

QUALIFICATIONS – SECRETARY

(NY Inter-Group's By-Laws, Page 4 Article VII, Section 2)

(g) The Secretary:

1. Has at least three years of sobriety in Alcoholics Anonymous;
2. Is a member of a group in the Greater New York Area; and
3. Is elected on the basis of capability and experience for this office.

FUNCTIONS AND DUTIES – SECRETARY

(NY Inter-Group's By-Laws, Page 7, Article IX, Section 5)

The Secretary:

1. Provides notice of all meetings of the Association and of the Steering Committee.
2. Keeps thorough and complete minutes of such meetings to insure transparency, excluding only those items prohibited by law.
3. Is responsible for the correspondence of the Steering Committee.
4. Maintains the records on file at the Inter-Group Association office.
5. Reports to the Steering Committee the pertinent information of all groups which have become members of the Association.
6. Performs such other duties as the Steering Committee may from time to time assign.

ELECTION – SECRETARY

(NY Inter-Group's By-Laws, Page 4, Article VII, Section 2)

(c) Secretary:

1. Announcements of positions due to be filled on July 1, shall be announced at the December Delegates Meeting of the previous year along with the qualifications for the position.
2. Nomination forms will be available at Delegates' Meetings and at the Inter-Group office.
3. A Nominating Committee shall be formed consisting of six (6) Delegates one from each Area, chosen at their respective forums and available for January 1. Three (3) members of the outgoing panel of the Steering Committee shall be drawn by lottery at the December Steering Committee Meeting.
4. The Nominating Committee will present not more than three (3) candidates for each position to the March Delegates' Meeting for election at the June Delegates' Meeting. If more than two (2) candidates are presented the position will be filled in the following manner: all candidates will be asked to leave the room and a vote will be taken by the Delegates. If no candidate receives a majority of votes then the candidate with the fewest votes will be eliminated. A second vote will be taken and the candidate who receives a simple majority of votes will be elected.

(By-Laws REV-June2014)