

# Vancouver Area Intergroup of Alcoholics Anonymous

## Procedural Guidelines

Effective January 1, 2022

### ACRONYMS FOR THIS DOCUMENT

VAIAA	Vancouver Area Intergroup of Alcoholics Anonymous
IG	Intergroup
IGR	Intergroup Representative
SC	Steering Committee
AA	Alcoholics Anonymous

### ACCOUNTING STANDARDS

VAIAA is the legal name of the corporation and recognized as such by the Department of the Treasury under Section 501 (C) (3) of the IRS Code. SC provides oversight and is answerable to IGR. 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 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 Services.

### PURPOSE OF VAIAA

VAIAA is not Alcoholics Anonymous (AA) however its purpose is to serve the members of AA. VAIAA service area is Districts 7, 25, 27 and 37 of Area 72 of AA. VAIAA purpose is to share information, carry the message to the suffering alcoholic and work in cooperation both within and outside of its service area.

### SERVICES

Services of VAIAA include, but are not limited to:

1. Publishes a monthly newsletter containing information about AA activities in and around its service area.
2. Publishes and distributes directory of AA meeting within its service area.
3. Forms appropriate committees for various AA Activities and workshops, such as, but not limited to:
  - a. Public Information
  - b. Answering Service and 12-Step call records
  - c. Social, fundraising and informational events
  - d. Other special functions authorized by IGR
4. Maintains a supply of AA literature, books and recovery related items for resale.
5. Maintains an IG office and employs an IG office manager and other such employees and volunteers as needed to serve AA groups within its service area.
6. Assists in the establishment of new AA groups within its service area when requested.
7. Acts in an advisory capacity only in the exchange of ideas and information between AA groups within its service area when requested.

### INTERGROUP COMMITTEE

1. AA groups within the VAIAA service area may have as many IGR attend IG meetings as they desire and all in attendance are entitled to have a voice at the IG meetings however each group is only entitled to one vote.
2. IG has not authority to decide who in an AA group assigns as an IGR however it is suggested that they assign a person who is an active member in the group that they represent.
3. Regular meetings of the IGR shall be held on the third Monday of each month at 6:30pm. Zoom video services will be provided for attendance.
4. SC providing a one week notice to all registered IG groups shall be permitted to change the day, time and location of the regular IG meeting in any month and may call for any special IG meeting of the IGR as needed. Notice will be sent via email and/or telephone call to all IGR on file.
5. IG committee delegates authority to the SC to run the business of VAIAA in a legal, moral and ethical manner.
6. At least four (4) IGR and four (4) SC members must be in attendance of regular and special IGR meeting to constitute a quorum.

#### VOTING RIGHTS: IGR MEETING

1. IGR or their alternate may vote on all IG matters calling for a vote.
2. Only IGR may vote at IG meetings.
3. SC members only may vote if they have been designated as an IGR.
4. In the event of a tie vote, the issue will be referred back to the AA group for discussion and a vote retaken at the next IGR meeting.

#### STEERING COMMITTEE

SC exists because monthly IGR meetings do not have enough continuity of attendees and here are too many members to reach prompt business decisions. The authority to make business decisions in the best interest of IG is delegated to the SC.

#### Responsibilities:

1. Prepare a yearly financial forecast.
2. Select a competent IG office manager with experience and wisdom.
3. Provide general policies, plans and responsibilities to the IG office manager.
4. Provide general oversight and supervision for the IG office manager, with ample freedom and delegation of authority to the IG office manager to make day-to-day decisions.
5. Assist the IG office manager in office administration duties.
6. Review and approve monthly financial statements.
7. Other duties as necessary.
8. Operate IG as a legal business in compliance with applicable laws and in an ethical manner.
9. SC strives to run VAIAA from funding sources comprised of product sales, group contributions, individual contributions and fundraisers. The goal is to provide the needed services and break even financially. Donations follow AA tradition of self-supporting.

#### STEERING COMMITTEE MEMBERS

1. IGR will elect eight (8) SC members who may or may not be IGR. These positions are Chair, Vice-Chair, Treasurer, Recording Secretary, Position 1, Position 2, Position 3, Position 4.
2. The ninth member is the IG office manager which is not an elected position.
3. SC members are required to attend both SC and IGR meetings.
4. The terms of the IG office manager shall be unlimited but he/she may be removed at any time by the SC.

