

The 2017-2018 Kaua'i Intergroup ByLaws Committee respectfully requests that Kaua'i A.A. Groups review the following draft of amendments to the Kaua'i Intergroup Bylaws. This draft and the current Kaua'i A.A. ByLaws are available online at KauaiAA.org.

Page	Section	Descriptions of Changes
1	Preamble	Streamlined language
1	1 - Name and Purpose of Organization	Incorporated 1a into "Purpose" Incorporated 1g, 1h, 1i into new item "cooperate... with District 6"
1 2	2 - Membership	Added Standing Committee Chairs as voting members
2 3	3 - Intergroup Officers and Standing Committee Chairs	Expanded duties of Steering Committee Officers Added Standing Committee responsibilities
4 5 5	4 - Elections (ADDED)	Amended month of elections to precede Area 17 Elections Assembly Changed filling elected position vacancy process Changed Officer position term limits to two non-consecutive terms per office
5	5 - Meetings	Eliminated obsolete mention of "coordinator" Added Order of Business Added proposed definition of Quorum Expanded on voting processes
6	6 - Finance	Eliminated IRS 501(c)3 language Redefined distribution of assets upon dissolution
6	7 - Amendments	Expanded process for amending ByLaws
6	8 - Revision and Approval Dates	Added Revised and Adopted Dates

Respectfully submitted,

ByLaws Committee

Aaron W, Secretary

Chris K, Chair

JoRina H, Treasurer

Susan O, WebMadame

BYLAWS OF
KAUA'I INTERGROUP

PREAMBLE

Kauai Intergroup shall use the following guidelines based on A.A. Traditions in its proceedings: Intergroup shall never become the seat of perilous wealth or power; Kaua'i Intergroup's prudent financial balance shall be based on operating funds plus an ample reserve; no Kaua'i Intergroup member or Group shall be placed in a position of unqualified authority over any other member or Group; important decisions shall be discussed and voted on where appropriate; Kaua'i Intergroup's actions shall not be personally punitive or an incitement to public controversy; Kaua'i Intergroup shall never perform acts of government while serving Kauai A.A.'s Groups; and Kaua'i Intergroup, like the society of Alcoholics Anonymous, shall remain democratic in thought and action.

(The above is adapted from the Third Legacy manual of A.A. Services and A.A.'s Twelve Concepts of World Service. The adoption of copyrighted material has been approved by the General Service Board).

1. NAME AND PURPOSE OF ORGANIZATION

Kauai Intergroup shall hereafter be referred to as INTERGROUP.

INTERGROUP's purpose shall be the administration and coordination of the following A.A. Group activities that further the A.A. program in accordance with the Twelve Traditions:

- A. Maintain Kauai A.A.'s telephone answering service.
- B. Provide printed schedules of Kaua'i A.A.'s meetings.
- C. Maintain an inventory of General Service Office and AA Grapevine literature, pamphlets, and other items of Group interest.
- D. Provide a means of inter-fellowship communications not limited to a newsletter, website, mail/email, and a monthly business meeting.
- E. Coordinate INTERGROUP-sponsored events where the entire fellowship is invited.
- F. Cooperate and coordinate with District 6 on relevant A.A. activities and services.
- G. Offer special needs services when possible.

INTERGROUP'S objectives exclude the operation of any club, clubhouse, drying-out place, or endorsement of any public or private project on alcoholism as outlined in Tradition Six.

2. MEMBERSHIP

INTERGROUP representatives (IGRs) or alternate IGRs shall be entitled to one vote after attending at least one INTERGROUP meeting, shall serve until replaced by their Group, and shall vote or voice their Group's conscience where and when appropriate.

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. INTERGROUP OFFICERS and STANDING COMMITTEE CHAIRS

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

The recommended minimum length of sobriety for a Steering Committee Officer and Standing Committee Chair is two years.

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 recommend that Standing 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 Chair shall:

- 1) Preside at INTERGROUP meetings and assure compliance with the A.A. Traditions and INTERGROUP Bylaws.
- 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-Chair shall:

- 1) Assist or assume the Chair's responsibilities when requested or needed.
- 2) Maintain an active Group contact list.
- 3) Be INTERGROUP'S representative at District.
- 4) Assist Standing Committee Chairs with their objectives.

C. The Secretary shall:

- 1) Keep accurate meeting minutes.
- 2) Keep organized physical and digital records of relevant INTERGROUP 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) Maintain accurate financial records and present monthly reports to 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.

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 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 $\frac{1}{2}$) while policy decisions require a substantial majority vote ($\frac{2}{3}$).

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.

6. FINANCE

INTERGROUP may accept donations from Groups and members but shall not accept the responsibility of, Trusteeship for, or enter the distribution or allocation of any funds set up outside INTERGROUP.

Upon the dissolution of INTERGROUP and after paying its debts and obligations, the remaining assets shall be distributed evenly to District 6, Area 17, and GSO.

7. AMENDMENTS

The ByLaws may be amended at an INTERGROUP meeting by a substantial majority with a minimum of **nine** votes, 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 text of the proposed amendments has been:
 - 1) Linked on the Intergroup webpage and submitted via email to the groups at least two months before the meeting where action on the amendments are to be made
 - 2) Provided to the GIS Newsletter Editor for inclusion

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

Revised _____
(date)

Amendments adopted _____
(date)

_____, Intergroup Chair
The Intergroup Board of Kaua'i A.A.