

GUIDELINES AND PROCEDURES

OF THE

NORTH SAN DIEGO COUNTY INTERGROUP ASSOCIATION

OF ALCOHOLICS ANONYMOUS

(Serving the North San Diego County Since 1979)

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GUIDELINES AND PROCEDURES
OF THE INTERGROUP OF
ALCOHOLICS ANONYMOUS OF
NORTH COUNTY OF SAN DIEGO

DEFINITION

Intergroup: The North San Diego County Intergroup Association of Alcoholics Anonymous (also known as, *Intergroup*) is a non-profit corporation organized exclusively for charitable and educational purposes. The Intergroup is made up of elected representatives from the Alcoholics Anonymous groups located in North San Diego County. Each group is entitled to elect an Intergroup Representative who has one vote on all matters brought before the Intergroup.

The *Intergroup* is responsible for maintaining and providing the North County Central Office. The Intergroup and Central Office are supported by the voluntary financial contributions from the North San Diego County Alcoholics Anonymous groups and the volunteer efforts of Alcoholics Anonymous group members.

In keeping with the Traditions of Alcoholics Anonymous, the Intergroup recognizes the autonomy of Alcoholics Anonymous groups and does not perform any governmental functions. The *Intergroup* cooperates with all Alcoholics Anonymous service entities.

Alcoholics Anonymous Groups: The Alcoholics Anonymous Groups are the ultimate authority over all Alcoholics Anonymous Committees and Service Boards.

At our local level, representatives from the Alcoholics Anonymous Groups make up the North County Intergroup Association. Each Alcoholics Anonymous Group is entitled to elect a representative to the North County Intergroup. Each Alcoholics Anonymous Group is entitled to one (1) vote of the Intergroup Representative elected by that Group and present on all matters brought before the North San Diego County Intergroup.

Central Office: The North San Diego County Intergroup Association and Central Office are supported through the volunteer efforts and financial contributions of the Alcoholics Anonymous Groups they serve.

PURPOSE

The purpose of the corporation shall be to:

1. Aid the Groups in their common purpose of carrying the A.A. message to alcoholics.
2. The purpose of the North San Diego County Intergroup is to provide a forum for the inter-change of ideas between Groups.
3. Foster a sense of communication and rapport among the various A.A. Groups.
4. Discuss matters of concern which affect A.A. as a whole in the North County area.
5. Provide funds for the operation of the North San Diego County Central Office (Prudent Reserve of not less than six (6) months nor more than one (1) year's operating expenses).
6. Provide leadership direction and oversight for the operation of a North San Diego County Central Office.
7. Oversee the Central Office, which performs services more easily provided by Group Cooperation.

The North San Diego County Intergroup Association, in keeping with Alcoholics Anonymous Traditions, recognizes the anonymity of all Alcoholics Anonymous Groups in the area and does not claim to perform any governing functions. The North San Diego County Intergroup Association pledges cooperation with the San Diego Intergroup, Inc., San Diego-Imperial Area Assembly, and all other Alcoholics Anonymous service entities.

I.

INTERGROUP REPRESENTATIVE STRUCTURE **AND OVERVIEW**

A. MEMBERSHIP

An Intergroup Representative or Alternate is any Alcoholics Anonymous member selected by a Group to act as a liaison between the Group and the North County San Diego County Intergroup Association.

1. **Suggested Sobriety:** One year.
2. **Term:** Minimum six months, suggested one year.
3. **Rotation:** Consistent with the spirit of rotation, it is suggested that no one serve on the Intergroup for more than four out of six years.
4. **Duties:**
 - a. To attend the monthly Intergroup meeting.
 - b. To vote on matters presented to the Intergroup.
 - c. To bring to the attention of the Intergroup any questions, suggestions, or concerns of their group.
 - d. To report back to their Group on matters that come before the Intergroup.
 - e. For information on placing items onto the Intergroup agenda please contact the Business Committee Chairperson.

B. STANDING COMMITTEES DUTIES AND RESPONSIBILITIES

The Intergroup may establish Standing Committees to better serve the North San Diego County Alcoholics Anonymous Groups.

1. MEMBERSHIP

Standing Committee Chairperson should be selected from the present pool of Intergroup Representatives and relinquishes their position as a representative. Elections for the Standing Committee Chairperson are held at the June and/or December Intergroup meetings. Chairperson attends the Intergroup meeting and gives a report.

