

*Revised December 12, 2022*

The Metropolitan Office By-Laws of  
The Groups of Alcoholics Anonymous  
380 Hilton Rd, Room 1  
Ferndale, MI 48220-2590

**Introduction**

**Alcoholics Anonymous of Greater Detroit** was organized in 1941 for the purpose of providing information to those seeking help with their drinking problem and of providing service to Alcoholics Anonymous groups in their efforts to help suffering alcoholics to achieve sobriety. It operates a “Central Office” and is an “intergroup office” as that term is generally used in Alcoholics Anonymous. It is qualified as a 501(c)(3) nonprofit organization as described in the U.S. Internal Revenue Code.

**Article I: Group Representatives Committee**

**Item 1**

The term “Group” as used herein shall mean any A.A. group which is registered with the Central Office, has a Group Representative designated to attend Group Representatives Committee meetings, and endeavors to make financial contributions to support the Central Office based upon the Group Conscience. The Group Representatives Committee shall be composed of one member from each Group, selected by the Group as its Group Representative. The Group shall decide the qualifications of its Group Representative, who shall be sufficiently aware of the Group’s conscience to reflect it in the deliberations of the Group Representatives Committee. It is suggested that a Group Representative have at least one year of continuous sobriety. The Group Representative shall have authority to make decisions for the Group except in matters affecting A.A. policy.

**Item 2**

Meetings of the Group Representatives Committee shall be held on the second Monday of every month, at a time and location designated by the Administrative Committee in the Monthly Bulletin.

**Item 3**

Only members of A.A. may attend meetings of the Group Representatives Committee. Persons in attendance who are: Group Representative, Alternate Group Representative, chairmen or co-chairmen of any committee of the organization, Central Office employees and members of the Administrative Committee shall be entitled to participate in the discussion of any matters brought before the Group Representatives Committee. All others in attendance shall have no voice in the proceedings. Each Group in attendance shall have one vote on any matter to be voted upon. A majority of affirmative votes shall constitute approval of that matter.

**Item 4**

At all meetings of the Group Representatives Committee, 10 Group Representatives shall constitute a quorum for the transaction of business.

### Item 5

The Group Representatives Committee entertains all matters affecting the Groups in the area with the purpose of protecting the welfare of A.A. as a whole.

### Item 6

Any action taken by the Administrative Committee shall be presented for ratification at the next meeting of the Group Representatives Committee. In addition, the Administrative Committee may place such other matters as it deems appropriate on the agenda of any meeting of the Group Representatives Committee. Any proposed agenda topics for the Group Representatives Committee meeting are to be submitted (email/mail/other) to the Chairperson of the Administrative Committee at least 1 week prior to the Administrative Committee meeting in order to be considered for the next Group Representatives Committee meeting. Final action on any such proposal may be delayed for one additional meeting if the Administrative Committee determines that such additional time for consideration is in the best interest of the organization.

### Item 7

A motion placed on the floor at a Group Representatives Committee meeting which requires additional financing or additional mechanics shall carry the provisions for this added work or added financing. If such motion is approved, the General Secretary shall inform the Group Representatives Committee if, at any time, such financing or added work cannot be obtained as contemplated by such motion.

## Article II: Administrative Committee

### Item 1

The Administrative Committee has the authority and responsibility for oversight of the operations of the Central Office.

### Item 2

The Administrative Committee shall be composed of six members, each representing one Group as set forth in Article II, Item 6.

### Item 3

Each Group represented on the Administrative Committee shall serve for 24 months. A chairman is elected by the Administrative Committee every 12 months.

### Item 4

Every twelve months the Group Representatives Committee shall hold an election from nominations or self-nominations to determine which Groups shall name the three new Administrative Committee members. If no such nominations exist, an election or drawing shall take place considering the groups that have attended at least three of the most recent Group Representatives Committee meetings. At the first such election or drawing in each calendar year, the Group Representatives Committee shall also elect or draw the name of a Group to serve as an Alternate Group for the next twenty-four months. In the event that any of the six then serving Groups is removed from the Administrative Committee pursuant to Article II, Item 7, the Alternate Group shall replace the Group thus disqualified; and an election or drawing shall be held at the next Group Representatives Committee meeting to select a Group to serve as the Alternate Group for the remainder of such twenty-four month term.

#### Item 5

The name of each Group present at the Group Representatives Committee meeting is eligible except any Group presently represented or represented during the previous twenty-four-month period on the Administrative Committee.

#### Item 6

The Group Representatives of each Group whose name is elected or drawn becomes the newest Administrative Committee member. In the event a Group's member on the Administrative Committee is unable to attend a meeting of the Administrative Committee, the Group may send an alternate member to serve on the Administrative Committee for that meeting. The Group shall select another member if its member is unable to serve or becomes ineligible under Article II, Item 16.

