

SAMPLE INTERGROUP BY-LAWS

**(NAME OF) INTERGROUP
OF
FAMILIES ANONYMOUS, INCORPORATED
(A Non-Profit Organization)**

BY-LAWS ADOPTED ON (DATE)

ARTICLE I – NAME

Section 1: The name of this representative Intergroup shall be (Name selected) FA Intergroup of FAMILIES ANONYMOUS, INCORPORATED.

ARTICLE II – OBJECTIVES

Section 1: To give encouragement, provide fellowship, and act as a clearinghouse for the exchange of information among the Intergroup member groups.

Section 2: To provide a forum where duly appointed representative member groups share ideas and find answers to questions involving the furtherance of the objectives of Families Anonymous, Inc., to wit: to provide assistance to member groups and individuals of the fellowship known as Families Anonymous in finding peace and serenity in spite of adverse situations where relatives or friends maybe involved with drugs, alcohol, or have related behavioral problems.

Section 3: To provide information, literature, and source material on achieving the principles of Families Anonymous as coordinated and published through the World Service Office (hereafter WSO) of Families Anonymous, Inc.

Section 4: To provide Public Information about the Families Anonymous program to the general public and to professionals and agencies so that the benefits can be made available to the greatest number of people while preserving the anonymity of individual members.

Section 5: To provide a local common point of contact for public agencies and other community programs which are dedicated to the treatment of chemical dependency and related behavioral health problems.

Section 6: To provide coordination for Twelve-Step activities, that carry the message of the Families Anonymous program and principles to others.

ARTICLE III – GUIDING PRINCIPLES

Section 1: The Guiding Principles of the Intergroup shall be the Families Anonymous readings known as: *Twelve Steps* and *Twelve Traditions*.

ARTICLE IV – MEMBERSHIP

Section 1: Membership is open to all individuals attending Families Anonymous group meetings in the area served by this Intergroup. Other groups in the area where Intergroups have not yet formed are welcome to send a representative or written comments to be heard at regular meetings of this Intergroup.

Section 2: Groups may register with this Intergroup in the same manner as they have already registered with the FA WSO by sending the name, address, and telephone number of the Secretary, Delegate and Alternate Delegates with the place, address day and time of their periodic meetings to: (contact person and address of the Intergroup).

ARTICLE V – DELEGATES AND ALTERNATES

Section 1: Each member group shall elect for a term of at least one year a Delegate and an Alternate Delegate to attend all Intergroup meetings. The Intergroup Corresponding Secretary shall maintain a roster of Delegates and Alternate Delegates.

Section 2: Each member group is authorized to cast one vote in all elections and during all Intergroup meetings with motions before the Intergroup and in other matters of Intergroup business. A simple majority constitutes a quorum of the active member groups is required to do business.

Section 3: The duties of Delegates and Alternates are to bring to the Intergroup's attention the wishes, ideas and requests of their respective groups, and to vote on all Intergroup matters. They will report back to their respective groups on actions taken at Intergroup meetings and encourage participation of all member groups in Intergroup activities.

ARTICLE VI – MEETINGS

Section 1: Regular Intergroup meetings shall be held (specify frequency and location). Notification shall be made by announcements mailed to the member groups, telephoning member group Secretaries or Delegates, and/or email and posting on the Intergroup's website.

Section 2: A Special Meeting of the Intergroup may be called by the Chair (using the methods above) giving at least three weeks prior notice to Officers and Delegates.

ARTICLE VII – STRUCTURE

Section 1: The ultimate direction of the FA (name) Intergroup is decided by member groups through their elected delegates and alternates.

Section 2: Officers for this Intergroup shall be elected at a regular meeting, date and time of the group's choice, such as the 1st meeting of each year.

Section 3: Elected officers (Chair, Vice-Chair, Recording Secretary, Corresponding Secretary and Treasurer) shall be filled by group members with at least six months regular attendance at a Families Anonymous member group in the Intergroup Area.

Section 4: The Chair is the administrative officer of this Intergroup and maintains official contact with the FA WSO. He/She shall be elected by the member group Delegates. The term of office is decided by Group Conscience.

ARTICLE VIII – VACANCIES

Section 1: Vacancies occurring among the elected officers, including that of Chair, shall be filled by appointment by the remaining officers.

ARTICLE IX – SPECIAL COMMITTEES

Section 1: The Intergroup Chair shall appoint Chairs of all special committees, subject to the approval of the Intergroup members and Delegates. These special committees shall serve for the time needed to perform the needs or projects for which they were formed. Example: A committee for the planning of the Intergroup's annual convention.

ARTICLE X – FINANCES

Section 1: As in all other areas of FA, Inc., there shall be no required dues or fees from the member groups of this Intergroup.

Section 2: Financing of Intergroup activities such as a telephone lines and Voice Mail, volume purchases of FA literature, publication of a newsletter, and other similar expenses, shall be exclusively through donations of Intergroup member groups and individual members. The sale of literature or any fund-raising activity must be duly approved by the Intergroup. Only literature published and approved by WSO may be sold. Fund-raising

activities shall be in compliance with the Twelve Traditions of Families Anonymous, Inc.

Section 3: No debt shall be incurred and no continuing obligation entered into without the consent of at least a simple majority of the Delegates of the member groups present, requiring a quorum.

ARTICLE XI – AMMENDMENTS

Section 1: These By-Laws may be amended at any regular Intergroup meeting or any Special Intergroup meeting by at least a 2/3 majority of the member group delegates present, and a quorum is required.

ARTICLE XII – RULES OF ORDER

Section 1: *Robert's Rules of Order*, newly revised, shall govern all Intergroup regular and special meetings.