

**Queens Intergroup
Of
Alcoholics Anonymous
Bylaws**

Founded -- September 27, 1991

Started Operations -- November 1, 1991

Incorporated -- June 6, 1994

The object of these bylaws is to provide for the continuing successful operation of a united intergroup in Queens County and to further the AA program in accordance with the Twelve Traditions of Alcoholics Anonymous. There should be no rules in AA other than what we choose to impose upon ourselves. These bylaws set out what the groups have agreed to - not what has been imposed upon them. The Intergroup Committee shall observe in all its activities the spirit of AA's "Twelve Traditions" to ensure that the body never becomes a governmental seat of perilous wealth or power; that maintaining only sufficient operating funds, and an ample reserve, shall be its prudent financial principle; that none of its officers shall ever be placed in a position of unqualified authority, that all important decisions shall be reached by discussion and majority vote; that no action shall be personally vindictive or an incitement to public controversy; and that, like the society of Alcoholics Anonymous that it serves, it shall always remain democratic in thought and action.

ARTICLE I. NAME AND PRINCIPAL OFFICE

Section One Name

The name of the corporation is Queens Intergroup of Alcoholics Anonymous (QIAA).

Section Two Principal Office

The principal office of the corporation is located in Queens County, State of New York.

ARTICLE II. PURPOSE

Section One Non-Profit Purpose

This corporation is organized exclusively for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code.

Section Two Specific Objectives and Purpose

The corporation is formed for the following purposes:

- 1) Carry out functions common to all Alcoholics Anonymous (AA) groups in the New York City area in accordance with AA's "Twelve Traditions" and "Twelve Concepts of Service" to help the still-suffering alcoholic and to carry the message of AA to alcoholics seeking recovery.
- 2) Conduct, transact and execute any acts to carry out the above mentioned purpose. All such acts will be consistent with AA's "Twelve Traditions" and "Twelve Concepts of Service".

The corporation proposes to carry out these purposes in the following manner:

- 1) Providing telephone facilities and a listing in the telephone directory

whereby calls are answered by a rotation of persons who are recovering alcoholics. When necessary, persons calling these facilities will be referred to group members listed on "Twelfth Step Lists" obtained from, and maintained and updated by, Queens County AA groups.

- 2) Presenting periodic "Exchange Meetings" to be held in Queens County, New York, for the purpose of exchanging speaking commitments.
- 3) Conducting meetings, to be attended by the Steering Committee and AA Intergroup Representatives, concerning the operations and policies of the Corporation. There, group members may exchange ideas and information relating to the objectives of AA and its "Twelve Traditions" and "Twelve Concepts of Service". These meetings will be held regularly at a time and place to be determined by the Steering Committee.
- 4) Maintaining a roster of persons willing to speak at the invitation of non alcoholic groups and arrange such speaking engagements.
- 5) Developing public awareness of the objectives of AA, assisting the media in understanding AA, its "Twelve Steps" and "Twelve Traditions."
- 6) Providing contacts for institutions; providing literature, AA meetings and speakers.
- 7) Publishing, distributing and regularly updating lists of AA group meetings including the day, time and location of these meetings.
- 8) Functioning as a clearinghouse of information on AA group events such as, but not limited to, dinners, anniversaries, conventions and special meetings.
- 9) Publishing and distributing a periodic newsletter.
- 10) Complying with operating procedures as determined by QIAA Steering Committee.

ARTICLE III. MEMBERSHIP

Section One The Intergroup Committee

The membership of QIAA shall be represented in the Intergroup Committee. The Intergroup Committee shall consist exclusively of members of AA, duly elected by their Queens County groups to represent their respective groups in the management and operation of the affairs of QIAA. All groups that hold meetings in Queens County may send a representative to the Intergroup

Committee of QIAA.

Section Two Meetings of The Intergroup Committee

The Intergroup Committee will hold quarterly meetings at a time and place determined by the Steering Committee.

Section Three Intergroup Committee Voting Members

The voting members of the Intergroup Committee are the Intergroup Representatives, sent by the Queens Area AA groups. Each Intergroup Representative has one vote. Each group is entitled to elect an Intergroup Representative. It is suggested that, for this position, the individual has at least one year of sobriety. It is further suggested that an alternate representative be elected to represent the group if the group's Intergroup Representative cannot attend a meeting of the Intergroup Committee. Each group shall notify the Intergroup Committee of the name, address and telephone number of their elected representative(s).

