

## **Tioga County Intergroup Statement of Purpose:**

TCI is an A.A. service office that involves a partnership among the groups in the Tioga County, NY area. Tioga County Intergroups' primary purpose shall be the administration and coordination of A.A. activities common to the various groups composing its membership. TCI exists to aid these groups in carrying the message of Alcoholics Anonymous to those who suffer from alcoholism. In all its activities, policies and proceedings, TCI shall observe the practice and spirit of A.A.'s Twelve Traditions and Twelve concepts for World Service, as well as its Three Legacies of Recovery.

### **Basic services of Tioga County Intergroup:**

- Meeting Lists and Other Literature - At regular intervals, TCI may publish and distribute up-to-date lists of meetings and other information about local A.A. services.
- Information Exchange - TCI may function as a clearinghouse for the circulation and exchange of information among all the A.A. groups in the community.
- Group member issues - Act in an advisory capacity only as an exchange of ideas and information between member A.A. groups when asked to do so.
- Local A.A. Events - Manage the details of an annual dinner, picnic, or convention, if the participating groups wish it.
- Regular meetings – TCI shall hold a Group meeting on the third Thursday of every month at a central location.
- Maintain and establish Service committees on an as needed or required basis.

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## **Tioga County Intergroup Service Positions and Descriptions**

### **ELECTED POSITIONS**

#### **Chairperson**

- Suggested length of sobriety: Subject to TCI group conscience, minimum 2 yrs.
- Suggested term of office: Subject to TCI group conscience, 1 yr.
- Open and close all scheduled meetings. When unavailable chairperson shall send an acting chairperson or alternate.
- Ensure that meetings follow the Chairpersons Guidelines.
- Shall have no vote except to cast the deciding vote in the case of a tie.
- Appoints TCI committee chairs with Group Representative Approval.
- Is available to Groups and Committees to discuss matters involving TCI functions.
- Substitute for other group officers when necessary.
- Shall appoint a chairperson for each of TCI committees or temporary committees as may be necessary or appropriate.
- Shall work with their replacement to familiarize them with their duties, authority and any current projects.

#### **Secretary**

- Suggested length of sobriety: Subject to TCI group conscience, minimum 1 yr.
- Suggested term of office: Subject to TCI group conscience, 1 yr.
- Take minutes at all TCI monthly meetings.
- Transcribe monthly TCI meeting minutes in an appropriate time frame {7 to 14 days} and deliver copies to group representatives attending the next monthly meeting of TCI. Copies shall also be made upon request.
- Maintain a continuous record and/or copy of all monthly meeting minutes for TCI archives.
- Provide a strictly confidential "Trusted Servants List" for all TCI officers, individual group representatives and Committee chairs.
- Read previous months TCI meeting minutes for approval or corrections. If corrections are required they will be detailed during the "old business" discussion at the following monthly meeting.
- Shall work with their replacement to familiarize them with their duties, authority and any current projects.
- Acts as point of contact for any reproductions, copies or stationary issues.

## **Treasurer**

- Suggested length of sobriety: Subject to TCI group conscience, minimum 1 yr.
- Suggested term of office: Subject to TCI group conscience, 1 yr.
- Maintain an accurate record of all TCI fiscal transactions.
- Encourages group contribution support for TCI.
- Accept group contributions and provide receipts.
- Pay all TCI expenses and manage receipts.
- Provide a monthly treasurers' report at TCI monthly meeting.
- Provide an annual report at the January TCI monthly meeting.
- Shall work with their replacement to familiarize them with their duties, authority and any current projects.

## **Committee Chairs**

- The elected Chairperson appoints all committee chair positions with concurrence of the Group representatives.
- Suggested length of sobriety: Subject to TCI group conscience, typically 1 yr.
- Suggested term of office: Subject to TCI group conscience, typically 1 yr.
- In the case of Special event/committee needs, the term will expire upon the conclusion of the event and a report is presented to TCI at the monthly meeting.
- All Committee Chairs are required to attend the monthly TCI meeting and present a report. If circumstances arise and the chair is unable to attend a stand in may be used for reporting purposes.

## **Suggested Service Committees**

A.A. Answering Service  
Correspondence  
Public Information  
Cooperation with the Professional Community {CPC}  
Treatment Facilities  
Corrections  
Grapevine  
Literature  
Website  
Workshop

- Service Committees may be combined or have no active chairperson. Individual Committees may remain vacant and a Chairperson appointed by the acting TCI Chairperson on an as needed basis with the concurrence of the Intergroup Representatives.

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## **COMMITTEE CHAIR DESCRIPTIONS**

\* Adapted from the G.S.O. Guidelines. Full descriptions of each suggested Committee guideline compilations may be found and referred to on the Alcoholics Anonymous website { [www.aa.org](http://www.aa.org) }.

### **A.A Answering Service**

Coordinates communication between the answering service and TCI for questions and concerns.  
Keeps a record of all calls and ensures all inquires are answered.  
Reports monthly call activity at the TCI meeting.  
Maintains the Answering service carrier billing and payment records.  
Receives payment from TCI treasurer for the service as required.

### **Correspondence**

Collects incoming mail from P.O. Box 322.  
Sort's mail for A.A. approved correspondence.  
Requests funds and pays the box rental when required.  
Maintain the Correspondence notebook and reports incoming mail items at the TCI meeting.

### **Public Information**

Provides accurate and approved A.A. information to the general public.  
Publish open meetings, {with groups approval}, in local newspaper as required.  
Update, publish and distribute the TCI meeting schedule.

Inform the media {radio, TV, press} about our Tradition of Anonymity.