Standing Committee Members are volunteers from the fellowship, not elected by the Intergroup and do not need to be Intergroup Representatives to serve on a Standing Committee.

2. **FINANCES**

The Business Committee disburses funds for Standing Committees.

3. **STANDING COMMITTEE OVERVIEW**

3.1 Business Committee - The Business Committee serves as the Steward for the corporate structure of the North San Diego County Intergroup Association; to act as the accounting and disbursing agent of all funds of the Intergroup, Standing Committees and the Central Office; and to oversee the activities of the Central Office and all paid employees. Business Committee Members shall hold office not to exceed five (5) years.

(a) **Chairperson:**

To be approved by the members of the Intergroup as recommended by the Business Committee. The Chairperson may not simultaneously serve as a voting member of a Standing Committee or as an Intergroup Representative.

(i) **Sobriety:** Two years

(ii) **Qualifications:** Six months on the Business Committee.

(iii) **Term of Office:** One year. The Chairperson may serve no more than one term and must rotate off the Business Committee for a minimum of twelve months before being eligible for re-election to the Business Committee.

(iv) **Duties:**

a. To set the Agenda and conduct the meetings of the Business Committee and Intergroup.

b. To serve as a non-voting member of the Business Committee and Intergroup except in case of a tie.

c. Assign duties to the Business Committee Members as required.

d. Oversee Ad Hoc Committees.

e. Function as the primary point of contact for the Office Manager.

f. Special meetings may be called by the Chairperson of the Business Committee.

g. In the event of a vacancy of a paid staff position at the Central Office, the Chairperson will appoint an Ad Hoc Committee. The Ad Hoc Committee will then recommend at least three applicants to the Business Committee

Members for interviewing and selection for the position. If the Business Committee cannot make a selection from among these three candidates, they may return to the Ad Hoc Committee members with a request for more applicants. All new Central Office employees will be subject to a background check, bonding requirements and drug test by the Business Committee prior to employment.

h. The Chairperson is responsible for the Annual Performance and Wage reviews for all paid employees.

(b) Co-Chairperson:

To be approved by the members of the Intergroup as recommended by the Business Committee. The Co-Chairperson may not simultaneously serve as a voting member of a Standing Committee or as an Intergroup Representative.

(i) Sobriety: Two years

(ii) Qualifications: Six months on the Business Committee.

(iii) Term of Office: One year and is not eligible for a second successive term.

(iv) Duties:

a. Serve as the Chairperson for the Business Committee or Intergroup in the absence of the Chairperson.

b. Tally attendance at the Intergroup Meeting.

c. Cooperate with the Chairperson regarding the Intergroup/Central Office Calendar.

(c) Treasurer:

To be approved by the members of the Intergroup as recommended by the Business Committee. The Treasurer may not simultaneously serve as a voting member of a Standing Committee or as an Intergroup Representative.

(i) Sobriety: Five years

(ii) Qualifications: Suggested one year on the Business Committee.

(iii) Term of Office: One year and is not eligible for a second successive term.

(iv) Duties:

a. Shall verify deposits and handling of disbursements of any funds.

- b.** Prior to the monthly Business Committee meeting the Treasurer will review the month end financial reports with the Central Office Manager.
- c.** Report month end financial information to the Business Committee.
- d.** May present to the Business Committee a proposed annual budget in April of each year.
- e.** The Treasurer and the Central Office Manager will arrange for annual preparation of financial statement and income tax information returns by an independent auditor. All findings and recommendations will be presented to the Business Committee for review. The Treasurer will furnish the results of the annual audit/review to the Intergroup.
- f.** Will present the monthly and semi-annual financial reports to the Intergroup.
- g.** Ensure the Corporation remains in good standing with all government agencies.

(d) Recording Secretary:

To be approved by the members of the Intergroup as recommended by the Business Committee. The Recording Secretary may not simultaneously serve as a voting member of a Standing Committee or as Intergroup Representative.

- (i) Sobriety:** Two years
- (ii) Qualifications:** Six months on the Business Committee.
- (iii) Term of Office:** One year and is not eligible for a second successive term.
- (iv) Duties:**
 - a.** Will take the minutes for the Business Committee and Intergroup meetings and those minutes shall be given to the Central Office Manager for preparation.
 - b.** Will review the typed minutes with the Central Office Manager for accuracy.
 - c.** Read the previous minutes allowed to be approved by the Business Committee.
 - d.** Read the previous minutes allowed to be approved by the Intergroup.

