

ONLINE INTERGROUP BYLAWS

ARTICLE 1. GENERAL PROVISIONS

Section 1.01. Purpose

The Intergroup is a service organization established pursuant to the Ninth Tradition of Alcoholics Anonymous ("AA") to operate on behalf of the participating groups of AA on the internet in accordance with the Twelve Traditions and Twelve Concepts of Alcoholics Anonymous. The Intergroup exists to aid the groups in their common purpose of carrying the AA message to the alcoholic who still suffers.

Section 1.02. Organization

The Intergroup is a nonprofit corporation, formed on February 24, 1996, organized and existing under the laws of the state of New Jersey. It shall maintain a registered office and registered agent in the state of New Jersey and shall comply with the New Jersey Nonprofit Corporation Law.

Section 1.03. Responsibilities

The principal responsibilities of the Intergroup are to promote the unity of the on-line AA groups in accordance with AA's First Tradition, to use the internet to carry the message of AA in accordance with AA's Fifth Tradition, to respond to the needs of the on-line AA groups in accordance with AA's Ninth Tradition, and to provide a central source of information about on-line AA through a website, directory, and the activities of its members, in accordance with AA's Eleventh Tradition.

Section 1.04. Structure

The membership of the Intergroup meets continuously as an Assembly. Any member of AA is welcome to participate in the Assembly although voting privileges are limited to registered online AA groups, acting through their representatives, and current officers. The Assembly elects officers and chairs of its standing committees, who also serve ex officio as trustees. The business of the Assembly is guided by these By-laws and the Policies and Guidelines Document. (modified 11/3/00)

1.05. Duration

The duration of the Intergroup is perpetual. If, however, the Intergroup is dissolved, its assets shall be distributed for one or more tax exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code. Any assets not so distributed shall be disposed of by order of the Court of Common Pleas of the county in which the principal office of the Intergroup is then located, exclusively for such purposes or to such organizations as the Court shall determine, organized and operating exclusively for tax exempt purposes.

1.06. Warranties

In all its proceedings, the Intergroup observes the spirit of the AA traditions, taking care that the Intergroup never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Trustees, Officers, or Members be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote and whenever possible substantial unanimity; that no Intergroup action ever be personally punitive or an incitement to public controversy; that although the Intergroup may act for the service on online AA, it never perform any acts of government; and that, like the

Society of Alcoholics Anonymous which it serves, the Intergroup itself will always remain democratic in thought and action

1.07. Website

These By-laws, as they may be amended from time to time, shall be posted upon the Intergroup's website.

ARTICLE 2. MEMBERS

Section 2.01. Membership

Membership in the Intergroup is open to all online AA groups and all members of AA. There are two classes of membership: voting and nonvoting.

Subsection 2.01(a). "Voting Members" include each registered online AA group and the current Intergroup officers. Each registered online AA group participating as a member should select an Intergroup representative (IGR) to exercise its membership. It is suggested that IGR's have at least one year of continuous sobriety and that they be active members of their groups. Groups may also select alternate IGR's. Each Voting Member has one vote only. An alternate may present a motion with the assent of the representative from that group. An alternate may vote but such vote will count only if the representative from that group does not vote. (modified 11/3/00)

Subsection 2.01(b). "Nonvoting Members" include any AA member who wishes to join the Intergroup. He or she may participate in the discussions of the Assembly but may not offer motions or vote.

Subsection 2.01(c). The Voting Members, convened in the Assembly, constitute the governing body of the Intergroup. The final responsibility and ultimate authority for the Intergroup resides in the collective conscience of the Voting Members of the Assembly.

Section 2.02. Manner of Admission

Subsection 2.02(a). Any online AA group may join the Intergroup as a Voting Member by registering with the Policy and Admissions Committee its group name and e-mail contact.

Subsection 2.02(b). Any interested AA member may join the Intergroup as a Nonvoting Member by registering with the Policy and Admissions Committee.

Subsection 2.02(c). There are no dues or fees for membership. The Intergroup is self-supporting through the contributions of AA members and groups.

Section 2.03. Non-member AA Groups

Any non-member online AA group shall have the benefit of the services of the Intergroup

Section 2.04. Meetings

Meetings of the Intergroup are in session continuously. Admission of any member into the Intergroup is equivalent to notice of the meeting; no further notice of the proceedings need be given. The Intergroup has adopted a Policies and Guidelines Document, and reference should be made to it for rules relating to any matter requiring a vote.

Section 2.05. Quorum

The Secretary of the Intergroup polls the membership twice a year. In any matter requiring a vote, a quorum exists if one-third of the number of the Voting Members, determined by the last semi-annual poll, vote on it, with abstentions counting as votes in establishing a quorum. The Secretary determines whether a quorum was present according to the vote and the poll, unless the Secretary was an interested party in the voting, in which case the Chair designates another disinterested individual to determine the quorum.

Section 2.06. Voting

Members are allowed from seven to thirty days for discussion of motions as the Chair determines. Voting Members are allowed at least seven days from the date the ballot is e-mailed or posted on the website to vote. Abstentions are disregarded for purposes of establishing whether the motion has passed. All motions pass by majority vote with the following exceptions:

- (1) motion to remove an officer: seventy-five percent
- (2) motion to remove a member: seventy-five percent
- (3) motion to amend the Certificate of Incorporation: two-thirds
- (4) motion to amend the By-laws: two-thirds
- (5) certain secondary motions as specified in the Policies and Guidelines Document

Section 2.07. Removal of Member

No Intergroup member may be removed from the Intergroup or the Assembly except after discussion for thirty days and vote of seventy-five percent of the Voting Members, abstentions not counting. However, the Assembly may adopt such rules as it sees fit for temporary suspension of Members on account of inappropriate or disruptive behavior.

