

**BYLAWS OF EMERALD VALLEY INTERGROUP, INC.  
A NONPROFIT CORPORATION**

Adopted August 9, 1996 by 2/3 majority of the Intergroup Committee  
(EVI reps and Steering Committee (SC))

Revised: December 14, 2015 by unanimous vote of the Intergroup Committee

Revised: October 10, 2017 by majority vote of the Intergroup Committee

Revised: December 11, 2017 by majority vote, Intergroup Committee

Revised: February 12, 2018 by unanimous vote, Intergroup Committee

Revised: October 14, 2019 by substantial majority vote, Intergroup Committee

Revised: May 11, 2020 by unanimous vote of the Intergroup Committee

Revised: January 11, 2021 by unanimous vote of the Intergroup Committee

Revised: February 21, 2022 by unanimous vote of the Intergroup Committee

Emerald Valley Intergroup, Inc., is a nonprofit corporation which provides an Alcoholics Anonymous Central Office governed by an intergroup committee. The purpose is to encourage mutual support and cooperation between groups in the Eugene-Springfield metropolitan community and Lane County, just as A.A. groups themselves involve cooperation and mutual support between individuals. The Central Office exists to aid the groups in their common purpose of carrying the A.A. message to the alcoholic who still suffers.

**A. PURPOSE OF THE BYLAWS**

The purpose of these bylaws is to provide minimum guidance for administrative and operating procedures of Emerald Valley Intergroup, Inc., hereinafter referred to as EVI.

**B. PURPOSE OF EMERALD VALLEY INTERGROUP COMMITTEE**

The Emerald Valley Intergroup Committee, hereinafter referred to as Intergroup Committee is a body of people guided by the principles, traditions, and service concepts of A.A. Its purpose is to perform the following functions:

1. Maintain a Central Office and employ or contract a Bookkeeper and such other employees or volunteers as may be required.
2. Maintain a local telephone number supporting Districts 6, 19 and 20.
3. Information Exchange.
  - a. Publish and distribute a directory of local A.A. meetings.
  - b. Maintain a supply of meeting directories and Conference-approved literature.
  - c. Act in an advisory capacity to EVI Service Committees and EVI Steering Committee.

- d. Provide guidance and support to representatives of participating A.A. groups.
4. Service Committees. Form Service Committees for activities including the following:
- a. Answering service and 12-step volunteers (Diverter)
  - b. Activities
  - c. Literature
  - d. Public Information (PI) (combined with CPC)
  - e. Cooperation with the Professional Community (CPC)
  - f. Hospitals & Institutions (H&I):
    - i. Cooperation with Treatment Facilities (CTF)
    - ii. Cooperation with Correctional Facilities
    - iii. Hospitals
  - g. Newsletter
  - h. Meeting Guide
  - i. Website
  - j. Outreach
  - k. EVI Speaker Meeting
  - l. Such other committees as, from time to time, may become necessary. These shall be established by action of the Intergroup Committee, and shall include a definite time frame, unless considered permanent by the voting members.

### C. REVISIONS

These bylaws may be modified or repealed by the affirmative vote of 2/3 the Intergroup Committee in attendance.

### D. INTERGROUP COMMITTEE

1. Intergroup Committee Members. The Intergroup Committee will be comprised of Steering Committee Members, Service Committee Chairs and Vice-Chairs and one representative and one alternate from each participating group in the Eugene-Springfield metropolitan area (Districts 6, 19, 20 and a portion of 34).
  - a. Each group and each Service Committee shall be entitled to one vote on all matters.
  - b. Districts 6, 19, 20 and 34 representatives shall be entitled to one vote each.
  - c. Members who have multiple service positions shall be entitled to one vote as outlined in Section H.
  - d. Each Steering Committee member has one vote with the exception of the Chair as noted in Section G.1.b.4

2. Requirement for Active Group Membership. The Intergroup Committee representatives and alternates must be active members of the group they represent. It is suggested that each representative have at least one year of sobriety.
3. Regular Meetings. Regular meetings of the Intergroup Committee shall be held on the second Monday of each month.
4. Quorum. The representatives present at any regular or special meeting shall constitute a quorum providing that a minimum of 15 of the area groups are represented.
5. Robert's Rules of Order. Robert's Rules of Order will be referred to for meeting procedural questions.

#### E. SERVICE COMMITTEES

1. Monthly Meetings. All service committees shall hold monthly committee meetings. Committee to select time and location (Central Office preferred). Committee meeting time and location to be consistent, and published in the EVI Newsletter.
2. Chair and Vice-Chair Qualifications: Each Service Committee Chairperson shall have, preferably, one (1) year continuous and immediate sobriety. Each Service Committee Vice-Chairperson shall have, preferably, six (6) months of continuous and immediate sobriety and shall have, preferably, one (1) year continuous and immediate sobriety at the time of rotating into the Chair position.

