

Constitution & By Laws

Hong Kong Intergroup

Amended by Group Conscience at 25 Jan 2021 meetings of Hong Kong Intergroup

Version 3.1

Original November 2018

Amended 25 Jan 2021

1. General

- 1.1. The name of the organization is Hong Kong Intergroup (“HKIG” or “Intergroup”) a society registered in Hong Kong under registration number: REF.CP/LIC/SO/19/34179.
- 1.2. HKIG is a charitable non-profit making society that is an Alcoholics Anonymous (AA) service office that involves partnership among Hong Kong Alcoholics Anonymous (HKAA) groups in the community. HKIG is established to carry out certain administrative and organizational functions best handled by a centralized office and serves to support all the members of Alcoholics Anonymous in Hong Kong.
 - 1.2.1 Alcoholics Anonymous (AA) is a fellowship for sharing the experience and information with each other on solving the common difficulties in relieving alcoholism and helping each other in recovering from alcoholism.

- 1.3. HKIG shall be guided by and adhere to the Twelve Concepts, Twelve Traditions and Twelve Steps of AA, the following Constitution and any amendments or addenda thereto.
- 1.4. The Constitution and rules apply only to HKIG members, delegates, its corporate officers, committees, and employees.

2. Objects

- 2.1. HKIG's sole charitable object is for relief of the needs of the needy people in Hong Kong for the benefit of the Hong Kong community by providing support services to help alcoholics in the Hong Kong community to recover from alcoholism;
- 2.2. For the advancement of education, HKIG provides information and education to the Hong Kong community about alcoholism issues and also information about recovery from alcoholism;
- 2.3. For advancement of health and for relief of the needs of the needy people in Hong Kong for the benefit of the Hong Kong community, HKIG helps people in Hong Kong recover from alcoholism
- 2.4. In furtherance of the objects of HKIG, HKIG's activities include:
 - 2.4.1. Respond to phone or walk-in requests for help from alcoholics and, when appropriate, arrange for AA volunteers to accompany them to an AA meeting.
 - 2.4.2. Maintain AA contact listings, handle phone and mail inquiries, and route them to local groups, so that people in need are assured of help.
 - 2.4.3. Distribute up-to-date meeting lists.
 - 2.4.4. Purchase, sell and distribute AA literature such as Big Books on a non-profit basis.
 - 2.4.5. Serve as a communication center for participating groups, often issuing regular newsletters or bulletins to keep groups informed about one another.
 - 2.4.6. Provide speakers to groups and institutions seeking to learn more about preventing alcoholism and how to help people recover from alcoholism.
 - 2.4.7. [deleted]
 - 2.4.8. Handle requests for information about AA.
 - 2.4.9. Organize social, knowledge sharing and educational events within HK AA and the general public in Hong Kong as appropriate.
 - 2.4.10. Maintain communication and cooperation – but not affiliation – with other organizations having similar objects to the objects of HKIG and helping professionals in the field of alcoholism

3. Membership

- 3.1. Any AA group in Hong Kong that so wishes can belong to HKIG and send a representative to attend meetings and participate in HKIG events. A group may become a member of HKIG by signifying its desire to join and registering with HKIG.
- 3.2. All individual members of Hong Kong AA are eligible to serve in HKIG service positions (subject to the service position conditions defined below) and in doing so become members of HKIG.
- 3.3. There are no age, gender, race, or religion restrictions on membership in HKIG.
- 3.4. There are no dues or fees for membership in HKIG.

4. Representatives, Officers and Paid Employees

4.1. Representatives

- 4.1.1. Each AA group in Hong Kong may have one official representative and an alternate representative to attend HKIG meetings and vote on HKIG matters, these are the IG Representatives (IG Reps).

4.2. Officers

- 4.2.1. HKIG shall also have the following four officers who shall serve as the executive committee. No HKIG Representatives, executive committee members or members of the governing body of HKIG shall be appointed to any salaried office of HKIG, or any office of HKIG paid by fees and no remuneration or other benefit in money or money's worth shall be given by HKIG to any HKIG representative, executive committee members or members of governing body of HKIG.

