

TABLE OF CONTENTS

	PAGE
I. NAME_____	3
II. PREAMBLE_____	3
III. PURPOSE_____	4
IV. MEMBERSHIP_____	5
V. INTERGROUP DONATIONS/CONTRIBUTIONS_____	6
VI. VOTING_____	6
VII. QUORUM_____	7
VIII. THE INTERGROUP OFFICERS_____	7
IX. COMMITTEE CHAIRPERSONS _____	10
X. NOMINATIONS _____	11
XI. TERM OF OFFICE _____	12
XII. VACANCIES _____	13
XIII. MEETINGS _____	13
XIV. THE FISCAL YEAR _____	13
XV. AMENDMENTS _____	13
XVI. INTERPRETATION _____	13
Appendix 1 _____	14

GUIDELINES JEFFERSON COUNTY INTERGROUP

I. NAME

The name of the Intergroup shall be Jefferson County Intergroup, hereinafter referred to as "Intergroup".

II. PREAMBLE

General Warranties of the Intergroup in All Its Proceedings:

The General Warranties of the Intergroup is based on the same principles of the General Warranties of the General Service Office.

"The Intergroup never becomes the seat of perilous wealth or power."

"Sufficient operating funds, plus ample reserve, should be its prudent financial principle."

"None of the Intergroup members shall ever be placed in a position of unqualified authority over any of the others."

"That all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity."¹

"That no Intergroup action ever be personally punitive, or an incitement to public controversy; that though the Intergroup may act for the service of Alcoholics Anonymous groups in the Jefferson County environs; that it shall never perform any acts of government; and that, like the society of Alcoholic Anonymous; the Intergroup itself will always remain democratic in thought and action.

(Adapted from the A.A. Service Manual of AA World Services (found on page 74) and AA co-founder Bill W's Twelve Concepts for World Services.

Adopted by the General Service Conference of April 16, 1962.

This adaptation of copyright AA material has been approved by the General Services Board.)

The Intergroup shall observe the spirit of AA Traditions.

¹ Substantial Unanimity is the approval of a motion by two-thirds majority vote.

III. PURPOSE

The primary purpose of Intergroup is to make the Alcoholics Anonymous program of recovery available and accessible to all alcoholics; and to promote unity and mutual support among all member groups. Such efforts may include:

1. Adhering to the Traditions and disseminating information as to their content and application.
2. Maintaining an Alcoholics Anonymous listing in local telephone Directories. Providing 24-hour telephone answering service to handle inquiries from persons seeking to know what services AA provides, or people who need help with an alcohol problem. Maintaining a current 12 Step list of AA members who would be willing to do 12 Step work.
3. Prepares and distributes to AA groups a current list of meetings and other AA service information.
4. Maintains a supply of all AA conference approved literature and special items available through AA General Service Office and Grapevine, Inc. for purchase by individuals or groups.
5. To establish and maintain local public relations with those in the community seeking information about alcoholism and Alcoholics Anonymous. These local public relations efforts should include the following functions:
 - a. To make arrangements for AA speakers at the request of non-alcoholic groups.
 - b. To maintain a mailing address for AA inquiries. Such inquiries shall be handled discreetly - particularly to protect the anonymity of members.
 - c. To inform the press and other public media who develop newspaper articles and general publicity about AA - keeping in mind the principles of the 11th Tradition.
6. To provide local AA contact for hospitals, correctional facilities and institutions.
7. To maintain contact with local groups in correctional facilities, hospitals and institutions to offer literature, and to arrange for AA members to share their experience, strength and hope.

8. To provide support for local groups in the coordination of special activities, i.e. – day of sharing, workshops, conventions, as requested.
9. Establishing standing and special subcommittees for specific purposes.
10. Understanding such other activities as are deemed appropriate from time-to-time that are not inconsistent with the AA Guidelines published by the General Service Office of Alcoholics Anonymous.

