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Brooklyn Intergroup of AA Bylaws - v2022

This document is intended to outline our operational guidelines and reflect the spirit of the organization. Final responsibility and ultimate authority for BIGAA shall always reside in the collective conscience of our members.

ARTICLE I

NAME, LOCATION, AND PRIMARY PURPOSE

- Section 1.** The name of this organization will be “Brooklyn Intergroup of Alcoholics Anonymous, Inc.” operating under the name Brooklyn Intergroup of AA or BIGAA, and it shall forever operate as a domestic not-for-profit corporation, pursuant to IRC Section 501(c)(3).
- Section 2.** The office (or designated meeting place), post office box, and bank account will all be located in Brooklyn, New York.
- Section 3.** The official logo of BIGAA shall be as set forth above.
- Section 4.** The official website of BIGAA shall be <https://bigaa.org/> or more formally, <https://brooklynintergroup.org/>.
- Section 5.** The primary purpose of BIGAA is to help alcoholics to achieve and maintain sobriety.
- Section 6.** BIGAA will endeavor to serve the needs of the AA groups in Brooklyn, NY and function within the guidelines and spirit of the AA Service Manual, the AA Twelve Concepts for World Service, the Twelve Steps and Twelve Traditions of Alcoholics Anonymous, and the General Warranties of the Conference of Alcoholics Anonymous. BIGAA may independently, or in conjunction with member group(s):
- a. Conduct and/or fund (online, in-person, or hybrid) educational AA workshops, with topics including, but not limited to 12 Traditions, Financial Structure, 12 Step Calls, Sponsorship, Anonymity, and general recovery information;
 - b. Conduct and/or fund (online, in-person, or a hybrid combination of both) social AA-based functions including, but not limited to, breakfast meetings, fellowship picnics, AA alcohons, and recovery-themed dances;

- c. Maintain physical office space to conduct any of the above; maintain an adequate supply of literature and related AA merchandise for sale at the office; and conduct the general business of BIGAA;
- d. Conduct quarterly Speaker Exchanges to attempt to increase diversity of the sharing of experience, strength and hope among the members of AA;
- e. Maintain online meeting access;
- f. Maintain the website;
- g. Maintain helpline services; and
- h. Take such other steps that are in furtherance of our primary purpose.

Section 7. To accomplish the foregoing there shall be the following Officers and Standing Committees and their Chairs:

- a. Chairperson;
- b. Vice-Chairperson;
- c. Treasurer;
- d. Secretary;
- e. Communications Committee;
- f. Directory Committee;
- g. Events Committee;
- h. General Services Committee;
- i. Helpline Committee;
- j. Institutions Committee;
- k. Office Committee;
- l. Speaker Exchange Committee; and
- m. Website Committee.

Section 8. The Treasurer and Secretary shall each have the right to appoint an assistant, who shall assist that officer in the execution of their respective duties.

ARTICLE II

MEMBERSHIP and QUALIFICATIONS

Section 1. The membership of BIGAA will consist exclusively of registered and recognized Alcoholics Anonymous groups located principally in Brooklyn, NY.

Section 2. Each member group shall be entitled to one (1) vote on all BIGAA matters. This vote shall be exercised by an AA member of that group, who will be known as their Brooklyn Intergroup Representative.

Section 3. Each member group shall be solely responsible for selecting the method or manner of election or appointment of their duly delegated and authorized Brooklyn Intergroup Representative and their Alternate, if any, who, in the absence of the BIGAA Representative

shall be recognized. If a representative represents more than one member group, for any reason, that representative shall be permitted to carry the voice of only one member group and accordingly may only exercise one (1) vote.

Section 4. Voting rights shall also be extended to elected officers of BIGAA and standing committee chairs who are not Brooklyn Intergroup Representatives.

Section 5. Proxy voting shall not be permitted and under no circumstance shall any individual ever be entitled to cast more than one (1) vote on any matter.