4.2.2. Officer positions will include:

4.2.2.1. Chairman who will serve for two (2) years

- 4.2.2.1.1. Chair Service Committee meetings.

4.2.2.2. Vice Chairman who will serve for two (2) years

- 4.2.2.2.1. Alternate for Chairman.

- 4.2.2.2.2. Serves as Chairman when Chairman is not available to attend meetings.

4.2.2.3. Treasurer who will serve for two (2) years.

- 4.2.2.3.1. Responsible for maintaining and reporting on HKIG accounts.

- 4.2.2.3.2. Responsible for paying HKIG bills and disbursing funds as approved by the relevant HKIG executive committees.

- 4.2.2.3.3. Prepare and report against annual budget.

4.2.2.4. Secretary who will serve for two (2) years

4.2.2.4.1. Take and distribute meeting minutes.

4.2.3. Executive committee members may be elected to serve two consecutive terms in the same position but thereafter must step down.

4.2.4. Sobriety requirement for executive committee members shall be two (2) years of continuous sobriety when placed into the position. Such sobriety requirement may be waived by majority vote of HKIG voting members.

4.3. [Deleted]

4.3.1. [Deleted]

4.3.2. [Deleted]

4.3.3. [Deleted]

4.3.4. [Deleted]

4.4. Conflicts of Interest

4.4.1. If a HKIG representative or a member of the executive committee is in any way (directly or indirectly) interested in a transaction, arrangement or contract or proposed transaction, arrangement or contract with HKIG that is significant in relation to HKIG's operations and his interest is material, he must declare the nature and extent of his interest to the other HKIG representatives and members of the executive committee at a meeting of HKIG;

4.4.2. The HKIG representatives and members of the executive committee must neither vote in respect to the transaction, arrangement or contract or proposed transaction, arrangement or contract in which he/she is so interested nor be counted for quorum purposes in respect of the transaction, arrangement, or contract, and if he does so vote his vote shall not be counted.

5. Voting and Elections

5.1. Voting

- 5.1.1. All IG Representatives and Executive committee members shall have voting rights.
- 5.1.2. All votes for positions or HKIG matters will be decided by simple majority, in case of a tie Chairman can cast a deciding vote.
- 5.1.3. No voting by proxy, attendance by phone or in person is required to vote.

5.2. Elections

- 5.2.1. Regular elections will be held every December for Executive committee member's roles or on an as needed basis should Executive committee members retire early.
- 5.2.2. Nominations for consideration for Executive committee members can be submitted by any member of HKIG.
- 5.2.3. Elections for leadership of Service Committees will be on an as needed basis.

6. Meetings

- 6.1. Meetings will be held monthly or more frequently as required.
- 6.2. Attendees may participate in person or by teleconference or video conference if such facilities are available.
- 6.3. Quorum for the meeting is any two (2) Executive committee members of which one must be the Chair or Vice Chair, and four (4) HKIG Representatives or their respective Alternates.
- 6.4. If a quorum is not achieved the meeting may proceed as scheduled and be minuted accordingly, but no official votes may be made.

7. Budgets and Finances

- 7.1. In accordance with AA World Service ("AAWS") suggested methods for financing an Intergroup office, we derive support through the following:
 - 7.1.1. Group Collections: A.A. groups participating in the financial support of the HKIG office may choose at their discretion to make their contributions by setting aside fixed sums from their regular collections;
 - 7.1.2. Special Contributions: Some groups provide a special collection box or basket in a convenient place during meeting times, inviting members to contribute. In that same vein, A.A. members may make individual contributions, on a pledge or voluntary basis;

