

APPENDIX V

Bylaws of Contra Costa County Service Association of Alcoholics Anonymous

PREAMBLE

In order that the fellowship of Alcoholics Anonymous may better function there is hereby created the "Contra Costa County Service Association of A.A.," hereinafter referred to as the "Intergroup."

None will govern, but all may serve. Each should be permitted certain authority and responsibility. This entails freedom of action by each in its own field of responsibility, but in exercising that freedom, each should naturally respect and help the other.

PURPOSE

The Intergroup is a clearinghouse through which A.A. groups and individuals can communicate quickly and efficiently with one another for the good of the groups in the Contra Costa Area.

FUNCTIONS

1. Provide a conveniently located office in which volunteers and/or paid workers are available to help any person with an alcoholic problem.
 2. Serve as a clearinghouse for an exchange of information involving all participating groups and/or individuals. (Participation does not necessarily involve financial help.)
 3. Within the spirit of cooperation and non-affiliation, maintain "Alcoholics Anonymous" listings in local telephone books and handle telephone inquiries, routing them to the appropriate local groups.
 4. Provide a 24-hour answering service.
 5. Handle local public relations and take care of requests from those in the community who are interested in Alcoholism and want information about A.A.
 - a. Arrange for speakers at request of non-alcoholic affiliated groups.
 - b. Arrange newspaper stories with local editors, if requested.
 - c. Cooperate with other agencies in the community who deal with the alcoholic, basing such cooperation on the principles in the Twelve Traditions.
 6. At regular intervals publish and distribute an up-to-date list of meetings in the area.
 7. Prepare a bulletin to be distributed at all group meetings. Included in bulletins should be changes of group officers or meeting places and times; also included are local news of interest to the area.
 8. Sponsor and arrange regular public, open meetings in the area.
 9. May sponsor and handle details of annual dinners, etc.; supported by groups in the Contra Costa Area.
 10. Must make available to participating groups, members and other A.A. publications approved by the General Service Conference of A.A., or by the Grapevine. Any other literature must be approved by Intergroup with a 2/3-majority vote.
- I. CONTRA COSTA INTERGROUP OF A.A. (composition of)
- The Contra Costa Intergroup is composed of all A.A. groups located in or near Contra Costa County, which desire to affiliate with the Intergroup.

II. INTERGROUP MEMBERS (group qualification)

Every group wishing to affiliate with the Intergroup may do so by requesting to be placed on the published meeting schedule and mailing list. However, a Group that wishes to register with the Intergroup for the purpose of participating in the Intergroup meetings should have a representative. Registration of a Representative may be accomplished by mail or telephone, prior to the Intergroup meeting. Those representatives that register prior to the Intergroup meeting, by mail or telephone will have a vote at the first Intergroup meeting they attend. Registration may also be accomplished by the representative signing the register at the Intergroup meeting. Any representative whose initial registration is accomplished by signing the register at the Intergroup will NOT have a vote on the night they register, but will have a vote at subsequent Intergroup Meetings.

III. COMPOSITION

The Intergroup shall be composed of one representative and one alternate from each registered group, each chairperson and the elected officers. Every weekly meeting shall be considered a group and is entitled to one Representative, even if part of a larger umbrella group. Duly registered representatives shall cast this vote.

IV. GROUP REPRESENTATIVE AND ALTERNATE QUALIFICATIONS

It is suggested that the group representative and the group alternate have at least one years continuous sobriety and be familiar with the workings A.A., the Twelve Steps, the Twelve Traditions and the Twelve Concepts.

V. DUTIES OF GROUP REPRESENTATIVES AND ALTERNATES

The group representative and/or group alternate serves his group by making its conscience known to the Intergroup. They also help by keeping informed on trends and developments of interest to group members.

VI. TERMS OF OFFICE OF REPRESENTATIVE

The suggested term of office shall be two years. It is also suggested that the representative not succeed himself based on the principles of rotation as outlined in the 12 Concept of World Service.

VII. THE INTERGROUP OFFICERS

The Officers of the Intergroup shall consist of a Chairperson, a Secretary and a Treasurer. Those eligible are current Intergroup Representatives, Alternates, Committee Chairpersons and Officers. The Officers will have a voice but not a vote at Intergroup.

VIII. METHOD OF INTERGROUP OFFICERS ELECTION

The Intergroup Officers shall be elected by the Intergroup Representatives. The Intergroup Officers shall be elected following the Third Legacy election procedures as outlined in the AA Service Manual.

IX. TERM OF OFFICE OF THE INTERGROUP OFFICERS

In the spirit of rotation, the term of office of the Intergroup Officers shall be for a period of 12 months. These officers may be reelected only once, so that the period of office will not exceed two years, except if a person is elected to fill a vacated position with less than 6 months remaining they may be elected to two additional full terms.

The Chairman's term of office will expire each Nov 1st.

The Treasurer's term of office will expire each May 1st.

The Secretary's term of office will expire each May 1st.

Any vacancies occurring in the term of office shall be filled by the Intergroup using Third Legacy procedures for the unexpired term.

X. THE OPERATING COMMITTEE

This committee will consist of the three elected officers plus the chairpersons who are elected by the Intergroup. The function of this committee is to administer to the affairs of the Intergroup in all matters at the direction of the group. The Chairman of Intergroup is to officiate at these meetings and he or she is to have a voice but not a vote, except in case of a tie. A quorum for the Operating Committee shall be seven persons.

