

BY-LAWS
Of
SANTA CRUZ COUNTY INTERGROUP

(CALIFORNIA NON-PROFIT CORPORATION)

WITH AMENDMENTS AS ADOPTED BY
THE INTERGROUP COUNCIL
THROUGH

04/02/2025

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1 **ARTICLE I**

2 **OFFICES**

3 The principal office of the Corporation (Central Office), for the transaction of business is in
4 the County of Santa Cruz, State of California.

5 **ARTICLE II**

6 **PURPOSES**

7 Section 1: General

8

9 The purposes of the Santa Cruz County Intergroup, hereinafter referred to as Intergroup,
10 are:

11 (a) To carry the message of Alcoholics Anonymous to those individuals who suffer from
12 alcoholism.

13 (b) To assist the individual autonomous Groups of Alcoholics Anonymous located within
14 Santa Cruz County in the furtherance of these endeavors where it is not feasible or
15 practical for them to do it themselves.

16 (c) To supervise the operation of a Central Office.

17

18 Section 2: Other

19

20 The Intergroup may perform such other services as the member Groups may direct,
21 provided such services are in conformity with these by-laws and any lawful amendments
22 thereto, the Articles of Incorporation of This Corporation, the Twelve Traditions of
23 Alcoholics Anonymous, and the Laws of the State of California.

24

25 **ARTICLE III**

26 **MEMBERSHIP**

27

28 Section 1: Any Group

29

30 Any autonomous Group of Alcoholics Anonymous may become a member of the Santa
31 Cruz County Intergroup and as such shall receive all services afforded by the Intergroup,
32 provided only that said autonomous Group is located within the County of Santa Cruz.

33

34 Section 2: No Prerequisite

35

36 While it is incumbent upon any member (AA Group) to ensure Intergroup representation
37 to all monthly and Special Intergroup Council meetings of the Intergroup and to support
38 the Intergroup financially through Group contributions, such representation and financial
39 support are not prerequisites for membership.

40

41 **ARTICLE IV**

42 **INTERGROUP REPRESENTATIVES TO THE INTERGROUP COUNCIL**

43
44 Section 1: Definition

45
46 Each member (A.A. Group), regardless of its size or units, is represented by one Intergroup
47 Representative or one Alternate, elected by the member (A.A. group). In these by-laws
48 whenever the word "Intergroup Representative" appears, it shall be deemed to include
49 the designation "Alternate" as well.

50
51 Section 2: Qualifications

52
53 The individuals elected to the status of Intergroup Representative should be those who
54 desire to be of service and who are willing to carry out their obligation to the best of their
55 ability in the spirit of unity and cooperation, and in accordance with the traditions of
56 Alcoholics Anonymous.

57
58 Section 3: Suggested Length of Sobriety

59
60 It is suggested that Intergroup Representatives should have maintained at least twelve
61 months of continuous sobriety.

62
63 Section 4: Each Intergroup Representative Represents a Single Group.

64
65 No person shall act as Intergroup Representative for more than one group.

66 **ARTICLE V**

67 **RESPONSIBILITIES OF THE INTERGROUP REPRESENTATIVES**

68
69 Section 1: Responsibilities

70
71 Each Intergroup Representative shall have the following responsibilities:

- 72 (a) To attend all monthly Intergroup Council and Special Intergroup meetings.
- 73 (b) To inform his/her Alternate Intergroup Representative and/or the Group if unable to
74 attend a regular or Special Intergroup meeting of the Intergroup Council so that the
75 Alternate may exercise the member's voting rights as herein provided.
- 76 (c) To solicit Group conscience for voting instructions pertaining to Intergroup policies or
77 any changes therein.
- 78 (d) To receive recommendations from his/her Group, relative to the operation of the
79 Intergroup and its Central Office. To present these items to the Chairperson, the
80 Central Office Manager, or to any member of the Board of Directors, (hereinafter
81 referred to as the Steering Committee) for disposition as indicated in these by-laws.
- 82 (e) When requested and when practical, to assist the Steering Committee members in
83 carrying out the duties of their respective offices.

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Section 2: Voting

Each eligible Intergroup Representative shall exercise the voting privilege of the Member Group at the monthly Intergroup Council and Special Intergroup meetings in making decisions as provided in these by-laws.

Section 3: Members Eligible to Vote

Each Member Group shall become eligible to vote at any monthly Intergroup Council or Special Intergroup meeting by having an Intergroup Representative in attendance.

ARTICLE VI

MONTHLY INTERGROUP COUNCIL AND SPECIAL INTERGROUP MEETINGS

Section 1: Purpose

Monthly Intergroup Council and Special Intergroup meetings are established for the purpose of setting policies and procedures for the Intergroup.

Section 2: Time and Place of Meeting

The Intergroup Meetings shall be held as follows:

- (a) The Intergroup Council meeting shall be held on the first Wednesday of each month at a meeting place designated by the Steering Committee at least two weeks in advance and conspicuously posted at the Central Office.
- (b) Intergroup Council meetings may be called at any time by the Chairperson or any two members of the Steering Committee, provided that notice of the time and place of said meeting is conveyed to Intergroup Representative of the member Groups of the Intergroup Council no less than three (3) business days prior to the meeting.
- (c) If the Chairperson and the Vice-Chairperson are absent the order of succession to chair the meeting shall be Delegate-at-Large, Treasurer, and Recording Secretary.

