

**BY-LAWS**  
Of  
SANTA CRUZ COUNTY INTERGROUP  
**2017 -2018**

(CALIFORNIA NON-PROFIT CORPORATION)

WITH AMENDMENTS AS ADOPTED BY  
THE INTERGROUP COUNCIL  
THROUGH

**10/19/2016**

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.

**ARTICLE IV**

**INTERGROUP REPRESENTATIVES TO THE INTERGROUP COUNCIL**

Section 1: Definition

47 Each member (A.A. Group), regardless of its size or units, is represented by one Intergroup  
48 Representative or one Alternate, elected by the member (A.A. group). In these by-laws whenever the  
49 word “Intergroup Representative” appears it shall be deemed to include 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 desire to be of  
55 service and who are willing to carry out their obligation to the best of their ability in the spirit of unity  
56 and cooperation, and in accordance with the traditions of Alcoholics Anonymous.

57  
58 Section 3: Suggested Length of Sobriety  
59

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

62  
63 Section 4: Each Intergroup Representative, represents a Single Group.  
64

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

67  
68 **ARTICLE V**  
69 **RESPONSIBILITIES OF THE INTERGROUP REPRESENTATIVES**

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

85  
86 Section 2: Voting  
87

88 Each eligible Intergroup Representative shall exercise the voting privilege of the Member Group at the  
89 monthly Intergroup Council and Special Intergroup meetings in making decisions as provided in these  
90 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 Special  
95 Intergroup meeting by having an Intergroup Representative in attendance.  
96

**ARTICLE VI**

**MONTHLY INTERGROUP COUNCIL AND SPECIAL INTERGROUP MEETINGS**

Section 1: Purpose

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

Section 2: Time and Place of Meeting

The Intergroup Meetings shall be held as follows:

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

Section 3: Composition

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

Section 4: Attendance

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

Section 5: Voting

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

Section 6: Powers

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

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

Section 7: Parliamentarian

- 147 (a) A Parliamentarian may be appointed to assist in presiding at Intergroup and Steering Committee  
148 meetings, if deemed necessary by the Intergroup Chair or the Steering Committee.  
149 (b) In any matter involving procedure, the Chairperson may refer said matter to the Parliamentarian  
150 for resolution.  
151 (c) The decision of the Parliamentarian on any procedural matter referred to him/her will be final  
152 unless two-thirds of the voting membership present at any meeting shall vote to overrule the  
153 Parliamentarian's decision.  
154

## 155 **ARTICLE VII**

### 156 **STEERING COMMITTEE**

#### 157 Section 1: Purpose

158 The Steering Committee shall conduct the routine business of the Intergroup, carry out the policy and  
159 procedures of the Intergroup, as established at the monthly Intergroup Council or Special Intergroup  
160 meetings, and prepare an agenda for said meetings.  
161  
162  
163

#### 164 Section 2: Time and Place of Meeting

165 The Steering Committee shall meet at least once per month. Meetings will be held at the Central Office  
166 on the third Wednesday of the month. Special or emergency meetings may be called by the  
167 Chairperson, or any two members of the Steering Committee with less than one weeks notice.  
168  
169

#### 170 Section 3: Composition

171 The voting membership of the Steering Committee shall all be members of Alcoholics Anonymous,  
172 elected to office as herein provided, and shall consist of a Chairperson, Vice-Chairperson, Treasurer,  
173 Recording Secretary, Area Representatives and the Committee chairs.  
174  
175

#### 176 Section 4: Quorum

- 177 (a) A quorum is established when one-half (1/2) of the voting members are present.  
178 (b) A majority of the voting membership present at the time a vote is taken is required for the  
179 disposition of any matter brought before the Steering Committee meeting.  
180 (c) Proxy votes are not authorized at any time.  
181 (d) No member of the Steering Committee may cast more than one vote regardless of the number of  
182 service offices he/she may hold.  
183  
184

