

VANCOUVER AREA INTERGROUP OF ALCOHOLICS ANONYMOUS

PROCEDURAL GUIDELINES

Revised: 2020

These guidelines provide a formula for the operation of the Vancouver Area Intergroup of Alcoholics Anonymous.

ACCOUNTING STANDARDS

The Vancouver Area Intergroup of Alcoholics Anonymous (VAIAA) is the legal name of the corporation, organized exclusively for educational purposes and recognized as such by the Department of the Treasury under Section 501 (C) (3) of the IRS Code. The Steering Committee (Board of Directors) provides official oversight. Corporate records follow the calendar year, are maintained in a double entry accounting system on a cash basis, and as much as possible adhere to generally accepted accounting principles. These Procedural Guidelines (Bylaws) are specific to this office, which also operates under broader principles and guidelines of Alcoholics Anonymous, specifically the 12 Traditions, the Guidelines for Central or Intergroup Offices, the AA Service Manual and 12 Concepts for World Service.

PURPOSE OF THE VANCOUVER AREA INTERGROUP

The Vancouver Area Intergroup provides an Alcoholics Anonymous Central Office assisted by an Intergroup Committee. The purpose is to encourage mutual support and cooperation between groups in the Vancouver / Clark County, Washington area; just as AA groups themselves encourage cooperation and support between individuals. The Central Office is established to carry out certain functions common to all groups and it is maintained, supervised via the Steering Committee, and supported by the groups in their common interest. It exists to aid the groups in their common purpose of carrying the AA message to the alcoholic who still suffers.

SERVICES

Services of the Vancouver Area Intergroup of Alcoholics Anonymous include, but are not limited to the following:

1. Publishes a monthly newsletter containing information about AA activities in and around the greater Vancouver Washington Metro area.
2. Publishes and distributes meeting directories.
3. Forms appropriate committees for various AA activities and workshops, such as, but not limited to:
 - Public Information
 - Answering Service and 12-Step call records
 - Annual Picnic, special Potluck/Speakers meetings
 - Other special functions authorized by the Intergroup committee.
4. Maintains a supply of AA literature and books for resale
5. Maintains an Intergroup Service Office and employs an Intergroup Office Manager and other such employees or volunteers as needed to serve local AA groups.
6. Assists in the establishment of new AA groups in the Vancouver metro area, when asked.

7. Acts in an advisory capacity only, in the exchange of ideas and information between member AA groups, when asked to do so.

INTERGROUP COMMITTEE

1. The Vancouver Area Intergroup Committee is comprised of up to one representative and one alternate from each group in our local area. It is suggested that each group representative and alternate register with the Intergroup Office Manager. Each group is entitled to only one (1) vote.
2. Intergroup representatives and alternates must be active members of the group which they represent.
3. Representatives and alternates will have opportunities to serve on committees for Intergroup-sponsored events or other services.
4. Regular meetings of representatives (and alternates) shall be held the third Monday of each month.
5. The Steering Committee, providing a one-week notice to all registered home groups, shall be permitted to change the day, time, and/or location of the regular meeting in any month, and may call any special meeting of the Intergroup Committee as needed. Notice will be sent via email and phone to all Intergroup Reps on file.
6. The Intergroup Committee delegates authority to the Steering Committee to run the business of VAIAA in a legal, moral and ethical way.
7. At least four (4) Intergroup Representatives and four (4) Steering Committee members, for a total of 8 constitute a quorum at any regular or special meeting of Intergroup.

VOTING RIGHTS – Intergroup Representative Meeting

1. All Intergroup Representatives or their respective alternates may vote on all Intergroup matters calling for a vote.
2. Only Intergroup Representatives may vote at Intergroup Meetings
3. Steering Committee members only vote if they represent an AA group.
4. In the event of a tie vote the issue will be referred back to the groups for discussion and a vote re-taken at the next Intergroup meeting.

STEERING COMMITTEE

PURPOSE

The Steering Committee exists because monthly Intergroup meetings do not have enough continuity of attendees and there are too many members to reach prompt business decisions. The authority to make business decisions in the best interest of Intergroup is delegated to the Steering committee.

Responsibilities:

1. Prepare yearly financial forecast
2. Select a competent Intergroup Office Manager, with experience and wisdom
3. Provide general policies, plans, and responsibilities to the Office Manager
4. Provide general oversight and supervision for the Intergroup Office, with ample freedom and delegation of authority to the Office Manager to handle day to day decisions

5. Assist the Intergroup Office Manager in office administration activities
6. Review and approve monthly financial statements
7. Other duties as necessary.
8. Operate central office as a legal business in compliance with applicable laws and in an ethical manner
9. The Steering Committee strives to run the business from funding sources comprised of product sales, group/individual contributions, and fund raisers. The goal is to provide the needed services and break-even financially. Donations follow AA traditions of self supporting.