Section Four Actions At The Intergroup Committee

To hold an Intergroup Committee Meeting will require a quorum of 10% of the groups or a minimum of 15 voting members and at least five members of the Steering Committee.

At any meeting where the required quorum is not present no business shall be considered by the members and the only motion that the Chair shall consider is a motion to adjourn.

Motions that are made by an Intergroup Representative at an Intergroup Committee Meeting, and which are seconded by another voting member, will be put in writing, and then sent to the groups for their group conscience. The motion will be discussed and voted on at the next Intergroup Committee Meeting, and shall require a majority vote to be passed.

Motions that will affect the policies and bylaws of QIAA and are made at the Intergroup Committee Meeting will be carried out the same way as described in the previous paragraph but will require a two thirds majority vote to pass.

Time-frame motions*, which are seconded by a voting member, will be discussed and voted on at that meeting. Time-frame motions* that affect the policies and bylaws of QIAA will require a two thirds majority vote for passage and will only stand until the next Intergroup Committee Meeting.

* A time-frame motion is an action that, because of its nature and importance, requires immediate attention by the Intergroup Committee.

ARTICLE IV. STEERING COMMITTEE

Section One Steering Committee Members

The affairs of QIAA are vested in the membership in the Steering Committee. The Steering Committee is composed of eleven voting members:

- 1) Chairperson
- 2) Secretary
- 3) Treasurer
- 4) Office Operations Committee Chairperson
- 5) Service Committee Chairperson
- 6) Newsletter Committee Chairperson
- 7) Meeting Book Committee Chairperson
- 8) Daytime Telephone Coordinator
- 9) Overnight Telephone Coordinator
- 10) Website Committee Chairperson
- 11) Intergroup / General Service Liaison and Special Event Coordinator

and two non-voting members:

- 1) Vice Chairperson (non-voting member)
- 2) Vice Treasurer (non-voting member)

The Steering Committee shall be assisted in its efforts by two advisors appointed by the Steering Committee for a term of two years.

Section Two Duties of the Steering Committee

Duties of the Steering committee are:

- 1) Perform any duties prescribed by these bylaws.
- 2) Oversee all affairs of QIAA
- 3) Meet at such times and places as required by these bylaws.
- 4) Register their address and telephone numbers with the Secretary so that notices of meetings can be given in a timely fashion.

Section Three Meetings of the Steering Committee

The Steering Committee meets once a month, at the QIAA Office, to discuss any immediate problems within QIAA and to prepare the agenda for the Intergroup Committee Meeting. All officers and advisors are expected to attend this monthly meeting.

The monthly business meeting is open to all Intergroup Committee members. Any Steering Committee member or advisor who fails to attend two meetings during their term without reasonable cause will be asked to resign.

Section Four Steering Committee Voting Members

The voting members of the Steering Committee are the eleven voting members listed in Article IV, Section One. Upon the absence of the Chairperson, the Vice Chairperson would automatically become Chairperson Pro-Tem and therefore be a voting member. Upon the absence of the Treasurer, the Vice Treasurer would automatically become Treasurer Pro-Tem and therefore be a voting member. Conduct of business at a Steering Committee Meeting will require a quorum of five voting members of the Steering Committee.

ARTICLE V. OFFICERS

Section One Designation of Officers

The officers of the corporation shall be:

- 1) Chairperson
- 2) Secretary
- 3) Treasurer

- 4) Office Operations Committee Chairperson
- 5) Service Committee Chairperson
- 6) Newsletter Committee Chairperson
- 7) Meeting Book Committee Chairperson
- 8) Website Committee Chairperson
- 9) Intergroup / General Service Liaison and Special Event Coordinator
- 10) Vice Chairperson
- 11) Vice Treasurer

Section Two Elections and Terms of Office

The Vice Chairperson and Vice Treasurer are elected positions and shall assume the offices of Chairperson and Treasurer, respectively, upon completion of their terms. Therefore, the offices of Chairperson and Treasurer are not elected positions. All other officers will be elected by the Intergroup Committee.