Section 3: Composition of the Intergroup Council

The Intergroup Representatives, Area Representatives, Steering Committee Officers, and the Committee Chairs are the voice and voting membership of the monthly Intergroup Council meetings.

Section 4: Attendance

The Intergroup Representatives, Area Representatives, Steering Committee Officers, and the Committee Chairs shall sign in at each monthly Intergroup Council meeting.

Section 5: Voting

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- (a) Regardless of the number of service offices an individual may hold within the Intergroup, no person may cast more than one vote.
- (b) Voting by proxy shall not be authorized.
- (c) Votes may be cast by eligible members as defined in these by-laws.

Section 6: Powers

In addition to any other powers provided in these by-laws, the Intergroup Council meeting shall have the following powers:

- (a) To elect the members and/or fill any Steering Committee vacancies by a majority of the voting membership present at the monthly Intergroup Council meeting using the Third Legacy procedure as outlined in the A.A. Service Manual.
- (b) To remove any member of the Steering Committee for wrongdoing connected with his/her office in the Intergroup. A member of the Steering Committee may be removed by a two-thirds (2/3) majority vote.

Section 7: Parliamentary

- (a) A Parliamentarian may be appointed to assist in presiding at Intergroup and Steering Committee meetings, if deemed necessary by the Intergroup Chair or the Steering Committee.
- (b) In any matter involving procedure, the Chairperson may refer said matter to the Parliamentarian for resolution.
- (c) The decision of the Parliamentarian on any procedural matter referred to him/her will be final unless two-thirds of the voting membership present at any meeting shall vote to overrule the Parliamentarian's decision.

Section 8: Meetings Held Electronically

Any member of Intergroup Council or the Steering Committee may participate in a meeting of Intergroup, Steering Committee, or committee meetings, by means of a conference telephone or electronic video screen communication. Participation by conference telephone or electronic video screen communication constitutes presence in person if all directors participating in the meeting can hear one another and if each director has the means to participate in all matters before the Board, including the ability to seek recognition to speak, vote and identify themselves.

169 **ARTICLE VII**

170 **STEERING COMMITTEE**

171 Section 1: Purpose

172

173 The Steering Committee shall conduct the routine business of the Intergroup, carry out
174 the policy and procedures of the Intergroup, as established at the monthly Intergroup
175 Council or Special Intergroup meetings, and prepare an agenda for said meetings and
176 conduct meetings in a safe and respectful manor being guided as follows:

177

178 Steering shall be guided by principles as expressed in the Twelve Steps, Twelve Traditions
179 and Twelve Concepts of Alcoholics Anonymous, as listed in the appendix. The Twelve
180 Steps of Alcoholics Anonymous "have proven to constitute an effective spiritual basis
181 for life and, if followed, can arrest the disease of alcoholism" (AA Service Manual, p.
182 129). The Twelve Traditions provide guidance on unity, leadership, autonomy, and
183 structure while fostering fellowship, anonymity, and spirituality. The Twelve Concepts
184 were written to provide balance, support the smooth functioning of a service structure
185 while minimizing friction by allowing clear definitions and relationships of trusted servants
186 to their work and each other so as to minimize conflict. They promote principles of
187 responsibility, humility, trust and encourage participation from all.

188

189 Section 2: Time and Place of Meeting

190

191 The Steering Committee shall meet at least once per month. Meetings will be held at the
192 Central Office on the third Wednesday of the month. Special or emergency meetings
193 may be called by the Chairperson, or any two members of the Steering Committee with
194 less than three (3) business days' notice.

195

196 Section 3: Composition of the Steering Committee

197

198 The voting membership of the Steering Committee shall all be members of Alcoholics
199 Anonymous, elected to office as herein provided, and shall consist of a (1) Chairperson,
200 (1) Vice-Chairperson, (1) Treasurer, (1) Recording Secretary, (11) Area Representatives
201 and (5) Committee chairs. No employee of Santa Cruz County Intergroup may serve as
202 an officer of Intergroup.

203

204 Section 4: Quorum

205

206 (a) A quorum is established when one-half (1/2) of the voting members are present as
207 defined in Article VI Section 3: Composition of the Intergroup Council and Article VII
208 Section 3: Composition of the Steering Committee.

209 (b) A majority of the voting membership present at the time a vote is taken is required for
210 the disposition of any matter brought before the Steering Committee meeting.

211 (c) Proxy votes are not authorized at any time.

212 (d) No member of the Steering Committee may cast more than one vote regardless of
213 the number of service offices the member may hold.

214
215 Section 5: Elections

- 216
217 (a) The Intergroup Council meeting held in the month of February of each year shall be
218 known as the "Annual Meeting" and shall be held for the purpose of electing new
219 officers, electing or confirming new Area Representatives, regular Committee Chairs
220 and transacting such other business as may come before it.
221 (b) All Steering Committee members shall serve for a period of one (1) year from the
222 date of their election with the exception of members elected to fill vacancies in
223 which case they shall serve for the remainder of the original term that was vacated.
224 (c) The election procedure shall be conducted by an uninterested party who is familiar
225 with the Third Legacy process as described in the A.A. Service Manual. [See Art. VIII, 7
226 (b)].