2.08. Inspection of Records

Any Voting Member may have reasonable access to the books and records of the Intergroup. Any expenses involved must be paid by the requester except as the Intergroup may otherwise determine.

ARTICLE 3: OFFICERS

Section 3.01. Officers

The Voting Members will elect the officers set forth below. The officers set forth in this Article of the By-laws and the Chairs of the Standing Committees set forth in the following Article of the By-laws are the "Intergroup Officers." The Voting Members may also elect such other officers as they may wish to elect from time to time.

Subsection 3.01(a): Chairperson. The Chair presides over the Assembly's continuous meeting. The Chair sets the agenda for discussions of the Assembly in consultation with the membership and rules on points of procedure that arise under these By-laws and the Policies and Guidelines Document. The Chair is a non-voting member of all standing committees, and the Chair may establish such ad hoc committees as needed. For purposes of New Jersey law, which requires that a nonprofit corporation have a "president," the "Chair" is effectively the "president."

Subsection 3.01(b): Alternate Chairperson. The Alternate Chair acts as Chair in the absence of the Chairperson. The Chair may delegate responsibilities, including the Chair's position as ex officio member of the standing committees, to the Alternate Chair, as he or she deems advisable. The Chair is encouraged to consult with and work closely with the Alternate Chair to facilitate a smooth transition of duties at the conclusion of his or her term of office.

Subsection 3.01(c): Secretary. The Secretary maintains the corporate records including the membership list, committee reports, motions, election results, By-laws, Certificate of Incorporation, the Policies and Guidelines Document, annual reports, and correspondence with government agencies. The Secretary presides over elections, posts the ballots, and collects, tallies, and posts the results of elections and motions. If the Secretary is standing for election to an office, then the Chair performs the duties of the Secretary or appoints a disinterested third party to do so in regard to that election.

Subsection 3.01(d): Treasurer. The Treasurer maintains the Intergroup's financial records, including a detailed account of receipts and disbursements, which he or she summarizes and reports to the Intergroup quarterly. The Treasurer also maintains the Intergroup's tax returns, if any, and records relating to exemption from taxation of the Intergroup as a non-profit entity. The Treasurer receives contributions and maintains the Intergroup's funds in an account in the name of the Intergroup in such financial institution as the Treasurer, with the consent of the Voting Members, may designate. The Voting Members shall adopt rules for the execution and issuance of checks on the Intergroup's account.

The Treasurer is a non-voting member of the Finance Committee. The Treasurer and the Finance Committee jointly prepare the Intergroup's proposed annual budget, which they present to the Assembly during the first quarter of each year.

Subsection 3.01(e): Historian. The Historian maintains an accurate history of the Intergroup from the founding of the Living Cyber Committee to the present day. Such history may include documents compiled by the Officers, agendas, motions, discussions, oral histories, letters, communications with other organizations, and other pertinent documents.

The Historian maintains a presentation of selected relevant materials, including those documents of greatest interest to the largest number of people.

The Historian protects the anonymity of AA members in publicly-presented material, referring to them by their first names and the initial of their last names, unless the individual in question uses an obvious pseudonym, in which case the entire pseudonym may be used.

Beginning with the year ending December 31, 2000, the Historian will conduct the annual Online Intergroup Census. The census will represent, as accurately as possible, the number of participants in AA online. If necessary, the incoming and outgoing Historian will cooperate in completing the census.

Subsection 3.01(f): Alternates. All officers and committee chairs shall appoint an alternate for their respective positions and shall share all pertinent information regarding that position with this person. The alternate will accept full responsibility of the position should the officer or committee chair have to step away for any reason. These alternates will not be elected officers and therefore do not have to give up any service position they currently hold (such as Group Representative or Alternate) to serve in this capacity.

In the event of an officer or committee chair's extended absence, this person may assume the role of the officer or committee chair by appointment of the current Intergroup Chair if found acceptable to the Intergroup membership by a non-objection vote. In this event, the alternate would then assume the role on a permanent basis and relinquish their previous voting position as per the OIAA bylaw section applicable for that position.

(Passed by the Intergroup on 04/30/00)
(modified by OIAA 11/3/00)

Section 3.02. Eligibility

Anyone who is presently serving or who has formerly served as an Intergroup Officer, IGR or alternate IGR is eligible for service as an Intergroup Officer or alternate Intergroup Officer provided that he or she meets the qualifications for the particular office, which are as follows: (modified by OIAA 11/3/00)

Subsection 3.02(a). Chair, Alternate Chair, Treasurer, Unity Committee Chair, and Policy and Admissions Committee Chair: a minimum of two years of continuous sobriety and six months of service as an IGR or alternate.

Subsection 3.02 (b). All other Intergroup Offices: a minimum of one year of continuous sobriety and three months of service as an IGR or alternate.

Subsection 3.02 (c). No person may hold more than one Intergroup Office at a time, nor may any Intergroup Officer serve concurrently as an alternate Intergroup Officer.

Subsection 3.02 (d). Any officer suffering an interruption in sobriety is encouraged to promptly admit it and shall be replaced in a special election unless the Voting Members rule otherwise.

