

**By-Laws of A.B.E. Intergroup Association of Alcoholics Anonymous**  
*(As adopted June 26th, 2018)*

**ARTICLE 1 – PURPOSE AND OFFICE**

**1.01 Purpose:**

The A.B.E. Intergroup Association exists to coordinate the service activities of Alcoholics Anonymous in the Greater Lehigh Valley area that are in furtherance of the twelve steps and beyond of the resources of a single group to complete.

Regularly scheduled meetings, usually monthly, will provide updates to the association's membership as to the status of these activities. All activities will be in direct support of the Fifth Tradition of Alcoholics Anonymous: To carry the A.A. message to the alcoholic who still suffers.

**1.02 Mailing Address:**

The association shall maintain an office to conduct its business. Each administration shall review its current business requirements to ensure that the office space is appropriate to their needs.

For the 2017-2018 term, the address shall be: 2285 Schoenersville Road, Suite 208, Bethlehem, PA, 18017.

**ARTICLE 2 – MEMBERS AND REPRESENTATIVES**

**2.01 Membership:**

The voting membership of the Association shall consist of each A.A. Group and any future A.A. Group located in the Allentown, Bethlehem, Easton area and their environs (currently District 37 and 57), which have elected to participate in the Association. Such decision shall be evidenced by giving notice to the association.

**2.02 Representatives and Alternative Representatives:**

Each member group shall designate or elect one person to serve as their representative in the affairs of the Association. Each member group should also designate or elect an alternate representative.

The name, address and email address of each representative and alternate representative shall be registered with the Association at the first meeting they attend.

In the calendar year in which a group first elects to become a member of the Association and elects or designates a representative or alternate to serve for such year, the name and address of the representative and alternate shall be registered with the Association concurrently with, or as soon as practical, after his or her designation or election.

No person may serve concurrently as representative or alternate for more than one group.

**ARTICLE 3 – MEETINGS OF REPRESENTATIVES**

**3.01 Regular Meetings:**

Regular meetings of the representatives shall be held at 8:00 p.m. on the fourth Tuesday of each month unless another time and/or date is designated by the Steering Committee of the Association and notice thereof is given to each representative.

**3.02 Special Meetings:**

Special meetings of representatives may be called at any time (other than a regular meeting date) by a majority of the Steering Committee or by written request of a least 25% of the member groups received at the Association office.

**3.03 Notices of Meeting:**

Notice of any change in the regular meeting dates or place including special meetings shall be given in writing or verbally to each representative at the address registered with the Association for the current year at least two weeks prior to the date or revised date of each such meeting.

**3.04 Place of Meeting:**

All meetings of the representatives are currently being held at Wesley United Methodist Church at 2540 Center Street, Bethlehem, PA, 18017, unless changed in accordance with Section §3.03 above.

**3.05 Quorum; Adjournment:**

The presence of representatives from at least 1/3 of the current member groups shall constitute a quorum for the purposes of conducting business at a meeting. An A.A. Group that has not sent a representative to the monthly meeting in over a year shall not be counted toward the quorum.

If a quorum is not present at a duly scheduled meeting, the meeting shall be adjourned to a time and place specified by the chairperson. Notice to representatives of the newly scheduled meeting shall be given in the manner provided in Section §3.03. At such adjourned meeting, the presence in person of representatives from at least 1/10 of the membership groups shall constitute a quorum.

**3.06 Voting:**

Every member group represented at a meeting shall be entitled to one vote on each matter brought before the meeting. Unless otherwise specified in these By-Laws, the vote of a majority of those present and entitled to vote shall be sufficient to approve any matter brought before a meeting.

## ARTICLE 4 – STEERING COMMITTEE

### **4.01 Composition:**

The Steering Committee of the Association shall consist of the following officers of the Association: Chairperson, Vice Chairperson, Secretary, Treasurer, and each of the Directors of the Permanent Committees.

### **4.02 Personal Liability:**

The Steering Committee shall be held harmless and shall not be liable for monetary damages for any action taken by the committee, nor any failure to take action.

This does not apply to theft of goods or services. In such instances, restitution of the member's property and good name shall always be vigorously attempted first.

### **4.03 Election of Steering Committee:**

The representatives, at the annual June meeting, in the even numbered years, shall elect Chairpersons of the Hospital and Institutions Committee, the Public Information Committee, the Schedules Committee, the Telephone Service Committee, the Literature Committee, the Unity Committee, and any other committees established by the Steering Committee. In the odd numbered years an A.B.E. Intergroup Association Chairperson, Vice Chairperson, Secretary and Treasurer shall be elected.

Individuals elected will serve for a period of a two years, effective the month following their election or appointment.

### **4.04 Qualifications; Removal:**

All members of the Steering Committee must be continuously sober for a period of at least two years, officers for a period of five years, and must meet such additional sobriety and service requirements as may be established from time to time by the Association.

