

**BY-LAWS**  
Of  
SANTA CRUZ COUNTY INTERGROUP

**PROPOSED OCT 2022**

(CALIFORNIA NON-PROFIT CORPORATION)

WITH AMENDMENTS AS ADOPTED BY  
THE INTERGROUP COUNCIL  
THROUGH

**10/19/2022**

ORIGINALLY FILED WITH STATE 1984

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**ARTICLE I**  
**OFFICES**

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

**ARTICLE II**  
**PURPOSES**

Section 1: General

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

- (a) To carry the message of Alcoholics Anonymous to those individuals who suffer from alcoholism.
- (b) To assist the individual autonomous Groups of Alcoholics Anonymous located within Santa Cruz County in the furtherance of these endeavors where it is not feasible or practical for them to do it themselves.
- (c) To supervise the operation of a Central Office.

Section 2: Other

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

**ARTICLE III**  
**MEMBERSHIP**

Section 1: Any Group

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

Section 2: No Prerequisite

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

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**ARTICLE IV**  
**INTERGROUP REPRESENTATIVES TO THE INTERGROUP COUNCIL**

Section 1: Definition

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

Section 2: Qualifications

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

Section 3: Suggested Length of Sobriety

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

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

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

**ARTICLE V**  
**RESPONSIBILITIES OF THE INTERGROUP REPRESENTATIVES**

Section 1: Responsibilities

Each Intergroup Representative shall have the following responsibilities:

- (a) To attend all monthly Intergroup Council and Special Intergroup meetings.
- (b) To inform his/her Alternate Intergroup Representative and/or the Group if unable to attend a regular or Special Intergroup meeting of the Intergroup Council so that the Alternate may exercise the member's voting rights as herein provided.
- (c) To solicit Group conscience for voting instructions pertaining to Intergroup policies or any changes therein.
- (d) To receive recommendations from his/her Group, relative to the operation of the Intergroup and its Central Office. To present these items to the Chairperson, the Central Office Manager, or to any member of the Board of Directors, (hereinafter

86 referred to as the Steering Committee) for disposition as indicated in these  
87 bylaws.  
88 (e) When requested and when practical, to assist the Steering Committee members  
89 in carrying out the duties of their respective offices.  
90

91 Section 2: Voting

92  
93 Each eligible Intergroup Representative shall exercise the voting privilege of the  
94 Member Group at the monthly Intergroup Council and Special Intergroup meetings  
95 in making decisions as provided in these by-laws.  
96

97 Section 3: Members Eligible to Vote

98  
99 Each Member Group shall become eligible to vote at any monthly Intergroup  
100 Council or Special Intergroup meeting by having an Intergroup Representative in  
101 attendance.  
102

103 **ARTICLE VI**  
104 **MONTHLY INTERGROUP COUNCIL AND SPECIAL INTERGROUP MEETINGS**

105  
106 Section 1: Purpose

107  
108 Monthly Intergroup Council and Special Intergroup meetings are established for the  
109 purpose of setting policies and procedures for the Intergroup.  
110

111 Section 2: Time and Place of Meeting

112  
113 The Intergroup Meetings shall be held as follows:

- 114 (a) The Intergroup Council meeting shall be held at 7:30PM on the first Wednesday  
115 of each month at meeting place designated by the Steering Committee at least  
116 two weeks in advance and conspicuously posted at the Central Office.  
117 (b) Intergroup Council meetings may be called at any time by the Chairperson or  
118 any two members of the Steering Committee, provided that notice of the time  
119 and place of said meeting is conveyed to Intergroup Representative of the  
120 member Groups of the Intergroup Council.  
121 (c) If the Chairperson and the Vice-Chairperson are absent the order of succession  
122 to chair the meeting shall be: Delegate-at-Large, Treasurer, and Recording  
123 Secretary.  
124

125 Section 3: Composition

126  
127 The Intergroup Representatives, Steering Committee and the Committee Chairs are  
128 the voice and voting membership of the monthly Intergroup Council meetings.

