

8-14-19 DRAFT FOR REVIEW

**GUIDELINES AND PROCEDURES
OF THE
NORTH COUNTY INTERGROUP ASSOCIATION
OF ALCOHOLICS ANONYMOUS**

Serving North San Diego County Since 1979



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- APPENDIX I - GUIDELINES & PROCEDURE AMENDMENT HISTORY
- APPENDIX II – EMPLOYMENT PRACTICES & JOB DESCRIPTIONS

GUIDELINES AND PROCEDURES NORTH COUNTY INTERGROUP ASSOCIATION OF ALCOHOLICS ANONYMOUS

I DEFINITIONS

I.1 INTERGROUP

The North County Intergroup Association of Alcoholics Anonymous (also known as Intergroup or NCIA) is a non-profit corporation organized exclusively for charitable and educational purposes. A number of North County AA groups came together, forming an Intergroup in June 1979 which assumed operations of the North County Central Office to facilitate our primary purpose. The incorporation process was complete and filed with the State on March 24, 1980. The Intergroup is made up of elected representatives from the Alcoholics Anonymous groups located in North San Diego County. Each group is entitled to elect an Intergroup Representative who has one vote on all matters brought before the Intergroup.

I.2 ALCOHOLICS ANONYMOUS GROUPS

North San Diego County Alcoholics Anonymous Groups are the ultimate authority for North County Intergroup Association of Alcoholics Anonymous.

2 PURPOSE

The purpose of the Intergroup is to:

1. Aid the Groups in their common purpose of carrying the A.A. message to alcoholics.
2. Provide a forum for the inter-change of ideas among groups.
3. Foster a sense of communication and rapport among the various A.A. Groups.
4. Discuss matters of concern which affect North County A.A. as a whole.
5. Provide leadership, direction, oversight, and funding for the operation of a North San Diego County Central Office.

3 INTERGROUP STRUCTURE

3.1 MEMBERSHIP AND REPRESENTATION

All North San Diego County AA groups are considered part of the NCIA. An Intergroup Representative (IGR) or Alternate IGR is an Alcoholics Anonymous member selected by a Group to act as a liaison between the Group and the NCIA. Each North County AA group is entitled to have one voting IGR.

1. **Suggested Sobriety:** One year
2. **Term:** Suggested one year
3. **Rotation:** Consistent with the spirit of rotation, it is suggested that no individual serve on the Intergroup for more than four out of six years.
4. **Duties:**
 - a. Attends monthly Intergroup meeting.
 - b. Votes on matters presented to Intergroup.
 - c. Brings to Intergroup any questions, suggestions, or concerns of their group. For information on placing items onto the Intergroup agenda, IGRs should contact the Business Committee Chairperson.
 - d. Reports back to their group on matters that come before the Intergroup.

3.2 STANDING COMMITTEES

Intergroup Standing Committees include the Business Committee, Archives Committee, Outreach Committee, Public Information and Telephone Committee. The Intergroup may establish additional Standing Committees to better serve the North San Diego County Alcoholics Anonymous Groups as needs arise. Descriptions of additional committees may be appended to these Guidelines.

3.2.1 BUSINESS COMMITTEE

The Business Committee serves as the steward for the corporate structure of the North San Diego County Intergroup Association.

3.2.1.1 Fiscal Responsibility

Acts as the accounting and disbursing agent of all NCIA funds and oversees the activities of the Central Office. The Business Committee performs an annual operational review of Central Office. It also performs a review of all office practices and procedures every five years. Below is an overview of its financial duties and responsibilities:

1. Cooperates with the Central Office Manager to develop an annual budget to present to the Intergroup for approval.
2. Oversees disbursement of budgeted funds for Intergroup.
3. Disbursing all unbudgeted funds requires pre-approval of Chairperson or Treasurer.
4. Disbursing any unbudgeted expenditures in excess of \$500/mo or \$5000/yr requires Intergroup approval.
5. Ensures the Intergroup Prudent Reserve is between six (6) and twelve (12) months operating funds. Present to Intergroups an action plan to a reduce accumulation in excess of 12 months.
6. Coordinates the annual accounting review and the tax preparation; notify the Intergroup of the results.