Steering Committee members may be subject to removal by a majority vote at a duly constituted meeting of the representatives, held after notice of the proposed action has been sent to the affected member and in compliance with Section §3.05 of these By-Laws.

### **4.04a Qualifications; Intergroup Chairperson:**

In addition to the stated sobriety time, previous Intergroup Committee Chair or Executive Panel experience is strongly desired in any nominee for the Intergroup Chairperson position.

### **4.05 Responsibilities:**

The Steering Committee shall be responsible to conduct, manage and direct the affairs of the Association. Actions and expenditures not included in the annual budget and/or previously addressed require approval of the representatives.

### **4.06 Resignation; Vacancies:**

Any member of the Steering Committee may resign by giving notice to the Chairperson or Secretary, preferably in writing.

Any vacancies in the Steering Committee because of death, resignation, or removal or any other cause may be filled by the Chairperson subject to approval by a majority of the remaining members of the Steering Committee though less than a quorum and the approval of the representatives at the next duly constituted meeting of the representatives.

### **4.07 Quorum; Voting:**

The presence in person of a majority of the members of the Steering Committee then in office at any meeting shall constitute a quorum for the purpose of conducting all business coming before such a meeting. Unless otherwise specified in these By-Laws, the favorable vote of a majority of the members present at any meeting at which a quorum is present shall be sufficient to approve any matter brought before the meeting.

## ARTICLE 5 – OFFICERS / RESPONSIBILITIES

### **5.01 Designation:**

The officers of the Association shall be the persons elected as such at a meeting of representatives and currently serving as the Chairperson, Vice Chairperson, Secretary, and Treasurer. They and the Chairperson of each Permanent Committee of the Association shall constitute the Steering Committee.

### **5.02 Chairperson:**

The Chairperson shall coordinate the affairs of the Association subject to the requirements established by the Steering Committee and provided by these By-Laws. The Chairperson shall preside over the Steering Committee meetings and Intergroup Representative meetings. The Chairperson shall sign all checks prepared by the Treasurer. The Chairperson shall respond to inquiries from the website.

### **5.03 Vice Chairperson:**

The Vice Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson, shall perform such other duties as may be assigned by the Steering Committee or the Chairperson.

The Vice Chairperson shall ensure that Steering Committee members are performing their website responsibilities by requiring a summary of actions taken during the previous month at each Intergroup meeting.

### **5.04 Secretary:**

The Secretary shall attend all meetings of the representatives and of the Steering Committee, shall record the minutes of such meetings, votes taken and make available a true copy of the minutes at the meetings of the Steering Committee and general representatives as appropriate.

The Secretary shall also be responsible for the maintenance of all Intergroup archival documents. The Secretary shall also perform all other duties relevant to the office of Secretary or as determined by the Chairman. The Secretary will post the Monthly Minutes, Treasurer's Report and District Reports to the website.

**5.05 Treasurer:**

The Treasurer shall provide for the custody of the funds or other property of the Association. All funds in his or her custody shall be deposited in the place of deposit designated by the Steering Committee. The Treasurer shall, when so required by the Association, render a written accounting of the financial condition of the Association at each monthly meeting and shall discharge such duties as may from time to time be assigned by the Chairperson.

Immediately upon election or appointment, the Treasurer will arrange to be bonded, as approved by the Steering Committee. The Treasurer shall maintain the Association's accounts with creditors and keep all accounts in good standing. The Treasurer shall prepare and file all reports required by federal, state and local authorities completely and in a timely manner. The Treasurer shall allow access to all prior year Association records to the Audit Committee after January 31st of each year.

**ARTICLE 6 – PERMANENT COMMITTEES**

**6.01 Identity and Composition:**

The Association shall have permanent committees as previously identified in Section §4.03 above. Each Committee shall consist of a Chairperson and such members or member groups who shall elect to join and serve on the Committee. Committees shall meet as necessary to conduct their business.

**6.02 Chairperson of a Permanent Committee:**

The Chairperson of each Permanent Committee shall be responsible to assure performance of the purposes of the Committee including the attraction and direction of Committee members. It is intended that each outgoing Chairperson shall mentor the newly elected Chairperson.

**6.03 Hospital and Institutions Committee:**

The Hospital and Institutions Committee shall establish and oversee the conduct of A.A. meetings in various hospitals, rehabilitation centers, correctional facilities and any other institutions in the Greater Lehigh Valley area in coordination with and at the request of the directors or officials of such institutions.

Responsibilities include being a liaison to prison, hospital and rehabilitation institutions, responding to emails from AA members, facilitating member clearance at prisons and ensuring commitments are fulfilled. The H&I Chair is encouraged to form a committee to meet monthly.