#### 185 Section 5: Elections

- 186 (a) The Intergroup Council meeting held in the month of February of each year shall be known as the  
187 "Annual Meeting" and shall be held for the purpose of electing new officers, electing or  
188 confirming new Area Representatives, regular Committee Chairs and transacting such other  
189 business as may come before it.  
190 (b) All Steering Committee members shall serve for a period of one (1) year from the date of their  
191 election with the exception of members elected to fill vacancies in which case they shall serve for  
192 the remainder of the original term that was vacated.  
193 (c) The election procedure shall be conducted by an uninterested party who is familiar with the Third  
194 Legacy process as described in the A.A. Service Manual. [See Art. VIII, 7 (b)].  
195  
196

197 Section 6: Responsibilities

- 198
- 199 (a) Steering Committee members shall attend all monthly Intergroup Council meetings and Steering
- 200 Committee meetings of the Santa Cruz County Intergroup and may submit items for the agenda
- 201 for the monthly Intergroup Council meeting.
- 202 (b) The Steering Committee as a body shall conduct the routine business of the Intergroup and carry
- 203 out the policies and procedures established at the monthly Intergroup Council meetings.
- 204 (c) The Steering Committee shall take action, as hereinafter provided, on any recommendations,
- 205 which may be presented to it by the Chairperson, its own membership, or any of the voting
- 206 membership of the monthly Intergroup Council meeting, the Central Office Manager, or any
- 207 member of Alcoholics Anonymous.
- 208 (d) The Steering Committee shall not approve any single expenditure in excess of \$2,000.
- 209 (e) The Steering Committee shall record minutes of each meeting which will be kept in a master file
- 210 at Central Office. These minutes shall be open to inspection by any member of Alcoholics
- 211 Anonymous.
- 212 (f) The Steering Committee shall have the right to make decisions requiring immediate or emergency
- 213 action, provided that such action does not create or change permanent policy or procedures for
- 214 Intergroup nor authorize expenditures except as specified above.
- 215 (g) All meetings of the Steering Committee shall be open to any member of Alcoholics Anonymous.
- 216 Agenda items must be submitted through the Chairperson.
- 217 (h) Any member Group or individual member of Alcoholics Anonymous affected by any action taken
- 218 by the Steering Committee may take the matter before the Intergroup Council meeting for
- 219 consideration by the voting membership of the Santa Cruz County Intergroup.
- 220 (i) The Steering Committee shall insure that an impartial financial review of all Intergroup financial
- 221 records be conducted annually at the close of the fiscal year by an accredited accountant
- 222 recommended by the Steering Committee. This does not have to be a complete audit, just a review
- 223 of the standard practices. Financial review results will be reported to the Intergroup at their first
- 224 meeting following review completion. [see Art VIII, 4 (h)]
- 225 (j) The Steering Committee as a body may, by a simple majority, declare a Steering Committee
- 226 member position as vacant, should that member not be in attendance either at three consecutive
- 227 monthly Steering Committee meetings or at three consecutive monthly Intergroup Council
- 228 meetings.
- 229 (k) The Steering Committee as a body shall familiarize themselves with the Office Manager's job
- 230 description each March. This job description will be reviewed and updated by the Steering
- 231 Committee each January and on other occasions as needed. [see Art. IX, 4]
- 232 (l) The Steering Committee shall hire and/or terminate the Central Office Manager, and set wages
- 233 and other remuneration. In addition to those outlined in these by-laws, the Steering Committee
- 234 may establish responsibilities for said Manager.
- 235

236 **ARTICLE VIII**

237 **RESPONSIBILITIES AND FUNCTIONS OF ELECTED OFFICERS**

238

239 Section 1: Chairperson

- 240
- 241 (a) The Chairperson shall have at least (3) years of continuous current sobriety, have previous A.A.
- 242 service, experience and be knowledgeable of the purpose and functions of the Intergroup.
- 243 (b) The Chairperson shall not succeed themselves for a third consecutive term in the same office,
- 244 unless the first term was less than (6) months.
- 245 (c) The Chairperson shall preside over all monthly meetings of the Intergroup Council, Special
- 246 Intergroup meetings, and all Steering Committee meetings.

