

# **CAPE COD INTERGROUP OF ALCOHOLICS ANONYMOUS BY-LAWS**

## **ARTICLE I PURPOSES**

Cape Cod Intergroup is an A.A. service office that involves partnerships among groups, just as A.A. groups themselves are partnerships of individuals. It is established to carry out certain functions common to all groups – functions which are best handled by a centralized office – and it is maintained, supervised and supported by these groups in their general interest. It exists to aid the groups in their common purpose of carrying the A.A. message to the alcoholic who still suffers.

The service office will function as a center for information and education about Alcoholics Anonymous in the community. Intergroup receives requests for information from the community and disseminates material to A.A. members and the general public upon request. An office will be conveniently located for this purpose. Meeting directories will be updated regularly, and a printable format will be posted on the website. Individuals seeking information or assistance will be directed to an appropriate group or be contacted by a member of Alcoholics Anonymous. Requests for information from the community will be referred to the appropriate committee.

Cape Cod Intergroup shall be guided by the Twelve Traditions of A.A.

## **ARTICLE II MEMBERSHIP**

A. The membership of Cape Cod Intergroup includes all present or future AA groups. Participation with Cape Cod Intergroup shall be determined by each individual group.

B. It is suggested that each group elect an Intergroup Representative and an alternate and that they attend all regular and special meetings of Intergroup.

C. Each participating group to have one vote. The alternate allowed to vote only in the absence of the representative.

D. The financing of Cape Cod Intergroup shall be through the contributions of AA members, groups, and sale of literature. Personal donations shall not exceed \$1,000.00 annually. It is suggested that each group shall contribute to Intergroup, according to World Service contribution guidelines. World Services suggest that 50% of a group's funds be donated to Intergroup Office.

### **ARTICLE III MEMBERSHIP REQUIREMENTS**

- A. Length of sobriety required to be a representative or an alternate shall be determined by each individual group. (One year suggested).
- B. Each representative or alternate shall serve for a period of time to be determined by individual group. (One year suggested).
- C. To broaden the base of participation it is suggested that a new representative be elected annually; however, Intergroup Representatives may succeed themselves provided their individual group members agree.
- D. Each representative and alternate shall serve and represent one group only.
- E. Separate groups, although meeting at the same address, shall be considered autonomous and shall be so represented.
- F. A representative or alternate must be present to vote unless a written vote is received at the Intergroup Office 10 days prior to the Intergroup meeting, said written vote shall identify each question specifically.

### **ARTICLE IV MEETINGS**

- A. Intergroup, GSR, and Steering Committee meetings will be listed in the monthly bulletin, on the website and in regular meeting lists.
- B. The regular meeting of the Steering Committee shall be held on the last Monday of each month at a time determined by the current Steering Committee.
- C. The regular meeting of the Intergroup Representatives shall be held at 7:30 pm on the First Tuesday of the month.
- D. Meetings of sub-committees shall be posted on the website on the Events Calendar.
- E. Reasonable notice of all special meetings and their locations shall be announced.

**ARTICLE V  
QUORUM**

- A. A quorum shall consist of Intergroup Representatives (or alternates, but not both) from at least 5% of the groups registered with Cape Cod Intergroup.
- B. An article may pass by a simple majority of the quorum present.

**ARTICLE VI  
DUTIES OF STEERING COMMITTEE OFFICERS  
(minimum sobriety two years)**

- A. Chairperson: Shall preside over meetings of representatives and the steering committee. After one year, shall serve as Trustee.
- B. Alternate Chairperson: Shall serve in the chairperson's absence. After a one-year term the alternate chairperson will automatically become chairperson. Will head a nominating committee which shall present a slate of Officers at the regular May meeting of the Intergroups Representatives.
- C. Treasurer: Shall oversee all financial aspects of Cape Cod Intergroup and verify the correctness of all financial records of the office. The finances of Cape Cod Intergroup will run on a fiscal year which starts July 1<sup>st</sup> and ends June 30<sup>th</sup>. Shall be responsible for overseeing all bank transactions. All checks issued by the Office Administrator must be signed by two of the following: Treasurer, Chairperson, Alternate Chairperson and Alternate Treasurer. The Treasurer may remain for an additional term if elected.
- D. Alternate Treasurer: Shall assume duties of treasurer in his/her absence. After Treasurer's term ends, shall automatically serve as Treasurer.
- E. Recording Secretary: Responsible for recording and reporting minutes of all meetings.
- F. Trustees: Four (4), one of which will be the immediate past chairperson, shall assist officers in all manners of business. To be elected for a one-year term and may succeed self for an additional one-year term if re-elected.
- G. Steering Committee Members do not have a vote at the Intergroup meeting. Steering Committee Members may vote only at the Steering Committee meetings.