Subsection 3.02(e). All officers must be at least eighteen years of age.

Section 3.03. Term

The term of office for all Intergroup Officers is one year. No person may hold the same Intergroup Office for more than two consecutive terms, except that the same person may serve as Historian for three consecutive terms. The terms of the Officers are staggered as follows:

Subsection 3.03(a). The following Officers begin their terms on January 1: Chair, Alternate Chair, Finance Committee Chair, Public Information Committee Chair, Historian, and World Wide Web Pages Committee Chair.

Subsection 3.03(b). All other Intergroup Officers begin their terms on July 1. Any officer whose term expires on June 1 at the time of the adoption of these By-laws continues to serve until July 1.

Section 3.04. Elections

The Voting Members elect Intergroup Officers by a modified Third Legacy Procedure, as follows:

Subsection 3.04(a). At least sixty days before the new term of office begins, the Secretary polls all eligible candidates for their willingness to stand for one or more of the Intergroup Officer positions up for election. The secretary posts the results of the poll to the Assembly. If only one candidate steps forward for any particular office, the Secretary repeats the poll for that office. If after the second poll only one candidate is willing to serve, then that candidate is elected by acclamation.

(modified by OIAA 11/3/00)

Subsection 3.04(b). At least forty-five days before the new terms of office begin, the Secretary announces the elections and posts the ballot. Voting continues for seven days after the date when the ballot is e-mailed or posted. Voting by e-mail will always be available upon request of any Voting Member. Each Voting Member has one vote for each office. No individual may vote in more than one capacity.

Subsection 3.04(c). Election voting takes place by secret ballot; a roll call vote is not available following an election. The Secretary names at least two vote counters, who may be any Voting or Nonvoting Members except candidates for office. The vote counters forward the election results to the Secretary or the other designated election official. If discrepancies exist between the tallies, the Secretary or other designated election official contacts the voter(s) involved to resolve the discrepancy and then posts the results to the Assembly.

Subsection 3.04(d). If no candidate receives sixty percent of the votes cast for a particular office, the Secretary posts a second ballot listing the names of the following:

(1) candidates tied for first place and all others (if any) who received more than twenty-five percent of the total votes cast for that office; or

(2) the first place candidate, the second place candidate or candidates tied for second place, and all others (if any) who received more than twenty-five percent of the total votes cast for that office.

Voting proceeds as before.

Subsection 3.04(e). If no candidate receives sixty percent of the votes cast for that office on the second ballot, the Secretary posts a third ballot listing the names of one of the following:

(1) candidates tied for first place and all others (if any) who received more than one-third of the total votes cast for that office; or

(2) the first place candidate, the second place candidate or candidates tied for second place, and all others (if any) who received more than one-third of the total votes cast for that office.

Voting proceeds as before.

Subsection 3.04(f). If neither candidate receives sixty percent on the third ballot, then the Secretary assigns numbers to the candidates and disclose list to the vote counters. The Chairperson picks one of the numbers assigned and announces it. The Secretary then announces the "winning name" to the Assembly.

Subsection 3.04(g). Upon taking office, Intergroup Officers relinquish their positions as IGR's or alternates and request their groups to elect replacements.

Section 3.05. Special Elections

Should any office become vacant, the Secretary calls a special election. The voting procedure is the same as set forth above, except that the Secretary may establish shorter time intervals for polling the Assembly for willing candidates. Upon election, the candidate takes office immediately and remains eligible for re-election to the same office as if he or she had not held that office before.

Section 3.06. Trustees

The Intergroup recognizes that the law of the state of New Jersey requires that a non-profit corporation have trustees. It is the will of the Intergroup that the Voting Members, not the trustees, exercise the power to govern the Intergroup, that the trustees as such have no governing power, and that By-laws adopted by the Voting Members may not be altered or repealed by the trustees. For purposes of compliance with the New Jersey Nonprofit Corporation Act, the Intergroup Officers are ex officio trustees of the Intergroup and shall be listed as such on the annual reports to the state.

Section 3.07. Removal of Officer

Any Officer may be removed from office by a vote of three-fourths of the Voting Members following a discussion of no less than thirty days.

Section 3.08. Additional Duties

The Voting Members may assign other duties besides those set forth in the By-laws to any of the Officers.

Section 3.09. Compensation

No person receives compensation for his or her service as Officer or Trustee.

Section 3.10. Execution of Documents

Contracts, agreements, and engagements may be executed on behalf of the Intergroup by those Officers designated by resolution of the Voting Members to sign them.

ARTICLE 4. COMMITTEES

Section 4.01. Standing Committees

The Standing Committees of the Intergroup are set forth in this Article. They have the duties set forth below and such additional duties as the Voting Members may assign to them. Each standing committee must have at least four IGR's or alternates and may include any present Officer, past Officer, or Nonvoting Member. The standing committee chair is an Intergroup Officer, relinquishes IGR or alternate status upon election, and requests the election of a successor from his or her group . The

Intergroup Chair or Alternate Chair is a non-voting member of all standing committees.

(modified by OIAA 11/3/00)

Section 4.02. Ad Hoc Committees

The Intergroup Chair may create ad hoc committees for a period of no more than two years. The Chair defines the duties assigned to each such committee. The Voting Members may assign additional duties to the ad hoc committees. Each such committee should have at least three IGR's or alternates and should elect a committee chair. Ad hoc committee chairs report quarterly to the Assembly.

