

CENTRAL VALLEY INTERGROUP OF ALCOHOLICS ANONYMOUS **BYLAWS**

Updated and Approved October 2022 at the CVIAA Business Meeting

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PREFACE

It is understood and agreed that at no time will Central Valley Intergroup (hereinafter referred to as CVI) 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, CVI 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.

INTRODUCTION

CVI is a service body only. It is composed of representatives from groups of Alcoholics Anonymous from Stanislaus County and Merced County 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 is to provide some guidelines for the composition and activities of CVI business. The purpose of these bylaws is to lend continuity to the service work performed by CVI and to enhance A.A. unity in keeping with our principles and traditions.

PURPOSE

CVI exists to aid AA groups in their common purpose of carrying the AA message to the alcoholic who still suffers. CVI fulfills this mission by providing the following:

- A. Hotline:** Staffing, financing and maintaining the local A.A. Hotline to receive inquiries from those seeking help.
- B. Meeting Schedules:** CVI maintains meeting schedules online at www.cviaa.org which is updated weekly. Printed meeting schedules are available by request at the regular monthly business meeting. Contact the CVI Office Manager to request copies.
- C. Literature:** CVI will provide local access to literature and materials provided by A.A. World Services Inc. and any other AA related materials.
- D. Information Exchange:** CVI functions as a clearinghouse for the circulation and exchange of AA related information among all A.A. groups in the community by posting events and information on the website, www.cviaa.org. CVI will also interact with other AA service entities such as General Service and their committees (PI/CPC, H&I, and BTG).
- E. Special Events:** By way of supporting the Three Legacies of A.A. (Recovery, Unity, & Service), CVI. will sponsor local events that may include, but not be limited to, dinners, speaker meetings, panels, and conferences.

POLICIES

CVI policies, as expressed by the service actions of CVI, will always be in keeping with the A.A. Principles, Traditions, and the Three Legacies of AA, and will be for the best interests of the groups represented and A.A. as a whole.

COMPOSITION

CVI will be composed of one (1) representative and one (1) alternate from each group in our area registered with the General Service Office.

GROUP MEMBERSHIP

Member groups will be listed by their Group name and meeting location. It is the responsibility of each group to provide their meeting dates and times and any subsequent changes to the Webmaster at www.cviaa.org. In

the spirit of the Seventh Tradition, just as each group is dependent upon the voluntary contributions of its individual members, so too, CVI is dependent upon the voluntary contributions of its member groups.

GROUP REPRESENTATION

Each group will elect a CVI Representative and an Alternate from their membership. On voting matters, each group gets one vote by either their CVI Representative or Alternate. Proxy votes will not be permitted.

It is suggested that CVI Representatives and Alternates have a minimum of one (1) year of continuous sobriety and be active members of their group. Representatives should bring to the monthly CVI meeting the viewpoints of their group and exercise their voting privileges in accordance with their "Right of Decision," as provided for in the Third Concept of World Services.

ARTICLE I TRUSTED SERVANTS

Section 1.01 To be elected as a Trusted Servant you must:

- (a) Identify yourself an alcoholic and have a minimum of one (1) year of continuous sobriety.
- (b) Be a resident of Stanislaus County or Merced County and not less than eighteen (18) years of age.

Section 1.02 Trusted Servants may be replaced by an elected Group Conscience if they miss three (3) consecutive meetings without good cause.

Section 1.03 Vacancies on the committee will be filled for the remainder of a vacating member's term by nomination and elected group conscience.

Section 1.04 Trusted Servants are voting members. If a Trusted Servant holds more than one position, they are limited to one vote.

Article II BUSINESS MEETINGS

Section 2.01 Meetings will be held on the fourth Monday of the month at a location determined by the Committee.

Section 2.02 The December meeting of each year will be for election of new Trusted Servants and addressing any necessary business. Nominations will be made at the November Business Meeting. Information will be provided via email to all Trusted Servants and CVI Representatives regarding nominations.

Section 2.03 In case of an emergency, special meetings may be called by the Chairperson. Notice will be given at least five (5) days prior to the meeting. Notice will include the reason for the special meeting. Four (4) Committee members will meet the quorum requirement for emergency meetings. No decisions will be made in the absence of a quorum for these emergency meetings.

Section 2.04 Voting by proxy will not be authorized. Each member will have only one (1) vote on each issue.

Section 2.05 Meetings will be governed by "Roberts Rules of Order."

Section 2.06 Members will serve without monetary compensation.

Article III CVI COMMITTEE MEMBERS

Section 3.01 CVI Committee Members and Trusted Servants are synonymous as specified in Section 1.01.

Article IV TRUSTED SERVANTS

Section 4.01 CVI will have the following Trusted Servants: Chairperson, Assistant Chairperson, Treasurer, Assistant Treasurer, Recording Secretary, Events Chairperson, Events Co-Chairperson, Office Manager, Hotline Coordinator, District 34 Liaison, District 36 Liaison and H&I Service Liaison.