IV. MEMBERSHIP

Any AA group is eligible for membership in Intergroup. The group conscience of AA in the United States and Canada has agreed upon these two (2) points that define an AA group:

1. Tradition Three:
"Our membership ought to include all who suffer from alcoholism. Hence we may refuse none who wish to recover. Nor ought AA membership ever depend upon money or conformity. Any two or three alcoholics gathered together for sobriety may call themselves an AA group, provided that, as a group, they have no other affiliation."
2. Warranty Six:
"That though the Conference may act for the service of Alcoholics Anonymous, it shall never perform any acts of government; and that, like the Society of Alcoholics Anonymous which it serves, the Conference itself will always remain democratic in action and in spirit."

A group shall be considered registered after filing a completed Intergroup registration form that notifies the Intergroup of its formation, name, place, date and time of its meetings. The group will be included on the next updated meeting list, a new group will be added to the meeting list approximately 90 days after establishment. Since Intergroup does not directly participate in the AA General Service structure, it is suggested that each registered group also be registered with the General Service Office of AA in New York, Central New York or Eastern Ontario Areas.

It is recommended each member group elect an Intergroup representative and an alternate. The representative or alternate is expected to attend all regular or special meetings of Intergroup. Experience shows that to be an effective Intergroup representative one year of continuous sobriety at the start of term, be an active member of the group represented and maintain a sponsor. The term of service is one year; however, the representative may serve as many terms as the

group that he/she represents may choose. It is also recommended that the group representative not simultaneously hold another office within their AA group.

V. INTERGROUP DONATIONS/CONTRIBUTIONS

In keeping with A.A. 7th Tradition, Intergroup ought to be fully self-supporting, declining outside contributions.

VI. VOTING

Voting is handled as follows:

1. Eligible voters include Intergroup Representatives or their alternates, Committee Chairpersons and Intergroup Officers.
2. Each member group shall be entitled to one (1) vote at Intergroup meetings, through its Intergroup Representative or alternate.
3. Any AA member may bring a motion to the floor; only eligible voters may second & vote on motion.
4. Proxies and absentee votes may not be utilized.
5. Decisions are usually made by simple majority, but important decisions should be reached by thorough discussion, vote, and whenever possible, by substantial unanimity. (Warranty 4)
6. Any member of AA, with the recognition from the chairperson, can address the Intergroup in regard to a specific concern.
7. In the annual elections in September, when 2 or more candidates run for the same office, we will follow the 3rd Legacy procedure. Unopposed nominees for office require intergroup approval to serve.
8. Consistent with Concept 5; a traditional "Right of Appeal" ought to prevail, thus assuring us that minority opinion will be heard and that petitions for the redress of personal grievances will be carefully considered.

VII. QUORUM

At any regular Intergroup meeting, or special Intergroup meeting, held upon proper notification, those group representatives present shall constitute a quorum and voting procedures will be consistent with Section VI, item 7.

VIII. THE INTERGROUP OFFICERS

There shall be four (4) Intergroup officers: Chairperson, Co-Chairperson, Secretary and Treasurer. While holding office, an officer should not be an Intergroup representative. Officers should represent as broad a geographic base as possible.

Duties basic to the responsibilities of the officers shall be as follows:

1. CHAIRPERSON

- a. The chairperson shall preside at each meeting of the Intergroup.
- b. The Chairperson shall create an Intergroup meeting format.
- c. The Chairperson shall make every effort to ensure that all decisions and resolutions of the Intergroup are carried into effect.
- d. The Chairperson signs, executes and delivers, in the name of Jefferson County Intergroup, contracts and other legal and financial instruments.
- e. Is empowered to limit debate on motions or issues.
- f. Is empowered to call special meetings as he/she deems necessary.
- g. Appoints a temporary chairperson in case of vacancy on a standing committee. The term of the appointee should not exceed a period of three (3) months. After the 3 month period, every effort should be made to secure a successor, if required.
- h. Is authorized to sign checks.

2. CO-CHAIRPERSON

- a. The Co-Chairperson shall perform the duties of the Chairperson in case of the Chairperson's absence.
- b. Is authorized to sign checks.
- c. The Co-Chairperson performs other duties assigned.