The Office Manager shall be a member of the Operating Committee having a vote as well as a voice except in personnel matters.

XI. COMPOSITION OF THE STANDING COMMITTEES

The operating committee will consist of the following nine-committee chairs and /or their alternates. Each committee shall have only one vote.

- 1) Publishing
- 2) Telephone
- 3) Office Volunteers
- 4) Special Events
- 5) Service
- 6) Public Information
- 7) Tape Committee
- 8) Membership

(A) Functions of the Standing Committee are as follows:

- 1) Publishing – Publish and distribute monthly bulletins to all groups in the Intergroup service area, such bulletins to include changes of group officers and times and places of group meetings. Is also responsible for all publications originating from Intergroup-, compiling and mailing “The Communiqué” monthly, intercommunications between groups, and making continuation of policies for publishing with Intergroup approval
- 2) Telephone – Maintain a 24-hour answering service: up-top-date 12 step list; listings in local telephone books; a fair distribution of 12-step work. Also keeps an active list of volunteers to answer “HotLine” and schedule same: Keeps an accurate and up to date list on file at the Service Center. Maintains a list of alternates; oversees gathering of names, phone numbers and duty times of monitor volunteers; schedules training sessions for volunteers and 12 step workers
- 3) Office Volunteers – Trains and supervises the office volunteers. Acts as liaison between the volunteers and the Operating Committee. Maintains file information for desk monitors, check with volunteers regarding suggestions and complaints.
- 4) Special Events – Sponsors and arranges public meetings at regularly stated intervals, such meetings to feature a speaker to be invited by Intergroup to speak on the A.A. program.

- 5) Service – Responsible to maintain liaison committee and report to Intergroup on the activities of:
 - a) Hospitals and Institutions Committee
 - b) General Service
 - c) Northern California Conference
 - d) Cooperation with the Professional Community
- 6) Public Information – Acts in an informative capacity with non-professional and non-AA organizations to keep the community informed as to the availability of A.A. Participates as a member of the California Northern Coastal Public Information Committee.
- 7) Tape Committee – Trains and supervises the tape committee members and acts as liaison between the committee and the Operating Committee.
- 8) Membership – Serves to stimulate participation in Intergroup, maintains communication with the groups. Informs New Intergroup representatives on the basics of Intergroup and how to get involved. Assist in organizing Secretary's Workshop.

B) Term of office and rotation of committee chairpersons.

The term of office for chairpersons shall be one year.

The chairperson can be reelected only once. The officers will rotate and the term will end as follows

Publishing retires each May 1st.

Telephone retires each May 1st.

Office Volunteers retires each November 1st.

Special Events retires each November 1st.

Service retires each November 1st.

Public Information retires each May 1st.

Tape Committee retires each May 1st.

Membership retires each November 1st.

XII. SPECIAL WORKERS

- 1) Office Manager: Is responsible for managing the Service Center, and implementing policies determined by the Operating Committee and Intergroup. (Job description and requirements on file in Service Center)
- 2) Assistant Office Manager: Is responsible to assist Office Manager with the functions of properly running and maintaining Service Center as directed by Office Manager, the Operating Committee and Intergroup.:

Annually, the Chairperson shall convene a committee composed of the following 5 people: The Intergroup Officers (Chairperson, Secretary, Treasurer and the Office Volunteer Chairperson) and one member of the Operating Committee to evaluate the Special Worker and set goals for the upcoming year and report back to Intergroup. The existing Intergroup approved Job Description for the Special Worker will be the guideline/basis for this annual review.

XIII. FINANCES

It is suggested that there be no accumulations of funds beyond current necessities with a retention of only a prudent reserve for contingencies.

XIV. SOURCES OF FINANCES

We are self supporting through our own contributions. Our support will be derived from:

- a) Voluntary contributions from A.A. groups.
- b) Sale of approved books and literature.
- c) Contributions from A.A. sponsored Special Events.
- d) Personal contributions from A.A. members.

XV. MANNER OF CONDUCTING MEETINGS OF THE INTERGROUP

The meetings of the Intergroup shall be conducted by Robert's Rules of Order" whenever they do not interfere with the Bylaws, 12 Traditions or the 12 Concepts of World Service. A 2/3 majority is required to carry any motion.

- a) A 2/3 majority will be those voting members who have signed in at each meeting
- b) Minority opinion will always be encouraged.
- c) A motion defeated on the floor of Intergroup may not be reintroduced for one year.

A quorum for regularly scheduled meetings shall be 20 of the registered Intergroup Representatives. Registered prior to the date of the meeting.

XVI. BYLAW AMENDMENTS

These bylaws may be amended at any time by a 2/3 vote of the registered Intergroup members present and voting their respective group conscience, provided that at least 50% of the groups with registered Intergroup Representatives are represented at such meetings; and further provided that a copy of the proposed amendment or amendments has been mailed to each group at least 60 days prior to the meeting at which it is proposed they be voted upon. All suggested changes will be submitted in writing showing current format and suggested revisions and once approved will be included in current dated copies of the Bylaws.

- XVII. A copy of these Bylaws will be on file in the Service Center Officer and are available to all interested members of Alcoholics Anonymous.

XVIII. DISPOSITION OF ASSETS UPON DISSOLUTION

Should a dissolution of Intergroup occur, every effort will be made to transfer funds and other assets to another 501c3 group/groups providing service to Alcoholics Anonymous.