

## Napa Valley Intergroup Bylaws

### MEMBERSHIP

- Membership in Napa Valley Intergroup will consist of all Alcoholics Anonymous groups in Napa County desiring to participate.
- Each group may elect one (1) Intergroup Representative and one (1) Alternate Intergroup Representative.
- A one (1) year sobriety requirement is suggested, and a one (1) year term of service for Intergroup Representatives and Alternate Intergroup Representatives.

### MEETINGS

- Regular meetings of the Napa Valley Intergroup shall be held on the second Saturday of each month at 10:00 AM at the Crosswalk Church.
- Special meetings may be called on two weeks written notice to member groups by the Chairperson of Intergroup, or on request by a majority of the Intergroup officers or by ten percent (10%) of the member groups.
- Meetings shall be conducted by 'Robert's Rules of Order, Modified by The Twelve Traditions, adapted for Napa Valley Intergroup' (see page 5 below).
- Only members of Alcoholics Anonymous may attend intergroup meetings. Exceptions may be made by approval of the Intergroup conscience by unanimous vote prior to the meeting at which a guest's presence is requested. Members' children permitted as needed.

### OFFICERS

- Intergroup officers shall be defined as the following elected positions: Intergroup Chairperson, Alternate Chairperson, Secretary, Treasurer, Literature Chairperson, Hotline Chairperson, Web Editor, Meeting Schedule Chairperson, Newsletter Chairperson, Delegate at Large, and Birthday Meeting Chairperson.
- DUTIES FOR ALL OFFICERS
  - All officers to Intergroup are expected to submit a written report to the Intergroup Chairperson by 8:00 PM on the Wednesday prior to the monthly Intergroup Meeting.
  - All officers are expected to attend the monthly Officers Meeting on the second Saturday of each month at 9:00 AM in the Blue Room at the Crosswalk Church.
  - All officers are expected to attend the monthly Intergroup Meeting on the second Saturday of each month at 10:00 AM in the Blue Room at the Crosswalk Church.
  - All officers are to report all/any expenditures to the Treasurer and submit receipts with appropriate documentation.
- QUALIFICATIONS FOR ALL OFFICERS
  - There is a two (2) year sobriety requirement for all officer positions.
  - All officer terms begin in January and span two (2) years.
  - It is highly suggested that officers have served previously for a term with Intergroup as an Intergroup Representative.
- Chairperson
  - Responsible for executing the monthly Intergroup meeting per Napa Valley Intergroup Bylaws and procedure.
  - Collects reports, prepares, and organizes the monthly meeting agenda.
  - In the event of death, resignation, or inability to act as an officer, the Intergroup shall appoint a replacement for the remainder of the term. In the event of a Chairperson person vacancy, the Alternate Chairperson person shall ascend, and an interim Alternate Chairperson appointed.
- Alternate Chairperson
  - Prepares coffee and brings doughnuts to monthly meeting.
  - May be asked to lead certain activities or special projects that come up.
  - The Alternate Chairperson represents the Chairperson when the Chairperson cannot attend meetings.
  - Serve as the Alternate Secretary when appropriate.
- Secretary
  - Records and distributes minutes of monthly Officer and Intergroup meetings.
  - Handles meeting sign-in sheet and maintaining contact list for Intergroup representatives.
- Treasurer
  - The Treasurer is responsible for the Group's finances consistent with Tradition Seven.
  - Pass the collection basket at each meeting.
  - Maintain simple, accurate records of income and expenses as well as a bank account where appropriate according to group conscience.
  - Pay rent to the meeting place landlord.
  - Report the group's financial condition at business meetings.