ARTICLE III

MEETING OF GROUP REPRESENTATIVES

Section 1. Regular business meetings of BIGAA will be held monthly. Special meetings may be called at the request of two or more Officers of BIGAA or by written request of not less than four (4) BIGAA Representatives. Requests shall be made to the Chairperson. Notice of the time, place and purpose of special meetings will be given in writing by the Secretary not less than five (5) days before the date of said meeting.

Section 2. A quorum for a BIGAA meeting will consist of a minimum of two (2) officers and at least six (6) other BIGAA representatives. Only a quorum may conduct any of the business of BIGAA or make any financial expenditures or decisions.

Section 3. Any member of AA is privileged to attend and/or address any meeting of BIGAA and will be recognized by the Chair. Members of Brooklyn AA groups are invited to participate in BIGAA service committees.

ARTICLE IV

NOMINATION OF OFFICERS

For our group purpose there is but one ultimate authority — a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern. (Tradition Two)

Section 1. Nominations of officers may be made by those present at the November business meeting. A person who is not present at said business meeting can be nominated by “proxy”. Proxy nominees must confirm their candidacy within seven days of the November business meeting in writing by letter or email to the BIGAA Chairperson if not confirmed in writing in advance. Additional nominations may be made from the floor at the meeting when elections are

held for any position for which there is no nominee. Elections of nominated officers will be held at the December business meeting. All nominees should be physically present on the day of the election.

Section 2. Elected officers shall meet the following minimum qualifications:

- a. Membership in an AA group principally located in Brooklyn; and
- b. Chairperson - Two (2) years minimum required length of continuous sobriety.
- c. Vice-Chairperson - Two (2) years minimum required length of continuous sobriety.
- d. Treasurer - Three (3) years minimum required length of continuous sobriety.
- e. Secretary - One (1) year minimum required length of continuous sobriety.

Section 3. All elected officers shall serve for a term of two (2) years. Officers may succeed themselves for one (1) additional term if no other interested candidate is nominated and willing to serve. No individual will serve as an Officer for more than eight (8) consecutive years. After eight consecutive years there will be an interval of at least two years before the individual can serve as an Officer.

Section 4. Following the elections, the newly elected officers will familiarize themselves with the AA Service Manual and the appropriate General Services (GSO) Guidelines. These materials along with any other literature or materials will be made available to the newly elected officers for the purpose of carrying out their respective duties.

ARTICLE V

OFFICER ELECTION AND REPLACEMENT PROCEDURES

Section 1. See Article II for voting eligibility. The election of officers will be by paper ballot, or other confidential processes, in all contested elections. Voting shall be pursuant to the voting eligibility set forth in Article II. The person receiving the highest number of votes will be considered elected. In case of a tie vote for any office, the sitting Chairperson shall cast the deciding ballot. Elections for each office will be made separately. The elected members will assume their offices on January 1 to serve for the term indicated in Article IV. Any person who is elected to fill a vacant office between normal elections will assume the elected post immediately for the remaining portion of the term.

Section 2. The following actions will result in the disqualification and removal of an officer upon a duly made motion and simple majority vote of those present and eligible to vote when such failure or refusal is evidenced:

- a. Failure to attend three (3) consecutive regular BIGAA meetings;
- b. Refusal to comply with a resolution of BIGAA; and/or
- c. Refusal to comply with the duties of the office as outlined in the Bylaws.

Section 3. Any officer may be removed at the discretion of BIGAA by a two-thirds majority vote of those present and eligible to vote at the next regular business meeting after the meeting at which such motion for removal is made. Any officer may resign at any time by delivering written notice to the Chairperson, Vice-Chairperson or Secretary. Any resignation will take effect upon receipt of the notice or at any later date specified therein.

