BY-LAWS
Of
SANTA CRUZ COUNTY INTERGROUP

January 2020

(CALIFORNIA NON-PROFIT CORPORATION)

WITH AMENDMENTS AS ADOPTED BY
THE INTERGROUP COUNCIL
THROUGH

11/06/2019

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Table of Contents

ARTICLE I ........................................................................................................................................................ 3
ARTICLE VII ..................................................................................................................................................... 6
ARTICLE VIII .................................................................................................................................................... 7
(d) For the purposes of this section as to vacancies, this shall also apply to Committee Chairpersons
..................................................................................................................................................[See Art. X]
................................................................................................................................................................... 9
ARTICLE IX............................................................................................................................................. 10
CENTRAL OFFICE MANAGER .......................................................................................................................... 10
ARTICLE XII ................................................................................................................................................... 13
ARTICLE XIII .................................................................................................................................................. 14
ARTICLE XIV .................................................................................................................................................. 14
EXHIBIT “A” .................................................................................................................................................. 16
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

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.
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 referred to as the Steering Committee) for disposition as indicated in these by-laws.
(e) When requested and when practical, to assist the Steering Committee members in carrying out the duties of their respective offices.

Section 2: Voting

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

Section 3: Members Eligible to Vote

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

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

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

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

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

(c) The decision of the Parliamentarian on any procedural matter referred to him/her will be final unless two-thirds of the voting membership present at any meeting shall vote to overrule the Parliamentarian’s decision.
ARTICLE VII
STEERING COMMITTEE

Section 1: Purpose
The Steering Committee shall conduct the routine business of the Intergroup, carry out the policy and procedures of the Intergroup, as established at the monthly Intergroup Council or Special Intergroup meetings, and prepare an agenda for said meetings.

Section 2: Time and Place of Meeting
The Steering Committee shall meet at least once per month. Meetings will be held at the Central Office on the third Wednesday of the month. Special or emergency meetings may be called by the Chairperson, or any two members of the Steering Committee with less than one week's notice.

Section 3: Composition
The voting membership of the Steering Committee shall all be members of Alcoholics Anonymous, elected to office as herein provided, and shall consist of a Chairperson, Vice-Chairperson, Treasurer, Recording Secretary, Area Representatives and the Committee chairs.

Section 4: Quorum
(a) A quorum is established when one-half (1/2) of the voting members are present.
(b) A majority of the voting membership present at the time a vote is taken is required for the disposition of any matter brought before the Steering Committee meeting.
(c) Proxy votes are not authorized at any time.
(d) No member of the Steering Committee may cast more than one vote regardless of the number of service offices he/she may hold.

Section 5: Elections
(a) The Intergroup Council meeting held in the month of February of each year shall be known as the “Annual Meeting” and shall be held for the purpose of electing new officers, electing or confirming new Area Representatives, regular Committee Chairs and transacting such other business as may come before it.
(b) All Steering Committee members shall serve for a period of one (1) year from the date of their election with the exception of members elected to fill vacancies in which case they shall serve for the remainder of the original term that was vacated.
(c) The election procedure shall be conducted by an uninterested party who is familiar with the Third Legacy process as described in the A.A. Service Manual. [See Art. VIII, 7 (b)].

Section 6: Responsibilities
(a) Steering Committee members shall attend all monthly Intergroup Council meetings and Steering Committee meetings of the Santa Cruz County Intergroup and may submit items for the agenda for the monthly Intergroup Council meeting.
(b) The Steering Committee as a body shall conduct the routine business of the Intergroup and carry out the policies and procedures established at the monthly Intergroup Council meetings.
(c) The Steering Committee shall take action, as hereinafter provided, on any recommendations, which may be presented to it by the Chairperson, its own membership, or any of the voting membership of the monthly
Intergroup Council meeting, the Central Office Manager, or any member of Alcoholics Anonymous.

(d) The Steering Committee shall not approve any single expenditure in excess of $2,000.

(e) The Steering Committee shall record minutes of each meeting which will be kept in a master file on the Central Office cloud server. These minutes shall be open to inspection by any member of Alcoholics Anonymous.