(e) **Members-at-Large:**

To be elected by the members of the Intergroup from the fellowship at large. The Member-at-Large may not simultaneously serve as a voting member of a Standing Committee or as a representative for an A.A. Group.

(i) **Sobriety:** Two years

(ii) **Qualifications:** Six months past or present on the Intergroup.

(iii) **Term of Office:** Six months and is eligible for a second term.

(iv) **Duties:**

a. Attend all Business Committee meetings and assist the Executive Offices in their assigned duties.

b. Serve on assigned Committees as outlined by the Chairperson.

3.2 Archives Committee - The Archives Committee is responsible for the collection and management of the history of Alcoholics Anonymous in North San Diego County and the safeguarding of all archive materials.

Chairperson:

(i) **Suggested Sobriety:** Five years

(ii) **Suggested Term of Office:** Three years

(iii) **Duties:**

a. The Archive committee will meet as required.

b. Any changes will be presented to the Business Committee for approval.

c. Proposals with any financial impact shall be presented to the Business Committee.

3.3 Bring Your Own Blood (BYOB) Committee - The BYOB Committee will coordinate the donation of blood to the San Diego Blood Bank account know as BYOB. Donations will be made available to all Alcoholics Anonymous members and their family members as required.

Chairperson:

(i) **Suggested Sobriety:** One year

(ii) **Term of Office:** One year

(iii) **Duties:**

a. Chairperson to attend all monthly Intergroup meetings and provide an update on monthly donations.

- b. Explain how to make donations or to get access to the BYOB account for personal use.
- c. Any process or BYOB Committee changes will be presented to the Business Committee.
- d. Proposals with any financial impact shall be presented to the Business Committee.

3.4 Outreach Committee - The Outreach Committee will coordinate visits to unrepresented groups in North San Diego County and encourage them to designate an Intergroup Representative. The Outreach Committee will also welcome and orient new Intergroup Representatives.

Chairperson:

- (i) **Suggested Sobriety:** Two years
- (ii) **Term of Office:** One year
- (iii) **Duties:**
 - a. Attend monthly Intergroup meetings and encourage attendees to become an Outreach Committee volunteer.
 - b. Hold meetings as required to plan strategies to perform outreach activities.
 - c. Any process or Outreach Committee format changes will be presented to the Business Committee.
 - d. Proposals with any financial impact shall be presented to the Business Committee.

3.5 Program Committee - The Program Committee facilitates a weekly open meeting to inform the public about Alcoholics Anonymous. The Program Committee consists of seven (7) positions as follows:

- (a) **Secretary:**
 - (i) **Suggested Sobriety:** Two years
 - (ii) **Term of Office:** Six months
 - (iii) **Duties:**
 - a. Serve as the Secretary for the Public Information Meeting.
 - b. Attend all monthly Program Committee meetings.
 - c. Provide feedback to the Central Office on needed literature.

- (b) **Chairperson:**
 - (i) **Suggested Sobriety:** Two years
 - (ii) **Term of Office:** Six months
 - (iii) **Duties:**
 - a. Chairperson for the Program Committee monthly meeting.
 - b. Works with the Leaders to support their effort in getting Speakers for each weekly meeting.
 - c. Attends monthly Intergroup meeting to obtain Host Groups for each week's meeting.
 - d. Calls the Groups to remind them of the scheduled hosting date and to provide a ten minute speaker.
 - e. Any meeting changes will be presented to the Business Committee.

- (c) **Co-Chairperson:**
 - (i) **Suggested Sobriety:** Two years
 - (ii) **Term of Office:** Six months
 - (iii) **Duties:**
 - a. Attend monthly Program Committee meeting and assist the Chairperson.
 - b. Fills in as Chairperson as required.

- (d) **Leaders:**
 - (i) **Suggested Sobriety:** Two years
 - (ii) **Term of Office:** Six months
 - (iii) **Duties:**
 - a. Attend monthly Program Committee meeting.
 - b. Arrange for speaker for their selected week.
 - c. Leads the meeting.

3.6 Public Information Committee - The Public Information Committee provides information to the public about the nature, purpose and availability of Alcoholics Anonymous.

Chairperson:

- (i) **Suggested Sobriety:** Three years
- (ii) **Term of Office:** One year
- (iii) **Duties:**
 - a. Hold Public Information Committee meetings as required.