Section 4. The Chairperson shall promptly fill any officer vacancy by appointment, which shall be confirmed at a special election, at which additional nominations, if any, shall be taken from the floor. Such special election shall be conducted as set forth above and shall be held either at a special meeting called solely for such purpose or at the next regular monthly business meeting. If anyone is appointed and subsequently elected to a vacated position with less than one year remaining in the term, upon completion of that term, they shall be eligible for nomination and reelection to the same position for one additional term, and another additional term if no other eligible candidate is nominated and willing to serve. If anyone is appointed and subsequently elected to a vacated position with more than one year remaining in the term, upon completion of that term, they shall be eligible for nomination and reelection to the same position for one additional term if no other eligible candidate is nominated and willing to serve.

Section 5. BIGAA firmly believes in the spiritual principle of rotation: sharing the responsibility for AA through changing leadership. However, in the event that a person is no longer eligible to stand for a position and there is no other eligible candidate, that person may continue to serve on a month to month basis at the approval of the body, and shall step down if an eligible candidate volunteers for the position.

ARTICLE VI

DUTIES OF OFFICERS

Section 1. General duties of all officers: In addition to the duties specified below, all officers shall perform such other duties as may be reasonably required to accomplish the generally understood responsibilities of the position. It is the responsibility of each outgoing officer to assist in a smooth transition of responsibilities to incoming officers, which includes but is not limited to: the transfer of all records, documents, bank or web passwords related to that office, assistance in the preparation of all reports to BIGAA for a period of no less than one month after new terms begin, as needed, responses to queries from incoming officers for guidance or information in a timely manner, and accountability to BIGAA for assistance or information as may be reasonably needed. All officers shall regularly communicate all pertinent information and data to the Communications Committee and Website Committee for inclusion in the BIGAA Newsletter, announcements and website.

Section 2. Chairperson: The Chairperson shall be the executive officer of BIGAA and shall be responsible for leading the general operation and overall supervision of the activities of BIGAA. The Chairperson shall:

- a. Write and distribute an agenda at least 48 hours in advance of each monthly BIGAA business meeting;
- b. Preside over all monthly business meetings and special meetings of BIGAA;
- c. Serve as a non-voting member of any standing or ad hoc committee;
- d. Monitor all BIGAA communications, and either respond or forward them as appropriate;
- e. Cast only tie-breaking votes;
- f. Refer to themselves as “President” as and when necessary when dealing with any other organization; and
- g. Be a signatory on all bank accounts.

Section 3. Vice-Chairperson: The Vice-Chairperson supports and shares the general duties of the Chairperson and performs the duties of the Chairperson in their absence or at their request. The Vice-Chairperson shall:

- a. Refer to themselves as “Vice-President” as and when necessary when dealing with any other organization; and
- b. Be a signatory on all bank accounts.

Section 4. Treasurer: The Treasurer oversees all aspects of financial management to safeguard the finances of BIGAA. The Treasurer shall:

- a. See that all funds received are promptly deposited into the appropriate authorized depository;
- b. Keep a proper set of books of account, including records of all receipts and all disbursements. The foregoing notwithstanding, the day-to-day purchases and sales of the BIGAA office shall be reviewed and audited by the Treasurer on a semi-annual basis;
- c. Pay all obligations as authorized by BIGAA;
- d. Present an oral and written financial report for the prior month at each BIGAA regular business meeting;
- e. Take over the duties of the Chairperson in the absence of the Chairperson and Vice-Chairperson;
- f. Deliver, in November of each calendar year, or upon expiration of term, all property relative to the treasury to the business meeting for examination by the Audit Committee; which shall return all such materials, upon completion of its work, to the Treasurer or their successor; and
- g. Be a signatory on all bank accounts.

Section 5. Secretary: The Secretary's role is to be guardian of the records of meetings and all correspondence. The Secretary shall:

- a. Keep the minutes of the proceedings of BIGAA business meetings;
- b. Prepare the minutes for distribution promptly after each business meeting;

- c. Present the minutes from the prior meeting at the next business meeting and amend the same, if necessary;
- d. Pick up BIGAA mail at the post office at least once per month and respond to and/or forward to the appropriate parties;
- e. In coordination with the Chairperson, respond to or forward, as appropriate, all BIGAA emails;
- f. Send acknowledgements of gratitude for all donations received and keep a record of all donations received and acknowledgements sent; and
- g. On the expiration of their term of office, turn over to the incoming Secretary all records and materials pertinent to that office.