- 247 (d) The Chairperson shall remain completely impartial at all monthly and special meetings and shall  
248 not vote except to break a tie vote. He/she may summarize, without bias, the pros and cons of all  
249 issues and motions presented for decisions at the meetings.
- 250 (e) The Chairperson shall accept all written correspondence from any Intergroup Representative or  
251 any member of Alcoholics Anonymous, and place motions on the agenda as New Business the  
252 following Intergroup Council meeting.
- 253 (f) The Chairperson is authorized to appoint committees for Special one-time functions, as he/she  
254 may deem necessary and to appoint such other committees as the membership or the monthly  
255 Intergroup Council meeting may direct.
- 256 (g) The Chairperson shall supervise the operations of the Central Office.
- 257 (h) The Chairperson shall perform a written personnel performance review of the Central Office  
258 Manager each December.
- 259 (i) The outgoing Chairperson, with the approval of the Steering Committee, becomes the Delegate-  
260 At-Large when the new Chairperson is elected. As such he/she will hold office for a period of one  
261 (1) year.
- 262 (j) The Chairperson shall Act as liaison to Santa Cruz General Service monthly business meetings.

263

264 Section 2: Delegate-At-Large

265

- 266 (a) The outgoing Chairperson, with the approval of the Steering Committee, becomes the Delegate-  
267 At-Large when the new Chairperson is elected. As such he/she will hold office for a period of one  
268 (1) year.
- 269 (b) The Delegate-At-Large shall not succeed themselves for a third consecutive term in the same  
270 office, Unless the first was less than six (6) months.
- 271 (c) The Delegate-At-Large should attend all meetings of the Steering Committee and the Intergroup  
272 Council, where he/she will have both a voice and a vote.
- 273 (d) In the absence of the Chairperson and/or Vice-Chair, the Delegate-At-Large shall preside over  
274 monthly Intergroup Council, Special Intergroup meetings, Steering Committee meetings and  
275 assume all duties as needed.

276

277 Section 3: Vice-Chairperson

278

- 279 (a) The Vice-Chairperson shall have at least (3) years of continuous current sobriety, have previous  
280 A.A. service experience and be knowledgeable of the purpose and functions of the Intergroup.
- 281 (b) The Vice-Chairperson shall not succeed themselves for a third consecutive term in the same  
282 office, unless the first was less than six (6) months.
- 283 (c) The Vice-Chairperson shall contact all members of the steering committee and remind them of  
284 monthly Intergroup Council, Special Intergroup meetings, and Steering Committee meetings.
- 285 (d) In the absence of the Chairperson, the Vice-Chairperson shall preside over monthly Intergroup  
286 Council, Special Intergroup meetings and Steering Committee meetings and assume all duties of  
287 the Chairperson.
- 288 (e) Maintain a list at Central Office of current Intergroup contact information
- 289 (f) Assist the Office Manager in maintenance of accurate A.A. Group information.
- 290 (g) Oversee Area Representatives and host groups organize and present the Intergroup Birthday  
291 Speaker Meeting.
- 292 (h) Assist the Chairperson as needed.

293

294 Section 4: Treasurer

295

- 296 (a) The Treasurer shall have at least (3) years of continuous current sobriety, have previous A.A.  
297 service experience and be knowledgeable of the purpose and functions of the Intergroup.

- 298 (b) The Treasurer shall not succeed themselves for a third consecutive term in the same office, unless  
299 the first was less than six (6) months.
- 300 (c) The Treasurer is responsible for the accurate accounting of all receipts and expenditures of the  
301 Intergroup.
- 302 (d) The Treasurer shall meet with the Office Manager on a regular basis to review and verify  
303 accounting records, make reports as required.
- 304 (e) The Treasurer shall submit, each month to the voting membership of the Intergroup, an itemized  
305 report of receipts and expenditures of the Intergroup. This report will also include a list of  
306 contributions received from member Groups, with the composite to date for the fiscal year of the  
307 Groups' contributions.
- 308 (f) The accounting records shall not be removed from the Central Office by anyone except the  
309 Treasurer on a temporary basis.
- 310 (g) On the recommendation of the Treasurer, and with the approval of the Intergroup Steering  
311 Committee, an accountant may be hired for Special purposes or procedures requiring professional  
312 knowledge or expertise in the field of accounting, tax reporting and the preparation of financial  
313 statements.
- 314 (h) The Treasurers records will be subjected to an annual review by an accredited accountant  
315 recommended by the Steering Committee. This does not have to be a complete audit, just a review  
316 of the standard practices. [see Art VII, 6 (i)]  
317

