

LANCASTER AREA INTERGROUP BYLAWS

FORWARD

In grateful affirmation of the letter and spirit of the Twelve Steps, Twelve Traditions, and the Twelve Concepts of Alcoholics Anonymous (hereinafter “AA”), and placing all our activities under the guidance of a Higher Power, the groups of AA in and around the Greater Lancaster Area, met to form the Intergroup Association. These BY-LAWS serve as a framework and guide for our successors. The core of these By-Laws was created and approved at the inception of LAI in June 2001.

(This current Revision passed by the Steering Committee on August 20, 2025)

ARTICLE I

NAME

The name of this organization shall be Lancaster Area Intergroup (hereinafter “LAI”).

ARTICLE II

OBJECTIVE

The purpose of this organization is to:

A. AA Inquiries:

- To make the AA recovery program accessible to those requesting help for a problem with alcohol.
- The Intergroup is to receive calls from those seeking help and refer the caller to a nearby AA group, or have a volunteer from the 12th Step volunteer list call them back.

B. Office Facilities:

- To maintain a conveniently located office to serve as a clearinghouse for AA activities in the greater Lancaster area.
- Meeting Lists: The Intergroup may publish and distribute, at regular intervals, an up-to-date listing of meetings in the intergroup area.

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D. Information Exchange:

- The Intergroup office is to function as a clearinghouse for the circulation and exchange of information among all AA groups in and around the greater Lancaster area.
- Maintain close contact and communication with GSO (General Services Office / New York), other Intergroups, and Area & District committees to assure member input in the fellowship through the existing service structure.

E. Committees:

- Form a Steering Committee to provide direction and guidance in order to achieve the LAI objectives.
- Committees may be a special need of the Steering Committee. These committees shall be set in place to assist in the functioning of the Steering Committee, LAI, and the greater Lancaster area AA community and may be activated or disbanded as needed.
- See committee descriptions in Standing Rules.

F. OBJECTIVES EXCLUDED

- Operation or maintenance of a club or clubhouse.
- Alteration of AA policy – since this is the function and responsibility of the AA General Service Conference

ARTICLE III

MEMBERSHIP

Any AA group holding regular meetings within the greater Lancaster area may become a member of LAI.

A. LAI shall consist of AA groups registered with the LAI office, and other AA groups that register in accordance with this article.

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- B.** LAI is open to all AA groups in the Greater Lancaster area. For practical purposes this area includes Fairfield County and counties adjacent to Fairfield County, though primarily east and southeast of Lancaster.
- C.** Recognizing that all AA groups are autonomous, an LAI member group is expected to:
- Supply LAI with current group contact information and make timely changes when necessary.
 - Share the LAI Newsletter and other LAI announcements with their group members.
 - Support LAI's mission by encouraging volunteers for office operations and functions.
 - Send a group representative (Secretary or IGR) to Steering Committee meetings.
 - Support LAI financially either by monthly pledges or special donations. While this financial support from groups is the primary source of income for the LAI office, financial support is not a requirement for a group to become or to remain a member.

ARTICLE IV

GOVERNING BODY / LAI STEERING COMMITTEE

The Governing Body shall be the LAI Steering Committee which is made up of one voting member from each of the member groups. The voting member shall be the secretary, or a designated representative (IGR / intergroup representative) selected from each group.

Steering Committee Responsibilities:

- A.** Oversee the operations of and be responsible for the sustained functions of the Intergroup.
- B.** Elect all officers who shall comprise the **LAI Advisory Board** of the Steering Committee and approve all committee chairpersons.
- C.** Assist and support the respective committees and their duties.
- D.** Help to stimulate interest and participation from all listed AA member groups.

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E. Motions, unless otherwise approved in advance, shall be passed by a majority vote of those eligible voters at a Steering Committee meeting.

F. Supervise and approve all financial transactions of the Intergroup-, including the activities of its committees.

- The Steering Committee shall exercise its Right of Decision in order to establish and maintain financial policies and practices – guided by the principles embodied in AA's Seventh Tradition and Warranties One and Two of Concept XII.
- Designated check signers will be the Office Manager, Treasurer, Assistant Office Manager, and one Trustee (to be selected by the LAI Steering Committee).