227
228 Section 6: Responsibilities

- 229
230 (a) Steering Committee members shall attend all monthly Intergroup Council meetings
231 and Steering Committee meetings of the Santa Cruz County Intergroup and may
232 submit items for the agenda for the monthly Intergroup Council meeting.
233 (b) The Steering Committee as a body shall conduct the routine business of the
234 Intergroup and carry out the policies and procedures established at the monthly
235 Intergroup Council meetings.
236 (c) The Steering Committee shall take action, as hereinafter provided, on any
237 recommendations, which may be presented to it by the Chairperson, its own
238 membership, or any of the voting membership of the monthly Intergroup Council
239 meeting, the Central Office Manager, or any member of Alcoholics Anonymous.
240 (d) The Steering Committee shall not approve any single expenditure in excess of \$2,000.
241 (e) The Steering Committee shall record minutes of each meeting which will be kept in a
242 master file on the Central Office cloud server. These minutes shall be open to
243 inspection by any member of Alcoholics Anonymous.
244 (f) The Steering Committee shall have the right to make decisions requiring immediate or
245 emergency action, provided that such action does not create or change permanent
246 policy or procedures for Intergroup nor authorize expenditures except as specified
247 above.
248 (g) All meetings of the Steering Committee shall be open to any member of Alcoholics
249 Anonymous. Agenda items must be submitted through the Chairperson.
250 (h) Any member Group or individual member of Alcoholics Anonymous affected by any
251 action taken by the Steering Committee may take the matter before the Intergroup
252 Council meeting for consideration by the voting membership of the Santa Cruz
253 County Intergroup.
254 (i) The Steering Committee shall ensure that an impartial financial review of all
255 Intergroup financial records be conducted annually at the close of the fiscal year by
256 an accredited accountant recommended by the Steering Committee. This does not
257 have to be a complete audit, just a review of the standard practices. Financial
258 review results will be reported to the Intergroup at their first meeting following review
259 completion. [see Art VIII, 4 (h)]

- 260 (j) The Steering Committee as a body may, by a simple majority, declare a Steering
261 Committee member position as vacant, should that member not be in attendance
262 either at three consecutive monthly Steering Committee meetings or at three
263 consecutive monthly Intergroup Council meetings.
- 264 (k) The Steering Committee as a body shall familiarize themselves with the Office
265 Manager's job description each March. This job description will be reviewed and
266 updated by the Steering Committee each January and on other occasions as
267 needed. [see Art. IX, 4]
- 268 (l) The Steering Committee shall hire and/or terminate the Central Office Manager, and
269 set wages, and other remuneration. In addition to those outlined in these by-laws, the
270 Steering Committee may establish responsibilities for said Manager.

271 ARTICLE VIII

272 RESPONSIBILITIES AND FUNCTIONS OF ELECTED OFFICERS

273 274 Section 1: General Conditions

- 275
- 276 (a) All elected officers should have a working knowledge of the Twelve Steps, the Twelve
277 Traditions and the Twelve Concepts of Alcoholics Anonymous, as listed in the
278 appendix of these by-laws.
- 279 (b) No employee of Santa Cruz County Intergroup may serve as an officer of Intergroup.
- 280 (c) Unless otherwise stated, all elected officers shall have at least three (3) years of
281 continuous current sobriety, have previous A.A. service, experience and be
282 knowledgeable of the purpose and functions of the Intergroup.
- 283 (d) All officers shall not succeed for a third consecutive term in the same office, unless
284 the first term was less than six (6) months.
- 285 (e) Specifics about each elected officer are as follows:
- 286

287 Section 2: Chairperson

- 288
- 289 (a) The Chairperson shall supervise the operations of the Central Office as outlined by the
290 Steering Committee.
- 291 (b) The Chairperson shall remain completely impartial at all monthly and special
292 meetings and shall not vote except to break a tie vote. The chairperson may
293 summarize, without bias, the pros and cons of all issues and motions presented for
294 decisions at the meetings.
- 295 (c) The Chairperson shall accept all written correspondence from any Intergroup
296 Representative or any member of Alcoholics Anonymous, and place motions on the
297 agenda as New Business for the following Intergroup Council meeting.
- 298 (d) The Chairperson is authorized to appoint committees for Special one-time functions,
299 as the chairperson may deem necessary and to appoint such other committees as
300 the membership or the monthly Intergroup Council meeting may direct.
- 301 (e) The Chairperson shall supervise the operations of the Central Office.
- 302 (f) The Chairperson will maintain a perpetual agenda for critical tasks that are
303 performed on an annual basis including tax statement reviews.

- 304 (g) The Chairperson, along with the treasurer and at least one member of the Steering
305 Committee shall perform a written personnel review of the Central Office Manager
306 each May. The results of the review will be shared with the Steering Committee during
307 the June Steering Committee meeting.
- 308 (i) The outgoing Chairperson, with the approval of the Steering Committee, becomes
309 the Delegate-At-Large when the new Chairperson is elected. As such the Delegate-
310 At-Large will hold office for a period of one (1) year.
- 311 (j) The Chairperson shall function as liaison to Santa Cruz General Service monthly
312 business meetings.
- 313 (k) The Chairperson shall request reviews and/or updates of all Committee Chair
314 positions and guidelines every March, or upon the formation of a new subcommittee
315 formed for a special purpose and make these available to the steering committee
316 for acceptance.