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- Reimburse suppliers for refreshments and related expenses.
- Submit monthly report to Intergroup and quarterly report to Financial Oversight Committee
- Maintain a prudent reserve.
- Literature Chairperson
  - Principal point of contact for meeting representatives to arrange for purchase of AA-approved materials.
  - The Literature Chairperson prepares and orders materials from the GSO and arranges for storage and distribution of those materials.
  - Retains meetings' order forms for 36 months.
  - Maintains literature inventory record monthly.
- Hotline Chairperson
  - Is responsible for arranging the schedule, recruiting volunteers, training the volunteers and general overall supervision of the AA Hotline.
  - Continual review and revision of the hotline functions including: newspaper ad, call answering service and voice recording.
  - Replies to messages left on the call answering service.
- Web Editor
  - Administers website, [www.aanapa.org](http://www.aanapa.org).
  - Keeps an archive of previous Intergroup flyers and documents.
  - Assists Officers of Intergroup with the setup of their email accounts.
- Meeting Schedule Chairperson
  - Is responsible for developing a list of AA meetings in the district suitable for publishing on hard copy or for use on the web site quarterly.
  - The Chairperson canvasses the meetings' representatives for information on discontinued or disestablished AA meetings and insures that the published schedule reflects accurate information on format, location, times and any special circumstances related to the meeting.
  - Distributes schedules as needed to other meetings in the fellowship
- Newsletter Chairperson
  - Is responsible for developing and printing a quarterly newsletter of Napa Valley AA activities of note suitable for printing a hard copy and for submitting a PDF version to the webmaster, to be posted on the AA website.
  - The newsletter chairperson canvasses the meetings and fellowship for news and informative material for inclusion and arranges for discussion of the items to be printed with enough lead to be timely.
  - Newsletters are printed quarterly.
- Delegate at Large
  - Serves as a roving representative for Intergroup - visit meetings and share the goings on of the monthly Intergroup meeting.
  - Attends the monthly Intergroup meeting and notes missing and absent Intergroup meetings to visit.
  - When reporting at a meeting explains what the Delegate at Large is and what the responsibilities are.
  - Reports back to Intergroup for the meetings that he/she has attended.
- Birthday Meeting Chairperson
  - Responsible for organizing and conducting the monthly Napa Valley AA Birthday Meeting.
  - This includes finding volunteers and a chairperson to speak, setting an agenda, and arranging for refreshments.
  - The chairperson establishes a budget and requests funds
  - Supervises setup and teardown of meeting.
  - Ensures 7<sup>th</sup> Tradition money is collected and reported to Treasurer monthly.

### **LIAISONS**

- Intergroup liaisons shall be defined as the following volunteer positions: Liaison to General Service, Liaison to H&I (Hospitals & Institutions), and Liaison to NAPA (Napa Young People in Alcoholics Anonymous)
- DUTIES FOR ALL LIAISONS
  - All liaisons to Intergroup are expected to submit a written report to the Intergroup Alternate Chairperson by 8:00 PM on the Wednesday prior to the monthly Intergroup Meeting.
  - All liaisons are expected to attend the monthly Intergroup Meeting on the second Saturday of each month at 10:00 AM in the Blue Room at the Crosswalk Church.
  - If a liaison cannot attend the monthly Intergroup Meeting, an alternate representative should be arranged to attend in their place.

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- Liaison to General Service
  - Provides a monthly written and oral report to Intergroup in regards to the most recent General Service meeting.
  - Provides a monthly Intergroup report to General Service.
- Liaison to H & I
  - Provides a monthly written and oral report to Intergroup in regards to the most recent H&I meeting.
  - Provides a monthly Intergroup report to H&I.
  - Providing Pink Cans to the monthly Intergroup meeting
- Liaison to NAPYPAA
  - Provides a monthly written and oral report to Intergroup in regards to the most recent NAPYPAA meeting.
  - Provides a monthly Intergroup report to NAPYPAA.