Each officer shall hold office until he or she resigns, is removed, is otherwise disqualified to serve or until his or her successor shall be elected. The groups will be informed of the positions that are up for election at the spring quarterly meeting. Nominations and elections will be held at the summer quarterly meeting. Newly elected officers will assume their responsibility on November 1.

It is suggested that newly appointed officers attend the September and October Steering Committee Meetings to familiarize themselves with QIAA procedures. The term of office shall be two years, except Chairperson, Vice Chairperson, Treasurer and Vice Treasurer, which shall be one-year terms. During even-numbered years the positions up for election shall be:

- 1) Vice Chairperson
- 2) Vice Treasurer
- 3) Office Operations Committee Chairperson
- 4) Secretary
- 5) Website Committee Chairperson
- 6) Intergroup / General Service Liaison and Special Event Coordinator

During odd-numbered years the positions up for election shall be:

- 1) Vice Chairperson
- 2) Vice Treasurer
- 3) Service Committee Chairperson
- 4) Newsletter Committee Chairperson
- 5) Meeting Book Committee Chairperson

No officer shall succeed himself or herself to the same position. Officers must allow one year to pass before assuming positions they have already held.

Section Three Removal and Resignation

Any officer may be removed, at the discretion of the Intergroup Committee, with a two thirds majority vote. Any officer may resign at any time by giving verbal or written notice to the Intergroup Committee, or to the Chairperson, Vice Chairperson or Secretary of the corporation. Any resignation will take effect upon receipt of the notice or at any later date specified therein.

Section Four Vacancies

Any vacancy caused by death, resignation, removal, disqualification, or otherwise, of any officer shall be filled by the Intergroup Committee. The Steering Committee can appoint a member to fulfill the vacancy of an officer until the Intergroup Committee exercises their right to elect someone for the position. Anyone elected to a vacant position during the term of office can be reelected to the same position, at the discretion of the Intergroup Committee.

Section Five Qualifications and Duties of Chairperson

One year term. Must have at least five years of sobriety. Must have served as the Vice Chairperson, unless waived by the Intergroup Committee. Duties are:

- 1) Preside at all meetings and perform such acts and duties as are customary to this office.
- 2) Conduct all meetings to ensure the proper and efficient order of business.
- 3) Appoint committees as necessary.

- 4) Call special meetings as are required.
- 5) Keep the Vice Chairperson informed.
- 6) Volunteer at least four hours per quarter to answering telephones at the QIAA office.

Section Six Qualifications and Duties of Vice Chairperson

One-year term. Must have at least five years of sobriety. Duties are:

- 1) Perform the duties of the Chairperson in his or her absence.
- 2) Perform other duties as assigned by the Chairperson.
- 3) Assume the position of Chairperson for the next term.
- 4) Volunteer at least four hours per quarter to answering telephones at the QIAA office.

Section Seven Qualifications and Duties of Secretary

Two-year term. Must have at least two years of sobriety. Must have had experience with computers. Duties are:

- 1) Record the minutes of each meeting.
- 2) Prepare and read the minutes from the last meeting for the current meeting.
- 3) Take attendance at each meeting.
- 4) Keep computer listings of Queens area groups, meetings, contacts, mailing addresses and all other information important to the operation of QIAA.
- 5) Keep records of all QIAA correspondence.
- 6) Arrange periodic mailings to Queens area groups.
- 7) Volunteer at least four hours per quarter to answering telephones at the QIAA office.

Section Eight Qualifications and Duties of Treasurer

One-year term. Must have at least five years of sobriety. Must have served as Vice Treasurer, unless waived by the Intergroup Committee. Must

have accounting and bookkeeping experience. Duties are:

- 1) Receive all funds and deposit them in the corporation's checking account.
- 2) Pay all authorized expenses of the corporation.
- 3) Prepare and maintain a monthly cumulative report of all receipts and disbursements and present this report at regular meetings.
- 4) Maintain a file of all receipts, vouchers and check records.
- 5) Pay frequent visits to the QIAA office to pick up mail relating to the treasurer.
- 6) Keep the Vice Treasurer informed.
- 7) Volunteer at least four hours per quarter to answering telephones at the QIAA office.

