

# Bylaws of Kauai Intergroup

## Preamble

In all its proceedings, ~~Kauai Intergroup shall observe the spirit of~~ use the following guidelines based on A.A. Traditions in its proceedings: ~~;~~ taking great care that it ~~Intergroup shall~~ never become the seat of perilous wealth or power; that sufficient ~~Kaua'i Intergroup's prudent financial balance shall be based on~~ operating funds plus an ample reserve, ~~be its prudent financial principle;~~ that none of its ~~no Kaua'i Intergroup member or Group~~ shall ever be placed in a position of unqualified authority over any other ~~member or Group~~; that all important decisions ~~shall be reached by discussion vote and whenever possible by substantial unanimity~~ ~~discussed and voted on where appropriate;~~ that no committee action ever ~~Kaua'i Intergroup's actions shall not 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 Kauai it ~~Kaua'i Intergroup shall never perform any acts of government~~ while serving Kauai A.A.'s Groups; and that ~~Kaua'i Intergroup~~, like the society of Alcoholics Anonymous, ~~it will always~~ shall remain democratic in thought and action.

(The above is adapted from the Third Legacy Manual of Services and A.A.'s co-founder Bill W's Twelve Concepts of World Service as adopted by the General Service Conference on April 26, 1962. The 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~~ Kauai Intergroup shall hereafter be referred to as "INTERGROUP."

~~The Purpose of INTERGROUP's purpose~~ shall be the administration and coordination of A.A. ~~Group~~ activities common to the various groups comprising its membership. These activities include ~~that further the A.A. program in accordance with the Twelve Traditions:~~

- ~~A. Furthering the A.A. program in accordance with the Twelve Traditions of Alcoholics Anonymous.~~
- A. Maintaining Kauai A.A.'s a Telephone Answering Service for A.A. on the Island of Kauai.
- B. Providing a printed schedules of all functioning Kaua'i AA meetings known to Intergroup.
- C. Maintaining an inventory of General Service Office and Grapevine literature, pamphlets and other items of Group interest.
- D. Providing a means of Inter-fellowship communications not limited to a Newsletter, Website, Mail and Email, and as well as a Monthly business Meeting.
- E. Coordinating INTERGROUP-sponsored events to which where the entire fellowship is invited.
- F. Cooperate and coordinate with District 6 on relevant A.A. activities and services.

- G. ~~Ensuring the availability of services to members with Special Needs~~ Offer special needs services when possible.
- H. ~~Providing meetings inside Medical and Correctional Institutions.~~
- I. ~~Providing information about our fellowship and its purpose to the Professional Community and the Public.~~

~~Specifically excluded from the objectives of INTERGROUP are~~ INTERGROUP'S objectives exclude the operation of any club, clubhouse, or drying-out place, and the or 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. New groups shall attend~~ INTERGROUP representatives (IGRs) or alternate IGRs shall be entitled to one vote after attending at least one meeting, prior to being allowed to vote. Each group representative shall serve until replaced by his/her their Group, shall be entitled to one vote in the meeting of INTERGROUP, and shall vote or voice their Group's conscience where and when appropriate his/her group conscience. ~~The District Committee Member (DCM) or Alternate District Committee Member, shall also be a voting member of INTERGROUP.~~

INTERGROUP Officers, Standing Committee Chairs, and either the District Committee Member (DCM) or alternate DCM, shall receive one vote at INTERGROUP meetings.

Voting members are limited to one vote, and absentee or proxy votes are not allowed.

## 3. Steering Committee INTERGROUP OFFICERS and STANDING COMMITTEE CHAIRS

~~The officers of INTERGROUP shall be referred to as the "Steering Committee" and shall be Chairperson, Vice-Chairperson, Secretary and Treasurer. 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:~~

The recommended minimum length of sobriety for Steering Committee Officers and Standing Committee Chairs is two years.

Steering Committee Officers and Standing Committee Chairs shall serve as directed by INTERGROUP's majority vote.

Steering Committee officers and Standing Committee Chairs shall serve for two years, or until their successors are duly elected. ~~No officer shall be eligible for re-election to the same office for more than two consecutive terms~~ (moved to Section 4, Elections).