- b. Attends monthly Intergroup meetings and updates the North County Intergroup.
- c. Coordinate with A.A. Service entities as needed.
- d. Coordinate A.A. members to provide public information services at schools, businesses, local media, churches, civic groups and other organizations.
- e. Proposals with any financial impact shall be presented to the Business Committee.

3.7 Telephone Committee – The Telephone Committee answers the Central Office phones after regular business hours. The Telephone Committee consists of a Chairperson, Captains and Shift Volunteers.

Chairperson:

(i) **Suggested Sobriety:** Three years

(ii) **Term of Office:** One year

(iii) **Duties:**

- a. Hold Telephone Committee meetings as required.
- b. Coordinates schedules for Captains and Shift Volunteers.
- c. Attends monthly Intergroup meetings to announce the committee status on volunteer needs, and missed call status.
- d. Maintains the “After Hours 12 Step List” with help from the Central Office Manager.
- e. Proposals with any financial impact shall be presented to the Business Committee.

II.

MONTHLY MEETING

1. INTERGROUP MEETING

(a) The Intergroup Representatives will meet monthly on the second Wednesday at the time and place as defined by the Business Committee. At each meeting, there will be adequate time for Representatives to bring the questions, concerns, suggestions and announcements from their Group to the meeting.

(b) Intergroup Meetings shall be conducted using Robert's Rules of Order, except when they conflict with the Traditions of Alcoholics Anonymous.

(c) **Attendance:** When attending the monthly meeting, the Intergroup Representative or their Alternate should sign the Attendance Roster.

(d) **Quorum:** The minimum number of members who must be present at an Intergroup Meeting for the transaction of business is twenty five (25) Intergroup Representatives.

2. BUSINESS COMMITTEE MEETING

(a) The Business Committee Members will meet monthly on the Tuesday of each month prior to the Intergroup Meeting and deal with issues of the Corporation. The following will be reviewed and discussed as normal Agenda items:

- i. Minutes from the previous Business Committee meeting.
- ii. Month end Financial Reports.
- iii. Old business and any unresolved issues.
- iv. New business.
- v. Items to be presented at the Intergroup Representative meeting.

(b) Business Committee meetings shall be conducted using the Robert's Rule of Order, except when they conflict with the Traditions of Alcoholics Anonymous.

(c) Special meetings may be called by the Chairperson of the Business Committee. A written notice of a special meeting should be delivered summarizing the purpose for calling the special meeting. Special meetings will deal with issues outside of the normal agenda items. The Chairperson shall provide detailed information to the Business Committee members to allow adequate time to prepare for the special

meeting. Special meeting arrangements will be made through the Central Office Manager.

(d) **Attendance:** Should a Business Committee Member miss two consecutive Business Committee Meetings (unexcused) this Business Committee Member may be asked to step down from their position.

(e) **Quorum:** The minimum number of members who must be present at a Business Committee Meeting for the transaction of business is five (5) Business Committee members.

3. **VOTING AND ELECTIONS**

(a) **General Business:** A two-thirds (2/3) majority of the Intergroup Representatives present and voting is necessary for approval.

(b) **Amendments:** (See section on Amendments in these Guidelines and Procedures.)

(c) **Elections:** Voting for Business Committee members and Standing Committee members shall be done by oral vote at the Intergroup Meeting.

- i. **Business Committee Slate of Officers:** The recommended slate of officers will be presented to the Intergroup Representatives for a simple majority approval.
- ii. **Members-At-Large:** Will be nominated from the present and voting body of Intergroup Representatives for a simple majority approval.
- iii. **Standing Committee Members:** Each position will be voted on separately. A plurality of the votes is required for election; plurality is defined as the largest number of votes obtained in an election where three or more choices are possible. In the event of a tie, the names of the tied candidates are placed in a hat. The first name drawn out of the hat is elected.

III.

