

BYLAWS AND PROCEDURE GUIDE
OF
NORTHERN COLORADO INTERGROUP, INC.
OF
ALCOHOLICS ANONYMOUS

ARTICLE I

Northern Colorado Intergroup, Inc., hereinafter referred to as Intergroup, serves as a body of principles and relationships through which Northern Colorado A.A. can function. It is a service structure only and never a government of Alcoholics Anonymous.

Incorporated as a non-profit corporation under the laws of the State of Colorado, Intergroup is guided by the traditions and concepts of Alcoholics Anonymous. This guide is not a legal document. This is an instrument, which sets forth the means and manner by which Intergroup may best serve the Northern Colorado A.A. community.

Officers and Intergroup Representatives (IGRs) are TRUSTED SERVANTS of the groups they represent.

ARTICLE II

A. MEMBERSHIP QUALIFICATIONS

Any group of Alcoholics Anonymous, formed in keeping with the traditions of the fellowship, may become a member of Intergroup, provided that:

- 1) The group is located within the area boundaries as defined by the Intergroup. (See Appendix XIII)
- 2) The group presents the current name, address, phone number (s) of an IGR and alternate IGR to the Central Office, along with the group name, meeting place, meeting times (s) and days.
- 3) The group agrees to accept Twelfth Step calls from the Central Office in keeping with A.A. traditions (**Day & Night Watch**).
- 4) The group expresses a willingness to accept its share of the financial obligations for operations of the Central Office in keeping with the traditions of A.A.

B. INTERGROUP COMPOSITION

Intergroup will be the representative group through which all final decisions are approved, and in which rests the ultimate responsibility for providing service to the Northern Colorado A.A. fellowship.

Each group will have one Intergroup representative and one alternative IGR.

- It is suggested that the term of service be one year for both the IGR and the alternate IGR, however each may serve as many terms as the group he represents may choose.
- It is suggested that IGRs have one year of continuous sobriety at the time of election or appointment and be an active member of the group. To return to drinking would automatically disqualify the Representative or alternate.

- It is suggested that the IGR act in accordance with the informed group conscience and feel free to exercise the right of decision where appropriate.

Each group will be entitled to one vote, which may be cast by either IGR or alternate, according to group instruction or agreement.

All proceedings of this committee shall be presided over by a chairperson duly elected in accordance with procedures set forth in these guidelines.

C. FUNCTIONS OF INTERGROUP

- 1) Represent A.A. as a whole in the Northern Colorado area, providing direct communication between the groups, information and public relations services for the general public, as well as providing services to the community in keeping with the traditions of A.A. and in direct coordination with the District as to not duplicate efforts.
- 2) Review and approve an annual budget for operations of the Central Office that has been prepared and presented by the Office Manager and Treasurer. Intergroup may decide what is contained in the annual budget and has the right to amend what has been prepared and presented to them.
- 3) Appoint a nominating committee at the December meeting from among their members and elect the officers of the Steering Committee at the annual meeting in March.
- 4) Review and approve all expenditures of the Central Office, and all committees and activities of the Steering Committee within the guidelines specified within Article IV.
- 5) Be responsible for the review and approval of all actions of the Steering Committee, Central Office staff, and all committees and functions of the Intergroup.
- 6) Be responsible for continued implementation of policies and procedures included in this guide until such time as they are properly amended or repealed.
- 7) Intergroup shall be empowered to delegate specific responsibilities to the Steering Committee with the provision that the Steering Committee report all actions at its earliest opportunity to the Intergroup for review.
- 8) The Intergroup Committee shall meet monthly, at a time and place to be set by vote of the committee quorum. A **quorum** shall be the greater of seven IGRs or the simple majority of votes of properly registered IGRs present.

D. ANNUAL MEETING AND SPECIAL MEETINGS

The regular Intergroup meeting in March of each year shall be designated the Annual Meeting of Intergroup. This meeting is a general meeting for the election of members of the Steering Committee.

Special meetings of the Intergroup committee may be called for specific purposes upon a written notice to each IGR five (5) calendar days in advance of the meeting or twenty-four (24) hours by telephone or email. Specific items to be addressed shall be stated on the notice. Such meetings shall be restricted to discussion and action upon only those items included in the notice unless a two-thirds majority of properly registered delegates present shall agree to include additional items. Special meetings may be called in the above manner either by the Chairperson or the Steering Committee or on the written request of Intergroup representatives representing ten percent of registered groups.

