

**WORCESTER AREA INTERGROUP, INC.
ALCOHOLICS ANONYMOUS**

GUIDELINES

ARTICLE I

DEFINITION OF GUIDELINES

A. These guidelines apply only to the Worcester Area Intergroup members, its officers and committees. They are formulated to promote unity and efficiency in conduct of Worcester Area Intergroup and the operation of its office.

ARTICLE II

PURPOSE OF WORCESTER AREA INTERGROUP

- A. The primary purpose of Worcester Area Intergroup, Inc. is to carry the message to the alcoholic, offering all available services to those who seek help
1. To maintain a 24-hour answering service.
 2. To maintain and update a twelve-step list (calls, rides, etc.)
 3. To maintain and update a meeting list.
 4. To arrange and improve AA activities committees.

ARTICLE III

DELEGATES

The body of Worcester Area Intergroup, Inc. shall consist of one (1) Delegate and one (1) Alternate from each participating group, said Delegate and Alternate to be the true and designated representative of its individual group conscience.

A. MEMBERSHIP REQUIREMENTS

1. Length of sobriety to be a Delegate or Alternate shall be determined by individual groups. Recommended one (1) year sobriety.
2. Each Delegate and Alternate shall serve for a period of time to be determined by individual group.
3. Each Delegate and Alternate shall serve and represent one (1) group only.
4. Delegates may succeed selves at Intergroup; however, it is suggested that new Delegates be elected in the spirit of rotation.
5. Separate groups, although meeting at the same address, shall be considered autonomous and shall be so represented.

B. MEETINGS

1. The meeting of the Delegates shall be held at a time and location that is agreeable to the Delegates. A vote to change the meeting time and location may be brought about by a motion and a second and majority vote of the Delegates at any time if so needed.
2. Although all AA members are welcome at the Delegates Meeting, each participating group has only one (1) vote. No Delegate or Alternate may vote unless present during the vote in question. The Alternate may vote only in the absence of the Delegate.
3. No group member may represent a group unless elected Delegate or Alternate of said group.
4. Passing a vote is constituted by a simple majority of the groups present.
5. No one person may represent more than one group.

ARTICLE IV

STEERING COMMITTEE

The Steering Committee, comprised of the Officers, Trustees and the Office Manager shall be held at a time and location that is agreeable to the Committee.

A. STEERING COMMITTEE MEMBERS

It is recommended that a nominee for any office of the Steering Committee must have a minimum of six (6) months service and attendance as an Intergroup Delegate or Alternate Delegate in addition to a minimum of 2 years of continuous sobriety.

1. **Chairperson** – Presides at Delegate and Steering Committee meetings. Has no vote at Steering Committee Meeting or Delegates Meeting except to break a tie and may not make or second a motion. Automatically rotates to Trustee position for next term of office.
2. **Alternate Chair** – Presides in the absence of the Chairperson and chairs the Nominating Committee (Article V:A). Automatically rotates to Chairperson position for next term of office. Alternate Chair is allowed to vote at the Steering Committee Meetings unless they are presiding over the meeting.
3. **Treasurer** –Is responsible for balancing the monthly bank statement, verification of expenses, and weekly review and approval of payroll. An outside firm shall provide annual reports. The

Treasurer is responsible for mailing all annual tax returns by their due dates, retaining a copy for the Intergroup office permanent files. The Treasurer also notifies the Office Manager or Chair if unable to cosign checks and also presents in writing, a full financial report to both the Steering Committee and Delegates Meetings. The Treasurer has a vote at the Steering Committee Meeting.

4. **Alternate Treasurer** – Assumes the duties of Treasurer in his/her absence. Responsible for reviewing expenses and approving payroll. Notifies the Office Manager or Chair if unable to cosign checks. Meets at least once a month with the Treasurer and Office Manager to balance the bank statement and become familiar with all duties performed by Treasurer. The Alternate Treasurer automatically rotates to Treasurer position for the next term of office. The Alternate Treasurer is allowed to vote at the Steering Committee Meeting.

5. **Secretary** –Records, reports and distributes minutes of the Steering Committee and Delegates meetings to the Steering Committee, Delegates and Intergroup Office, and maintains the Delegate contact list. Per Massachusetts State law, the Secretary must be 18 years old or older and be a Massachusetts resident. The Secretary is allowed to vote at the Steering Committee Meeting.

6. **Alternate Secretary** – Assumes the duties of the Secretary in their absence. The Alternate Secretary automatically rotates to Secretary at the next term and is allowed to vote at the Steering Committee Meeting.

