

**SUMMARY OF 2024 PROPOSED CHANGES TO
SANTA CRUZ COUNTY INTERGROUP BY-LAWS**
Presented to Steering Committee on October 16, 2024
Distributed to Groups November/December 2024
Posted on Website for Review January/February 2025
To Be Considered for Adoption on March 19, 2025

BY-LAWS
Of
SANTA CRUZ COUNTY INTERGROUP
PROPOSED October 2024

(CALIFORNIA NON-PROFIT CORPORATION)

**WITH AMENDMENTS AS ADOPTED BY
THE INTERGROUP COUNCIL
THROUGH**

XX/XX/2025

ORIGINALLY FILED WITH STATE 1984

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1 **ARTICLE I**

2 **OFFICES**

3 The principal office of the Corporation (Central Office), for the transaction of business is
4 located in 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
50 well.

51
52 Section 2: Qualifications

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

58
59 Section 3: Suggested Length of Sobriety

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

63
64 Section 4: Each Intergroup Representative, represents a Single Group.

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

67 **ARTICLE V**

68 **RESPONSIBILITIES OF THE INTERGROUP REPRESENTATIVES**

69
70 Section 1: Responsibilities

71
72 Each Intergroup Representative shall have the following responsibilities:
73 (a) To attend all monthly Intergroup Council and Special Intergroup meetings.
74 (b) To inform his/her Alternate Intergroup Representative and/or the Group if unable to
75 attend a regular or Special Intergroup meeting of the Intergroup Council so that the
76 Alternate may exercise the member's voting rights as herein provided.
77 (c) To solicit Group conscience for voting instructions pertaining to Intergroup policies or
78 any changes therein.
79 (d) To receive recommendations from his/her Group, relative to the operation of the
80 Intergroup and its Central Office. To present these items to the Chairperson, the
81 Central Office Manager, or to any member of the Board of Directors, (hereinafter
82 referred to as the Steering Committee) for disposition as indicated in these by-laws.

83 (e) When requested and when practical, to assist the Steering Committee members in
84 carrying out the duties of their respective offices.

85
86 Section 2: Voting

87
88 Each eligible Intergroup Representative shall exercise the voting privilege of the Member
89 Group at the monthly Intergroup Council and Special Intergroup meetings in making
90 decisions as provided in these by-laws.

91
92 Section 3: Members Eligible to Vote

93
94 Each Member Group shall become eligible to vote at any monthly Intergroup Council or
95 Special Intergroup meeting by having an Intergroup Representative in attendance.

96 **ARTICLE VI**

97 **MONTHLY INTERGROUP COUNCIL AND SPECIAL INTERGROUP**
98 **MEETINGS**

99 Section 1: Purpose

100
101 Monthly Intergroup Council and Special Intergroup meetings are established for the
102 purpose of setting policies and procedures for the Intergroup.

103
104 Section 2: Time and Place of Meeting

- 105
106 The Intergroup Meetings shall be held as follows:
- 107 (a) The Intergroup Council meeting shall be held at 7:30PM on the first Wednesday of
108 each month at meeting place designated by the Steering Committee at least two
109 weeks in advance and conspicuously posted at the Central Office.
 - 110 (b) Intergroup Council meetings may be called at any time by the Chairperson or any
111 two members of the Steering Committee, provided that notice of the time and place
112 of said meeting is conveyed to Intergroup Representative of the member Groups of
113 the Intergroup Council no less than three (3) business days prior to the meeting.
 - 114 (c) If the Chairperson and the Vice-Chairperson are absent the order of succession to
115 chair the meeting shall be: Delegate-at-Large, Treasurer, and Recording Secretary.

116
117 Section 3: Composition of the Intergroup Council

118
119 The Intergroup Representatives, Area Representatives, Steering Committee Officers, and
120 the Committee Chairs are the voice and voting membership of the monthly Intergroup
121 Council meetings.

122
123 Section 4: Attendance

124
125 The Intergroup Representatives, Area Representatives, Steering Committee Officers, and
126 the Committee Chairs shall sign in at each monthly Intergroup Council meeting.

127

128 Section 5: Voting

129

130 (a) Regardless of the number of service offices an individual may hold within the
131 Intergroup, no person may cast more than one vote.