E. ANNUAL REPORT

The Intergroup Committee will produce an annual report detailing the activities of the Intergroup and Central Office. This annual report shall include, but not be limited to, a full disclosure of the financial condition of Intergroup and all operations under its supervision. Also included shall be a report on the activities of all committees, office operations and special projects of the Intergroup Committee.

ARTICLE III

CONTRIBUTIONS AND FINANCIAL SUPPORT

While realizing that there are no dues or fees in Alcoholics Anonymous we must recognize that if the aims and purposes of Intergroup are to be served and carried out, it must be self-supporting and that this support must necessarily be derived through the voluntary contributions of the area groups and individual members of Alcoholics Anonymous.

Intergroup shall have the authority to fix guidelines for accepting contributions to the Intergroup Committee and its operations. It is suggested that these be in conformance with the GSO guidelines. No dues or fees are to be set for membership. However, member groups may be encouraged to follow A.A. traditions in providing the funding needed to carry out the functions of the office and its committees.

Any fundraising activities undertaken by, or under the auspices of, the Steering Committee, must meet with the prior approval of the Intergroup Committee in a regular or special meeting. Consideration of the A.A. Traditions and of A.A. as a whole in the Northern Colorado area must be given prior approval of any outside fund-raising activities.

It is suggested that the Central Office maintain a prudent reserve of funds sufficient to maintain operations for six months.

ARTICLE IV

A. STEERING COMMITTEE

For purposes of more efficient operations of the daily services and functions of the Central Office and committees, there shall be established a STEERING COMMITTEE which shall function as an executive committee to oversee the daily activities and functions of the office staff and committee proceedings. The Steering committee shall be responsible to Intergroup, and report to Intergroup members each month. They also act as a Board for the non-profit (Inc.) for taxes, banking, and renewal of status.

Specific responsibilities of the Steering Committee shall include, but are not limited to the following:

- 1) Develop and implement a job description, a performance review process and compensation schedule for the Central Office staff.
- 2) Provide general supervision and review of office and committee functions to assure compliance with policy and traditions established by the Intergroup guidelines.
- 3) Develop, implement, and supervise a policy and procedure guide for operations of the Central Office, the Steering Committee, and all subcommittees.
- 4) Review appointment of chairpersons to Service Committees

- 5) Work with the Office Manager and Service Committees to establish specific goals, objectives, budget, and procedures to allow maximum coordination of effort and effectiveness in service to the community. This should include establishing and maintaining an accurate list of properly registered IGRs.
- 6) Evaluate and recommend specific ways and means for the continued provision of adequate funding and services in keeping with the stated purposes and objectives of the Intergroup and Central Office functions within the community.
- 7) Encourage and review volunteer participation in office functions and committee activity.
- 8) Be responsible for the development, implementation and systematic review of an accounting and record-keeping system which accurately reflects the financial condition of the office and committees.
- 9) Establish and implement specific responsibilities and functions of all elected and appointed officers and chairpersons with periodic review of performance to allow for redefinition as needed.
- 10) Perform a periodic review of Central Office staff performance.
- 11) Employ and/or terminate, set performance standards, establish specific compensation rates, and provide direction and review performance of the Central Office staff. It is expressly understood that the Central Office staff shall be directly responsible to the Chairperson of this committee and through this process, to the Committee as a whole.
- 12) Perform such other functions and assume such other responsibilities as may, from time to time, be assigned to it by Intergroup.
- 13) Provide procedures and guidelines for development and maintenance of the current twelfth step referral system. **(Day & Night Watch)**
- 14) Development and implementation of guidelines for the purchase, sale, and/or distribution of literature, reference books, medallions, placards and displays, pamphlets, and related central office materials and supplies.
- 15) Development and implementation of guidelines for the handling of contributions, receipt of donations, contribution acknowledgement letters, fundraising policies, and related financial development efforts.

B. CANDIDATES FOR OFFICE

- Should have a considerable period of sobriety (two years or more), and have experience at the Group, Intergroup or District level.
- Should also have demonstrated an active interest in Northern Colorado Intergroup.
- Should be willing and available to fill the chair if vacated by the standing chairperson on a temporary or permanent or elected term basis.