(f) The Steering Committee shall have the right to make decisions requiring immediate or emergency action, provided that such action does not create or change permanent policy or procedures for Intergroup nor authorize expenditures except as specified above.

(g) All meetings of the Steering Committee shall be open to any member of Alcoholics Anonymous. Agenda items must be submitted through the Chairperson.

(h) Any member Group or individual member of Alcoholics Anonymous affected by any action taken by the Steering Committee may take the matter before the Intergroup Council meeting for consideration by the voting membership of the Santa Cruz County Intergroup.

(i) The Steering Committee shall insure that an impartial financial review of all Intergroup financial records be conducted annually at the close of the fiscal year by an accredited accountant recommended by the Steering Committee. This does not have to be a complete audit, just a review of the standard practices. Financial review results will be reported to the Intergroup at their first meeting following review completion. [see Art VIII, 4 (h)]

(j) The Steering Committee as a body may, by a simple majority, declare a Steering Committee member position as vacant, should that member not be in attendance either at three consecutive monthly Steering Committee meetings or at three consecutive monthly Intergroup Council meetings.

(k) The Steering Committee as a body shall familiarize themselves with the Office Manager’s job description each March. This job description will be reviewed and updated by the Steering Committee each January and on other occasions as needed. [see Art. IX, 4]

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

ARTICLE VIII

RESPONSIBILITIES AND FUNCTIONS OF ELECTED OFFICERS

Section 1: 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) The Chairperson shall preside over all monthly meetings of the Intergroup Council, Special Intergroup meetings, and all Steering Committee meetings.

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

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

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

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

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

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

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

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

Section 2: Delegate-At-Large

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

(b) The Delegate-At-Large shall not succeed themselves for a third consecutive term in the same office, Unless the first was less than six (6) months.

(c) The Delegate-At-Large should attend all meetings of the Steering Committee and the Intergroup Council, where he/she will have both a voice and a vote.

(d) In the absence of the Chairperson and/or Vice-Chair, the Delegate-At-Large shall preside over monthly Intergroup Council, Special Intergroup meetings, Steering Committee meetings and assume all duties as needed.

Section 3: Vice-Chairperson

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

(c) The Vice-Chairperson shall contact all members of the steering committee and remind them of monthly Intergroup Council, Special Intergroup meetings, and Steering Committee meetings.

(d) In the absence of the Chairperson, the Vice-Chairperson shall preside over monthly Intergroup Council, Special Intergroup meetings and Steering Committee meetings and assume all duties of the Chairperson.

(e) Maintain a list at Central Office of current Intergroup contact information

(f) Assist the Office Manager in maintenance of accurate A.A. Group information.

(g) Assist the Chairperson as needed.

Section 4: Treasurer

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

(c) The Treasurer is responsible for the accurate accounting of all receipts and expenditures of the Intergroup.

(d) The Treasurer shall meet with the Office Manager once per month prior to the Steering Committee Meeting to review and verify monthly financial statements to be presented to the Steering Committee.

(e) The Treasurer shall submit, each month to the voting membership of the Intergroup, an itemized report of receipts and expenditures of the Intergroup. This report will also include a list of contributions received from member Groups, with the composite to date for the fiscal year of the Groups’ contributions.

(f) All accounting records shall be maintained on an approved accounting program secured on an outside cloud server for ease of access by the treasurer, office manager, Chair, authorized members and accountant.

(g) On the recommendation of the Treasurer, and with the approval of the Intergroup Steering Committee, a certified accountant will be hired for, annual tax reporting and the preparation of any needed financial statements.

(h) The Treasurer’s records will be subjected to an annual review by an accredited accountant approved by the Steering Committee. This does not have to be a complete audit, just a review of the standard practices. The
financial review results will be reported to the Intergroup Steering Committee at their first meeting following the review completion.[see Art VII, 6 (i)]

Section 5: Recording Secretary

(a) The Recording Secretary 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 Recording Secretary shall not succeed themselves for a third consecutive term in the same office, unless the first term was less than six (6) months.

