

Bylaws of
GREATER FRESNO AREA INTERGROUP
ASSOCIATION, INCORPORATED

*A California Non-Profit
Public Benefit Corporation*

*Adopted by the
Intergroup Council
June 2, 2008*

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Bylaws of
GREATER FRESNO AREA
INTERGROUP ASSOCIATION, INCORPORATED

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ARTICLE I
PREAMBLE

General Warranties of the Greater Fresno Area Intergroup Association, Incorporated *In all its work and business proceedings, Intergroup shall observe the spirit of the Alcoholics Anonymous program and Traditions, placing its focus on helping members of AA to stay sober and help other alcoholics to achieve sobriety.¹ Based on the AA Traditions, Intergroup recognizes: a) "our common welfare should come first; personal recovery depends upon A.A. unity"; b) "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"; c) "each group should be autonomous except in matters affecting other groups or A.A. as a whole"; and "each group has but one primary purpose-to carry its message to the alcoholic who still suffers."²*

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 is established to build unity, which is the foundation of individual recovery, not to govern or regulate groups and members. We are dedicated to assure 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 Intergroups 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 Fresno and Central San Joaquin Valley area, it shall never perform any acts of government; and that, like the Society of Alcoholics Anonymous, Fresno Intergroup will always remain democratic in thought and action.³

¹ "Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism....Our primary purpose is to stay sober and help other alcoholics to achieve sobriety." (Preamble, **Alcoholics Anonymous**)

² **AA Traditions**, Traditions 1, 2, 4 & 5.

³ The above is adapted with permission from the Third Legacy Manual of A.A. World Services and A.A. co-founder Bill W.'s Twelve Concepts for World Service as adopted by the General Service conference on April 26, 1962.

**ARTICLE II
NAME**

Section 1. Name. *The name of this organization shall be the Greater Fresno Area Intergroup Association, Incorporated (hereafter designated as 'Fresno Intergroup' or 'Intergroup').*

Section 2. Principal Office. *The principle office of the Corporation for transaction of business is located at 2812 N. Blackstone Avenue, Fresno, California 93703*

Section 3. Change of Address. *Board of Directors is granted full power and authority to change the principle office of the corporation from one location in Fresno, California. Any change of address will be noted by the Secretary in these Bylaws but will not be considered an amendment of these Bylaws.*

**ARTICLE III
APURPOSE**

The purpose of the Intergroup shall be the administration and coordination of A.A. activities common to the various groups comprising its membership; the support and encouragement of AA groups in the districts participating in Intergroup; and the provision of resources for groups and individuals in AA and our communities. These activities include: (a) maintaining a Central Service Office as a communication, literature and resource center for A.A. 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 A.A. 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 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 A.A. 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 A.A. name in any public controversy.*

**ARTICLE IV
INTERGROUP COUNCIL**

Section 1. Governing Body. *An Intergroup Council shall be the primary governing body of Intergroup. Voting membership in the Intergroup Council shall be limited to Intergroup Representatives (or Alternate Intergroup Representatives) of each group within CNIA 07 Districts 40, 41, 42, & 43, and elected Officers.*

Section 2. Membership. *Alcoholics Anonymous groups listed⁴ with the Central Office are automatically members of the Intergroup. Elected officers of the Board of Directors shall also be*

⁴ Groups shall be listed as members of the Fresno Intergroup by submitting an Alcoholics Anonymous New Group Form, Group Information Change Form, letter, fax or email stating they are a group, giving their group name, meeting location, identifying their trusted servants, and requesting participation in Fresno Intergroup. Fresno Intergroup may approve other forms or methods for groups to indicate their desire to be listed and participate as members of Fresno Intergroup.

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voting members of the Intergroup Council, except that the Chair may only vote to break a tie.

Section 3. Intergroup Representatives.⁵ Each member group that has been listed with Intergroup for more than thirty (30) days shall have one vote in the Intergroup Council. Groups may elect or appoint a member with one year of continuous sobriety as their Intergroup Representative to represent the Group at Intergroup Council meetings. An alternate Intergroup Representative may also be selected to represent the group in the absence of the primary Intergroup Representative.

Section 4. Representation Limit. No Intergroup Representative may represent more than one Group.

