

GUIDELINES
FOR THE COMMITTEE OF
INTERGROUPS AND/OR CENTRAL OFFICES
WITHIN THE SOUTH FLORIDA AREA COMMITTEE
OF ALCOHOLICS ANONYMOUS

Adopted April 1988

~~Amended April 1992~~

~~Amended July 1992~~

~~Amended October 1995~~

~~Amended January 2000~~

~~Amended April 2003~~

~~Amended July 2004~~

~~Amended January 2009~~

~~Amended October 2009~~

~~Proposed amendments July 2011~~

Amended April 2012

ARTICLE I

NAME, PURPOSE, MEMBERSHIP

- Section 1.** The name shall be the STANDING COMMITTEE OF INTERGROUPS and/or CENTRAL OFFICES of the South Florida Area Committee of AA (SFAC), henceforth referred to as the SF Area 15 Intergroup/Central Office Committee. The Intergroup Committee was established as a Standing Committee of the SFAC by conference vote at the January, 1988, Quarterly Business Meeting. It is a non-profit, unincorporated body, without any governing function. This is not a legal document.
- Section 2.** The purpose of the Intergroup Committee is to identify and share expertise in solving the administrative and operational problems of Central Offices and/or Intergroups. Also, to promote coordination and cooperation with General Services.
- Section 3.** Membership consists of one Intergroup and/or Central Office Representative and one Intergroup and/or Central Office Alternate Representative, duly elected or appointed by the Officers, Steering Committee or Board of Directors for each of the Intergroup and/or Central Offices within the SFAC. ~~Membership may also consist of one Liaison Representative from the General Service of each District who does not have a voting right.~~ (April 2003)
- Section 4.** Other attendees may also consist of one liaison representative from General Service of a district who may not have a voting right. (April 2003)

ARTICLE II

WARRANTIES

- Section 1.** The Intergroup Committee shall be self-supporting and financially sufficient within its membership. A collection will be taken at each Quarterly Assembly Intergroup meeting. (Jan. 2000)
- Section 2.** The Intergroup Committee shall observe in all its activities the spirit of AA Traditions to ensure the body never becomes a governmental seat of perilous wealth or power; that only sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of its officers shall ever be placed in a position of unqualified authority; that all important decisions be reached by discussion and majority vote; that no action shall be personally vindictive or an incitement to public controversy; and, like the Society of Alcoholics Anonymous that it serves, shall always remain democratic in thought and action.
- Section 3.** The Intergroup Committee is autonomous within its area of responsibilities, having no authority over or subservience to any other body or committee.
- Section 4.** The Intergroup Committee participates in the General Service Structure only to the level of a Special Committee to the Area Conference. As such, the Area allows the Chairperson to vote and speak at Area Assemblies and District Meetings, thus providing the "Right of Decision" and the "Right of Participation" in Concepts III and IV of AA.

Section 5. The guidelines contained herein relate solely to the relationship of Intergroups/Central Offices of the South Florida Area Conference and preclude any deviations of existing rules and regulations of the SFAC.

ARTICLE III

OFFICERS, ELECTION PROCEDURES AND TERM OF OFFICE

Section 1. The Officers shall consist of a Chairman~~person~~, a Vice Chairman~~person~~, a Secretary and a Treasurer, *and be voting members of the committee.* (April 2003)

Section 2. The outgoing Chairman shall appoint a Nominating Committee in July preceding the elected year to present nominees for election at the 4th Quarterly Meeting. Candidates can also be nominated from the floor, *by voting members.* (April 2003)

Section 3. Election is by majority of votes cast by Intergroup/Central Office Representatives (or by their Alternate if the Representative is absent and the Officers.

Section 4. The Term of Office is two years concurrent with the SFAC Officers, beginning in January of odd numbered years.

Section 5. Vacancies shall be filled to complete the term of office as they occur by these same voting procedures.

Section 6. In the spirit of rotation, officers cannot succeed themselves. *[ie:] Chairman, Chairman, [ie:] Vice Chairman, Vice Chairman, [ie:] Secretary, Secretary, [ie:] Treasurer, Treasurer* (July 1992)

ARTICLE IV

COMMITTEE OFFICERS, DUTIES AND RESPONSIBILITIES

Section 1. Leadership must come from the Officers. They must have the enthusiasm and cooperation of the individual Committee Member developed by expert direction and incentives.