3.2.2 COMMITTEE MEMBERS

Business Committee members may not simultaneously serve as a Chairperson of another Standing Committee or as an IGR. Business Committee Members shall rotate off the Committee after five (5) years of Service and are not eligible for Committee membership for at least one following year. Members do not vote at Intergroup other than tie breaking duties of the Chairperson. The Business Committee is comprised of the following seven members.

3.2.2.1 Chairperson

Selection: Recommended to the Intergroup by the current Business Committee for approval.

Qualifications (suggested): Two years sobriety and six months on the Business Committee.

Term of Office: One year and is typically not eligible for a second successive term.

Duties:

1. Sets the agendas and conduct the meetings of the Business Committee and Intergroup.
2. Votes only at Business Committee and Intergroup meetings to break ties.
3. Assigns Business Committee Members to committees.
4. Acts as or appoints liaison to Ad Hoc Committees.
5. Functions as the primary point of contact for the Office Manager and performs annual performance and wage reviews.
6. Calls special meetings of the Business Committee as needed.

3.2.2.2 Co-Chairperson:

Selection: Recommended to the Intergroup by the current Business Committee for approval.

Qualifications (suggested): Two years sobriety and six months on the Business Committee.

Term of Office: One year and is typically not eligible for a second successive term.

Duties:

1. Serves as the Chairperson for the Business Committee or Intergroup in the absence of the Chairperson.
2. Attends and tallies attendance at all Intergroup Meetings.
3. Cooperates with the Chairperson to prepare the Intergroup/Central Office Calendar.

3.2.2.3 Treasurer

Selection: Recommended to the Intergroup by the current Business Committee for approval.

Qualifications (suggested): Five years sobriety and one year on the Business Committee.

Term of Office: One year and is not typically eligible for a second successive term.

Duties:

1. Verifies deposits and handling of disbursements of any funds.
2. Reviews the month-end financial reports with the Central Office Manager prior to the monthly Business Committee meeting.
3. Reports month-end financial information to the Business Committee.
4. Presents to the Business Committee a proposed annual budget in April of each year.
5. Arranges with the Central Office Manager for annual preparation of income tax return and a financial review by an independent accountant selected by the Business Committee.
6. Presents the monthly and semi-annual financial reports to the Intergroup.
7. Verifies the Corporation remains in good standing with government agencies.

3.2.2.4 Secretary

Selection: Recommended to the Intergroup by the current Business Committee for approval.

Qualifications (suggested): Two years sobriety and six months on the Business Committee.

Term of Office: One year and is not typically eligible for a second successive term.

Duties:

1. Records the minutes at the Business Committee and Intergroup meetings and works with Central Office staff to produce the minutes.
2. Reads prior minutes into the record at Business Committee for review and approval.
3. Reads prior minutes into the record at Intergroup for review and approval.

3.2.2.5 Members-at-Large

Selection: Members-at-Large shall be selected from those present at an Intergroup meeting by nomination and vote; or, they may be slated by the Business committee for approval by Intergroup.

Qualifications (suggested): Two years sobriety.

Term of Office: Six months and is eligible for successive terms.

Duties:

1. Participate in all Business Committee meetings.
2. Serve on assigned Committees.

3.2.3 STANDING COMMITTEE CHAIRPERSON AND MEMBERSHIP

Standing Committee Chairpersons may be elected from the IGRs and relinquish his/her position as an IGR. However, the Chairperson need not be a current IGR when elected. Elections for the Standing Committee Chairpersons are typically held at the June and/or December Intergroup meetings. The Chairperson attends the Intergroup meeting and presents a report of committee activity.

Standing Committee Members are appointed by the Chairperson.

3.2.4 ARCHIVES COMMITTEE

The Archives Committee is responsible for the collection and management of the historical data of Alcoholics Anonymous in North San Diego County and the safeguarding of all archival materials.