318 Section 5: Recording Secretary

- 319
- 320 (a) The Recording Secretary shall have at least (3) years of continuous current sobriety, have  
321 previous A.A. service experience and be knowledgeable of the purpose and functions of the  
322 Intergroup.
- 323 (b) The Recording Secretary shall not succeed themselves for a third consecutive term in the same  
324 office, unless the first term was less than six (6) months.
- 325 (c) The Recording Secretary shall maintain minutes, and all procedural records of Intergroup Council  
326 and Steering Committee meetings, and shall place said records on file in the Master File of  
327 Minutes in the Central Office.  
328

329 Section 6: Area Representative

- 330
- 331 (a) Area Representatives shall be members of Alcoholics Anonymous and shall have a minimum of  
332 one (1) year of continuous current sobriety.
- 333 (b) The Area Representative shall not succeed themselves for a third consecutive term in the same  
334 office, unless the first term was less than six (6) months.
- 335 (c) There shall be one Area Representative for each geographical area of the County of Santa Cruz, as  
336 is periodically determined by the Steering Committee and approved by the Intergroup.
- 337 (d) Area Representatives shall be elected by the Intergroup at the Annual Meeting in February of each  
338 year.
- 339 (e) The Area Representative shall attend all Steering Committee meetings and all regular and Special  
340 Intergroup Council meetings and shall vote at all such meetings.
- 341 (f) The Area Representative shall serve as liaison between the Groups, the Intergroup Representatives  
342 of the Groups, and other members of the Steering Committee.
- 343 (g) The Area Representatives shall contact Intergroup Representatives and remind them of the Council  
344 meetings.  
345

346 Section 7: Vacancies

347

- 348 (a) If any officer is unable to perform his/her duties, the Intergroup Council shall elect a successor in  
349 the same manner as the original officer was elected, except as follows:  
350 (1) In the event of a vacancy in the office of the Chairperson, the Vice-Chairperson shall  
351 succeed to that office and a vacancy shall then be created in the office of the Vice-  
352 Chairperson.  
353 (2) If the Vice-Chairperson is unable to succeed the Chairperson, the next monthly  
354 Intergroup Council meeting shall be chaired in the following order of succession: Delegate-  
355 At-Large, Treasurer, and then Recording Secretary.  
356 (3) In the event of the inability of the Treasurer to act, a substitute shall be authorized by the  
357 Intergroup Steering Committee to assume the duties of the Treasurer until a Special election is  
358 held.  
359  
360 (b) The election procedure shall be conducted by an impartial party who is familiar with the Third  
361 Legacy process as described in the A.A. Service Manual. [See Art. VII, 5 (c)]  
362 (c) After two (2) consecutive months of a vacant position the Body has the option to vote to waive or  
363 modify time requirements.  
364 (d) For the purposes of this section as to vacancies, this shall also apply to Committee Chairpersons  
[See Art. X]

365

## **ARTICLE IX**

366

### **CENTRAL OFFICE MANAGER**

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#### **Section 1: General**

369

370

The Office Manager shall:

371

372

(a) Be a member of Alcoholics Anonymous.

373

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

374

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

375

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

376

377

378

#### **Section 2: Responsibilities**

379

380

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

381

382

383

384

#### **Section 3: Conferences**

385

386

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

387

388

389

#### **Section 4: Job Description**

390

391

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

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395

**ARTICLE X**  
**COMMITTEES**

Section 1: Committee Guidelines

- (a) Guidelines shall be adopted to set content, policies and procedure for committees.
- (b) Guidelines are compiled from the shared experience of AA members. They shall reflect guidance given through the twelve traditions.
- (c) In Keeping with our tradition of autonomy except in matters affecting other groups or AA as a whole, decisions are made by the group conscience of the members involved.
- (d) Committee chairpersons shall conduct committee business in accordance with the committee guidelines.
- (e) Ad hoc committees may be established by the chairperson to develop or modify committee guidelines when needed.
- (f) Committee Guidelines shall be approved by the Intergroup Steering Committee and presented to Intergroup Council for adoption.
- (g) Duties and Responsibilities of committee persons shall be described in each respective committee guidelines.
- (h) Refer to article XIII, Section 7 for vacancy process

