

Willamette Valley Intergroup, Inc.

By-Laws

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By-Laws of Willamette Valley Intergroup, Inc. A Nonprofit Corporation

Introduction:

Willamette Valley Intergroup is a nonprofit corporation which provides an Alcoholics Anonymous (A.A.) Central Office governed by an Intergroup Committee. The purpose is to encourage mutual support and cooperation between groups in the Willamette Valley community. The Central Office is established to carry out certain functions common to all groups and it is maintained, supervised and supported by these groups in their common interest. It exists to aid the groups in their common purpose of carrying the A.A. message to the alcoholic who still suffers.

Purpose of the By-Laws

The purpose of these By-Laws is to provide minimum guidance for administrative and operating procedures of Willamette Valley Intergroup.

Purpose of Willamette Valley Intergroup Committee

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

1. Maintain a Central Office and may employ or retain a Central Office manager and such other employees or volunteers as may be required.
2. Information exchange which includes:
 - a) Maintain an Alcoholics Anonymous listing in the local telephone directory and relevant online sources
 - b) Maintain an answering service/hotline when the Central Office is closed
 - c) Respond to inquiries and make appropriate referrals for those seeking help
 - d) Publish and distribute meeting directories/schedules for the Willamette Valley area
 - e) Maintain a supply of A.A. conference approved literature and other recovery-oriented items for sale to groups and individuals
 - f) Act in an advisory capacity as an exchange of ideas/information between member A.A. groups when asked
 - g) Provide guidance and coordinate service workshops in the Willamette Valley area
3. Establish committees, as needed, in cooperation with the District
 - a) Intergroup representatives will be encouraged to serve on such committees
 - b) An Intergroup-District Liaison position will be created to assist in coordination
 - c) Provide assistance to the District in the following manner:
 1. Provide literature to the committees
 2. Allow use of the photocopy machine
4. Offer Central Office facilities for District Committee use as per guidelines established by the Advisory Board.
5. Intergroup representatives will be encouraged to serve on these district committees and an Intergroup/District liaison position will be created to assist in the coordination between the district committee and WVI. In addition, WVI will cooperate with the committees in full and assist in the following manner:
 - Provide literature to the committee
 - Allow use of the photocopy machine
 - Offer Central Office and facilities for the District Committee use as per guidelines established by the Advisory Board.

Intergroup Committee

1. The Intergroup Committee will be comprised of one representative and one alternate from each group in the Willamette Valley area. Each group shall be entitled to one vote on all matters.

2. The Intergroup Committee representatives and alternates must be active members of the group they represent. It is suggested that each representative and alternate have at least one year of continuous sobriety.
3. 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 the Intergroup Committee.
4. Regular meetings of the Intergroup Committee shall be held on the third Monday of each month.

Advisory Board

1. The Intergroup Committee shall choose an Advisory Board consisting of the following:
 1. Chairperson of the Intergroup Committee
 2. Vice Chairperson
 3. Treasurer
 4. Recording Secretary, and
 5. Three (3) members from the Intergroup Committee who are not actively engaged as chairperson of a standing service committee. These members will be identified as Member-at-Large. They will be separately identified as Member-at-Large A, Member-at-Large B and Member-at-Large C. Such members shall have, preferably, a minimum of two (2) years continuous sobriety. Each member shall have one vote at Intergroup Committee meetings but may not vote both as a member of the Advisory Board and a group representative.
 6. Central Office manager whether a "volunteer" or employed is a voting member of the Advisory Board.
 7. The terms of each officer of the Advisory Board shall be for two (2) years and may be reelected for one (1) additional two (2) year term.
 8. New Advisory Board members will be provided an informational training of how the office operates as designated by the Chairperson.