Section 6. Special spending authority: In the event of an emergency, reasonably needing to be addressed upon less than five (5) days notice, three or more officers, upon a signed statement of such emergency, may spend up to One Thousand (\$1,000.00) Dollars to address that emergency. Said officers shall report in writing as to all aspects of the emergency and how it was addressed at the next BIGAA meeting.

ARTICLE VII

RESPONSIBILITIES OF STANDING COMMITTEES & CHAIR APPOINTMENTS

Section 1. Committee membership is open to all qualified AA members and all are encouraged to join committees to be of service. Each committee shall have the right to establish its own member qualifications; however, all positions of significant authority (Helpline volunteers, office keyholders, etc.) shall have a minimum of one (1) year continuous sobriety. Each committee shall have a chairperson who may solicit the assistance of others. Committee chairs shall be appointed by the BIGAA Chairperson, subject to approval by BIGAA. All committee chairs should regularly communicate with the Communications Committee and Website Committee all pertinent information for inclusion in the BIGAA Newsletter, announcements and website. All committee chairs should present a general report, including financial aspects if any, at each BIGAA regular business meeting. The committee chairs will be responsible for the execution of the duties of their respective committees. The specific duties of each committee are as follows.

Section 2. Communications Committee: The Communications Committee's role is to manage all public-facing BIGAA communications and exercise editorial control in a manner consistent with the principles of Alcoholics Anonymous. The Communications Committee shall:

- a. Coordinate the creation of the BIGAA Newsletter;
- b. Submit newsletter to Chairperson for final review;
- c. Distribute the newsletter to the BIGAA mailing list and submit to the Website Committee for publication on a schedule to be determined by BIGAA;
- d. Coordinate the creation of the BIGAA announcements;
- e. Submit announcements to the Chairperson for final review;

- f. Distribute announcements to the BIGAA mailing list, other relevant AA entities (Brooklyn County, SENY, etc.) and submit to the Website Committee for publication; and
- g. Monitor, on an on-going basis, the dates and relevance of all flyers, notices, printed meeting directories, and announcements posted on the website; and coordinate with the Website Committee and Directory Committee to update as needed.

Section 3. Directory Committee: The Directory Committee's role is to serve as guardian of the database of schedules and related information of the AA meetings in Brooklyn. The Directory Committee shall:

- a. Maintain the accuracy of all Brooklyn meeting information and report changes as necessary to the Website Committee;
- b. On a publication schedule to be determined by BIGAA, coordinate the creation of the printed BIGAA Meeting Directory;
- c. Submit printed Directory to Chairperson and Communications Committee for final review;
- d. Submit a digital copy of printed Directory to the Website Committee for publication; and
- e. Distribute printed directories.

Section 4. Events Committee: The Events Committee's role is to plan, coordinate, and host activities consistent with Article I, Section 7. The Events Committee shall:

- a. Propose events at monthly meetings for review and approval by BIGAA;
- b. Establish a location for the event and liaise with facility administrators;
- c. Communicate details of the event (nature, date, time, location) with the Communications Committee;
- d. Ensure that each event has sufficient resources, including representation of committee members, to conduct and manage all aspects of the event; and
- e. Liaise with the chairperson of any outside event sponsored by BIGAA.

Section 5. General Services Committee: The General Services Committee's role is to inform Brooklyn Intergroup as to the news and updates of Brooklyn County, Southeastern New York Area Committee and Assembly of AA (SENY), and World Services. The General Services Committee shall:

- a. Attend General Service Assembly functions (SENY, Brooklyn County) and, when permitted, deliver a report on behalf of BIGAA; and
- b. To the extent permitted, liaise with the aforementioned entities.