Section 2: Diverter Committee Chairperson

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

Section 3: Activities Committee Chairperson

- (a) The Chairperson shall have at least (3) years of continuous current sobriety, have previous A.A. service experience and be knowledgeable of the purpose and functions of the Intergroup.
- (b) The Chairperson shall not succeed themselves for a third consecutive term in the same office, unless the first term was less than (6) months.
- (c) This committee shall be composed of a Chairperson and volunteers as needed for organizing all Intergroup social activities and functions.
- (d) Each function shall be identified as an Intergroup event, displaying conference approved A.A. literature and/or opening the function with the preamble of Alcoholics Anonymous and appropriate A.A. reading(s).
- (e) Oversee Area Representatives and host groups organize and present the Intergroup Birthday Speaker Meeting.

Section 4: Newsletter Committee Chairperson

- 446 (a) The Chairperson shall have at least (5) years of continuous current sobriety, have previous A.A.  
447 service experience and be knowledgeable of the purpose and functions of the Intergroup.  
448 (b) The Chairperson shall not succeed themselves for a third consecutive term in the same office,  
449 unless the first term was less than (6) months.  
450 (c) This committee shall be composed of a Chairperson and volunteers as needed to organize and  
451 produce the Monthly newsletter.  
452 (d) Collect information.  
453 (e) Write articles.  
454 (f) Edit submitted articles and information.  
455 (g) Work with SCCI Central office and Office Manager to assure the Grape-SCCIN is ready for  
456 printing and mailing by the required schedule.  
457

458 Section 5: Website Committee Chairperson  
459

- 460 (a) The Chairperson shall have at least (3) years of continuous current sobriety, have previous A.A.  
461 service experience and be knowledgeable of the purpose and functions of the Intergroup.  
462 (b) The Chairperson shall not succeed themselves for a third consecutive term in the same office,  
463 unless the first term was less than (6) months.  
464 (c) This committee will include a Chairperson who shall be responsible for ensuring the Santa Cruz  
465 Intergroup website follows Intergroup and A.A. Guidelines, and the A.A. Traditions.  
466 (d) Relaying information and changes to the website webmaster.  
467 (e) The committee shall include one (1) designated Webmaster, appointed by the SCCI Steering  
468 committee by 2/3 vote who shall have at least (3) years of continuous current sobriety.  
469 (f) The Webmaster shall be responsible for keeping the website operational and updated on a  
470 regular basis.  
471

472 Section 6: By-Laws Committee Chairperson  
473

- 474 (a) The Chairperson shall have at least (3) years of continuous current sobriety, have previous A.A.  
475 service experience and be knowledgeable of the purpose and functions of the Intergroup.  
476 (b) The Chairperson shall not succeed themselves for a third consecutive term in the same office,  
477 unless the first term was less than (6) months.  
478 (c) The By-Laws Committee Chairperson will form a committee of a minimum of three (3)  
479 individuals, to review and update the by-laws annually.  
480 (d) Refer to article XIII for processes.  
481

482 **ARTICLE XI**

483 **GENERAL PROVISIONS**

484 Section 1: No compensation to Steering Committee members  
485

486 No member of the Steering Committee shall receive any compensation from the Corporation.  
487

488 Section 2: Requirement for Quorum at Steering Committee Meetings  
489

490 Except as otherwise expressly provided in these by-laws, no business shall be considered at any  
491 meeting, at which a quorum is not present, and the only motion which the Chairperson shall entertain  
492 at such meeting is a motion to adjourn. A Quorum is established when one-half (1/2) of the voting  
493 members are present.  
494  
495

496 Section 3: Governing of Meetings

497

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

501

502 Section 4: Limit of Liability

503

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

506

507 Section 5: Intergroup Sponsored/Co-Sponsored Events

508

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

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

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

514 (d) All flyers and announcements regarding Intergroup events should state that entry into the event is  
515 free of charge, however, our 7<sup>th</sup> Tradition suggests that we are self-supporting so donations are  
516 appreciated.

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

519

520 Section 6: Voting Eligibility

521

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

523 (b) SCCI committee chairpersons shall have 1 vote.

524 (c) SCCI area representatives shall have 1 vote.

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

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

528

529 Section 7: Non Eligible Voters

530

531 (a) SCCI Office Manager.