Section 2. The duties of the Chairman include:

- a. Preside at all meetings and perform such acts and duties as are customary to this office.
- b. Be familiar with and conduct all meetings using parliamentary procedures in "Roberts Rules of Order (Revised)" so as to ensure the proper and efficient order of business.
- c. Appoint committees as necessary.
- d. Call special meetings as required. Encourage workshops and seminars.
- e. Prepare and present the Committee Activities Report at the SFAC Quarterly Business Meeting. The Central Office/Intergroup Committee (COIG) members, as part of their quarterly agenda will provide a "written preference for voting" to the Chair for that quarters' motions, to be voted on at the Sunday business meeting of the Area Assembly by the COIC Chair. (Jan. 2009)
- f. Keep the Vice-Chairman informed.

- Section 3.** The duties of the Vice-Chairman include:
- a. Perform the duties of the Chairman in his/her absence.
 - b. Perform other duties as assigned by the Chairman.
 - c. Participate in other Officer activities, providing assistance as needed.

- Section 4.** The duties of the Secretary include:
- a. Prepare the minutes of each meeting.
 - b. Maintain a roster of members and addresses. (Apr 2003)
 - c. Mail a copy of the minutes of recent meetings as soon as practical to all members and Officers.
 - d. The minutes should include the agenda, the date and location of the next meeting.
 - e. Assist the Chairman in disseminating information of Committee activities.
 - f. Other duties relating to secretarial functions.
 - g. Prepare and submit a quarterly budget of expenses for this position.

- Section 5.** The duties of the Treasurer include:
- a. Receive all funds and deposit them in a separate designated checking account.
 - b. Pay all authorized expenses of the Committee.
 - c. Prepare and maintain a monthly cumulative report of all receipts and disbursements and present this report at regular meetings.
 - d. Maintain a file of all receipts, vouchers and check records.
 - e. Make a Petty Cash advance to the Secretary according to the amount budgeted.

ARTICLE V

MEETINGS, ATTENDANCE AND EXPENSES

- Section 1.** All regular committee meetings shall be scheduled to occur during the SFAC Quarterly by the Host District.
- Section 2.** Additional Special Meetings shall be scheduled by the Committee Chairman or at the discretion of a majority of the Intergroup Committee Representatives *on the Saturday morning of the Assembly in the host city.* (Apr 2012)
- Section 3.** Allow funds for Chairperson \$150.00 for one night, or \$75.00 for one night if local, to attend quarterlies. Allow funds for board members \$75.00 for one night, if not local, to attend quarterlies. ~~Chair and Hosting committees to set time and place for informal morning meeting.~~ (July 2004) (Apr 2012) Committee will also pay one night's hotel room (if not local) for Chairperson to attend Quarterly Committee Meeting and make Intergroup report to General Service Assembly on Sunday. (Oct. 1995)
- Section 4.** Committee shall pay for Travel Expense for the Chairperson or designate to attend Annual Intergroup Seminar. (April 1992) *in an amount not to exceed that of Round Trip airfare, at advance reservation rates for coach travel. Meal expense will be allowed up to \$40 per day for no more than 3 days.* (Apr 2012)
- Section 5.** ~~Committee will fund Chair and one voting member to attend the Annual Intergroup Central Office Seminar. The amount to be determined annually depending on funds~~

~~available.~~ (July 2004) *Committee will fund Chairperson or designate and one voting member for hotel expense when staying at Seminar hotel for no more than 3 nights to attend the Annual Intergroup Central Office Seminar, when funds are available.* (Apr 2012). At each July Area Assembly, qualified members of COIC requesting assistance for financial aid to AAWS for same year, will put their name in a hat, if funds are available, and recipient will be selected via drawing. (Jan. 2009)

Section 6. Eligibility for assistance to attend the annual AAWS seminar is defined as (Apr 2012) a qualified* Committee Member, who has not received assistance to attend the annual AAWS Seminar for a minimum of two years, may be considered eligible to receive assistance. (Oct. 2009)

Section 7. Committee shall pay token \$30 expense for Officers to attend *the banquets* (Oct. 2011) at these Quarterlies, if needed. (April 1992)

ARTICLE VI

AMENDMENTS TO THIS CHARTER

Section 1. Changes to this document can only be made by the majority of members attending a regular meeting and by 2/3 of a vote count.

Section 2. Additions, changes and deletions shall be in writing and presented at a regularly scheduled meeting for disposition.

* Qualified Member: any Central Office/Intergroup in the South Florida Area 15 who has an Office Manager or a voting representative appointed to this Committee.