It is expressly intended that this Committee shall function under the right of decision (Concept III) in its deliberations with full recognition of the fact that the Intergroup is the full group conscience body of the Fellowship structure.

C. STEERING COMMITTEE SELECTION

The Steering Committee shall consist of five (5) to seven (7) members elected by Intergroup. They shall consist of the following

- a. Chairperson
- b. Vice-Chairperson
- c. Treasurer
- d. Assistant Treasurer
- e. Recording Secretary
- f. Assistant Secretary
- g. Committee Person At-Large

Ideally, and whenever possible, Steering Committee voting members will represent different counties within the Northern Colorado area (see Appendix XIV). Candidates for elections to the Steering Committee should be active in A.A. service work, and other activities in their area, and have at least two years of continuous sobriety at the time of election.

- Elections will be scheduled for March of each calendar year with the Nominating Committee formed in December distributing applications to the fellowship.
- No later than eight weeks before the election, the Intergroup representatives shall have the application forms for new Steering Committee members.
- Individuals qualified to be the Steering Committee members shall be nominated by a registered IGR at least one month prior to the elections. Resumes are suggested and shall include sobriety date, home group, relevant AA service experience, relevant non-profit service experience.

In keeping with the spirit of rotation, no member shall serve more than an expired term plus one regularly elected term consecutively.

The voting members of the Steering Committee will, within a reasonable time, which should not exceed three months, elect from the new voting members, Vice-Chairperson, Assistant Treasurer, and Assistant Secretary, each of whom will serve for the remainder of one year and will then succeed to the offices of Chairperson, Treasurer and Recording Secretary, respectively, where they will serve for one year.

Any voting member of the Steering Committee is subject to recall if they fail to appear unexcused from two (2) consecutive monthly meetings.

In the event of a vacancy for any reason with respect to the position of a voting member, the IGRs shall at the next regular meeting, elect a replacement member who shall serve for the remaining portion of the term left vacant. In the event of any vacancy in the Steering Committee office, the Steering Committee shall, from among its members, elect an officer to serve the remainder of the term left vacant.

The members elected as provided in this Article IV shall constitute the voting members of the Steering Committee, which shall meet monthly. These monthly meetings shall also be attended by the Central Office Manager and the Chairpersons of the Central Office Standing Committees, who shall be ex-officio, non-voting members of the Steering Committee.

D. STEERING COMMITTEE MEETINGS

The Steering Committee shall meet once each month in advance of the Intergroup meeting. Special meetings may be called upon seven days' notice by the Chairperson or three members of the Steering Committee.

ARTICLE V

A. OFFICERS AND THEIR DUTIES

There shall be established a set of officers who shall serve as trusted servants in keeping with the traditions of A.A. These officers shall be a Chairperson, Vice-Chairperson, Treasurer, Assistant Treasurer, Recording Secretary, and Assistant Secretary. Duties and terms of the office of the above officers shall be as follows:

CHAIRPERSON

- 1) Preside at all meetings of the Intergroup and Steering Committee.
- 2) Appoint chairpersons of any approved standing or special committees subject to confirmation by the Intergroup.
- 3) Call, or cause to be called, special meetings of the Intergroup, or the Steering Committee according to procedures outlined in these guidelines.
- 4) Provide direct supervision and direction to the Central Office Manager and committee chairpersons as the delegated representative of the Steering Committee.
- 5) Provide leadership and coordinate the efforts of the Intergroup and its staff and committees.
- 6) Work closely with other officers and staff in planning and implementing ways and means of improving and expanding needed services.
- 7) Have the right and obligation to cast a vote in the Intergroup meetings and in the Steering Committee meetings ONLY in the case of a tie vote and only following the second ballot on any given issue.
- 8) Serve as an ex-officio member of all standing and special committees, without voting rights, and with discretion attend all such meetings.
- 9) Be responsible to the Steering Committee for reports on office and committee activities and be responsible and accountable to the Intergroup for performance of duties.

