

Idaho Falls Intergroup Council Guidelines

The Idaho Falls Intergroup Council of Alcoholics Anonymous exists to assist and provide services for the groups in carrying the A.A. message to the alcoholic who still suffers and to foster unity and cooperation among the Idaho Falls area groups and members. The purpose of the Idaho Falls Intergroup is (a) to safeguard the Twelve Traditions of Alcoholics Anonymous; (b) to serve the local groups; (c) to help provide unity between groups; and (d) to perform any and all acts as stated in these guidelines in order to meet its purpose.

The Idaho Falls Intergroup Council is a function of Alcoholics Anonymous and shall not affiliate with any outside or regulated activity, but may co-operate with its friends, such as, but not limited to, Alanon, Alateen, or any alcoholism related organization.

The Idaho Falls Intergroup should maintain a P.O. Box in its name. (A.A. Guideline – Intergroup Offices, 4-B. Maintaining a post office box so A.A. inquiries may be handled discretely – particularly to protect the anonymity of members.)

Amendments to these guidelines may be made as needed by a 2/3 majority vote of the voting quorum. .

All AA members are welcome and encouraged to attend Intergroup meetings. The Idaho Falls Intergroup Council shall consist of the following voting members: Intergroup Representatives from participating groups, Service Committee Chairpersons (Entertainment, Newsletter, Hotline, and Literature); and Intergroup Officers (Chairperson, Alternate Chairperson, Secretary, and Treasurer). The Intergroup Chairperson votes only in the case of a tie vote.

Group Participation

A.A. Groups wishing to participate with the Idaho Falls Intergroup Council shall be enrolled with the Idaho Falls Intergroup Secretary prior to establishing a voting quorum. Each Idaho Falls area A.A. group may authorize (1) one Intergroup Representative and (1) one alternate, who will serve at the discretion of the group he/she represents and shall have one member per group at the Intergroup Council Meetings. The Intergroup Secretary maintains a list of all enrolled groups and their designated Representatives. New

groups wishing to be enrolled or to change their designated Representative must provide their group name and a Representative to the Intergroup Council and be recognized by the existing Intergroup Council.

Nominations/Elections

In October of each year, the Chairperson will call for nominations from the floor for the offices of Chairperson, Alternate Chairperson, Secretary, Treasurer, Entertainment Chairperson, Newsletter Chairperson, AA Hotline Coordinator, and Literature Chairperson.

Nominations will open in October with elections taking place in November. During nomination and election meetings, the description for each position shall be read to the attending members. Intergroup representatives may nominate someone for any position (presence of the nominee is not required, though the individual's consent is required). It is suggested that open positions be announced in the September issue of the Intergroup newsletter to help attract nominations.

Voting will be done by a show of hands and the elected officers shall take office at the regularly scheduled January meeting

These offices will be for a term of (1) one year with the option to be re-elected for a second concurrent year, with a (2) two year maximum. A period of one year must elapse before eligibility to the same office, but out-going officers may hold one of the other positions on the Council.

Meetings

While all AA members are encouraged to participate, only enrolled Idaho Falls Intergroup Council members will set the policy of and direct the services of the Idaho Falls Intergroup Council through means of the regular and special Intergroup meetings. Regular scheduled meetings will be the first Thursday of each month at 6:30 p.m. The Intergroup Representative shall accept all compliments, criticisms, etc, pertaining to the Intergroup Council from their groups and shall present them in the Intergroup Meetings.

At all Intergroup meetings a simple majority of the Idaho Falls Intergroup Council present quorum is required to accept or reject any motion, proposal, or election. In the case of a tie, the Chairperson shall vote. A quorum, or a simple count of the voting members at the meeting, will be established before any voting takes place during the Intergroup Meeting.

The Chairperson presides over all regular meetings and is responsible for their agenda content. Intergroup Meetings shall adhere to the procedures established in the "Idaho Delegate Area 18 of A.A. Service Structure Guidelines" (see section 2 Area Assembly Meetings), using *Robert's Rules of Order* should any parliamentary conflict arise.

At a minimum, each regular meeting shall cover the items listed below. Additional agenda items may be added upon request to the Chairperson.

1. Committee reports
 - a. Treasurer
 - b. Entertainment
 - c. Newsletter
 - d. AA Hotline
2. Old business
3. New business.

