication with committee Chairs;

Co-Chairperson shall:

- a. assume responsibilities of the Chairperson when the Chair is absent;
- b. maintain communication with all committee Chairs;
- c. Assume responsibilities of unity chair if vacant;

Recording Secretary shall:

- a. prepare minutes of each meeting and submit them in writing and to Sobriety News for additions, corrections and approval at subsequent meetings;
- b. maintain an accurate roster of group representatives and record attendance at meetings;
- c. establish from the roster those eligible to participate in voting and ensure that only eligible members participate in the voting process;
- d. record the results of all votes on any proposed motions;

Treasurer shall:

- a. keep written or **electronic** records of all disbursements and receipts;
- b. provide a monthly financial statement at Intergroup meetings;
- c. maintain a “prudent reserve” (enough to cover three months’ expenses);
- d. provide notification ~~in writing~~ to alert all groups when funds reach the level of prudent reserve;
- e. ~~submit to a designated outside entity all financial data for an annual audit;~~

Co-Treasurer shall:

- a. work alongside the Treasurer;
- b. assume all responsibilities of the Treasurer in the Treasurer’s absence.

Section 3: ~~To be eligible as an officer of intergroup a representative~~ An A.A. member should have two years of continuous sobriety, unless group conscience votes to allow a person of less time acceptable to serve as an elected trusted servant. **All concurrent officers and group representatives are eligible to stand for Intergroup Office. In the absence of a volunteer, any A.A. member may stand for the open position;**

ARTICLE IV-MEMBERSHIP

Section 1: Any AA group in the Harrisburg area may be a member of **Harrisburg Area Intergroup.**

~~Section 2: Any group may withdraw from this Intergroup by notifying the Chairperson of Intergroup of such desire to withdraw; statement of reasons is optional.~~

Section 3: This Intergroup shall have no control over the internal affairs, the management or conduct of any member group, the intent of these ByLaws being only to gain Intergroup unity, strength and cooperation; complete independence **autonomy** of each group must be preserved.

ARTICLE V-REPRESENTATIVES

Section 1: It is suggested that each AA group within the Intergroup choose one representative and one alternate to replace the representative in case of his or her absence.

Section 2: Al-Anon groups have their separate fellowship. Intergroup cooperates with Al-Anon to achieve common goals in recovery.

- a. Al-Anon Family groups shall be eligible for representation.
- b. Al-Anon Family groups may not vote on AA related issues.

ARTICLE VI-MEETINGS

Section 1: Meetings shall be opened **at chairperson discretion** with the Serenity Prayer and the 12 traditions and closed with the “Lord’s Prayer.”

Section 2: The **Harrisburg Area Intergroup** members shall hold regular meetings on the first Thursday of each month at 6:30pm.

Section 3: The attendance of at least 10 member groups shall be necessary to constitute a quorum for the conduct of business at any regular or special meeting of the Intergroup.

Section 4: A special meeting may be called at any time upon 14 days of published notice **via email and post on Sobriety News.**

Section 5: The order of business shall be as follows: roll call, reading and adoption of minutes, chairperson’s report, treasurer’s report, committee reports, completion of old business and consideration of new business.

Section 6: The meeting for the election of officers shall be held in December, **concurrent with the General Service Panel rotation.**

ARTICLE VII-Voting Procedures

Section 1: Only group representatives or their alternates shall be eligible to vote on Harrisburg Area Intergroup matters.

Section 2: Any **A.A.** member present at Harrisburg Area Intergroup may make a motion, usually during New Business.

- a. Any A.A. member can make a motion by being recognized by the Chair and then stating the body of their proposal.
- b. Another A.A. member of Intergroup must second any motion put on the Floor. Any motion not seconded dies immediately and is not eligible for further discussion.
- c. Any motion that goes against the ByLaws is out of order and should be called as such by the Chair.

Section 3: Once a motion has been seconded, the Chair restates the motion and opens the Floor for discussion on the motion. Thorough discussion of a motion is essential for an informed group conscience.

Guidelines For Discussion:

- a. Speakers wait to be recognized by the chair before addressing Harrisburg Area Intergroup.
- b. Personal remarks or other interruptions are out of order in any discussion.
- c. Discussion is confined to the motion made and seconded.
- d. Debate on a motion continues as long as members wish to discuss the question.
- e. Any IGR member may choose to “call the question” which prompts a vote to end discussion. ~~ends discussion and brings the motion to a vote.~~
- f. If the discussion is no longer moving forward, any IGR member may move to postpone or table the motion being discussed.
- g. IGRs may make an amendment to the motion on the Floor. The amendment must be seconded and voted on by the body. Discussion then returns back to the main motion. ~~Members may make an amendment to the motion on the Floor. The amendment must be accepted by the member who made the original motion. When accepted, the revised motion is eligible for discussion and voting.~~

Section 4: When discussion has ended the Chair will call for a vote. A simple majority of eligible voting IGR members is required to pass any motion unless otherwise specified.

Section 5: Once a vote has been conducted, the Chair will call for “Minority Opinion”. During Minority Opinion sharing, no IGR member may speak on the issue from the standpoint of the Majority. Minority Opinion is only for expression of minority opinion. Following Concept 5 for World Service, this sharing by the minority is important “so that minority opinion will be heard and personal grievances receive careful consideration”.

Section 6: After sharing of the Minority Opinion the Chair will ask if anyone has changed their vote. If anyone has changed their vote on the issue, the Chair will call for a revote on the motion.

Section 7: The Harrisburg Area Intergroup shall follow Third Legacy Voting Procedures for the election of all Intergroup Officers, electing via closed ballot and by 2/3 majority where possible.