Section Nine Qualifications and Duties of Vice Treasurer

One-year term. Must have at least five years of sobriety. Must have experience in accounting and bookkeeping. Duties are:

- 1) Assist the treasurer in keeping financial records.
- 2) Assist the treasurer in preparing monthly and quarterly reports.
- 3) Assume the responsibility as Treasurer for the next term.
- 4) Volunteer at least four hours per quarter to answering telephones at the QIAA office.

Section Ten Qualifications and Duties of Office Operations Committee Chairperson (Office Manager)

Two-year term. Must have at least four years of sobriety. Must be experienced working with AA committees. Must be familiar with office procedures. Must have served on the Office Operations Committee (O.O.C.) or the Steering Committee. Duties are:

- 1) Appoint, subject to Steering Committee approval, coordinators to serve on the O.O.C.
- 2) Work closely with the O.O.C. in ensuring efficient office operations.
- 3) Keep any information concerning individuals in strict confidence.
- 4) See that all newcomers and inquiries from newcomers are properly attended to.
- 5) Refer all matters dealing with the various committees to their appropriate place, using his/her discretion in the allocation.
- 6) Be responsible for the safekeeping of all files, records, and minutes, and do other work, as designated by the Steering Committee, within the realm of AA activities.
- 7) Deal directly with outside vendors regarding office purchases and repairs of office equipment.
- 8) Volunteer at least four hours per quarter to answering telephones at the QIAA office.

Section Eleven Qualifications and Duties of Service Committee Chairperson (Institutions Coordinator)

Two-year term. Must have at least two years of sobriety. Must have an understanding of AA "Twelve Traditions" and "Twelve Concepts of Service." Duties are:

- 1) Supply chairpersons, speakers, and literature at jails, reformatories and other institutions.
- 2) Deal directly with staff and personnel of the institutions, who are responsible for alcoholics.
- 3) Appoint, subject to Steering Committee approval, Coordinators to serve on

the Service Committee.

- 4) Assume responsibility for all vacant Service Committee Coordinators.
- 5) Work closely with Service Committee members to achieve AA objectives.
- 6) Volunteer at least four hours per quarter to answering telephones at the QIAA office.

NOTE: UNTIL AMENDED, THE SERVICE COMMITTEE CHAIRPERSON SHALL BE RESPONSIBLE FOR INSTITUTIONS, HOSPITALS, DETOXES, AND TREATMENT FACILITIES.

Section Twelve Qualifications and Duties of Meeting Book Chairperson

Two-year term. Must have at least two years of sobriety. Must have experience with computers. Duties are:

- 1) Keep up-to-date records of Queens County group information (meeting day, time, place and type), making any changes, additions, or deletions.
- 2) Publish and distribute, at regular intervals, up-to-date meeting lists of groups in the Queens area.
- 3) Arrange for printing of meeting books and monitor the printing process.
- 4) Work closely with the Secretary in keeping up-to- date information.
- 5) Work closely with the Meeting Book Committee to achieve the above objectives.
- 6) Volunteer at least four hours per quarter to answering telephones at the QIAA office.

Section Thirteen Qualification and Duties of Newsletter Committee Chairperson

Two-year term. Must have at least two years of sobriety. Experience with computers preferred but not necessary. Duties are:

- 1) Be responsible for the publication of a newsletter to be distributed among the AA groups in Queens County.
- 2) Obtain current information to be published so that the AA groups in Queens County are kept informed about what is going on at QIAA and what AA

group events are going on, e.g., group anniversaries, dinners, conventions, special meetings, etc.

- 3) Obtain current information, to be published, regarding General Services and Intergroups in the surrounding areas.
- 4) Secure approval of Steering Committee for articles, events, etc., before publication.
- 5) Volunteer at least four hours per quarter to answering telephones at the QIAA office.

