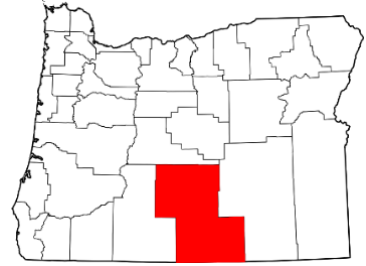


Klamath-Lake Intergroup

541-883-4970

707 High Street
Klamath Falls, OR 97601



By-Laws

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By-Laws of Klamath-Lake Intergroup, Inc.

Klamath-Lake Intergroup, Inc. is a registered DOMESTIC NON-PROFIT CORPORATION (registry number 180072-94), which provides an Alcoholics Anonymous (A.A.) Central Office governed by an Intergroup Committee. It exists to encourage mutual support and cooperation between groups in Klamath and Lake Counties, just as A.A. groups themselves involve cooperation and mutual support between individuals. The Central Office is established to carry out certain functions common to all groups and it is maintained, supervised, and supported by these groups in their common interest. It exists to aid the group in their common purpose of carrying the A.A. message to the alcoholic who still suffers. As a non-profit organization, the Klamath-Lake Intergroup is a separate entity from Alcoholics Anonymous, but it shares the mutual purpose of being a fellowship of people who come together to solve their drinking problem. It also shares the same A.A. geographical description of being in District 17 within the state of Oregon designated as Area 58.

Purpose of By-Laws

The purpose of these by-laws is to provide minimum guidance for administrative and operating procedures of Klamath-Lake Intergroup, Inc.

Klamath-Lake Intergroup Committee

The Klamath-Lake Intergroup Committee is a body of people guided by the principles, traditions, and service concepts of Alcoholics Anonymous. Its purpose is to perform the following functions:

Central Office:

1. Maintain a Central Office, a Central Office Manager, a Chairperson, and such other volunteers as needed.

Services and Resources:

1. Maintain an answering service and/or HOTLINE (541-883-4970) by after-hours volunteers to receive inquiries from those seeking help when the Central Office is closed. Volunteers shall provide this service 24/7/365 to inform alcoholics who still suffer about appropriate A.A. groups and/or provide information for other community resources.
2. Maintain a list of community resources and their contact information.
3. Maintain a current printed Meeting Guide listing all Klamath and Lake Counties A.A. meeting groups' names, locations, meeting dates, meeting times, and respective contact information within A.A. District 17 in Oregon Area 58.
4. Maintain a current Klamath and Lake County Intergroup internet website (KLCIAA.org) with access to the current interactive Meeting Guide internet app.

5. Provide public access to an Alcoholics Anonymous phone listing and on the KLCIAA.org website.

Information Exchange:

1. Publish and distribute meeting directories for the Klamath-Lake District 17.
2. Maintain and provide a supply of A.A. literature and books to individuals or groups that are free of charge or for sale as appropriate.

Service Committees:

1. Activities and services may be created, maintained and/or supported by a designated Service Committee, a volunteer, or the Central Office Manager to provide the following:
 - a. Answering Service and 12 Step Volunteers available by phone 24/7/365.

Intergroup Committee Members

1. The Klamath-Lake Intergroup Committee will be comprised of members of the Advisory Board and one representative (usually an A.A. General Service Representative – GSR) and one alternate GSR from each recognized group based on the principles, traditions, and service concepts of A.A.
2. Each A.A. group shall be entitled to one vote on all matters by way of their representative during Intergroup Committee meetings. Groups have no vote without a representative present at those meetings.
3. The Intergroup Committee representatives must be an active member of a recognized group they are voting for. No representative may vote for more than one group.
4. Regular meetings of the Intergroup Committee shall be held on the 2nd Monday of each month at a time mutually agreed upon by committee members.