The Functions of the Advisory Board:

1. Act as a finance and budget committee.
2. Annually prepare a preliminary budget for Central Office and all subcommittees to be submitted to the Willamette Valley Intergroup Committee at the February WVI meeting.
3. Review the By-laws annually and present any proposed changes at the March Willamette Valley Intergroup Committee meeting.
4. Prepare a business agenda for the monthly Intergroup Committee
5. Act as nominating committee
6. Assume the right of decision in emergency matters.
7. Meet monthly, generally prior to the regular Intergroup Committee meeting, or on call from the chairperson.
8. Select or hire the Central Office manager and determine appropriate compensation and employment benefits
9. Conduct annual review of Office Manager.
10. Advisory Board members may be required to use email and Microsoft Office programs in the performance of their duties.

Chairperson

Qualifications: The Intergroup Committee chairperson shall have, preferably, a minimum of two (2) years continuous and immediate sobriety and shall have served as an Intergroup Committee representative or shall have had other A.A. service committee experience.

Term of Office: The chairperson shall be elected for a two (2) year term at the regular meeting of the Intergroup Committee in December of even numbered years and assume office at the regular January meeting. The Chairperson may be reelected for one (1) additional two (2) year term.

Duties and Authority:

1. Shall preside over all regular and special Intergroup Committee meetings.

2. Shall serve as chairperson of the Advisory Board.
3. Shall be authorized to sign checks.
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 A.A. GSO (General Service Office) registered groups seven (7) days in advance of the special meeting.
6. Shall report all actions of the Advisory Board to the Intergroup Committee.
7. Shall distribute nomination forms to all Intergroup Committee members at the October meeting.
8. Shall appoint an interim chairperson for each of the Intergroup Service Committees and shall appoint such other or temporary committees as may be necessary or appropriate.
9. Shall attend or appoint someone to attend all Oregon Area assemblies on behalf of WVI.
10. Shall have a working knowledge of Central Office's day-to-day operations.
11. Work with their replacement to familiarize them with their duties, authority, and current work.
12. In cooperation with the District Committee member (DCM) meet with the local groups to help inform them of the role of the District and Intergroup Committees to foster more activity and participation of the group in service functions.
13. Prepare a business agenda for the monthly Intergroup Committee

Vice Chairperson

Qualifications: The Intergroup Committee Vice Chairperson shall have, preferably, a minimum of two years continuous and immediate sobriety and shall have served as an Intergroup Committee representative or shall have had other A.A. service committee experience.

Term of Office: The Vice Chairperson shall be elected for a two (2) year term at the regular meeting of the Intergroup Committee in December of even numbered years and assume office at the regular January meeting. The Vice Chairperson may be reelected for one (1) additional two (2) year term.

Duties and Authority:

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 two (2) year term.
2. Shall vote except when acting as chairperson. 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 have a working knowledge of Central Office's day-to-day operations.
4. Work with their replacement to familiarize them with their duties, authority, and current work.

Recording Secretary

Qualifications: The recording secretary shall have, preferably, a minimum of two (2) years continuous and immediate sobriety and shall have served as an Intergroup Committee representative or shall have had other A.A. service committee experience.

Term of Office: The recording secretary shall be elected for a two (2) year term at the regular meeting of the Intergroup Committee in December of odd numbered years and assume office at the regular January meeting. The Recording Secretary may be reelected for one (1) additional two (2) year term.

Duties and Authority:

1. Shall keep complete and accurate records of Intergroup Committee meetings. Minutes shall be prepared, sent out by e-mail before the first of the next month. Copies will be maintained in the secretary's file, in the Central Office file, and be posted to the website by the webmaster within ten days of being approved by the Intergroup Committee.
2. Shall maintain a separate record of motions made at Intergroup Committee meetings that affect the bylaws and the action taken thereon. An annual review will be conducted of these motions and a decision made whether to merge them into the by-laws or discharge them. Shall present the motions to the Advisory Board in February of each year for review.

3. Shall have one vote at Intergroup Committee meetings but may not vote both as an officer and a group representative.
4. Shall have a working knowledge of Central Office's day-to-day operations.
5. Work with their replacement to familiarize them with their duties, authority, and current work.
6. Record minutes of Advisory Board meetings and send out by email to the Advisory Board members prior to the next meeting.

