

**By -laws**  
**Lake-Sumter Central Office. INC dba Lake-Sumter Intergroup, Inc.**  
**(3-19-2015)**

**ARTICLE I - Name**

The name of this corporation shall be Lake-Sumter Central Office Inc. (hereafter called 'The Central Office').

**ARTICLE II - Purpose**

The Central Office exists as a servant of the members and the groups to carry the message of Alcoholics Anonymous. The function of the Central Office shall be set forth in the Scope and Procedures document.

**ARTICLE III - Membership**

The service area of the Central Office includes the geographic area of Lake and Sumter counties in the State of Florida which is within the North Florida Area Conference of Alcoholic Anonymous also known as North Florida Area 14. Membership shall consist of any A.A. group within this service area.

**ARTICLE IV - The Central Office Representatives**

Each group is entitled to have one vote at the Central Office business meeting which will be cast by the group's Central Office representative or, in their absence, by their alternate Central Office representative. Each Central Office representative will serve at the discretion of the A.A. group represented.

**ARTICLE V - Attendance**

Any A.A. member is encouraged to attend any and all meetings of Central Office as a non-voting participant. Non-voting participants shall have a voice as recognized by the chair.

**ARTICLE VI - Steering Committee**

There shall exist a Steering Committee consisting of a minimum: Chairperson, Vice Chairperson, Secretary, Treasurer, a past Chairperson, or others as determined in Scope and Procedures.

**ARTICLE VII - Meetings**

Meeting shall be governed by the revised Roberts's Rules of Order, as used by the General Service Conference, and outlined in the Scope and Procedures.

**ARTICLE VIII - Quorum**

The member group representatives in attendance at a properly noticed meeting constitute a quorum unless significant attendance is prevented at the scheduled meeting beyond anyone's control (e.g. weather, transportation, etc.)

**ARTICLE IX - Qualifications and Terms of Office**

Qualifications and terms of office will be determined in Scope and Procedures.

### **ARTICLE X - Nominations**

Nominations will follow procedures determined in the Scope and Procedures.

### **ARTICLE XI - Election**

Elections will be held by Third Legacy Procedure as determined in the Scope and Procedures. Terms of service are determined in the Position Requirements and Duties section of the Scope and Procedures.

### **ARTICLE XII - Office Coordinator**

Office Coordinator duties and responsibilities are determined in Scope and Procedures.

### **ARTICLE XIII - Duties of Officers**

Duties of Officers are determined in Scope and Procedures.

### **ARTICLE XIV - Monies**

There shall be no dues or fees required for membership. The Central Office shall be fully self-supporting through:

- a. The voluntary contributions of its member groups;
- b. The voluntary contributions of individual A.A. members in its service area;
- c. The sale of A.A. General Service Conference-approved literature, and other items as approved by the Central Office representatives eligible to vote.

### **ARTICLE XV - Committees**

Committees shall function as determined in Scope and Procedures.

### **ARTICLE XVI - Removal from Office**

Any officer and/or member of any Committee may be removed from office for cause upon a 2/3 vote of Group Representatives present at a regular or special Central Office Meeting. Before a vote for removal from office, a full disclosure of charges shall be conducted and the individual under discussion shall be granted the opportunity to be heard. Refer to Article VII.

### **ARTICLE XVII - Dissolution or Final Liquidation**

This Central Office shall be dissolved and its affairs concluded by two-thirds vote of Central Office members eligible to vote. All property and assets of this Central Office are to be disposed of in accordance with federal, state and local laws.

### **ARTICLE XVIII - Amendments to Bylaws**

These Bylaws may be amended via a proposition to amend in writing signed by not less than three Group Representatives at an Central Office Representative Meeting except where they would conflict with federal, state and local laws. The Secretary of the Central Office shall enter the proposition into the minutes for action by the Representatives at the second Central Office Representative Meeting following submission of the proposition. A two thirds (2/3) affirmative vote of Representatives present shall be required for passage.