

BY-LAWS OF MIDSHORE INTERGROUP

Adopted August 13, 1991 by a vote of fourteen in favor of adoption and four against adoption of the twenty-two eligible members present, and revised on September 9, 1992, May 11, 2016, and September 11, 2019, February 9, 2022, July 2, 2024, February 28, 2025, June 11, 2025.

PREAMBLE

Having established an Intergroup for the primary area consisting of Caroline, Dorchester, Kent, Queen Anne and Talbot Counties, basic to the Third Legacy of Alcoholics Anonymous, we set forth hereafter By-Laws for the operation of Midshore Intergroup which will be spiritually guided by the Twelve Steps, Twelve Traditions and Twelve Concepts of Alcoholics Anonymous; Conference approved literature; and the Guidelines set by the General Service office of Alcoholics Anonymous, New York, NY; which will contribute to the consistency and continuity of the work undertaken by the Intergroup.

ARTICLE I – Purpose of Intergroup

The primary purpose of Midshore Intergroup, like the individual A.A. group, is to carry the message of Alcoholics Anonymous. This Intergroup is established to serve the individual member groups in carrying out those functions which are common to all A.A. groups but which may be best handled by a central office. These functions are described in some detail in the General Service Office publication, *“A.A. Guidelines – Central or Intergroup Offices.”*

ARTICLE II – Policies

The A.A. Guidelines and the Traditions of Alcoholics Anonymous shall be followed in the operation of Midshore Intergroup. If a question of policy arises which does not appear to be answered in the Guidelines or Traditions, a request for clarification in writing shall be made to the General Service Office. After discussion at an Intergroup meeting, the request and reply shall become part of the Intergroup’s permanent files.

ARTICLE III – Membership in Midshore Intergroup

- a. Each individual A.A. group within the five county area noted in the Preamble shall be eligible for membership in Midshore Intergroup and is urged to send a representative to Intergroup meetings. The only requirement for voting membership in Intergroup shall be current or pending registration with the General Service Office of Alcoholics Anonymous
- b. Each new representative is requested to notify the Secretary of Midshore Intergroup, either at the first meeting or before, of his/her name, an address and email address, to which correspondence may be sent, the group’s name, and the day and time the group meets

- c. While membership in Midshore Intergroup is not contingent on financial contributions, each group is encouraged to contribute to Midshore Intergroup, in accordance with the [guidelines](#) set down by the General Service Office.

ARTICLE IV – Midshore Intergroup Council

- a. The functions of Midshore Intergroup shall be carried out by the Intergroup Council, which is comprised of all elected or appointed representatives, the officers, and committee chairpersons. A quorum shall be required to conduct the business of Midshore Intergroup, such as voting on motions and appropriating funds. A quorum is defined as ten (10) voting members of the Intergroup Council. Any member of A.A. not serving as a member of the Council, is encouraged to attend meetings thereof, but shall have no vote or right to participate in debate, unless recognized by the Chair.
- b. The Midshore Intergroup Council shall meet not less than once each month, at a place and time to be decided by the Council.

ARTICLE V – Officers: Qualifications and Terms of Office

- a. The officers of Midshore Intergroup shall be: Chairperson, Vice- Chairperson, Secretary and Treasurer.
- b. The four officers shall be elected by a majority vote of not less than ten (10) members of the Council at the June meeting of each odd numbered year. A full term for each officer position is two (2) years.
- c. At least two months prior to the election of officers for the Midshore Intergroup Council, the Chairperson shall appoint a Nominating Committee whose duty shall be to present a slate of candidates to the next regularly scheduled meeting. The slate having been presented, the Council will then receive nominations from the floor.
- d. Any officer of the Midshore Intergroup Council shall be allowed to serve one additional consecutive term in the same office. The officers shall be elected by a majority vote as stated in Article V-b above. No officer shall serve more than two (2) consecutive terms.
- e. Nominees for the office of Chairperson or Vice-Chairperson shall have served on the present or previous Intergroup Council.
- f. Should the Chairperson of Midshore Intergroup be unable to continue in office, for any reason, the Vice-Chairperson shall assume the office of Chairperson for the remainder of the term.
- g. A vacancy that occurs in the office of Vice-Chairperson, Secretary or Treasurer, during a term, shall be filled in the same manner as that provided in these By-Laws for the biennial elections.

