

## **BY-LAWS OF AREA 6B**

Approved March 2, 2024

### **SECTION 1.**

#### **Eligibility Requirements for Members and Officers**

**1. CHAIRPERSON:**

2 years of abstinence and regular attendance at meetings (39 meetings per year) and holding no other intergroup office.

**2. TREASURER:**

2 years of abstinence and regular attendance at meetings (39 meetings per year) and holding no other intergroup office.

**3. SECRETARY:**

1 year of abstinence and (39 meetings per year) and holding no other intergroup office.

**4. ROOM REPRESENTATIVE (One representative from each room)**

90 days of Abstinence is required to vote.

**5. PRESSURE RELIEF CHAIRPERSON (Volunteer)**

2 years of abstinence and regular attendance at meetings.

**6. PUBLIC RELATIONS CHAIRPERSON (Volunteer)**

2 years of abstinence and regular attendance at meetings.

**7. COMMUNICATIONS COORDINATOR**

2 years of abstinence and regular attendance at meetings.

**8. HOTLINE CHAIRPERSON (VOLUNTEER):**

2 years of abstinence and regular attendance at meetings.

### **SECTION 2.**

#### **ELECTION OF OFFICERS**

1. Nominations of officers shall be held at the October Intergroup meeting.

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2. Elections of officers shall be held at the December Intergroup meeting.
3. Elected officers shall assume office at the February Intergroup meeting and serve for a one-year term.
4. Election by closed ballot. Only room reps., intergroup officers, trustees, or past trustees can vote.
5. All officers and members may be re-elected for a maximum of 3 consecutive terms to allow for rotation of duties. An existing officer may be re-elected beyond the three (3) year term limit in the event no other nominees are available for service.

### **SECTION 3.**

#### **REMOVAL FROM OFFICE**

1. A return to gambling shall be cause for automatic removal of an officer or representative from office.
2. If an officer is absent from two meetings during a year he or she may be removed from office.

### **SECTION 4**

#### **DUTIES**

##### **1. CHAIRPERSON:**

- a. Arrive early enough to the meeting to make sure the location is open and set up for the meeting.
- b. Prepare the meeting agenda and distribute a copy to each Intergroup Representative 14 days prior to the scheduled meeting.
- c. Conduct the Intergroup meeting.
- d. Appoint committee chairpersons ex: by law committee etc.

##### **2. TREASURER:**

- a. Collect monies and disburses verifiable expenses.

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- b.** Prepare financial statement after the intergroup meeting and give a copy to the secretary to be published in the Intergroup minutes.
- c.** Make timely deposits of monies received in an FDIC insured account.
- d.** Reconcile bank statements monthly.
- e.** Have all financial records checked quarterly by a trustee and the chairperson.
- f.** Keep financial records for the previous 3 years and pass them on to the next treasurer.

### **2. SECRETARY:**

- a.** Take minutes of all the Intergroup meetings.
- b.** Publish minutes and distribute them to Intergroup representatives, officers, and trustees within 21 days of the intergroup meeting.
- c.** Keep annual records of minutes of meetings and pass them on to the next elected secretary.

### **3. ROOM REPRESENTATIVE:**

- a.** Present the minutes of the Intergroup meeting to the room that they are representing.
- b.** Promote the Trustees Fund and collect monies for the fund from the room they represent.
- c.** Present to Intergroup information related to their room.
- d.** Each Intergroup representative will have one vote.

### **4. PRESSURE RELIEF CHAIRPERSON (Volunteer):**

- a.** Coordinates and conducts pressure relief group meetings as prescribed in the guidance code of Gamblers Anonymous.

### **5. PUBLIC RELATIONS CHAIRPERSON (Volunteer):** Responsible for creating and arranging public relations activities in the West Coast Florida Intergroup areas.

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### 6. COMMUNICATIONS COORDINATOR:

- a. A volunteer person will update, print, and distribute West Coast Meeting directories to all intergroup representatives, officers, trustees, and hotline volunteers.
- b. Maintain area anniversary list and distribute to all intergroup representatives for their rooms.
- c. Maintain the area website.

### 7. HOTLINE CHAIRPERSON:

- a. The Hotline Chairperson is responsible for scheduling staffing coverage for hotline volunteers.
- b. The primary purpose of the hotline is to encourage callers to attend meetings, not to serve as a counseling service. Calls should be limited to 5 minutes.

## SECTION 5. FUND RAISING, SOCIAL EVENTS

### Event Expenses

All fundraising and social event expenses that are to be paid by Intergroup must first get approval from Intergroup.

## SECTION 6. TRUSTEES

1. Effective July 1, 2024, Florida West Coast Intergroup will be represented by 2 Trustees who live in Florida Area 6B.
  - a. **Election of Trustees:**
  - b. **Nominations and Eligibility** Nominations shall be held at the April Intergroup meeting of even numbered years. Nominees need not be present. (If not present, Intergroup chairperson shall contact the nominee within two (2) days to ascertain if they accept the nomination.) All nominees must meet the eligibility requirements per Gambler's Anonymous Guidance Code.
  - c. **Candidates** Each candidate must include a biography. Bios of the individual candidates to be included with the ballots must be 100 words or less and

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submitted to the Florida West Coast Intergroup secretary (or the designee) within ten (10) days following the April Intergroup meeting.