ARTICLE VIII-COMMITTEES

Section 1: The committee chair shall present the committee report at the regular monthly Intergroup meeting. Committee meetings shall be held separately from the monthly Harrisburg Area Intergroup meeting and meeting times and minutes shall be publicized on Sobriety News.

Section 2: Committee Chairs shall be elected by a simple majority of Intergroup members.

Section 3: The duties of the Committee Chairs shall be as follows:

Activities Chair shall:

- a. Plans and organizes A.A. outreach events for Harrisburg Area Intergroup.

Literature Chair shall:

- b. Maintain a prudent stock of A.A. approved literature.
- c. Oversee and facilitate the sale of literature to local A.A. groups and members
- d. Communicate sales and purchases with Intergroup Treasurer

Unity Chair shall:

- e. Visit groups within the area to offer information on the role of Harrisburg Area Intergroup and to encourage the group's involvement

Public Information (PI) Chair shall:

- f. Perform activities which may include:
 - Giving presentations about A.A. to schools and organizations.
 - Providing information about A.A. through digital and print materials.
 - Insuring local media have accurate information about A.A. through PSAs, anonymity-protected interviews and press kits

Cooperation with the Profession Community (CPC) Chair shall:

- g. Perform activities which may include:
 - Establishing better communication with professionals working with alcoholics
 - Finding simple, effective ways of cooperating without affiliating
 - Explaining clearly what A.A. does and doesn't do

Corrections Chair shall:

- h. Coordinate the taking of AA Meetings into Cumberland County Men's and Women's Prison, Cumberland County Men's Work Release Centers, Dauphin County Men's and Women's Prison, Dauphin County Men's and Women's Work Release Centers, Perry County Prison, and SCI Camp Hill State Prison

Treatment Chair shall:

- i. Coordinate the taking of AA meetings into local treatment centers
- j. Provide local treatment centers with literature and educate professionals about what AA is and is not

A.A. Hotline Chair shall:

- k. Ensure that the hotline is assigned to a volunteer group each month
- l. Maintain resource binder with relevant contacts for local members and institutions
- m. Maintain associated hardware and subscription services

Accessibilities Chair shall:

- n. Assist AA members who have a variety of challenges in accessing the A.A. message
- o. Provide resources and guidance to groups so that they can accommodate all A.A. members

Finance Chair shall:

- p. Work with Treasurer and Committee Chairs to develop annual budget for Harrisburg Area Intergroup
- q. Head other financial projects and research as necessary

Website Chair shall:

- r. Manages the Harrisburg A.A. Website (www.aaharrisburg.org – Sobriety News)
- s. Keep printed meeting list, meeting guide app, sobriety news online meeting search up to date
- t. Keeps up with the incoming emails and changes concerning A.A. groups

ARTICLE IX-AMENDMENTS

Section 1: Amendments to these ByLaws shall be adopted under the following guidelines:

- a. establish a committee to review the proposed changes for one month to assure that any change is in accord with AA traditions, if approved by this committee then;
- b. provide a 60 day published notification of the proposed changes to all groups, using but not limited to, the following instruments:
 - 1. Sobriety News
 - 2. Unity Committee
 - 3. e-mail
- c. adoption of any changes requires a 2/3 majority vote of participating Intergroup membership present following the 60 day notification period.

ARTICLE X-TRADITIONS

Section 1: These ByLaws are based in the spirit of the 12 traditions of A.A., where traditions shall be observed ~~as closely as possible~~ in any given situation.

ARTICLE XI-FINANCIAL CONTRIBUTIONS

Section 1: While realizing that there are no dues or fees in AA, we also realize that if the aims and purposes of Harrisburg Area Intergroup are to be served and carried out, it must be self-supporting. This support must necessarily be derived through the voluntary contributions of the area AA groups and the individual members of AA. There shall be no mandated fees assessed on any AA group at any time.

Section 2: Supplementary financial support can be obtained through special Harrisburg Area Intergroup's

sponsored AA events.

Section 3: All funds and property received by, or coming into **the custody of, Harrisburg Area Intergroup**, ~~Harrisburg Area Intergroup's custody belongs to,~~ and are trust funds and property of Harrisburg Area Intergroup, to be expended only for the purposes authorized, and only in accordance with the traditions of Alcoholics Anonymous. In the event of a sale or dissolution of Harrisburg Area Intergroup the said surplus funds and properties are hereby prohibited for private inurement to any persons, officer, and committee chair or otherwise.

Section 4: All funds of the Harrisburg Area Intergroup deposited in banks or depositories, shall be deposited in the name of Harrisburg Area Intergroup, and all withdrawals from such accounts shall be made only by checks or similar orders, signed by **either the Treasurer or the Co-Treasurer**, ~~either any member of the Harrisburg Area Intergroup (whom is the Treasurer or Co-Treasurer)~~. Only banks that are members of the Federal Deposit Insurance Corporation may be used as depositories.

Section 5: The Treasurer's report shall be made at each Harrisburg Area Intergroup Representatives Meeting.

Unanimously adopted January 3, 2008

Amended: July, 2012 (Article III, Section 3).

Amended: March 4, 2016 (Article II, Section 1; Article II, Section 1, Subsection d., f., i., and j.; Article 3, Section 1; Article 3, Section 2, Chairperson, Subsection b., c. and e., Co-Chair, Subsection b., Recording Secretary, Subsection a., c. and d., Treasurer, Subsection b., e. and g.; Article 3, Section 4; Article 4, Section 2; Article 6, Section 5, Section 6, Section 7; Article 7; Article 8, Section 1 and Section 2).

Amended: February 2, 2017 (Article III section 2); May 4, 2017 (Article III, section 1; Article VI, section 6); November 5, 2017 (Article III, section 2, subsection chairperson and treasurer).

Amended: September 7, 2019 (Article XI section 1, 2, 3, 4, 5)

Revised: 9/7/2019