3.2.4.1 Chairperson

Qualifications (suggested): Five years sobriety

Term of Office (suggested): Three years and is eligible for successive terms.

Duties:

1. Recruits additional committee members as needed
2. Schedules Archives Committee meetings.
3. Collects and maintain archives.
4. Presents any new archive project to the Business Committee for consideration.
5. Presents proposals with any financial impact to the Business Committee.

3.2.5 OUTREACH COMMITTEE

The Outreach Committee visits North San Diego County AA groups without an IGR and encourages them to select an IGR. The Outreach Committee also welcomes and orients new Intergroup Representatives.

3.2.5.1 **Chairperson:**

Qualifications (suggested): Two years sobriety

Term of Office: One year and is eligible for successive terms.

Duties:

1. Recruits additional committee members as needed
2. Holds meetings as required to perform outreach activities.
3. Presents new Outreach Committee projects to the Business Committee.
4. Presents proposals with any financial impact to the Business Committee.

3.2.6 **PUBLIC INFORMATION COMMITTEE**

The Public Information Committee provides information to the public about the nature, purpose and availability of Alcoholics Anonymous.

3.2.6.1 **Chairperson**

Qualifications (suggested): Three years sobriety and is eligible for successive terms.

Term of Office: One year and is eligible for successive terms.

Duties:

1. Recruits additional committee members as needed.
2. Holds Public Information Committee meetings as needed.
3. Coordinates with A.A. service entities as needed.
4. Coordinates A.A. members to provide public information services at schools, businesses, local media, churches, civic groups and other organizations.
5. Presents proposals with any financial impact to the Business Committee.

3.2.7 **TELEPHONE COMMITTEE**

The Telephone Committee answers the Central Office phones after regular business hours. The Telephone Committee consists of a Chairperson, Captains and Shift Volunteers.

3.2.7.1 **Chairperson:**

Qualifications (suggested): Three years sobriety

Term of Office: One year and is eligible for successive terms.

Duties:

1. Recruits additional committee members as needed.
2. Holds Telephone Committee meetings as needed.
3. Coordinates schedules for Captains and Shift Volunteers.
4. Discusses status and volunteers needed at Intergroup.
5. Presents proposals with any financial impact to the Business Committee.

Captain

Qualifications (suggested): Two years sobriety

Term of Office: One year and is eligible for successive terms.

Duties:

1. Coordinates schedules for phone volunteers when Central Office is closed.
2. Coordinates volunteers for at least one day every week.
3. May answer phones as a volunteer.

Shift Volunteer

Qualifications (suggested): One year sobriety

Term of Office: One year and is eligible for successive terms.

Duties: Answers phones at least one shift per month when Central Office is closed.

4 MEETINGS

4.1 INTERGROUP MEETING

The NCIA meets on the second Wednesday each month at the time and place determined by the Business Committee. Meetings are conducted using Robert's Rules of Order, unless in conflict with the Traditions of Alcoholics Anonymous.

Attendance: When attending the monthly meeting, the IGR or Alternate IGR shall sign-in on the Attendance Roster.

1. Call to Order.
2. Establish a quorum: At least twenty-five (25) IGRs must be present.
3. Enter prior minutes into the record. (Secretary)
4. Month-end Financial Reports. (Treasurer)
5. Old business and any unresolved issues.
6. New business.
7. Questions, concerns, suggestions and announcements by IGRs from their Group.
8. Adjournment

Voting and Elections:

1. General Business: A two-thirds (2/3) majority of the Intergroup Representatives present and voting is necessary for approval.
2. Elections: Voting for Business Committee members and Standing Committee Chairpersons shall be done by a show of hands vote at the Intergroup Meeting.
3. Business Committee Slate of Officers: The recommended slate of officers will be presented to the Intergroup Representatives for a simple majority approval.
4. Standing Committee Members: Each position will be voted on separately. A plurality of the votes is required for election; plurality is defined as the largest number of votes obtained in an election where three or more choices are possible. In the event of a tie, the names of the tied candidates are placed in a hat. The first name drawn out of the hat is elected.
5. Guideline Amendments require a two-thirds (2/3) majority vote: See Section 6. AMENDMENTS TO THESE GUIDELINES, for additional details.