STEERING COMMITTEE MEMEBERS

1. The Intergroup Committee will elect eight (8) Steering Committee members who may or may not be Intergroup reps. These positions are Chair, Vice-Chair, Treasurer and Recording Secretary. Position 1, Position 2, Position 3, Position 4.
2. The ninth member is the office manager which is not an elected position.
3. Steering Committee members are required to attend both Steering Committee and Intergroup meetings.
4. The term of office of the Office Manager shall be unlimited but he/she may be removed at any time by the Steering Committee for just cause, again remembering our tradition of "Principles before Personalities."

VOTING RIGHTS – Steering Committee Meeting

All Steering Committee members are allowed to vote except the chair who only votes in case of a tie.

The Office Manager votes on all issues except where a conflict of interest may exist.

QUORUMS

A quorum at any regular or special meeting of the Steering Committee shall consist of at least five (4) Steering Committee members.

MEETINGS

1. Regular meetings of Intergroup Steering Committee will be held the second Monday of the month.
2. Rescheduled meetings: The Intergroup Steering Committee Chair, upon agreement of the Steering Committee shall be permitted to change the date, time and/or location of the regular meeting in any month and may call any special meeting of the Intergroup Representatives on one-week notice to all home groups.

ELECTIONS STEERING COMMITTEE MEMBERS

All steering committee members shall be elected by the Intergroup Representatives for a term of two years, with elections held each year for half of the members (“staggered” terms). Steering committee members are eligible for reelection if they have not served in the same position for a full term. For example: If a Steering Committee member has been elected mid-term to fill a vacancy they may be reelected to the same position for a full term.

1. Nominations are submitted in November and elections are held December. Terms begin in January following December elections.
 - a. Nominations and elections for the following positions occur in even years
 1. Chair
 2. Vice Chair
 3. Steering Committee Position #1
 4. Steering Committee Position #4
 - b. Nominations and elections for the following positions occur in odd years
 1. Treasurer
 2. Recording Secretary
 3. Steering Committee Position #2
 4. Steering Committee Position #3

2. Each individual nominated shall certify to the Intergroup Representatives that he/she is a sober member of Alcoholics Anonymous, actively engaged in an Alcoholics Anonymous recovery program, and has a minimum of two (2) years of continuous sobriety. The individual shall also certify the name of their home Group in Alcoholics Anonymous.

VACANCIES

1. If a Steering Committee member resigns or if the position becomes vacant due to four unexcused absences within a one-year period, that person shall remain ineligible to serve on the Steering Committee for a period of eighteen (18) months, after which time he or she may be nominated and approved for any Steering Committee vacancies via the current election policy.
2. Any officer, servant, or special worker who breaks his/her sobriety during tenure shall be automatically removed from office.

MIDTERM VACANCIES

The Chair will arrange an election expeditiously to fill the remaining term of any vacant Steering Committee position. If the vacancy is the Chair, the Vice Chair will assume the Chair position temporarily to hold elections for Chair person. In the case that the Recording Secretary or Treasurer is vacant, the Chair may appoint a person to temporarily fill the position until elections can be held.

ABSENCES

1. An absence with a courtesy call will be excused regardless of reason
2. An absence without a courtesy call will not be excused.
3. If a Steering Committee member has four (4) unexcused meetings within a one-year period, Intergroup will consider that member to no longer be interested in serving on the Steering Committee. The resulting vacancy will be filled per the Guidelines.

OFFICER QUALIFICATIONS AND DUTIES

CHAIR

1. The Vancouver Area Intergroup Chair shall have AA service experience such as group secretary or Intergroup Representative.
2. The Chair shall preside over all regular and special Intergroup meetings.
3. The Chair shall preside over all Steering Committee meetings.
4. The Chair shall be an authorized signer on all bank accounts.
5. The Chair shall have no vote at Steering Committee meetings except to break a tie.
6. The Chair shall report all Steering Committee actions to the Intergroup Representatives.
7. The Chair may represent his or her group at Intergroup meetings during his or her term as Chair.
8. The Chair may appoint a replacement to fill any vacancy subject to the approval of the Intergroup Representatives or chair person's for temporary committees as may be necessary or appropriate.
9. *The Chair* shall preside at all meetings, conducting them in a businesslike and expeditious manner. He/she shall call for reports from all officers and outstanding committees as well as both old business and new, entertaining appropriate motions, seconds, as well as permitting proper discussion and calling for votes as outlined in "Robert's Rules of Order"
10. The Chair shall represent Intergroup at meetings of Member Groups, other Alcoholics Anonymous gatherings and events, and at any other meeting in which Intergroup has an interest or should be officially represented. In lieu of attending any such meeting or event, the Chair may designate another board member or other qualified member of Alcoholics Anonymous as a suitable representative.
11. Chair is direct supervisor of all special workers. Upon agreement of Steering Committee, the Chair may delegate specific oversight activities to other people.