Section Fourteen Qualification and Duties of Website Committee Chairperson

Two-year term. Must have at least two years of sobriety. Must have experience with computers. Must have an internet-connected computer at home. Can succeed himself in office once. Duties are:

- 1) Administer the QIAA website. This includes updates to content as well as maintenance of underlying software.
- 2) Responsible for availability and good working order of all aspects of the QIAA website. Takes appropriate action to maintain availability.
- 3) Receive all email for the QIAA website and route it to the appropriate committee chair or coordinator.
- 4) Maintain a good working relationship with the website's host entity.
- 5) Work closely with the Secretary, Newsletter Chairperson and Meeting Book Chairperson and other QIAA officers for appropriate updates to the content of the website.
- 6) Volunteer at least four hours per quarter to answering telephones at the QIAA office.

Section Fifteen Qualification and Duties of Intergroup / General Service Liaison and Special Event Coordinator

Two-year term. Must have at least four years of sobriety. Must have an understanding of AA "Twelve Traditions" and "Twelve Concepts of Service." Duties are:

- 1) Attend General Service Assembly functions (SENY, Queens County, etc.).
- 2) Arrange and prepare site for quarterly Intergroup Exchange and business meetings.
- 3) Coordinate Shareathon, Gratitude Day and other QIAA special events.
- 4) Volunteer at least four hours per quarter to answering telephones at the QIAA office.

ARTICLE VI. STANDING COMMITTEES

Section One Designation of Standing Committees

Standing committees of the corporation shall be:

- 1) Office Operations Committee
- 2) Service Committee
- 3) Newsletter Committee
- 4) Meeting Book Committee
- 5) Website Committee

Section Two Composition of Standing Committees

Membership of standing committees shall be as follows:

Office Operations Committee (O.O.C.)

- 1) Office Manager (O.O.C. Chairperson)
- 2) Daytime Telephone Coordinator
- 3) Overnight Telephone Coordinator
- 4) Meeting Room Coordinator
- 5) 12th Step List Coordinator
- 6) Literature Coordinator

Service Committee (S.C.)

- 1) Institutions Chairperson (S.C. Chairperson)
- 2) Hospitals Coordinator
- 3) Detox Coordinator
- 4) Treatment Facilities Coordinator

- 5) Public Information (PI) Coordinator
- 6) Cooperation with the Professional Community (CPC) Coordinator

Newsletter Committee (N.C.)

- 1) 1) Newsletter Editor (N.C. Chairperson)
- [2\) Intergroup / General Service Liaison and Special Event Coordinator.](#)

Meeting Book Committee (M.B.C.)

- 1) Meeting Book Editor (M.B.C. Chairperson)
- 2) QIAA Secretary

Website Committee (W.C.)

- 1) Website Committee Chairperson

Section Three Appointment and Term of Office

Coordinators shall be appointed by their respective standing committee chairperson, subject to approval of the Steering Committee. Each standing committee chairperson shall advise the Secretary of each appointee's term of office.

Each coordinator shall hold office until he/she resigns, is removed, is otherwise disqualified to serve or until his or her successor shall be appointed. Newly appointed coordinators will assume their responsibility upon appointment. The term of office for all coordinators is two years.

Section Four Removal and Resignation

Coordinators serve at the discretion of their respective standing committee chairperson. In addition any coordinator may be removed, at the discretion of the Steering Committee, by a two thirds majority vote. A coordinator may resign at any time by giving verbal or written notice to the Steering Committee or to the Chairperson, Vice Chairperson or Secretary of the corporation. This resignation shall take effect upon receipt of this notice or at any later date specified therein.

Section Five Vacancies

Any vacancy caused by the death, resignation, removal, disqualification, or otherwise, of any coordinator shall be filled by their respective Standing Committee Chairperson.

Section Six Office Operations Committee

Since the responsibilities to the central office cannot be dealt with by one person, the Office Operations Committee was formed. The committee was formed to prevent one person from making all the office decisions. The O.O.C. is composed of:

Office Manager (For qualifications and duties of Office Manager, see O.O.C. Chairperson, Article V, Section Ten).

- Daytime Telephone Volunteer Coordinator.** Two-year term. Must have at least two years of sobriety. Must have been a telephone volunteer. Duties are:
- 1) Arrange for volunteers to answer telephones at the QIAA office during hours designated by the O.O.C.
 - 2) Update and maintain the "Telephone Volunteer Guidelines," all lists and referral telephone numbers, and to provide any assistance to the central office.
 - 3) Make the Queens County AA groups aware of the opportunity for telephone volunteer service.
 - 4) Work closely with the Overnight Telephone Coordinator.
 - 5) Make sure that the call forwarding is returned to the QIAA office in the morning.
 - 6) Volunteer at least four hours per quarter to answering telephones at the QIAA office.