Advisory Board

1. An Advisory Board shall be selected and maintained by The Klamath-Lake Intergroup Committee.
2. The terms of each position on the Advisory Board shall be for two (2) years.
3. The Central Office Manager will automatically become a voting member of the Advisory Board and shall be appointed for a minimum term of two (2) years and not to exceed a term of five (5) years.
4. The Klamath-Lake Advisory Board shall consist of the following:
 - a. Chairperson of the Intergroup Committee
 - b. Vice-Chairperson
 - c. Treasurer
 - d. Secretary (recorder of meetings)
 - e. Ad Hoc members (2)
 - f. Central Office Manager (as a voting member)

Functions of Advisory Board

1. Meet monthly as part of the Klamath-Lake Intergroup Committee on the 2nd Monday of each month at a time mutually agreed upon by committee members.
2. Facilitate meetings consistent with procedures from Robert's Rules of Order and guided by the principles, traditions, and service concepts of A.A.
3. Prepare and provide agendas for Intergroup Committee meetings.
4. Function as a Finance and Budget Committee.
5. Function as a nominating committee.
6. Nominate and appoint a Central Office Manager by Chairperson.
7. Assume the right of decision in emergency matters.

Participation Goals

1. All Committee and Advisory Board members are volunteers, and as such; their dedication, enthusiasm, and services are greatly appreciated.
2. Success of the Advisory Board necessitates active participation to sustain its effectiveness as a group in service of others suffering with problems from alcohol. Therefore, all Advisory Board members are subject to the following conditions to actively serve:
 - a. Maintain a minimum of two (2) years of sobriety (exceptions must be approved by majority vote of Advisory Board).
 - i. Exception is Office Manager who shall maintain a minimum of five (5) years of sobriety (exceptions must be approved by majority vote of Advisory Board).
 - b. Shall have experience in at least one of the following A.A. fellowships:
 - i. Service experience,
 - ii. A leadership role in a recognized group,
 - iii. A group GSR,
 - iv. An Intergroup Committee Representative,
 - v. An A.A. District service position,
 - vi. An A.A. Area service position,
 - vii. Other A.A. experience deemed suitable by majority vote of Advisory Board.
 - c. Is well grounded in the 12 Steps and 12 Traditions of A.A.
 - d. Has time and energy to serve the Intergroup in a positive manner.
 - e. Shall not miss more than 3 regularly scheduled monthly Intergroup Committee meetings within one (1) year (exceptions may be considered based on causes and/or circumstances of absences with outcome resolved by majority vote of Advisory Board).
 - f. Shall meet all criteria listed below in Service Positions of Advisory Board.
 - g. Failure to meet participation requirements may result in an open position.

Service Positions of Advisory Board

Chairperson:

1. Qualifications:
 - a. Maintain a minimum of two (2) years of sobriety (exceptions must be approved by majority vote of Advisory Board).
 - b. Shall have served as group Secretary or Intergroup Committee Representative or have other A.A. service and/or leadership experience.
 - c. Meet all Participation Goals of Advisory Board.
2. Term of Office:
 - a. The Chairperson shall be elected for a two (2) year term.
3. Duties and Authority of Chairperson:
 - a. Shall serve as Chairperson of the Intergroup Committee and the Advisory Board.
 - b. Shall attend and preside over all regular and special Intergroup Committee meetings, using Robert's Rules of Order as a guide.
 - c. Shall have no vote at Intergroup meetings, except to break a tie.
 - d. Shall be empowered to call special meetings for urgent reasons and shall notify all recognized groups.
 - e. Shall ensure all actions of the Advisory Board are shared to Intergroup Committee through monthly meeting minutes.
 - f. Shall appoint a Chairperson for each of the Intergroup Ad Hoc/Service Committees or other temporary committees as may be necessary or appropriate.
 - g. Is a signee on Intergroup banking Certificates of Deposits (CD's) along with Vice-Chairperson.
 - h. Is encouraged to participate in all Intergroup functions.

Vice-Chairperson:

1. Qualifications:
 - a. Maintain a minimum of two (2) years of sobriety (exceptions must be approved by majority vote of Advisory Board).
 - b. Shall have served as group Secretary or Intergroup Committee Representative or have other A.A. service experience.
 - c. Meet all Participation Goals of Advisory Board.
2. Term of Office:
 - a. The Vice-Chairperson shall be elected for a two (2) year term.
3. Duties and Authority:
 - a. Is encouraged to assist, participate, and share in Chair's duties and responsibilities.

- b. Shall attend all regular and special Intergroup Committee meetings, and in the Chairperson's absence, shall assume the duties of the Chairperson and preside over meetings using Robert's Rules of Order as a guide.
- c. Vice-Chairperson shall have one vote at Intergroup meetings, but may not vote both as an officer and a group representative.
- d. When acting as the Chairperson, he or she may vote only to break a tie.
- e. Should the Chairperson become wholly unable to serve, the Vice-Chairperson shall assume all duties of the Chairperson for the balance of the Chairperson's two (2) year term.
- f. Is a signee on Intergroup banking Certificates of Deposits (CD's) along with Chairperson.
- g. Shall be part of the yearly budget committee.
- h. Is encouraged to participate in all Intergroup functions.