Ad hoc committee chairs are not Intergroup Officers and do not relinquish their status as IGR's or alternates.

Section 4.03. Standing Committee Chairs

Fourteen days before the end of each calendar quarter, each Chair of a committee, standing or ad hoc, sends a quarterly report of the committee's activities to the Intergroup Chair and Secretary to be forwarded to the Assembly. The Committee Chair should solicit minority opinions and the committee's recommendations for action by the Assembly, if any, and include them in the quarterly reports. Each Chair should maintain records of the proceedings of his or her committee as advisable.

Section 4.04. Policy and Admissions Committee (PAC)

Subsection 4.04(a). All motions to amend the By-laws must first be submitted to PAC. In addition, an IGR or alternate IGR wishing to present a motion affecting Policies or Guidelines must submit it first to PAC. A committee, standing or ad hoc, presenting a motion affecting Policies or Guidelines is encouraged to submit it first to PAC but is not required to do so. PAC assists the movant in formulating the motion before it goes to the Assembly. PAC may not support or oppose any motion nor refuse to assist any movant nor delay unreasonably in the consideration of any motion, although individual PAC members may speak to the motion in the Assembly as they see fit. PAC's principal function in regard to such motions is to make the movant's intent clear and to harmonize the motion's language with the existing documents.

Subsection 4.04(b). PAC assists new online AA groups in registering for membership. PAC also assists member groups as needed to regain their status as Assembly participants if they have lapsed.

Subsection 4.04(c). PAC reviews the Policies and Guidelines Document periodically and makes recommendations to the Assembly regarding policies and guidelines.

Subsection 4.04(d). If a dispute arises in the Assembly or in a committee regarding the meaning or application of the By-laws or Policies and Guidelines Document, PAC renders an advisory opinion on the subject at the request of any interested party.

Section 4.05. WWW Pages Committee (WWWC)

WWWC maintains the Intergroup's website in accordance with the principles of the 12x12x12 and instructions of the Assembly. The WWWC may delegate editorial responsibility to an individual with the expertise to write and edit HTML pages. WWWC may make recommendations to the Assembly regarding the content of the website.

Section 4.06. Public Information Committee (PIC)

PIC is responsible for communication between the Intergroup and the public. PIC carries the message to the public and to AA members and groups who are not presently online via literature, presentations, press, radio, films, television, and the internet in accordance with AA's Eleventh Tradition. PIC may make recommendations to the Intergroup regarding relations with press, radio, films and TV.

Section 4.07. Finance Committee (FC)

FC assists with the development of financial policies and guidelines and may make recommendations to the Assembly on these subjects. FC works together with the Treasurer to develop and present the proposed annual budget to the Assembly in the first quarter of each year.

Section 4.08. Convention Committee (CC)

CC plans the Intergroup's presence at AA functions other than service structure meetings. CC may establish ad-hoc subcommittees to organize an Intergroup presence at a particular event. The subcommittee for the International Convention may continue from the time it is established until its business is wrapped up after the Convention even though that may be longer than the two years otherwise allowed for ad hoc committees, and the chairs of such subcommittees may serve for as long as the subcommittee is needed. It is suggested that the chair of the subcommittee for the last International Convention serve as an adviser on the subcommittee for the following International Convention.

Section 4.09. Unity Committee (UC)

UC promotes the best possible unity of service between the Intergroup and other AA service entities such as GSO, AAWS, areas, districts, and other Intergroups. UC considers matters which may affect online AA groups and may suggest "online advisory statements" to the Assembly for discussion and approval. If approved by the Assembly, the "online advisory statement(s)" represent the informed group conscience of the member groups.

4.10. 12 Step Committee (12C)

The 12-Step Committee responds to e-mails from alcoholics who reach out for help over the internet, sharing experience, strength and hope with the alcoholic who still suffers. The 12C tries to match the alcoholic with a sober AA member in the same geographic area speaking the same language.

4.11. Cooperation With the Professional Community (CPC) Committee

The CPC Committee reaches out to professionals such as those in the medical profession or judicial system with information about AA through pamphlets, exhibits, and direct contacts. The CPC maintains a web page and responds to email inquiries.

4.12. Subcommittees of Standing Committees

Any standing committee may create an ad hoc subcommittee to address a particular function for a term not exceeding two years. The chairs of such subcommittees are not Intergroup Officers and may maintain their IGR or alternate status.

ARTICLE 6. NONPROFIT OPERATION

6.01. Not a business corporation

The Intergroup will issue no shares of stock. No dividends will be paid. None of the income or assets of the Intergroup may be distributed to the Members, Trustees or Officers except for adequate consideration following full disclosure and approval of the Voting Members. No Member of the Intergroup has any vested or proprietary right, interest or privilege in the assets, property, functions or activities of the Intergroup.

6.02. Tax exempt status

The Intergroup is restricted to charitable and educational purposes as those terms are defined in Internal Revenue Code ("IRC") section 501(c)(3). These purposes are set forth in the General Provisions of these By-laws and in the Certificate of Incorporation. The Officers are authorized and directed to maintain the Intergroup's tax exempt status on the state and federal levels.

6.03. Restriction on activities

The Intergroup shall not carry on propaganda or otherwise attempt to influence legislation nor participate in any political campaign. Notwithstanding any other provision of these By-laws, the Intergroup shall not carry on any other activities not permitted to be carried on by a corporation exempt from income tax under IRC section 501(c)(3) or by a corporation, contributions to which are deductible under IRC section 170(c)(2).

