

The 2009 Kaua'i Intergroup ByLaws Committee respectfully requests that the AA Groups of Kaua'i review this first draft of bylaws. Previous Kaua'i AA bylaws were retyped verbatim for the basis of this document and then expanded upon, using material from other Intergroups' bylaws from O'ahu, West Hawai'i, Annapolis, Harrisburg, Santa Clarita Valley and Central Oregon. The committee also studied and was guided by the Twelve Traditions, the Twelve Concepts, A.A. Guidelines for Intergroups, State and IRS guidelines, and Hawai'i Area 17 Structure and Guidelines. Below are items for special consideration.

Page	Section	Item
1	Purpose	Review items a - l; indicate priorities; indicate functions not appropriate; add any suggestions
2	Membership	"registered with Intergroup for thirty days" - need registration procedure
	Elections	Alternating years for elections of Intergroup steering committee officers
		New position of Correspondence Secretary – would facilitate communication, cooperation, unity, participation among Groups
3	Steer Cmttee	A. Chair: 4) attend all Area Assemblies; or alternate E. Treasurer: 4) Groups need to determine what is "prudent reserve"
4	Committees	review guidelines
	Corrections	A responsibility of Intergroup? -- Mission and guidelines
5	Meetings	Review A. Order of Business
6	Quorum	What should constitute a quorum
	C. Guidelines	Incorporated Robert's Rules of Order – loose version from Hawai'i Area 17
7	Amendments	how many affirmative votes required; how many days of published or e-mail notification re voting on bylaws amendments

Respectfully submitted,

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 Jim D – Happy Hour  
 Lu A – Keep It Simple

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May 2, 2009

BY LAWS  
OF  
KAUA'I INTERGROUP

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PREAMBLE

In all its proceedings, INTERGROUP shall observe the spirit of A.A. Traditions, taking great care: that it never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of its 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; that no INTERGROUP action ever be personally punitive, or any incitement to public controversy; that though it may act in the service of Alcoholics Anonymous groups of the Island of Kaua'i, it shall never perform any acts of government; and that, like the society of Alcoholics Anonymous, it will always remain democratic in thought and action.

(The above is adapted from the Third Legacy manual of Services and A.A. co-founder Bill W's Twelve Concepts of World Service as adopted by the General Service conference on April 26, 1962. This adoption of copyrighted material has been approved by the General Service Board.)

1. Name and Purpose of Organization

The name shall be Kaua'i Intergroup, and shall for convenience be referred to as INTERGROUP.

The purpose of INTERGROUP shall be the administration and coordination of A.A. activities common to the various groups comprising its membership. These activities may include:

- a. Furthering the A.A. program in accordance with the Twelve Steps, Twelve Traditions and Twelve Concepts of Service of Alcoholics Anonymous, and in its deliberations consider the guidelines published by the General Service Office.
- b. Maintaining a Telephone Answering Service for A.A. on the Island of Kaua'i.
- c. Promoting unity and cooperation among Alcoholics Anonymous groups on Kaua'i.
- d. Publishing a schedule of current A.A. meetings for the Island of Kaua'i.
- e. Maintaining inventory of Grapevine and Conference-approved literature for A.A. members
- f. Publishing the *Garden Island Sobriety* newsletter
- g. Cooperating with the Community-- Public Information, Treatment facilities, Hospitals, Corrections
- h. Special needs
- i. Website...?
- j. Special events
- k. New INTERGROUP Representative (IGR) packets
- l. Adopting an annual operating budget at the February INTERGROUP meeting

Specifically excluded from the objectives of INTERGROUP are the operation of any club, clubhouse, or drying-out place, and the endorsement of any public or private projects on alcoholism as outlined in Tradition Six.

This Association is organized exclusively for purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. "By making full and accurate information about its mission, activities, finance, and governance publicly available, a charity encourages transparency and accountability to its constituents." ... *from the IRS publication "Governance and Related Topics – 501(c)(3) Organizations"*

## 2. Membership

All INTERGROUP meetings are open to anyone wishing to attend.

The voting membership of INTERGROUP shall consist of an INTERGROUP Representative (IGR) or an alternate representative from each A.A. group, provided that such group have been registered with INTERGROUP for thirty days prior to the date of the initial meeting to which the representative is sent. Each IGR shall serve until replaced by their group, shall be entitled to one vote in the meeting of INTERGROUP, and shall vote their group's conscience.

No single person may act as representative of more than one group for the purposes of a vote. Absentee and proxy votes are not allowed.

The District Committee Member (DCM), or alternate DCM, shall also be a voting member of INTERGROUP.

## 3. Elections

Any member of Alcoholics Anonymous may stand for office provided that the candidate shall:

- a. Be an active member of an A.A. Group on Kaua'i; and
- b. Have at least two years of continuous sobriety in A.A. when standing for office. Broken sobriety during tenure of office will automatically disqualify any officer for continued service in the elected position.

The election of INTERGROUP officers shall be by way of the Third Legacy (*as detailed in The AA General Service Manual*).

