

**GUIDELINES AND PROCEDURES  
OF THE COORDINATING COUNCIL OF  
ALCOHOLICS ANONYMOUS  
OF SAN DIEGO COUNTY**

**INCORPORATED AS  
SAN DIEGO INTERGROUP, INC.**

(Serving the Central, Eastern,  
and Southern Portions of the County)

(11/13/03)

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# **GUIDELINES AND PROCEDURES OF THE COORDINATING COUNCIL OF ALCOHOLICS ANONYMOUS IN SAN DIEGO COUNTY**

## **DEFINITION**

The Alcoholics Anonymous Groups are the ultimate authority over all A.A. Councils, Committees and Service Boards.

At our local level, representatives from the A.A. Groups make up the Intergroup Association known as the Coordinating Council. Each Group is entitled to elect a representative to the Coordinating Council. Each Group is entitled to one (1) vote on all matters brought before the Council.

The Coordinating Council and the Central Office are supported through the volunteer efforts and financial contributions of the A.A. Groups they serve.

The Coordinating Council, in keeping with A.A. traditions, recognizes the autonomy of A.A. Groups in the area and does not claim to perform any governmental functions. The Coordinating Council pledges cooperation with the North County Intergroup, San Diego-Imperial Area Assembly, and all other A.A. service entities.

## **PURPOSE**

The Coordinating Council exists to aid the Groups in their common purpose of carrying the A.A. message to alcoholics.

The Coordinating Council oversees the Standing Committees as described in these Guidelines. The members of these Standing Committees are elected by the Council from the Council membership or from the Fellowship at large.

The Coordinating Council, through the Business Committee, oversees the Central Office, which performs services more easily provided by Group cooperation.

## I. COORDINATING COUNCIL STRUCTURE AND OVERVIEW.

### A. MEMBERSHIP:

A Coordinator, or Alternate, is any Alcoholics Anonymous member selected by a Group to act primarily as a connecting link between the Group and the Coordinating Council.

1. **Suggested Sobriety:** One year.
2. **Suggested Qualifications:** Coordinators must be able to give sufficient time to the duties involved.
3. **Term of Office:** One year, January through December. Coordinators will register with the Recording Secretary via the Assistant Chairperson. A Group may join or re-join the Coordinating Council at any point during the year by registering a Coordinator.

Any Coordinator elected to fill an unexpired term, and serving more than one-half of that term, will be considered to have served a full term.

4. **Rotation:** No individual will serve on the Council or any of its Standing Committees for more than four (4) out of six (6) years.
5. **Duties:** To bring to the attention of the Coordinating Council the questions, suggestions and concerns of their Group. To report to the Group all actions taken by the Coordinating Council.

### B. OFFICERS:

#### 1. **Chairperson:**

To be elected by the members of the Coordinating Council from the Fellowship-at-large. May not simultaneously serve as a voting member of a Standing Committee or as Coordinator for a Group.

- a. **Suggested Sobriety:** Three years.
- b. **Suggested Qualifications:** At least one year of previous experience on the Coordinating Council as a Coordinator, and at least six months service on a Standing Committee.
- c. **Term of Office:** One year. The Chair may serve one term and will not be eligible for re-election to this office until a period of two years has elapsed. Anyone elected or appointed to fill out an unexpired term, and who serves six months or less of that term, may stand for election to a consecutive full term of office.
- d. **Duties:** To conduct the meetings of the Coordinating Council under reasonable parliamentary procedure, so as to keep its meetings orderly, and to allow the Council to reach an informed Group conscience.  
To prepare an agenda for the Coordinators' use at Council meetings, and to accept requests from the Groups through their Coordinators regarding items to be put on the agenda.

To serve as a voting member of the Business Committee and as a non-voting member of all other Committees. To see that Committee reports are properly submitted at the regular monthly meeting. To appoint special Committees as authorized by the Coordinating Council.

To attend meetings of the Area Assembly as the voting member of the Coordinating Council. To attend any other A.A. functions as requested by the Coordinating Council.

- e. **Voting**: The Chairperson does not have a vote on matters coming before the Coordinating Council.

2. **Assistant Chairperson:**

To be elected by the members of the Coordinating Council from the Fellowship-at-large. May not simultaneously serve on a Standing Committee or as Coordinator for a Group.

- a. **Suggested Sobriety**: Three years.
- b. **Suggested Qualifications**: At least one year of previous experience on the Coordinating Council as a Coordinator, and at least six months service on a Standing Committee.
- c. **Term of Office**: One year. May stand for a second consecutive term, or for the position of Chair, but after serving in either or both of these positions for two consecutive years, will not be eligible to be re-elected to either position until a period of two years has elapsed.
- d. **Duties**: At Council meetings, to take attendance, to register new Coordinators and Alternates, and to determine if a quorum is present. To notify Groups whose Coordinator or Alternate misses two consecutive meetings of their lack of representation. To serve as a voting member of the Business Committee. To assume the duties of the Chairperson in his/her absence. To perform other duties as requested by the Coordinating Council.
- e. **Voting**: The Assistant Chairperson does not have a vote on matters coming before the Coordinating Council.