6.04. Not a private foundation

The Intergroup is not a private foundation as it receives broad public support. If, however, the Intergroup is found to be a private foundation, then it shall comply with all rules relating to private foundations necessary to preserve its tax exempt status. In particular, the Intergroup (1) shall distribute its income for any tax year at such time and in such manner as to avoid the tax on undistributed income imposed by IRC 4942; (2) shall not engage in any act of self-dealing as defined in IRC 4941(d); (3) shall not retain any excess business holdings as defined in IRC 4943(c); (4) shall not make any investments in such manner as to subject it to tax under IRC 4944; and (5) shall not make any expenditures as defined in IRC 4945(d). All references to the IRC include any corresponding section of future tax codes.

ARTICLE 7. INDEMNIFICATION

Section 7.01. Indemnification

The Intergroup shall indemnify each current and former Officer and Trustee from liability for acts within the course of his or her service to the Intergroup to the full extent permitted by the New Jersey Nonprofit Corporation Act.

Section 7.02. Waiver of liability

A current or former trustee or officer shall not be personally liable to the Intergroup or its members for damages for breach of any duty owed to the Intergroup or its members, except in cases of receipt by such person of an improper personal benefit.

ARTICLE 8. AMENDMENTS

Section 8.01. Two-thirds vote required

These By-laws may be amended or replaced and new By-laws may be adopted by a two-thirds vote of a quorum of the Voting Members. A two-thirds vote is also required to amend or replace the Certificate of Incorporation.

Section 8.02. Effective date of amendments

Amendments are effective on a date specified by the Voting Members but not later than three months after the date of approval of the amendment by the Voting Members.

Secretary's Certification

I, the Secretary of the Online Intergroup of Alcoholics Anonymous, certify that the foregoing BY-LAWS OF THE ONLINE INTERGROUP OF ALCOHOLICS ANONYMOUS were duly adopted by a vote of two-thirds or more of the Voting Members of the Intergroup on the 1st day of April, 2000, and that they are the By-laws presently in effect for this corporation. Dated: April 16,2000.

/s/ Ellen Van Alstine
Secretary of the Online Intergroup of Alcoholics Anonymous

ONLINE INTERGROUP POLICIES AND GUIDELINES

Policies

A "policy" is any principle, plan, or course of action adopted by the Assembly to supplement the By-laws. Policies may be adopted by majority vote of the Assembly quorum.

Guidelines

A "guideline" is in the nature of a tradition, suggestion or rule of thumb for the actions or deliberations of the Assembly, committees, Officers, Trustees, or Members. The 12x12x12 embodies guidelines for all actions and deliberations of the Intergroup. Additional guidelines may be added by a majority vote of a quorum of the Voting Members.

Policies and Guidelines Document

The Secretary maintains the Policies and Guidelines Document, which includes the policies and guidelines adopted by the Assembly. The Policies and Guidelines Document is maintained on the Intergroup's website. It may be amended by majority vote of a quorum of the Voting Members.

ONLINE INTERGROUP POLICIES

A) Contributions of Excess Funds

If the Intergroup treasury contains funds in excess of what the Intergroup needs meet its budget for the following year, then the budget shall provide for the excess funds to be contributed to an AA entity (for example a GSO or several GSOs or the International Literature Fund) which contributions shall be made each year as soon as reasonably possible after the budget has been approved. Once the Finance Committee Chair has the budget amounts for the following year, the Finance Committee Chair shall convey that information to the Treasurer and the Treasurer shall make a recommendation to the Finance Committee as to the amount available for the contribution, and entity or entities to receive the contribution as part of the budget process. The amount recommended by the Treasurer and the entity or entities to receive the contribution(s) shall be included in the proposed budget to be voted on by the Intergroup. After the budget has been approved and the contributions made, the Treasurer shall continue to monitor the prudent reserve, and from time to time, or at any time during the year the Treasurer believes there is sufficient cash and prudent reserve to make additional contributions to AA entities, the Treasurer may make a recommendation to the Intergroup as to the amount, timing of additional contributions, and entity or entities to receive the contribution. Upon recommendation of the Treasurer these contributions may be made after a simple majority vote following a week's discussion.

B) Accounting Year

The tax and accounting year for Intergroup shall be the year ending on March 31 of each year.

C) Budget and Reports

The Treasurer shall file a final annual report as soon as possible after March 31 of each year. The Treasurer shall file quarterly reports to the Intergroup on January 1, April 1, July 1 and October 1. All budget requests for the following year shall be sent to the Finance Committee no later than February 1. The Treasurer and Finance Committee shall present an annual budget to the Intergroup by March 1 of each year. When the Treasurer and Finance Committee present the annual budget, the Treasurer shall file a financial update to the Intergroup for the year (with actual income and expenses from April 1 to February 28/29 and estimated expenses for March 1 to March 31), so the

Intergroup will know the state of the treasury when considering the budget for the following year.

D) Definition and Computation of "Prudent Reserve"

The "Prudent Reserve" of the shall be the sum of:

- i) an amount sufficient to cover regular operating expenses for a period of six months
- ii) ii) any amounts budgeted and unspent for the year
- iii) iii) any amounts held in special reserve accounts

Special reserve accounts shall mean amounts which are being accumulated to meet a specific approved expense/liability which is more than one year away (e.g. expenses related to the International Conventions).