### **COMMITTEES**

- Intergroup committees shall be defined as the following groups of volunteers with an appointed chairperson: Financial Oversight Committee
- Intergroup may appoint chairpersons for advisory and administrative committees.
- Committees selected by committee chairperson from volunteers as needed.
- Committee size and frequency of meetings at discretion of committee chairperson
- **DUTIES FOR ALL COMMITTEE CHAIRPERSONS**
  - All committee chairpersons are expected to submit a written report to the Intergroup Alternate Chairperson by 8:00 PM on the Wednesday prior to the monthly Intergroup Meeting.
  - A representative from each committee is expected to attend the monthly Intergroup Meeting on the second Saturday of each month at 10:00 AM in the Blue Room at the Crosswalk Church.
- **QUALIFICATIONS FOR ALL COMMITTEE CHAIRPERSONS**
  - There is a two (2) year sobriety requirement for all committee chairpersons.
  - All committee chairperson terms begin in January and span two (2) years.
  - It is highly suggested that committee chairpersons have served previously for a term with Intergroup as an Intergroup Representative.

### **EVENTS**

- Intergroup to sponsor the following events each year: Napa Valley Fellowship Anniversary Party, Thanksgiving Alcathon, Christmas Alcathon, New Year's Alcathon, and budgeted Workshops.
- Intergroup to elect one (1) event chairperson per event.
- **DUTIES FOR ALL EVENT CHAIRPERSONS**
  - Serve as the speaking representative for the activity and organizes the workload to accomplish the mission of the activity.
  - Sources venue, collects volunteers, distribute flyers, plans event schedule, manages event set up and clean up, creates budget and oversees finances.
  - Report on event status in the Intergroup meetings prior to the event and after the event.
  - Ensures all event directives are followed, and necessary documents for the event are submitted to Intergroup after the event
  - Submit complete post event and financial statement in the Intergroup meeting immediately following the event, using the appropriate documentation.
- **QUALIFICATIONS FOR ALL EVENT CHAIRPERSONS**
  - There is a two (2) year sobriety requirement for all event chairpersons.
  - All event chairpersons' terms span for the time of the event.
  - It is highly suggested that event chairpersons have served previously for a term with Intergroup as an Intergroup Representative.

### **ELECTIONS**

- All elections to follow the Third Legacy Procedure (see page 4).
- Nominations are not permitted for elections.
- Anyone wishing to participate in an election as a candidate must be present at the meeting where the vote for the position is taking place.
- Open officer positions must be brought back to the groups prior to a vote to fill the position.
- Officer elections for new panels take place in the November Intergroup meeting during the 'New Business' portion of the meeting.

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### **VOTING**

- The Intergroup representatives present at any regular or special meeting shall constitute a quorum.
- Each meeting shall have one (1) vote at all Intergroup meetings.
- Each meeting's vote shall be cast by its representative (or alternate in the absence of the representative).
- Intergroup representatives shall each have one (1) vote. If an Intergroup representative represents more than one meeting at any given Intergroup meeting, the Intergroup representative shall still only have one (1) vote.
- All Intergroup Officers are allowed (1) vote.
- If an, liaison, committee chairperson, or event chairperson is also an active Intergroup representative then they may have one (1) vote. Conversely, liaison, committee chairperson, or event chairperson does not represent a meeting as the Intergroup representative, they may not vote.

### **AMENDMENTS**

- Bylaws may be amended at any meeting, provided however that written notice has been brought to the previous month's Intergroup meeting as a New Business item
- The written notice is to contain the language of the existing bylaw and the proposed amendment.
- Any change must be approved by two-thirds vote of all representatives.
- Bylaws to be reviewed every three years by the sitting panel of Intergroup officers. All proposed amendments should be brought to the Intergroup meeting for review and vote.

### **THE THIRD LEGACY PROCEDURE**

*The AA Service Manual, pp. S20-S21*

A.A.'s Third Legacy Procedure is a special type of electoral procedure, used primarily for the election of delegates and regional and at-large trustees. It is considered to be unique to A.A., and at first glance, appears to introduce a strong element of chance into a matter that should depend solely on the judgment of the majority. In practice, however, it has proved highly successful in eliminating the influence of factions or parties that seem to thrive on most political scenes. The railroading of a candidate for election is made difficult, if not impossible, since voters have a wide selection of candidates to choose from. More importantly, a second-place candidate who may be extremely well qualified but without early popular support is encouraged to stay in the balloting, rather than withdraw.