132 (b) Voting by proxy shall not be authorized.

133 (c) Votes may be cast by eligible members as defined in these by-laws.

134

135 Section 6: Powers

136

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

139 (a) To elect the members and/or fill any Steering Committee vacancies by a majority of
140 the voting membership present at the monthly Intergroup Council meeting using the
141 Third Legacy procedure as outlined in the A.A. Service Manual.

142 (b) To remove any member of the Steering Committee for wrongdoing connected with
143 his/her office in the Intergroup. A member of the Steering Committee may be
144 removed by a two-thirds (2/3) majority vote.

145

146 Section 7: Parliamentarian

147

148 (a) A Parliamentarian may be appointed to assist in presiding at Intergroup and Steering
149 Committee meetings, if deemed necessary by the Intergroup Chair or the Steering
150 Committee.

151 (b) In any matter involving procedure, the Chairperson may refer said matter to the
152 Parliamentarian for resolution.

153 (c) The decision of the Parliamentarian on any procedural matter referred to him/her will
154 be final unless two-thirds of the voting membership present at any meeting shall vote
155 to overrule the Parliamentarian's decision.

156

157 Section 8: Meetings Held Electronically

158

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

166

167

168

169

170 **ARTICLE VII**

171 **STEERING COMMITTEE**

172 Section 1: Purpose

173

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

178

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

189

190 Section 2: Time and Place of Meeting

191

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

196

197 Section 3: Composition of the Steering Committee

198

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

204

205 Section 4: Quorum

206

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

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

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

- 213 (d) No member of the Steering Committee may cast more than one vote regardless of
214 the number of service offices the member may hold.
215

216 Section 5: Elections
217

- 218 (a) The Intergroup Council meeting held in the month of February of each year shall be
219 known as the "Annual Meeting" and shall be held for the purpose of electing new
220 officers, electing or confirming new Area Representatives, regular Committee Chairs
221 and transacting such other business as may come before it.
222 (b) All Steering Committee members shall serve for a period of one (1) year from the
223 date of their election with the exception of members elected to fill vacancies in
224 which case they shall serve for the remainder of the original term that was vacated.
225 (c) The election procedure shall be conducted by an uninterested party who is familiar
226 with the Third Legacy process as described in the A.A. Service Manual. [See Art. VIII, 7
227 (b)].
228

229 Section 6: Responsibilities
230

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

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

272 ARTICLE VIII

273 RESPONSIBILITIES AND FUNCTIONS OF ELECTED OFFICERS

274 275 Section 1: General Conditions

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

287 288 Section 2: Chairperson

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

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

318

319 Section 3: Delegate-At-Large

320

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

331

332 Section 4: Vice-Chairperson

333

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

345

346 Section 5: Treasurer

347

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

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

368

369 Section 6: Recording Secretary

370

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

375

376 Section 7: Area Representative

377

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

393

394 Section 8: Vacancies

395

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

398

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

415 ARTICLE IX

416 CENTRAL OFFICE MANAGER

417 418 Section 1: General

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

422 423 Section 2: Responsibilities

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

428 429 Section 3: Conferences

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

433 434 Section 4: Job Description

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

442

443 **ARTICLE X**

444 **COMMITTEES**

445 Section 1: Committee Guidelines

446

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

467

468 Section 2: Activities Committee

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

477

478 Section 3: Newsletter Committee

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

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

487

488 Section 4: Website Committee

489

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

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

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

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

499

500 Section 5: By-Laws Committee

501

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

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

505 (c) Refer to article XIII for processes.

506

507 Section 6: Birthday Speaker Committee

508

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

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

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

516

517 **ARTICLE XI**

518 **GENERAL PROVISIONS**

519 Section 1: No Compensation to Steering Committee Members

520

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

523

524 Section 2: Requirement for Quorum at Steering Committee Meetings

525

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

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

530

531 Section 3: Governing of Meetings

532

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

536

537 Section 4: Limit of Liability

538

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

541

542 Section 5: Intergroup Sponsored/Co-Sponsored Events

543

- 544 (a) It is suggested that all events shall be presented to the Steering Committee no less
545 than 6 months prior to the event date.
- 546 (b) All Intergroup hosted events shall be approved by Council no less than 3 months prior
547 to the event date.
- 548 (c) The Event Committee Chairperson shall be responsible for reporting site logistics and
549 expenditures at Council and Steering Committee meetings.
- 550 (d) All flyers and announcements regarding Intergroup events should state that entry into
551 the event is free of charge, however, our 7th Tradition suggests that we are self-
552 supporting so donations are appreciated.
- 553 (e) The 12 Steps and 12 Traditions of Alcoholics Anonymous will be read and/or displayed
554 at all Intergroup sponsored events.