- 7.1.3. Sales of AA literature: HKIG publishes its own meeting lists for HKAA and produce packets for new members of HKIG explaining AA. The AA literature are sold on a non-profit making basis with minimal surplus. The surplus is solely used for furthering the charitable objects of the HKIG in Hong Kong.
- 7.1.4. [Deleted]
- 7.2. Sufficient operating funds providing six (6) months of operating reserve is HKIG desired prudent reserve.
- 7.3. HKIG Treasurer will prepare and submit for approval an annual budget each November.
- 7.4. Budget will be approved each December, in the event that the Budget is not formally approved, HKIG may use the previous year's budget as a temporary interim budget.
- 7.5. The members of the executive committee of HKIG must prepare annual financial statements for each accounting reference period to show a true and fair view and keep sufficient records of income and expenditures (including donation receipts) and proper accounting record.
- 7.6. Treasurer will circulate finalized accounts and budgets to all HKAA Groups.
- 7.7. The income and property of HKIG, however derived, shall be applied solely towards the promotion of the objects of HKIG.
- 7.8. No portion of the income and property of HKIG shall be paid or transferred directly or indirectly, by way of dividend, bonus, or otherwise howsoever, to the members of HKIG.
- 7.9. Any surplus funds on an annual/semi-annual basis are to be held in prudent reserve for their use in providing service and support to help alcoholics in Hong Kong recover from alcoholism.
- 7.10. If in the event of the dissolution of HKIG, all remaining funds will be distributed, according to the requirements as stated in Clause 13 hereof.

8. Additional Service Positions

- 8.1. HKIG will have additional voluntary service positions in furthering HKIG's object.
- 8.2. Service positions will initially include:
 - 8.2.1. Internet / Web master
 - 8.2.2. Literature chair
 - 8.2.3. Head of Social Committee
 - 8.2.4. Head of Phone and Communications Team

- 8.3. Service positions should be held by individuals with at least one (1) year of continuous sobriety. Such sobriety requirement can be waived by majority vote of HKIG.
- 8.4. Service positions will be for one (1) year, with elections and appointments being done each December or on an as needed basis.
- 8.5. Additional service positions may be created as needed and voted on by HKIG.

9. Service Committees

- 9.1. Subject to Clause 4.2.1 hereof, HKIG will have permanent and ad hoc committees to help HKIG carry out its charitable objects.
- 9.2. Budgets for each of the service committees will be included in the annual HKIG budget.
- 9.3. Service committees may have multiple additional members who are not voting members of HKIG. Participation in service committees is voluntary and composition of the respective committees is to be determined by the committee members.
- 9.4. Permanent committees:
 - 9.4.1. Public Information including Hospitals & Institutions (“**H&I**”) and community service
 - 9.4.2. Phone and communication committee
- 9.5. Subject to Clause 4.2.1 hereof, various other sub committees and steering committees may be formed and voted on by HKIG as required. The tenor and composition of each sub-committee to be determined by HKIG. Sub committees may include the following:
 - 9.5.1. International Committee including Asia-Oceanic Service Meeting (“**AOSM**”) and World Service Meeting (“**WSM**”)
 - 9.5.2. Social Committee
 - 9.5.3. Internet / Web Committee
 - 9.5.4. Convention Committee
 - 9.5.5. Literature Committee

10. Governing Law

- 10.1. This document will be governed by the laws of Hong Kong.

11. Amendment

- 11.1. This Constitution and By Laws may be amended from time to time by the voting members of HKIG.
- 11.2. Amendments are to be proposed by members of HKIG.
- 11.3. Amendments should be passed and adopted by majority vote

12. Adoption and Effectiveness

- 12.1. This Constitution and By Laws is hereby adopted as the official constitution of HKIG as of 25 Jan 2021.

13. **Winding up or dissolution:** If upon the winding up or dissolution of HKIG there remains, after the satisfaction of all its debts and liabilities, any property whatsoever (“the net assets”), the net assets shall not be paid to or distributed among the members of HKIG but shall be given or transferred to some other institution or institutions, having objects similar to the objects of HKIG, are registered charities in Hong Kong, and which shall prohibit the distribution of its or their income and property amongst its or their members to an extent of at least great as imposed on HKIG under or by virtue of Clause 7.8 hereof and this clause.