317

318 Section 3: Delegate-At-Large

319

- 320 (a) The outgoing Chairperson, with the approval of the Steering Committee, becomes
321 the Delegate-At-Large when the new Chairperson is elected. As such the Delegate-
322 At-Large will hold office for a period of one (1) year.
- 323 (b) The Delegate-At-Large shall not succeed themselves for a third consecutive term in
324 the same office, unless the first was less than six (6) months.
- 325 (c) The Delegate-At-Large should attend all meetings of the Steering Committee and the
326 Intergroup Council, where the Delegate-At-Large will have both a voice and a vote.
- 327 (d) In the absence of the Chairperson and/or Vice-Chair, the Delegate-At-Large shall
328 preside over monthly Intergroup Council, Special Intergroup meetings, Steering
329 Committee meetings and assume all duties as needed.

330

331 Section 4: Vice-Chairperson

332

- 333 (a) Work with the Central Office Manager to maintain a list at Central Office of current
334 Intergroup contact information.
- 335 (b) The Vice-Chairperson shall contact all members of the steering committee and
336 remind them of the monthly Intergroup Council, Special Intergroup meetings, and
337 Steering Committee meetings.
- 338 (c) In the absence of the Chairperson, the Vice-Chairperson shall preside over monthly
339 Intergroup Council, Special Intergroup meetings and Steering Committee meetings
340 and assume all duties of the Chairperson.
- 341 (d) Maintain a list at Central Office of current Intergroup contact information.
- 342 (e) Assist the Office Manager in maintenance of accurate A.A. Group information.
- 343 (f) Assist the Chairperson as needed.

344

345 Section 5: Treasurer

346

- 347 (a) The Treasurer is responsible for the accurate accounting of all receipts and
348 expenditures of the Intergroup.
- 349 (b) The Treasurer shall meet with the Office Manager once per month prior to the
350 Steering Committee to review and verify monthly financial statements to be
351 presented to the Steering Committee.

- 352 (c) The Treasurer shall submit each month to the voting membership of the Intergroup, an
353 itemized report of receipts and expenditures of the Intergroup. This report will also
354 include a list of contributions received from member Groups, with the composite to
355 date for the fiscal year of the Groups' contributions.
- 356 (d) All accounting records shall be maintained on an approved accounting program
357 secured on an outside cloud server for ease of access by the treasurer, office
358 manager, Chair, authorized members and accountant.
- 359 (e) On the recommendation of the Treasurer, and with the approval of the Intergroup
360 Steering Committee, a certified accountant will be hired for annual tax reporting and
361 the preparation of any financial statements needed.
- 362 (f) The Treasurers' records will be subjected to an annual review by an accredited
363 accountant approved by the Steering Committee. This does not have to be a
364 complete audit, just a review of the standard practices. The financial review results
365 will be reported to the Intergroup Steering Committee at their first meeting following
366 the review completion. [see Art VII, 6 (i)]

367
368 Section 6: Recording Secretary

- 370 (a) The Recording Secretary shall maintain minutes, and all procedural records of the
371 Intergroup Council and Steering Committee meetings and shall place said records
372 on file in the Master File of Minutes on the Central Office Cloud Server.
- 373 (b) The quorum count must be recorded in minutes of all meetings.

374
375 Section 7: Area Representative

- 377 (a) Area Representatives shall be members of Alcoholics Anonymous and shall have a
378 minimum of one (1) year of continuous current sobriety.
- 379 (b) The Area Representative shall not succeed themselves for a third consecutive term in
380 the same office, unless the first term was less than six (6) months.
- 381 (c) There shall be one Area Representative for each geographical area of the County of
382 Santa Cruz, as is periodically determined by the Steering Committee and approved
383 by the Intergroup.
- 384 (d) Area Representatives shall be elected by the Intergroup at the Annual Meeting in
385 February of each year.
- 386 (e) The Area Representative shall attend all Steering Committee meetings and all regular
387 and Special Intergroup Council meetings and shall vote at all such meetings.
- 388 (f) The Area Representative shall serve as liaison between the Groups, the Intergroup
389 Representatives of the Groups, and other members of the Steering Committee.
- 390 (g) The Area Representatives shall contact Intergroup Representatives and remind them
391 of the Council meetings.

392
393 Section 8: Vacancies

- 395 (a) If any officer is unable to perform his/her duties, the Intergroup Council shall elect a
396 successor in the same manner as the original officer was elected, except as follows:

- 398 (1) In the event of a vacancy in the office of the Chairperson, the Vice-
399 Chairperson shall succeed to that office and a vacancy shall then be created in
400 the office of the Vice-Chairperson.
401 (2) If the Vice-Chairperson is unable to succeed the Chairperson, the next
402 monthly Intergroup Council meeting shall be chaired in the following order of
403 succession: Delegate-At-Large, Treasurer, and then Recording Secretary.
404 (3) In the event of the inability of the Treasurer to act, a substitute shall be
405 authorized by the Intergroup Steering Committee to assume the duties of the
406 Treasurer until a Special election is held.
407
- 408 (b) The election procedure shall be conducted by an impartial party who is familiar with
409 the Third Legacy process as described in the A.A. Service Manual. [See Art. VII, 5 (c)]
410 (c) After two (2) consecutive months of vacant position the Body has the option to vote
411 to wave or modify time requirements.
412 (d) For the purposes of this section as to vacancies, this shall also apply to Committee
413 Chairpersons [See Art. X]

414 ARTICLE IX

415 CENTRAL OFFICE MANAGER

416 417 Section 1: General

418
419 The Office Manager shall have reasonable knowledge of the Twelve Steps, Twelve
420 Traditions of Alcoholics Anonymous, and the Third Legacy of A.A. Service.