129

130 Section 4: Attendance

131

132 The Intergroup Representatives and the Steering Committee shall sign in at each  
133 monthly Intergroup Council meeting.

134

135 Section 5: Voting

136

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

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

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

141

142 Section 6: Powers

143

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

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

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

152

153 Section 7: Parliamentarian

154

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

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

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

163

164

165

**ARTICLE VII**  
**STEERING COMMITTEE**

166

167

168 Section 1: Purpose

169

170 The Steering Committee shall conduct the routine business of the Intergroup, carry  
171 out the policy and procedures of the Intergroup, as established at the monthly

172 Intergroup Council or Special Intergroup meetings, and prepare an agenda for said  
173 meetings.

174

175 Section 2: Time and Place of Meeting

176

177 The Steering Committee shall meet at least once per month. Meetings will be held at  
178 the Central Office on the third Wednesday of the month. Special or emergency  
179 meetings may be called by the Chairperson, or any two members of the Steering  
180 Committee with less than one weeks' notice.

181

182 Section 3: Composition

183

184 The voting membership of the Steering Committee shall all be members of Alcoholics  
185 Anonymous, elected to office as herein provided, and shall consist of a Chairperson,  
186 Vice-Chairperson, Treasurer, Recording Secretary, Area Representatives and the  
187 Committee chairs.

188

189 Section 4: Quorum

190

- 191 (a) A quorum is established when one-half (1/2) of the voting members are present.  
192 (b) A majority of the voting membership present at the time a vote is taken is  
193 required for the disposition of any matter brought before the Steering Committee  
194 meeting.  
195 (c) Proxy votes are not authorized at any time.  
196 (d) No member of the Steering Committee may cast more than one vote regardless  
197 of the number of service offices ~~he/she~~ **the member** may hold.

198

199 Section 5: Elections

200

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

212

213 Section 6: Responsibilities

214



- 215 (a) Steering Committee members shall attend all monthly Intergroup Council  
216 meetings and Steering Committee meetings of the Santa Cruz County Intergroup  
217 and may submit items for the agenda for the monthly Intergroup Council  
218 meeting.
- 219 (b) The Steering Committee as a body shall conduct the routine business of the  
220 Intergroup and carry out the policies and procedures established at the monthly  
221 Intergroup Council meetings.
- 222 (c) The Steering Committee shall take action, as hereinafter provided, on any  
223 recommendations, which may be presented to it by the Chairperson, its own  
224 membership, or any of the voting membership of the monthly Intergroup Council  
225 meeting, the Central Office Manager, or any member of Alcoholics Anonymous.  
226 (d) The Steering Committee shall not approve any single expenditure in excess of  
227 \$2,000.
- 228 (e) The Steering Committee shall record minutes of each meeting which will be kept  
229 in a master file on the Central Office cloud server. These minutes shall be open to  
230 inspection by any member of Alcoholics Anonymous.
- 231 (f) The Steering Committee shall have the right to make decisions requiring  
232 immediate or emergency action, provided that such action does not create or  
233 change permanent policy or procedures for Intergroup nor authorize  
234 expenditures except as specified above.
- 235 (g) All meetings of the Steering Committee shall be open to any member of  
236 Alcoholics Anonymous. Agenda items must be submitted through the  
237 Chairperson.
- 238 (h) Any member Group or individual member of Alcoholics Anonymous affected by  
239 any action taken by the Steering Committee may take the matter before the  
240 Intergroup Council meeting for consideration by the voting membership of the  
241 Santa Cruz County Intergroup.
- 242 (i) The Steering Committee shall insure that an impartial financial review of all  
243 Intergroup financial records be conducted annually at the close of the fiscal  
244 year by an accredited accountant recommended by the Steering Committee.  
245 This does not have to be a complete audit, just a review of the standard  
246 practices. Financial review results will be reported to the Intergroup at their first  
247 meeting following review completion. [see Art VIII, 4 (h)]
- 248 (j) The Steering Committee as a body may, by a simple majority, declare a Steering  
249 Committee member position as vacant, should that member not be in  
250 attendance either at three consecutive monthly Steering Committee meetings or  
251 at three consecutive monthly Intergroup Council meetings.
- 252 (k) The Steering Committee as a body shall familiarize themselves with the Office  
253 Manager's job description each March. This job description will be reviewed and  
254 updated by the Steering Committee each January and on other occasions as  
255 needed. [see Art. IX, 4]