#### F. STEERING COMMITTEE

1. Steering Committee Members. No Steering Committee Member may simultaneously serve as a Chair of a Service Committee. The Intergroup Committee shall elect a Steering Committee consisting of the following:
  - a. Chairperson
  - b. Vice-Chairperson
  - c. Treasurer
  - d. Vice-Treasurer
  - e. Recording Secretary, and
  - f. Four At-Large members from the Intergroup Committee. Such members shall have, preferably, a minimum of two (2) years continuous and immediate sobriety. Each member shall have one vote at Intergroup Committee meetings, but may not vote both as a member of the Steering Committee and as a group representative.
  - g. The Bookkeeper/Office Volunteer Coordinator shall serve as an ex-officio member of the Steering Committee.

2. Steering Committee Functions. The functions of the Steering Committee are to:
  - a. Elect one or two additional member(s) to the Financial Advisory Board.
  - b. Supervise the Financial Advisory Board
  - c. Prepare an agenda for the monthly Intergroup Committee meeting.
  - d. Act as a nominating committee.
  - e. Assume the right of decision in emergency matters.
  - f. Meet monthly, generally prior to the regular Intergroup Committee meeting, or on call from the Chairperson.
  - g. Supervise the Bookkeeper/Volunteer Office Coordinator position and provide an annual evaluation each January.

## G. QUALIFICATIONS AND DUTIES OF EVI OFFICERS

1. Chairperson
  - a. Qualifications: The Intergroup Committee Chairperson shall have, preferably, two (2) years continuous and immediate sobriety and shall have served as a group Secretary or Intergroup Committee representative or shall have had other Intergroup experience.
  - b. Duties and authority. The Chairperson:
    1. Shall preside over all regular and special Intergroup Committee meetings.
    2. Shall serve as Chairperson of the Steering Committee
    3. Shall be one of two (2) authorized persons to sign checks together with the Treasurer.
    4. Shall have no vote at Intergroup Committee meetings except to break a tie.
    5. Shall be empowered to call special meetings for urgent reasons and shall notify all groups signed in at previous two Intergroup meetings.
    6. Shall report all actions of the Steering Committee to the Intergroup Committee.
    7. Shall email a brief quarterly report to the Oregon Area Secretary on behalf of EVI or send a representative with a brief written report to be given to the Oregon Area Secretary.
    8. Shall be signatory on all EVI bank accounts.
    9. Shall be the signatory on all EVI Contracts.
2. Vice-Chairperson
  - a. Qualifications: The qualifications for Vice-Chairperson are the same as those for Chairperson.
  - b. Duties and Authority. The Vice-Chairperson:

1. Shall assume the duties of the Chairperson at the Intergroup Committee meetings if the Chairperson is absent. Should the Chairperson become wholly unable to serve, the Vice-Chairperson will assume all duties of the Chairperson for the balance of the Chairperson's term.
  2. Shall vote on all issues, except when acting as Chairperson when he or she may vote only to break a tie. The Vice-Chairperson shall have one vote at Intergroup Committee meetings but may not vote both as an officer and a group representative.
  3. Shall be responsible for maintaining the bylaws, and will notify the Chairperson when motions proposed would impact the bylaws, so appropriate voting procedure can be used.
3. Recording Secretary
- a. Qualifications: The Recording Secretary shall have, preferably, a minimum of two (2) years continuous and immediate sobriety and shall have served as a member of the Intergroup Committee or had other A.A. committee experience.
  - b. Duties and Authority. The Recording Secretary:
    1. Shall keep complete and accurate records of Intergroup Committee and Steering Committee meetings. Minutes shall be prepared and distributed as follows:
      - a. One copy for Recording Secretary's file.
      - b. One copy to Intergroup Chairperson.
      - c. One copy to file in Central Office (archives).
      - d. Reproduction and distribution to group representatives.
 Copies of the minutes shall be delivered to the Chairperson 3 days prior to the next Business Meeting.
    2. Shall maintain a record of motions made and the actions taken thereon.
    3. Shall have one vote at Intergroup Committee meetings, but may not vote both as an officer and a group representative.
4. Treasurer
- a. Qualifications: The Treasurer shall have a minimum of two (2) years continuous and immediate sobriety, shall have served as a member of the Intergroup Committee or had other A.A. committee experience and should have some business and accounting experience.
  - b. Duties and Authority. The Treasurer:

1. Shall have charge of all funds belonging to EVI and shall supervise the keeping and depositing of such funds for and on behalf of the Intergroup Committee in a bank(s) to be designated by the Steering Committee.
2. Shall prepare monthly accounting statements for publication.
3. Shall ensure that necessary filings and taxes are prepared and submitted.
4. Shall be an ex-officio member of all committees authorized to handle funds.
5. Shall have one vote at Intergroup Committee meetings, but may not vote both as an officer and as a group representative.
6. Shall be signatory on all EVI bank accounts.
7. Either the Treasurer or Vice-Treasurer shall also be a signatory on any EVI Committee bank account(s)
8. Shall act as Chair of the Financial Advisory Board

5. Vice-Treasurer

- a. Qualifications. The Vice-Treasurer shall have the same qualifications as the Treasurer.
  1. Shall assist the Treasurer, and such duties of a financial nature as defined by the Steering Committee.
  2. Shall be signatory on all EVI bank accounts.
  3. Either the Treasurer or Vice-Treasurer, shall also be a signatory on any EVI Committee bank account(s)
  4. Shall have one vote at Intergroup Committee meetings. Shall vote as Treasurer in Treasurer's absence, or as Vice-Treasurer, or as a group representative, but may not vote both as an officer and as a group representative.
  5. Shall be a member of the Financial Advisory Board

## H. ELECTIONS AND VOTING

1. Steering Committee Elections. Officers and members of the Steering Committee shall be elected at the regular December meeting as follows:
  - b. The Chair and Vice-Chairperson shall be elected at the regular December meeting of even numbered years.
  - c. The Treasurer and Vice-Treasurer shall be elected at the regular December meeting of odd numbered years.
  - d. The Secretary shall be elected at the regular December meeting of odd numbered years and will serve a two-year term.

- e. There will be Four (4) At-Large Steering Committee members; two (2) At-Large Steering Committee members shall be elected at the regular December meeting of even numbered years and two (2) shall be elected at the regular December meeting of odd numbered years, for two year terms.
- 2. Service Committee Elections. The Service Committee Chairperson and Vice-Chair person shall be elected at the regular meeting noted in 4c and 4d, below.
- 3. Proposed – Announcements and Nominations.
  - a. The EVI Chair shall announce upcoming position rotations at Steering Committee and EVI Business meetings two months and one month prior to each election.
  - b. Nominations for Officer and Service Committee positions shall be made at the meeting in which the election occurs. Eligible AA members can nominate themselves or nominations can be made from the floor. The EVI Vice-Chair shall be available to provide the sobriety qualifications, duties and term of service upon request.
  - c. Nominees must be present to be elected
  - d. Nominees shall be requested to provide a service resume to the meeting. The resume shall include length of sobriety, home group status, sponsorship status and positions of service – primarily at the home group and EVI levels of service.
- 4. Voting.
  - a. Voting Method. A sense of the meeting will be taken to determine whether a voice, hand, or written ballot shall be used.
  - b. December Elections. For the December elections, even years, the election will be in the following order: Chair, Vice-Chair, 2 Members at Large. For December elections, odd years, the election will be in the following order: Treasurer, Vice-Treasurer, 2 Members at Large. A 2/3 majority is required to elect, using the Third Legacy procedure. The Chair may designate an assistant to verify the vote count and the 2/3 threshold.
  - c. September Elections. Committee Chair /Vice-Chair elections held in September:
    - 1. Activities
    - 2. Grapevine (two year term, Chairperson only, election in even years)
    - 3. Hospitals and Institutions (one year term, Chairperson only, election in even years)
    - 4. Literature
    - 5. Newsletter
    - 6. Meeting Guide
    - 7. Website/Tech
    - 8. Outreach.

- d. March Elections. Committee Vice-Chair/Chair Elections held in March:
    - 1. Divorter
    - 2. Cooperation with Professional Community/ Public Information (CPC/PI) (two year term, Chairperson only, election in even years)
    - 3. EVI Speaker Meeting, (two year term, Chairperson only, election in odd years)
  - e. Archivist to be elected as required (no term)
  - f. One Vote Each. Each group representative, District representative, and Steering Committee Member has one vote each
  - g. Each Service Committee has one vote, which may be cast by the Chairperson, Co-Chairperson, or other delegate from the Service Committee. No one may vote both as a committee member and as a group representative
  - h. One Position at a Time. Voting will be for one position at a time.
5. Motions.
- a. How Motions are brought. Motions may be brought to the floor of the monthly EVI Business meeting by EVI group representatives, District representatives, and Steering Committee Members (with the exception of the Chair). Committee Chairpersons may bring motions to the floor that directly relate to their committee.
  - b. Simple Majority and Minority Opinion. In actions of the Intergroup Committee, and/or the Steering Committee, a simple majority will constitute a decision. However, in accordance with AA principles and concepts; “that all important decisions be reached by discussion, vote and whenever possible by substantial unanimity,” and “right of decision” and “right of appeal” – the Chairperson and Intergroup Committee members will respect minority opinion and attempt to reach common ground.
6. Vacancies.
- a. How Positions are Vacated. Service Committee Chair positions, and Steering Committee positions may be vacated by resignation, expiration of term, or may be considered vacant by action of the Steering Committee after two absences without notice, or on credible information that the qualifications for the position are not currently met.
  - b. Filling Steering Committee Member Vacancies. Vacancies on the Steering Committee shall be filled for the unexpired term of office by the affirmative vote of the Intergroup Committee. Nominees shall have the qualifications required for the office being filled. The election should be scheduled to permit adequate time for members of the Intergroup Committee to consult with their groups regarding nominations for the office to be filled.