(a) All Terms of Office will be two years. Third Legacy Voting procedure will be used to elect all Trusted Servants. Terms of office for Trusted Servants elected at the December Meeting will begin in January.

(b) Chairperson, Assistant Chairperson, Recording Secretary, District 34 Liaison and District 36 Liaison will be elected on even-numbered years.

(c) Treasurer, Assistant Treasurer, Office Manager, Hotline Coordinator, Events Chairperson and Events Co-Chairperson will be elected on odd-numbered years.

Section 4.02 The Chairperson will be the principal representative of CVI and will act for and on behalf of CVI. Chairperson will perform all duties required by the office, any other duties in these bylaws, or as may be required from time to time by the members. The Chairperson will conduct the monthly business meetings and any other special meetings required. The Chairperson will delegate and oversee tasks and duties by CVI. The Chairperson will ensure that bylaws are followed. The Chairperson or Assistant Chairperson can also be an authorized signatory on any CVI checking accounts held in and for the use of CVI.

Section 4.03 The Assistant Chairperson will perform all duties and exercise all the powers of the Chairperson, when the Chairperson is absent or is otherwise unable to act as outlined in Section 4.04

Section 4.04 The Recording Secretary will take minutes at the Monthly meetings. Recording Secretary will send copies of the monthly meetings via email to all CVI Reps and Committee Members. Recording Secretary will also send the minutes to the webmaster at CVI website for posting after they have been approved by the Committee. Recording Secretary will keep digital copies of the minutes and hard copies in a binder. Recording Secretary will assist Chairperson when and if required

Section 4.05 The Treasurer will be responsible for all collections, deposits, and disbursements of all funds for CVI. Treasurer will maintain accurate account records and provide reports and at the monthly CVI business meetings.

Section 4.06 The Assistant Treasurer will perform all duties required of the Treasurer when the Treasurer is absent or is otherwise unable to act. The Assistant Treasurer will be an authorized signatory on any checking accounts held in and for the use of CVI.

Section 4.07 Office Manager will be responsible for all duties required to maintain the office. Office Manager will inventory, stock, and order all literature for the office as needed for CVI groups and membership. Office Manager will accept and fill orders for literature and sobriety coins from groups and members as requested. Office Manager will collect payments and coordinate delivery of funds to CVI Treasurer. Office Manager will recruit volunteers to staff the office as needed. Office Manager will coordinate with Hotline Coordinator, Treasurer and other Committee Trusted Servants as needed. Office Manager will provide a report at the monthly CVI business meeting.

Section 4.08 Hotline Coordinator will recruit and train volunteers for all Hotline Shifts. Hotline Coordinator will coordinate with other Committee Trusted Servants as needed and a provide report and at the monthly CVI business meeting.

Section 4.09 Events Chairperson will plan, organize, and execute all special events for CVI. Events that have been held in the past have been the Old Timer's Panel, Family Fun Day, Softball Tournament, New Year's Eve Party, Legacy Day, and the Holiday Extravaganza. The Events Chairperson will create committees for each special event to organize and support these events. Planning meetings for each event will be organized by the Events Chairperson. The Events Chairperson will present a report at the monthly CVI business meeting.

Section 4.10 Co-Events Chairperson will perform all duties required of the Events Chairperson when the Events Chairperson is absent or otherwise unable to act or perform their duties.

Section 4.11 H&I Service Liaison will attend all H&I Area 81 service meetings and will report at the monthly CVI business meeting. The H&I Service Liaison will provide report to H&I Area 81 about CVI activities.

Section 4.12 District 34 Liaison will attend all District 34 General Service meetings and provide a report at the CVI monthly business meeting. The District 34 Liaison will report to General Service about CVI activities.

Section 4.13 District 36 Liaison will attend all District 36 General Service meetings and provide a report at the CVI monthly business meeting. The District 36 Liaison will report to General Service about CVI activities.

ARTICLE V COMMITTEES

Section 5.01 Trusted Servants may create special committees as needed for a specific purpose. These committees may include members of Alcoholic Anonymous who may not be members of CVI. These committees will be limited in scope, specific to the special or temporary event or need.

ARTICLE VI AMENDMENTS TO THE BYLAWS

Section 6.01 The bylaws, may be amended as needed. Copy of proposed amendments will be provided via email or at the Business Meeting to all Trusted Servants and CVI Representatives. At least a thirty (30) day notice prior to the vote is required so groups can review to facilitate an informed group conscience. Proposed

Amendments require approval of at least three quarters (3/4) of the total the Trusted Servants and CVI representatives attending the business meeting.

ARTICLE VII MISCELLANEOUS PROVISIONS

Section 7.01 The fiscal year of CVI. will be July 1 – Jun 30.