421 422 Section 2: Responsibilities

423
424 Under the management and supervision of the Intergroup Chairperson, the Office
425 Manager is responsible for the efficient administration and operation of the Central
426 Office per the Job Description and Employee Manual on file.

427 428 Section 3: Conferences

429
430 The Office Manager, with prior approval of the Steering Committee, may be reimbursed
431 for travel to regional Central Office Managers conferences of Alcoholics Anonymous.

432 433 Section 4: Job Description

434
435 A detailed job description for the position of the Office Manager shall be maintained,
436 as per the Job Description on file in the Central Office. In addition to the duties to be
437 performed, this job description will address employment entitlements listed in the
438 Employee Manual on file in the Central Office. This job description will be reviewed and
439 updated by the Steering Committee each January and on other occasions as needed.
440 [See Art. VII, 6 (k)]

441

442 **ARTICLE X**

443 **COMMITTEES**

444 Section 1: Committee Guidelines

- 445
- 446 (a) Committee Chairpersons shall have at least three (3) years of continuous sobriety,
447 have previous A.A. service experience and be knowledgeable of the purpose and
448 functions of the Intergroup.
- 449 (b) Committee Chairpersons shall not succeed themselves for a third consecutive term in
450 the same office, unless the first term was less than six (6) months.
- 451 (c) Guidelines are compiled from the shared experience of AA members. They shall
452 reflect guidance given through the Twelve Traditions and Twelve Concepts.
- 453 (d) In Keeping with our tradition of autonomy except in matters affecting other groups or
454 AA as a whole, decisions are made by the group conscience of the members
455 involved.
- 456 (e) Committee chairpersons shall conduct committee business in accordance with the
457 committee's guidelines.
- 458 (f) Ad hoc committees may be established by the Intergroup Chairperson.
- 459 (g) Annually, each committee shall review their respective committee guidelines and
460 recommend changes as needed.
- 461 (h) Committee Guidelines shall be approved by the Intergroup Steering Committee and
462 presented to Intergroup Council for adoption.
- 463 (i) Duties and Responsibilities of committee persons shall be described in each
464 respective committee guidelines.
- 465 (j) Refer to article XIII, Section 7 for vacancy process.

466

467 Section 2: Activities Committee

- 468 (a) This committee shall be composed of a Chairperson and volunteers as needed for
469 organizing all Intergroup social activities and functions.
- 470 (b) Each function shall be identified as an Intergroup event, displaying conference
471 approved A.A. literature and/or opening the function with the preamble of
472 Alcoholics Anonymous and appropriate A.A. reading(s).
- 473 (c) This committee shall develop and present a proposed budget to Intergroup Steering
474 Committee of upcoming events. Budget must be approved and tracked against
475 actual outcomes in order to formulate data for future events.

476

477 Section 3: Newsletter Committee

- 478 (a) This committee shall be composed of a Chairperson and volunteers as needed to
479 organize and produce the Monthly newsletter.
- 480 (b) Collect information.
- 481 (c) Write articles.
- 482 (d) Edit submitted articles and information.

483 (e) Work with SCCI Central office and Office Manager to assure the Grape-SCCIN is
484 ready for distribution via e-mail, website, posting, printing and mailing by the required
485 schedule.

486
487 Section 4: Website Committee

488
489 (a) This committee will include a Chairperson who shall be responsible for ensuring the
490 Santa Cruz Intergroup website follows Intergroup and A.A. Guidelines, and the
491 Twelve Traditions and Twelve Concepts of Alcoholics Anonymous.

492 (b) Relaying information and changes to the website Webmaster.

493 (c) The committee shall include one (1) designated Webmaster, appointed by the SCCI
494 Steering Committee by 2/3 vote who shall have at least (3) years of continuous
495 current sobriety.

496 (d) The Webmaster shall be responsible for keeping the website operational and
497 updated on a regular basis.

498
499 Section 5: By-Laws Committee

500
501 (a) The By-Laws Committee Chairperson will form a committee of a minimum of three (3)
502 individuals, to review and update the by-laws annually.

503 (b) Annually review and maintain current By-Laws on cloud server and website.

504 (c) Refer to article XIII for processes.

505
506 Section 6: Birthday Speaker Committee

507
508 (a) This committee shall be composed of a Chairperson and volunteers as needed for
509 organizing all Intergroup Birthday Speaker activities and functions.

510 (b) Facilitate/manage birthday speaker meeting, giving guidance to Host Group in
511 organizing and presenting the Intergroup Birthday Speaker Meeting.

512 (c) Each birthday speaker meeting shall be identified as an Intergroup event, displaying
513 conference approved A.A. literature and/or opening the function with the preamble
514 of Alcoholics Anonymous and appropriate A.A. reading(s).

515
516 **ARTICLE XI**

517 **GENERAL PROVISIONS**

518 Section 1: No Compensation to Steering Committee Members

519
520 No member of the Steering Committee shall receive any compensation from the
521 Corporation.