256 (l) The Steering Committee shall hire and/or terminate the Central Office Manager,  
257 and set wages and other remuneration. In addition to those outlined in these  
258 bylaws, the Steering Committee may establish responsibilities for said Manager.

259

260

## ARTICLE VIII

261

### **RESPONSIBILITIES AND FUNCTIONS OF ELECTED OFFICERS**

262

#### Section 1: Chairperson

263

264

265 (a) The Chairperson shall have at least (3) years of continuous current sobriety, have  
266 previous A.A. service, experience and be knowledgeable of the purpose and  
267 functions of the Intergroup.

268 (b) The Chairperson shall not succeed themselves for a third consecutive term in the  
269 same office, unless the first term was less than (6) months.

270 (c) The Chairperson shall preside over all monthly meetings of the Intergroup  
271 Council, Special Intergroup meetings, and all Steering Committee meetings.

272 (d) The Chairperson shall remain completely impartial at all monthly and special  
273 meetings and shall not vote except to break a tie vote. ~~He/she~~ **The Chairperson**  
274 may summarize, without bias, the pros and cons of all issues and motions  
275 presented for decisions at the meetings.

276 (e) The Chairperson shall accept all written correspondence from any Intergroup  
277 Representative or any member of Alcoholics Anonymous, and place motions on  
278 the agenda as New Business the following Intergroup Council meeting.

279 (f) The Chairperson is authorized to appoint committees for Special one-time  
280 functions, as ~~he/she~~ **the Chairperson** may deem necessary and to appoint such  
281 other committees as the membership or the monthly Intergroup Council meeting  
282 may direct.

283 (g) The Chairperson shall supervise the operations of the Central Office.

284 (h) The Chairperson will maintain a perpetual agenda for critical tasks that are  
285 performed on an annual basis including tax statement reviews.

286 (i) The Chairperson, along with the treasurer and at least one member of the  
287 Steering Committee shall perform a written personnel review of the Central  
288 Office Manager each May. The results of the review will be shared with the  
289 Steering Committee during the June Steering Committee meeting.

290 (j) The outgoing Chairperson, with the approval of the Steering Committee,  
291 becomes the Delegate-At-Large when the new Chairperson is elected. As such  
292 ~~he/she~~ **the Delegate-At-Large** will hold office for a period of one (1) year.

293 (k) The Chairperson shall act as liaison to Santa Cruz General Service monthly  
294 business meetings.

295

#### Section 2: Delegate-At-Large

296

297

- 298 (a) The outgoing Chairperson, with the approval of the Steering Committee,  
299 becomes the Delegate-At-Large when the new Chairperson is elected. As such  
300 ~~he/she~~ the Delegate-At-Large will hold office for a period of one (1) year.
- 301 (b) The Delegate-At-Large shall not succeed themselves for a third consecutive term  
302 in the same office, unless the first was less than six (6) months.
- 303 (c) The Delegate-At-Large should attend all meetings of the Steering Committee and  
304 the Intergroup Council, where ~~he/she~~ the Delegate-At-Large will have both a  
305 voice and a vote.
- 306 (d) In the absence of the Chairperson and/or Vice-Chair, the Delegate-At-Large shall  
307 preside over monthly Intergroup Council, Special Intergroup meetings, Steering  
308 Committee meetings and assume all duties as needed.