- h. In the event of there being two or more nominations for the same office, balloting shall be secret. The ballots shall be counted by two members designated to do so, one of whom may be the Chairperson.
- i. Terms of office shall commence upon the first day of July following the biennial election of officers in June, and shall continue until the last day of June two calendar years later.
- j. **A LAPSE IN SOBRIETY IS CAUSE FOR IMMEDIATE RESIGNATION FROM THE Midshore INTERGROUP COUNCIL.**

ARTICLE VI – Duties of Officers

The duties of the four officers shall include, but not be limited to, the following:

CHAIRPERSON: Shall: Preside over all meetings of Midshore Intergroup; provide general guidance to the overall operations of the Midshore Intergroup; with the Vice-Chairperson and Treasurer, sign a bank card for the purpose of co-signing checks drawn on the Intergroup; assure that a member of the Intergroup Council is in charge of the following Intergroup functions: Telephone; Literature; Correctional Facilities; Treatment Facilities; Office Management; Activities; and any other standing or temporary (Ad Hoc) committees as may become necessary; be an ex-officio member of all Intergroup committees; in general, perform all duties incident to the office of Chairperson; and such additional duties as may be assigned by the Intergroup Council from time to time.

VICE-CHAIRPERSON: Shall: Assist, and in the absence of the Chairperson, substitute for the Chairperson in the performance of Intergroup functions and the duties of the Chairperson; with the Chairperson and the Treasurer, sign a bank card for the purpose of co-signing checks drawn on the Intergroup account; be an ex-officio member of all Intergroup committees; lead and guide any Committee Chairperson, sharing their service experience and wisdom; and such additional duties as may be assigned by the Chairperson from time to time.

SECRETARY: Shall: Take notes at each meeting of the Intergroup Council from which formal Minutes shall be prepared and presented at the next meeting of the Council; upon acceptance, a copy of the formal Minutes shall be inserted into the permanent file of Midshore Intergroup, send a copy of the current month's minutes to all Intergroup Council members along with notification as to the location, date and time of the next Intergroup meeting; maintain a current and confidential list of Council members to which minutes and notifications will be sent; record the attendance of all persons attending a Midshore Intergroup meeting and attach a copy of the list to the permanent file copy of the Minutes of that meeting; make a separate copy of all motions made, seconded and approved at the Intergroup meetings, and place a copy in a separate "MOTIONS" file in the Intergroup office; update the By-Laws and Operating Guidelines to reflect any changes approved by the Intergroup Council; handle all email received; maintain email list and send notices or special announcements to the email list members.

TREASURER: Shall: Receive, account for, and with one co-signer, disburse Midshore Intergroup funds; with the Chairperson and the Vice- Chairperson sign a bank card for the purpose of co-signing checks drawn on the Intergroup account; prepare and distribute to members of the Intergroup Council quarterly and annual financial reports not later than one month after the close of the quarter or fiscal year, which report shall include the name of each group and the amount donated to Intergroup during the reporting period; report at each Intergroup meeting a summary of the current income, disbursements and balance of Intergroup funds; present for the Council’s deliberation any proposed expenditure over six hundred dollars (\$600.00); generally, oversee any special funds of Mid- Shore Intergroup, including the office petty cash fund, which shall at no time exceed fifty dollars (\$50.00).

ARTICLE VII – Committees of Midshore Intergroup Council

The duties of the committee chairpersons and their committees shall be such as the Chairperson of the Midshore Intergroup Council may direct, in conformance with sober common sense and General Service Office Guidelines. The parameters of these committees shall be:

- a. **PUBLIC INFORMATION AND COOPERATION WITH THE PROFESSIONAL COMMUNITY(PI/CPC):** Provide information about Alcoholics Anonymous to those who have contact with alcoholics through their professions and carry the A.A. message to the general public through the media. The parameters for the conduct of this committee are set forth in the General Service Office Guidelines, “Public Information,” and “Forming Local Committees in Cooperation with the Professional Community.”
- b. **CORRECTIONS COMMITTEE:** Coordinate the work of the individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics behind the walls. The parameters for the conduct of this Committee are set forth in the General Service Office Guidelines titled, “Corrections Committees.”
- c. **TREATMENT FACILITIES COMMITTEE:** Coordinate the work of the individual A.A. members and groups who are interested in carrying our message of recovery to treatment facilities. Review and coordinate A.A. efforts at “Bridging the Gap” from treatment to A.A. The parameters for the conduct of this committee are set forth in the General Service Office Guidelines titled “Treatment Committees.”
- d. **OFFICE MANAGEMENT and LITERATURE:** Receive and distribute the mail and maintain the office files in cooperation with the appropriate officer or chairperson; purchase supplies for the office; Maintain an adequate inventory of all Conference-approved literature necessary for the successful operation of all committees and member groups of Midshore Intergroup; maintain an inventory of current Intergroup Meeting Directories; perform such other duties as necessary to efficiently maintain the Intergroup office, including the maintenance of the office machines and equipment. Recruit, train and coordinate the schedule of volunteer A.A. members to handle telephone inquiries at the Intergroup office; work closely with the professional answering service; keep the Intergroup desk and professional answering service supplied with current information and guidelines; report pertinent information

to the monthly Intergroup meeting; circulate Twelfth Step sign-up sheets to A.A. groups and coordinate such lists for use by volunteers at the Intergroup desk and the professional answering service and send an acknowledgement to any group or individual for receipt of their contribution to Midshore Intergroup.

- e. **THE WEBSITE COMMITTEE:** The Midshore Intergroup shall have a Website Committee. The Committee shall consist of two subcommittees: 1) Website and Digital Communications Subcommittee which shall be responsible for the content and management of the Midshore Intergroup website and any other social media applications; and 2) Physical Outreach Subcommittee which shall be responsible for fostering face to face communication with groups within the Midshore Intergroup area, regularly communicating the services provided to groups by Intergroup, encouraging individual and group participation in Intergroup services and activities, and maintaining a current list of registered groups within Midshore Intergroup and current contact person for individual groups.
- f. **ACTIVITIES:** Organize, conduct and promote all affairs and functions run by and for the Midshore Intergroup.
- g. **FINANCE COMMITTEE:** The Finance Committee shall be led by a Chairperson who will form a committee of a minimum of two additional A.A. members to assist in carrying out the performance of these responsibilities. The Committee shall Prepare an annual budget and present it to the Midshore Intergroup Council for approval for each fiscal year; Be responsible for managing the approved annual budget during periodic reviews to occur no less than twice each year; Work with the Midshore Intergroup Treasurer to select qualified individuals to perform the annual audit and tax filings of the financial records; Review and approve state and federal tax returns and ensure that they are filed on time; Provide necessary support to Treasurer and CPA during annual audit; Provide financial guidance and recommendations on matters submitted by Midshore Intergroup, such as paid special workers, Capital Expenditures, and financial policies and procedures; Assist the Midshore Intergroup Treasurer in the performance of their duties; Provide a monthly report at the Midshore Intergroup meeting.

ARTICLE VIII- Midshore Intergroup Office

Midshore Intergroup shall establish and maintain an office which shall be used only for Intergroup activities and meetings. No club or A.A. group shall be operated in conjunction with this office, nor in the same space.

ARTICLE IX- Finances

- a. In accordance with the Seventh Tradition of A.A., Midshore Intergroup depends upon the financial support of its member groups, (each of which is encouraged to contribute on a regular basis), special contributions and gifts from member groups or individual members of the Fellowship, (in accordance with General Service Office Guidelines), and if approved by the Intergroup Council, fund raising events (which shall conform

- with A.A. Traditions and Guidelines).
- b. The Midshore Intergroup fiscal year shall begin July 1st and end the next succeeding June 30th.
 - c. **Abnormal expenditures of one hundred dollars (\$100.00) or more must be approved by the Intergroup Council.**

ARTICLE X – Approval and Amendments

- a. Upon approval by a two-thirds majority vote of not less than 10 Intergroup Council members present at a regularly scheduled Intergroup meeting, these By-Laws shall become effective and shall supersede all previous Midshore Intergroup Guidelines.
- b. The provisions of these By-Laws may be amended by two-thirds majority vote of not less than ten (10) Intergroup Council Members, provided the proposed amendments have been presented to the Council at the prior month's Midshore Intergroup meeting.