522
523 Section 2: Requirement for Quorum at Steering Committee Meetings

524
525 Except as otherwise expressly provided in these by-laws, no business shall be considered
526 at any meeting, at which a quorum is not present, and the only motion which the

527 Chairperson shall entertain at such meetings is a motion to adjourn. A Quorum is
528 established when one-half (1/2) of the voting members are present.

529

530 Section 3: Governing of Meetings

531

532 All meetings shall be governed by Robert's Rules of Order except when such rules are
533 inconsistent or in conflict with these by-laws, with the Articles of Incorporation, the Twelve
534 Traditions or the Twelve Concepts of Alcoholics Anonymous, or with the law.

535

536 Section 4: Limit of Liability

537

538 The members of the Steering Committee shall not be personally liable for the debts,
539 liabilities or other obligations of the Corporation.

540

541 Section 5: Intergroup Sponsored/Co-Sponsored Events

542

543 (a) It is suggested that all events shall be presented to the Steering Committee no less
544 than 6 months prior to the event date.

545 (b) All Intergroup hosted events shall be approved by Council no less than 3 months prior
546 to the event date.

547 (c) The Event Committee Chairperson shall be responsible for reporting site logistics and
548 expenditures at Council and Steering Committee meetings.

549 (d) All flyers and announcements regarding Intergroup events should state that entry into
550 the event is free of charge, however, our 7th Tradition suggests that we are self-
551 supporting so donations are appreciated.

552 (e) The 12 Steps and 12 Traditions of Alcoholics Anonymous will be read and/or displayed
553 at all Intergroup sponsored events.

554

555 Section 6: Voting Eligibility

556

557 (a) Elected officers of the Santa Cruz County Intergroup (SCCI) shall have 1 vote.

558 (b) SCCL committee chairpersons shall have 1 vote.

559 (c) SCCL area representatives shall have 1 vote.

560 (d) Santa Cruz County AA Group Representatives shall have 1 vote.

561 (e) Regardless of the number of service offices an individual may hold within the
562 Intergroup, no person may cast more than one vote.

563

564 Section 7: Non-Eligible Voters

565

566 (a) SCCL Office Manager.

567 (b) SCCL Chairperson (unless to break a tie majority vote).

568 (c) Liaisons H&I, NCCAA, GSR and all other entities not directly associated with SCCL
569 Council and Steering Committee business.

570 (d) Visiting members.

571

572 **ARTICLE XII**

573 **FINANCIAL MANAGEMENT**

574

575 Section 1: Entering into Contracts

576

577 The voting membership at the Intergroup Council meeting may, by resolution, authorize
578 any officer or agent of the Corporation to enter into any contract or execute and deliver
579 any instrument in the name of, or on behalf of, the Corporation; and such authority may
580 be general, or confined to specific instances. Unless so authorized, no officer, agent, or
581 employee shall have any power or authority to bind the Corporation by any contract or
582 engagement or to pledge its credit or to render it liable pecuniary for any purpose or in
583 any amount.

584

585 Section 2: Signature of Checks, Drafts etc.

586

587 Checks, drafts, promissory notes, orders for the payment of money, and other evidence
588 of indebtedness of the Corporation shall be signed by two (2) persons. These persons shall
589 be the Treasurer and one (1) of the following: The Chairperson, Vice-Chair or the Office
590 Manager. [See Art. VIII, 7 (a) (3)]

591

592 Section 3: Deposit of Funds

593

594 All funds of the Corporation shall be deposited at regular intervals to the credit of the
595 Corporation in such banks, trust companies or other depositories as the Steering
596 Committee may select.

597

598 Section 4: Tax Status

599

600 At the October Steering Committee all required state and federal tax documents will be
601 reviewed and approved by the Steering Committee.

602 **ARTICLE XIII**

603 **BY-LAWS**

604

605 Section 1: Date of Effect

606

607 These by-laws shall become effective immediately upon their adoption. Amendments to
608 these by-laws shall also become effective immediately upon their adoption.

609

610 Section 2: Method to Amend or Repeal

611

612 Subject to the limitations in the Articles of Incorporation of This Corporation and any
613 provisions of law applicable to the amendments of by-laws of Non-Profit Corporations,

- 614 these by-laws, or any part may be altered, amended or repealed and new by-laws
615 adopted in the following manner:
- 616 (a) The by-laws committee recommendations are presented to the Steering Committee.
617 The proposed change shall be printed in full and distributed by the Steering
618 Committee to the Intergroup Representatives and labeled for discussion.
 - 619 (b) Intergroup Representatives take proposals to groups for discussion and group
620 conscience.
 - 621 (c) Vote upon and adoption of proposed changes shall take place upon the second
622 succeeding monthly meeting after the proposed change was first discussed and the
623 agenda for said second successive meeting shall clearly state that the voting on the
624 proposed change is a matter of business at said meeting.
 - 625 (d) Proposed changes shall become effective upon approval of two-thirds (2/3) majority
626 vote by the quorum in attendance.
 - 627 (e) All changes to these by-laws shall be consistent with the Twelve Traditions and the
628 Twelve Concepts of Alcoholics Anonymous.