VICE-CHAIR

1. The qualifications for the Vice-Chair are the same as those for the Chair.
2. In the absence of the Chair, the Vice-Chair shall assume the duties of the Chair.
3. In case of permanent Chair absence, Vice-Chair temporarily assumes role until elections can be held at first practical time.
4. The Vice-Chair may represent his or her group at Intergroup meetings during his or her term as Vice-Chair.
5. The Vice-Chair shall be an authorized signer on all bank accounts

RECORDING SECRETARY

1. The Recording Secretary shall have served as a group secretary or Intergroup Representative or shall have other AA service experience.

2. The Recording Secretary shall keep complete and accurate minutes of all Intergroup and Steering Committee meetings. Minutes shall be distributed to the Intergroup Chair and the Intergroup Office Manager for publication in the Intergroup Newsletter within seven (7) days after meetings.
3. The Recording Secretary may represent his or her group at Intergroup meetings during his or her term as Recording Secretary.

TREASURER

1. The Vancouver Area Intergroup Treasurer shall have AA service experience such as Group Secretary or Intergroup Representative
2. The Treasurer shall receive and disburse funds as directed by the Intergroup and shall maintain adequate financial records, furnishing monthly written reports to both the Steering Committee and the Intergroup Representatives.
3. The Treasurer shall monitor and insure that a prudent reserve is kept as directed by the Steering Committee.
4. In the absence of both the Chair and the Vice Chair, the Treasurer shall preside at meetings.
5. The Treasurer shall be an authorized signer on all bank accounts

STEERING POSITIONS 1, 2, 3 AND 4 COMMITTEE MEMBERS

1. Steering Committee Positions 1, 2, 3, and 4 shall have a minimum of two (2) years of continuous, current sobriety and shall have served as a group secretary or Intergroup Representative or shall have other AA service experience.
2. Positions 1, 2, 3, and 4 Steering Committee Member may represent his or her group at Intergroup meetings during his or her term.

OFFICE MANAGER

1. The Office Manager will have the authority to make decisions on all matters of immediate importance pertaining to the smooth and efficient operation of the Central Office.
2. The Office Manager shall keep an inventory of the literature on hand, order new literature and chips as needed, make regular reports to both the Steering Committee and Intergroup Reps. and perform such other duties as necessary to maintain a businesslike and orderly office.
3. The Office Manager shall make regular reports about the running of the office to the Steering Committee, and to the Intergroup Reps
4. The Office Manager shall serve as a voting member of the Steering Committee except in matters pertaining directly to his/her job performance or salary.
5. The Office Manager only takes direction from the Chair or a dually delegated person.

COMPENSATION

The office manager and office staff should be compensated in the manner as described in the Twelve Concepts for World Service, namely, in reasonable relation to the value of one in similar service and abilities in the commercial world. A review shall be made periodically but not less frequently than once a year by the Intergroup Chair.

DIGITAL / ELECTRONIC COMMUNICATON

A member or committee member may participate in a meeting of the Steering Committee by electronic means, if all persons present, whether physically, over the phone or electronically, can hear all other participants simultaneously during the course of the meeting.

CONFLICT OF INTEREST

Unless all the following conditions are met, the Board shall not enter into any contract or transaction with (a) one or more of its Steering Committee members; (b) a director of a related organization; or (c) an organization in or of which a Steering Committee member is a director, officer or legal representative, or in some other way has a material financial interest.

1. That interest is disclosed or known to the Steering Committee;
2. The Steering Committee approves, authorizes, or ratifies the action in good faith;
3. The approval is a majority of Steering Committee Members (not counting the interested member)
4. At a meeting where a quorum is present (not counting the interested member).
5. The interested member may be present for discussion to answer questions, but may not advocate for the action to be taken and must leave the room while a vote is taken. The minutes of all actions taken on such matters shall clearly reflect that these requirements have been met.

FINANCING

1. During September of each year, the Office Manager and Treasurer will have the financial statements and bank accounts reviewed by a disinterested third party chosen by the Steering Committee. This is it to ensure proper bookkeeping methods are being followed and to help prevent fraud.
2. The Chair, Vice-Chair and Treasurer will be signors on all bank accounts. Office Manager and staff will be signors on only the operating and event checking accounts.
3. The Chair, Vice-Chair and Treasurer will be signors on contracts.

SPECIAL COMMITTEES

The Chair of any special event committee agrees to attend or have a designated person and report at both the Steering Committee and Intergroup meetings. It is required that Special Committee Chairs have two (2) years minimum sobriety.

LIABILITY CLAIMS

Personal and real property of the Officers, Intergroup Representatives, and their agents shall be exempt from liability of claims against this corporation.

REVISIONS

These Guidelines may be revised at any time, with approval of the majority of represented groups at any regular or special meeting of the Vancouver Area Intergroup. This “Living Document” will be reviewed every year in February.

This version of the Procedural Guidelines was adopted at the regular meeting of the Vancouver Area Intergroup on September 21st, 2020

Chairman

Recording Secretary