

Central Valley Intergroup

Of

Alcoholics Anonymous

BYLAWS

Approved by the Board on April 24, 2017

Bylaws of Central Valley Intergroup

TABLE OF CONTENTS

Preface.....	1
Purpose.....	2
Composition.....	2
Group Membership.....	3
Group Representation.....	3
Article I. Memberships and Rights.....	4
Article II. Meetings of Members.....	5
Article III. Directors.....	6
Article IV. Officers.....	6
Article V. Committees.....	9
Article VI. Amendments of the Bylaws.....	9
Article VII. Miscellaneous Provisions.....	10
Article VIII. Twelve Concepts (Short Form).....	10
Article IX. The Twelve Traditions (Short Form).....	12
Article X. Third Legacy.....	13
Article XI. Introduction to Robert's Rules of Order.....	14

Bylaws for Central Valley Intergroup

Preface

It is understood and agreed that at no time will Central Valley Intergroup (hereinafter referred to as C.V.I.) violate the letter or spirit of Alcoholics Anonymous®, either by policy or practice, as expressed in the 12 Traditions of Alcoholics Anonymous®, the 12 Concepts of World Service®, and or

Any other guidance provided by Alcoholics Anonymous World Service Inc.®

If at any time, C.V.I., as a *body*, discerns a violation of these principles, steps will immediately be taken to rectify the matter. As a policy, C.V.I. will always defer to the principles, traditions, and practices recommended by Alcoholics

Anonymous World Service, Inc.

1. Introduction

The C.V.I. is a service body only. Composed of representatives of the Stanislaus County, (and any other group that may wish to be a part of the C.V.I.) groups of Alcoholics Anonymous, and dedicated to the furtherance of the program of Alcoholics Anonymous.

For our purposes, we accept the definition of a group, as it is given in the long form of Tradition Three, which states "...Any two or three alcoholics gathered together for sobriety may call themselves an A.A. group, provided that, as a group, they have no other affiliation."

The function of these bylaws are to provide some guidelines for the composition and activities of C.V.I. business. The purpose of these bylaws are to lend continuity to the service work performed by C.V.I. and to enhance A.A. unity in keeping with our principles and traditions.

Bylaws for Central Valley Intergroup

PURPOSE:

C.V.I. exists to aid the groups in their common purpose of carrying the AA message to the alcoholic who still suffers. C.V.I. fulfills this mission by:

- A. **Hotline**- Staffing, financing and maintaining the local A.A. Hotline to receive inquiries from those seeking help.
- B. **Meeting Lists**- At regular intervals C.V.I. shall publish and distribute up-to-date lists of meetings and other information about local A.A. services.
- C. **Literature**- C.V.I. shall provide local access to literature and materials provided by A.A. World Services Inc. *and any other materials as directed by the groups it serves.*
- D. **Newsletter**- C.V.I. shall publish and distribute a periodical newsletter (C-VINE) containing information of value to all who participate in A.A.'s primary purpose.
- E. **Information Exchange**- C.V.I. functions as a clearinghouse for the circulation and exchange of information among all A.A. groups in the community. As well as acting as a liaison for, and in cooperation with, local service groups such as, Pl. and C.P.C.®, H & I®, and G.S.O.®.
- F. **Special Events** – By way of supporting the Three Legacies of A.A. (Recovery, Unity, & Service), C.V.I. shall sponsor local events that may include, but not be limited to, dinners, speaker meetings, panels, and conferences.

2. C.V.I. Policies

C.V.I. policies, as expressed by the actions of C.V.I., shall always be in keeping with the A.A. principles and traditions, and shall be for the best interests of the groups represented and A.A. as a whole. Unity of purpose, thought and deed shall be of primary importance in all C.V.I. actions and the furtherance of the A.A. program through the performance of service work shall be the ultimate objective of C.V.I.

3. Composition

C.V.I. shall be composed of one (1) representative and one (1) alternate from each member group listed with the C.V.I. Central Office.

Bylaws for Central Valley Intergroup

4. Group Membership

Member groups shall be listed with C.V.I. The Group name, meeting place, meeting day and time, together with the name, address, and phone number of the group contact person should be listed with C.V.I.

In the spirit of the Seventh Tradition, just as each group is dependent upon the voluntary contributions of its individual members, so too, C.V.I. is dependent upon the voluntary contributions of its member groups. All groups may fully enjoy the benefits of C.V.I. activities regardless of their contributions. If possible, each group should assume its fair share of the operational costs.

5. Group Representation

Each group should select from among its members one (1) C.V.I. Representative and one (1) Alternate approved by the membership and/or the group's steering committee. Representative and Alternate should be listed with C.V.I.

Each Representative, or Alternate, shall be entitled to represent only one (1) group on voting matters. No proxy votes shall be permitted.