309  
310 Section 3: Vice-Chairperson

- 311
- 312 (a) The Vice-Chairperson shall have at least (3) years of continuous current sobriety,  
313 have previous A.A. service experience and be knowledgeable of the purpose  
314 and functions of the Intergroup.
- 315 (b) The Vice-Chairperson shall not succeed themselves for a third consecutive term  
316 in the same office, unless the first was less than six (6) months.
- 317 (c) The Vice-Chairperson shall contact all members of the steering committee and  
318 remind them of monthly Intergroup Council, Special Intergroup meetings, and  
319 Steering Committee meetings.
- 320 (d) In the absence of the Chairperson, the Vice-Chairperson shall preside over  
321 monthly Intergroup Council, Special Intergroup meetings and Steering  
322 Committee meetings and assume all duties of the Chairperson.
- 323 (e) Maintain a list at Central Office of current Intergroup contact information (f) Assist  
324 the Office Manager in maintenance of accurate A.A. Group information.
- 325 (g) Assist the Chairperson as needed.

326  
327 Section 4: Treasurer

- 328
- 329 (a) The Treasurer shall have at least (3) years of continuous current sobriety, have  
330 previous A.A. service experience and be knowledgeable of the purpose and  
331 functions of the Intergroup.
- 332 (b) The Treasurer shall not succeed themselves for a third consecutive term in the  
333 same office, unless the first was less than six (6) months.
- 334 (c) The Treasurer is responsible for the accurate accounting of all receipts and  
335 expenditures of the Intergroup.
- 336 (d) The Treasurer shall meet with the Office Manager once per month prior to the  
337 Steering Committee to review and verify monthly financial statements to be  
338 presented to the Steering Committee.
- 339 (e) The Treasurer shall submit, each month to the voting membership of the

340 Intergroup, an itemized report of receipts and expenditures of the Intergroup. This  
341 report will also include a list of contributions received from member Groups, with  
342 the composite to date for the fiscal year of the Groups' contributions.

- 343 (f) All accounting records shall be maintained on an approved accounting  
344 program secured on an outside cloud server for ease of access by the treasurer,  
345 office manager, Chair, authorized members and accountant.
- 346 (g) On the recommendation of the Treasurer, and with the approval of the  
347 Intergroup Steering Committee, a certified accountant will be hired for annual  
348 tax reporting and preparation of any needed financial statements. .
- 349 (h) The Treasurers records will be subjected to an annual review by an accredited  
350 accountant approved by the Steering Committee. This does not have to be a  
351 complete audit, just a review of the standard practices. The financial review  
352 results will be reported to the Intergroup Steering Committee at their first meeting  
353 following the review completion. [see Art VII, 6 (i)]

354

#### 355 Section 5: Recording Secretary

356

- 357 (a) The Recording Secretary shall have at least (3) years of continuous current  
358 sobriety, have previous A.A. service experience and be knowledgeable of the  
359 purpose and functions of the Intergroup.
- 360 (b) The Recording Secretary shall not succeed themselves for a third consecutive  
361 term in the same office, unless the first term was less than six (6) months.
- 362 (c) The Recording Secretary shall maintain minutes, and all procedural records of  
363 Intergroup Council and Steering Committee meetings, and shall place said  
364 records on file in the Master File of Minutes on the Central Office Cloud Server.

365

#### 366 Section 6: Area Representative

367

- 368 (a) Area Representatives shall be members of Alcoholics Anonymous and shall have  
369 a minimum of one (1) year of continuous current sobriety.
- 370 (b) The Area Representative shall not succeed themselves for a third consecutive  
371 term in the same office, unless the first term was less than six (6) months.
- 372 (c) There shall be one Area Representative for each geographical area of the  
373 County of Santa Cruz, as is periodically determined by the Steering Committee  
374 and approved by the Intergroup.
- 375 (d) Area Representatives shall be elected by the Intergroup at the Annual Meeting in  
376 February of each year.
- 377 (e) The Area Representative shall attend all Steering Committee meetings and all  
378 regular and Special Intergroup Council meetings and shall vote at all such  
379 meetings.
- 380 (f) The Area Representative shall serve as liaison between the Groups, the Intergroup  
381 Representatives of the Groups, and other members of the Steering Committee.

