

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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(d) For the purposes of this section as to vacancies, this shall also apply to Committee Chairpersons[See Art. X]	9
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1 **ARTICLE I**

2 **OFFICES**

3
4 The principal office of the Corporation (Central Office), for the transaction of business is located in the
5 County of Santa Cruz, State of California.
6

7 **ARTICLE II**

8 **PURPOSES**

9
10 **Section 1: General**

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

- 12 (a) To carry the message of Alcoholics Anonymous to those individuals who suffer from alcoholism.
13 (b) To assist the individual autonomous Groups of Alcoholics Anonymous located within Santa Cruz
14 County in the furtherance of these endeavors where it is not feasible or practical for them to do it
15 themselves.
16 (c) To supervise the operation of a Central Office.
17

18
19 **Section 2: Other**

20
21 The Intergroup may perform such other services as the member Groups may direct, provided such
22 services are in conformity with these by-laws and any lawful amendments thereto, the Articles of
23 Incorporation of This Corporation, the Twelve Traditions of Alcoholics Anonymous, and the Laws of
24 the State of California.
25

26 **ARTICLE III**

27 **MEMBERSHIP**

28 **Section 1: Any Group**

29
30 Any autonomous Group of Alcoholics Anonymous may become a member of the Santa Cruz County
31 Intergroup and as such shall receive all services afforded by the Intergroup, provided only that said
32 autonomous Group is located within the County of Santa Cruz.
33

34 **Section 2: No Prerequisite**

35
36 While it is incumbent upon any member (AA Group) to ensure Intergroup representation to all
37 monthly and Special Intergroup Council meetings of the Intergroup and to support the Intergroup
38 financially through Group contributions, such representation and financial support are not prerequisites
39 for membership.
40

41 **ARTICLE IV**

42 **INTERGROUP REPRESENTATIVES TO THE INTERGROUP COUNCIL**

43 **Section 1: Definition**

44
45 Each member (A.A. Group), regardless of its size or units, is represented by one Intergroup
46 Representative or one Alternate, elected by the member (A.A. group). In these by-laws whenever the
47 word "Intergroup Representative" appears it shall be deemed to include the designation "Alternate" as
48 well.
49

Section 2: Qualifications

50
51 The individuals elected to the status of Intergroup Representative should be those who desire to be of
52 service and who are willing to carry out their obligation to the best of their ability in the spirit of unity
53 and cooperation, and in accordance with the traditions of Alcoholics Anonymous.

54
55 Section 3: Suggested Length of Sobriety

56
57 It is suggested that Intergroup Representatives should have maintained at least twelve months of
58 continuous sobriety.

59
60 Section 4: Each Intergroup Representative, represents a Single Group.

61
62 No person shall act as Intergroup Representative for more than one group.
63

64 **ARTICLE V**

65 **RESPONSIBILITIES OF THE INTERGROUP REPRESENTATIVES**

66
67 Section 1: Responsibilities

68
69 Each Intergroup Representative shall have the following responsibilities:

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

82
83 Section 2: Voting

84
85 Each eligible Intergroup Representative shall exercise the voting privilege of the Member Group at the
86 monthly Intergroup Council and Special Intergroup meetings in making decisions as provided in these
87 by-laws.

88
89 Section 3: Members Eligible to Vote

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

92
93 **ARTICLE VI**

94 **MONTHLY INTERGROUP COUNCIL AND SPECIAL INTERGROUP MEETINGS**

95
96 Section 1: Purpose

97
98 Monthly Intergroup Council and Special Intergroup meetings are established for the purpose of setting policies and
99 procedures for the Intergroup.

100 Section 2: Time and Place of Meeting

101
102 The Intergroup Meetings shall be held as follows:

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

111
112 Section 3: Composition

113
114 The Intergroup Representatives, Steering Committee and the Committee Chairs are the voice and voting
115 membership of the monthly Intergroup Council meetings.

116
117 Section 4: Attendance

118
119 The Intergroup Representatives and the Steering Committee shall sign in at each monthly Intergroup Council
120 meeting.