- d. Ballots and Eligibility** Intergroup secretary shall provide a ballot to each room representative listing all nominees who have accepted, including the biography of each. Candidates shall be listed alphabetically by name, including home group and date of abstinence. The Florida ballot shall be marked “vote for up to two candidates.” A suggested closed vote will take place in each room.

**e. Voting Procedures**

**The procedure of the vote is as follows:**

- 1.** To be eligible to vote, a member must be clean from the bet for 90 days by his or her own admission. This must be stated on the room ballot.
- 2.** If a member attends more than one room (group), he or she can cast only one (1) vote in only one of the groups – the group he or she designates as a homeroom. This must be stated on the room ballot.
- 3.** The votes in each group will be tallied by the group secretary and treasurer.
- 4.** The decision of the group shall be announced to all members before the conclusion of the meeting at which the vote is held.
- 5.** The results listing the two candidates with the most votes shall then be written on the ballot signed by the group secretary and either the treasurer or Intergroup Representative.
- 6.** The signed ballot shall be placed in a sealed envelope and given to the Intergroup Representative and either mailed or hand carried to the Intergroup Secretary.

**f. Group Ballots**

The group ballots will be received by the Intergroup secretary prior to the start of the special election Intergroup Meeting in May of election years. The Spanish speaking Caribbean rooms will be responsible to elect a trustee and report the results to the Intergroup Secretary.

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### g. Counting of Group Ballots

The Intergroup Representative must present the ballot to the Intergroup Secretary at the next Intergroup meeting. The only ballots that will be counted shall be those that are filled out completely and are in the hands of the Intergroup Chairperson/Secretary at the next Intergroup meeting.

### h. Declaring Area 6B Trustees

Intergroup trusted servants should open and count ballots at the Intergroup meeting; the two (2) candidates receiving the most votes shall be declared Area 6B trustees.

### i. Tie Breaking Procedures

If a tie still exists between the 2nd and 3rd Florida candidates, Intergroup members present will vote on each remaining candidate to break the tie.

## 3. TRUSTEE FUNDING

- a. Intergroup will fund each trustee no more than the actual cost of the trustee conferences.
  1. A trustee may ask for airfare funding up to 6 months in advance when economical airfare is available. If a trustee is not in attendance of 2/3 of Intergroup meetings prior to an upcoming conference, Intergroup may elect not to fund that trustee.
  2. All Donations to the Trustee Fund money shall be held in the Intergroup bank account and the Intergroup treasurer shall keep a separate accounting for this fund.

## 4. Special Election Procedures for The Election of Area 6B Trustees

- a. In the event a trustee is unable to complete his or her term of office, a special election may be held at the discretion of the Inter-group. This election will be held within 30 days of the Trustee's resignation.
- b. To ensure the ability to assume this position mid-term, The newly elected trustee will preferably have previous experience as a trustee.

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**STANDING AGENDA FOR THE WEST COAST FLORIDA INTERGROUP MEETINGS**

- I. **Meeting Opening:** *“I sought my soul....”*
- II. **Group Donations** – *(to Treasurer prior to meeting)*
- III. **Welcome:** *(By Chairperson)*
- IV. **We are self supporting.....** *(Donations)*
- V. **Attendance & Meeting Room Attendance Review**  
*(Chairperson asks the secretary to take roll and confirm the room attendance list)*
- VI. **Approval of minutes from last meeting**  
*(Chairperson asks secretary to present previous meeting minutes for approval)*
- VII. **Open issues:**
- VIII. **New business:**
- IX. **Questions & Answers/Good & Welfare**  
*(Chairperson asks if any representative has information or concerns from their room that they would like to share/discuss)*
- X. **Treasurer’s Report**
- XI. **Next Intergroup Meeting** *(Announced by Chairperson)*
- XII. **Closing:** *“Serenity Prayer”*

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### **Meeting Guidelines:**

- 1. All new business items must be presented to the Chairperson at least 2 weeks in advance of the meeting.**
- 2. There will be no more than 10 minutes discussion on any subject matter brought up. The Intergroup can take a vote after the 10 minutes to continue the topic for additional time, in 5-minute increments. If there is a majority vote to continue the discussion, after that additional 5 minutes the matter at hand will be tabled until the following Intergroup meeting.**
- 3. Only Area 6B Inter-group representatives, trustees, past trustees, and Intergroup officers will be recognized to speak in discussions at the Intergroup meetings.** Other members of the Gamblers Anonymous fellowship must be introduced by one of the above and then will be allowed to discuss only the topic at hand.
- 4. Intergroup will keep subject matter to Intergroup business only. Other subjects will only be discussed at the Intergroup if the matter affects GA as a whole.**
- 5. Proposed agenda items can only be voted on once every six months. By-Law revisions will only be addressed in the first 4 months of each year.  
(Approved at our February Intergroup meeting)**
- 6. To propose an amendment to any guideline an Inter-group member, trustee, past trustee, or Intergroup Officer must present the topic to the chairperson at least 3 weeks in advance and the matter will be handled the same as new business.**
- 7. Any items voted on must be passed by a majority vote of the Inter-group members that are present at the time of voting. Each present member has one vote only.**
- 8. Motions defined as an “emergency”, i.e. requiring immediate attention and decision, need not be on the agenda, but must be presented to the Chairperson prior to the start of the meeting.**