382 (g) The Area Representatives shall contact Intergroup Representatives and remind  
383 them of the Council meetings.

384

385 Section 7: Vacancies

386

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

390 (1) In the event of a vacancy in the office of the Chairperson, the ViceChairperson  
391 shall succeed to that office and a vacancy shall then be created in the office of  
392 the Vice-Chairperson.

393 (2) If the Vice-Chairperson is unable to succeed the Chairperson, the next monthly  
394 Intergroup Council meeting shall be chaired in the following order of succession:  
395 Delegate-At-Large, Treasurer, and then Recording Secretary. (3) In the event of  
396 the inability of the Treasurer to act, a substitute shall be authorized by the  
397 Intergroup Steering Committee to assume the duties of the Treasurer until a  
398 Special election is held.

399

400 (b) The election procedure shall be conducted by an impartial party who is familiar  
401 with the Third Legacy process as described in the A.A. Service Manual. [See Art.  
402 VII, 5 (c)]

403 (c) After two (2) consecutive months of a vacant position the Body has the option to  
404 vote to wave or modify time requirements.

405 (d) For the purposes of this section as to vacancies, this shall also apply to  
406 Committee Chairpersons [See Art. X]

407

408

**ARTICLE IX**

**CENTRAL OFFICE MANAGER**

409

410

411 Section 1: General

412

413 The Office Manager shall:

414

415 (a) Be a member of Alcoholics Anonymous.

416 (b) Have at least five (5) years of continuous sobriety.

417 (c) Have had experience in the service structure of Alcoholics Anonymous.

418 (d) Have a reasonable knowledge of the Traditions of Alcoholics Anonymous and  
419 the Third Legacy of A.A. Service.

420

421 Section 2: Responsibilities

422

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

426

427 Section 3: Conferences

428

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

432

433 Section 4: Job Description

434

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

440

441

**ARTICLE X**  
**COMMITTEES**

442

443

444 Section 1: Committee Guidelines

445

446 (a) Guidelines shall be adopted to set content, policies and procedure for  
447 committees.

448 (b) Guidelines are compiled from the shared experience of AA members. They shall  
449 reflect guidance given through the twelve traditions.

450 (c) In Keeping with our tradition of autonomy except in matters affecting other  
451 groups or AA as a whole, decisions are made by the group conscience of the  
452 members involved.

453 (d) Committee chairpersons shall conduct committee business in accordance with  
454 the committee guidelines.

455 (e) Ad hoc committees may be established by the Intergroup Chairperson.

456 (f) Annually, each committee shall review their respective committee guidelines  
457 and recommended changes as needed.

458 (g) Committee Guidelines shall be approved by the Intergroup Steering Committee  
459 and presented to Intergroup Council for adoption.

460 (h) Duties and Responsibilities of committee persons shall be described in each  
461 respective committee guidelines.

462 (i) Refer to article XIII, Section 7 for vacancy process.

463

464 Section 2: Diverter Committee Chairperson

465



- 466 (a) The Chairperson shall have at least (3) years of continuous current sobriety, have  
467 previous A.A. service experience and be knowledgeable of the purpose and  
468 functions of the Intergroup.
- 469 (b) The Chairperson shall not succeed themselves for a third consecutive term in the  
470 same office, unless the first term was less than (6) months.
- 471 (c) This committee shall be composed of the Chairperson, daily coordinators and  
472 volunteers as needed to staff the 24 hour AA Call line after normal business hours.
- 473 (d) Keep updated Master Diverter schedule.
- 474 (e) Coordinate, fill and schedule the 7 daily diverter coordinators.
- 475 (f) Process volunteer applications and phone calls.
- 476 (g) Prepare and print open shift flyers as needed.
- 477 (h) Occasionally cover diverter shifts if open.

