

By-Laws
of the Victor Valley Intergroup
Central Office, Inc.

Article I

1.01 Name

The Society shall be known as the Victor Valley Intergroup Central Office, Inc.

Article II

2.01 Jurisdiction

The area covered by this Society shall encompass all of the communities generally considered General Service, Mid-Southern California Area 9, District 19.

Article III

3.01 Purpose

To coordinate the efforts of all Groups in the Area; to promote unity and service, to help the Groups carry out their primary purpose always remembering the Twelve Traditions and the A.A. Guidelines. The Group Conscience should govern our actions.

3.02 To assist members in the forming of new Groups.

3.03 To maintain a Central Office.

Article IV

4.01 Service Board

The Service Board shall consist of seven (7) elected : Chairman, Co-Chairman, Secretary, Co-Secretary, Treasurer, Co-Treasurer, and Associate Member.

4.02 Chairman

A - The Chairman will conduct meetings and preserve order in accordance with these Bylaws and such other rules and procedures as may be adopted by the Intergroup.

B - The Chairman will have authority to appoint special or temporary committees and shall be an Ex-officio member of all such committees

C - The Chairman will assist the Central Office Manager as needed.

D – The Chairman must have 5 years of continuous sobriety in Alcoholics Anonymous.

4.03 Co-Chairman

- A - The Co-Chairman will act as Chairman in the Chairman's absence.
- B - The Co-Chairman will assist the Service Board members and Committee members as needed.
- C – The Co-Chairman must have 4 years of continuous sobriety in Alcoholics Anonymous.

4.04 Treasurer

- A - The Treasurer will see that adequate bookkeeping records are maintained and that all bills are paid in a timely manner with the assistance of the Central Office Manager.
- B - The Treasurer shall give a financial report at each regular Intergroup Committee Meeting and submit records to an Audit Committee - appointed by the Chairman - for annual verification.
- C – All checks must be signed by two persons: The Treasurer and one other Service Board member.
- D - The Treasurer will act as Chairman in the absence of both the Chairman and Co-Chairman.
- E – The Treasurer must have 5 years of continuous sobriety in Alcoholics Anonymous.

4.05 Co-Treasurer

- A - The Co-Treasurer will act as Treasurer in the Treasurer's absence.
- B - The Co-Treasurer will assist the Service Board members and Committee members as needed.
- C - The Co-Treasurer must have 4 years of continuous sobriety in Alcoholics Anonymous.

4.06 Secretary

- A - The Secretary shall record the proceedings of all meetings and provide minutes for publication in the Newsletter.

B - The Secretary will assist Service Board and Committee members as needed.

C - The Secretary must have 2 years of continuous sobriety in Alcoholics Anonymous.

4.07 Co-Secretary

A - The Co- Secretary will act as Secretary in the Secretary's absence.

B - The Co- Secretary will assist the Service Board members and Committee members as needed.

C - The Co- Secretary must have 1 year of continuous sobriety in Alcoholics Anonymous.

4.08 Associate Member

A - The Associate Member will be available to help the Central Office Manager, the Service Board, and Committee members.

B- The Associate Member must have 1 year of continuous sobriety in Alcoholics Anonymous.

4.09 Tenure

A - All Service Board members shall be elected for a term of one (1) year and may not succeed themselves.

B– In case there are no potential candidates for Service Board positions by the time elections occur, current Service Board members may succeed themselves until a suitable replacement is found and voted in.

4.10 Elections

Elections will be held at the last regular Intergroup Committee meeting in December. All Service Board positions are open to annual elections, with the exception of those automatically filled by the Co-Chairman, Co-Treasurer, and Co-Secretary.

4.11 Resignations

A - Any Service Board member missing, un-excused, two (2) consecutive Scheduled meetings shall be considered resigned

B - Should any or all of the Service Board members resign, the vacancy shall be filled by election of the Intergroup Committee at the next regularly scheduled meeting for the remaining un-expired term. Officers so elected will be eligible for election to a full term at the next regular election.

4.12 Removal

Upon petition to the Chairman or acting Chairman by any six (6) voting members of the Intergroup Committee at the beginning of any meeting of the Intergroup, Service Board members may be named for confirmation or removal at the next Intergroup meeting. Removal or conformation shall be effective upon a two-thirds (2/3) votes of the voting members present. The person so named will absent him/herself from the room during the vote.*

Article V

5.01 Service Committee

A - The Service Committee shall consist of the Service Board members, Chairmen of Service Committees, and the Central Office Manager.

B - The Standing Committees will be as follows: Ways and Means, Public Information, Group Relations, Newsletter, and Cooperation with the Professional Community (CPC}.

C - New Standing Committees may be formed at the request of the Service Board.

5.02 Ways and Means Chairman

A - The Chairman will be responsible for the management of all Intergroup special events, i.e. picnics, workshops, etc.

B - The Chairman will appoint committee members to assist in his/her area of responsibility

5.03 Public Information Chairman

A - The Chairman will be responsible for coordinating efforts between the Intergroup, outside agencies, and the public.

B - The Chairman will appoint committee members to assist in his/her area of responsibility.