Appointments

The Chairperson, with the approval of the Intergroup Council Members, may appoint committees for special one-time functions as is deemed necessary, or for such purposes as the Council may direct.

In case of a vacancy of an elected officer or committee Chairperson, the Intergroup Council will approve a member who meets the requirements of the position to serve the remainder of the term of the vacancy.

Vacancy

A Vacancy shall exist upon the resignation of any Officer or Committee Chairperson. A vacancy also exists when an Officer or Committee Chairperson has been absent, without explanation, from (3) three consecutive Intergroup Council Meetings or has neglected or refused to carry out his/her office. A vacancy also exists when an Officer or Committee Chairperson has not maintained sobriety. Creating a Vacancy or vacating a position currently held by a member requires a 2/3 majority vote from the Intergroup Council.

Chairperson

It is suggested that the Chairperson have a minimum of two (2) years continuous and present sobriety and shall have previous A.A. service experience.

The Chairperson shall be elected at the regular Intergroup Meeting in November of each year and shall assume office at the following January Intergroup Council Meeting. He/She will not act as representative for his/her own group.

The Chairperson shall preside over all regular and special Intergroup Meetings during the term of service. He/She shall be eligible for re-election after one year with a maximum of two (2) years in this position.

The Chairperson shall be responsible for the content of agenda for all Intergroup Meetings.

He/She shall be completely impartial at all Intergroup Meetings and shall have neither voice nor vote except to break a tie. He/She may summarize, without bias, the pros and cons of all issues and motions presented for decision at such Intergroup Council meetings.

He/She shall be empowered to call special Intergroup Meetings for urgent reasons, and shall notify in

writing and or by phone all enrolled groups through their designated representatives at least one week in advance of the special meeting. A simple majority of the attending representatives plus (1) one officer in a special meeting shall constitute a quorum.

Alternate Chairperson

The Alternate Chairperson shall have the same qualifications and be elected in the same manner as the Chairperson. In the absence of the Chairperson at an Intergroup Meeting, the Alternate Chairperson shall assume all the duties and responsibilities of that office.

He/She shall assist the Chairperson in the duties of that office when requested. He/She shall have had previous A.A service experience.

Secretary

It is suggested that the Secretary have a minimum of one (1) year continuous and present sobriety, have had previous A.A service experience.

The Secretary shall be responsible for attending all Intergroup Council Meetings, taking minutes, reading previous meeting minutes and submitting the minutes by the published deadline to the Newsletter Chairperson for inclusion in the current monthly newsletter when one is in existence. Reading and approval of the meeting minutes shall constitute the Secretary's report.

The secretary shall maintain a master file of all minutes, one copy for use by the Chairperson and one copy for him/herself. The secretary will also be accountable for securing an extra key for Intergroup's P.O. box. These minutes shall be turned over to the successor.

The Secretary shall maintain two up-to-date copies of these guidelines; once for use by the Chairperson and one to be kept in the Secretary's book.

He/She shall have voting privileges and be eligible for re-election after one year with a maximum of two (2) years in this position.

Treasurer

It is suggested that the Treasurer have a minimum of two (2) years continuous and present sobriety and shall have previous A.A service experience.

The Treasurer shall keep an accurate account of all income and disbursements of the Intergroup Council.

The Treasurer shall verify reports of any active committees and shall include as a general item, the

expenditures of and receipts from such activities. He/she need not itemize expenses and receipts of each committee, but will keep on file the itemized financial report of each committee chairperson.

The Treasurer shall be accountable for all moneys received into the Intergroup Council and shall insure that all bank deposits are made in a timely manner. The Chairperson, Alternate Chairperson, Secretary, and Treasurer shall be signers on the Council's checking account and two (2) of the four signers must sign all checks issued from the Council.

The Treasurer shall be accountable for checking the Integroup's P.O. box no less than once per month and ensuring all inquiries are made available to the Intergroup Council. He/She will also be responsible for making a timely annual payment (by August 1st) to the post office for Intergroup's P.O. box.

The Treasurer will keep a prudent reserve of funds in the checking account, sufficient to cover three months of the Intergroup's operating expenses and to fund the service activities of committee chairpersons upon availability. A monthly review of income and proposed expenses of committee chairpersons for activities will be approved by the Intergroup Council.