Loss of sobriety disqualifies a Steering Committee member or Standing Committee Chair from service for the remainder of the term.

A Steering Committee member or Standing Committee Chair who is absent for two consecutive INTERGROUP meetings without notifying a Steering Committee member is considered to have vacated their position.

The Steering Committee shall oversee INTERGROUP Standing Committees, and may recommend that Officers or Committee Chairs be removed from office as a result of dereliction of duty or loss of sobriety.

Officers (Steering Committee members): Chair, Vice-Chair, Treasurer, Secretary

A. The Chairperson shall:

- 1) Preside at all INTERGROUP meetings and assure compliance with the A.A. Traditions and INTERGROUP Bylaws., create the meetings agenda, and make a written report to the Garden Island Sobriety on a monthly basis.
- 2) Ensure that only eligible members participate in the voting process.
- 3) Introduce new IGRs.
- 4) Represent Kauai INTERGROUP at Hawaii Area 17 Assemblies.

B. The Vice Chairperson shall:

- 1) Assist the Chairman in all matters where practical, and shall preside at all meetings in the absence of the chairperson. In the event the Chairperson fails to fulfill their elected term of office, the Vice Chairperson shall assume the office of Chairperson, or assume the Chair's responsibilities when requested or needed.
- 2) Maintain an active Group contact list.
- 3) Represent INTERGROUP at District.
- 4) Assist Standing Committee Chairs with their objectives.

C. The Secretary shall

- 1) Keep the accurate meeting minutes of all meetings, and
- 2) Keep the organized physical and digital records of relevant Intergroup in good order at all times information.
- 3) Keep a contact list of current Standing Committee Chairs, Steering Committee members, IGRs, alternate IGR's, and interested members.
- 4) Distribute meeting minutes and relevant INTERGROUP information as needed.

D. The Treasurer shall

- 1) monitor all funds of Intergroup. They shall Maintain adequate accurate financial records and furnish present monthly reports to Intergroup the GIS Newsletter and at INTERGROUP meetings.
- 2) Issue payments for authorized INTERGROUP activities and relevant standing committee expenses.
- 3) Oversee development of an annual budget.
- 4) Advise Intergroup on a prudent reserve based on expenses.
- 5) Make financial data available if requested.

(Wording for the following paragraphs is covered in other sections.)

~~The Steering Committee officers shall serve for two years, or until their successors are duly elected. (moved up to third paragraph, this section) No officer shall be eligible for re-election to the same office for more than two consecutive terms. (See Elections) Any member of A.A. may be nominated for office provided that the nominee shall have at least two years of continuous sobriety in A.A. when nominated for office. (Elections) Broken sobriety during tenure of office will automatically disqualify any officer for continued service in the elected position (moved up to fourth paragraph, this section).~~

~~Nominations of officers shall be closed at the October Intergroup meeting preceding the election meeting. Election of officers shall be held every even year in the month of November by secret ballot. Officers shall take office on January 1. (amended at see Elections)~~

~~In the event that an officer other than the Chairperson resigns prior to the election of a successor, the Steering Committee as a whole shall appoint a temporary replacement to serve until such time as nomination and election of a successor can be held. (Elections)~~

~~The Steering Committee is responsible to pay all monthly, semi-annual and annual bills incurred by Intergroup as they are received. The Steering Committee may also authorize unexpected expenditures up to 100 dollars, only in cases of emergency and after attempting to contact as many representatives as possible (maybe capture this concept in Section 6 – Finance..??).~~

Revised April 2, 2014

### Standing Committee Chairs: Events, Hotline, Website, Literature, Newsletter, Schedules

#### General guidelines:

- Any A.A. member may serve on a committee
- Standing Committee Chairs shall seek consensus when determining the date, time, location, and format of their committee meeting
- Standing Committee meeting notifications shall be published in the Garden Island Sobriety Newsletter and/or on the website
- Standing Committee Chairs or their alternates shall give a report at the monthly INTERGROUP meeting
- Standing Committee Chairs shall seek additional committee members when possible