(c) The Recording Secretary shall maintain minutes, and all procedural records of Intergroup Council and Steering Committee meetings and shall place said records on file in the Master File of Minutes on the Central Office Cloud Server.

Section 6: Area Representative

(a) Area Representatives shall be members of Alcoholics Anonymous and shall have a minimum of one (1) year of continuous current sobriety.

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

(c) There shall be one Area Representative for each geographical area of the County of Santa Cruz, as is periodically determined by the Steering Committee and approved by the Intergroup.

(d) Area Representatives shall be elected by the Intergroup at the Annual Meeting in February of each year.

(e) The Area Representative shall attend all Steering Committee meetings and all regular and Special Intergroup Council meetings and shall vote at all such meetings.

(f) The Area Representative shall serve as liaison between the Groups, the Intergroup Representatives of the Groups, and other members of the Steering Committee.

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

Section 7: Vacancies

(a) If any officer is unable to perform his/her duties, the Intergroup Council shall elect a successor in the same manner as the original officer was elected, except as follows:
   1. In the event of a vacancy in the office of the Chairperson, the Vice-Chairperson shall succeed to that office and a vacancy shall then be created in the office of the Vice-Chairperson.
   2. If the Vice-Chairperson is unable to succeed the Chairperson, the next monthly Intergroup Council meeting shall be chaired in the following order of succession: Delegate-At-Large, Treasurer, and then Recording Secretary.
   3. In the event of the inability of the Treasurer to act, a substitute shall be authorized by the Intergroup Steering Committee to assume the duties of the Treasurer until a Special election is held.

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

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

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

CENTRAL OFFICE MANAGER

Section 1: General

The Office Manager shall:

(a) Be a member of Alcoholics Anonymous.

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

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

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

Section 2: Responsibilities

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.

Section 3: Conferences

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

Section 4: Job Description

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)]
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 Intergroup Chairperson.
(f) Annually each committee shall review their respective committee guidelines and recommend changes as needed.
(g) Committee Guidelines shall be approved by the Intergroup Steering Committee and presented to Intergroup Council for adoption.
(h) Duties and Responsibilities of committee persons shall be described in each respective committee guidelines.
(i) 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) 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).

Section 4: Newsletter Committee Chairperson

(a) The Chairperson shall have at least (5) 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 to organize and produce the Monthly newsletter.
(d) Collect information.
(e) Write articles.
(f) Edit submitted articles and information.
(g) Work with SCCI Central office and Office Manager to assure the Grape-SCCIN is ready for distribution via e-mail, website, posting, printing and mailing by the required schedule.

Section 5: Website 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 will include a Chairperson who shall be responsible for ensuring the Santa Cruz Intergroup website follows Intergroup and A.A. Guidelines, and the A.A. Traditions.

(d) Relaying information and changes to the website webmaster.

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

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

Section 6: By-Laws 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) The By-Laws Committee Chairperson will form a committee of a minimum of three (3) individuals, to review and update the by-laws annually.

(d) Annually review and maintain current bylaws on cloud server and website.

(e) Refer to article XIII for processes.

Section 7: Birthday Speaker 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 Birthday Speaker activities and functions.

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

(e) Each birthday speaker meeting 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).

ARTICLE XI
GENERAL PROVISIONS

Section 1: No compensation to Steering Committee members

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

Section 2: Requirement for Quorum at Steering Committee Meetings

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

Section 3: Governing of Meetings

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

Section 4: Limit of Liability

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

Section 5: Intergroup Sponsored/Co-Sponsored Events

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

Section 6: Voting Eligibility

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

Section 7: Non Eligible Voters

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

ARTICLE XII

FINANCIAL MANAGEMENT

Section 1: Entering into Contracts

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

Section 2: Signature of Checks, Drafts etc.

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

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

Section 4: Tax Status

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

ARTICLE XIII
BY-LAWS

Section 1: Date of Effect

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

Section 2: Method to Amend or Repeal

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

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

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

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

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

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

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; “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, 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.

(l) These by-laws contain all amendments as adopted by the Intergroup Council inclusive through November 11, 2019.
Motion & Voting Process Outline (starts on page 17)

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