Section 5. Voting Rights. Membership for the purposes of these Bylaws refers to voting membership in the Intergroup Council or its Board of Directors.⁶ There shall be one class of Intergroup Council voting members. Each member shall be entitled to one (1) vote for the election of officers and on a disposition of substantially all of the assets of Intergroup and on a merger and dissolution. Additionally, members shall have all of the rights afforded members under the California non-profit public benefit corporation law.

Section 6. Location of Intergroup Council Meetings. Regular meetings of the Intergroup Council shall be held at the principal office of Intergroup (or at any other place which may be designated by the Board) on the first Monday of each month at 7:00 p.m.

Section 7. Quorum. Twenty percent (20%) of the member groups, represented in person, shall constitute a quorum at any meeting of members.⁷ If a quorum is present, the affirmative vote of a two-thirds (2/3) of the members represented at the meeting shall be the act of the members, unless the vote of a number of members is required by law. The members present at a duly called or held meeting at which a quorum is present may continue to do business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum, if any action taken other than adjournment is approved by at least a majority of the members required to constitute a quorum.

Section 8. No Proxies. Persons entitled to vote may do so only in person.

ARTICLE V MEETINGS

Section 1. Regular Meetings. Regular meetings of the Intergroup Council shall be held monthly. The meeting place, date and time shall be established by the Intergroup Council, upon the recommendation of the Chair.

⁵ Previously designated 'Group Secretaries'.

⁶ For regular AA purposes and participation in groups, "the only requirement for A.A. membership is a desire to stop drinking." (Tradition 3)

⁷ Although Board members are voting members of the Intergroup Council, their attendance shall not count toward establishing a quorum of the Intergroup Council. Only member groups, as represented by elected Intergroup Representatives or Alternate Representatives shall be counted for this purpose.

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Section 2. Special Meetings. *Special meetings of the Intergroup Council may be called at any time by the Board, the Chair, or any two (2) officers acting together or by five percent (5%) of the Intergroup Council members. Notice of Special Meetings shall be provided pursuant to Section 3.*

Section 3. Notice of Special Meetings. *Upon request in writing to the Chair or the secretary by any person entitled to call a special meeting of members, such officer shall cause notice to be given to the members specifying the place, date, and time of the special meeting, and the general nature of the business to be transacted. Such notice shall be given not less than ten (10), nor more than ninety (90) days before the meeting; provided that, if notice is given by First Class, Registered, or certified Mail, notice shall be given not less than twenty (20) days before the meeting. Where possible, notice may be given by telephone or e-mail to all Intergroup Representatives and Board members, with a log of calls and emails maintained. Notice of special meetings shall be made in writing, by telephone or e-mail to all Intergroup members. Except in cases of emergency, at least five days' notice shall be given. The purpose of the meeting shall be stated in the notice. No business may be conducted at any special meeting except that for which the meeting was called.*

Section 4. Voting and Substantial Unanimity. *Intergroup Representatives shall have one vote. Intergroup Representatives shall represent only one Group. Decisions of any meeting of the Intergroup Council shall be made by a two-thirds (2/3) vote⁸, except for motions to table or adjourn, which need only a majority of those present and voting. The Board of Directors or any standing, special or ad hoc committee shall be made by majority vote.*

Section 5. Right of Appeal⁹. *After a vote has passed, those in the minority shall be given an opportunity to state their concerns again. If they do so, members or officers present shall be asked if any of those who voted in the majority wish to have a vote to reconsider. If one member or officer present who voted with the majority states a desire to reconsider, the Council or Board shall vote on whether to reconsider. Reconsideration requires a two-thirds vote of those present and voting. If a vote to reconsider passes, the motion is regarded as still under discussion and is subject to amendment, withdrawal, substitution or tabling.*

Section 6. Meeting Visitors. *Regular Intergroup Council business meetings shall be open to all Alcoholics Anonymous members and invited guests. The visitors are nonvoting guests of the meeting.*

Section 7. Executive Sessions. *Although most business of the Intergroup Council must be open to all members and visiting group members, certain business shall be conducted in "executive session" (closed to all but voting members or those requested to participate). Any visitor, non-board member including the office staff, may be asked to excuse themselves during an Executive Session.*

Executive Sessions should be held for personnel reviews of individuals; consideration of individual staff contracts, appointments, promotions, reassignments or disciplinary actions; evaluation of major property, lease or service contracts; review of legal cases, liability issues, employee complaints, or other litigation. While discussions and votes on such issues may be held in Executive Sessions, final

⁸ The Conference shall observe the spirit of A.A. tradition, taking care that it never becomes the seat of perilous wealth or power...that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and, whenever possible, by substantial unanimity.... (Concept 12)

⁹ Throughout our structure, a traditional "Right of Appeal" ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration (Concept 5)

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votes shall be reported in open session and minutes citing the Executive Session and reported
decisions shall be provided to the Intergroup Council and the members at the next regular meeting of
the Intergroup Council and to members through the Pipeline.