532 (b) SCCI Chairperson (unless to break a tie majority vote).

533 (c) Liaisons H&I, NCCAA, GSR and all other entities not directly associated with SCCI Council and  
534 Steering Committee business.

535 (d) Visiting members.

536

537

**ARTICLE XII**

**FINANCIAL MANAGEMENT**

538

539

540 Section 1: Entering into Contracts

541

542 The voting membership at the Intergroup Council meeting may, by resolution, authorize any officer or  
543 agent of the Corporation to enter into any contract or execute and deliver any instrument in the name  
544 of, or on behalf of the Corporation; and such authority may be general, or confined to specific  
545 instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to

546 bind the Corporation by any contract or engagement or to pledge its credit or to render it liable  
547 pecuniary for any purpose or in any amount.  
548

549 Section 2: Signature of Checks, Drafts etc.  
550

551 Checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness  
552 of the Corporation shall be signed by two (2) persons. These persons shall be the Treasurer and one (1)  
553 of the following: The Chairperson, Vice-Chair or the Office Manager. [See Art. VIII, 7 (a) (3)]  
554

555 Section 3: Deposit of Funds  
556

557 All funds of the Corporation shall be deposited at regular intervals to the credit of the Corporation in  
558 such banks, trust companies or other depositories as the Steering Committee may select.  
559

560 **ARTICLE XIII**

561 **BY-LAWS**  
562

563 Section 1: Date of Effect  
564

565 These by-laws shall become effective immediately upon their adoption. Amendments to these by-laws  
566 shall also become effective immediately upon their adoption.  
567

568 Section 2: Method to Amend or Repeal  
569

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

- 573 (a) The by-laws committee recommendations are presented to the Steering Committee. The proposed  
574 change shall be printed in full and distributed by the Steering Committee to the Intergroup  
575 Representatives and labeled for discussion.  
576 (b) Intergroup Representatives take proposals to groups for discussion and group conscience.  
577 (c) Vote upon and adoption of proposed changes shall take place upon the second succeeding monthly  
578 meeting after the proposed change was first discussed and the agenda for said second successive  
579 meeting shall clearly state that the voting on the proposed change is a matter of business at said  
580 meeting.  
581 (d) Proposed changes shall become effective upon approval of two-thirds (2/3) majority vote by the  
582 quorum in attendance.  
583 (e) All changes to these By-Laws shall be consistent with the “Twelve Traditions” and the “Twelve  
584 Concepts” of Alcoholics Anonymous.  
585

586 **ARTICLE XIV**

587 **DEFINITIONS USED**  
588

589 As used by these by-laws:

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

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**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, 2014
- (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.

**EXHIBIT “A”**

Motion & Voting Process Outline (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 a 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
            6. Motion is moved to old business by Chairperson
            7. Motion presented as old business by Chairperson
            8. Discussion of motion and motion reports by Intergroup Representatives
            9. Ready to vote – CHAIRPERSON LEADS

## HOUSEKEEPING MOTION

(Asked after officer reports)

- 1) Chairperson presents motion
  - a) Floor is open for questions – CHAIRPERSON LEADS
    - i) Chair asks if objections
      - (1) No OBJECTION =
        - (a) motion passes
      - (2) OBJECTION =
        - (a) creation of new business – CHAIRPERSON
        - (b) see Policy motion outline

## Voting Process for Policy and Procedure Motions

- 1) Chairperson asks if simple majority or 2/3 required
  - a) Announce Result
    - i) Simple Majority – Chairperson
      - (1) Ask for vote – Chairperson
      - (2) Announce Vote – Chairperson
        - (a) Fails if less than 50% - Chairperson
        - (b) Passes if greater than 50% - Chairperson
    - ii) 2/3 required – Chairperson
      - (1) Ask for vote – Chairperson
      - (2) Announce vote – Chairperson
        - (a) Passes if greater than 66% - Chairperson
        - (b) Fails if less than 66% - Chairperson
          - (i) Chairperson asks for minority opinion
          - (ii) Asks if there is motion to reconsider – Chairperson
            1. Yes - Call for a simple majority vote
              - a. If more than 50% then motion placed in old business for next IG council meeting
              - b. If less than 50% then motion passes
            2. No - Motion Passes