

VANCOUVER AREA INTERGROUP OF ALCOHOLICS ANONYMOUS

PROCEDURAL GUIDELINES

Revised: January 18, 2016

These guidelines provide a simple 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 of Alcoholics Anonymous exists to serve local groups of Alcoholics Anonymous within the vicinity of Vancouver, Washington. The organization serves as a clearing house to distribute literature to local Alcoholics Anonymous groups, to provide contact among these groups, and to maintain an answering service.

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 vicinity of Vancouver, Washington.
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, the Annual Picnic, special Potluck/Speakers meetings, and 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 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, starting at 6:30 pm.
5. The Steering Committee, providing a one-week notice to all 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.
6. At least four (4) Intergroup Representatives and four (4) Steering Committee members constitute a quorum at any regular or special meeting.

Voting Rights

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. The Intergroup Chair may vote only if he/she is also an Intergroup Representative
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 purpose of the Steering Committee is to:

1. Select a sustained and competent Intergroup Office Manager, with experience and wisdom
2. Provide general policies, plans, and responsibilities to the Office Manager
3. Provide general oversight for the Intergroup Office, with ample freedom and delegation of authority to the Office Manager
4. Assist the Intergroup Office Manager in office administration activities
5. Review and approve monthly financial statements

Voting Rights

The following Steering Committee members are allowed to vote:

1. Intergroup Vice-Chair
2. Recording Secretary
3. Office Manager (the Office Manager votes on all issues except where a conflict of interest may exist).
4. Steering Committee Positions #1, 2, and 3
5. Chair votes only to break a tie.
6. Alternate votes only when at least one member is absent.

Quorums

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

Meetings

1. Regular meetings of Intergroup Steering Committee will be held the second Monday of the month, starting at 5:30 pm.
2. Rescheduled meetings: The Intergroup Chair, upon agreement of the Steering Committee 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 Steering Committee on one-week notice to all home groups.

Steering Committee Members

1. The Intergroup Committee will elect seven (7) Steering Committee members, three of which will serve as the following officers: Chair, Vice-Chair, and Recording Secretary. (The Office Manager will serve as Intergroup Treasurer.) The remaining four positions will be: Position 1, Position 2, Position 3 and Alternate Steering Committee Member.
2. Steering Committee members are required to attend both Steering Committee and Intergroup meetings.

Elections

1. Nominations are submitted in May and November and elections are held in June and December.
 - a. Nominations and elections for the following positions occur in May and June (terms begin in July):
 1. Chair
 2. Vice-Chair
 3. Steering Committee Position #1
 - b. Nominations and elections for the following positions occur in November and December (terms begin in January):
 1. Recording Secretary
 2. Steering Committee Position #2
 3. Steering Committee Position #3
 4. Alternate Steering Committee Member
2. Terms for steering committee members are one (1) year beginning in the month following the election (July and January).
3. Any Intergroup Member of a registered local AA group who meets the necessary requirements may be nominated.
4. In the spirit of rotation, Steering Committee members may serve no more than three (3) years. A period of eighteen (18) months must pass before a former Steering Committee member is eligible to serve again on the Steering Committee.

Vacancies

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.

How vacancies are filled

Elections to fill the remaining term of the vacant Steering Committee position will be held at the Intergroup level. The person desiring to be elected to the Steering Committee must be present at the Intergroup Meeting when the election is held.

Officer Qualifications and Duties

CHAIR

1. The Vancouver Area Intergroup Chair shall have a minimum of two (2) years of continuous, current sobriety and shall have AA service experience such as group secretary or Intergroup Representative.

Officer Qualifications and Duties

CHAIR, continued

2. The Chair shall be elected for a one (1) year term at the regular meeting of the Intergroup in June of each year and shall assume office at the July meeting. The Chair may be re-elected for a second one (1) year term, but may not serve more than two (2) consecutive terms.
3. The Chair shall preside over all regular and special Intergroup meetings.
4. The Chair shall preside over all Steering Committee meetings.
5. The Chair shall be an authorized signer on the checking account along with the Vice-Chair or Recording Secretary and the Intergroup Treasurer, who is also the Intergroup Office Manager.
6. The Chair shall have no vote at Steering Committee meetings except to break a tie.
7. The Chair shall report all Steering Committee actions to the Intergroup Representatives.
8. The Chair may represent his or her group at Intergroup meetings during his or her term as Chair.

RECORDING SECRETARY

1. The Recording Secretary 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. The Recording Secretary shall be elected for a one (1) year term at the regular meeting of the Intergroup in December of each year and shall assume office at the January meeting. The Recording Secretary may be re-elected for a second one (1) year term, but may not serve more than two (2) consecutive terms.
3. 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.
4. The Recording Secretary may represent his or her group at Intergroup meetings during his or her term as Recording Secretary.

TREASURER

The Intergroup Office Manager will serve as the Intergroup Treasurer. As a paid employee, rotation and term limits do not apply to the Treasurer.

VICE-CHAIR

1. The qualifications for the Vice-Chair are the same as those for the Chair.
2. The nominee for Vice-Chair receiving the second highest number of votes shall serve as Vice-Chair for a one (1) year term.
3. In the absence of the Chair, the Vice-Chair shall assume the duties of the Chair. If the Chair is unable to serve, the Vice-Chair will assume Chair duties for the balance of the term. In the event that the Vice-Chair becomes the Chair, the new Chair will be eligible to be elected for a one (1) year term as Chair and to be re-elected for one (1) additional term.
4. The Vice-Chair may represent his or her group at Intergroup meetings during his or her term as Vice-Chair.

Vice-Chair will hold position two years (optional) after the first year.

STEERING POSITIONS 1, 2, 3 AND ALTERNATE STEERING COMMITTEE MEMBER

1. Steering Positions 1, 2, 3, and the Alternate Steering Committee Member 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 the Alternate Steering Committee Member may represent his or her group at Intergroup meetings during his or her term.

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 is 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 below.

SPECIAL COMMITTEES

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

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 were adopted at the regular meeting of the Vancouver Area Intergroup on

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Chairman

Recording Secretary