It is suggested the C.V.I. Representatives and Alternates have a minimum of one (1) year of continuous sobriety and be active members of their group. However, no group shall be denied representation because of these suggested requirements.

In the absence of the Group Representative, the Group Alternate may represent the group and be entitled to the full voting privileges enjoyed by the Group Representative. In the absence of both the Group Representative and the Alternate, the Group Secretary may serve as the group alternate and be entitled to the full voting privileges of the Group Representative.

Representatives should bring to C.V.I. meeting the viewpoints of their individual groups and exercise their voting privileges in accordance with their "Right of Decision," as provided for in the Third Concept of World Services.

Bylaws for Central Valley Intergroup

Article I. Types of Membership and Rights

Section 1.01 C.V.I. shall have one type of members only, to be known as the Board of Directors, hereafter referred to as members and/or officers; the voting rights interest and privileges of each member shall be equal. No member shall have any interest or property right in the assets of C.V.I. To qualify for membership a candidate must be:

- (a.) A resident of Central California, not less than sixteen (16) years of age.
- (b.) One who is an admitted alcoholic and has abstained from the use of alcohol for a continuous period of one (1) year immediately preceding said person's nomination for office. Said abstinence is and shall be a condition concurrent for the continued office of each such member.
- (c.) One who is nominated and elected in accordance with the provisions, terms and conditions of these bylaws, as hereinafter set forth.

Section 1.02 Membership shall be non-assessable.

Section 1.03 There shall be no annual dues.

Section 1.04 Membership certificates shall not be issued.

Section 1.05 Membership in non-transferable and non-assignable.

Section 1.06 Membership shall terminate on:

- (a.) The written resignation by the member.
- (b.) The death of a member.
- (c.) The failure of a member to attend three (3) consecutive meeting of C.V.I. without good cause or failure to attend at least three-quarters (3/4) of the meetings of C.V.I. in each calendar year.
- (d.) Such conduct of a member which brings notoriety and/or disrepute upon such member, and directly or indirectly upon C.V.I. and/or its goals, membership or public image.

Section 1.07 Vacancies on the committee (i.e. at any time other than time of expiration of a member's full term) shall be filled for the remainder of a vacating member's term by:

- (a.) Open nominations from the floor.

Bylaws for Central Valley Intergroup

Article II Meetings of Members

- Section 2.01 Meetings of the members shall be held at the principal office of C.V.I., or such other place as may from time to time be designated by the Chairperson of C.V.I...
- Section 2.02 The meeting held in the month of January of each year shall be known as the annual meeting, and shall be held for the purpose of electing new officers, and transacting such business as may come before it. Thirty (30) days' notice must be given to the individual AA members and AA groups of the impending vote, either through individual flyers to the groups, and will be posted on the CVIAA website. Failure to do so shall result in the postponement of the elections.
- Section 2.03 Special meetings shall be called by the chairperson of C.V.I. and held at such times and places as may be directed by the membership.
- Section 2.04 Notice of time and place of meetings shall be delivered to each member at least two (2) days prior to such meetings, unless in the determination of both the authorized member giving such notice, and a quorum of the membership, an emergency exists which makes shorter notice necessary.
- Section 2.05 Notice of the meetings not hereby dispensed with shall specify the time, place, and day of the meeting, and in the case of special meetings, the general nature of the business to be transacted.
- Section 2.06 Four (4) members shall constitute a quorum for the transaction of business, and except as otherwise provided by bylaws, no business shall be transacted in the absence of a quorum
- Section 2.07 Voting by proxy shall not be authorized, and each member shall have only one (1) vote on each matter submitted to the membership for vote.
- Section 2.08 Meetings shall be governed by "Roberts Rules of Order," as such rules are not inconsistent or in conflict with the bylaws.
- Section 2.09 Members shall serve without compensation in their respective capacities and offices.

Bylaws for Central Valley Intergroup

Article III Directors

Section 3.01 Directors and officer are synonymous as specified in Section 1.01 hereof.

Article -IV Officers

Section 4.01 C.V.I. shall have as Officers, a **Chairperson**, and an **Assistant Chairperson**, a **Treasurer**, and an **Assistant Treasurer**, a **Recording Secretary** and a **Special Events Coordinator**, and two **Service Liaisons**.

- (a) The Chairperson, Assistant Chairperson, Treasurer, and Assistant Treasurer's service will be a two (2) year term of office.
- (b) Chairperson, Assistant Chairperson, shall be elected on even-numbered years. Treasurer and Assistant Treasurer shall be elected on odd-numbered years.
- (c) Recording Secretary, Special Events Coordinator, and Service Liaisons shall serve terms of **two (2) years**.

Section 4.02 Qualifications, elections, and terms of office Members of C.V.I., elected at the January meeting of C.V.I., are installed in office at the regular February meeting of C.V.I., subject to the thirty (30) day notice rule.