VICE-CHAIRPERSON (ONE YEAR WITH PRESUMPTION OF SUCCESSION TO CHAIRMANSHIP)

- 1) Serve as Chairperson in the absence or incapacity of the Chairperson.
- 2) Serve, upon approval of Chairperson, as designated ex-officio member of any or all standing and special committees of the Intergroup without vote.
- 3) Serve as coordinator for special events and activities of the Intergroup such as information seminars, new member orientation meetings, etc. This is intended to mean that the Vice-Chairperson will act to avoid confusion and duplication of effort, not that the Vice-Chairperson will chair or direct.
- 4) Devote preparation time for Chairmanship through familiarization with the history, needs and financial limitations of the office and Intergroup, along with the study of the Traditions and the Concepts of A.A. in service to the objectives of Central Office and Intergroup.
- 5) Upon satisfactory completion of the term of office as Vice-Chairperson, this officer shall assume Chairmanship for the following year with the hope that this will provide continuity and informed leadership to the Fellowship in the Northern Colorado area, "satisfactory completion" means that

the Vice-Chairperson's performance shall be reviewed by other members of the Steering Committee and, if unsatisfactory, referred for vote to the Intergroup.

TREASURER

- 1) Oversee, and be specifically responsible for, reporting on the accounting and recordkeeping system established and approved by the Steering Committee.
- 2) Provide periodic reports to the Steering Committee and Intergroup on the financial condition and adherence to procedures of the office and committees.
- 3) Evaluate and recommend changes for financial and record keeping methods as the need for changes may arise.
- 4) Oversee arrangements for an accurate and acceptable annual review of financial statements, annual budget, and procedures and transactions by persons, or a financial agency, independent of the committee and office, with a report to be submitted directly to the Steering Committee for submission to the Intergroup for examination and action.
- 5) In cooperation and coordination with the Chairperson, assist the Office Manager in the preparation and submission of the monthly financial reports to the Steering Committee and Intergroup at the regular monthly meetings.
- 6) In coordination with special events chairpersons, arrange for and designate specific persons to handle financial transactions for these functions, including the proper and timely deposit and accounting report of receipts and expenditures.

ASST TREASURER (ONE YEAR WITH PRESUMPTION OF SUCCESSION AS TREASURER)

- 1) Assume duties and responsibilities of Treasurer in case of absence or incapacity.
- 2) Work with the Treasurer in preparation of reports and activities review to become familiar with responsibilities of the office.
- 3) Upon satisfactory completion of term of office, this officer shall assume the duties of Treasurer for the next term. "Satisfactory completion" shall be the same as for the Vice Chairperson.

RECORDING SECRETARY

- 1) Attend all meetings of the Intergroup and Steering Committee.
- 2) Keep full and complete minutes of proceedings of these meetings with verbatim records of motions passed and resolutions adopted.
- 3) Provide copies of these minutes to the Central Office Manager within seven working days of meeting date for distribution at monthly meetings.
- 4) Make such corrections and additions as may be directed by Intergroup to minutes presented for approval at monthly meetings.
- 5) Keep complete files of corrected minutes and maintain this file monthly with copies readily available in the Central Office for examination by any IGR or member of the Fellowship. Upload meeting minutes to the shared drive for online access.

- 6) Mail, or cause to be mailed, a meeting notice and agenda to all IGRs and officers no later than five calendar days prior to meeting dates. Meeting notice must include date, time, and specific location of meeting with notation of specific agenda items to be covered exclusive of standard committee reports.

ASSISTANT SECRETARY (ONE YEAR WITH PRESUMPTION OF SUCCESSION AS SECRETARY)

- 1) Assume duties and responsibilities of Recording Secretary in case of absence or incapacity.
- 2) Work with the Recording Secretary to become familiar with duties of the office.
- 3) Upon satisfactory completion of term of office, this officer shall assume the duties of Recording Secretary for the next term. "Satisfactory completion" shall be as defined for the Vice Chairman.

B. OFFICER VOTING RIGHTS

It shall be considered a responsibility of all officers to attend all meetings of the Intergroup and Steering Committee and to cast their votes on all items brought before the Intergroup and Steering Committee. Exceptions are the Chairperson, who votes only in case of a tie as specified elsewhere in these guidelines, OR in the case of an officer choosing to abstain from voting rights, on an issue for a stated reason such as conflict of interest.

Committee Chairpersons, while not officers, are requested to attend meetings of the Steering Committee, without voting rights, to provide information on their committee activities and needs.

