

# **Santa Clarita Valley Central Office of Alcoholics Anonymous**

26951 Ruether Ave., Suite B-6, Santa Clarita, CA 91351 661 250 9922

Office hours 8:00 AM to 8:00 PM Phones active 24/7

[www.scv-aa.org](http://www.scv-aa.org)

## **BY-LAWS of INTERGROUP SANTA CLARITA VALLEY CENTRAL OFFICE**

### **WHAT IS A CENTRAL OFFICE?**

"A central office (or INTERGROUP) is an A.A. service office that involves partnership among groups in a community—just as A.A. groups themselves are partnerships of individuals. A central office is established to carry out certain functions common to all the groups—functions which are best handled by a centralized office—and it is usually maintained, supervised, and supported by these groups in their general interest. It exists to aid the groups in their common purpose of carrying the A.A. message to the alcoholic who still suffers."

*- Reprinted from the A.A. Guidelines on Central or INTERGROUP Offices with permission of A.A. World Services, Inc. \*\**

### **NAME AND PURPOSE OF ORGANIZATION**

The name shall be the Santa Clarita Valley Central Office of Alcoholics Anonymous, and for convenience can be referred to as INTERGROUP or SCVCO.

The purpose of INTERGROUP, as stated in the **SCVCO Mission Statement** is:

"To serve the local Alcoholics Anonymous Groups in Santa Clarita and surrounding areas. To assist these groups and their individual members in carrying the A.A. message to alcoholics who still suffer. Following tenants of Unity, Service and Recovery, we will strive to follow and preserve the principles outlined in the Twelve Traditions and Twelve Concepts of Alcoholics Anonymous."

Specifically excluded from the objectives of INTERGROUP are the operations of any club, clubhouse, or drying-out place, and the endorsement of any public or private projects on alcoholism, as outlined in Tradition Six.

### **ADDRESS OF OPERATION**

The SCVCO shall maintain an office of operation within the Santa Clarita Valley, subject to prudent use of funds, and intended specifically to support the mission of the SCVCO/INTERGROUP. Such premises should be used to support continuing 12<sup>th</sup> Step work via central clearinghouse of information, telephone operation, literature sales, and certain other merchandise sales as approved by INTERGROUP in order to support the on-going activities of the office and to maintain a prudent reserve.

SCVCO shall not share its office of operations, nor become affiliated or allied with any other organization, individual group, meeting or Alano club, so as to maintain its purpose to support the activities of all Alcoholics Anonymous groups in the area.

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## **MEMBERSHIP**

There are no dues or fees required for membership. The membership of INTERGROUP is open to all AA groups and all AA members. There are two classes of membership: voting and non-voting.

Voting Members include each identified AA group or meeting, provided that such group operates within the borders of the Santa Clarita Valley, and is listed with SCVCO as a meeting of Alcoholics Anonymous. Group representation is accomplished via an INTERGROUP Representative (IGR). It is recommended that IGRs have at least one year of continuous sobriety, and be active members of the group or meeting they represent. IGRs shall serve until replaced by their groups, and shall be entitled to one vote in the meetings of INTERGROUP, and shall vote their group's conscience. No single person may act as representative of more than one group for the purposes of a vote.

Non-voting Members include any AA member who wishes to join the INTERGROUP. He or she may participate in the discussions, but may not offer motions or vote.

## **STEERING COMMITTEE**

Using the A.A. Guidelines on Central or INTERGROUP Offices as our guide, the daily affairs and operations of the office is overseen by the SCV Central Office Steering Committee. This Steering Committee is made up of the following seven (7) positions assuming these responsibilities. Each committee member may appoint service representatives to assist them in these duties as they see fit.

**INTERGROUP Chairperson:** The general business of the Central Office will be conducted by the INTERGROUP Chairperson. The primary duty of the Chairperson is to coordinate and supervise the monthly INTERGROUP Meeting to be held on the Fourth Monday of each month at the Central Office, encouraging all local groups to appoint an INTERGROUP Representative to attend these meetings thereby creating an information exchange throughout the meeting structure within the A.A. Community of Santa Clarita.

**Recording Secretary:** Secretary keeps all written records, including minutes of the committee and INTERGROUP meetings; also sends out notices of committee meetings and other mailings to committee members.

**Treasurer:** Treasurer is responsible for all money; pays all bills; advises the chairperson on cash supply and income flow as well as rate of expenditures. A complete report from the treasurer will be prepared on a monthly basis and presented at the INTERGROUP Meeting. The INTERGROUP Committee has the freedom to audit the accounts of the SCV Central Office of A.A. at anytime as a further safeguard for INTERGROUP funds.

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Disbursement checks for SCVCO shall be signed by two signatories, the Intergroup Chairperson and the Secretary, for all payments greater than five hundred dollars (\$500.00).