Treasurer

Qualifications: The treasurer shall have, preferably, a minimum of two (2) years continuous and immediate sobriety and shall have served as an Intergroup Committee representative or shall have had other A.A. service committee experience and should have some business and accounting experience with payroll and budgets and be comfortable using an accounting software program. (Time commitment averages 12-15 hours a month. This includes regular bookkeeping, money deposits and monthly financial reports.)

Term of Office: The treasurer shall be elected for a two (2) year term at regular meeting of the Intergroup Committee in December of odd numbered years and assume office at the regular January meeting. The Treasurer may be reelected for one (1) additional two (2) year term.

Duties and Authority:

1. Shall have charge of all funds belonging to WVI.
2. Shall perform all bookkeeping duties on the Central Office computer.
3. Provide monthly accounting statements for publications. Cut-off date for expenses and deposits must be within 10 calendar days of the next business meeting. Cut-off date for expenses and deposits must be the same date.
4. Enter deposits into the existing accounting program, verify receipts, verify numerical control, prepare and make bank deposits, verify weekly cash count and deposits to bank
5. Monthly review/verification and sign AP (Accounts Payable) checks (includes payroll and preparation of Government forms)
6. Shall make direct deposits of funds in the bank immediately upon removal of funds from Central Office.
7. Shall have one vote at Intergroup Committee meetings but may not vote both as an officer and as a group representative.
8. Shall have a working knowledge of Central Office's day-to-day operations.
9. Assist in preparation of annual financials for the board and assist in preparing annual budget.
10. Work with their replacement to familiarize them with their duties, authority, and current work.

Computer Administrator

Qualifications: Shall have, preferably, a minimum of two (2) years continuous and immediate sobriety and shall have served as an Intergroup Committee representative or shall have had other A.A. service committee experience.

Term of Office: Shall be elected for a two (2) year term at the regular meeting of the Intergroup Committee. The Computer Administrator may be reelected for one (1) additional two (2) year term.

Duties and Authority:

1. Shall have one vote at Intergroup Committee meetings but may not vote both as an officer and a group representative.
2. Shall attend and provide a monthly report to the Intergroup Committee at the regularly scheduled monthly meeting.
3. Shall provide current and accurate documentation for the operation of the computer located in the Central Office.
4. Provide a system backup in case of a computer breakdown.
5. Be available on a reasonable basis to train or assist another Intergroup representative, Advisory Board member or subcommittee member in the operation of the Central Office computer.

6. Work with their replacement to familiarize them with their duties, authority, and current work.
7. Upgrade the office computer software as necessary.

Intergroup/District Liaison

Qualifications: Shall have, preferably, a minimum of two (2) years continuous and immediate sobriety and shall have served as an Intergroup Committee representative or shall have had other A.A. service committee experience. In the event that the District elects a District Intergroup Liaison, this position remains vacant.

Term of Office: Shall be elected for a two (2) year term at the regular meeting of the Intergroup Committee. The Intergroup/District Liaison may be reelected for one (1) additional two (2) year term.

Duties and Authority:

1. Shall have one vote at Intergroup Committee meetings but may not vote both as an officer and a group representative.
2. Shall attend and provide a monthly report to the Intergroup Committee at the regularly scheduled monthly meeting.
3. Shall attend all District meetings providing the link of communication between the District and the Intergroup Committee.
4. Work with their replacement to familiarize them with their duties, authority, and current work.

Volunteer Coordinator

Qualifications: Shall have, preferably, a minimum of two (2) years continuous and immediate sobriety and shall have served as an Intergroup Committee representative or shall have had other A.A. service committee experience. The Volunteer Coordinator should have, preferably, reasonable business knowledge to conduct the business operations of the Central Office.

Term of Office: Shall be elected for a two (2) year term at the regular meeting of the Intergroup Committee. The Volunteer Coordinator may be reelected for one (1) additional two (2) year term.