It is suggested that the Central Office Manager also be accorded a vote as well as a voice on the Steering Committee.

C. VACANCY OR ABSENCE PROCEDURES

Should an officer or committee chairperson vacate the office through resignation, death, incapacity or other reason, the Steering Committee shall select and replace the officer or chairperson for the duration of the unexpired term only.

A simple majority of the voting members of the Steering Committee will suffice to elect or appoint the person to fill the vacancy. Any officer or committee chairperson who misses three consecutive, regular, or properly called special meetings, shall be deemed to have vacated that office and vacancy procedures will be adopted for replacement. The exception to this policy shall be an excused absence voted upon and accepted by a majority of the committee on which the officer or chairperson serves. Such excused absences are to be duly recorded in the minutes of the proceedings.

ARTICLE VI

CENTRAL OFFICE STAFFING AND OPERATIONS

The Steering Committee may authorize establishment and staffing of the Central Office to coordinate and direct services to the Fellowship in the Northern Colorado Intergroup area.

The Central Office, upon authorization of the Steering Committee, shall function under the general direction of the Steering Committee in keeping with the purposes, principles, Traditions and Concepts of the A.A. Fellowship.

The Central Office shall act as the focal point for Northern Colorado Alcoholics Anonymous information, twelve step referral services, public information services, approved literature sales and distribution, telephone answering service for A.A. inquiries and referral, communication and cooperation with the District and Area (<https://coloradoaa.org/districts/>), coordination of services to the Fellowship, maintenance of the NCIG Website, and publication of a Northern Colorado area meeting list and other Fellowship activities of interest.

The primary purpose of the Central Office shall remain as a service facility which is maintained, supervised and supported by the A.A. groups in the Northern Colorado area for the common goal of carrying the A.A. message to the alcoholic who still suffers.

ARTICLE VII

A. SERVICE COMMITTEES

From time to time, Intergroup may establish committees for carrying out the purpose and objectives of the Fellowship in the Northern Colorado area. Such committees may be special purpose committees for a specific task and time, or the Intergroup may choose to establish standing committees for specific functions.

One such standing committee shall be the Steering Committee which shall function as an executive committee under the direction of the Intergroup. As outlined elsewhere in these guidelines, the Steering Committee shall have and use the right of decision in its deliberations with reports to the Intergroup monthly.

B. OTHER STANDING AND SPECIAL COMMITTEES

Standing Committees (suggested):

- Twelfth Step Telephone Referral (Day & Night Watch)
- Special Events & Fundraising
- Nominating (formed in December)

Special Committees:

- Group Participation
- Services Evaluation Review
- Literature Development & Selection
- Finance (Formed in August)
- Procedures & Guidelines

All service committees, with the exception of the Steering Committee, may be formed at the direction of the Intergroup, or upon suggestion of the Chairperson with approval of a majority of the IGRs voting at any regular meeting of the Intergroup.

Unless otherwise stated, committees will serve for one year, concurrent with the term of the office of Chairperson.

The chairperson of the Steering Committee will appoint the Chairperson for each committee authorized, with confirmation by the Intergroup. (Exception: Steering Committee see Article IV.) No standing or special committee of the Intergroup shall have the power, authority or permission to obligate or speak publicly for the Intergroup, without express prior consent duly recorded in the minutes of the Intergroup or the Steering Committee acting on its behalf.

Committee Chairpersons appointed may select committee members from within the Fellowship, or from outside the Fellowship, according to expertise and willingness to serve. All such members of these committees are subject to confirmation by the Intergroup. The Intergroup retains the right to limit and specifically direct the activities of any committee for the purpose of avoiding duplication and misdirection.

ARTICLE VIII

AMENDMENTS

Amendments to this document may be adopted by a two-thirds majority vote of IGRs present and authorized to vote at any regular or special meeting, provided that proper notice of the meeting shall have been given and that notification of proposed changes shall have been made available to all eligible IGRs and officers, either by mail or in person, at least ten days in advance of proposed meeting date and that copies of the proposed changes have been made available for inspection in the Central Office.