- Overnight Telephone Volunteer Coordinator.** Two-year term. Must have at least two years of sobriety. Must have been a telephone volunteer. Duties are:
- 1) Arrange for volunteers to have calls forwarded to their homes during evening hours and during emergency daytime hours.
 - 2) Direct members, interested in volunteering, to the telephone volunteers' orientation meetings held by the O.O.C.
 - 3) Work closely with the Daytime Telephone Coordinator.

- 4) Volunteer at least four hours per quarter to answering telephones at the QIAA office.

Meeting Room Coordinator. Two-year term. Must have at least two years of sobriety. Duties are:

- 1) Work directly with AA groups that rent the meeting room at the QIAA office.
- 2) Make arrangements for groups interested in having meetings at the QIAA office.
- 3) To make sure that the meeting room is maintained and kept clean by the groups using the room.
- 4) To make sure that the groups pay their rent for use of the space.
- 5) To volunteer at least four hours per quarter to answering telephones at the QIAA office.

12th Step List Coordinator. Two Year Term. Must have at least two years of sobriety. Duties are:

- 1) Maintain confidential "Twelfth Step Lists" from the Queens County AA groups.
- 2) Work closely with the Daytime Telephone Coordinator.
- 3) Volunteer at least four hours per quarter to answering telephones at the QIAA office.

Literature Coordinator. Two-year term. Must have at least two years of sobriety. Duties are:

- 1) Maintain inventory of conference approved books and literature.
- 2) Be available for literature sales at all QIAA events as directed by the Steering Committee.
- 3) Work closely with Office Operations Committee Chairperson.
- 4) Volunteer at least four hours per quarter to answering telephones at the QIAA office.

Section Seven Service Committee

The Service Committee provides contacts for institutions, hospitals, detoxes and treatment facilities. These contacts provide AA literature, AA meetings and speakers at the sites. The Service Committee also provides speakers and literature to the professional community, to educate them as to the objectives of AA. The Service Committee assists the media in understanding AA

and its "Twelve Steps" and "Twelve Traditions." This committee is composed of:

Institutions Coordinator (For Qualifications and Duties of Institutions Coordinator see Service Committee Chairperson, Article V, Section Eleven).

NOTE: UNTIL AMENDED, THE SERVICE COMMITTEE CHAIRPERSON SHALL BE RESPONSIBLE FOR INSTITUTIONS, HOSPITALS, DETOXES, AND TREATMENT FACILITIES.

Public Information Coordinator. (PI) Two-year term. Must have at least two years of sobriety. Must have an understanding of AA "Twelve Traditions" and "Twelve Concepts." Duties are:

- 1) Be responsible for public information at two levels:
 - a) The public level: press, radio, television, film or video.
 - b) The institution level; filling requests for speakers for non regularly scheduled meeting at schools, hospitals and other institutions.
- 2) Subject to the direction of the Steering Committee, investigate the ways in which Alcoholics Anonymous can carry the message to the alcoholic employee of industrial and commercial organizations and take such action as directed by the Steering Committee.
- 3) Maintain an adequate supply of General Service Conference approved literature.
- 4) Volunteer at least four hours per quarter to answering telephones at the QIAA office.

Cooperation with the Professional Community Coordinator. (CPC) Two-year term. Must have at least two years of sobriety. Must have an understanding of AA "Twelve Traditions" and "Twelve Concepts." Duties are:

- 1) Develop and carry out plans to carry the AA message to various professional people, such as doctors, nurses, lawyers, social workers, etc.
- 2) Work with those dealing with people with disabilities to develop and carry out programs for alcoholics.
- 3) Volunteer at least four hours per quarter to answering telephones at the QIAA office.

Hospitals Coordinator. Two-year term. Must have at least two years of sobriety. Duties are:

- 1) Supply chairperson, speakers and literature at hospitals.
- 2) Deal directly with staff and personnel of the hospitals, who are

responsible for alcoholics.

3) Volunteer at least four hours per quarter to answering telephones at the QIAA office.