555

556 Section 6: Voting Eligibility

557

- 558 (a) Elected officers of the Santa Cruz County Intergroup (SCCI) shall have 1 vote.
- 559 (b) SCCI committee chairpersons shall have 1 vote.
- 560 (c) SCCI area representatives shall have 1 vote.
- 561 (d) Santa Cruz County AA Group Representatives shall have 1 vote.
- 562 (e) Regardless of the number of service offices an individual may hold within the
563 Intergroup, no person may cast more than one vote.

564

565 Section 7: Non Eligible Voters

566

- 567 (a) SCCI Office Manager.
- 568 (b) SCCI Chairperson (unless to break a tie majority vote).
- 569 (c) Liaisons H&I, NCCAA, GSR and all other entities not directly associated with SCCI
570 Council and Steering Committee business.
- 571 (d) Visiting members.

572

573 **ARTICLE XII**

574 **FINANCIAL MANAGEMENT**

575
576 Section 1: Entering into Contracts

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

585
586 Section 2: Signature of Checks, Drafts etc.

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

592
593 Section 3: Deposit of Funds

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

598
599 Section 4: Tax Status

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

603 **ARTICLE XIII**

604 **BY-LAWS**

605
606 Section 1: Date of Effect

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

610
611 Section 2: Method to Amend or Repeal

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

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

630 ARTICLE XIV

631 DEFINITIONS USED

632
633 As used by these by-laws:

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

639 ARTICLE XV

640 PRECEDENCE

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

- 656 (i) These by-laws contain all amendments in Exhibit "A" as adopted by the Intergroup
657 Council inclusive through January 2, 1014.
- 658 (j) These by-laws contain all amendments as adopted by the Intergroup Council
659 inclusive through May 20, 2015.
- 660 (k) These by-laws contain all amendments as adopted by the Steering Committee
661 inclusive through October 19, 2016.
- 662 (l) These by-laws contain all amendments as adopted by the Intergroup Council
663 inclusive through November 11, 2019.
- 664 (m) These by-laws were reviewed and reformatted only, with no revisions by By-Laws
665 Committee, on April 20, 2021.
- 666 (n) These by-laws contain all amendments as adopted by the Intergroup Council
667 inclusive through December 07, 2022.
- 668 (o) These by-laws contain all amendments as adopted by the Intergroup Council
669 inclusive through _____2025

DRAFT

670 EXHIBIT "A"

671 Motion Process Outline

672

673 POLICY MOTION

674 (Presented to Chairperson in writing – by Intergroup Representative)

675

676 1) Motion added to new business.

677 a) Motion presented to Intergroup Council by creator

678 i) CHAIRPERSON asks if the motion was created by group or committee chair

679 (1) If committee chair created, then asks if there is a second

680 (a) If motion is seconded

681 (i) Then see ii

682 (b) If no second motion

683 (i) Then motion dies

684 (2) If intergroup created

685 (a) No second required

686 ii) Question and Answer of motion by Intergroup Council – CHAIRPERSON LEADS

687 (1) Friendly Amendment – presented by Intergroup Representative

688 (a) Motion tabled – reviewed by Steering Committee

689 iii) Motion Reviewed by Steering Committee

690 (1) Is motion in violation of By-Laws – CHAIRPERSON LEADS

691 (a) YES

692 (i) Motion returned to motion maker

693 1. Considered killed because in violation of By-Laws

694 (b) NO

695 (i) Steering Committee (3 of 4 listed must be involved – Chairperson,
696 Vice-Chairperson, Recording Secretary, By-Laws Chairperson)

697 1. Create motion document

698 a. Including motion pro/cons

699 i. Requires 2 opposing views

700 2. Motion Report reported at next Intergroup Meeting –
701 CHAIRPERSON

702 3. Discuss motion and motion report to Intergroup Council

703 4. CHAIRPERSON INSTRUCTS INTERGROUP Representatives to take
704 motion report to get groups voice