ARTICLE VI PARLIAMENTARY AUTHORITY

Section 1. Parliamentary Procedure. Intergroup Council, Board and Committees shall be governed primarily by Robert's Rules of Order, within the spirit and principles of AA Traditions, Concepts of World Service and these Bylaws. Formal Robert's Rules may be superceded by a clear consensus of those present ("group conscience") or by other special rules or procedures adopted properly in advance of the meeting in question by a substantial majority of the Intergroup Council (2/3 vote).

ARTICLE VII BOARD OF DIRECTORS

Section 1. Powers. The Board of Directors shall have general supervision of the affairs of Intergroup between meetings of the Intergroup Council, fix the hour and place of meetings, make recommendations to the Intergroup Council and perform such other duties as are specified in these Bylaws. The Board shall be subject to the guidance of the Intergroup Council, and none of its acts shall conflict with action taken by the Intergroup Council. As trusted servants the Board conducts the business of the Intergroup in the best interests of Alcoholics Anonymous and the Fresno Intergroup. The Board may delegate the management of activities of Intergroup to any person or persons or committees, provided that the activities and affairs of Intergroup shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board acting on behalf of the Intergroup Council. The Board of Directors or its designees shall have the power to select and remove all agents and employees of Intergroup, acting within the policies of Intergroup, the principles of AA, state and federal law.

Section 2. Number. The authorized number of directors shall be five (5).

Section 3. Fiduciary Duty of Directors. Each director owes a fiduciary duty of good faith and reasonable care with regard to all actions taken on behalf of the corporation. Each director must perform his or her duties in good faith in a manner that he or she reasonably believes to be in the best interests of the corporation, using ordinary care and prudence. In addition, each director is responsible for attempting to respect the Traditions and Concepts of AA and practice these principles in all the affairs of the Board and Intergroup.

Section 4. Election and Term. The Chair, Treasurer and Public Information Coordinator shall be elected at the regular meeting held in odd years and the Secretary and Co-Chair shall be elected in even years. Elections shall be at regular meetings in November. Each director shall serve for a two-year term and until a successor has been seated. Any vacancy shall be filled by election following a one month period in which notice of the vacancy and a call for nominations shall be made through group secretaries, district committees and the Pipeline. Newly elected officers shall begin serving at the Intergroup Council meeting following the meeting at which they are elected, except for officers elected to fill vacancies, who shall take office immediately.

Section 5. Eligibility for Election. Candidates must have two years of sobriety and must be a member of an AA group listed with Intergroup within Districts 40, 41, 42, & 43. Eligibility is **not** restricted to present or previous Intergroup Representatives.

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Section 6. Nomination Procedure. *Nominations may be made from the floor by any Intergroup Representative at the November meeting. Candidates must be present to be nominated or present a notice in writing that they will serve if elected. Before the election at the regular meeting in November, additional nominations from the floor shall be permitted. All candidates willing to be considered for service should submit a Candidate Resume Form for Intergroup Service Positions*¹⁰

Section 7. Election Voting. *Each Intergroup Representative and incumbent officer shall have one vote for each office. Balloting shall be by secret ballot conducted by a representative of CNIA Area 07 or an Intergroup other than the Greater Fresno Area Intergroup. The AA Third Legacy procedure will be used.*¹¹ *To be elected a candidate must have 2/3 of the ballots cast or be selected "from the hat."*

Section 8. Maximum Term. *No director shall serve as a director of Intergroup for more than two (2) consecutive two year terms. A person who has previously served as a director may become eligible to serve again as a director after two (2) years have elapsed from the completion of the previous Board service.*