Treasurer:

1. Qualifications:

- a. Maintain a minimum of two (2) years of sobriety (exceptions must be approved by majority vote of Advisory Board).
- b. Shall have served as a member of the Intergroup Committee or have other A.A. service experience.
- c. Preferably have some business and/or accounting experience.
- d. Should be familiar with QuickBooks.
- e. Possess good organization and record keeping skills as deemed suitable by majority vote of the Advisory Board.
- f. Meet all Participation Goals of Advisory Board.

2. Term of Office:

- a. The Treasurer shall be elected for a two (2) year term.

3. Duties and Authority:

- a. Shall have charge of all funds belonging to Klamath-Lake Intergroup, Inc. and shall supervise the keeping and deposit of such funds for, and on behalf of, the Intergroup Committee in a bank designated by the Advisory Board. In the absence of an Advisory Board designation, the Treasurer may select the bank.
- b. Shall maintain bank account statement records as appropriate and provide information to Office Manager and/or Chairperson upon request.
- c. Is a signee on Intergroup checking account along with Office Manager.
- d. Is authorized to sign checks along with Office Manager for Intergroup business.
- e. Shall attend monthly Intergroup Committee and Business meetings.
- f. Shall have one vote at Intergroup meetings, but may not vote as an officer and a group representative.
- g. Shall be an ex-officio member of all committees authorized to manage funds.
- h. Shall prepare, with the assistance of the Central Office Manager, proper monthly accounting statements for Intergroup Committee meetings and/or publications.

- i. Shall maintain records at Central Office to be available for audit.
- j. Shall work with Vice-Chairperson and Office Manager to submit annual budget.
- k. Is encouraged to participate in all Intergroup functions.
- l. At the end of their term, shall turn over bank account statement records and relevant information to incoming Treasurer.

Secretary (recorder of meetings):

- 1. Qualifications:
 - a. Maintain a minimum of two (2) years of sobriety (exceptions must be approved by majority vote of Advisory Board).
 - b. Shall have served as a member of the Intergroup Committee or have other A.A. service experience.
 - c. Shall have the ability to create and maintain digital or written records.
 - d. Meet all Participation Goals of Advisory Board.
- 2. Term of Office:
 - a. The Secretary shall be elected for a two (2) year term.
- 3. Duties and Authority:
 - a. Shall create and maintain complete and accurate records of Intergroup Committee meetings.
 - b. Copies of the minutes shall be delivered to the Chairperson through the Office Manager at least seven (7) days prior to the next Intergroup business meeting. (exceptions must be approved by Chairperson and/or Office Manager).
 - c. Shall attend monthly Intergroup Committee and Business meetings.
 - d. Shall have one vote at Intergroup meetings, but may not vote as an officer and a group representative.
 - e. Is encouraged to participate in all Intergroup functions.
 - f. At the end of their term, shall turn over all records to incoming Secretary (in digital form).

Ad Hoc Positions (2 members):

- 1. Qualifications:
 - a. Maintain a minimum of two (2) years of sobriety (exceptions must be approved by majority vote of Advisory Board).
 - b. Both members are from the Intergroup Committee and are not actively engaged as Chairperson of a standing service committee.
 - c. Shall have A.A. service and/or leadership experience.
 - d. Meet all Participation Goals of Advisory Board.

2. Term of Office:
 - a. Ad Hoc members shall be elected for a two (2) year term.
3. Duties and Authority:
 - a. Shall attend monthly Intergroup Business meetings.
 - b. Each Ad Hoc member shall have one vote at Intergroup monthly meetings, but may not vote both as a member of the Advisory Board and a group representative.
 - c. Are encouraged to participate in all Intergroup functions.