H. Advisory Board officers shall consider, evaluate, and recommend to the member groups practices and methods to further the AA program traditions, guidelines, and principles in accordance with the recommendations of AA World Service Inc. and AA General Service Office, Inc.

ARTICLE V

OFFICERS / Advisory Board

A. The Advisory Board Officers of the Steering Committee shall consist of:

- Chairperson
- Vice Chair
- Secretary
- Treasurer
- Office Manager
- Assistant Office Manager
- Trustee (Elected in Odd Years)
- Trustee (Elected in Even Years)

B. Sobriety requirement to hold office:

- Chairperson **3 years**
- Vice Chair **3 years**
- Office Manager **3 years**
- Assistant Office Manager **2 years**
- Secretary **1 year**
- Treasurer **3 years**
- Trustees **7 years**

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Officers must be familiar with and practice the Steps, Traditions, and the Three Legacies of AA (Unity, Service, & Recovery), as well as value the principles of sponsorship, homegroup, and regularly attend Greater LAI area AA meetings.

C. Officers shall be voted on for two-year staggered terms. Terms begin July 1 and end June 30th (State fiscal year)

Even Year Elections

Office Manager

Vice Chair

Secretary

Trustee

Odd Year Elections

Chairperson

Assistant Office Manager

Treasurer

Trustee

D. Responsibilities of each office shall be defined in the Standing Rules.

E. Authority of the Advisory Board:

- The Advisory Board (aka. Steering Committee Officers) shall have the responsibility of the administration of LAI. They shall be responsible for the appointment of the Office Manager, and through the proper Officers, carry on the day-to-day business of LAI and make such administrative decisions as are necessary to implement the same. All matters of policy are strictly reserved to the membership Steering Committee and any actions taken by the Advisors in policy matters are subject to ratification of the Steering Committee / member group IGR's.
- In governing, the LAI the Advisory Board shall keep in mind the policies of LAI as well as the Twelve Steps and Twelve Traditions of AA.

F. In the spirit of keeping the governing of LAI in control of the member group IGR / Steering Committee, no LAI officer shall have a vote - regardless of any other position that they may hold. However, the Chairperson may cast a vote if it:

- i. Breaks a tie vote of the LAI Steering Committee
- ii. Creates a tie vote of the LAI Steering Committee, which will require a tabling until further consideration of the matter is given.

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ARTICLE VI

MEETINGS

- A.** The Steering Committee shall be held each month on the third Wednesday of the month, unless that falls upon a holiday. The meetings that fall on holidays will be held on the fourth Sunday of the month.
- B.** The time and place of the next meeting shall be announced by the Chairperson prior to adjournment. The LAI secretary, or designee, shall issue reminders to Steering Committee Advisory Board Officers.
- C.** Elections shall be scheduled in June of each year.
- D.** Special or emergency meetings may be called with a three-day notice. Contact shall be made by telephone and/or email. The topic will be limited to the specific subject for which the meeting is being called. There should be an attempt to contact all Steering Committee Advisory Board Officers.

ARTICLE VII

PARLIAMENTARY ORDER

- A.** All meetings shall be guided by this set of By-Laws and if the answer does not lie within this framework, Robert's Rules of Order shall be our guide.
- B.** Quorum for the Steering Committee meetings shall be 10% of the eligible voting membership.
- C.** In the event that a quorum of secretaries or alternates is not present to vote, Officers and members present will vote on all pertinent matters necessary to conduct business, but not to set policy, provided that a quorum of Officers (50%) is present. In the event a quorum of neither members or officers are present a meeting may be conducted for the purpose of discussion, but no decisions requiring votes may be made.

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ARTICLE VIII

AMENDMENT

These BYLAWS may be amended at any time by a two thirds (2/3) vote of the Steering Committee at any regular meeting, provided a copy of the proposed amendment is submitted in writing to each Steering Committee member and Advisory Board member, by posting the proposed amendment(s) at the LAI office and LAI website at least thirty (30) days prior to the meeting considering the action on the proposed amendment.

- Standing Rules can be changed at any meeting by a two-thirds (2/3) majority vote by the Steering Committee members.

(The previous revision of the BYLAWS were put into motion and passed on May 17, 2017)