Section 9. Recall. *Any officer may be removed from office by a 2/3 vote of the members following a special meeting called for consideration of such a motion pursuant to Article 5, Section 6. Grounds for recall shall be presented in writing by the maker of a recall motion, and officers 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 or Intergroup Council meetings, financial impropriety, malfeasance, or criminal activity. Officers, however, 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 members to recall an officer shall be sufficient to remove the officer from their position effective immediately. A vacancy created by a recall shall be filled in the manner specified in Article V, Section 3.*

Section 10. Meetings. *The Board shall hold regular meetings on the last Tuesday of each month at Intergroup's Central Office. Special meetings of the Board may be called at any time by the Chair of the Board of Directors, or the Secretary. Notice of special meetings shall be made in writing, by telephone or e-mail to all Intergroup members. Except in cases of emergency, at least five days' notice shall be given (if given by First Class Mail) or forty-eight (48) hours' notice (if delivered personally or by telephone). The purpose of the meeting shall be stated in the notice. No business may be conducted at any special meeting except that for which the meeting was called.*

Section 11. Executive Sessions. *Meetings of the Intergroup Board are considered closed business meetings and generally only Board Members and the Office Manager attend. Pursuant to rules adopted by Intergroup, the Board may invite guests, who are invited by the Chairperson of the Board for example, members of an Intergroup committee, outside auditors, board members of other Intergroup's or General Service entities. Any visitor, non-board member including the office manager, may be asked to excuse themselves during the discussion of any sensitive confidential information. "Executive sessions" should be held for personnel reviews of individuals; consideration of individual*

¹⁰ An Intergroup Candidate Form shall be developed and approved by the Intergroup Council. Failure to submit a form would not cause an immediate disqualification, but may be considered by those voting.

¹¹ The Third Legacy Procedure is explained in the **A.A. Service Manual**, 2007-2008 Edition, pp. S20-S21.

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staff contracts, appointments, promotions, reassignments or disciplinary actions; evaluation of major property, lease or service contracts; review of legal cases, liability issues, employee complaints, or other litigation. While discussions and votes on such issues may be held in Executive Sessions, final votes shall be reported in open session and minutes citing the Executive Session and reported decisions shall be provided to the Intergroup Council and the members at the next regular meeting of the Intergroup Council and to members through the Pipeline.

Section 12. Quorum. *Three-fifth (3/5) of the directors shall constitute a quorum of the Board for transaction of business. Any act or decision approved by a majority of the directors present at a meeting duly held at which a quorum is present shall be regarded as the act of the Board unless a number is required by law. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of directors, if any action taken is approved by at least a majority of the required quorum for such a meeting. Members of the Board may participate in a meeting through use of conference telephone call or similar communications procedure so long as all members participating in the meeting can hear one another.*

Section 13. Waiver. *Notice of a meeting need not be given to any director who signs a waiver of notice or a consent to a holding of the meeting or an approval of the minutes of the meeting, whether before or after the meeting, or who attends the meeting without protesting prior to the meeting, the lack of notice. All such waivers shall be filed with the corporate minutes.*

Section 14. Adjournment. *A majority of the directors present, whether or not a quorum is present, may adjourn any directors' meeting to another time and place. No notice of the time and place of holding an adjourned meeting need be given to absent directors if the time and place is fixed at the meeting adjourned; provided if the meeting is adjourned for more than forty-eight (48) hours, notice of any adjournment to another time or place shall be given to the directors who are not present at the time of the adjournment.*

Section 15. Action without 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.*

Section 16. Directors Duties As Officers. *A Director duly elected by the Intergroup Council, shall also serve in his or her elected capacity as the corresponding Officer of the Corporation. If required by law or as otherwise necessary for the administration of the Corporation, the Chair and Co-Chair shall hold the offices of and be designated President and Vice-President respectively.*

ARTICLE VIII DUTIES OF OFFICERS

Section 1. Officers. *The officers of Intergroup and the Intergroup Council shall be a Chair, a Co-Chair, a Secretary, a Treasurer, and a Public Information Coordinator.*

Section 2. Chair. *The Chair shall be the General Manager and Chief Executive Officer of Intergroup. However, in keeping with AA Tradition 2, the Chair is but a trusted servant. He or she shall not govern, but shall coordinate activities of the Board; prepare agendas for Board and the consideration; maintain open and fair discussions of Board and Intergroup Council business. The Chair shall work on behalf of the Board and the Intergroup Council, in regular consultation with the Board and the Intergroup Council and shall attempt to reflect the "group conscience" of the Board and the Intergroup Council rather than his or her own personal preference. The Chair shall be one of the co-signers on the bank accounts of*

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Intergroup.