3. TREASURER

- a. The Treasurer shall be the principal financial officer of the Intergroup.
- b. The Treasurer shall have primary responsibility for the creation and supervision of the financial books and records of the Intergroup.
- c. The Treasurer shall have primary responsibility of determining the form and manner in which deposits, withdrawals and entries shall be made and maintained.
- d. The Treasurer, Chairperson and Co-Chairperson are authorized to sign checks.
- e. The Treasurer shall present a written report, with copies, to the monthly Intergroup meeting concerning the financial status of the Intergroup.
- f. In all matters relating to IRS, paid professionally competent counsel will be utilized.
- g. Is authorized to pay, without further approval, invoices for all services already approved by the Intergroup such as; telephone, Intergroup rent, etc.
- h. Treasurer may pay for miscellaneous items of \$25.00 or under. Any items over \$25.00 must be approved by the Intergroup.
- i. In the absence of the Chairperson and Co-Chairperson, the Treasurer shall preside at the Intergroup meeting.
- j. Present a proposed Intergroup budget in October for the following fiscal year.
- k. An audit should be done prior to rotation or as needed.

4. SECRETARY

- a. The secretary shall keep/record the minutes of the Intergroup meetings and makes copies of minutes available to Intergroup members and to arrange for their preservation.
- b. Maintain and update the Trusted Servants' list to include full name, address, phone numbers, Home Group and service position and e-mail address.

- c. Should sort the mail and respond appropriately.
- d. In the absence of the Chairperson, Co-Chairperson, and Treasurer, the Secretary shall preside at the Intergroup meetings.

5. **ELIGIBILITY** – The minimum years of continuous sobriety that are recommended at the time of election to office for each category of Intergroup office, is as follows:

- a. Chairperson -- Five (5) years
- b. Co- Chairperson -- Four (4) years
- c. Treasurer -- Three (3) years
- d. Secretary -- Two (2) years

IX – Committee Chairpersons

A. HELPLINE CHAIRPERSON

- 1. Has the responsibility to coordinate all phone services; ensures all phone shifts are covered; transfers the phones, updates the 12th step list and answers the phone if needed.
- 2. Updates the Helpline phone packet.
- 3. Gives written monthly report to Intergroup.

B. MEETING SCHEDULE CHAIRPERSON

- 1. Updates the meeting schedule. New meetings or groups should have Intergroup approval before being added to schedule. It is suggested that a meeting survive 3 months before being listed on schedule.
- 2. Cooperates with Public Information to make current meeting list available to media.
- 3. Cooperates with Website Committee to provide accurate meeting list.
- 4. Gives written monthly report to Intergroup.

C. CORRECTIONS CHAIRPERSON

1. Coordinates AA participation in the Cape Vincent Correctional Facility, Watertown Correctional Facility & the Jefferson County Jail.
2. Has knowledge of current paperwork and requirements to enter facilities and has phone numbers of Department of Corrections Representatives for said facilities.
3. Gives written monthly report to Intergroup.

D. TREATMENT CHAIRPERSON

1. Coordinates AA participation in treatment facilities.
2. Maintains group commitment calendar(s) for AA speakers.
3. Gives written monthly report to Intergroup.

E. PUBLIC INFORMATION/COOPERATION w/ PROFESSIONAL COMMUNITY CHAIRPERSON

1. Public Information works with Intergroup to try to carry the AA message into the community following in accordance with 12 Traditions & GSO Guidelines.
2. Cooperation with Professional Community works with Intergroup to cooperate with Professionals (i.e., lawyers, doctors, counselors) who work with alcoholics to help explain what AA is and what AA is not.
3. Gives written monthly report to Intergroup.

F. INTERGROUP GRAPEVINE REPRESENTATIVE

1. Makes themselves available to speak at Home Groups and other AA functions about Grapevine subscriptions and its associated literature and tapes.
2. Announces at meetings about Grapevine and carries the Grapevine message to all alcoholics.
3. Makes Grapevine literature order forms and Grapevine subscription forms available for groups and individuals.
4. Gives written monthly report to Intergroup.

G. WEBSITE COMMITTEE

1. Maintains web site domain name (aajci.org) with provider on file.
2. Maintains hosting contract for domain space with hosting provider.
3. Makes changes to web site according to wishes of Intergroup.
4. Updates meeting list on web site.
5. Updates on site down-loadable meeting list.
6. Posts Intergroup approved notices for special events.
7. Updates and maintains off site links.
8. Maintain records pertaining to domain name & hosting to be kept in Intergroup office.
9. Maintain budget & gives written monthly report to Intergroup.