**ARTICLE VII  
DUTIES OF THE STEERING COMMITTEE**

The Steering Committee shall be responsible for all administrative and managerial actions of Cape Cod Intergroup; subject to instructions given by the Intergroup Representatives through formal resolution.

**ARTICLE VIII  
ELECTIONS**

A. A nominating committee composed of three members of Intergroup, headed by the current Alternate Chairperson and with two Intergroup Representatives/alternates appointed by the Intergroup Chairperson, shall submit a slate of officers at the regular May meeting. At this point, nominations from the floor can also be accepted provided the nominee has given his/her approval.

B. At the regular monthly meeting in June, elections will be held. At this meeting additional nominations from the floor will be accepted, again providing the nominee has expressed approval. During the period from April to June meetings, interested qualified members of Alcoholics Anonymous may submit their own names for election provided it is in writing the day of election.

C. If after three successive attempts to elect an officer end in a tie, a drawing shall be held to determine the officer.

D. The office of incoming Chairperson and incoming Treasurer shall be filled by the existing Alternate Chairperson and Alternate Treasurer respectively, and the current Chairperson shall become a Trustee.

E. Newly elected officers are to assume office during the following July. Term of office for all officers will be one year. A joint officers meeting to be held in June of new and old officers.

F. When an officer is absent for three consecutive meetings, said office may be declared vacant. Steering Committee determines office vacancy by two-thirds vote of the total Steering Committee Members. Whenever such a vacancy occurs the office may be duly filled by a simple majority vote of the quorum present at the Intergroup Rep's meeting following that in which the vacancy occurs. An office may also become vacant upon disqualification under the by-laws or upon resignation.

**ARTICLE IX  
COMMITTEE CHAIRPERSON**

- A. All committee chairpersons (volunteer or nominated) shall be approved by a simple majority vote of those present and voting.
- B. Any person so elected, if not present, will have given his/her approval.
- C. Committee chairperson will serve for a period of one year to be concurrent with those of the officers. This is for standing committees only, committees may be formulated at any time.

**ARTICLE X  
ALL MEETINGS TO BE CONDUCTED IN ACCORDANCE WITH TRADITION TWO**

"For our group purpose there is but one ultimate authority-a loving God as he may express himself in our group conscience. Our leaders are but trusted servants, they do not govern."

**ARTICLE XI  
SUPERVISION**

- A. A staff of paid employees, whose number shall be determined by the Steering Committee, shall discharge the business and administrative functions of the Intergroup office. An Office Administrator, a member of this staff, shall be responsible for the efficient discharge of the staff's duties.
- B. The paid staff does not determine policy.
- C. The Office Administrator or in his/her absence another member of the staff, shall attend the monthly meeting of the Steering Committee.
- D. The Office Administrator shall provide the Steering Committee at its June meeting with the managerial and administrative access to the Intergroup Office and its accounts. The Office Administrator shall acquaint the Steering Committee with the current duties of the staff.
- E. The wages of the Cape Cod Intergroup staff shall be reviewed annually at the June steering committee meeting.
- F. Any non-recurring item of expense in excess of one hundred dollars shall be approved by the majority of the Steering Committee.

G. Any non-recurring item of expense in excess of five hundred dollars shall be approved by a majority vote of the Intergroup Representatives present at the regular meeting of the Intergroup Representatives.

## **ARTICLE XII AMENDMENTS**

These by-laws may be amended at any time by two successive monthly votes of two-thirds of a quorum present, provided a copy of proposed amendment is submitted in writing to each member group at least twenty-five (25) days before the meeting at which action is to be taken. It is suggested that all proposed amendments be specific in concept, stating what should be done, rather than "something" should be done, looked into, or otherwise investigated.

Revised March 2, 2021