- (a) Chairperson, Assistant Chairperson, Treasurer and Assistant Treasurer, Recording Secretary and Special Events Coordinator and two Service Liaisons shall be elected using the Third Legacy Voting procedure.

Bylaws for Central Valley Intergroup

Section 4.03 The Chairperson shall be the principal representative of C.V.I., and shall, subject to the control of the members, *act* for and on behalf of C.V.I. Said person shall perform all duties incident to said office, and such other duties provide in these bylaws, or as may hereafter be directed from time to time by the members. The Chairperson shall also conduct the business meetings of the members. The Chairperson shall delegate and oversee tasks and duties assigned by C.V.I. The chairperson shall ensure that all election bylaws are adhered to. The Chairperson shall also be an authorized signatory on any checking accounts held in and for the use of C.V.I.

Section 4.04 The Assistant Chairperson shall perform all duties and exercise all the powers of the Chairperson, when the Chairperson is absent or is otherwise unable to *act*, and shall perform such duties as may hereafter be directed by the membership. In the event that the Chairperson is unable to fulfill her/his complete term, the Assistant Chairperson shall fulfill said term until the next scheduled election. In the event that this constitutes more than 50% of said term, Section 4.02 (a) shall apply and the Assistant Chairperson is precluded from standing for an additional term as Chairperson.

Section 4.05 The Recording Secretary shall keep minutes of all meetings of the members and shall be custodian of C.V.I. records for her/his term, shall give all notices as required by the law or these bylaws and generally perform all duties incident to said office including acting as archivist in the event there is not a current archivist, and such other duties as may be required, or which may be assigned to said person from time to time by the membership.

Section 4.06 The Treasurer shall be responsible for all collections, deposits and disbursements of all funds of Central Valley Intergroup and shall maintain accurate accounts thereof, and shall report said accounts to the membership by preparing a financial statement that will be presented at the monthly C.V.I. business meetings.

Bylaws for Central Valley Intergroup

- Section 4.07 The Assistant Treasurer (if any) shall perform all duties and exercise all powers of the Treasurer when the Treasurer is absent or is otherwise unable to act, and shall perform such other duties as may hereafter be directed by the membership. The Assistant Treasurer shall be an authorized signatory on any checking accounts held in and for the use of C.V.I.
- Section 4.08 The Special Events Chairperson will plan, organize, and execute all special events of the Central Valley Intergroup and requires complete facilitation from beginning of events to end of events. Currently, there are three planned events per year, (1). The Old-Timers Meeting, (2) Softball Family Day and (3.) The New Year's Eve Event. The Special Events Chairperson may create various sub-committees' responsible to he or she to support these events. The Special Events Chairperson is directed by the membership. The Special Events Chairperson shall present a monthly report at the C.V.I business meeting.
- Section 4.09 The Co-Events Chairperson performs and exercises all duties of the Special Events Chairperson when the Special Events Chairperson is absent or otherwise unable to act or perform their duties as directed to them by the membership.
- Section 4.10 The Events Treasurer shall be responsible for all collections, deposits and disbursements of all funds of Central Valley Intergroup Special Events and shall maintain accurate accounts thereof, and shall report said accounts to the membership by preparing a financial statement that will be presented at the monthly C.V.I. business meetings.
- Section 4.11 The H & I Service Liaison is responsible to attend all H & I service meetings and shall report to the Intergroup at the monthly CVI business meeting. This position requires the Service Liaison to report to H & I about C.V.I to keep communication and unity, above all else, open. The H & I Service Liaison may create a sub-committee to support their duties.
- Section 4.12 The G.S.R. Service Liaison is responsible to attend all G.S.R. service meetings and shall report to the Intergroup at the monthly CVI business meeting. This position requires the G.S.R. Service Liaison to report to G.S.R. about C.V.I to keep communication and unity, above all else, open. The G.S.R. Service Liaison may create a sub-committee to support their duties.

Bylaws for Central Valley Intergroup

Article V - Committees

Section 5.01 The officers, by resolution, may create standing committees and may from time to time designate ad hoc committees for a specific purpose (C-VINE and Web page are examples of standing committees. The resolution(s) designating such committee(s) shall provide for appointment of its members, its chairperson, state its purpose, provide for its termination, and its authority. These committees may include members of Alcoholic Anonymous who may not be members of C.V.I.

Section 5.02 **Hotline Coordinator**

- (a) The Hotline Coordinator and Assistant Coordinator will be chosen by the C.V.I Board.
- (b) The length of the Coordinators' terms of office are subject to the discretion of the C.V.I Board.
- (c) It is the duty of the Hotline Coordinator to recruit new Hotline *Volunteers*, and especially in keeping the Hotline Packet updated.