478

479 Section 3: Activities Committee Chairperson

480

- 481 (a) The Chairperson shall have at least (3) years of continuous current sobriety, have  
482 previous A.A. service experience and be knowledgeable of the purpose and  
483 functions of the Intergroup.
- 484 (b) The Chairperson shall not succeed themselves for a third consecutive term in the  
485 same office, unless the first term was less than (6) months.
- 486 (c) This committee shall be composed of a Chairperson and volunteers as needed  
487 for organizing all Intergroup social activities and functions.
- 488 (d) Each function shall be identified as an Intergroup event, displaying conference  
489 approved A.A. literature and/or opening the function with the preamble of  
490 Alcoholics Anonymous and appropriate A.A. reading(s).

491

492 Section 4: Newsletter Committee Chairperson

493

- 494 (a) The Chairperson shall have at least (5) years of continuous current sobriety, have  
495 previous A.A. service experience and be knowledgeable of the purpose and  
496 functions of the Intergroup.
- 497 (b) The Chairperson shall not succeed themselves for a third consecutive term in the  
498 same office, unless the first term was less than (6) months.
- 499 (c) This committee shall be composed of a Chairperson and volunteers as needed to  
500 organize and produce the Monthly newsletter.
- 501 (d) Collect information.
- 502 (e) Write articles.
- 503 (f) Edit submitted articles and information.
- 504 (g) Work with SCCI Central office and Office Manager to assure the Grape-SCCIN is  
505 ready for distribution via e-mail, website, posting, printing and mailing by the  
506 required schedule.

507

508

509

510 Section 5: Website Committee Chairperson

511

- 512 (a) The Chairperson shall have at least (3) years of continuous current sobriety, have  
513 previous A.A. service experience and be knowledgeable of the purpose and  
514 functions of the Intergroup.
- 515 (b) The Chairperson shall not succeed themselves for a third consecutive term in the  
516 same office, unless the first term was less than (6) months.
- 517 (c) This committee will include a Chairperson who shall be responsible for ensuring  
518 the Santa Cruz Intergroup website follows Intergroup and A.A. Guidelines, and the  
519 A.A. Traditions.
- 520 (d) Relaying information and changes to the website Webmaster.
- 521 (e) The committee shall include one (1) designated Webmaster, appointed by the  
522 SCCI Steering Committee by 2/3 vote who shall have at least (3) years of  
523 continuous current sobriety.
- 524 (f) The Webmaster shall be responsible for keeping the website operational and  
525 updated on a regular basis.

526

527 Section 6: By-Laws Committee Chairperson

528

- 529 (a) The Chairperson shall have at least (3) years of continuous current sobriety, have  
530 previous A.A. service experience and be knowledgeable of the purpose and  
531 functions of the Intergroup.
- 532 (b) The Chairperson shall not succeed themselves for a third consecutive term in the  
533 same office, unless the first term was less than (6) months.
- 534 (c) The By-Laws Committee Chairperson will form a committee of a minimum of three  
535 (3) individuals, to review and update the by-laws annually.
- 536 (d) Annually review and maintain current By-Laws on cloud server and website.
- 537 (e) Refer to article XIII for processes.

538

539 Section 7: Birthday Speaker Committee Chairperson

540

- 541 (a) The Chairperson shall have at least (3) years of continuous current sobriety, have  
542 previous A.A. service experience and be knowledgeable of the purpose and  
543 functions of the Intergroup.
- 544 (b) The Chairperson shall not succeed themselves for a third consecutive term in the  
545 same office, unless the first term was less than (6) months.
- 546 (c) This committee shall be composed of a Chairperson and volunteers as needed  
547 for organizing all Intergroup Birthday Speaker activities and functions.
- 548 (d) Facilitate/manage birthday speaker meeting, giving guidance to Host Group in  
549 organizing and presenting the Intergroup Birthday Speaker Meeting.