#### Events committee:

- Reserve facilities for INTERGROUP-sponsored events.
- Form committees to cover program, set-up, decorations, food, budget, clean-up
- Notify AA members and Groups via flyers, newsletter, hotline, email, website
- Oversee Groups requesting assistance for non-INTERGROUP AA events

- Recommend financial assistance from INTERGROUP for AA events when appropriate

#### GIS Newsletter editor:

- Find annual writers for He Said/She Said and other featured articles
- Gather, edit and save a digital copy of the reports, articles and updated birthday information
- Insert edited articles, reports, upcoming events, meeting announcements, clipart and illustrations, updated birthday announcements, A.A. archives and the featured monthly meeting place and time with photo into the monthly newsletter
- Email the newsletter to subscribers, make copies available at the INTERGROUP meeting and receive/deliver payment for the printing

#### Hotline committee:

- Recruit and train volunteers and alternates to staff phone shifts
- Keep volunteers informed of relevant changes
- Update 12-Step call lists as needed

#### Literature committee:

- Maintain an inventory of GSO and Grapevine literature, pamphlets and items of Group interest
- Accept orders and payments for literature and deliver invoices and payments to the Treasurer
- Transfer purchased literature to the relevant Group or member
- Provide storage shed access to Officers, Committee Chairs and Group literature representatives
- Obtain INTERGROUP approval for literature orders
- Provide literature for event table(s) if requested

#### Schedules committee:

- Publish a schedule of current INTERGROUP approved meetings when needed
- Maintain a stock of schedules in the storage shed
- Voice concerns about including or excluding meetings in the schedule
- Inform Website and Hotline chairs and the GIS Newsletter editor of meeting schedule changes

#### Website committee:

- Follow website guidelines for maintaining kauaiaa.org
- Post meeting changes and updates, and then notify Hotline volunteers, Schedules chair, and the GIS Newsletter editor
- Post information on events and provide Hotline volunteers with contact information
- Post District 6 meeting minutes, reports and Structure & Guidelines
- Post INTERGROUP meeting minutes, ByLaws and reports
- Provide links to local, Area 17 and GSO resource information and the GIS Newsletter

- Maintain the Hotline webpage with password-protected files
- Provide readable links to the Big Book, 12 & 12, pamphlets, Guidelines, and Committee Workbooks and Literature Committee order forms for GSO and AA Grapevine materials
- Post schedules of meetings by area and weekday, and a printable schedule link
- Ensure that website hosting expenses are paid

#### 4. ELECTIONS

INTERGROUP shall follow the Third Legacy voting procedure when electing Steering Committee Officers and Standing Committee Chairs.

Any A.A. member with the following qualifications may stand for elected positions:

- A. Be an active Kauai A.A. Group member.
- B. Have recommended minimum length of two years of continuous sobriety in A.A. when standing for office.

Persons standing for an elected position (Chair, Vice-Chair, Treasurer, Secretary and Standing Committee Chairs) shall be interviewed and voted on by ballot at INTERGROUP'S meeting the month before Area 17 Elections (even years), and shall assume office at the following January's meeting.

INTERGROUP'S Officers (Chair, Vice-Chair, Secretary, Treasurer) as well as Standing Committee Chairs shall serve in two-year increments or until their successors are duly elected.

Steering Committee members are limited to two non-consecutive terms per office. An elected position vacancy shall be filled for the remainder of the term by a ballot vote at the following INTERGROUP meeting and does not count as one term.

#### 5. Meetings

~~Intergroup shall meet a minimum of once a month at the same time and place throughout the two-year panel. If the selected location is not available the Steering Committee may select an alternate location, making every effort to inform all members of Intergroup~~ on the first Saturday of each month at an IGR-approved time and place. The INTERGROUP meeting date, time and location shall be included in the meeting schedule, published in the Garden Island Sobriety Newsletter, and posted on the website.

