

CAPE COD INTERGROUP OF ALCOHOLICS ANONYMOUS BY-LAWS

ARTICLE 1 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 better handled by a centralized office; and 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, published, and distributed regularly. 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 11 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 a 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 groups fund be donated to Intergroup Office.)

ARTICLE 111
MEMBERSHIP REQUIREMENTS

- A. Length of sobriety required to be a representative or an alternate shall be determined by 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 1V
MEETINGS

- A. Intergroup, GSR, and committee meetings will be listed in the monthly bulletin 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 listed in the monthly bulletin.
- E. Reasonable notice of all special meetings and their locations shall be announced.

ARTICLE V
QUORUM

- A. A quorum shall consist of 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 meeting of representatives and the steering committee. (After 1 year, shall serve as Trustee.) In the chairperson's absence, the alternate chairperson will serve. (After a one year term the vice-chairperson will automatically become chairperson.)
- B. Treasurer-Shall verify and certify to the correctness of all financial records of the office. The finances of Cape Cod Intergroup will run on a fiscal year which starts July 1st and ends June 30th. Shall submit a monthly financial report, a copy of which will be published in the monthly bulletin and sent to all member groups. The treasurer will supply the Intergroup representatives with a quarterly financial report and also an annual report that will be available at the annual meeting. Shall be responsible for overseeing all deposits. All checks issued by the Office Manger must be signed by two of the following three people; Treasurer, Chairperson and designated "signer". The books shall be examined annually. The Treasurer may remain for an additional term if elected.
- C. Alternate Treasurer-Shall assume duties of treasurer in his/her absence. (After Treasurer's term ends, shall automatically serve as Treasurer).
- D. Recording Secretary-Responsible for recording and reporting minutes of all meetings.
- E. Trustee-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 1 year term if re-elected.
- F. 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

- A. 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 Vice-Chairperson and with two representatives/alternates appointed by 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 of 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 Vice Chairperson and Vice 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.
- B. 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 2**

“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 salaried employees, whose number shall be determined by the steering committee, shall discharge the business and administrative functions of the Intergroup office. An office supervisor, a member of this staff, shall be responsible for the efficient discharge of the staff's duties.
- B. The salaried staff does not determine policy.
- C. The office supervisor, or in his/her absence another member of the staff, shall attend the monthly meeting of the steering committee.
- D. The office supervisor shall acquaint the steering committee at its June meeting with the current duties of the staff.
- E. The salaries 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 representatives present at the regular meetings of the 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 11/08/06

WHAT DOES CAPE COD INTERGROUP DO?

CCIG serves groups in the general area of Cape Cod and the Islands. It is your group's shared office that is doing what your group is responsible to do but unable to do because of size, cost, and time. There are roughly 205 groups on Cape Cod that share the same responsibilities as yours. The duplication of these efforts would be difficult and extremely costly.

Without an Intergroup, your group would require one of over 200 phone number listings in the Cape Cod phone book for the alcoholic to call. Your group will need to monitor your phone 24/7. Your group would need the daily newspaper to notify others of your AA meeting. Your group would require a purchaser to obtain all necessary supplies and a storage room/shed to hold them (books, pamphlets, anniversary cards, bookie supplies, wallet cards, medallions, archives, etc.) When your group has Anniversary meetings, and Alkathons, these events would have to be advertised elsewhere. How would the flyers that are now inserted in the monthly newsletter, *The Sober Times*, be distributed?

CCIG provides 24/7 phones to answer questions on meetings and help for the alcoholic who still suffers, over 3,500 last year alone. 12th step members are geographically selected to contact an alcoholic in crisis. CCIG provides a center of information for A.A. groups and the community in general and CCIG provides a book store which offers group's needed supplies. The monthly newsletter is mailed to 250 members of the A.A. community, providing updated information on A.A. activities. The semi-annual published meeting list is a valuable tool for groups and individuals. A website includes up-to-the-minute information on meetings and was visited by over 29,000 members last year.

Most would agree that it is disturbing to imagine the Cape Cod A.A. community without the services provided by CCIG and, just as importantly, the services and support it provides to the still-suffering alcoholic.