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

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ARTICLE XI  
GENERAL PROVISIONS

558

559

560 Section 1: No compensation to Steering Committee members

561

562 No member of the Steering Committee shall receive any compensation from the  
563 Corporation.

564

565 Section 2: Requirement for Quorum at Steering Committee Meetings

566

567 Except as otherwise expressly provided in these by-laws, no business shall be  
568 considered at any meeting, at which a quorum is not present, and the only motion  
569 which the Chairperson shall entertain at such meeting is a motion to adjourn. A  
570 Quorum is established when one-half (1/2) of the voting members are present.

571

572 Section 3: Governing of Meetings

573

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

577

578 Section 4: Limit of Liability

579

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

582

583 Section 5: Intergroup Sponsored/Co-Sponsored Events

584

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

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

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

- 591 (d) All flyers and announcements regarding Intergroup events should state that entry  
592 into the event is free of charge, however, our 7<sup>th</sup> Tradition suggests that we are  
593 self-supporting so donations are appreciated.  
594 (e) The 12 Steps and 12 Traditions of Alcoholics Anonymous will be read and/or  
595 displayed at all Intergroup sponsored events.

596

597 Section 6: Voting Eligibility

598

- 599 (a) Elected officers of the Santa Cruz County Intergroup (SCCI) shall have 1 vote.  
600 (b) SCCI committee chairpersons shall have 1 vote.  
601 (c) SCCI area representatives shall have 1 vote.  
602 (d) Santa Cruz County AA Group Representatives shall have 1 vote.  
603 (e) Regardless of the number of service offices an individual may hold within the  
604 Intergroup, no person may cast more than one vote.

605

606 Section 7: Non Eligible Voters

607

- 608 (a) SCCI Office Manager.  
609 (b) SCCI Chairperson (unless to break a tie majority vote).  
610 (c) Liaisons H&I, NCCAA, GSR and all other entities not directly associated with SCCI  
611 Council and Steering Committee business.  
612 (d) Visiting members.

613

614

**ARTICLE XII**  
**FINANCIAL MANAGEMENT**

615

616

617 Section 1: Entering into Contracts

618

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

626

627 Section 2: Signature of Checks, Drafts etc.

628

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

633

634 Section 3: Deposit of Funds

635

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

639

640 Section 4: Tax Status

641

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

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648

**ARTICLE XIII                      BY-LAWS**

649

650 Section 1: Date of Effect

651

652 These by-laws shall become effective immediately upon their adoption.

653 Amendments to these by-laws shall also become effective immediately upon their  
654 adoption.

655

656 Section 2: Method to Amend or Repeal

657

658 Subject to the limitations in the Articles of Incorporation of This Corporation and any  
659 provisions of law applicable to the amendments of by-laws of Non-Profit  
660 Corporations, these by-laws, or any part may be altered, amended or repealed and  
661 new by-laws adopted in the following manner:

662 (a) The by-laws committee recommendations are presented to the Steering  
663 Committee. The proposed change shall be printed in full and distributed by the  
664 Steering Committee to the Intergroup Representatives and labeled for discussion.

665 (b) Intergroup Representatives take proposals to groups for discussion and group  
666 conscience.

667 (c) Vote upon and adoption of proposed changes shall take place upon the second  
668 succeeding monthly meeting after the proposed change was first discussed and  
669 the agenda for said second successive meeting shall clearly state that the voting  
670 on the proposed change is a matter of business at said meeting.

671 (d) Proposed changes shall become effective upon approval of two-thirds (2/3)  
672 majority vote by the quorum in attendance.

673 (e) All changes to these By-Laws shall be consistent with the "Twelve Traditions" and  
674 the "Twelve Concepts" of Alcoholics Anonymous.