Duties and Authority:

1. Be responsible for recruiting, training, and scheduling office volunteers needed for daily operations.
2. Update the 12 Step Call list and provide list to Central Office Volunteers and Hot Line Coordinator.
3. Shall have one vote at Intergroup Committee meetings.
4. Shall attend and provide a monthly report to the Advisory Board & Intergroup Committee at the regularly scheduled monthly meeting.
5. Assist with day-to day business of Central Office such as printing a copy of the Monthly Intergroup Committee meeting minutes and filing them in the Central Office.

Meeting Schedule Coordinator

Qualifications: Shall have, preferably, a minimum of (2) years continuous and immediate sobriety and shall have served as an Intergroup Committee representative or shall have had other A.A. service committee experience.

Term of Office: Shall be elected for a two (2) term year at the regular meeting of the Intergroup Committee. The Meeting Schedule Coordinator may be reelected for one (1) additional two (2) year term.

Duties and Authority:

1. Shall maintain accurate information of all the meetings and business meetings (district [GSR], Intergroup, H&I, etc.) within the WVI jurisdiction.
2. Develop, publish, and distribute an accurate meeting list schedule monthly.
3. Provide an electronic and paper copy of their current work to the Central Office
4. Shall have one vote at Intergroup Committee meetings but may not vote both as an officer and a group representative.

5. Shall attend and provide a monthly report to the Intergroup Committee at the regularly scheduled monthly meeting.
6. Work with their replacement to familiarize them with their duties, authority, and current work.

Outreach Coordinator

Qualifications: Shall have, preferably, a minimum of two (2) years continuous and immediate sobriety and shall have served as an Intergroup Committee representative or shall have had other A.A. service committee experience.

Term of Office: Shall be elected for a two (2) term year at the regular meeting of the Intergroup Committee. The Outreach Coordinator may be reelected for one (1) additional two (2) year term.

Duties and Authority:

1. Shall coordinate with the Intergroup chairperson, district committee member (DCM) and other volunteers to contact each A.A. group and is not represented at the Intergroup Committee meetings. Information will be provided to these groups about the purpose of the Intergroup Committee and the services available to them from WVI.
2. Shall have one vote at Intergroup Committee meetings but may not vote both as an officer and a group representative.
3. Shall attend and provide a monthly report the Intergroup Committee at the regularly scheduled monthly meeting.
4. Shall provide written or electronic copies of their work to the Central Office.
5. Work with their replacement to familiarize them with their duties, authority, and current work.

Telephone Volunteer Coordinator

Qualifications: Shall have, preferably, a minimum of two (2) years continuous and immediate sobriety and shall have served as an Intergroup Committee representative or shall have had other A.A. service committee experience.

Term of Office: Shall be elected for a two (2) term year at the regular meeting of the Intergroup Committee. The Telephone Volunteer Coordinator may be reelected for one (1) additional two (2) year term.

Duties and Authority:

Shall coordinate with volunteers to provide the most effective after-hours phone service to the A.A. community by:

1. Recruit, train and schedule all volunteers to answer the hotline phone after hours.
2. Provide these volunteers with the most updated information needed to perform their duties.
3. Shall provide an updated volunteer schedule to the Central Office including after-hours volunteers for Central Office.
4. Shall have one vote at Intergroup Committee meetings but may not vote both as an officer and a group representative.
5. Shall attend and provide a monthly report to the Intergroup Committee at the regularly scheduled monthly meeting.
6. Work with their replacement to familiarize them with their duties, authority, and current work.

Website Coordinator (Webmaster)

Qualifications: Shall have, preferably, a minimum of two (2) years continuous and immediate sobriety and shall have served as an Intergroup Committee representative or shall have had other A.A. service committee experience.

Term of Office: Shall be elected for a two (2) year term at the regular meeting of the Intergroup Committee. The Website Coordinator (Webmaster) may be reelected for one (1) additional two (2) year term.

Duties and Authority:

1. Shall maintain the WVI web site, including but not limited to:
 - a. Assure that the website contracts with the host include the following services –
 - i. URL
 - ii. Automatic Backup
 - iii. Security
 - b. Approve invoices from the host for treasurer – call the host and negotiate a lower cost.
 - c. Creating and maintaining Gmail addresses and the main Google profile for WVI.
 - i. Assist members with accessing their position's Gmail address
 - d. Update website documentation and training materials as needed.
2. Work with their replacement to familiarize them with their duties, authority, and current
3. work.