Section 3. Co-Chair. *The Co-Chair shall assist the Chair and perform the duties of the Chair in the Chair's absence or disability and shall perform other duties as determined by the Board or as requested by the Chair in consultation with the Board.*

Section 4. Secretary. *The Secretary shall keep a book of minutes of all meetings of the members and the Board. The Secretary shall give notice of all meetings of the members and of the Board as required by these Bylaws or by law, and shall keep the seal of Intergroup. The Secretary shall also oversee the maintenance of Board and Intergroup Council official documents, policy files and archives.*

Section 5. Treasurer. *The Treasurer shall be the Chief Financial Officer of Intergroup and shall keep and maintain adequate and correct accounts of the books and records of Intergroup. The books of account shall, at all times, be open to inspection. The Treasurer shall assure the deposit of all monies in the name, and to the credit, of Intergroup. The Treasurer shall be one of the co-signors of Intergroup's bank accounts and shall make a report of contributions and expenditures at each regular meeting of the Board and Intergroup Council meeting. The Treasurer, working with the Board, shall provide for an annual audit of the books, financial records, and business practices of Intergroup, utilizing the services of a Certified Public Accountant selected by the Board. The Treasurer, with the Chair, shall produce an Annual Fiscal Year Budget proposal, pursuant to Article IX, Section 7.*

Section 6. Public Information Coordinator. *The Public Information Coordinator shall handle requests for information about A.A. from local news media, cooperate with producers of local radio and television programs concerning alcoholism and A.A., and furnish speakers, literature and information for non-A.A. organizations. The Public Information Coordinator shall make a complete report at each meeting of the Board of Directors as well as the Intergroup Council meeting. The Public Information Coordinator shall also coordinate with the professional community serving alcoholics (including treatment centers, counselors, psychologists, physicians, judges, attorneys, and correctional officers.)*

ARTICLE IX FINANCES

Section 1. 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 Intergroup. Intergroup may accept donations from A.A. members, conforming with the general practice of Alcoholics Anonymous. The acceptance of bequests from any source or donations from any side 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 Intergroup. Intergroup may also generate revenue through the sale of AA and recovery related CD's, videos, and memorabilia reflecting AA's primary purpose.*

Section 2. Financial Policy. *The central financial policy of Intergroup shall be: maintain sufficient operating funds plus an ample reserve fund.*

Section 3. Operating Funds. *Intergroup shall employ prudent and frugal procedures in all operations, business dealings and purchases of materials and services.*

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Section 4. Reserve Funds. *The stated purpose of the reserve fund is to ensure the capability of the Intergroup and the Central Office to maintain A.A. services for the groups in the event of a reduction in donations, an accidental or natural disaster, and to meet the legal reserve fund requirements of Federal and State laws. The reserve fund (“prudent reserve”) shall be at least one-fourth (1/4) of Intergroup’s revenue average for the preceding three years and no more than one-third (1/3) of the revenue average for the same period.*

Section 5. Fiscal Year. *The fiscal year of the Intergroup shall be from January 1st to December 31st.*

Section 6. Audits. *The accounts of the Intergroup shall be audited each year after filing of annual tax returns due on May 15th. The audit shall be conducted by a Certified Public Accountant. In accordance with Article IX, Section 4, the Treasurer shall have primary responsibility to assure the timely and appropriate conduct of the audit.*

Section 7. Budget Planning. *The Chair and Treasurer, working with the Office Manager, shall prepare a Fiscal Year Budget to present to the September Board meeting and October Intergroup Council meeting. The Intergroup Council shall approve a Fiscal Year Budget, making whatever revisions it deems appropriate, as soon as possible after receiving it and conducting a careful deliberation. The Fiscal Year Budget is a plan, subject to modification and adjustment with actual revenue, needs, and expenditures.*

Section 8. 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.***

Section 9. Deposits. *All funds of the Intergroup deposited in banks or depositories, shall be deposited in the name of “**Greater Fresno Area Intergroup Association, Incorporated**” All withdrawals from accounts shall be made only by checks or similar orders, signed by the Central Office Manager and another member of the Board of Directors. Only banks that are members of the Federal Deposit Insurance Corporation may be used as depositories.*