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**ARTICLE XIV**  
**DEFINITIONS USED**

As used by these by-laws:

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

**ARTICLE XV**                      **PRECEDENCE**

- (a) All Original By-Laws and amendments are on file in the Central Office.
- (b) These by-laws supersede all previous by-laws and amendments.
- (c) These by-laws contain all amendments as adopted by the Intergroup Council inclusive through April 1, 2010.
- (d) These by-laws contain all amendments in Article VIII as adopted by the Intergroup Council inclusive through December 1, 2010.
- (e) These by-laws contain all amendments in Article VIII as adopted by the Intergroup Council inclusive through July 6, 2011.
- (f) These by-laws contain all amendments in Article VIII as adopted by the Intergroup Council inclusive through June 6, 2012
- (g) These by-laws contain all amendments in Article VIII as adopted by the Intergroup Council inclusive through January 2, 2013.
- (h) These by-laws contain all amendments in Article X as adopted by the Intergroup Council inclusive through January 2, 2014.
- (i) These by-laws contain all amendments in Exhibit "A" as adopted by the Intergroup Council inclusive through January 2, 1014.
- (j) These by-laws contain all amendments as adopted by the Intergroup Council inclusive through May 20, 2015.
- (k) These by-laws contain all amendments as adopted by the Steering Committee inclusive through October 19, 2016.
- (l) These by-laws contain all amendments as adopted by the Intergroup Council inclusive through November 11, 2019.
- (m) These by-laws were reviewed and reformatted only, with no revisions by By-Laws Committee, on April 20, 2021

**EXHIBIT “A”**

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Motion Process Flow Chart (starts on page 17)

**Motion Process Outline**

**POLICY MOTION**

(Presented to Chairperson in writing – by Intergroup Representative)

1) Motion added to new business.

a) Motion presented to Intergroup Council by creator

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

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

(a) If motion is seconded

(i) Then see ii

(b) If no second motion

(i) Then motion dies

(2) If intergroup created

(a) No second required ii) Question and Answer of motion by Intergroup Council – CHAIRPERSON

LEADS

(1) Friendly Amendment – presented by Intergroup Representative

(a) Motion tabled – reviewed by Steering Committee

iii) Motion Reviewed by Steering Committee

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

(a) YES

(i) Motion returned to motion maker

1. Considered killed because in violation of By-Laws

(b) NO

(i) Steering Committee (3 of 4 listed must be involved – Chairperson,

Vice-Chairperson, Recording Secretary, By-Laws Chairperson)

1. Create motion document

a. Including motion pro/cons

i. Requires 2 opposing views

2. Motion Report reported at next Intergroup Meeting – CHAIRPERSON

3. Discuss motion and motion report to Intergroup Council

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

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

- 760 6. Motion is moved to old business by Chairperson
- 761 7. Motion presented as old business by Chairperson
- 762 8. Discussion of motion and motion reports by Intergroup
- 763 Representatives
- 764 9. Ready to vote – CHAIRPERSON LEADS
- 765

**HOUSEKEEPING MOTION**

(Asked after officer reports)

- 769 1) Chairperson presents motion
- 770 a) Floor is open for questions – CHAIRPERSON LEADS
- 771 i) Chair asks if objections
- 772 (1) NO OBJECTION =
- 773 (a) Motion passes
- 774 (2) OBJECTION =
- 775 (a) Creation of new business – CHAIRPERSON
- 776 (b) See Policy motion outline
- 777

**VOTING PROCESS FOR POLICY AND PROCEDURE MOTIONS**

- 780 1) Chairperson asks if simple majority or 2/3 required
- 781 a) Announce Result
- 782 i) Simple Majority – Chairperson
- 783 (1) Ask for vote – Chairperson
- 784 (2) Announce vote – Chairperson
- 785 (a) Fails if less than 50% - Chairperson
- 786 (b) Passes if greater than 50% - Chairperson ii) 2/3
- 787 required – Chairperson
- 788 (1) Ask for vote – Chairperson
- 789 (2) Announce vote – Chairperson
- 790 (a) Passes if greater than 66% - Chairperson
- 791 (b) Fails if less than 66% - Chairperson
- 792 (i) Chairperson asks for minority opinion
- 793 (ii) Asks if there is motion to reconsider – Chairperson
- 794 1. Yes – Call for a simple majority vote
- 795 a. If more than 50% then motion placed in old business
- 796 for next IG council meeting
- 797 b. If less than 50% then motion passes
- 798 2. No – Motion Passes