ARTICLE VIII TWELVE CONCEPTS – SHORT FORM

The Twelve Concepts (Short Form)

1. Final responsibility and ultimate authority for A.A. world services should always reside in the collective conscience of our whole Fellowship.
2. 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.
3. 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.”
4. At all responsible levels, we ought to maintain a traditional “Right of Participation,” allowing a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our structure, a traditional “Right of Appeal” ought to prevail, so that minority opinion will be heard, and personal grievances receive careful consideration.
6. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board.
7. 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.
8. The trustees are the principal planners and administrators of over-all policy and finance. They have custodial oversight of the separately incorporated and constantly active services, 2 exercising this through their ability to elect all the directors of these entities.
9. 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.
10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
11. The trustees should always have the best possible committees, corporate service directors, executives, staffs, and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.
12. 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, substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government; that, like the Society it serves, it will always remain democratic in thought and action. \

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ARTICLE IX - THE TWELVE TRADITIONS

The Twelve Traditions (Short Form)

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.

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ARTICLE X - THIRD LEGACY PROCEDURE (From: BM-31 The A.A. Service Manual combined with Twelve Concepts for World Service, 2021-2023, Appendix G)

THIRD LEGACY PROCEDURE

PURPOSE

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.

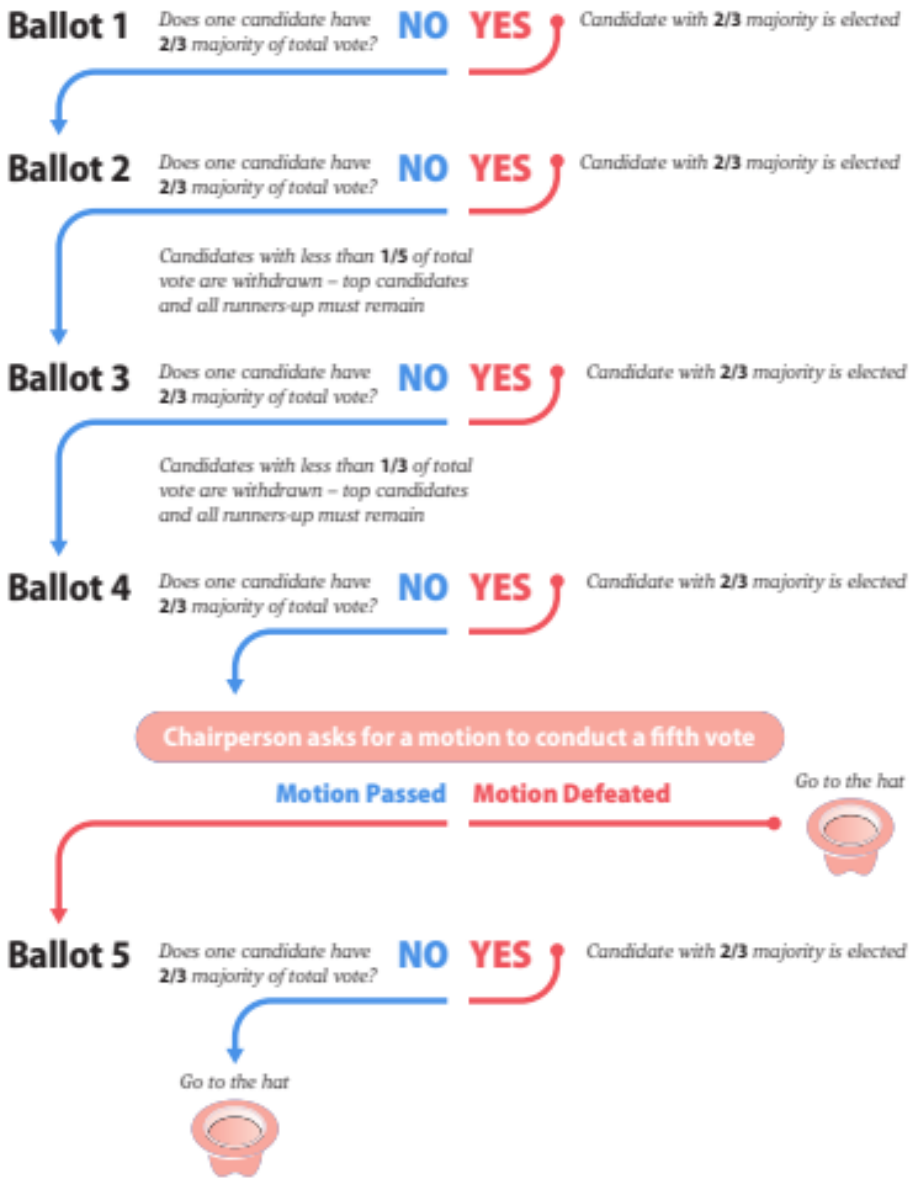
PROCEDURE

1. 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.
2. 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.)
3. 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.)
4. 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.
5. 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.