All persons standing or nominated for election to a position shall present themselves in person for interview by INTERGROUP prior to the election, or at the meeting during which the election is scheduled to occur.

Elections shall be held at the December meeting by secret ballot.

The Chair and Secretary shall be elected in even-numbered years and shall assume office at the following January meeting.

The Vice-Chair, Correspondence Secretary and Treasurer shall be elected in odd-numbered years and shall assume office at the following January meeting.

No officer shall be eligible for re-election to the same office for two consecutive terms.

In the event of a vacancy of any elected position, an election shall be held at the next INTERGROUP meeting to fill the position for the remainder of its term.

Vacancies shall be defined as: the absence by any Steering Committee member for any two consecutive, regularly scheduled meetings without prior notification to the Chair or the Secretary.

#### 4. Steering Committee

The officers of INTERGROUP shall be referred to as the "Steering Committee" and shall be a Chair, Vice-Chair, Recording Secretary, Correspondence Secretary and Treasurer. The Steering Committee officers shall serve for two years, or until their successors are duly elected. The elected officers and committee chairs serve at the pleasure and direction of the AA groups as brought forward via the votes of their IGRs.

Each member of the Steering Committee shall be entitled to one vote in the meetings of INTERGROUP.

The basic duties and authority of the Steering Committee shall be as follows:

- A. The Chair shall:
    - 1) preside at all INTERGROUP meetings, assuring compliance with AA Traditions and INTERGROUP bylaws
    - 2) ensure that only eligible members participate in the voting process
    - 3) introduce new IGRs
    - 4) attend all Hawai'i Area Assemblies to represent Kaua'i INTERGROUP; INTERGROUP may designate an alternate Kaua'i AA member to represent INTERGROUP at Area Assemblies
  - B. The Vice-Chair shall:
    - 1) assist the Chair in all matters where practical
    - 2) preside at all meetings in the absence of the Chair
    - 3) assume the office of Chair in the event the Chair fails to fulfill the elected term of office
  - C. The Recording Secretary shall:
    - 1) keep accurate minutes of all meetings
    - 2) keep records of INTERGROUP in good order at all times.
  - D. The Correspondence Secretary shall:
    - 1) keep up to date and accurate records of addresses and phone numbers of all INTERGROUP representatives and alternate IGRs;
    - 2) distribute materials as directed by INTERGROUP
    - 3) send out notices of committee meetings and other mailings
  - E. The Treasurer shall:
    - 1) monitor all funds of INTERGROUP
    - 2) maintain adequate financial records and furnish monthly reports to INTERGROUP
    - 3) serve also as Treasurer of all INTERGROUP activities.
- OR**
- 4) Shall be an ex-officio member of all committees authorized to handle funds
  - 4) maintain a "prudent reserve" (three months' expenses)
  - 5) make available to a designated entity all financial data for an annual audit, if requested

The Steering Committee will oversee all INTERGROUP committees which shall include the recommendation for removal from office any appointed person (or committee chair?) because of non-performance of duties, incompetence, or loss of sobriety.

## 5. Committees

General guidelines:

- Any member of AA may serve on an INTERGROUP committee.
- The IGRs must confirm all committee chairs
- The recommended minimum length of sobriety for a committee chair is two years
- The committee chair shall determine the date, time, location, format of the committee meetings, seeking consensus as much as possible.
- All committee meetings are open to all AA members
- Notification of committee meetings will be published twice in the *Garden Island Sobriety* newsletter and via e-mail.
- Each committee chair or alternate shall give a monthly report at the IGR meeting.
- The groups/IGRs will determine what information they want reported by each committee.
- Each committee shall have a minimum of three members.
- Any committee chair who is absent from two (2) consecutive INTERGROUP meetings without notifying the Chair is considered to have vacated their position.

Budget committee:

- Will annually propose a budget for INTERGROUP based on the previous years' expenditures and goals of the groups via their IGRs.
- Will monitor INTERGROUP income and expenditures and adjust budget targets accordingly.
- The INTERGROUP Treasurer will serve on this committee, not required to be chair.

By-Laws committee:

- Will annually review by-laws in effect
- Will assess if current by-laws reflect group conscience votes as recorded in INTERGROUP minutes.
- Will incorporate policy changes if appropriate into bylaws, and:
- Will present to IGRs all potential amendments to the by-laws for review, approval via group conscience votes, revisions

Corrections committee:

- Will \_\_\_\_\_

Events committee:

- Will oversee any request for assistance for an event brought forward from an AA group.
- Will assist any group in developing an event budget
- Will determine if financial assistance from INTERGROUP is appropriate
- INTERGROUP Treasurer or a Budget Committee member will serve on the Events committee

Hotline committee:

- Will recruit and organize Hotline volunteers to ensure all phone shifts are staffed
- Will keep volunteers informed of changes
- Will update 12-Step Call Lists as needed

IT Committee:

- Will formulate guidelines for AA members and groups in accordance with Anonymity
- Will assist groups and individuals in setting up appropriate AA e-mail accounts
- Will assist groups in determining appropriate content on group websites
- Will assist committee chairs in developing guidelines for e-mail committee meetings

Literature Committee:

- Will order AAWS Conference-approved literature and Grapevine literature to ensure that adequate inventory is available in stock to the groups
- Can assist in providing literature table(s) at an event if requested

Newsletter Committee:

- Will provide forum for information exchange for AA members
- Will publish the *Garden Island Sobriety* newsletter

Schedules Committee:

- Will publish schedule with current meetings
- Will bring any concerns to INTERGROUP re inclusion of a meeting in the schedule

Workshop Committee:

- Will provide guidance for and coordinate Service Workshops

6. Meetings

INTERGROUP shall meet on the first Saturday of each month at such time and place as shall be approved by the INTERGROUP Representatives. The date, time and location of the INTERGROUP meetings shall be published in the meeting schedules and in the *Garden Island Sobriety* newsletter.

A. Order of Business

1. Open with Serenity Prayer
2. Review agenda; add any items
3. Approval of minutes of the preceding INTERGROUP meeting with corrections and amendments if necessary.
4. Review and approval of the Treasurer's report
5. Committee reports
6. Voting on proposals taken back to Groups from previous INTERGROUP meetings
  - ♥ Absentee ballots and proxy votes are invalid
7. Group reports and proposals
8. Unfinished business
9. New business
10. At the December meeting, the election of officers
11. Adjournment
12. Serenity Prayer

B. Quorum

The presence of a minimum of five (5) members shall be required to establish a quorum. For the purpose of establishing a quorum, Steering Committee members shall not count unless they also represent a Group.

C. General Guidelines for Conduct of Meeting, Discussions and Voting:

Any action taken by the INTERGROUP Representatives shall be on a motion made, seconded and discussed, if warranted. Decisions are made by a majority vote of IGRs present and recorded with the Recording Secretary.

A motion must be made by an IGR or alternate who is from a Group that had a representative present at one INTERGROUP meeting within the preceding three INTERGROUP meetings.

Only one motion is discussed at a time. Multiple part or contingent motions shall be separated and voted on as individual motions.

The INTERGROUP Representative may request that their Group's motion be voted on at the current meeting by the IGRs present.

Matters which relate to policy affecting Groups or A.A. as a whole can be tabled for thirty days and referred for group conscience.

Votes are determined by a show of hand, except during elections where INTERGROUP's voting members cast ballots.

Simple majority: Achieved whenever 51% of the voters are in agreement.

Substantial Unanimity: At least two-thirds (2/3) of the INTERGROUP voters agree to one side of a motion. The total number of votes cast must meet or exceed the quorum number requirement.

- 1) All matters of policy require a substantial unanimity vote.
- 2) On all motions requiring a substantial unanimity result, INTERGROUP always gives the minority the opportunity to speak to the majority.
  - a) When a simple majority result is needed, the minority is the side with the fewest number of votes.
  - b) When substantial unanimity result is needed, the minority is the side that didn't get the required two-thirds (2/3) votes necessary to pass a motion. Therefore, when seeking substantial unanimity, the minority could have the majority of the votes.  
But less than the required two-thirds
- 3) Motion to Reconsider: Must be made by someone who first voted with the majority and wants to change their vote. Requires a second.
  - a) Requires a simple majority result

- b) If the motion is accepted, the INTERGROUP will re-vote on the issue
- c) If the motion is defeated, the results from the first voting procedure will be INTERGROUP's action

After a deciding vote has been taken on a motion, an interval of three (3) months shall elapse before such motion can be resubmitted to INTERGROUP for discussion unless there is an emergency demanding immediate action. An emergency shall be determined by a vote of two-thirds (2/3) of the IGRs present. An attendance list of INTERGROUP Representatives and alternates shall be maintained and be available at all meetings for the current calendar year.

## 7. Finance

INTERGROUP may accept donations from A.A. Groups and members conforming with the Traditions of Alcoholics Anonymous and consistent with GSO Guidelines. INTERGROUP shall not accept the responsibility of, Trusteeship for, or enter into the distribution or allocation of any funds set up outside of INTERGROUP.

Upon the winding up and dissolution of this corporation, after paying or adequately providing for the debts and obligations of the corporation, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable or educational purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

## 8. Amendments

These by-laws may be amended at any time by a two-thirds majority vote of the INTERGROUP Representatives present at any regular meeting of INTERGROUP, but by no fewer than seven (?) affirmative votes exclusive of the INTERGROUP Chair, provided :

- a) The bylaws committee will review the proposed changes to assure that any changes are in accord with AA Traditions. If approved by the committee, then
- b) A copy of the proposed amendments will be submitted to all groups, and the text of the proposed amendment will be forwarded to the e-mail contacts of the Garden Island Sobriety newsletter and the Kaua'i INTERGROUP Secretary at least thirty (sixty?) days before the meeting at which action is to be taken on the amendment.