7. **Four (4) Trustees** (one (1) of whom is the immediate past Chairperson) - Assist officers in all manner of business and votes only at Steering Committee Meeting unless they are also Delegates or Alternate Delegates for member groups.

8. **Office Manager** – Is a voting member of the Steering Committee and functions according to the job description. Responsible for obtaining signatures for the Massachusetts Annual Report and mailing it by the due date. (Also retaining a copy for the Intergroup Office permanent files). Responsible for updating bank signatories annually after elections are held. Also responsible for reviewing and filing of Form 1099NEC for Independent Contractors and reviews W2 forms for accuracy. Reviews all monthly and quarterly reports produced by QuickBooks and provides all necessary reports to the Accountant. The candidate for this position is approved solely by the Steering Committee.

9. **Assistant Office Manager** – Has a vote at the Steering Committee meeting in the absence of the Office Manager and functions according to the job description. The candidate for this position is approved solely by the Steering Committee and on the recommendation of the Office Manager.

ARTICLE V

ELECTIONS & APPOINTMENTS

A. A 3-person nominating committee is appointed by the Intergroup Chairperson. The Nominating Committee is chaired by the current Alternate Chairperson of Intergroup. Two (2)

Delegates or Alternate Delegates shall also be appointed by the Intergroup Chair. The Nominating Committee shall submit a slate of officers at the regular October meeting. At this point, nominations from the floor will also be accepted provided the nominee(s) is/are present and willing or have to have given his/her prior approval in writing.

B. Elections are held at the November monthly Delegates Meeting. Additional nominations from the floor will be accepted providing the nominee has accepted the nomination. During the period of October to November meetings, interested, qualified members of Alcoholics Anonymous may submit their own names for election provided it is in writing and received no later than 5:00pm the day of the election.

C. When three (3) successive attempts to elect an officer end in a tie, the names of those involved shall be placed in a hat (or other device) and the winner selected by lot.

D. The offices of Chairperson, Treasurer, and Secretary shall be filled by the Secretary casting one (1) vote for the members present indicating the Alternate Chairperson elected to Chairperson, the Alternate Treasurer elected to Treasurer, the Alternate Secretary elected to Secretary, and the Chairperson elected to Trustee.

E. Newly elected officers assume office on the first of January. Term of office for all officers will be one (1) year.

F. When an officer is absent for two (2) consecutive Steering Committee meetings without prior approval from the Steering Committee, said office may be declared vacant. Whenever such a vacancy occurs the office shall be filled by a majority vote of the Delegates present at meeting following monthly meeting in which the vacancy occurs. An office will become vacant upon disqualification under guidelines or upon resignation. In the event that a vacancy occurs in the Chairperson, Treasurer, or Secretary during the first six (6) months of the term, the Alternate Chairperson, Alternate Treasurer, or Alternate Secretary shall be elected by a majority vote of the Delegates present at the following monthly meeting in which the vacancy occurs. If the vacancy occurs in the second six (6) months of the term, the Alternate Chairperson, Alternate Treasurer, or Alternate Secretary will automatically fulfill the duties of Chairperson, Treasurer, or Secretary and still be able to succeed the office the following term. If needed, as determined by the Steering Committee, a temporary Alternate Chairperson, Alternate Treasurer, or Alternate Secretary will be elected by the majority of Delegates to fulfill the rest of the term ending December 31. (The above provision in Article V:D shall not apply to the temporary Alternate Chairperson, Alternate Treasurer, or Alternate Secretary).

G. During the November elections all Committee Chairpersons (volunteers or nominated) shall be appointed by the incoming Chairperson subject to disapproval by the Delegates.

H. Any person so appointed, if not present, will have given his/her prior approval in writing.

I. Committee Chairpersons will serve for a period of a one (1) year term to be concurrent with those of the Officers.

J. Each Committee Chairperson is responsible for presenting a written report at the monthly Delegates' Meeting.

ARTICLE VI

PROCEDURE

- A. Procedures should be harmonious with the Twelve Traditions and Twelve Concepts of AA World Services.
- B. Roberts Rules of Order (Simplified) will be used as a procedural guideline at Worcester Area Intergroup Meetings as deemed necessary by the Chairperson.

ARTICLE VII

FINANCES

Worcester Area Intergroup shall maintain a checking account that requires two (2) signatures following the restrictions and provisions below:

- A. Authorized signatories shall be Treasurer, Alternate Treasurer, Chairperson and Office Manager.

ARTICLE VIII

AMENDMENTS

These Guidelines may be amended at any time by a majority vote of member group Delegates present, provided a copy of proposed amendment is submitted in writing to each member group present at the prior meeting at least twenty-five (25) days before the meeting at which action is to be taken.