ARTICLE X NON-PROFIT CORPORATION

Section 1. Non-Profit. *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 remaining payment or provision for payment of all debts and liabilities, shall be distributed to a non-profit fund, foundation, or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.*

ARTICLE XI

CENTRAL OFFICE

Section 1. Central Office Defined. *A central office (or 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 Central Office is supported almost exclusively by donations from groups in the Intergroup. Without this help from the groups, the Central Office could not survive.*

Section 2. Central Office Purpose. *The Central Office exists to aid the groups in their common purpose of carrying the A.A. message to the alcoholic who still suffers.*

Section 3. Location. *The Board, with the prior approval of the Intergroup Council, shall have the power to enter into lease agreements for the Fresno Intergroup Central Office or move the office to a new location.¹²*

Section 4. Central Office Functions. *The Central Office supports Intergroup, groups and alcoholics in the Greater Fresno Area by providing services including:*

- *Answering inquiries*
- *Supporting information exchange among A.A. groups and members*
- *Developing, printing and distributing meeting lists*
- *Maintaining records of listed groups, group representatives, group contacts, & meeting schedules*
- *Maintaining AA and recovery-related literature, media and other resources*
- *Providing clerical and logistical support for Intergroup and the Board of Directors*
- *Cooperating with local media and public information*
- *Cooperating with corrections and treatment committees*
- *Carrying news of local A.A. events*
- *Maintaining the local newsletter, the Pipeline*
- *Carrying information on special needs services*

Section 5. Central Office Coordination. *The Central Office Manager shall keep the Board of Directors and the Intergroup Council informed of the activities and needs of the Central Office and Central Office staff, maintain close coordination with Intergroup and report Central Office matters as a nonvoting ex officio member of the Board of Directors. Officers with responsibility for supervising staff shall also meet regularly with the staff to review activities and discuss mutual concerns.*

**ARTICLE XII
AMENDMENT OF BYLAWS**

Section 1. Amendment Requirements. *These Bylaws may be amended at any regular meeting of the Intergroup Council by a two-thirds vote, provided that the amendment has been submitted in writing signed by two members at the previous regular meeting.*

Section 2. 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 members at the meeting. If brief, the proposed change shall be read at the meeting when it is submitted and voted*

¹² At the time of the adoption of these Bylaws (2008), The Fresno Intergroup Central Service Office is located at 2812 North Blackstone Avenue, Fresno, California 93703.

Greater Fresno Area Intergroup Association, Incorporated Bylaws adopted June, 2 2008 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 required information. Between meetings copies of the proposed change shall be made available at the Central Office and, if possible on the Intergroup web page.

Section 3. Amendment Vote. An amendment is adopted by a two-thirds vote of the members present and voting.

Section 4. Previous Bylaws Voided. New Bylaws shall void any previous Bylaws or rules upon their adoption.

Section 5. Time Amendment Becomes Effective. An amendment to the Bylaws goes into effect immediately upon its adoption.

**ARTICLE XIII
BYLAWS ADMINISTRATION AND RESPONSIBILITY**

Section 1. Corporate Status. The Intergroup is a non-profit public benefit organization incorporated in the State of California. The authority to prepare and amend this document emanates from federal and state laws, the **Twelve Traditions of Alcoholics Anonymous** and the **Twelve Concepts for World Service**.

Section 2. Bylaws Requirement. This is a rules of order document that is necessary to be used in the management of the Intergroup and the Central Office.

Section 3. Bylaws Responsibilities. The Board of Directors is responsible for taking actions to preserve, maintain and recommend to the Intergroup Council revisions of the Intergroup Bylaws.

Section 4. Bylaws Custodian. The Intergroup Vice-Chair is designated as Custodian of the Bylaws. Responsibilities include: maintain physical possession of the electronic media and printed versions of the Bylaws; and oversee all Bylaws revision activity.

Section 5. Bylaws Review. The Intergroup Council shall appoint an Ad Hoc Committee to Review the Bylaws at least every five years to identify necessary revisions and corrections to the document. Appropriate change recommendations—as they would appear in the Bylaws—shall be included in the report.

Adopted June 2, 2008

Signed copy in Central Office, President

Signed copy in Central Office, Secretary

Revised _____

, President

, Secretary