3. **Recording Secretary:**

The Central Office Manager will act as Recording Secretary of the Coordinating Council. The Recording Secretary will keep the minutes, keep an accurate roll of the elected Coordinators at the Central Office, and update the Appendix listing Policy Decisions. The Recording Secretary has no vote on any matter before the Council.

C. **MEETINGS:**

The Coordinating Council shall meet monthly at a time and place of its own choosing. At each meeting, there will be adequate time allowed for Coordinators to bring the questions, concerns and suggestions of their Groups to the Council.

Special meetings may be called by the Chair of the Council at the written request of any twelve (12) members of the Council. A written notice will be given to each Group, which has a registered Coordinator at least eight (8) days in advance of such a special meeting.

1. **Attendance:** Once a Coordinator has registered with the Council as representing their Group, if two consecutive Council meetings pass without either the Coordinator or Alternate being in attendance, the secretary of that Group will be advised of their lack of representation.

2. **Quorum:** The minimum number of members who must be present at a meeting for the transaction of business.

There are no requirements that a quorum vote on any given motion. It is entirely possible that members will abstain and the rule of the quorum is merely that the members be present, not that they vote.

Voting quorum will be established twice yearly in June and December. The quorum for the next six months will be 50% of the number of Groups having an active Coordinator on the rolls at those particular meetings. A Group is considered to have an active Coordinator if the Group's Coordinator or Alternate is present that night or was present the month before (for example, the Coordinator or Alternate is present in June, or is absent in June but was present in May).

#### **D. VOTING AND ELECTIONS:**

1. **General Business:** A two-thirds (2/3) majority of those present and voting is required, except where otherwise noted in these Guidelines.

2. **Amendments:** (See section on Amendments to these Guidelines.)

3. **Elections:** Voting for Officers and Committee members shall be done by written ballot. This allows Coordinators who are standing for election to remain in the room to vote. If there is only one candidate for an elected position, voting may be done by a show of hands, or by acclamation, at the discretion of the Chair.

a. **Chairperson and Assistant Chairperson:** Each position will be voted on separately. A simple majority of the votes cast is required for election.

**(Majority:** A simple majority is more than half of the votes cast. For example, if 50 votes are cast, a majority is 26; if 51 votes are cast, a majority is also 26; and if 52 votes are cast, a majority is 27.)

If the first ballot does not produce the necessary majority for one candidate, the top two candidates will remain. (In case of a tie for second place, the top candidate and tied second place candidates will remain.)

A second ballot is taken. If the second ballot does not produce the necessary majority for one candidate, the top two candidates will remain. (In case of a tie for second place, the top candidate and tied second place candidates remain.)

The Chairperson announces that the choice will be made by lot. The remaining candidates' names are placed in a hat. The first name drawn out of the hat is elected.

- b. **Committee Members**: Each position will be voted on separately. A plurality of the votes is required for election.

(**Plurality**: The largest number of votes obtained in an election where three or more choices are possible. For example, there are three candidates and 100 people voting. Candidate A receives 40 votes, Candidate B receives 35 votes and Candidate C receives 25 votes. When a plurality is required for election, then Candidate A wins, even though Candidate A received only 40% of the votes.)  
In the event of a tie, a second ballot will be taken.

In the event of a second tie, the names of the tied candidates are placed in a hat. The first name drawn out of the hat is elected.

**E. FUNCTIONS:**

1. The Coordinating Council exists to aid the Groups in their common purpose of carrying the message of Alcoholics Anonymous.

We are aided in this by our Central Office which:

- a. Maintains an answering service where persons wanting help with their alcohol problem can be connected to A.A. members who can introduce them to A.A. and our recovery program.
- b. Maintains a schedule of Group meetings within our area.
- c. Provides a convenient location where members and Groups can purchase A.A. Conference-approved literature.

2. The Coordinating Council holds regular meetings for the purpose of obtaining the conscience of the Fellowship with regard to local services.

3. The Coordinating Council has the following Standing Committees:

- a. The After Hours Phone Committee, through which the Groups assure that the phone will always be answered by another alcoholic.
- b. The Business Committee, through which the Coordinating Council directs the business affairs of the Central Office.
- c. The Coordinator Newsletter Committee, through which the Coordinating Council aids in communications and encourages unity among the Groups.
- d. The Orientation and Guidelines Committee, through which the Coordinating Council assists new Coordinators in understanding their duties and the structure of the Council, and provides assistance, where desired, in framing amendments to these Guidelines.
- e. The Outreach Committee, through which the Coordinating Council outreaches to groups inviting them to elect a Coordinator to represent their group at Coordinating Council.
- f. The Program Committee, through which the Coordinating Council holds special events, open to the entire Fellowship, such as dances, picnics, workshops, etc.