##### A. Order of Business

- 1) Open with a prayer
- 2) Review, amend (if necessary) then approve the agenda

- 3) Review, amend (if necessary) then approve the preceding INTERGROUP meeting minutes
- 4) Review and approve the Treasurer's report
- 5) Standing Committee (Events, GIS Newsletter, Hotline, Literature, Schedules, Website) reports
- 6) IGR reports and proposals
- 7) Old business
- 8) New business
- 9) Elections at the meeting the month before Area 17 elections (even years)
- 10) Adjourn with a prayer

B. Quorum

The minimum number of eligible voting members needed to be present to vote on a proposal is **nine (9)**.

C. General Guidelines, Discussions and Voting:

Non-policy decisions are made by a simple majority vote (greater than ½) while policy decisions require a substantial majority vote (⅔).

Actions taken by IGRs shall be on a motion made, seconded, then discussed if warranted basis. A Group shall have an IGR or alternate present for one of the last three INTERGROUP meetings to be eligible to make a motion. One motion is discussed at a time, and multiple-part or contingent motions shall be separated and voted on as individual motions.

A member is entitled to receive a vote on their motion at the current meeting, unless a request is made to table the issue until the following month so that each member's group conscience can be determined and brought back.

INTERGROUP motions regarding policy shall be tabled until the next meeting and referred to each IGR Group conscience. On motions requiring a substantial majority, INTERGROUP shall always give the minority an opportunity to speak to the majority.

A motion to reconsider requires someone who voted with the majority to change their vote during the minority's opportunity to speak to the majority. The motion goes to a simple majority vote after being seconded: If accepted INTERGROUP shall discuss and re-vote on the issue; otherwise, if defeated, the first vote is sustained.

A motion that does not pass may be resubmitted after three months unless an

emergency, determined by a substantial majority vote, requires the motion be reconsidered.

~~Intergroup shall elect a Coordinator to organize and report on each function of Intergroup; Section one, a-i. It is suggested that a Coordinator have one year of uninterrupted sobriety, however exceptions may be made if a member with more than one year agrees to be an Alternate Coordinator. (obsolete)~~

~~Matters which relate to policy affecting the groups or A.A. as a whole shall automatically be tabled for thirty days by the chairperson and referred for group conscience (covered above).~~

## 5. Finance

The Steering Committee is responsible to pay all monthly, semi-annual and annual bills incurred by Intergroup as they are received. The Steering Committee may also authorize unexpected expenditures up to 100 dollars, only in cases of emergency and after attempting to contact as many representatives as possible. (possibly include here from Section 3 above..??)

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

~~This Association is organized exclusively for purposes within the meaning of section 501(c) (3) of the Internal Revenue Code.~~

~~Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on (A) by a corporation exempt from Federal Income Tax under section 501(c) (3) of the Internal revenue Code of 1954 (or the corresponding provision of any future Internal Revenue law) or (B) by a corporation to which contributions are deductible under section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).~~

~~Upon the winding up and dissolution of this corporation, INTERGROUP and after paying or adequately providing for the its 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 educational, religious, and/or scientific purposes and which has established its tax exempt status under section 501 (c) (3) of the Internal Revenue Code. evenly to District 6, Area 17, and GSO.~~

## 6. Amendments

~~These bylaws may be amended at any time by a two thirds an INTERGROUP meeting by a substantial majority with a minimum of nine votes, vote of the group representatives present at any regular meeting of Intergroup, provided that:~~



- A. The Bylaws committee has reviewed the proposed changes and agrees they are in accord with A.A. Traditions.
- B. Before voting, a copy text of the proposed amendment has been:
  - 1) ) Linked on the Intergroup webpage and submitted via email to each the Groups at least ~~thirty days~~ two months before the meeting at which where action is to be taken on the amendments are to be made.
  - 2) Provided to the GIS Newsletter Editor for inclusion

Revised May 7, 2011

~~Lu A Chairperson  
The Steering Committee and Intergroup Representatives of Kauai County.~~

8. REVISION DATES and DATE ADOPTED BY KAUA'I A.A.

Revised	Amendments adopted
_____	_____
(date)	(date)

\_\_\_\_\_, Intergroup Chair  
The Intergroup Board of Kaua'i A.A.