The Treasurer shall submit by the published deadline a monthly financial report for inclusion to the monthly newsletter when one is in existence.

He/She shall have voting privileges and be eligible for re-election with a maximum of two (2) years in this position.

Entertainment Chairperson

It is suggested that the Entertainment Chairperson have one (1) year of continuous and present sobriety and be a member of the Intergroup Committee and have previous A.A. service experience.

He/She shall be responsible for the planning, organization, promotion and conduct of at least three (3) activities annually; including the Campout, Anniversary, and the Christmas party and for such other Intergroup sponsored activities on a one-time basis as may be approved by the Intergroup Council.

He/She may appoint committee members as he/she feels necessary to work in conjunction with the Entertainment Chairperson for the success of each event. He/She may appoint a separate event chairperson.

In October of each year the Entertainment Chairperson will appoint an event chairperson for the Thanksgiving, Christmas Day & New Year's Eve Alca-thons. The Event Chairperson will ensure 24 hours of continuous A.A. meetings in Serenity Hall on December 25 and January 1. The 24-hour period for the Alca-thons begins after the last regularly scheduled meeting on Thanksgiving, Christmas Eve and December 31.

At least thirty days prior to each activity an itemized list of estimated expenses for an Entertainment event shall be submitted to and approved by the Intergroup Council. At the first Intergroup Council meeting following each event, the Entertainment Chairperson will turn over all proceeds to the Treasurer for deposit into the Entertainment checking account. The Entertainment Chairperson will also submit a final report of the event's expenditures to the Intergroup Council.

The primary goal of the Entertainment Chairperson is to foster unity through social activities among the members of the A.A. community.

He/She shall have voting privileges and shall be eligible for re-election after one year with a maximum of two (2) years in this position.

He/She shall make a monthly report to the Idaho Falls Intergroup Council.

Newsletter Chairperson

It is suggested that the Newsletter Chairperson have one (1) year of continuous and present sobriety and have a thorough understanding of the 11th Tradition of Alcoholics Anonymous.

He/She is responsible for the inclusion of monthly minutes of the Intergroup Council Meetings, the monthly Idaho Falls Intergroup Council Financial statement, and such other items submitted for monthly publication. Those items not applicable shall be deleted. Annual sobriety birthdays are to be published in the monthly newsletter and/or calendar of events.

He/She shall be responsible for the compiling, printing, sorting, and distribution of the monthly newsletter to groups and subscribers. The monthly newsletter should be available for groups by the regular Intergroup Council Meetings. The Newsletter Chairperson shall also be responsible for maintaining a current Idaho Falls area meeting list for inclusion in the newsletter, which can also be printed separately. The Chairperson shall also be responsible for providing accurate meeting information to the Area 18

Webmaster.

He/She shall have voting privileges and be eligible for re-election after one year with a maximum of two (2) years in this position.

He/She shall make monthly reports to the Idaho Falls Intergroup Council.

AA Hotline Coordinator

The Idaho Falls Intergroup Council maintains a 24-hour answering service—staffed with local members to answer all incoming calls. The Coordinator will create, schedule, and maintain a monthly list of members to staff the phone service. This monthly list will be sent out to all volunteers by the next month. Each member will be scheduled for either an A.M. or P.M. shift

The AA Hotline Coordinator will work with the Treasurer to ensure payment of all associated bills including the telephone company and advertising in the local newspaper.

The Coordinator is responsible for maintaining an up-to-date list of local members willing to make 12-step calls. The coordinator has the authority to remove names from the list for any reasonable cause. .

The coordinator shall make a monthly report to the Idaho Falls Intergroup Council.

It is suggested that AA Hotline Coordinator have a minimum of two (2) years continuous sobriety and shall have previous A.A service experience.

The AA Hotline Coordinator shall have voting privileges and shall be eligible for re-election after one year with a maximum of two (2) years in this position.

Literature

At the October 1, 2015 Intergroup meeting it was voted unanimously to delete Literature and Chips from the Intergroup responsibilities. Intergroup will continue selling books and chips in stock and will provide information to Idaho Falls AA Groups wishing to purchase these items themselves.

Last Amended October 2015