629 ARTICLE XIV

630 DEFINITIONS USED

- 631 As used by these by-laws:
- 632 (a) These By-laws apply equally in all situations involving past, present and future times.
 - 633 (b) In all cases where person is used, it shall apply equally to all people.
 - 634 (c) The singular number includes the plural, and the plural number includes the singular.
 - 635 (d) The word "shall" is mandatory and "may" is permissive.
 - 636 (e) (SCCI) Santa Cruz County Intergroup

638 ARTICLE XV

639 PRECEDENCE

- 640
- 641 (a) All Original By-Laws and amendments are on file in the Central Office.
 - 642 (b) These by-laws supersede all previous by-laws and amendments.
 - 643 (c) These by-laws contain all amendments as adopted by the Intergroup Council
644 inclusive through April 1, 2010.
 - 645 (d) These by-laws contain all amendments in Article VIII as adopted by the Intergroup
646 Council inclusive through December 1, 2010.
 - 647 (e) These by-laws contain all amendments in Article VIII as adopted by the Intergroup
648 Council inclusive through July 6, 2011.
 - 649 (f) These by-laws contain all amendments in Article VIII as adopted by the Intergroup
650 Council inclusive through June 6, 2012
 - 651 (g) These by-laws contain all amendments in Article VIII as adopted by the Intergroup
652 Council inclusive through January 2, 2013.
 - 653 (h) These by-laws contain all amendments in Article X as adopted by the Intergroup
654 Council inclusive through January 2, 2014.

- 655 (i) These by-laws contain all amendments in Exhibit "A" as adopted by the Intergroup
656 Council inclusive through January 2, 1014.
- 657 (j) These by-laws contain all amendments as adopted by the Intergroup Council
658 inclusive through May 20, 2015.
- 659 (k) These by-laws contain all amendments as adopted by the Steering Committee
660 inclusive through October 19, 2016.
- 661 (l) These by-laws contain all amendments as adopted by the Intergroup Council
662 inclusive through November 11, 2019.
- 663 (m) These by-laws were reviewed and reformatted only, with no revisions by By-Laws
664 Committee, on April 20, 2021.
- 665 (n) These by-laws contain all amendments as adopted by the Intergroup Council
666 inclusive through December 07, 2022.
- 667 (o) These by-laws contain all amendments as adopted by the Intergroup Council
668 inclusive through April 2, 2025

669 EXHIBIT "A"

670 Motion Process Outline

- 671
- 672 POLICY MOTION
- 673 (Presented to Chairperson in writing – by Intergroup Representative)
- 674
- 675 1) Motion added to new business.
- 676 a) Motion presented to Intergroup Council by creator
- 677 i) CHAIRPERSON asks if the motion was created by group or committee chair
- 678 (1) If committee chair created, then asks if there is a second
- 679 (a) If motion is seconded
- 680 (i) Then see ii
- 681 (b) If no second motion
- 682 (i) Then motion dies
- 683 (2) If intergroup created
- 684 (a) No second required
- 685 ii) Question and Answer of motion by Intergroup Council – CHAIRPERSON LEADS
- 686 (1) Friendly Amendment – presented by Intergroup Representative
- 687 (a) Motion tabled – reviewed by Steering Committee
- 688 iii) Motion Reviewed by Steering Committee
- 689 (1) Is motion in violation of By-Laws – CHAIRPERSON LEADS
- 690 (a) YES
- 691 (i) Motion returned to motion maker
- 692 1. Considered killed because in violation of By-Laws
- 693 (b) NO
- 694 (i) Steering Committee (3 of 4 listed must be involved – Chairperson,
- 695 Vice-Chairperson, Recording Secretary, By-Laws Chairperson)
- 696 1. Create motion document
- 697 a. Including motion pro/cons
- 698 i. Requires 2 opposing views
- 699 2. Motion Report reported at next Intergroup Meeting –
- 700 CHAIRPERSON
- 701 3. Discuss motion and motion report to Intergroup Council
- 702 4. CHAIRPERSON INSTRUCTS INTERGROUP Representatives to take
- 703 motion report to get groups voice
- 704 5. Motion is tabled until next month Intergroup Council Meeting –
- 705 Chairperson
- 706 6. Motion is moved to old business by Chairperson
- 707 7. Motion presented as old business by Chairperson
- 708 8. Discussion of motion and motion reports by Intergroup
- 709 Representatives
- 710 9. Ready to vote – CHAIRPERSON LEADS
- 711
- 712
- 713
- 714

715 HOUSEKEEPING MOTION

716 (Asked after officer reports)