121
122 Section 5: Voting

- 123
124 (a) Regardless of the number of service offices an individual may hold within the Intergroup, no person may
125 cast more than one vote.
126 (b) Voting by proxy shall not be authorized.
127 (c) Votes may be cast by eligible members as defined in these by-laws. Section

128 Section 6: Powers

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

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

136
137 Section 7: Parliamentarian

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

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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 weeks 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

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

225 **ARTICLE VIII**

226 **RESPONSIBILITIES AND FUNCTIONS OF ELECTED OFFICERS**

227 Section 1: Chairperson

- 228
- 229
- 230 (a) The Chairperson shall have at least (3) years of continuous current sobriety, have previous A.A. service,
- 231 experience and be knowledgeable of the purpose and functions of the Intergroup.
- 232 (b) The Chairperson shall not succeed themselves for a third consecutive term in the same office, unless the first
- 233 term was less than (6) months.
- 234 (c) The Chairperson shall preside over all monthly meetings of the Intergroup Council, Special Intergroup meetings,
- 235 and all Steering Committee meetings.
- 236 (d) The Chairperson shall remain completely impartial at all monthly and special meetings and shall not vote except
- 237 to break a tie vote. He/she may summarize, without bias, the pros and cons of all issues and motions presented
- 238 for decisions at the meetings.
- 239 (e) The Chairperson shall accept all written correspondence from any Intergroup Representative or any member of
- 240 Alcoholics Anonymous, and place motions on the agenda as New Business the following Intergroup Council
- 241 meeting.
- 242 (f) The Chairperson is authorized to appoint committees for Special one-time functions, as he/she may deem
- 243 necessary and to appoint such other committees as the membership or the monthly Intergroup Council
- 244 meeting may direct.
- 245 (g) The Chairperson shall oversee the operations of the Central Office.
- 246 (h) The Chairperson will maintain a perpetual agenda for critical tasks that are performed on an annual basis including
- 247 tax statement reviews.
- 248 (i) The Chairperson along with the treasurer and at least one member of the Steering Committee shall perform a
- 249 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 Treasurers 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

301 financial review results will be reported to the Intergroup Steering Committee at their first meeting following the
302 review completion.[see Art VII, 6 (i)]
303

304 Section 5: Recording Secretary
305

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

313
314 Section 6: Area Representative
315

- 316 (a) Area Representatives shall be members of Alcoholics Anonymous and shall have a minimum of one (1) year of
317 continuous current sobriety.
- 318 (b) The Area Representative shall not succeed themselves for a third consecutive term in the same office, unless
319 the first term was less than six (6) months.
- 320 (c) There shall be one Area Representative for each geographical area of the County of Santa Cruz, as is periodically
321 determined by the Steering Committee and approved by the Intergroup.
- 322 (d) Area Representatives shall be elected by the Intergroup at the Annual Meeting in February of each year.
- 323 (e) The Area Representative shall attend all Steering Committee meetings and all regular and Special Intergroup
324 Council meetings and shall vote at all such meetings.
- 325 (f) The Area Representative shall serve as liaison between the Groups, the Intergroup Representatives of the Groups,
326 and other members of the Steering Committee.
- 327 (g) The Area Representatives shall contact Intergroup Representatives and remind them of the Council meetings.
328

329 Section 7: Vacancies

- 330 (a) If any officer is unable to perform his/her duties, the Intergroup Council shall elect a successor in the
331 same manner as the original officer was elected, except as follows:
 - 332 (1) In the event of a vacancy in the office of the Chairperson, the Vice-Chairperson shall succeed
333 to that office and a vacancy shall then be created in the office of the Vice- Chairperson.
 - 334 (2) If the Vice-Chairperson is unable to succeed the Chairperson, the next monthly Intergroup
335 Council meeting shall be chaired in the following order of succession: Delegate- At-Large,
336 Treasurer, and then Recording Secretary.
 - 337 (3) In the event of the inability of the Treasurer to act, a substitute shall be authorized by the
338 Intergroup Steering Committee to assume the duties of the Treasurer until a Special election is held.
339
- 340 (b) The election procedure shall be conducted by an impartial party who is familiar with the Third Legacy
341 process as described in the A.A. Service Manual. [See Art. VII, 5 (c)]
- 342 (c) After two (2) consecutive months of a vacant position the Body has the option to vote to waive or modify
343 time requirements.
- 344 (d) For the purposes of this section as to vacancies, this shall also apply to Committee Chairpersons
345 [See Art. X]
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353 ARTICLE IX

354 CENTRAL OFFICE MANAGER

355
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357
358 Section 1: General