C - The Chairman will see that A.A. speakers are available to outside agencies.

D - The Chairman will see that A.A. members are available for cooperative information efforts such as Health Fairs, schools, etc.

5.04 Group Relations Chairman

A - The Chairman will be responsible for building and maintaining interest in Intergroup functions in the local A.A. community.

B - The Chairman will appoint committee members from diverse geographical areas to assist in his/her areas of responsibility.

C - The Chairman will see to it that committee members visit every group as often as practicable to urge participation in Intergroup and explain its function.

D - The Chairman will assist members interested in forming new A.A. Groups.

5.05 Newsletter Chairman

A - The Chairman will be responsible for preparing, publishing, and mailing the monthly Intergroup Newsletter.

B - The Chairman will appoint committee members to assist in his/her areas of responsibility.

5.06 Cooperation with the Professional Community (CPC)

A - The Chairman will be responsible for coordinating efforts between Intergroup and Professional Agencies including their personnel.

B - The Chairman will appoint committee members to assist in his/her area of responsibility.

C - The Chairman will see that A.A. speakers are available to professional agencies.

D - The Chairman will arrange for Professionals and their personnel to attend open A.A. meetings.

5.07 Standing Committee Composition

Each Standing Committee Chairman will appoint his/her own committee from the local A.A. community and among non-alcoholic friends of A.A. There should always be a majority of A.A.¹s on each committee.

5.08 Resignations

A - Any Committee Chairman missing, un-excused, two (2) consecutive scheduled meetings will be considered resigned. Resignations will be filled by appointment of the Service Board.

B - Should any Committee Chairmen resign; the vacancy shall be filled by election of the Intergroup Committee at the next regularly scheduled meeting for the remaining un-expired term. Chairmen so elected will be eligible for election to a full term at the next regular election.

Article VI

6.01 Intergroup Committee

A - The Intergroup Committee will consist of the Service Board, the Service Committee, and all Intergroup Representatives.

B - To be eligible to vote on Intergroup Committee matters, the Intergroup Representative or his/her Alternate, shall have attended two (2) consecutive Intergroup meetings.

C - All A.A. members are encouraged to address the Intergroup Committee and discuss their or their Groups¹ thoughts on Committee matters. However, they will refrain from voting.

6.02 Intergroup Meetings

A - Intergroup Meetings will be held at least six (6) times yearly at a time and place designated by the Service Board.

B - Each A.A. Group in the Area shall be entitled to one voting Intergroup Representative with an Alternate or proxy member in his/her absence.

C - An A.A. member may represent only one Group at a time.

D - For Intergroup purposes, a meeting is a Group if it meets the requirements put forth in A.A. World Service Pamphlet P - 16.

6.03 Special or Emergency Meetings

Special or emergency meetings may be called by the Chairman or a majority of the Service Board members to deal with any matter which cannot await the next regular meeting of the Intergroup Committee.

Any action taken that would normally be a matter for the Intergroup Committee will be subject to review at the next Intergroup meeting.

Article VII

7.01 Central Office

The Intergroup Committee will maintain a Central Office under the management of a Central Office Manager. The Manager will be hired by the Service Board. The Manager will be paid a salary and be reimbursed for expenses as determined by the Service Board.

7.02 Central Office Manager

A- The Manager will be responsible for maintaining and operating the Central Office in accordance with procedures and guidelines provided by the General Service Office in New York and the Intergroup Committee.

B - The Manager will purchase and maintain General Service Conference approved literature and other publications and items of interest to be made available to all Groups.

C - The Manager will coordinate the efforts of all volunteers necessary for the operation of the Central Office.

D - The Manager will coordinate the efforts of all volunteers necessary to maintain 24-hour phone answering capability.

E - The Manager will maintain and update the Twelve Step volunteer list as needed.

F - The Manager, with the Public Information Chairman, will maintain advertisements in local newspapers and other media as appropriate.

G - The Manager will be responsible for maintaining current directories of A.A. meetings in the Area and inform Newsletter Chairman of changes to be included in the Newsletter.

H - The Manager will have authority over such other matters as necessary to operate the Central Office.

Article VIII

8.01 Deletion, Amendments, Revisions

These By-laws may be amended or revised consistent with the Corporate Charter and State Law by any voting Intergroup Representative upon petition to the Intergroup Committee at a regularly scheduled Intergroup Meeting.

Amendments will be effective upon a majority vote of the voting membership present at the following regularly scheduled Intergroup Meeting.

8.02 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 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.

8.03 Previous Bylaws Voided

New Bylaws shall void any previous Bylaws or rules upon their adoption.

8.04 Time Amendment becomes effective.

An amendment to the bylaws goes into effect immediately upon its adoption.

These Bylaws were adopted and approved by the Members of the Victor Valley Intergroup Central Office Committee and were last amended on March 21, 2026.

Chairman [Signature]

Date 4/18/26

Co-Chairman [Signature]

Date 3-21-26

Secretary [Signature]

Date 3-21-26

Treasurer [Signature]

Date 3/21/26

Associate Member [Signature]

Date 3/21/26