ARTICLE IX

GENERAL WARRANTIES

In all its proceedings, Intergroup, the Steering Committee and its service committees shall observe the spirit of all the A.A. Traditions, taking great care that these committees never become a seat of power, that none of its committee members shall ever be placed in a position of unqualified authority over any of the others and that all important decisions be reached by discussion, vote and, wherever possible, by a unanimous vote.

ARTICLE X

Purposes and Services of the Northern Colorado Intergroup of Alcoholics Anonymous

- 1) To provide and maintain an Alcoholics Anonymous Service Office to act as a service center for all Northern Colorado area Alcoholics Anonymous Groups. To be a point of contact with Alcoholics Anonymous for the general public, accepting and relaying to the nearest group pleas for help from alcoholics.
- 2) To act as a clearinghouse for information on Alcoholics Anonymous meetings and other activities, maintaining the current lists and making information available to all groups and individual members of Alcoholics Anonymous as well as the visitors and other interested parties.
- 3) May establish service committees acting for all area groups (in conjunction with and not duplication of District efforts) as follows:
 - a) Public Information with Outside Agencies - The PI Committee provides information and speakers to schools, churches, service clubs and other organizations when requested. This committee also co-operates with the press, radio, and television media, always according to our Traditions.

- b) Treatment Facilities and Institutions - Actively cooperate with all such organizations in providing Alcoholics Anonymous meetings and services when requested.
- c) The Program Committee - Organize and manage the social activities for the Northern Colorado area Alcoholics Anonymous
- d) The Literature Committee - Maintain an inventory of approved books, literature, and material for sale to groups and individuals.
- e) Volunteers - maintain a list of volunteers willing to make 12-step calls as requested.

ARTICLE XI

No part of the net contributions or receipts of Intergroup shall inure to the benefit or be distributed to its member groups, individual A.A. members or other private persons, except that Intergroup through the Steering Committee may authorize and pay reasonable compensation to the Central Office Staff as provided in Article VI.

No substantial part of the activities of Intergroup shall be the carrying on of propaganda or otherwise attempting to influence legislation, participate in any political campaign on behalf of any candidate for public office, as provided by the established Traditions of Alcoholics Anonymous. Notwithstanding any other provision of these articles, Intergroup shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income Taxes.

ARTICLE XII

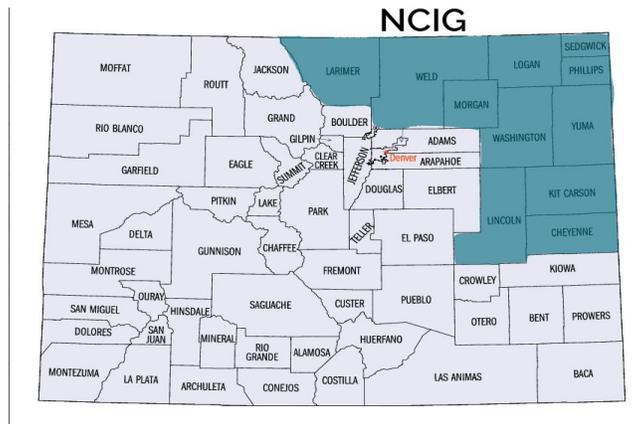
THIRD TRADITION

In keeping with the Third Tradition, the Intergroup shall seek to increase access to literature, information, communications, and digital media to the communities served within the jurisdiction of the Intergroup, provided those communities have the desire to stop drinking. Therefore, the Intergroup shall seek to assist with efforts to carry the message to alcoholics regardless of their ability, race, ethnicity, native language, gender, sexuality, religion, or socioeconomic background.

ARTICLE XIII

NCIG BOUNDARIES

Northern Colorado Intergroup serves the following counties: Larimer, Weld, Morgan, Logan, Sedgwick, Phillips, Washington, Yuma, Kit Carson, Lincoln, and Cheyenne.



ARTICLE XIV

DISSOLUTION

Upon the dissolution of the Northern Colorado Intergroup, whether such dissolution shall be a result of voluntary action on the part of that committee, court order or any other reasons, any assets remaining after payment of all liabilities of the Steering Committee should be converted to cash by sale and such proceeds together with all cash in the bank and on hand shall be contributed directly to the General Service Office of Alcoholics Anonymous in New York. If GSO will not accept this contribution, the remaining assets shall be distributed equally between the AA Districts to which it serves.