

**BY-LAWS**

**NATURE COAST INTERGROUP, INC.**

**Revised - February 2008 and May 2023**

**(Amendments moved March 2023, corrections made October 2023)**

**ARTICLE ONE  
ORGANIZATION**

The name of the organization shall be NATURE COAST INTERGROUP, INC.

**ARTICLE TWO  
PURPOSE**

This is a non-profit organization of an association of Alcoholics Anonymous groups, hereinafter referred to as AA groups, in Citrus County, Florida, which exists to help those groups carry the message to the alcoholic that still suffers.

[See Amendment One]

**AMENDMENT ONE**

Nature Coast Intergroup, Inc. is a non-profit Corporation under the laws of the State of Florida and the United States. The Articles of Incorporation ( Article No.N00000000482, FEI-EIN 59-3639818) are now an adjunct to these By-laws. The following sub-amendments shall accommodate the law.

A. A Board of Trustees must be formed to oversee the Officers and operations of Nature Coast Intergroup, Inc., each Trustee shall discharge his/her responsibility as a trusted servant, bearing in mind at all times that his/her actions are for the benefit of all A.A. groups and that principles should come before personalities. Trustees should have prior service to Alcoholics Anonymous as either an Intergroup Representative, Committee Member, Committee Chair, or Officer, and be familiar with these By-Laws.

B. In order to preserve continuity, two (2) Trustees shall be elected every year by the general membership at the Annual Meeting with a total of four (4) Trustees.

In accordance with the Articles of Incorporation the number of Trustees may be increased or decreased from time to time but shall never be less than three (3).

A minimum of two years of continuous sobriety shall be required for nomination to the Board of Trustees.

C. The management of the corporation shall be vested in the Board of Trustees, with the day-to-day operations vested with the Officers. The Officers shall oversee the monthly, annual, and special meetings.

D. The Board of Trustees shall perform an annual audit of Nature Coast Intergroup.

E. Any changes to the Board of Trustees shall be filed with the Corporation's Annual Report/Uniform Business Report.

F. A Corporation Annual Report/Uniform Business Report must be filed with:

**Florida Department of State Divisions of Corporations**

**P.O. Box 6327**

**Tallahassee, Florida 34314**

The report is to be filed between January 1 and May 1 of each year beginning with the calendar year following the year of the filing date January 25, 2000, and each year thereafter. Failure to file the Annual Report/Uniform Business Report on time may result in administrative dissolution of the corporation. A Federal Employers Number (EIN) must be shown on the Annual Report/Uniform Business Report Form prior to its filing with the afore-mentioned office.

G. Changes to the Corporation's mailing address must include a notification to the aforementioned office in writing within one month.

### **ARTICLE THREE MEMBERSHIP**

All AA groups in the area can be members if they so desire. Each group shall notify Intergroup in writing as to who the representative and alternate are, together with their address and telephone number. No proxy votes shall be accepted according to AA tradition.

[See Amendment Five] July 2004

### **AMENDMENT FIVE**

Article Three-Membership: Each group shall notify Intergroup in writing or vocally as to who the NCI representative & alternates are.

### **ARTICLE FOUR OFFICERS**

The Intergroup Officers shall serve the groups by conducting normal business affairs, operations of the Intergroup office, telephone service, etc. Intergroup Officers shall consist of the Chairman, Vice-Chairman, Secretary, Alt. Secretary and Treasurer, Alt. Treasurer.

Officers shall be elected for a term of two years, none serving in that capacity for longer than four consecutive years. All Intergroup Officers must have at least two years continuous sobriety. The

Intergroup Officers shall temporarily fill the existing vacancies, as they may occur, subject to the approval of the groups at the next regular intergroup meeting.

[See Amendment Two]

## **AMENDMENT TWO**

In the event the need arises for the election of a Trustee, outside the election normally held at the Annual Meeting, specifically to replace a Trustee who is unable to serve his term, a special election may be called in the following manner.

1. All Member Groups, pursuant of Article Eleven of the Nature Coast Intergroup By-laws, shall be notified prior to the special election by publication in the monthly newsletter. Publication in the monthly newsletter shall constitute sufficient notification.
2. Nominations will be accepted until the date of the special election.
3. Those eligible to vote, in accordance with Article Six and the First Amendment to the By-laws, shall determine the new Trustee.

The term of the Trustee elected to fill the vacant seat shall end when the term of the Trustee whom they are replacing was slated to end.