Section 6. Helpline Committee: The Helpline Committee's role is to maintain open means of communication (telephone, text, or otherwise) for anyone in need of information or assistance regarding sobriety, BIGAA and AA. The Helpline Committee shall:

- a. Recruit volunteers to ensure full coverage during all hours of operation, including back-up volunteers;
- b. Maintain a list of Helpline volunteers, open time slots, and associated data with BIGAA and any necessary service providers;
- c. Promptly submit updates of open time slots to the Website Committee for publication;

- d. Ensure volunteers are coached on answering calls and accessing relevant information (meeting details, current AA events, detoxes, other intergroups' contact information, etc.);
- e. Communicate with volunteers on a regular basis; and
- f. Liaise with Helpline service providers as needed to maintain or improve quality of service.

Section 7. Institutions Committee: The Institutions Committee's role is to see that the needs of alcoholics who are housed in Brooklyn institutions and treatment facilities are met. The Institutions Committee shall:

- a. Liaise with Brooklyn institutions and treatment facilities to determine the needs of the alcoholics in their care or custody and how best they can be served;
- b. Provide, to the extent permitted, the usual AA resources to Brooklyn institutions and treatment facilities; and
- c. Liaise with Brooklyn County, NY Intergroup, and SENY to attempt to ensure cooperative coverage and avoid redundancy.

Section 8. Office Committee: The Office Committee's role is to operate and maintain the BIGAA office and bookstore. The Office Committee shall:

- a. Establish hours of operation and recruit staff volunteers to ensure full coverage during those hours;
- b. Comply with the protocols of the landlord;
- c. Maintain a record of keyholders;
- d. Liaise with the Helpline Committee where appropriate;
- e. Maintain the office in a presentable manner;
- f. Maintain a record of bookstore purchases, sales, and inventory;
- g. Keep a proper set of books of account, including records of all receipts and all disbursements; and
- h. Maintain a separate bookstore checking account, upon which the committee chair shall be a signatory.

Section 9. Speaker Exchange Committee: A speaker exchange acts as a hub for participating groups to share speaking commitments with other groups. This committee's role is to operate a regularly-scheduled exchange. The Speaker Exchange Committee shall:

- a. Establish a location (in-person or virtual) for a regularly-scheduled Brooklyn Exchange meeting and liaise with facility administrators;
- b. Communicate details of the Exchange (date, time, location) to the Communications Committee; and
- c. Attend and manage all aspects of every exchange meeting.

Section 10. Website Committee: The Website Committee maintains the Brooklyn Intergroup website. The Website Committee shall:

- a. Maintain and optimize the accessibility and functionality of all pages on the website;

- b. Publish work from the other committees (announcements, meeting changes, updates, newsletters, etc.) on the website in a timely manner; and
- c. Liaise with service provider(s) and support departments as needed.

ARTICLE VIII

FINANCES

In accordance with the 7th tradition, every group ought to be fully self-supporting, declining outside contributions.

- Section 1.** Inasmuch as there are no dues or fees in AA, in order for BIGAA to fulfill its obligations, as stated in these bylaws, it shall be self-supporting. This support will be derived through the contributions of the Brooklyn Area AA Groups, the individual members of AA, and profits from the operation of the BIGAA Bookstore.
- Section 2.** Notwithstanding any other provision of these bylaws, this corporation will not carry on any activities not permitted to be carried on by (a) a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (b) a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- Section 3.** No part of the net earnings of this corporation will inure to the benefit of, or be distributable to, its members, officers, or other private persons, except that the corporation be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of this corporation.
- Section 4.** Upon the dissolution of this corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation will be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. Such distribution will be made in accordance with all applicable provisions of the state of New York.
- Section 5.** All money received by BIGAA shall be deposited in a Government insured account(s).
- Section 6.** Prudent Reserve - BIGAA will seek to accrue and maintain a prudent reserve in the amount of at least 4 months, but no more than 8 months, of the usual and customary monthly operating expense of BIGAA. The prudent reserve shall be maintained in a separate reserve savings account, except if used to obtain cost-free banking services. In conjunction with any audit hereinafter described, the Audit Committee shall establish the usual and customary monthly operating expense for use in determining the prudent reserve for the following year. If the prudent reserve shall fall below 4 months no motions to donate to any other AA related entity shall be entertained in the regular course of business.