Treatment Facilities Coordinator. Two-year term. Must have at least two years of sobriety. Duties are:

1) Ensure that meetings are held and supported in those treatment centers wishing to have them.

2) Maintain a literature supply for treatment centers.

3) Volunteer at least four hours per quarter to answering telephones at the QIAA office.

Detox Coordinator. Two-year term. Must have at least two years of sobriety. Duties are:

1) Ensure that meetings are held and supported in those detox centers wishing to have them.

2) Provide training for individuals and groups taking part in the work of this committee.

3) Maintain a literature supply for the detox centers and to cooperate with these centers in providing assistance and service in accordance with the Primary Purpose and Traditions of AA.

4) Volunteer at least four hours per quarter to answering telephones at the QIAA office.

Section Eight Newsletter Committee

The purpose of the Newsletter Committee is to publish and distribute a periodic newsletter, and to make groups aware of AA literature and Grapevine materials and their place in maintaining sobriety. The Newsletter Committee is composed of:

Newsletter Editor. (For Qualifications and Duties of Newsletter Editor see Newsletter Committee Chairperson, Article V, Section Thirteen)

[Intergroup / General Service Liaison and Special Event Coordinator. \(For Qualifications and Duties of Intergroup / General Service Liaison and Special Event Coordinator. see Intergroup / General Service Liaison and Special Event Coordinator. , Article V, Section Fifteen\)](#)

Section Nine Meeting Book Committee

The purpose of the Meeting Book Committee is to publish, distribute and regularly up-date lists of AA group meetings in Queens County, including the day, time and location of these meetings. This committee is composed of:

Meeting Book Editor. (For Qualifications and Duties of Meeting Book Editor see Meeting Book Committee Chairperson, Article V, Section Twelve)

QIAA Secretary (For Qualifications and Duties of QIAA Secretary see Secretary, Article V, Section Seven).

Section Ten Website Committee

The purpose of the Website Committee is to maintain, administer and develop the QIAA website in accordance with QIAA purposes. Keep meeting lists, current events and other website content current. Manage relations with website host service provider. The Website Committee is composed of:

Website Coordinator. (For Qualifications and Duties of Website Coordinator see Website Committee Chairperson, Article V, Section Fourteen)

ARTICLE VII. EMPLOYEES

NOTE: AT THIS TIME, QIAA IS COMPRISED OF ALL VOLUNTEERS, BUT IN ACCORDANCE WITH "TRADITION EIGHT," THE TIME MAY COME WHEN IT WILL BE NECESSARY TO HIRE EMPLOYEES IN ORDER TO CONTINUE TO MAKE TWELFTH STEP WORK POSSIBLE. IF THIS SHOULD HAPPEN, WILL PROCEED IN THE FOLLOWING MANNER:

With the approval of the Intergroup Committee, the Steering Committee may hire such employees as may be required for the time and salary that the Intergroup Committee may determine. The positions shall be subject to a three-month probation period, with performance reviews after one and three months, by a committee of three persons appointed by the Steering Committee. If the candidate's performance is satisfactory, his or her employment should be confirmed. Another performance review shall occur at the end of twelve months, and then at least once a year thereafter.

ARTICLE VIII. TAX EXEMPTION PROVISIONS

Notwithstanding any other provisions of these bylaws, this corporation shall 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.

No part of the net earnings of this corporation shall inure to the benefit of, or be distributable to, its members, officers or other private persons, except that the corporation shall 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.

Upon the dissolution of this corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the internal revenue code or shall be distributed to the federal government, or to a state or local government for a public purpose. Such distribution shall be made in accordance with all applicable provisions of the laws of this state.

ARTICLE IX. AMENDMENT OF BYLAWS

These bylaws may be altered, amended, or repealed and new bylaws adopted by an action of the Intergroup Committee. (See Article III, Section Four).

Any changes to these bylaws must be made at the Intergroup Committee Meeting. Motions made by an Intergroup Representative at the Intergroup Committee Meeting and seconded by another voting member will be put in writing and then sent to the groups for their group conscience. The motion will be discussed and voted on at the next Intergroup Committee Meeting.

Changes to these bylaws require a two thirds majority vote to pass.