## **ARTICLE FOUR A**

### **OFFICERS DUTIES AND QUALIFICATIONS:** May 2022

The duties and service obligations include, but are not limited to the following:

#### **Chairman:**

- Preside over and preserve order at all Nature Coast Intergroup meetings.
- See that the Committee Chair reports are presented briefly and concisely.
- Limit time on all discussion and if an issue is unresolved, carry it over to the next meeting.
- Facilitate inclusion of all Intergroup Representatives, keep focus on topic at hand; keep in mind the necessity of a well-informed group.
- Allow ample time for old business.
- Allow ample time for new business.
- Attempt to close meeting on time.

#### **Service Obligations:**

- When possible, attend North Florida Area Meetings (General Service Assemblies).
- Attend all special committee meetings.

#### **Alternate Chair:**

The duties and service obligations of the Alternate Chair include, but are not limited to:

- Chair Nature Coast Intergroup meetings in Chair's absence, and assist Chair as needed.

#### **Secretary:**

- Prepares and distributes minutes of the Intergroup Meetings. Minutes should be emailed to Intergroup Trusted Servants, Committee chairpersons, Intergroup Reps, Alt. Intergroup Reps, and postal mail if necessary.
- Maintains and updates mailing lists and email distribution lists.
- Maintains and updates Intergroup Reps lists.
- Keeps copies of all Intergroup Meetings and correspondence for archival purposes.
- Takes the roll call at Intergroup Meetings.
- Passes the attendance sheet at the Intergroup Meeting.
- Sends out an announcement and proposed to-date agenda for the regular business meeting one week in advance of the meeting or as directed by the Nature Coast Intergroup Chair.

**Treasurer:**

- Keeps all financial records for Nature Coast Intergroup.
- Reports all financial transactions at the Intergroup Meeting. The monthly Treasurer's Report must be a full report for the previous calendar month; an interim report to keep members apprised of current expenses and income up to the date of the meeting should also be orally presented if requested.
- Pays all expenditures approved by the Intergroup.
- Has all financial records available for the annual audit.
- Reconciles the monthly bank statements.
- Turns over all financial records to Nature Coast Intergroup at the conclusion of the term of office.
- Maintains and monitors budget expenditures.
- Should have basic accounting knowledge and be familiar with spreadsheets.

[See Amendment Eleven]

**AMENDMENT ELEVEN**

Duties and qualifications of Officers, Committee Chairs, and Trustees. May 2022

**ARTICLE FIVE  
MEETINGS**

Intergroup Officers, together with Intergroup Representatives, will meet monthly. The January meeting will be the Annual Meeting. Workshop meetings may be called by the officers as needed. Minutes shall be kept of all meetings, read at the following monthly meeting, and posted on the website. Any AA member may attend any Intergroup meeting.

A quorum of all Intergroup Officers meeting shall consist of three-fifths of the Officers. At all Intergroup meetings the group representative quorum shall be one third of the groups represented.

Eligibility to vote at joint meeting will be limited to group representative or alternates, each group having one vote. In balloting a simple majority carries the vote.

[See Amendment Three] 2003

[See Amendment Six] July 2004

[See Amendment Nine] May 29, 2005

### **AMENDMENT THREE**

The Annual Meeting shall be held on the first Sunday in January, so that, 1) the Annual Meeting coincides with the Trustee terms and, 2) an annual report may be presented that reflects a true fiscal year beginning on January 1 and ending on December 31.

[See Amendment Six] July 2004

### **AMENDMENT SIX**

Article Five-Meetings: A quorum of all Intergroup Officers shall consist of those Officers present. The Group Representative quorum shall consist of those Representatives present.

[See Amendment Nine] May 29, 2005

### **AMENDMENT NINE**

Article Five-Meetings: Voting will be limited to only group representative or alternates on record with the Nature Coast Intergroup Secretary. Should a tie result from any vote the Chairperson of NCI will cast the deciding vote. This Bylaw amendment will eliminate NCI Officers from voting.

## **ARTICLE SIX ELECTIONS**

At the Second Annual Meeting, Intergroup Officers shall submit a suggested list of nominees for Intergroup Officers for the next two years (plus vacancies) and their names will be placed in nomination. Nominations from the floor will be in order. Each member group shall have one vote, and those receiving the most votes will be elected. Ties will be resolved by a second or further ballot(s).

[See Amendment Seven] July 2004

### **AMENDMENT SEVEN**

Article Six-Elections: Officers & Trustee elections will be held bi-annually in October of even years. Nominations of Officers & Trustees shall be submitted at the September meeting of even years and published in the NCI monthly Newsletter. Additional nominations may be submitted the day of the elections. The new Officers & Trustees term will begin at the January annual meeting following the elections.

## **ARTICLE SEVEN ORDER OF BUSINESS**

1. Call the meeting to order.
2. Open the meeting with the Serenity Prayer.
3. Roll Call
4. Read the minutes of the preceding meeting.
5. Reports from the Officers

6. Reports from Trustees
7. Reports from the Committees
8. Old and unfinished business
9. New business
10. Adjournment

[See Amendment Ten] February 4, 2008  
[See Amendment Eleven] May 2022

### **AMENDMENT TEN**

Article Five-Order of Business: Nature Coast Intergroup business meetings will be conducted using Roberts Rules of Order.