Central Office Manager

Qualifications: Shall have, preferably, a minimum of five (5) years continuous and immediate sobriety. Should have experience in Twelve Step service work and should have, preferably, reasonable business knowledge to conduct the business operations of the Central Office.

Duties and Authority: The office manager shall be selected and/or hired by the Advisory Board as a volunteer or as an employee of the WVI and shall act as the chief administrative officer of the Central Office. If an employee, there will be an annual review of the manager's salary and benefits by the Advisory Board every calendar year in November. The manager shall:

1. Be responsible for the effective daily operation of the Central Office under the guidance of the Intergroup Committee as outlined in these by-laws.
2. The Office Manager will print a copy of the Monthly Intergroup Committee meeting minutes and file them in the Central Office.
3. Assist in and coordinate any information needed by various WVI members, officers, Advisory Board committees and subcommittees to complete their duties.
4. Be familiar with the duties of the treasurer and be capable of performing the treasurer's duties if needed.
5. Prepare quarterly payroll tax forms, maintain internal records; prepare/file W-2/W-3 forms
6. Create new payroll chart to be used throughout the year
7. Prepare IRS 990 filing and maintain compliance with 501-c3 laws and all other state/federal requirements throughout the year.
8. Prepare year- end financial report for publication and review
9. open sealed bank statement, verify deposits, and reconcile in QBP
10. Be the third signer on the WVI checking accounts.
11. Shall attend and provide a report to the Intergroup Committee and the Advisory Board at their regularly scheduled monthly meetings.
12. Facility manager
 - a. Communicate and coordinate with the owner of the facility being leased.
 - b. Schedule the use of the facility for any group approved by the Intergroup Committee.
13. Merchandising manager
 - a. Ensure that all conference approved literature and Grapevine items are available for sale.
 - b. Ensure that all merchandise reflects the A.A. Steps and Traditions.
 - c. All other merchandise will be at the discretion of the Office Manager--subject to approval of the Intergroup Committee.
 - d. Shall be responsible for the ordering, stocking, and pricing of all merchandise including but not limited to coins, literature, greeting cards, stickers, CDs, tapes, and jewelry.
 - e. Coordinate with the Al-anon representative to place their products as directed by the Intergroup Committee.
14. Read and respond to all e-mail addressed to the Central Office.
15. Work with their replacement to familiarize them with their duties, authority, and current work.

16. Prepare and update as needed an Office Manual that will include passwords, combinations to the safe, insurance information, and details of how to manage the office in the manager's absence etc. The document with passwords and combinations to safe will be a separate and secured document from the manual with details of how to manage the office.
17. Monthly contact with Intergroup Chairperson on the Friday prior to the Intergroup meeting to discuss any needs or issues that may need to be addressed.
18. When taking more than one day of vacation, notify the Intergroup Chairperson of intended length of vacation leave and any assistance that may be needed during the absence.

Note: if this position is not filled, the AB Chair and Vice-Chair shall ensure these duties are reassigned to other AB members as need.

Member At Large

Qualifications: Member at Large, (identified as Member-at-Large A, Member-at-Large B, & Member-at-Large C shall have, preferably, a minimum of two (2) years of continuous and immediate sobriety and shall have served as an Intergroup Committee representative or shall have had other A.A. service committee experience.

Term of Office: Member-at-Large A and C shall be elected for a two (2) year term at the regular meeting of the Intergroup Committee in December of even number years and assume office at the regular January meeting. Member-at-Large B/ shall be elected for a two (2) year term at the regular meeting of the Intergroup Committee in December of odd number years and assume office at the regular January meeting. The Member At Large may be reelected for one (1) additional two (2) year term.