705 5. Motion is tabled until next month Intergroup Council Meeting –
706 Chairperson

707 6. Motion is moved to old business by Chairperson

708 7. Motion presented as old business by Chairperson

709 8. Discussion of motion and motion reports by Intergroup
710 Representatives

711 9. Ready to vote – CHAIRPERSON LEADS

712

713

714

715

716 HOUSEKEEPING MOTION

717 (Asked after officer reports)

718

719 1) Chairperson presents motion

720 a) Floor is open for questions – CHAIRPERSON LEADS

721 i) Chair asks if objections

722 (1) NO OBJECTION =

723 (a) Motion passes

724 (2) OBJECTION =

725 (a) Creation of new business – CHAIRPERSON

726 (b) See Policy motion outline

727

728 VOTING PROCESS FOR POLICY AND PROCEDURE MOTIONS

729

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

731 a) Announce Result

732 i) Simple Majority – Chairperson

733 (1) Ask for vote – Chairperson

734 (2) Announce vote – Chairperson

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

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

737 ii) 2/3 required – Chairperson

738 (1) Ask for vote – Chairperson

739 (2) Announce vote – Chairperson

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

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

742 (i) Chairperson asks for minority opinion

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

744 1. Yes – Call for a simple majority vote

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

746 IG council meeting

747 b. If less than 50% then motion passes

748 2. No – Motion Passes

749

750 EXHIBIT "B"

751

752 The 12 Steps of Alcoholics Anonymous:

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

774

775 The 12 Traditions of Alcoholics Anonymous:

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

798 12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to
799 place principles before personalities.
800

801 The 12 Concepts of Alcoholics Anonymous:
802

- 803 1. Final responsibility and ultimate authority for A.A. world services should always
804 reside in the collective conscience of our whole Fellowship.
- 805 2. The General Service Conference of A.A. has become, for nearly every practical
806 purpose, the active voice and the effective conscience of our whole society in its
807 world affairs.
- 808 3. To ensure effective leadership, we should endow each element of A.A.—the
809 Conference, the General Service Board and its service corporations, staffs,
810 committees, and executives—with a traditional “Right of Decision.”
- 811 4. At all responsible levels, we ought to maintain a traditional “Right of Participation,”
812 allowing a voting representation in reasonable proportion to the responsibility that
813 each must discharge.
- 814 5. Throughout our structure, a traditional “Right of Appeal” ought to prevail, so that
815 minority opinion will be heard and personal grievances receive careful
816 consideration.
- 817 6. The Conference recognizes that the chief initiative and active responsibility in most
818 world service matters should be exercised by the trustee members of the
819 Conference acting as the General Service Board.
- 820 7. The Charter and Bylaws of the General Service Board are legal instruments,
821 empowering the trustees to manage and conduct world service affairs. The
822 Conference Charter is not a legal document; it relies upon tradition and the A.A.
823 purse for final effectiveness.
- 824 8. The trustees are the principal planners and administrators of over-all policy and
825 finance. They have custodial oversight of the separately incorporated and
826 constantly active services, exercising this through their ability to elect all the
827 directors of these entities.
- 828 9. Good service leadership at all levels is indispensable for our future functioning and
829 safety. Primary world service leadership, once exercised by the founders, must
830 necessarily be assumed by the trustees.
- 831 10. Every service responsibility should be matched by an equal service authority, with
832 the scope of such authority well defined.
- 833 11. The trustees should always have the best possible committees, corporate service
834 directors, executives, staffs, and consultants. Composition, qualifications, induction
835 procedures, and rights and duties will always be matters of serious concern.
- 836 12. The Conference shall observe the spirit of A.A. tradition, taking care that it never
837 becomes the seat of perilous wealth or power; that sufficient operating funds and
838 reserve be its prudent financial principle; that it place none of its members in a
839 position of unqualified authority over others; that it reach all important decisions by
840 discussion, vote, and whenever possible, substantial unanimity; that its actions
841 never be personally punitive nor an incitement to public controversy; that it never
842 perform acts of government; that, like the Society it serves, it will always remain
843 democratic in thought and action.
844