### **AMENDMENT ELEVEN**

Article Seven-Order of Business: Duties and qualifications of Officers, Committee Chairs, and Trustees.

### **ARTICLE EIGHT COMMITTEES**

All Committee Chairmen of this organization shall be appointed by the Intergroup Officers, and their term of office shall be for a period of one year or less or terminated by action of the Intergroup Officers. Committee Chairmen must have one-year (1) of sobriety, no sobriety requirement for committee members.

[See Amendment Four] July 2004

### **AMENDMENT FOUR**

The term of office for committee Chairpersons has changed from 1 year to 2 years. If the chair is unable to finish the 2-year term, and a vacancy exists, the officers shall appoint a chair to serve the remainder of the 2-year term.

#### **Webmaster:**

NCI publishes this website (<http://www.ncintergroup.com>) which includes updated local meeting lists and a local web site with maps for each meeting. The website has three basic purposes, (1) HELP - for people to get help with a drinking problem; (2) FIND MEETINGS - for people to find A.A. meetings and resources nearby; (3) INFORMATION - for members to obtain info about NCI (including social events of Intergroup), District (Including meeting and workshops), Area and GSO; also friends and professionals to get general information about A.A. including access to the literature and history of A.A.

#### **Hotline:**

NCI maintains a telephone helpline called the Hotline (352) 621-0599) which is manned 24 hours a day and available to help anyone in the community who may have a problem with alcohol. NCI relies on local A.A. group members to perform Twelfth-Step service. Service at Intergroup in relation to the Hotline

involves answering the phone, arranging A.A. members Twelfth Step contact for newcomers, helping newcomers get rides to meetings, and other Twelfth-Step work with newcomers.

**Journal:**

NCI also publishes the monthly NCI Journal (news@NCIntergroup.com) providing information about A.A. activities, anniversaries, and individual stories. This monthly newsletter helps groups keep informed about one another.

**Events:**

NCI is also the social arm of A.A. in Citrus County coordinating activities like the gratitude dinner, founders' day breakfast, athletic events, dances, and picnics.

[See Amendment Eleven] May 2022

**AMENDMENT ELEVEN**

Duties and qualifications of Officers, Committee Chairs, and Trustees added.

**ARTICLE NINE  
DUES**

There shall be no fees or dues for membership in this organization. It is self-supported through the contributions of the members and fundraisers.

**ARTICLE TEN  
ELIGIBILITY**

A minimum of one year of continuous sobriety is required when there is contact with the public, such as calls for AA assistance.

**ARTICLE ELEVEN**

These By-laws may be amended, altered, repealed or added to by an affirmative vote of the majority of the member groups present at the Annual Meeting or any special meeting called for such purpose. At least thirty days prior to the meeting at which a proposed amendment is to be submitted, the text of the proposed change shall be given to the Intergroup Officers in writing. The Officers shall then make it available to all member groups as soon as possible prior to the meeting.

**ARTICLE TWELVE  
AUDIT**

An internal audit of the organization's financial records shall be made and presented at the Annual Intergroup Meeting. A minimum of two Intergroup Trustees shall conduct the annual financial audit. (refer to AMENDMENT ONE, Section D)

#### **AMENDMENT ONE**

Article Twelve - Audit: Section D. The Board of Trustees shall perform an annual audit of Nature Coast Intergroup, Inc.

#### **ARTICLE THIRTEEN EXPENDITURES**

ANY expenditure over \$100.00, (August 2021 raised to \$150) excluding normal operating expenses, must be approved by a majority of the member groups at the regularly scheduled or a special meeting for that purpose.

#### **ARTICLE FOURTEEN RESPONSIBILITY**

The Intergroup Officers shall be guided in all matters by the group conscience, expressed by the members, at the monthly meeting, AA Guidelines, and AA's Twelve Traditions.

#### **ARTICLE FIFTEEN RESIGNATION OR REMOVAL OF OFFICERS**

Officers may resign, upon notification, at the next Intergroup meeting. Officers may be removed from office by a majority of the elected members (Intergroup Officers and Intergroup Representatives) at the meeting.

#### **ARTICLE SIXTEEN AMENDMENTS**

When a By-law Article is amended a footnote will be added, in brackets, to the original Article referring to the amendment number.

[See Amendment Eight] May 29, 2005

#### **AMENDMENT EIGHT**

Article Sixteen: A new Article: When a By-law Article is amended a footnote will be added, in brackets, to the original Article referring to the amendment number.