### VOTING RIGHTS: SC MEMBERS

All SC members are allowed to vote except the Chair who only votes in case of a tie. The IG office manager votes on all issues except where a conflict of interest may exist.

### QUORUM: SC MEETINGS

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

### SC MEETINGS

1. Regular meetings of the SC will be held on the second Monday of each month at 6:00pm. Zoom video services will be available for attendance.
2. Non-SC members are entitled to attend SC meetings and to be heard at those meetings however they do not have voting rights.
3. Non-SC members may be dismissed during a portion of the meeting where confidentiality is required, for example, a review of the IG office manager's performance.

### VOTING PROCEDURES

1. If a motion is made, if it receives a second, then it becomes an active issue.
2. Upon receiving a second the motion then becomes a discussion item.
3. Amendments to the motion are only effective if the person making the original motion accepts the amendment.
4. A simple majority is required for a motion to pass.
5. After a motion is passed, those who opposed the motion may have a minority opinion heard. If the minority opinion is formed as a motion, and if it receives a second, a new vote is taken.
6. Those entitled to vote may abstain from voting. When there is an abstention, only those who participated in the voting process are to be considered. For example, if there are 20 IGR, 11 votes are needed to pass a motion. If 10 abstain, only 6 are needed to pass a motion.
7. Voting procedures apply at both SC and IGR meetings as well as any special committees that may have been established as allowed by these guidelines.
8. While this process loosely follows the procedures as set in Roberts Rules of Order (RRO) it should be noted that VAIAA has not adopted RRO.

### ELECTION OF STEERING COMMITTEE MEMBERS

All SC members shall be elected by the IGR for a term of two years, with elections held each year for half of the SC members ("staggered" terms). SC members are eligible for reelection if they have not served in the same position for a full year. For example: If a SC 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 December and elections held in December. Terms begin in January
  - a. Nominations and election for the following positions occur in even years:
    - i. Chair
    - ii. Vice-Chair
    - iii. Position 1
    - iv. Position 4
  - b. Nominations and elections for the following positions occur in odd years:
    - i. Treasurer
    - ii. Recording Secretary
    - iii. Position 2

iv. Position 3

2. Each individual nominated shall certify to the IGR that he/she is a sober member of AA, actively engaged in an AA recovery program, and has a minimum of two years continuous sobriety. The individual shall also certify the name of their home group of AA.
3. SC members must reside within the VAIAA service area.

VACANCIES

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

MID-TERM VACANCIES

The Chair will arrange for an election expeditiously to fill the remaining vacant SC position. If the vacancy is the Chair, the Vice-Chair will assume the Chair position temporarily to hold elections for a 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 due to a scheduling conflict with employment or family issues. Other excuses may be found to be excused or unexcused by a majority vote by the SC.
2. An absence without a courtesy call will not be excused.
3. If a SC member has four unexcused absences within a one year period IG will consider that member to no longer be interested in serving on the SC. The resulting vacancy will be filled per the guidelines.

SC MEMBER QUALIFICATIONS AND DUTIES

1. Chair
  - a. VAIAA Chair shall have AA service experience such as group secretary or IGR
  - b. Chair shall preside over all regular and special IG meeting.
  - c. Chair shall preside over all regular and special SC meetings.
  - d. Chair shall be an authorized signer on all bank accounts.
  - e. Chair shall have no vote at SC meetings except to break a tie vote.
  - f. Chair shall report all SC actions to IGR.
  - g. Chair may represent his/her group at IGR meetings
  - h. Chair may appoint a replacement to fill any vacancy subject to approval of IGR or chairperson for temporary committees as may be necessary to appropriate.
  - i. 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 call for votes.
  - j. Chair shall represent IG at meetings of member groups, other AA gatherings and events, and at any other meeting in which IG has an interest or should be officially represented. In lieu of attending any such meeting or event, Chair may designate another SC member or other qualified member of AA as a suitable representative.