Office Manager:

1. Qualifications:
 - a. Maintain a minimum of five (5) years of sobriety (exceptions must be approved by majority vote of Advisory Board).
 - b. Shall have served as group Secretary, Intergroup Committee Representative or have other A.A. service and/or leadership experience.
 - c. Have experience in Twelve Step work.
 - d. Have reasonable business knowledge and people skills to conduct business operations of the Central Office.
2. Term of Office:
 - a. The Office Manager shall be appointed for a minimum term of two (2) years and not to exceed a term of five (5) consecutive years.
3. Duties and Authority:
 - a. Shall be appointed by the Advisory Board as a full-charge volunteer of Klamath-Lake Intergroup, Inc., and shall act as the Chief Administrative Officer of the Central Office.
 - b. Be responsible for the effective operation of the Central Office under the guidance of the Intergroup Committee as outlined in these By-Laws.
 - c. Conduct the daily operations of the Central Office.
 - d. Shall attend monthly Intergroup Committee and Business meetings.
 - e. Consult and coordinate with the Intergroup Committee, the Chairperson, and the Treasurer.
 - f. Participate in, and report to, both the Intergroup Committee and the Advisory Board; and sit as a member of the Advisory Board.
 - g. Is a signee on Intergroup checking account along with Treasurer.
 - h. Appoint assistants as necessary and supervise such assistants upon approval of the Intergroup Committee.
 - i. Supervise and assign duties to all volunteer help.
 - i. The Office Manager will conduct interviews with all potential volunteers (office and/or phone).
 - ii. Volunteer preferred qualifications:
 1. Maintain one (1) year of continuous sobriety,
 2. Experience in Twelve Step work,

3. Have an understanding of customer service.
- j. Deal with other business aspects of the Central Office such as securing and maintain an office space, landlord contact, maintain office supplies, maintain 24/7/365 phone service, schedule volunteers, and maintain a supply of sobriety coins and literature.
- k. Obtain Group information to keep most up-to-date meeting schedule as possible.
- l. Shall be part of the yearly budget committee.
- m. Meet all Participation Goals of Advisory Board.
- n. Outgoing Office Manager shall turn over all bank statement records, relevant Intergroup documents, keys, and all other information or items as appropriate to incoming Office Manager.

Elections and Vacancies

Election Procedures:

Intergroup Advisory Board officers and Ad Hoc members shall be elected at the regular December meeting pursuant to the following procedures:

1. **Chairperson** and **Secretary** shall be elected at the regular December meeting of **even** numbered years for a two (2) year term.
2. **Vice-Chairperson** and **Treasurer** shall be elected at the regular December meeting of **odd** numbered years for a two (2) year term.
3. **Ad Hocs** (2 members)
 - a. One **Ad Hoc** member shall be elected at the regular December meeting of **even** numbered years for a two (2) year term.
 - b. One **Ad Hoc** member shall be elected at the regular December meeting of **odd** numbered years for a two (2) year term.
4. **Office Manager** shall be **appointed** by the Chairperson for a minimum term of two (2) years and not to exceed a term of five (5) years.

The term of new officers and members will begin January 1st following the December election.

Elections shall allow adequate time for members of the Intergroup Committee to consult with their groups regarding nominations for the offices being filled.

Outgoing officers, Ad Hoc members, and the Office Manager are encouraged to allow others to participate in the spirit of service and fellowship; however, they may be re-elected to their former position, or another position, in the event no new candidates are interested or qualified.

Nominations:

1. Nominations for Officers and Ad Hoc members of the Advisory Board may be made by any Intergroup Committee member and received in writing by the Intergroup Committee Chairperson prior to the regular November Intergroup Committee meeting.

2. Nominations may also be made from the floor by Committee members at the November and December regular Intergroup Committee meetings.
3. A member may be nominated for more than one office, but may serve only in the office to which first elected.

Voting:

1. A sense of the meeting will be taken by Chairperson to determine whether a vote by hand or written ballot shall be used by Intergroup Committee and Advisory Board members in attendance.
2. Voting will be for one position at a time.
3. Voting will be by majority vote of Advisory Board members present during a regular Intergroup Committee or a special meeting of the Advisory Board.
4. Each group representative has but one vote.
5. Office Manager shall be appointed by the Chairperson and approved by majority vote of Advisory Board.