Third Legacy Procedures is as follows:

- The names of eligible candidates are posted on a board. All voting members cast written ballots, one choice to a ballot. The tally for each candidate is posted on the board. The first candidate to receive two-thirds of the total vote is elected.
- Withdrawals start after the second ballot. If any candidate has less than one-fifth of the total vote, his or her name is automatically withdrawn - except that the top two candidates must remain. (In case of ties for second place, the top candidate and all tied runners-up remain as candidates.)
- After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except the two top candidates remain. (In case there are ties for second place, the top candidate and all tied runners-up remain as candidates.)
- After the fourth ballot, if no candidate has two-thirds of the total vote, the candidate with the smallest total is automatically withdrawn, except that the top two candidates remain. In case there are ties for second place, the top candidate and all tied second-place candidates remain. At this point the Chairperson asks for a motion, second and a simple majority of hands on conducting a fifth and final ballot. If this motion is defeated, balloting is over and the choice is made by lot - "going to the hat" - immediately. If the motion carries, a fifth and final ballot is conducted.
- If after the fifth ballot no election occurs, the Chairperson announces that the choice will be made by lot (from the hat). At this point, the top two candidates remain. In case there are ties for first place, all tied first place candidates remain. In case there are no ties for first place, the top candidate and any tied second place candidates remain.
- Lots are then drawn by the teller, and the first one "out of the hat" is the delegate (or trustee or other officer).

### **ROBERT'S RULES OF ORDER**

*Modified by The Twelve Traditions, Adapted for Napa Valley Intergroup*

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What are Robert's Rules of Order?

*They are set of guidelines for conducting business first written in 1876. Clubs, organizations, associations and conventions generally utilize Robert's Rules for business meetings.*

Why is Robert's Rules Important?

*These guidelines allow everyone to be heard so this group can make decisions without confusion. This version of Robert's Rules has been modified to fit the needs of Napa Valley Intergroup. Today, Robert's Rules of Order are the basic meeting operation for AA at the District, Area, Regional and National level, so it's important that everyone know these basic procedures. They should not be utilized in a way to stifle full discussion of an issue. We use these guidelines, but keep in mind that they must occasionally give way to the 12 Traditions.*

Moving to Motion:

*A motion is a proposal that the entire membership take action or a stand on an issue. Only members that can vote on motions (Intergroup Representatives) may make motions. Motions cannot be made when any other motion is on the floor. Original motions yield to subsidiary motions such as amendments.*