- c. Filling Service Committee Chair Vacancies. Vacancies for Service Committee Chair positions shall be filled for the unexpired term of office by the affirmative vote of the Intergroup Committee.
- d. One Consecutive Term Per Person. Individuals shall only serve 1 consecutive term of an office, except that individuals who fill vacancies shall be eligible candidates at next election.

#### I. FINANCIAL ADVISORY BOARD (FAB)

- 1. FAB Members. The FAB shall consist of the Treasurer, Vice-Treasurer and one or two additional members” appointed by the Steering Committee. The Bookkeeper shall be an ex-officio member. Additional member(s) should have business or accounting experience, at least two (2) years of continuous and immediate sobriety, and serve for a three (3) year term.
- 2. FAB Purpose. The purpose of the Financial Advisory Board shall be to ensure that sound business and accounting procedures are established and maintained within the EVI.
- 3. As a part of the annual budgeting process, the FAB will recommend a prudent reserve amount to the Steering Committee along with a proposed budget for the next fiscal year. The Steering will review the recommendations and forward the proposed prudent reserve and budget for the next fiscal year to the EVI Body no later than the November EVI Business meeting. The EVI Body will then either approve or modify the budget and prudent reserve amount no later than the December EVI Business meeting.
- 4. The FAB will recommend any changes to the employment contract, compensation and job duties of the Bookkeeper/Office Volunteer Coordinator to the Steering Committee.

#### J. FINANCIAL OPERATIONS – Steering Committee

- 1. Budget. The fiscal year runs from January 1 to December 31. The FAB will host a Budget Workshop in the month of October to assist new Committee Chairs to create their budget requests. It is strongly recommended that all sitting and outgoing EVI Committee Chairs and/or Co-Chairs attend to share their experience, strength and hope to assist incoming Chairs and Co-Chairs in the budget creation process. Approved Budgets will go into effect January 1<sup>st</sup>.
- 2. The Treasurer and FAB will operate under an approved and published set of guidelines to arrive at a recommended annual prudent reserve amount, and to monitor and keep the Steering and EVI Body informed regarding the ongoing financial position of EVI. The Prudent Reserve Guidelines will include procedures for handling short-term and/or adverse fluctuations in revenues or expenses.

#### K. Financial Operations – Committees

1. Budget. Committee chairs will submit budget requests to the FAB at the Budget Workshop in October. The FAB will submit a budget proposal at the November Steering Committee meeting for consideration. The Steering Committee will present its budget recommendations to the body at the November business meeting. The EVI Body will then either approve or modify the budget no later than the December EVI Business meeting. Approved budget will go into effect January 1st.
2. Should a committee establish a separate bank account, they shall set up a prudent reserve which will be ratified by the EVI body.
3. Within that, the separate bank account shall be at least a two-signatory account. In all cases, an EVI Treasurer or Vice Treasurer shall be included as signatories. All such accounts will require two signatories for each withdrawal; one of these signatories may be the EVI Treasurer or Vice-Treasurer if needed; but it is not required.
4. Financial updates are to be provided monthly with the committee's regular report submitted at the regularly scheduled EVI business meeting. Such reports shall include all monies relative to the prudent reserve. Should funds raised exceed prudent reserve, the excess shall be returned back to EVI.

#### L. Special Workers

1. The Chair will establish an Ad-hoc Committee to hire the Bookkeeper/Office Volunteer Coordinator as required and the Steering Committee will forward that nomination to the EVI Body for approval.
2. The Bookkeeper/Office Volunteer Coordinator position will be a maximum five (5) year term.
3. Members of the Steering Committee will perform any necessary Bookkeeper and EVI office functions should the position unexpectedly become vacant.
4. As an ex-officio member of the Steering Committee the Bookkeeper/Office Volunteer Coordinator is not eligible to concurrently serve as a Service Committee Chair and is not entitled to vote. However, the position is entitled to be a Group Representative and may vote in that capacity at EVI Business Meetings.

Note: All amendments to the bylaws made between August 9, 1996, the date the bylaws were first adopted, and February 21, 2021, the date these revised bylaws were adopted, have been incorporated into this document. A list of those amendments is on file in the EVI office archives.