4.2 BUSINESS COMMITTEE MEETING

The Business Committee Members will meet monthly on the Tuesday prior to the Intergroup Meeting and deal with issues of the Corporation. Meetings are conducted using Robert's Rules of Order, unless in conflict with the Traditions of Alcoholics Anonymous.

The following will be reviewed and discussed as normal Agenda items:

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1. Call to Order.
2. Establish a quorum consisting of at least four (4) members.
3. Enter minutes from the previous Business Committee meeting into the record.
4. Present month-end Financial Reports.
5. Handle old business and any unresolved issues.
6. Deal with new business.
7. Review items to be presented at the Intergroup meeting.
8. Adjournment

Special meetings may be called by the Chairperson or Co-Chairperson. A written notice of a special meeting should be delivered to all Committee members via email or US Mail summarizing the purpose of the meeting, and include the date, time and location with a minimum 72 hour notice. Special meetings will deal with issues outside of the normal agenda items.

Attendance: Business Committee Members are expected to attend all Committee Meetings. If a Business Committee Member misses two consecutive Committee Meetings without good cause or otherwise does not fulfill the commitment, the Member may be asked to step down from the Committee.

5 CENTRAL OFFICE

5.1 PURPOSE

Provide services to the North County AA Groups and Members in an order to facilitate our primary purpose to carry the A.A. message to the alcoholic who still suffers.

5.2 CENTRAL OFFICE FUNCTIONS

To serve as a local coordinating office for A.A. Groups. The Central Office acts as a point of contact for the general public and as a clearing house for information on A.A. groups and activities.

The Central Office is responsible for overseeing the following duties:

1. Receives and assigns follow-up of Twelfth Step Calls.
2. Maintains a list of AA members willing to make 12 step calls.
3. Oversees the updates and publication of website, social media and printed schedule listings of North San Diego County Alcoholics Anonymous Group meetings. The appropriate methods of communication may vary over time with Business Committee approval.
4. Publishes and distributes the North San Diego County Intergroups Association of Alcoholics Anonymous newsletter known as "The Viewpoint", in cooperation with the Viewpoint Editor.
5. Provides printing and other support in preparation for the Intergroup Meeting.
6. Provides information that may enhance the Standing Committees' efforts.
7. Cooperates with the General Service Office, Grapevine, area assemblies, hospitals & institutions committees, other intergroups/central offices, conferences/conventions/roundups, and other A.A. service entities.
8. Orders and distributes Alcoholics Anonymous Conference-approved literature, Grapevine publications, service materials and other Intergroup-approved items.
9. Prepare correspondence requested by the Business Committee and Intergroup
10. Maintains and files all records necessary for legal and financial reports.

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11. Keeps current all necessary business filings (e.g. taxes, business license, corporate statements).

Staffing for Central office includes both paid employees and volunteers provide. A paid employee shall be on site during all business hours. Paid employees include an Office Manager and other staff as deemed prudent by the Business Committee to provide for proper operations. Staff positions (see Appendix II) are subject to change periodically and current positions and responsibilities should be updated as appropriate.

5.2.1 SPECIAL TRUSTED SERVANTS:

Web Master should have two years sobriety and one year Web Site experience.

Viewpoint Editor should have two years sobriety and one year layout and editing experience.

6 AMENDMENTS TO THESE GUIDELINES

AUTHORITY: Any North County AA Group can suggest changes to these Guidelines.

SUBMISSION: Any proposed amendment to these guidelines shall be submitted to the Business Committee in a type-written format with both paper and electronic copies, for review, potential minor modification, and vote to advance the proposal. The Business Committee may appoint an adhoc committee to more thoroughly review the proposal.

DISTRIBUTION: Once the Business Committee votes to move a proposed amendment forward, copies will be provided to each IGR at the following three consecutive Intergroup Meetings. The Chair (or an appointee) will offer a brief summary of the proposed change(s). Additionally, the proposed amendment will be posted on the NCIA Website. IGRs should consult their groups for input during this time.