#### Item 7

A Group serving on the Administrative Committee shall be removed from that service in the event of any of the following: (1) The Group advises the Administrative Committee that it no longer wishes to send a member to serve on the Administrative Committee; (2) The Group is disbanded; or (3) The Group's member serving on the Administrative Committee (or an alternate, as provided, in Article II – Item 6) is absent from two meetings during the Group's term of service; provided, however, that notwithstanding such absences, the Group shall be removed from service if the Administrative Committee determines in its sole discretion that such removal would not be in the best interest of the organization. In the event of a removal, the Alternate Group shall automatically be seated in place of the Group thus removed, for the remainder of such Group's term of service.

#### Item 8

Regular, monthly meetings shall be held by the Administrative Committee on the first Monday of each month. *If the first Monday falls on a federal holiday, the Administrative Committee may choose to meet another day that week.* The General Secretary shall be present at these meetings to receive the instructions of the committee as to the operation of Central Office.

#### Item 9

At any time, the chairman may convene the committee within one week to handle immediate issues or any business that cannot wait until the next Administrative Committee meeting.

#### Item 10

The minutes of all Administrative Committee meetings shall be available for review by the Group Representatives Committee.

#### Item 11

The Administrative Committee shall preside at the Group Representatives Committee meetings but without vote in the proceedings.

#### Item 12

The Administrative Committee shall have authority to appoint committees to handle specific assignments as occasion arises. The General Secretary is eligible to serve on any Committee other than the Administrative Committee.

### Item 13

Any four members present at a legally convened meeting of the Administrative Committee shall constitute a quorum for the transaction of business.

### Item 14

All checks and other directions to disburse or transfer funds shall be signed by at least two employees of the Central Office, or such other persons as designated by the Administrative Committee.

### Item 15

Each member of the Administrative Committee shall be presented a copy of these By-Laws when beginning their term of service.

### Item 16

Officers or Board members of any other Central Office or Intergroup Office and Area Level officers in General Service of Alcoholics Anonymous, specifically the Delegate, Alternate Delegate, Treasurer, Secretary, Chairperson and the General Service Liaison shall not serve as a member of the Administrative Committee. However, they may serve as a Group Representative.

### Item 17

The organization shall be operated in a manner consistent with its status as an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, as amended.

### Item 18

The committee shall consider ways and means of financing the organization's activities, subject to the approval of the Group Representatives Committee.

### Item 19

All committal or disbursement of funds over \$2,500 by the General Secretary must have the approval of the Administrative Committee, except normal operating expenses (e.g. taxes and literature purchases).

## Article III: Order of Business - Group Representatives Committee

1. Opening Prayer	9. Cash Flow Report
2. Preamble	10. Administrative Committee Minutes
3. Reading of the Twelve Traditions	11. Standing and Ad Hoc Committee Reports
4. Selected Tradition	12. General Service Report
5. Roll Call	13. Unfinished Business
6. Welcome New Group Representatives	14. New Business
7. Procedural Statement	15. Adjournment with Lord's Prayer
8. Group Representatives Committee Minutes	

## Article IV: General Secretary

### Item 1

The General Secretary is charged with the operation of the Central Office under the direction of the Administrative Committee. The General Secretary shall attend meetings of the Administrative Committee and shall have a vote on the Administrative Committee solely for the purpose of breaking a tie vote among the regular members of the Administrative Committee.

### Item 2

The General Secretary shall have the authority to hire employees and to discharge employees if the work performance is unsatisfactory or for other critical reasons that would be detrimental to the Central Office.

### Item 3

Service to A.A. being an important element in the recovery of many alcoholics, the General Secretary shall encourage a spirit of inclusiveness and of rotation of duties of recovering volunteers in order to achieve a broad participation on the various committees and in other activities undertaken by the organization.

### Item 4

The General Secretary shall be responsible for the filing of the Annual Corporation Returns with the State and/or Federal Agencies for Alcoholics Anonymous of Greater Detroit, a Michigan nonprofit organization. Employees of the Central Office are hereby designated as the officers and directors of such corporation for purposes of such filings.

## Article V: Traditions

The Twelve Traditions of A.A. shall be part of these By-Laws by reference thereto as though fully incorporated herein.

## Article VI: Amendments

These By-Laws may be amended, altered, repealed or new By-Laws added by an affirmative vote of the majority of Group Representatives present at any regular Group Representatives Committee meeting. Notice of a vote on proposed changes to the By-Laws shall be published in the two issues of the Monthly Bulletin immediately preceding the Group Representatives Committee meeting at which such vote is to be taken. Such notice shall state that the full text of the proposed changes shall be available (1) at the Group Representatives Committee meeting immediately preceding the Group Representatives Committee meeting at which the vote is to be taken and at the meeting at which the vote is to be taken, (2) at the Central Office during the month preceding the Group Representatives Committee meeting at which the vote is to be taken, and (3) to any Group by email or mail upon request of the Group Representative.