

Piedmont Intergroup
Motion: Update Bylaws Article IV, Section 6

Motion: Amend Bylaws Article IV, Section by 6, Responsibilities of the Intergroup Board

CURRENT WORDING	PROPOSED WORDING
<p>C. Secretary</p> <p>1. Shall see that minutes are kept of all PI meetings and that a copy is available at the following PI meeting.</p> <p>2. Based on minutes, shall draft and forward an agenda for subsequent meetings.</p> <p>3. Shall maintain an archive data file of all agendas, minutes, treasurers' reports, and Region 8/WSC reports.</p> <p>4. Shall direct correspondence to the appropriate officer or committee chair and maintain a file of outgoing correspondence.</p> <p>5. Shall distribute notices of all meetings of the PI as described in Article V.</p> <p>6. Shall keep WSO informed of all changes to group information.</p> <p>7. May attend all standing committee meetings.</p> <p>8. May be removed after two (2) consecutive and unexcused absences from meetings of PI. (See Article IV, Section 7)</p>	<p>C. <u>Recording Secretary</u></p> <p>1. Shall see that minutes are kept of all PI meetings and that a copy is available at the following PI meeting.</p> <p>2. Based on minutes, shall draft and forward an agenda for subsequent meetings.</p> <p>3. Shall maintain an archive data file of all agendas, minutes, treasurers' reports, and Region 8/WSC reports.</p> <p>D. <u>Corresponding Secretary</u></p> <p>1. Shall direct correspondence to the appropriate officer or committee chair and maintain a file of outgoing correspondence.</p> <p>2. Shall distribute notices of all meetings of the PI as described in Article V, <u>as well as any other correspondence as deemed necessary.</u></p> <p>3. Shall keep WSO informed of all changes to group information <u>in the event the meeting coordinator position is unfilled.</u></p> <p>4. May attend all standing committee meetings.</p> <p>5. May be removed after two (2) consecutive and unexcused absences from meetings of PI. (See Article IV, Section 7)</p>

SUBMITTED BY:

Insert Committee or Intergroup

Contact Person: Susan Berland Phone Number: 415-987-3194

Email address: sberland@pacbell.net

INTENT:

Delegate secretary responsibilities for each secretary position

IMPLEMENTATION:

COST:

RATIONALE:

If we do have two secretaries, this clarifies the responsibilities of each.