Duties and Authority:

1. A member at large, like any other board member, has a responsibility to act with care and loyalty to Alcoholics Anonymous and the Willamette Valley Intergroup.
2. They cannot hold any other standing service committee position within Willamette Valley Intergroup.
3. They are acquainted with the current bylaws and ensure that the Intergroup Committee and/or officers stay within the parameters of the bylaws.
4. A Member at Large may be asked to undertake special projects by the Intergroup Committee members or the Advisory Board.
5. They shall serve as a liaison between the membership and the Advisory Board.
6. They shall have one vote at Intergroup Committee meetings but may not vote both as an officer and a group representative.

Hospitals and Institutions (H&I) Committee Chair

Shall have, preferably, a minimum of two (2) years continuous and immediate sobriety and have experience in Twelve Step service work.

Terms of Office: Shall be elected for a two (2) year term at the regular meeting of the Intergroup Committee Chair. The H&I Committee Chair may be reelected for one (1) additional two (2) year term.

Duties and Authority:

1. Coordinate with A.A. members, Distract, and Area to provide panels, meetings, literature, on-call member's lists to institutions and parole/probation offices in Marion and Polk Counties.
2. Shall have one vote at Intergroup Committee meetings but may not vote both as an officer and a group representative.
3. Shall attend and provide a monthly report to the Intergroup Committee at the regularly scheduled monthly meeting.
4. Work with their replacement to familiarize them with their duties.

Events Committee Chair

This committee develops events for the AA community that are free or minimal expense. The chair shall have preferably, a minimum of two (2) years continuous and immediate sobriety.

Terms of Office: Shall be elected for a two (2) year term at the regular meeting of the Intergroup Committee. The Events Committee Chair may be reelected for one (1) additional two (2) year term.

Duties and Authority:

1. Develop fun events for the fellowship of Alcoholics Anonymous.
2. Work to make the Events Committee self-supporting and contribute to WVI if possible.
3. Shall have one vote at Intergroup Committee meetings but may not vote both as an officer and a group representative.
4. Shall attend and provide a monthly report to the Intergroup Committee at the regularly scheduled monthly meeting.
5. Work with their replacement to familiarize them with their duties.

Elections and Voting

Elections: Officers and members of the Advisory Board shall be elected at the regular December meeting as follows:

1. The Chairperson and Vice Chairperson shall be elected at the regular December meeting of even numbered years.
2. The Recording Secretary and Treasurer shall be elected at the regular December meeting of odd numbered years.
3. Two (2) Members-at-Large shall be elected at the regular December meeting of even numbered years and one (1) shall be elected at the regular December meeting of odd numbered years.

Nominations:

- Nominations for open positions should be received on forms available from the Central Office by the Intergroup Committee Chairperson prior to the regular November meeting for election at the regular December meeting.
- Nominations may be made from the floor at the regular November and December Intergroup Committee meetings.
- The term of new officers and members will begin the following January.
- A member may be nominated for more than one office but may serve only in the office to which first elected.
- Potential nominees who do not regularly attend Intergroup must attend two (2) consecutive committee meetings prior to election.
- Approval of potential nominees will be delayed until Group Reps can make announcement of committee openings and nominees considered at their home groups

Voting:

1. All nominees will be listed on the Willamette Valley Intergroup website for a minimum of one month prior to the election.
2. Voting will be for one position at a time.
3. Each group has one vote. The intergroup representative provides that vote.
4. Voting will occur by a voice, hand, or written ballot.
5. Voting will be by majority vote except in the case of a tie where the Chairperson will vote to break the tie.

Vacancies:

- Vacancies on the Advisory Board 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.
- In the event of a mid-term vacancy of a sub-committee chair, the vacancy may be filled on an interim basis. This person must attend 2 consecutive regular Intergroup Committee meetings prior to being

appointed. The position will be held until the next election where the person filling in as interim may be elected to the position if they so choose to continue.

- If a position does not receive any nominations the Chairperson will work with the Advisory Board to recruit a member as an interim for all open positions.

Revisions

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

Dissolution

In the event dissolution of this organization (WVI) should become necessary, all remaining funds and assets shall be disposed of as follows:

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