E) Bank Accounts

All monies of the Intergroup shall be held in corporate bank accounts set up under the Intergroup name, OIAA, Inc. The Treasurer and Finance Committee Chair shall be a signatory on all Intergroup bank accounts. All bank statements from all Intergroup bank accounts shall be mailed to the Treasurer. The Treasurer shall regularly reconcile the checkbook(s) with the bank statement(s). All Intergroup bank accounts shall be set up by the Treasurer and have at least one additional signatory in addition to the Treasurer and Finance Committee Chair. However only the Treasurer need have regular and routine access to the accounts, debit cards and checks of the Intergroup. If the account is held and managed by the Treasurer, only one signature is needed on checks. If the account is managed by a committee two signatures shall be required on each check, the Treasurer's and one other authorized signor The "authorized signors" will also have possession of or access to any and all "code words", "pass codes", or other security codes/words needed to access the accounts. The Treasurer shall deposit three blank checks for each account with the Finance Chair to be used in the event the Treasurer dies, becomes incapacitated, has been replaced in office or is otherwise unable or unwilling to serve as Treasurer. The Finance Chair may use the "emergency checks" in the event the Treasurer fails or refuses to deliver the funds to the Intergroup when required to do so or is otherwise unable or unwilling to act as set forth in this section. Any monies set aside for Special Reserves may be set aside in the regular OIAA account, placed in a separate checking account or deposited in a FDIC/FSLIC Insured Savings Accounts. All Special Reserve accounts shall follow the policies set forth in Section E. If the allocation of the funds does not specify the type of account, it shall be at the Treasurer's discretion.

F) Vendors and Service Providers

All accounts set up for recurring services or supplies, such as mailing list service, web page hosting, suppliers of materials shall have at least two contacts listed:

i) a billing contact which shall be the Treasurer

ii) the person responsible for the function provided by the service provider or material supplier (i.e. the Web Committee Chair would be the other contact on accounts dealing with web pages).

G) Hot Links (passed 10/07/99)

The Online Intergroup will not provide "hotlinks" from its Web page to non-OIAA sites. The following exceptions shall apply: The OIAA may link to the official pages of Alcoholics Anonymous, and it may provide single-click "mailto:" links that allow the user to send email to the listed address.

H) Task Force Recommendations (passed 04/14/01)

Modified on July 14, 2001 by OIAA

1. Communications in OIAA are split into 3 areas:

a. The Business List

Discussion on the business list is limited to the agenda. Motions, election materials, committee reports and vote results are posted there. Members of the Assembly discuss the current agenda items only. All other discussion takes place on The Open Forum.

Discussion participants are expected to use good judgment. Derogatory personal remarks about other Assembly members are prohibited. The Decorum Guideline applies. Anyone discussing items other than the current agenda items may be warned once and then may be suspended from the business list in accordance with the Decorum Guideline for seven days if he/she continues.

If the Chair wishes additional assistance in the application of the Decorum Guideline, he/she may optionally request the appointment of four guides/assistants, chosen by a random selection process approved by the Assembly.

Subject to Assembly's consent in accordance with the By-laws, the Chair sets the weekly agenda to inform members of the business items being discussed. The agenda has the following monthly format:

Week One: Committee Reports

Week Two: Motion(s) Presentation and Discussion

Week Three: Voting, No Discussion

Week Four: Voting Results and Minority Opinion"

"Unless the Assembly resolves otherwise, the Chair may depart from the monthly format in his or her discretion depending on circumstances.

"The Chair sets the agenda to inform members of the business items being discussed. The agenda deals with specific items that affect OIAA. It originates with motions, committee reports, voting, or information on matters pertinent to the Assembly and its members. The agenda sets the business at the current time and is concluded upon recommendation from the Chair.

"Members are encouraged to comment briefly on the agenda items. No one should comment more than three times on any one agenda item, so that brevity and focus can be maintained. The format is aimed at drawing out the ideas of even the shyest participant and keeps the more articulate from dominating the meeting. Each person offers an opinion, and never needs to defend it.

The chair functions more as a timekeeper than as a participant.

"The continuous meeting may be fairly informal, but the attention of the entire meeting should be on the agenda, without the disruptive influence of private conversation.

"Members are encouraged to keep the issues clear. If a motion is offered, it should be stated clearly and distinctly so that all know what they are voting for or against.

"Members are encouraged to become familiar with the current suggested procedures in the AA Service Manual as well as the OIAA By-laws, Policies, Guidelines and Simplified Business Procedures. If members want to propose a change in the rules, they should do it before a vote is taken, or before an election is conducted.

"Except as provided otherwise in the By-laws and Simplified Business Procedures, a majority vote is enough--even a "sense of the meeting" can take the place of a vote at times. In such case the Chair may ask: "Is it the sense of the meeting that.." If there are no "nays" it is apparent there is accord.

Amend section 2(a) of the Simplified Business procedures to read as follows:

(a) Meeting

OIAA business is conducted continuously on an Agenda which has a monthly cycle.