CENTRAL OFFICE DUTIES AND RESPONSIBILITIES

- A. **CENTRAL OFFICE PURPOSE** – To aid in carrying the message to the alcoholic who still suffers.
- B. **CENTRAL OFFICE FUNCTIONS** – To serve as a local coordinating office for A.A. Groups. The Central Office acts as a point of contact for the general public and as a clearing house for information on A.A. meetings and activities.
- C. **CENTRAL OFFICE DUTIES** – The Central Office is responsible for overseeing the following duties:
- i. Receive, arrange and follow up on Twelve Step Calls.
 - ii. Oversee the updates and publication of website and printed schedule listings of North San Diego County Alcoholics Anonymous Group meetings.
 - iii. Publication of the North San Diego County Alcoholics Anonymous newsletter known as “The Viewpoint”, in cooperation with the Viewpoint Editor.
 - iv. Mail monthly issues of the “The Viewpoint” newsletter.
 - v. Provide printing support in preparation for the Intergroup Meeting.
 - vi. Provide information that may enhance the Standing Committees’ efforts.
 - vii. Cooperate with the General Service Office, Grapevine and General Service Area Committees.
 - viii. Order and distribute Alcoholics Anonymous Conference approved literature, Grapevine publications, service materials and other Intergroup-approved items.
 - ix. Preparation of correspondence requested by the Business Committee, Intergroup and Standing Committees.
 - x. Cooperate with the Treasurer and Bookkeeper to maintain all records and ledgers necessary for responsible and legal financial reports. Notify the Business Committee Chairperson and Treasurer of any issues regarding the Central office financial changes.
 - xi. Attend all Business Committee and Intergroup meetings.
 - xii. Report to the Business Committee Chairperson any issues or concerns on the operation of the Central Office.
 - xiii. The Central Office Manager does not have the authority to approve any changes in pay for any paid employees and/or independent contractors. (Example: Central Office Manager, Assistant Central Office Manager, Bookkeeper and Annual Auditor). These items need to be brought to the attention of the Business Committee members and then to the Intergroup for approval.
 - xiv. The Central Office Manager does not have the authority to approve any changes in rate increases for support activities for the Central Office operation, items such

as office equipment, printing services and insurance, etc. These items need to be brought to the attention of the Business Committee members and then to the Intergroup for approval.

- xv. The Central Office Manager should present all Special Events proposal to the Business Committee for approval.

D. SPECIAL TRUSTED SERVANTS:

- a. Web Master should have two years sobriety and one year Web Site experience.

- b. Viewpoint Editor should have two years sobriety and one year layout and editing experience.

IV.

FINANCES

The Business Committee disburses Central Office funds. Below is an overview of its financial duties and responsibilities:

1. The Business Committee with assistance from the Central Office Manager and Bookkeeper cooperates in the development of an annual Intergroup budget to present to the Intergroup for approval.
2. The Business Committee disburses budgeted funds for the Central Office, the Intergroup and its Standing Committees. All expenditures other than budgeted must be submitted to the Intergroup for approval.
3. All disbursements or withdrawals of funds require the signatures of any two of the following: Central Office Manager, the Chairperson or Treasurer of the Business Committee.
4. If a bank signature requires changing, the proposed change shall be presented to the Business Committee for approval.
5. Ensure the Intergroup Prudent Reserve has between six (6) – twelve (12) of operating funds.
6. Coordinate the annual audit/review and the tax preparation; notify the Intergroup of the results.
7. Conduct an annual performance and wage review of all Central Office paid staff and contractors.

V.

AMENDMENTS TO THESE GUIDELINES

1. **SUBMISSION:** Any proposed amendment(s) to these guidelines shall be submitted to the Business Committee for review and recommendation to the Intergroup.
2. **DISTRIBUTION:** The proposed amendment will be presented, in writing with voting options, to each Intergroup Representative at the first Intergroup meeting following its' receipt by the Business Committee. Copies of the amendment will be available at the second and third Intergroup meetings following the initial distribution of the amendment.
3. **DISCUSSION:** The Intergroup will discuss, then vote (with a two-thirds (2/3) majority) on one of the following options:
 - (a) Sending the proposed amendment to the groups.
 - (b) Forming an Ad Hoc Committee (to include the originator of the amendment).
 - (c) Refer back to the Standing Committee.
 - (d) Returning the amendment to the originator.
4. **TIMING:** A vote will take place at the third Intergroup meeting after the amendment was sent to the groups, published in the "The Viewpoint" and posted on the Intergroup website. For example, an amendment sent out at the January meeting will be voted on at the April meeting.
5. **VOTING:** During registration of each Intergroup Representative, a copy of the amendment will be handed out in preparation for the vote. A two-thirds (2/3) majority of those present and voting, are required to approve the amendment. Once approved, the amendment shall become a part of these Guidelines.

VI.

NORTH SAN DIEGO COUNTY INTERGROUP ASSOCIATION OF ALCOHOLICS ANONYMOUS

ORGANIZATIONAL STURCTURE

NORTH SAN DIEGO COUNTY INTERGROUP ASSOCIATION OF ALCOHOLICS ANONYMOUS

ORGANIZATIONAL STRUCTURE