[Public Information cont.]

Responds to request for speakers at schools, businesses, churches and civic organizations.

Coordinates with the CPC chairperson for any public forums or informational workshops.

Ensures that any reproductions, whole or in part, of A.A. literature meets the reprint criteria as outlined in the GSO guidelines.

### **C.P.C {Cooperation with the Professional Community}**

Provides information about A.A. to those who have contact with alcoholics through their profession.

Work in conjunction with the Public Information Committee to hold public information forums as needed.

Maintain a listing of TCI area professionals {clergy, physicians, social work organizations, etc}.

Responds to requests for information by any professional organization.

### **Treatment Facilities**

Coordinate the work of individual members and groups who are interested in carrying the message of recovery into treatment centers.

Maintain a member list and up to date schedule of meeting times and locations as needed.

Maintain a positive relationship with treatment facilities.

Acts as liaison between the treatment centers and TCI.

Coordinate with the PI/CPC committees as needed.

### **Corrections**

Coordinate the work of individual members and groups interested in carrying the message of recovery to correction facilities.

Maintain a member list and up to date schedule of meeting times and locations.

Maintain a positive relationship with prison authorities.

Acts as liaison between the correction facility and TCI.

Coordinates prerelease/bridging the gap A.A. contacts as needed.

### **Grapevine**

Work at the group level to provide information about the Grapevine.

Ensure groups are provided with flyers and order forms.

Encourage the use of the Grapevine as a recovery tool.

Hold workshops or information sessions as needed.

### **Literature**

Maintain an appropriate supply of literature as required.

Dispose of outdated literature and inform representatives of updates and new releases.

Help groups place orders for literature from GSO as required.

Maintains a current listing of available A.A. approved literature.

Promotes the importance of A.A. literature for individual recovery.

### **Website/Internet**

Scope and description TBD by TCI group conscience.

### **Workshop**

Set up activities that address problems of alcoholism, recovery, group interaction and general service opportunities.

Workshops may be daylong programs with panel discussions or speakers.

Workshop topics decided by TCI group conscience.

Coordinate with other Service Committees as needed.

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## **Tioga County Intergroup Representatives**

- Each group in the Tioga County area is asked to send both a representative and an alternate representative to the regularly scheduled monthly meetings of TCI.
- The Intergroup representatives and alternates must be active members of the group they represent.
- Suggested length of sobriety: Subject to individual group conscience, minimum 1 yr.
- Suggested term of office: Subject to individual group conscience, 6 mos. to 1 yr.
- Representatives or alternates should be willing to serve on committees, or as chairpersons of committees for such events and services as may be determined by TCI.
- Inform their respective groups of TCI activities and collect feedback on any issues requiring a vote by all group representatives as needed.

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# **Tioga County Intergroup Financing**

## **Group Collections**

A.A. groups participating in the financial support of the service office may choose to make their contributions by setting aside fixed sums from their regular collections. Many groups pledge a fixed amount, which is paid periodically. This assures TCI office of a regular income, and certainly helps it to plan the best means of meeting its own obligations. Occasionally there are groups that do not support Intergroup. In these cases, the spirit of contributing voluntarily, which prevails throughout A.A., applies. If groups can't or choose not to pay their share of the costs, they shouldn't be denied the services of the office.

## **Special Contributions**

A.A. members may make individual contributions, on a pledge or voluntary basis, directly to the service office. Also, many A.A.'s make contributions to their central office in celebration of their A.A. birthday or anniversary.

## **Special Events**

Informational workshops, yearly banquets, dinners, conventions, and similar events which use the "profits" for support of the office may also be used.

## **Monthly meeting donations**

A donation will be made to the facility housing the monthly meeting. The amount is to be determined by the requirements of the facility and based on TCI group conscience.

- A suggested prudent reserve will preferably be one {1} to 12 months' operating expense, depending on local needs.

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## **ELECTIONS**

### **TCI Chairperson**

Term: July through June, Nominations in May, Vote in June

### **TCI Secretary**

Term: December through November, Nominations in October, Vote in November

### **TCI Treasurer**

Term: January through December, Nominations in November, Vote in December

The acting Secretary will provide and distribute a flyer announcing the upcoming election process 2{two} months prior to the position nomination date. Due to the closeness of the Secretary and Treasurer term openings, the flyer may combine these positions but still adhere to the 2{two}-month prior notification rule.

## **Nominations**

Nominations will be accepted for elected positions per the schedule outlined in the election description. Nominations will be closed after the position specified nomination meeting. In the case where a member is unable to be present during the nomination monthly meeting a written letter of intent submitted to TCI is acceptable during the open nomination process. After the nomination process is concluded it is suggested the group representatives, in order to have an informed group conscience, take the nominee information back to their individual groups for discussion prior to casting their vote at TCI.

## **Voting:**

Voting will be for 1{one} position at a time.

A sense of the meeting will be taken to determine whether a voice, hand or written ballot shall be used.

Each Group has 1{one} vote only cast either by their respective elected group representative or in the case of their absence the elected alternate.

Voting will be by majority vote.

The TCI acting Chairperson may only vote to break a tie.

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## **REVISIONS**

These by-laws may be modified or repealed by the majority vote of the Intergroup Representatives at two consecutive regularly scheduled monthly meetings.

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## **DISSOLUTION**

In the event dissolution of TCI should become necessary, all remaining funds and assets shall be disposed of as follows:

- a. Pay all outstanding debts.
- b. Sell all remaining assets for cash.
- c. Donate all cash to the General Service Board of Alcoholics Anonymous, Inc., Box 549, Grand Central Station, New York, NY.