359 The Office Manager shall:

- 360 (a) Be a member of Alcoholics Anonymous.
361 (b) Have at least five (5) years of continuous sobriety.
362 (c) Have had experience in the service structure of Alcoholics Anonymous.
363 (d) Have a reasonable knowledge of the Traditions of Alcoholics Anonymous and the Third Legacy of A.A.
364 Service.
365

366
367 Section 2: Responsibilities

368 Under the management and supervision of the Intergroup Chairperson, the Office Manager is responsible for
369 the efficient administration and operation of the Central Office per the Job Description and Employee Manual
370 on file.
371

372
373 Section 3: Conferences

374 The Office Manager, with prior approval of the Steering Committee may be reimbursed for travel to regional
375 Central Office Managers conferences of Alcoholics Anonymous.
376

377
378 Section 4: Job Description

379 A detailed job description for the position of the Office Manager shall be maintained on file in the Central
380 Office. In addition to the duties to be performed, this job description will address entitlements. This job
381 description will be reviewed and updated by the Steering Committee each January and on other occasions
382 as needed. [See Art. VII, 6 (k)]
383

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.

- 441 (g) Work with SCCI Central office and Office Manager to assure the Grape-SCCIN is ready for
442 distribution via e-mail, website, posting, printing and mailing by the required schedule.

443
444 Section 5: Website Committee Chairperson

- 445
446 (a) The Chairperson shall have at least (3) years of continuous current sobriety, have previous A.A. service
447 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, unless
449 the first term was less than (6) months.
450 (c) This committee will include a Chairperson who shall be responsible for ensuring the Santa Cruz
451 Intergroup website follows Intergroup and A.A. Guidelines, and the A.A. Traditions.
452 (d) Relaying information and changes to the website webmaster.
453 (e) The committee shall include one (1) designated Webmaster, appointed by the SCCI Steering
454 committee by 2/3 vote who shall have at least (3) years of continuous current sobriety.
455 (f) The Webmaster shall be responsible for keeping the website operational and updated on a regular
456 basis.

457
458 Section 6: By-Laws Committee Chairperson

- 459
460 (a) The Chairperson shall have at least (3) years of continuous current sobriety, have previous A.A. service
461 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, unless
463 the first term was less than (6) months.
464 (c) The By-Laws Committee Chairperson will form a committee of a minimum of three (3)
465 individuals, to review and update the by-laws annually.
466 (d) Annually review and maintain current bylaws on cloud server and website.
467 (e) Refer to article XIII for processes.

468
469 Section 7: Birthday Speaker Committee Chairperson

- 470
471 (a) The Chairperson shall have at least (3) years of continuous current sobriety, have previous
472 A.A. service experience and be knowledgeable of the purpose and functions of the Intergroup.
473 (b) The Chairperson shall not succeed themselves for a third consecutive term in the same
474 office, unless the first term was less than (6) months.
475 (c) This committee shall be composed of a Chairperson and volunteers as needed for organizing all
476 Intergroup Birthday Speaker activities and functions.
477 (d) Facilitate/manage birthday speaker meeting, giving guidance to Host Group in organizing
478 and presenting the Intergroup Birthday Speaker Meeting.
479 (e) Each birthday speaker meeting shall be identified as an Intergroup event, displaying conference
480 approved A.A. literature and/or opening the function with the preamble of
481 Alcoholics Anonymous and appropriate A.A. reading(s).

482
483 ARTICLE XI
484 GENERAL PROVISIONS

485
486 Section 1: No compensation to Steering Committee members

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

488 Section 2: Requirement for Quorum at Steering Committee Meetings

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

492
493 Section 3: Governing of Meetings

494
495 All meetings shall be governed by Robert's Rules of Order except when such rules are inconsistent or in

496 conflict with these by-laws, with the Articles of Incorporation, the Twelve Traditions of Alcoholics
497 Anonymous, or with the law.

498
499 Section 4: Limit of Liability

500
501 The members of the Steering Committee shall not be personally liable for the debts, liabilities or other
502 obligations of the Corporation.