H. INTERGROUP LITERATURE CHAIRPERSON

1. Responsible for ordering and stocking literature.
2. Recording the correct price on each book and maintaining a running Inventory List of all Literature (pamphlets, books and tapes).
3. Receives payment from groups and individuals for all literature sold.
4. Maintains cash on hand and reports the total value of Inventory on hand as well as cash on hand at each monthly meeting of Intergroup.

All committee chairpersons are encouraged to create committees to provide more service opportunities.

X. NOMINATIONS

Any member of AA may be nominated for Intergroup office provided that the nominee shall have the requisite years of unbroken sobriety and shall be a member of an AA group.

1. The September meeting is the traditional month to nominate and elect Officers and Chairpersons.

2. Intergroup shall follow 3rd Legacy Procedure for any elections. (See Appendix "1")

XI. TERM OF OFFICE

1. Terms of office for Intergroup Officers will start January 1 and run for two (2) years. The Chair and Co-Chair, the Secretary and Treasurer on even years.
2. Terms of office for Committee Chairs will start January 1 and run for two (2) years. Chairpersons will be elected: Institutions, PI, CPC, Grapevine and Help Line in even years, Corrections, Literature & Meeting List/Website, and Archives

XII. VACANCIES

A vacant office will be filled as follows:

1. If the office of the Chairperson becomes vacant, the Co-chairperson becomes Chairperson and Intergroup will nominate and elect a new Co-Chairperson to complete the term of office.
2. Vacancies in other positions will be filled using the same procedure - Intergroup will nominate and elect a trusted servant to fill the vacant position.
3. Reasons for declaring an office vacant are as follows:

a. Broken sobriety

b. Resignation

c. Absence from more than three consecutive meetings without cause or report.

XIII. MEETINGS

Regular meeting - The Intergroup meets on the third Monday of each month at 7PM at 123 Franklin Street, Watertown, NY 13601 Room #20.

Suggested Meeting Agenda:

1. Call to Order - Opening
2. Reading of the Traditions
3. Introductions
4. Secretary's Report
5. Treasurer's Report
6. Committee Reports (Limit 3 minutes each)
7. Questions and Answers on Committee Reports (limit 5 minutes each)
8. Old Business
9. New Business
10. Open Forum
11. Closing the Meeting

AD-HOC Committees may be formed by Intergroup for specific purposes.

XIV. THE FISCAL YEAR

The fiscal year of Intergroup shall be the same as the calendar year.

XV. AMENDMENTS

These Guidelines are suggested only and may be amended by Intergroup at any time.

XVI. INTERPRETATION

Robert's Rules of Order shall prevail at Intergroup meetings, except where inconsistent with AA Traditions and Concepts. We use Robert's Rule of Order only to conduct the business meeting and to provide a sense of fair play for all.

These Guidelines are intended to act as an orderly means of providing services to AA members and to alcoholics who are still suffering. No provision of the Guidelines should be construed to defeat that purpose; and whenever interpretation of language or areas of responsibility are at issue, the voice of the group conscience, as expressed by the Intergroup, shall be the final arbiter.

The Third Legacy Procedure

BALLOT

1st Does one candidate have **2/3** majority of total vote ? **Yes** \Rightarrow Candidate with 2/3 majority is elected.

NO



2nd Does one candidate have **2/3** majority of total vote ? **Yes** \Rightarrow Candidate with 2/3 majority is elected.

NO



Candidates with less than **1/5** of total vote are withdrawn (top candidates and all runners-up must remain)

3rd Does one candidate have 2/3 majority of total vote ? **Yes** \Rightarrow Candidate with 2/3 majority is elected

NO



Candidates with less than **1/3** of total vote are withdrawn (top candidates and all runners-up must remain)

4th Does one candidate have 2/3 majority of total vote ? **Yes** \Rightarrow Candidate with 2/3 majority is elected

NO



Chairperson asks for motion to conduct a fifth vote.

\Rightarrow **Motion** \Rightarrow **GO TO THE HAT**
defeated

\Downarrow
Motion passed by simple majority.



5th Does one candidate have 2/3 majority of total vote ? **Yes** \Rightarrow Candidate with 2/3 majority is elected

NO



GO TO THE HAT