Article VI Amendments of the Bylaws

Section 6.01 The bylaws, and every part thereof, may from time to time, and at any time, be amended, altered, modified, repealed, and or additional bylaws may be adopted by the affirmative vote of not less than three quarters (3/4) of the total C.V.I representatives attending the business meeting, on not less than thirty (30) days prior published notice, stating the substantive language of all amendments proposed.

Bylaws for Central Valley Intergroup

Article VII Miscellaneous Provisions

Section 7.01 The fiscal year of CVI shall be July 1—Jun 30.

Article VIII Twelve Concepts – Short Form

The Twelve Concepts (Short Form)

- I. Final responsibility and ultimate authority for A.A. world service should always reside in the collective conscience of our whole Fellowship.
- II. The general Service Conference of A.A. has become, for nearly every practical purpose, the active voice and the effective conscience of our whole Society in its world affairs.
- III. To insure effective leadership, we should endow each element of A.A-the Conference, the General Service Board and its service corporations, staffs, committees, and executives-with a traditional "Right of Decision".
- IV. At all responsible levels, we ought to maintain a traditional "Right of Participation," allowing voting representation in reasonable proportion to the responsibility that each must discharge.
- V. Throughout our structure, a traditional "Right of Appeal" ought to prevail so that minority opinion will be heard and personal grievances receive careful consideration.
- VI. The Conference recognizes that the chief initiative an active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board.

Bylaws for Central Valley Intergroup

The Twelve Concepts (Short Form) - Continued

- VII. The Charter and Bylaws of the General Service Board are legal instruments empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purse for final effectiveness.

- VIII. The trustees are the principal planners and administrators of overall policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.

- VIII. The trustees are the principal planners and administrators of overall policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.

- IX. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.

- X. Every service responsibility should be matched by an equal service authority with the scope of such authority well defined.

- XI. The trustees should always have the best possible committees, Corporate service directors, executives, staff and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.

- XII. The Conference shall observe the spirit of A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and, whenever possible, by substantial unanimity; that its actions never be personally punitive nor incitement to public controversy; that it never perform acts of government, and that, like the Society it serves, it will always remain democratic in thought and action.

Bylaws or Central Valley Intergroup

Article IX - The Twelve Traditions

The Twelve Traditions

1. Our common welfare should come first; personal recovery depends upon A.A. unity.
2. For our group purpose, there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for A.A. membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole.
5. Each group has but one primary purpose—to carry its message to the alcoholic who still suffers.
6. An A.A. group ought never endorse, finance or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
7. Every A.A. group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Alcoholics Anonymous has no opinion on outside issues; hence, the A.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

Bylaws or Central Valley Intergroup

APPENDIX X

Article X -THIRD LEGACY PROCEDURE

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 should depend solely on the judgment of the majority. In practice, however, it has proved highly successful in eliminating the influence of faction 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 Procedure IS as follows:

- The names of eligible candidates are posted on a board. All voting members (of the area or Conference body) 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 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 of 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.

Bylaws for Central Valley Intergroup

Article X -THIRD LEGACY PROCEDURE - Continued

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, balloting usually involves only the top two or three candidates.

lots are drawn by the teller, and the first one "out of the hat" is the delegate (or trustee or Other officer)

ARTICLE XI - Introduction to Robert's Rules of Order

What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings, which allows everyone to be heard and to make decisions without confusion.

Why Is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officer's reports.
5. Committee reports.
6. Special orders – Important business previously designated for consideration at this meeting.
7. Unfinished or Old business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote of motions.

Bylaws for Central Valley Intergroup

ARTICLE XI - Introduction to Robert's Rules of Order - Continued

How are Motions Presented?

1. Obtaining the floor
 - a. Wait until the last speaker has finished.
 - b. R a i s e your hand to address the Chairman.
 - c. Wait until the Chairman recognizes you.
2. Make Your Motion
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we ..."rather than, "I move that we do not ..."
 - c. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairman may State Your Motion
 - a. The Chairman will say, it has been moved and seconded that we..." Thus placing your motion before the membership for consideration and action.
 - d. The membership then either debates your motion, or may move directly to a vote.
Once your motion is presented to the membership by the
 - c. chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Discussion on Your Motion
 - a. 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.
 - b. All comments and debate must be directed to the chairman.
 - c. Keep to the time limit for speaking that has been established.
 - d. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. Putting the Question to the Membership
 - a. The Chairman asks, "Are you ready to vote on the question?"
 - b. If there is no more discussion, a vote is taken.
 - c. On a motion to move the previous question may be adapted.

Bylaws for Central Valley Intergroup

ARTICLE XI - Introduction to Robert's Rules of Order-Continued

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, however we will be using By Voice:

1. By Voice-- the Chairman asks those in favor to say, "Aye", those opposed to say "no". Any member may move for an exact count.

There is one other motion that is commonly used that relate to voting.

1. Motion to Table – This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it p openly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.
5. Most importantly, *BE COURTEOUS*.