6. Lots are then drawn by the teller, and the first one “out of the hat” is the delegate (or trustee or other officer).

THE THIRD LEGACY PROCEDURE



Appendix G

ARTICLE XI - INTRODUCTION TO ROBERT'S RULES OF ORDER

WHAT IS PARLIAMENTARY PROCEDURE?

It is the set of rules for conduct at meetings designed to maintain order, allow everyone to be heard, and make decisions and take action as needed.

ADVANTAGES OF PARLIAMENTARY PROCEDURE:

- 1) Business is carried out quickly and with ease.

- 2) The views and rights of each member are recognized.
- 3) Decisions are democratic and efficient.

CHAIRPERSON’S ROLE IN PARLIAMENTARY PROCEDURE

The purpose of the Chair is to preserve order and decorum during deliberations, to restrain the members engaged in debate, and to sub-serve the will of the majority of the meeting participants, while permitting the minority (viewpoints) a reasonable opportunity to be heard.

PARLIAMENTARY RULES OF ORDER: MOTIONS

Business is conducted by acting on motions. A motion is a formal statement of a proposal for members to consider and vote upon. A motion proposes that the group take certain actions. There can be only one main motion (idea) before the group at any one time. Once a motion has been made and seconded, the mover may not withdraw it without consent of the members.

MAKING MOTIONS

- 1) A member must obtain the floor by being recognized by the Chairperson (Chair). The motion is then stated as “I move that ...”
- 2) Every motion must be seconded. Any member may second it by saying “I second the motion”. By seconding the motion, members indicate their approval of dealing with the issue, but not necessarily they favor adopting it. A motion may not be discussed or voted upon unless it is seconded by another member. A motion that is not seconded is lost and cannot be discussed.
- 3) Once a motion is made and seconded, the Chairperson restates the motion.

CONSIDERING A MOTION

- 1) Once the Chairperson has stated the motion, it is open for discussion by the members. Members obtain the floor by first addressing the Chair.
- 2) Following discussion, the Chair puts the motion to a vote.
- 3) Based on the results of the vote, the Chair indicates whether the motion is carried or defeated.

AMENDING A MOTION

An amendment is a motion to make a change in the motion being discussed. There are three ways to amend a motion:

- 1) Insert or add a word phrase or sentence.
- 2) Strike out a word phrase or sentence.
- 3) Strike out and insert the newly desired word, phrase, or sentence.

The procedure for amending a motion is similar to presenting the main motion. The mover of the amendment says, “I move to amend the motion by...” The seconder says, “I second the motion”. The Chair then restates the amended motion, calls for discussion, and takes a vote. If the amendment is defeated, the originally stated motion is restated and continues. For Example – Sample Motion: That the Intergroup purchase ten stacking chairs (moved). Sample Amendment: “I move the motion be amended by adding the words ‘costing less than \$18.00 each’.”

TABLING A MOTION

To table a motion is to temporarily put aside an item of business so as to consider business of an urgent nature. A tabled motion may be brought back at a later point during the same meeting or at the next regular meeting.

WITHDRAWING A MOTION

Before the motion has been stated by the Chair, the maker may withdraw it without consent of the seconder. The procedure is to obtain recognition from the Chair and request permission to withdraw the motion. A withdrawn motion is not recorded in the minutes.

RESCINDING A MOTION

The purpose of this motion is to cancel a decision made at a previous meeting. It may be amended and debated, and if passed, the previous decision will be cancelled.

VOTING

To determine the opinion of the group on a motion, it is necessary to have the members indicate whether they are in favor of or opposed to the issue. There are many accepted methods of voting: Voice, Show-of-Hands, Ballot, Standing, and General Consent. Generally, a Chair may vote only to break a tie.

MINORITY OPINION

The rights of the minority must be protected at all times, and the minority must be allowed to “have their say”. Although the ultimate decision rests with the majority, all members have such basic rights as the right to be heard, and the right to oppose. The rights of all members – majority and minority – should be the concern of every member, for a person may be in a majority on one question, but in a minority on the next.

MOTION TO RECONSIDER

The purpose of this motion is to permit correction of hasty, ill-conceived, or erroneous actions, or to take into account all information, or a changed situation, that has developed since the taking of the vote. Motion to reconsider can be introduced only at the same meeting the vote to be reconsidered was taken. Another unique characteristic of the motion to reconsider is that it can only be made by a member who voted with the prevailing side of the motion that is to be reconsidered. The intent of this prevents those in the minority from thwarting majority opinion by bringing back for further consideration a motion that has been disposed

Parliamentary Procedure is the most effective way to get things done. Always remember the basic rules of conduct, courtesy, and respect.