**6.04 Public Information Committee:**

The primary responsibility of the Public Information Committee Chairperson is to convey information about A.A. in the Lehigh Valley to the general public. Our audience includes, but is not limited to, the professional community, educators and students, places of worship and employment, as well as people who may have a drinking problem and their family members.

Communication channels may include radio, television, and the internet, in conjunction with the distribution of A.A.-approved literature in printed and digital formats where appropriate. See also GSO publication (MG-07) "*Public Information*" for additional information, including Public Information and adherence to our Traditions.

The Public Information Committee shall have the primary responsibility for the aalv.org website (webmaster), checking the "flyers@aalv.org" email, collecting flyers at each Intergroup meeting, posting flyers to the Bulletin Board on the second and fourth Fridays of each month, and keeping a point of contact with a web developer that can help in emergency situations, site redesigns, and alterations.

The Public Information Committee shall also serve as the primary contact for, or as, the Web Developer for aalv.org. Therefore the Committee shall be responsible for a minimum of a monthly system check, done preferably on a weekly basis. This check includes installing all updates, patches, and ensuring that the site is functioning properly. The Public Information Committee shall be responsible for maintaining communications with the Vice Chairperson on any issues that require the committee's attention.

**6.05 Schedule Committee:**

A.B.E. Intergroup will provide a regularly scheduled and updated print version of the local meeting directory. Appearance requirements for this directory are as follows: (a) the group or meeting must be in existence for not less than six (6) months at the time of publication and (b) that as a group or meeting, they may have no affiliation, either direct or implied, with any outside organization.

Removal from the directory is possible only via request from the appointed representative from the group/meeting or upon verification that the group/meeting no longer exists.

The Schedule Committee shall be responsible for the compiling, printing, and distribution of A.A. meeting schedules. The schedule is to be reviewed and updated on a regular basis. Format and cost consideration are the responsibility of this committee, subject to Steering Committee approval. The Schedule Committee shall be responsible for ensuring that the list of meetings on aalv.org matches the information in the print version of the local meeting directory.

**6.06 Telephone Service Committee:**

The Telephone Service Committee shall be responsible for maintaining and overseeing an answering service for calls for information and/or help from the general public in the area encompassing the A.B.E. Intergroup Area. The Telephone Service Committee shall be responsible for learning the tools within the Hotline Booking Calendar, including the Gmail calendar, and receiving emails from the all bookings.

**6.07 Unity Committee:**

The Unity Committee shall facilitate communications between the groups, acting as a conduit to provide the means by which individual groups may come together in joint efforts. This may include events that any two or more groups would like to sponsor, e.g. picnics, dinners or dances.

The Unity Committee also may assist the other chairpersons and officers in any activities sponsored by Intergroup by reaching out to the groups for needed support and service. The Unity Committee should maintain correspondence with the Districts and any other parties that may help to facilitate these endeavors.

**6.08 Literature Committee:**

The Literature Committee shall be responsible for the ordering, selling and distribution of A.A. literature to groups/meetings within the Greater Lehigh Valley Area.

At each regularly scheduled meeting of the Association, a status report detailing the current finances, inventory and other as-requested information from the representatives will be presented. An annual audit of the Literature Committee will be performed by representatives appointed by the Steering Committee.

**6.09 Committee Reports:**

All Committees shall be responsible for giving a brief report on their committee’s activities at the regular meeting of the Association’s representatives.

**ARTICLE 7 – SPECIAL COMMITTEES**

**7.01 Identity:**

The Chairperson may appoint other special committees to serve specific purposes.

**7.02 Audit Committee:**

This Committee shall at least annually audit the records of the Association’s treasurer and any other group within the Association responsible for the funds of the Association. Any fiscal audit year shall be for the year ending December 31. The results will be reported to the representatives at the regular March meeting of the Association.

The Audit Committee shall include the Intergroup Association Chairperson and two or more active Intergroup members of member groups. These committee members shall be selected and approved by the Steering Committee.

**ARTICLE 8 – GUIDING PRINCIPLES**

The Twelve Traditions and Twelve Concepts of Alcoholics Anonymous are guides for the A.B.E. Intergroup Association.

**ARTICLE 9 – AMENDMENTS TO THE BY-LAWS**

These By-Laws may be amended at any time by a 2/3 vote of the representatives present at any regular meeting provided a quorum has been met and provided a copy of the proposed amendment is submitted to each representative at least 30 days before the meeting at which the action is taken on the amendment.

**ARTICLE 10 – INTERNAL REVENUE CODE SECTION 501 (c)(3)**

The Association is a non-profit association for the purpose of Section 501 (c)(3) of the Internal Revenue Code and shall, at all times, act in strict compliance with the Code.

**ARTICLE 11 – PRUDENT RESERVE**

The prudent reserve for the Association shall be defined as three to six months of normal operating expenses. An average month’s operating expenses will be determined by adding up the expenses for the last two full calendar years divided by twenty-four.