- k. Chair is a direct supervisor of all special workers. Upon agreement of SC, the Chair may delegate specific oversight activities to other people.
2. Vice-Chair
    - a. Qualifications of the Vice-Chair are the same as the Chair.
    - b. In absence of the Chair, the Vice-Chair shall assume duties of the Chair.
    - c. In case of permanent absence of the Chair, Vice-Chair temporarily assumes role of Chair until election can be held at the first practical time.
    - d. Vice-Chair may represent his/her group at IGR meetings.
    - e. Vice-Chair shall be an authorized signer on all bank accounts.
  3. Recording Secretary
    - a. Recording Secretary shall have served as a group secretary or IGR of shall have other AA service experience.
    - b. Recording Secretary shall keep complete and accurate minutes of all IGR and SC meetings. Minutes shall be distributing to the Chair and IG office manager for publication in the IG newsletter within seven days of the meeting.
    - c. Recording Secretary may represent his/her group at IGR meetings.
  4. Treasurer
    - a. VAIAA Treasurer shall have AA service experience such a group secretary or IGR.
    - b. Treasurer shall receive and distribute funds as directed by the IG and shall maintain adequate financial records, furnishing monthly written reports to both SC and IGR.
    - c. Treasurer shall monitor and insure that a prudent reserve is kept as directed by the SC.
    - d. In the absence of both Chair and Vice-Chair, the Treasurer shall preside at meetings.
    - e. Treasurer shall be an authorized signer on all bank accounts.
  5. Steering Committee Members 1, 2, 3 & 4
    - a. Members 1, 2, 3 and 4 shall have a minimum of two years continuous sobriety, current sobriety and shall have served as a group secretary or IGR or have other AA service experience.
    - b. Members 1, 2, 3 and 4 may represent his/her group at IGR meeting.
  6. Office Manager
    - a. Office manager will have the authority to make decisions on all matters of immediate importance pertaining to the smooth and efficient operations of IG office.
    - b. Office manager shall keep an inventory of the literature on hand, order new literature or recovery related items, making regular reports to both SC and IGR and perform such other duties as necessary to maintain a businesslike and orderly office.
    - c. Office manager shall make regular reports about the running of the office to the SC and IGR.
    - d. Office manager shall serve as a voting member of SC except in matters pertaining directly to his/her job performance or salary.
    - e. Office manage only takes direction from the Chair or a dually designated person

#### COMPENSATION

The Office Manager and office staff should be compensated in the manner described in the 12 Concepts for World Services, namely, in reasonable relation to the value of one in similar service and abilities in the commercial world. A review shall be made in December of each year by the SC. Other than the Office Manager the other SC members serve in a volunteer position and are not be be financially compensated.

#### DIGITAL/ELECTRONIC COMMUNICATION

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

#### CONFLICT OF INTEREST

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

1. That interest is disclosed or known to SC;
2. SC approves, authorizes, or ratifies the action in good faith;
3. The approval is by a majority of SC members, not including the interested SC member;
4. At a meeting where a quorum is present, not including the interested SC member;
5. The interested SC member may be present for discussion and to answer questions, but may not advocate for the action to be taken and may not be present when a vote is taken. Minutes of all actions taken on such matters shall clearly reflect that these requirements have been met.

#### FINANCING

1. Each year, anytime between April 1<sup>st</sup> and August 31<sup>st</sup>, a review will be of the previous calendar year of the following items:
  - a. Verify bank reconciliations were performed each month.
  - b. Review any unclear transactions.
  - c. Review the previous year's returns.
2. Chair, Vice-Chair and Treasurer will be signer on all bank accounts. Office manager and office staff will be signers on only the operating and event checking accounts.
3. Chair, Vice-Chair and Treasurer will be signers on contracts.
4. VAIAA will maintain an "open book" policy. Financial transactions may be reviewed by any group/meeting within the VAIAA service areas upon request or by any individual who identifies as an AA member within the VAIAA service area. Requests for information will be provided within seven days.

#### SERVICE COMMITTEES

Chair of any special committee agrees to attend or have a designated person and report at both SC and IGR meetings. It is required that special committee Chairs have at least two years continuous sobriety.

#### LIABILITY CLAIMS

Personal and real property of the SC members, IGR, and their agents shall be exempt from liability of claims against VAIAA.

#### REVISIONS

These Guidelines may be revised at any time, with approval of the majority of IGR at any regular or special meetings of VAIAA. This "living document" will be reviewed every year in February.

This versions of the Procedural Guidelines was adopted at the regular meeting of VAIAA on (date)

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Chair

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Date

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Recording Secretary

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Date