DISCUSSION: At the third meeting, the Intergroup will discuss and vote on the proposal.

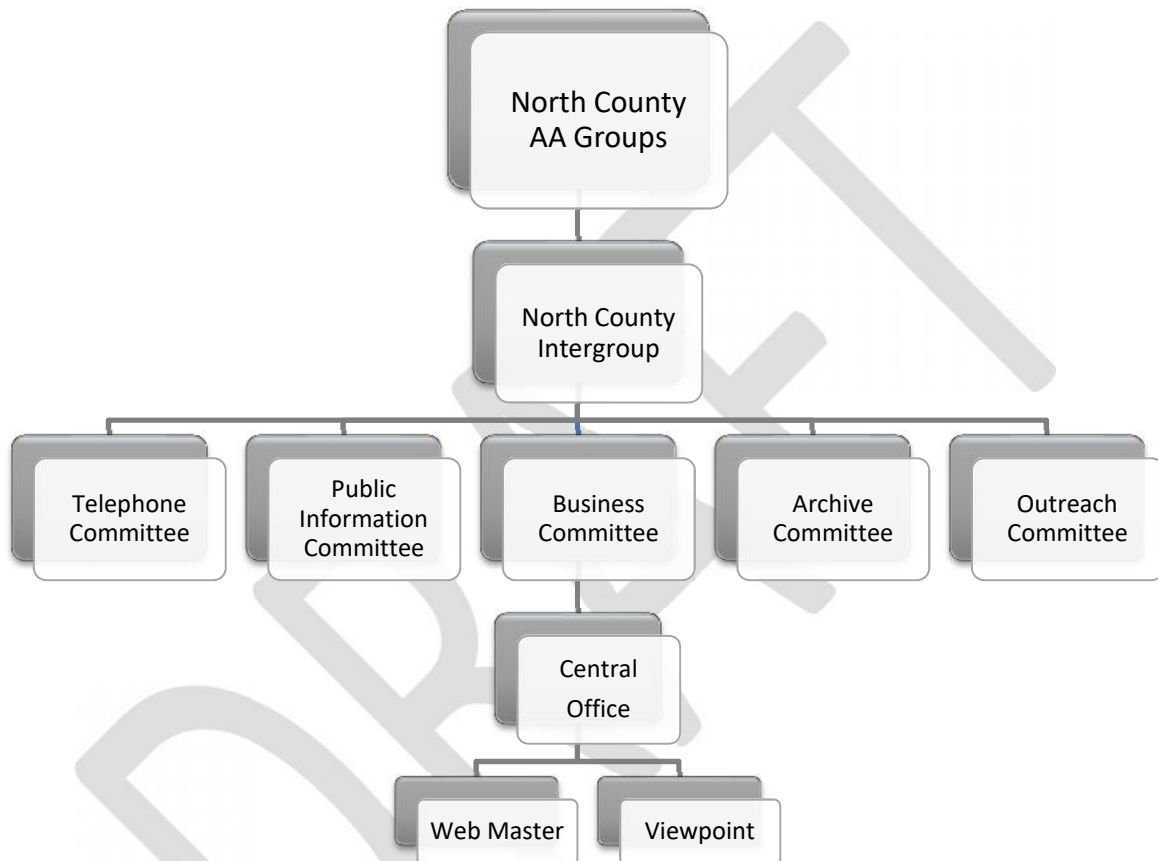
VOTING: A two-thirds (2/3) majority of the IGRs present are required to approve the amendment.

The results of the vote will be recorded in the minutes which are published in the "The Viewpoint". The results will be available on the NCIA website.

If approved, the amended Guidelines will be considered fully adopted. If denied a similar proposal (as determined by the Business Committee) will not be considered for a period of at least 24 months.

Exceptions: Appendix II may be updated by the Business Committee to ensure the continued smooth operation of the Central Office as needs change.

7 NCIA ORGANIZATIONAL CHART



APPENDIX II – EMPLOYMENT PRACTICES & JOB DESCRIPTIONS