Week 1. Posting of the Agenda & Committee Reports

Week 2. Discussion of Agenda Items

Week 3. Voting period

Week 4. Announcement of the results of ballots and receipt of Minority opinion and discussion of any matters arising from the ballot and minority opinion

Unless the Assembly resolves otherwise, the Chair may depart from the monthly format in his or her discretion depending on circumstances.

b. The Committee Lists

Committee Chairs may solicit committee volunteers on The Open Forum. Subject to the procedures set forth in the By-laws, Committee Chairs shall forward committee motions to the OIAA Chair for the agenda. All committee motions affecting By-laws shall be reviewed by PAC before going on the agenda. The Chair may forward any other motion to PAC for review before placing it on the agenda as well.

c. The Open Forum

The Open Forum shall be unstructured, without a Chairperson or an agenda. Motions that arise on The Open Forum shall be sent to the OIAA Chair for PAC review and inclusion in the agenda in accordance with the By-laws.

Intergroup representatives are encouraged to subscribe to The Open Forum because 'off agenda' business is discussed on the list. Officers should subscribe to The Open Forum. Whether one participates in the discussion is a matter of personal choice.

2. The Yearly Plan

a. Executive

The Chair and Alternate Chair, in consultation with other Intergroup Officers, shall draw up a plan containing short term (less than 6 months) and long term (more than 6 months) goals for the coming year. The plan shall be presented to the Assembly at the beginning of each year before the end of January. The executive shall review the plan at least quarterly. The results of the review shall be presented to the Assembly to demonstrate how (or how not) effective OIAA has been in satisfying the goals. The plan will not be set in concrete (stagnant). Instead it can and will be updated throughout the year as goals are accomplished and/or new ideas are presented from the membership.

b. Committees

Committee Chairpersons working together with other officers shall draw up a "Yearly Plan" indicating what they hope to accomplish in the year to come. The Yearly Plan shall include a budget that is submitted to the Finance Committee by February 1. Committee Chairpersons shall submit a brief monthly update to the OIAA Chairperson for the Business List agenda. Committees are responsible to the membership and as such should regularly update the Intergroup on their current business. The yearly plan of the committee must focus on service to be provided to the groups or an identifiable segment of AA, such as those who cannot attend f2f meetings. The plan need not be onerous or restrictive, but unless the committee work is strictly internal, the focus of the committee should be outwards. Ad Hoc Committees will report in accordance with their mandate which should reflect what benefits the groups can expect.

Quarterly reports shall conform to the Yearly Plan. If new initiatives are undertaken, they will be reported in a separate section. If initiatives are delayed, they will be reported. In general, the report

will reflect the work of the committees, with an emphasis on benefits to the groups.

I) Listkeeper (passed 05/04/02)

Resolved that the Chair appoint a Listkeeper and Assistant Listkeeper for a three-year term with an option to renew for successive terms. The Listkeeper and Assistant Listkeeper shall have the following duties:

The Listkeeper administers requests by member groups and AA members to join or leave the Intergroup. The Listkeeper introduces new members to the Assembly, advises PAC of new member groups, and performs other tasks necessary to the upkeep of the list with the server. The Listkeeper or Assistant Listkeeper checks the mail and service requests or subscribing and unsubscribing members at least once a day.

Neither the Listkeeper nor the Assistant Listkeeper is an Intergroup officer. Either of them may serve as an IGR or Intergroup Officer concurrently and may participate in discussions in the Assembly and committees.

The Listkeeper designates the Chair and the Assistant Listkeeper as co-owners of the list with the listserver and provides them with the password. The Listkeeper, Assistant Listkeeper and Chair must keep the password confidential.

At the end of the Listkeeper's term, the outgoing Listkeeper adds the new Listkeeper as an owner with the listserver and provides the new Listkeeper with the password.

All of the foregoing including the selection of the Listkeeper and Alternate Listkeeper is subject to the approval of the Assembly, which may take place by non-objection vote. The Assembly may dismiss the Listkeeper or Assistant Listkeeper through the procedure set forth in the By-laws for removal of an Intergroup Officer.

J) Intergroup/Central Office Seminar Attendance (passed 05/04/02)

The OIAA Chairperson shall request funds to send a representative to the annual Intergroup/Central Office Seminar. The representative shall be the current OIAA Chairperson, unless circumstances, such as budget constraints, prohibit him or her from attending. In such cases, the Chair shall propose an alternate representative to be submitted to the Assembly for disapproval if any.

K) GSO Liaison Visits to New York (passed 5/4/02)

The Unity Chair shall request funds to send a representative to the General Service Office (US/Canada), at least on an annual basis, for the purpose of promoting unity. The representative shall be the current OIAA Unity Chairperson/GSO Liaison, unless circumstances, such as budget constraints, prohibit him or her from making the trip. In such cases, the OIAA Unity Committee shall propose an alternate representative to be submitted to the OIAA Assembly for disapproval if any.

ONLINE INTERGROUP GUIDELINES

A) Petty Cash Fund (Passed 8/31/00)

The Intergroup Officers, acting by majority vote without Assembly approval, may authorize the expenditure of up to fifty United States dollars for Intergroup purposes. The Chair shall advise the Assembly of such expenditures as part of the regular agenda as soon as possible after they are made. The Treasurer and Finance Committee shall account for such expenditures in their reports.

B) Contributions (Passed 5/26/97)

1. The overriding Guideline in all matters concerning the Financial Support and Operations of the OIAA shall be the "Spirit and Intent" our Tradition 7, keeping in mind that our Intergroup - as any other - must deal effectively with an *outside world* which may make "strict adherence" either impractical, undesirable, counter productive or ineffective in carrying out our Primary Purpose.

