

The 2017/2018 Kaua'i Intergroup Bylaws Committee respectfully requests that the AA Groups of Kaua'i review this first amended draft of bylaws. Previous Kaua'i AA bylaws are included with a more in depth description of each Steering & Standing Committee position using material from AA Intergroup Guidelines.

Page	Section	Description
1	Purpose	Name and purpose of Kaua'i Intergroup
2	Membership	Voting membership
3	Steering Committee	Officers of Kauai Intergroup
4	Standing Committee	Standing Committees
5	Meetings	Business Meeting Function
6	Finance	Money Responsibility
7	Amendments	2/3 Majority Vote to amend

Respectfully submitted,

Bylaws Committee

BYLAWS  
OF  
KAUA'I INTERGROUP

\*\*\*\*\*

P R E A M B L E

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 Kauai 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 Traditions Alcoholics Anonymous.
- b. Maintaining a Telephone Answering Service for A.A. on the Island of Kauai.
- c. Provide printed schedules of all functioning AA meetings known to Intergroup on Kauai.
- d. Maintaining an inventory of General Service Office and Grapevine Literature, Pamphlets, and other items of group interest.
- e. Providing means of Inter-fellowship communications not limited to a Newsletters, Website, Mail, and Email as well as a Monthly Business Meeting.
- f. Coordinating events to which the entire fellowship is invited.
- g. Cooperate and coordinate with District 6 to ensure AA services are provided to Kauai.

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.

2. Membership

The voting Membership of INTERGROUP shall consist of a representative or an alternate representative from each A.A. group, provided that such group have attended one meeting prior to being allowed to vote. 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.

Additional voting Membership of INTERGROUP shall consist of the INTERGROUP Steering Committee Members (Chairperson, Alt-Chairperson, Treasurer, and Secretary).

More additional voting Membership of INTERGROUP shall consist of the INTERGROUP Standing Committee Chairpersons (Events, Hotline, Website, Literature, Newsletter, and Schedules).

In addition to voting Membership of INTERGROUP to include either the District Committee Member (DCM), or alternate DCM.

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.

### 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 Kauai; 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 October meeting by secret ballot.

The Chair, Vice-Chair, Treasurer, Secretary, and Standing Committee Chairpersons shall be elected in even-numbered years and shall assume office at the following January meeting.

No Steering Committee Member 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 or Standing Committee Chairperson for any two consecutive, regularly scheduled meetings without prior notification to the Chair, Vice-Chair, Treasurer, or 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, 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 Hawaii 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
  - 4) attend Hawaii Area Assemblies to represent Kaua'i INTERGROUP in lieu of the Chairperson's absence
- C. The Recording Secretary shall:
- 1) keep accurate minutes of all meetings
  - 2) keep records of INTERGROUP in good order always.
  - 3) keep an up-to-date contact list of current IGRs and their alternates, Standing Chairpersons, and Steering Committee Members
  - 4) distribute meeting minutes and materials as directed by INTERGROUP
  - 5) send out notices of committee meetings and other mailings
- E. The Treasurer shall:
- 1) maintain accurate financial records and furnish monthly reports to INTERGROUP
  - 2) serve also as Treasurer of all INTERGROUP activities **and** maybe an ex-officio member of all committees authorized to handle funds
  - 3) maintain a "prudent reserve" (three months' expenses)
  - 4) make available to a designated entity all financial data for an annual audit, if requested
  - 5) furnish a written report each month to the Newsletter and INTERGROUP meeting

The Steering Committee will oversee all INTERGROUP committees which shall include the recommendation for removal from office any elected position because of non-performance of duties, incompetence, or loss of sobriety.

## 5. Standing Committees

### General guidelines:

- Each committee chairperson is eligible for a vote in all INTERGROUP decisions.
- 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 in the Garden Island Sobriety newsletter or website.
- Each committee chair or alternate shall give a monthly report at the IGR meeting.
- Each committee chairperson shall seek members to assist with the committee responsibilities.
- Any committee chair who is absent from two (2) consecutive INTERGROUP meetings without notifying the Chair is considered to have vacated their position.

### Events committee:

- Oversee any group request for assistance with an AA event
- Assist any group in developing an event budget
- Determine if financial assistance from INTERGROUP is possible

### 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

**Website Committee:** (To be updated by Susan Ok)

- 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
- Post schedule, events, connection to district, and keep website financially up-to-date

**Literature Committee:**

- Maintain a current inventory of literature
- Accept telephone, text, or email requests for literature items
- Provide access to Steering Committee and Standing Committee Chairpersons
- Assist in arranging access of literature to groups
- Prepare invoices and keep payments
- Transport payments and copies of invoices to the Intergroup Treasurer
- Prepare a monthly report at each Intergroup Business Meeting
- Order AAWS Conference-approved literature and Grapevine literature to ensure adequate inventory is available to the groups; MUST obtain Intergroup approval to place order
- Receive incoming literature order to restock shed
- Pick up and receive monthly newsletter from Ink Spot printing in Lihue for distribution at the Intergroup Business Meeting
- May assist in providing literature table(s) at an event if requested

**Editor of Newsletter Duties:**

- Find annual writers for He Said – She Said articles
- Accept other featured articles
- Gather monthly articles and reports from all contributors by email
- Edit format and content of all submitted articles and reports
- File a copy on the computer of all articles and reports and updated Birthday information
- Insert edited articles, reports, upcoming events, meeting announcements, featured monthly meeting place with photo and meeting times, clip art and illustrations, updated Birthday announcements and AA Archives into the monthly newsletter
- Email out a copy to all subscribers
- Receive monthly payment by mail from Intergroup for the Ink Spot Printer
- Deliver the latest copy of the newsletter to the Ink Spot on the Tuesday morning before the monthly Intergroup meeting and pay for the printing

**Schedules Committee:**

- Will publish schedule with current meetings
- Will bring any concerns to INTERGROUP re inclusion of a meeting in the schedule
- Let web committee and hotline committee know of any changes in the meeting schedule

**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 prayer of choice
2. Review agenda; change any items
3. Approval of minutes of the preceding INTERGROUP meeting with corrections and amendments if necessary.
4. Review and approve 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. Old business
9. New business
10. At the October meeting, the election of officers in even years
11. Adjourn with prayer

B. **Quorum**

For the purpose of establishing a quorum with those present

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

Non-policy decisions are made by a majority vote of those present.

Change in policy must be a substantial unanimity

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. will 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. "Go to the hat" as per Service Manual.

- 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 groups and members. INTERGROUP shall not accept the responsibility of, Trusteeship for, or enter 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 District 6.

## 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.