- i. To Begin
  - i. Obtain the floor by raising your hand during the 'New Business' portion of the meeting.
  - ii. Wait until the last speaker has finished.
  - iii. Always wait until the Chairperson recognizes you.
- ii. Make Your Motion.
  - i. Speak in a clear and concise manner. It is sometimes helpful to write out your motion before saying it.
  - ii. Always state a motion affirmatively. Say, "I move that we..." rather than, "I move that we do not..."
- iii. Second the Motion.
  - i. Another member will second your motion or the Chairperson will call for a second.
  - ii. If there is no second to your motion it is lost.
  - iii. It is generally not advisable to second a motion to simply get on with the discussion. The better course is to wait for the motion to fail without a second and then make a new motion. This avoids the problem of having to overly amend a motion that is not effectively worded in the first place.
- iv. The Chairperson States Your Motion.
  - i. The Chairperson will say, "It has been moved and seconded that we..." Thus placing your motion before the membership for consideration and action.
  - ii. Once the Chairperson presents your motion to the membership it becomes "assembly property," and must follow the amendment procedure (item 9 below) to be modified.
- v. The Motion is Discussed.
  - i. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it. The mover is always allowed to speak first.
  - ii. All comments and debate must be directed to the Chairperson.
  - iii. The membership then either discuss and debate your motion, or may move directly to a vote.
  - iv. Any member may speak on a motion once.
  - v. To speak, the Chairperson must call on a member.
  - vi. The mover may not speak again, unless called upon by the Chairperson.
- vi. Putting the Question to the Membership.
  - i. The Chairperson asks, "Are you ready to vote on the question?" If there is no more discussion, a vote is taken.
- vii. Voting on a Motion - at the discretion of the Chairperson, one of three methods of voting will be used:
  - i. By Voice -- The Chairperson asks those in favor to say, "Aye," those opposed to say "no", and ask for any abstentions. The only reason to abstain from the vote is if you could personally gain or profit from the motion. Any member may move for an exact count.
  - ii. By a Show of Hands -- Each member raises their hand until all hands are counted. This method is used for counting dissenting votes also.
  - iii. By Ballot -- Members write their vote on a slip of paper; this method is used when secrecy is desired, such as during elections of committee members. (Please see Third Legacy on page 4)
- viii. Minority Opinion - the minority opinion is very important to AA and helps to preserve our Traditions. Following a vote, the Chairperson will ask to hear from the minority opinion. The Chairperson can choose how many minority opinions will be heard. The purpose is to persuade even one person from the majority to change their opinion and move for reconsideration.
  - i. If any member who voted on the prevailing side of the question raise their hands the request to reconsider a vote is considered made and seconded and discussion resumes on the matter as if the original vote had not taken place.

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- ii. This is not discussion, and no rebuttal by a member of the majority is allowed.
  - iii. If the motion that is being reconsidered is not debatable, then the motion to reconsider is not debatable.
  - iv. A matter may be reconsidered only once. Motions to reconsider or table cannot be subject to a motion to reconsider.
  - v. Motions to reconsider must be made at the same meeting at which the vote being reconsidered was taken.
- ix. Amending a Motion - when a motion requires change before approval, a motion to amend the motion may be made.
- i. A "friendly" amendment is suggested to the person making the motion and accepted by him. The Chairperson will then restate the question with the amendment included and discussion on the amended motion continues.
  - ii. A "formal" motion to amend is done by inserting, adding, deleting or changing the motion. For example, if the motion is to allocate \$500.00 to some task, and the discussion indicated the assembly thought that amount was too much, a member could amend the motion by saying "I move to change the motion from \$500.00 to \$250.00."
  - iii. Formal motions to amend must be seconded.
  - iv. If seconded, discussion of the motion to amend takes precedence over the main motion and the discussion then focuses on the amendment.
  - v. Once the assembly votes on the amendment, the discussion of the main motion resumes.
- x. Tabling a Motion - tabling a motion has the effect of removing the motion from further consideration at that time, and postpones it to such time in the future when it is taken off the table.
- i. A motion to table requires a second.
  - ii. Motions to table are not debatable.
  - iii. Motions to table require a simple majority to pass.
  - iv. If the matter is to be postponed to a specific time, then the appropriate motion is not to table, but to postpone until the specified date.
- xi. Point of Order - it is the duty of the Chairperson to enforce the guidelines of the meeting. It is the right of each member of the meeting who notices a shift from these guidelines to bring the problem the Chairperson's attention by calling "Point of Order".
- i. The Chairperson may stop discussion that does not follow the guidelines of the meeting without calling "Point of Order". An explanation of the guideline will be provided before discussion on the motion continues.
  - ii. Any member may call "Point of Order" from the meeting floor.
  - iii. The discussion stops and the Chairperson will address the guideline question before continuing.
  - iv. The Chairperson may request the assistance of a member to suggest an interpretation of these guidelines to the Chairperson.
  - v. A decision is made on the rule or guideline by the Chairperson and discussion is resumed.