Section 7. Operating Account - The operating account shall be maintained in a separate checking account. In the event that the general operating funds, at the end of every month, of BIGAA exceed 2 months of customary expenses, the excess shall be promptly transferred to the prudent reserve.

Section 8. Bookstore Account - The bookstore account shall be maintained in a separate checking account and will operate independently and not be included in any determination of prudent reserve or operating account. The Office Committee Chairperson shall be a signatory to the bookstore account.

Section 9. If the prudent reserve and operating account shall exceed 10 months of the usual and customary expenses such excess shall automatically be distributed as follows without the necessity of further vote or discussion:

- a. 34% G.S.O.;
- b. 33% SENY; and
- c. 33% The Brooklyn County.

Section 10. Nothing contained herein shall preclude BIGAA from establishing a savings account to accomplish a specific purpose(s). Such a savings account may only be established by a vote of substantial unanimity ($\frac{2}{3}$ majority).

Section 11. All bank account signatories (Treasurer, Chairperson, and Vice-Chairperson) shall have complete and equal access to all bank accounts, including login information. The Office Committee Chairperson shall have access to the bookstore account only.

ARTICLE IX

AUDIT COMMITTEE

Section 1. At the November business meeting the Audit Committee shall be formed consisting of an odd number of people. The committee shall be formed from among the current Chairperson, Vice-Chairperson and any nominees for those positions and the nominee for the new Treasurer, if any, as well as, at least two additional BIGAA Representatives or Alternates. The committee shall review the financial books and records of BIGAA and otherwise accomplish the duties set forth hereinabove. Upon the completion of their review they shall report at the next regular business meeting their findings as to the accuracy of the records and any corrections thereto. Upon the acceptance of their report by the majority of the representatives present the committee shall be discharged.

ARTICLE X

AD HOC COMMITTEES

Section 1. BIGAA may create ad hoc committees as needed to carry out specific tasks as enumerated and voted on by BIGAA. All ad hoc committees will be terminated when the assigned task of the committee is completed. All ad hoc committees will be held accountable to BIGAA by submitting a report at the monthly meetings for the duration of their duties.

Section 2. It will be the responsibility of the Committee Chairperson to submit the names of the committee members and any replacements to BIGAA. Each committee should meet as often as necessary in order to preserve continuity of thought, purity of purpose, and the integrity of said committee. All qualified Brooklyn AA members are welcome to join any ad hoc or standing committee. (See Article VII)

ARTICLE XI

PARLIAMENTARY PROCEDURE

Section 1. The rules contained in the current edition of Robert's Rules of Order will govern BIGAA in all cases in which they are applicable and in which they are consistent with these Bylaws, the AA Traditions, and the Twelve Concepts for World Service.

ARTICLE XII

AMENDMENTS

Section 1. The BIGAA Bylaws may be altered, changed, modified, or amended by substantial unanimity (a 2/3 majority affirmative vote) by BIGAA, at a regularly scheduled meeting or a special meeting called for this purpose upon timely notice, as set forth below.

Section 2. Written notice of any proposed amendment shall be given to the Brooklyn Intergroup Representatives and Officers no less than one month before the date on which BIGAA will meet to consider the proposed amendment(s). Written notice by email shall be deemed sufficient.

Section 3. An ad hoc committee will be formed no less than once every five (5) years for the purpose of reviewing and updating the BIGAA Bylaws.

ARTICLE XIII

Section 1. These Bylaws supersede and replace all former resolutions, regulations, and Bylaws that may have been approved and passed previously by BIGAA.

Adopted this _____ day of _____.

Chairperson

Secretary