Appointment:

1. Office Manager may be nominated by any member of the Intergroup Committee before or during the November or December regular meetings; however, but the position shall be appointed by the Chairperson at a regular December Intergroup Committee meeting and assume office January 1st following the December meeting. Such appointment must be approved by majority vote of Advisory Board during a regular meeting of the Intergroup Committee or a special meeting of the Advisory Board.
 - a. Because the Office Manager is key to Klamath-Lake Intergroup daily operations; should an Office Manager be unable to complete their term of service, the Chairperson may take nominations and/or immediately appoint a new Office Manager for the remaining unexpired term of office. Such new appointment must be approved by majority vote of Advisory Board during a regular meeting of the Intergroup Committee or a special meeting of the Advisory Board.

Vacancies:

1. Vacancies on the Advisory Board shall be filled for the unexpired term of office by the majority vote of the Intergroup Committee and Advisory Board.
 - a. Nominees shall have the qualifications required for the office being sought.
 - b. Elections shall allow adequate time for members of the Intergroup Committee to consult with their groups regarding nominations for the offices being filled.
2. A special election may be initiated by the chairperson, at any time during the year, to nominate and elect a new member to serve in the open position.
3. In the event a member's conduct or participation concerns may arise, any Advisory Board member may make a motion during a regular Intergroup Committee meeting to request a special Advisory Board meeting to address those concerns.
 - a. Such a request for a special meeting shall be approved by majority vote of the Advisory Board.

- b. The Chairperson shall preside over all special meetings.
- c. Efforts shall be made to resolve any concerns in a positive manner.
- d. Inability to cooperatively resolve such matters may result in a member's removal from the Advisory Board and an open position.
- e. All such actions taken shall be approved by majority vote of Advisory Board members present during such special meetings.

Standardized Meeting Format

Chairperson shall be the presiding officer over meetings using Robert's Rules of Order as a guide. In the absence of Chairperson, the Vice-Chairperson or designee shall preside.

A quorum of four (4) voting members of the seven (7) positions on the Advisory Board are required to vote on Board business (excluding Chairperson who only votes in event of a tie).

The Office Manager shall prepare and provide, at a minimum, the following documents prior to start of Intergroup Committee and Advisory Board meetings:

1. Agendas shall include:
 - a. Group name,
 - b. Purpose of meeting,
 - c. Meeting Date,
 - d. Start Time,
 - e. End Time,
 - f. Meeting location,
 - g. Participants.
2. Minutes from previous meeting.
3. Treasurer's Report.
4. Other documents pertinent to agenda as appropriate.

Meetings shall be conducted using the following Robert's Rules of Order format:

- 1. Call to Order** (Chair or designee)
- 2. Moment of Silence and Serenity Prayer** (Chair or designee)
- 3. Role Call** (Secretary or designee)
 - a. Announce if a quorum is present (4 of 7 board members; excluding Chair)
 - b. If no quorum; may vote to adjourn, fix by adding member, or reschedule.
 - c. Votes taken without a quorum in attendance are invalid.
- 4. Reading of Minutes** (Chair or designee)
 - a. Are there any questions or corrections to Minutes? (Chair or designee)
 - b. Motion to approve Minutes.
 - c. 2nd to approve Minutes.
- 5. Treasurer's Report** (Treasurer or designee)
 - a. Are there any questions or corrections to Treasurer's Report? (Chair or designee)
 - b. (Report is filed for audit)

6. **Office Manager’s Report** (Office Manager or designee)
7. **GSR Reports and Announcements** (Chair and GSR’s or designees)
8. **Report of Ad Hoc or Special Committees** (Chair or designee)
9. **Old Business** (Chair or designee)
 - a. Agenda items.
 - b. Is there another important matter or unfinished business for this meeting?
10. **New Business** (Chair or designee)
 - a. Agenda items.
 - b. Is there another important matter or new business for this meeting?
11. **Announcements** (Chair or designee)
 - a. Are there any announcements to be made for the meeting?
12. **Next Meeting Date:** (Chair or designee)
13. **Motion to Adjourn** (Chair or designee)
 - a. Is there a Motion to Adjourn?
 - b. 2nd to approve Motion to Adjourn.
14. **Meeting Adjourned** (Chair or designee)
15. **Close with Responsibility Statement:** (Chair or designee)

*“I am responsible.
When anyone, anywhere, reaches out for help,
I want the hand of A.A. always to be there.
And for that; I am responsible.”*

Revisions

These By-Laws may be modified or replaced at the direction of the Intergroup Committee. Changes must be approved by majority vote of the Intergroup Committee and Advisory Board during a regular business meeting.