717

718 1) Chairperson presents motion

719 a) Floor is open for questions – CHAIRPERSON LEADS

720 i) Chair asks if objections

721 (1) NO OBJECTION =

722 (a) Motion passes

723 (2) OBJECTION =

724 (a) Creation of new business – CHAIRPERSON

725 (b) See Policy motion outline

726

727 VOTING PROCESS FOR POLICY AND PROCEDURE MOTIONS

728

729 1) Chairperson asks if simple majority or 2/3 required

730 a) Announce Result

731 i) Simple Majority – Chairperson

732 (1) Ask for vote – Chairperson

733 (2) Announce vote – Chairperson

734 (a) Fails if less than 50% - Chairperson

735 (b) Passes if greater than 50% - Chairperson

736 ii) 2/3 required – Chairperson

737 (1) Ask for vote – Chairperson

738 (2) Announce vote – Chairperson

739 (a) Passes if greater than 66% - Chairperson

740 (b) Fails if less than 66% - Chairperson

741 (i) Chairperson asks for minority opinion

742 (ii) Asks if there is motion to reconsider – Chairperson

743 1. Yes – Call for a simple majority vote

744 a. If more than 50% then motion placed in old business for next

745 IG council meeting

746 b. If less than 50% then motion passes

747 2. No – Motion Passes

748

749 EXHIBIT "B"

750

751 The 12 Steps of Alcoholics Anonymous:

- 752 1. We admitted we were powerless over alcohol—that our lives had become
- 753 unmanageable.
- 754 2. Came to believe that a Power greater than ourselves could restore us to sanity.
- 755 3. Made a decision to turn our will and our lives over to the care of God as we
- 756 understood Him.
- 757 4. Made a searching and fearless moral inventory of ourselves.
- 758 5. Admitted to God, to ourselves, and to another human being the exact nature of
- 759 our wrongdoings.
- 760 6. Were entirely ready to have God remove all these defects of character.
- 761 7. Humbly asked Him to remove our shortcomings.
- 762 8. Made a list of all persons we had harmed and became willing to make amends to
- 763 them all.
- 764 9. Made direct amends to such people wherever possible, except when to do so
- 765 would injure them or others.
- 766 10. Continued to take personal inventory and when we were wrong promptly
- 767 admitted it.
- 768 11. Sought through prayer and meditation to improve our conscious contact with
- 769 God as we understood Him, praying only for knowledge of His will for us and the
- 770 power to carry that out.
- 771 12. Having had a spiritual awakening as the result of these steps, we tried to carry this
- 772 message to alcoholics and to practice these principles in all our affairs.
- 773

774 The 12 Traditions of Alcoholics Anonymous:

- 775 1. Our common welfare should come first; personal recovery depends upon AA
- 776 unity.
- 777 2. For our group purpose there is but one ultimate authority—a loving God as He may
- 778 express Himself in our group conscience. Our leaders are but trusted servants; they
- 779 do not govern.
- 780 3. The only requirement for AA membership is a desire to stop drinking.
- 781 4. Each group should be autonomous except in matters affecting other groups or AA
- 782 as a whole.
- 783 5. Each group has but one primary purpose—to carry its message to the alcoholic
- 784 who still suffers.
- 785 6. An AA group ought never endorse, finance, or lend the AA name to any related
- 786 facility or outside enterprise, lest problems of money, property, and prestige divert
- 787 us from our primary purpose.
- 788 7. Every AA group ought to be fully self-supporting, declining outside contributions.
- 789 8. Alcoholics Anonymous should remain forever nonprofessional, but our service
- 790 centers may employ special workers.
- 791 9. AA, as such, ought never be organized; but we may create service boards or
- 792 committees directly responsible to those they serve.
- 793 10. Alcoholics Anonymous has no opinion on outside issues, hence the AA name
- 794 ought never be drawn into public controversy.
- 795 11. Our public relations policy is based on attraction rather than promotion; we need
- 796 always maintain personal anonymity at the level of press, radio and films.

797 12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to
798 place principles before personalities.
799

800 The 12 Concepts of Alcoholics Anonymous:
801

- 802 1. Final responsibility and ultimate authority for A.A. world services should always
803 reside in the collective conscience of our whole Fellowship.
- 804 2. The General Service Conference of A.A. has become, for nearly every practical
805 purpose, the active voice and the effective conscience of our whole society in its
806 world affairs.
- 807 3. To ensure effective leadership, we should endow each element of A.A.—the
808 Conference, the General Service Board and its service corporations, staffs,
809 committees, and executives—with a traditional “Right of Decision.”
- 810 4. At all responsible levels, we ought to maintain a traditional “Right of Participation,”
811 allowing a voting representation in reasonable proportion to the responsibility that
812 each must discharge.
- 813 5. Throughout our structure, a traditional “Right of Appeal” ought to prevail, so that
814 minority opinion will be heard and personal grievances receive careful
815 consideration.
- 816 6. The Conference recognizes that the chief initiative and active responsibility in most
817 world service matters should be exercised by the trustee members of the
818 Conference acting as the General Service Board.
- 819 7. The Charter and Bylaws of the General Service Board are legal instruments,
820 empowering the trustees to manage and conduct world service affairs. The
821 Conference Charter is not a legal document; it relies upon tradition and the A.A.
822 purse for final effectiveness.
- 823 8. The trustees are the principal planners and administrators of over-all policy and
824 finance. They have custodial oversight of the separately incorporated and
825 constantly active services, exercising this through their ability to elect all the
826 directors of these entities.
- 827 9. Good service leadership at all levels is indispensable for our future functioning and
828 safety. Primary world service leadership, once exercised by the founders, must
829 necessarily be assumed by the trustees.
- 830 10. Every service responsibility should be matched by an equal service authority, with
831 the scope of such authority well defined.
- 832 11. The trustees should always have the best possible committees, corporate service
833 directors, executives, staffs, and consultants. Composition, qualifications, induction
834 procedures, and rights and duties will always be matters of serious concern.
- 835 12. The Conference shall observe the spirit of A.A. tradition, taking care that it never
836 becomes the seat of perilous wealth or power; that sufficient operating funds and
837 reserve be its prudent financial principle; that it place none of its members in a
838 position of unqualified authority over others; that it reach all important decisions by
839 discussion, vote, and whenever possible, substantial unanimity; that its actions
840 never be personally punitive nor an incitement to public controversy; that it never
841 perform acts of government; that, like the Society it serves, it will always remain
842 democratic in thought and action.
843