**Inquiries Chairperson:** In charge of the phones and establishing volunteer shifts to answer them. Also in charge of keeping the list of local speakers and people willing to go on 12-step calls as well as maintain the local Meeting Directory.

**Facilities Chairperson:** In charge of the maintenance of the physical office insuring that it is kept neat and the wishes of the land-lord are always respected.

**Literature Chairperson:** In charge of maintaining a practical inventory of literature and supplies for all the local A.A. groups and members and outside enterprises that may request to purchase materials.

**Public Information and Professional Community Representative:** Will work with the Local Public Information (P.I.) and Cooperation With the Professional Community (C.P.C.) of the GSO to insure the proper communication of A.A.'s role and relation to the public and professionals in the alcoholism field in the SCV. Also in charge of the website and newsletter and helping keep lists of local sober AA events available to all who may need them.

The INTERGROUP Steering Committee shall make all routine decisions regarding the operations of the Central Office. In the case of a major decision-making in the absence of a regular INTERGROUP meeting, a majority decision of the Steering Committee is required, and such action must be reported at the next INTERGROUP meeting.

## **QUALIFICATIONS OF COMMITTEE MEMBERS**

Each committee member shall serve for a term of one year with the exception of the Chairperson who will serve for two years. No committee member shall be eligible for re-election for two consecutive terms to the same position. Elections shall take place at the INTERGROUP Meeting each September.

Qualifications of a Committee Members for election and serving are:

**Chairperson:** Shall have a minimum of five (5) years of continuous sobriety and reside within the geographic area of the Santa Clarita Valley at the time of election.

**Treasurer:** Any candidate for treasurer should have four (4) or more years of continuous sobriety, solid business experience and familiar with accounting/book keeping software such as QuickBooks™.

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**All other committee members:** Shall have a minimum of three (3) years of continuous sobriety.

In the event of a vacancy of any of these positions an Election shall be held at the next INTERGROUP Meeting to fill the position for the remainder of its term.

Any member of AA in the Santa Clarita Valley may be nominated for a position, provided they meet the minimum sobriety requirements for the position. Loss of sobriety during tenure of office will automatically disqualify any committee member for continued service in the elected position, and is considered an immediate resignation.

## **MEETINGS**

The general INTERGROUP shall hold a regular monthly meeting, on the fourth Monday of each month, at a date and time to be published on the SCVCO website, in the newsletter, and at the Central Office. INTERGROUP Meetings are open to any alcoholic, and to certain others persons who may be asked to attend for the purposes of INTERGROUP business, but voting is restricted to identified INTERGROUP representatives of established meetings or groups, as defined in Membership.

Any matter which relates to policy affecting groups shall automatically be tabled for thirty days by the Chair and referred for group conscience.

## **OFFICE MANAGER**

The SCVCO INTERGROUP Steering Committee, may authorize the hiring a position of paid Office Manager, on a part-time or full-time basis, as it may find necessary from time-to-time. The Office Manager shall come under the direct supervision of the Chairperson, or in their absence the Treasurer.

At such time, the person selected shall have at least two years of continuous sobriety. Selection of the Office Manager shall be made by the Steering Committee from formal applications submitted by qualified applicants.

A break in the sobriety of the Office Manager shall be assumed to be an immediate resignation from the position.

In the event the Office Manager resigns, is unable to continue to serve, or is dismissed without an immediately available replacement, the Steering Committee shall appoint a temporary replacement pending selection of a permanent replacement.

## **FINANCE**

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SCVCO /INTERGROUP may accept donations from members of AA conforming to the Twelve Traditions of Alcoholics Anonymous and consistent with GSO guidelines. SCVCO/INTERGROUP shall not accept responsibility of, nor enter into the distribution or allocation of funds set up outside of INTERGROUP.

This Association is organized exclusively for purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

Notwithstanding any other provisions of these Articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law) or (b) by a corporation contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code 1954 (or the corresponding provisions of any future United States Internal Revenue Law.)

Upon the winding up and dissolution of this corporation, after paying or adequately providing for the debts and obligations of the corporation, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, religious and/or scientific purposes and which has established its tax exempt status under section 501(c)(3) of the Internal Revenue Code.

## **AMENDMENTS**

These By-Laws may be amended at any time by a two-thirds majority vote of the group representatives present at any regular meeting of INTERGROUP, but by no fewer than seven (7) affirmative votes exclusive of the Intergroup Chairperson, provided a copy of the proposed amendment has been submitted to each group at least thirty days before the meeting at which action is to be taken on the amendment.

**DATE:** \_\_\_\_\_

**CHAIRPERSON:** \_\_\_\_\_

**SECRETARY:** \_\_\_\_\_