

# INTERGROUP BYLAWS

## GENERAL

This group shall be known as Arizona Intergroup. Its purpose is to handle all Gamblers Anonymous business (in Arizona exclusive of the Tucson area) not specific to individual rooms.

## OFFICERS/QUALIFICATIONS

There shall be three elected (by other Intergroup members) officers; Chairperson, Treasurer, and Recording Secretary. Chairperson and Treasurer shall have at least one year of current and contiguous abstinence from gambling. Recording Secretary shall have 6 months current and contiguous abstinence from gambling. The term of office shall be one year plus any time necessary for turnover to new officers). The election shall be held at the December Intergroup meeting. Any officer may resign at any time by giving written notice to any other officer. Any officer who admittedly gambles is assumed to have submitted his/her resignation immediately. Remaining officers will appoint a replacement for any officer who resigns until an election can be held at an Intergroup meeting.

## MEMBERSHIP

Members of Arizona Intergroup include room secretaries or their designee (one member may represent multiple rooms for quorum purposes but has only one vote), elected officers, and trustees.

## MEETING LOCATION/TIME

Arizona Intergroup shall have one meeting per month, held on the 3<sup>rd</sup> Monday of the month, at a location and time determined by the Intergroup members.

## OFFICER DUTIES

The Chairperson shall run the Intergroup monthly meeting, producing a written agenda. He/she may designate a replacement if it is known that he/she will not be present. If no replacement is designated, the meeting shall be run by a Trustee. The Chairperson may call special meetings as needed. The Chairperson may create special committees and appoint chairpersons as he/she deems necessary. The Chairperson may disband committees or change chairpersons as deemed necessary. The Chairperson shall remind the fellowship of all impending elections at least three months prior to those elections.

The Treasurer has custody of all Intergroup funds. The Treasurer accepts all donations from Intergroup members. The Treasurer pays all Intergroup bills via a checking account. All checks must have two signatures. All payments are prohibited except those for approved budgetary expenses or allotments approved by Intergroup. The Treasurer shall produce monthly reports to Intergroup with details broken down by sub-funds as approved by Intergroup members and including savings account(s). Also, SEE GUIDELINES FOR INTERGROUP TREASURER) attached.

The Recording Secretary shall keep minutes of all Intergroup meetings and present the most current at the next Intergroup meeting. The Recording Secretary shall take attendance at all Intergroup meetings to insure that a quorum is present. The Recording Secretary should create and maintain an online "blast" list of all interested parties for the purpose of disseminating pertinent GA information. The Recording Secretary shall keep a tally of all votes taken at Intergroup meetings to determine the proper outcome.

## QUORUM AND VOTING

A quorum is defined as 50% + 1 of the number of eligible GA rooms (a room must be in existence for at least 90 days to be eligible to vote) plus Intergroup officers and Trustees. REMINDER: ONE PERSON/ONE VOTE).

No official business (requiring a vote) may take place without a quorum present and must have a simple majority of those eligible to vote in order to pass. An exception is made for a vote to fill an officer vacancy.

## NOMINATIONS AND ELECTIONS

The Intergroup Chairperson shall inform rooms of upcoming elections at least 3 months before the election, hopefully to insure all prospective candidates have an opportunity to review the requirements for the officer(s) to be elected. Nominations shall be taken at the November Intergroup meeting. Consent of all nominees is required. If no nomination for an office occurs in November, nominations will be allowed at the December Intergroup meeting, to be followed by the election. The election for Intergroup officers shall be held at the December Intergroup meeting. Successful candidate must have a majority in order to be elected. If no majority occurs, the candidate with the lowest number of votes is eliminated and a re-vote is taken. This process is continued until a winner is declared.

## COMMITTEES

The Intergroup Chairperson may create committees as deemed necessary and shall appoint a chairperson. All committee chairpersons shall produce a written report at the monthly Intergroup meeting. This report may be delivered to the Intergroup Chairperson in person or via email. "No progress" is an acceptable report.

## INDEMNIFICATION

No Intergroup officer shall be paid for serving, but may be reimbursed for reasonable expenses necessary for the performance of their duties. If reimbursement is requested, receipts/invoices must be presented.

## FISCAL MANAGEMENT

The fiscal year for Arizona Intergroup is from January 1 to December 31. Financial records shall be audited annually by a committee appointed by the Intergroup Chairperson. The Intergroup Treasurer shall turn over to the committee all financial reports, receipt books (with carbon copies of receipts issued), expense invoices/receipts, bank statements –and checkbook stubs. All checks written must have 2 authorized signatures. Authorized signatures shall be listed on the Intergroup account by the financial institution or past elected officers. It should be noted that the financial institution will NOT check for 2 signatures. This requirement is for internal controls.

## REFERENCES

GA approved literature: GA TREASURY GUIDELINE EXAMPLE