2. Cash, Currency and Equivalent (i.e. Bank Drafts, International Payment Orders, Money Orders and other forms of negotiable and nonnegotiable instruments).

A. The Treasurer shall prepare and periodically update, with the concurrence of the Finance Committee, an Advisory Letter setting forth the acceptable / desirable forms and methods of making contributions to OIAA. As a general "rule of thumb", restrictions as to form and method will be those necessitated by "outside factors" such as limitations / restrictions imposed by Governmental Authorities and the limitations of our Primary Banking Relationship.

B. The Treasurer may return / decline any such contribution - for cause - should its acceptance be impractical. (Example: A check in a currency - US\$ or otherwise - having a "value" of US\$5 may, under certain circumstances, incur a US\$10 "processing / collection / negotiation fee". Such contributions may and should be declined.)

3. Goods and Services

A. Contributions in the form of Goods and Services may be accepted by the OIAA, its Committees, Subcommittees, Ad Hoc Committees, Operating Areas and other Subdivisions (EXCLUSIVE of its Member Groups which are autonomous in the matter of their own Financial Affairs.) subject to the same restrictions and limitations as "Cash" contributions.

B. The provision of; "Goods or Services" on an "At Cost" basis shall not be considered as a "contribution" and the providers statement to the effect that such Goods or Services are being provided on such a basis shall be accepted unless obviously unreasonable. (Example: Printing 5,000 flyers at a "cost" of US\$1).

C. The provision of "Goods or Services" at a "No Cost" or "Below Cost" basis shall be considered a "contribution" and a "Fair Market" monetary value assigned to it. This shall be either the actual "Fair Market Value" or the amount of the "Fair Market Value" of the Good or Service less the amount charged by the provider. This determination is necessary in order that the OIAA may report such contributions accurately to Taxing, Regulatory and Governmental Authorities.

4. Maximum Amounts/Other Limitations

A. The maximum amount, source, type and nature of contributions shall be in accordance / limited by the Policy and Guidelines (Or any like or similar document or "Guidance") which is provided to AA's by the GSO or like Service Organization in the geographic area of the donor's physical residence.

B. In accepting contributions, neither the OIAA Treasurer nor the Finance Committee shall challenge the appropriateness of contribution except when such contribution would exceed or conflict with limitations currently suggested by AAWS. In such instances, either the Treasurer or Finance Committee shall inquire independently as to the "acceptability" of such a contribution by the GSO or like Service Organization of the donors area of residence. If that GSO or like Service Organization responds that the contribution would be acceptable to it, then the contribution shall be "acceptable" to the OIAA provided that it does not constitute a violation of applicable Law or Regulation.

C. If the donor resides in a Geographic Area which is not currently encompassed by a GSO or like Service Organization, then the limitations and guidelines currently in effect for AAWS shall be applied.

5. "Conditional" or "Restricted"

A. Contributions or offers of Contributions / Donations received by OIAA which contain conditions, restrictions, limitations or other such provisions as to their use, application or purpose shall be declined.

B. A contribution of Goods or Services shall NOT be declined solely due to the above restriction simply because of its *single purpose* nature or inherent limitations on its usefulness (i.e. T-Shirts for a specific Convention; time - place - use restrictions on loaned or donated computer equipment or services, or the like).

C) Decorum (passed Oct.31,1999)

A. Any discussion or comments that are sent through the OIAA list server should adhere to the principles of tolerance and tactfulness in that these comments should not insult or attack any person(s) through the OIAA list server. After receiving a complaint from an offended party, the acting Chairperson shall warn the sender that his/her comments are inappropriate. If the sender persists in sending inappropriate mail through the OIAA list server, then (s)he may be temporarily suspended and removed from the list server by a simple majority vote of the currently serving officers and standing committee chairpersons. Length of suspension shall be determined as follows: During any sixty (60) day period the first offense shall be seven (7) days; the second offense fifteen (15) days; and the third offense thirty (30) days. In the case of an objectionable message sent by OIAA Chair, the Alternate Chair shall preside over the above procedure. An objection must be made within seventy-two (72) hours of the time the message was sent by the writer of the message. The OIAA Historian shall be charged with keeping an account of all suspensions.

B. Any person who receives an e-mail from any subscriber or past subscriber to any OIAA list may share that e-mail on any OIAA list without breaching decorum if the individual sending the e-mail is presently suspended or removed or has been suspended or removed at any time during the preceding six months. (passed July 08, 2001)

ONLINE INTERGROUP NETIQUETTE

The Online Intergroup of AA (OIAA) is a business meeting. As such, representatives gather together in support of the growing number of online AA meetings. We ask that postings be in accordance with the current agenda, and that all participants keep in mind that everyone who is on the list shares responsibility with our Chairperson for keeping the meeting in order. From time to time, the Chair will make provision for open sharing of ideas and general comments, so as to allow spontaneity from the membership at large.

Please maintain tolerance and patience for others and refrain from sending offensive or aggressive posts. Self expression is encouraged, but please take the time to phrase your replies to address the issue(s) at hand, not the individual(s) with whom you may disagree.

Please do not use HTML or include attachments in your messages to the main list since some members can not read either. Also, please refrain from including the group list on private spats. The main list is not the place to provoke or manipulate support for non-agenda disagreements, which only serve to disrupt the meeting and add unnecessarily to the volume of mail for everyone. Our By-Laws, Article 2, Section 2.07 and the P&G Document outline the consequences for disruptive behavior.