503
504 Section 5: Intergroup Sponsored/Co-Sponsored Events

- 505 (a) It is suggested that all events be presented to the Steering Committee no less than 6 months prior to the
506 event date.
- 507 (b) All Intergroup events shall be approved by Council no less than 3 months prior to the event date.
- 508 (c) The Event Committee Chairperson shall be responsible for reporting site logistics and
509 expenditures at Council and Steering Committee meetings.
- 510 (d) All flyers and announcements regarding Intergroup events should state that entry into the event is free
511 of charge, however, our 7th Tradition suggests that we are self-supporting so donations are appreciated.
- 512 (e) The 12 Steps and 12 Traditions of Alcoholics Anonymous will be read and/or displayed at all
513 Intergroup sponsored events.
514

515
516 Section 6: Voting Eligibility

- 517 (a) Elected officers of the Santa Cruz County Intergroup (SCCI) shall have 1 vote.
- 518 (b) SCCI committee chairpersons shall have 1 vote.
- 519 (c) SCCI area representatives shall have 1 vote.
- 520 (d) Santa Cruz County AA Group Representatives shall have 1 vote.
- 521 (e) Regardless of the number of service offices an individual may hold within the Intergroup, no
522 person may cast more than one vote.
523

524
525 Section 7: Non Eligible Voters

- 526 (a) SCCI Office Manager.
- 527 (b) SCCI Chairperson (unless to break a tie majority vote).
- 528 (c) Liaisons H&I, NCCAA, GSR and all other entities not directly associated with SCCI Council and
529 Steering Committee business.
- 530 (d) Visiting members.
531

532
533 **ARTICLE XII**
534 **FINANCIAL MANAGEMENT**

535
536 Section 1: Entering into Contracts

537
538 The voting membership at the Intergroup Council meeting may, by resolution, authorize any officer or
539 agent of the Corporation to enter into any contract or execute and deliver any instrument in the name of, or
540 on behalf of the Corporation; and such authority may be general, or confined to specific instances. Unless so
541 authorized, no officer, agent, or employee shall have any power or authority to bind the Corporation by any
542 contract or engagement or to pledge its credit or to render it liable pecuniary for any purpose or in any
543 amount.
544

545 Section 2: Signature of Checks, Drafts etc.

546
547 Checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the
548 Corporation shall be signed by two (2) persons. These persons shall be the Treasurer and one (1) of the
549 following: The Chairperson, Vice-Chair or the Office Manager. [See Art. VIII, 7 (a) (3)]
550
551
552

553 Section 3: Deposit of Funds

554
555 All funds of the Corporation shall be deposited at regular intervals to the credit of the Corporation in such
556 banks, trust companies or other depositories as the Steering Committee may select.

557
558 Section 4: Tax Status

559
560 At the October Steering Committee all required state and federal tax documents will be reviewed and
561 approved by the Steering Committee.

562 **ARTICLE XIII**

563 **BY-LAWS**

564
565 Section 1: Date of Effect

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

569
570 Section 2: Method to Amend or Repeal

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

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

586
587 **ARTICLE XIV**

588 **DEFINITIONS USED**

589
590 As used by these by-laws:

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

596 **ARTICLE XV**

597 **PRECEDENCE**

- 598
599 (a) All Original By-Laws and amendments are on file in the Central Office.
- 600 (b) These by-laws supersede all previous by-laws and amendments.
- 601 (c) These by-laws contain all amendments as adopted by the Intergroup Council inclusive through April
602 1, 2010.
- 603 (d) These by-laws contain all amendments in Article VIII as adopted by the Intergroup Council
604 inclusive through December 1, 2010.
- 605 (e) These by-laws contain all amendments in Article VIII as adopted by the Intergroup Council
606 inclusive through July 6, 2011.
- 607 (f) These by-laws contain all amendments in Article VIII as adopted by the Intergroup Council
608 inclusive through June 6, 2012

- 609 (g) These by-laws contain all amendments in Article VIII as adopted by the Intergroup Council
610 inclusive through January 2, 2013
- 611 (h) These by-laws contain all amendments in Article X as adopted by the Intergroup Council inclusive
612 through January 2, 2014
- 613 (i) These by-laws contain all amendments in Exhibit “A” as adopted by the Intergroup Council
614 inclusive through January 2, 2014
- 615 (j) These by-laws contain all amendments as adopted by the Intergroup Council inclusive through May
616 20, 2015.
- 617 (k) These by-laws contain all amendments as adopted by the Steering Committee inclusive through
618 October 19, 2016.
- 619 (l) These by-laws contain all amendments as adopted by the Intergroup Council inclusive through
620 November 11, 2019.

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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