- g. The Public Information Committee, through which the Coordinating Council provides information about Alcoholics Anonymous to the public, and maintains San Diego A.A. relations at the level of press, radio and television, in cooperation with other AA service entities.

## II. STANDING COMMITTEES.

### A. MEMBERSHIP:

Committee members are elected by the Coordinating Council, and do not need to be Coordinators to serve. Elections are held at the December and June Council meetings. Persons wishing to serve on a Committee do not need to be present to stand for election, but must have given notification of their willingness to serve. This notification, preferably in writing, may be given to the Chair of that Committee, the Chair of the Council, or to the Central Office Manager.

Whenever possible, it is desirable to maintain a balance of men and women on each Committee. When Committee elections are being held, the Council should first attempt to elect members to achieve this balance. However, no Committee should go short-handed simply because there is no candidate of the desired gender.

Committee terms are one year, and members may be elected to a second term, after which they must remain off that Committee for two years. They may then serve on another Committee, as long as they do not exceed four years of Council service out of any six.

If a Committee member has two consecutive unexcused absences, it shall be reported to the Council, with a recommendation for action. Any vacancy on a Committee, due to absences, resignation, etc., should be filled at the next Coordinating Council meeting.

Members elected to fill out someone else's term will be considered to have served a full term if they fill out more than six months of the term they are stepping into.

Each Committee will elect its Chair and any other officers from its own membership, except where these Guidelines specify that a non-voting Recording Secretary is to be selected from the Fellowship-at-large. Committee members elected to fill out a vacated term as a Committee officer will be considered to have served a full term if they fill out more than six months of the term they are stepping into.

If a Committee member's term expires while they are serving as a Committee officer, they will still need to stand for re-election to that Committee by the Council. If the term that has expired is their second one, they must step down from the Committee altogether.

**B. FINANCES:**

Each Standing Committee shall prepare a budget of anticipated income and expense for the coming calendar year in the month of September. Budgets shall be presented to the Coordinating Council in October, and approved at the November Council meeting. Committees needing help with budget preparation should contact the Chair of the Council.

The Business Committee shall account for and disburse Committee funds as budgeted. Any Committee requiring funds in excess of their approved budget must present their request to the Council.

All money received at any event shall be deposited into the General Fund on the next business day following the event.

**C. REPORTING:**

Each Committee shall make regular reports of their activities at the Coordinating Council meeting and submit reports to the Business Committee/Board meeting.

**III. AFTER-HOURS PHONE COMMITTEE.**

(Please also see Section II, Standing Committees.)

**A. MEMBERSHIP:**

The Committee consists of eight members, four to be elected in December and four in June, to take office the following month. Additional non-voting members may be appointed by the Committee Chair, as needed.

1. **Suggested Sobriety:** Two years.
2. **Term of Office:** One year. Eligible for a second term.

**B. OFFICERS:**

1. **Chairperson:**
  - a. **Suggested Sobriety:** Two years.
  - b. **Term of Office:** One year. Eligible for a second term.
2. **Assistant Chairperson:**
  - a. **Suggested Sobriety:** Two years.
  - b. **Term of Office:** One year. Eligible for a second term.

**C. MEETINGS:**

1. The Committee shall meet monthly at a time and place of its own choosing.
2. Unanimity is desirable, but a simple majority is adequate for Committee business.

**D. FUNCTIONS:**

1. To arrange for the answering of the Central Office phone by A.A. members during all hours not covered by the Central Office Manager.
2. To recruit Groups to be responsible for covering open time slots.
3. To arrange for emergency coverage of time slots left open.

**E. FINANCES: (See Section II, B - Standing Committee Finances)**

**IV. BUSINESS COMMITTEE.**

(Please also see Section II, Standing Committees.)

**A. MEMBERSHIP:**

The Committee consists of eight members, including the Chairperson and Assistant Chairperson of the Coordinating Council and six members elected from the Fellowship at large. The election of the at-large members will be as follows: three to be elected in December and three in June, to take office the following month.

1. **Suggested Sobriety:** Three years.
2. **Suggested Qualifications:** Because the Business Committee has the responsibility of managing the Central Office by supervising the staff and overseeing operations and finances, it is suggested that care be taken to select members with adequate experience and time to perform the tasks assigned, and that at least some members of this Committee have had business or management experience. Personal or business conflicts of interest should be avoided.
3. **Term of Office:** One year. Eligible for a second term.

**B. OFFICERS:**

1. **Chairperson:**

- a. **Suggested Sobriety:** Three years.
- b. **Suggested Qualifications:** Wherever possible, the Chair should have spent the preceding six months as a member of the Business Committee. The Chairperson and Assistant Chairperson of the Coordinating Council are not eligible to serve in this position.
- c. **Term of Office:** One year. Not eligible for a second term.
- d. **Duties:** To report at each Coordinating Council meeting the finances, activities and status of the Business Committee, the Central Office, and its staff.

To be the sole representative for the Business Committee in directing the Central Office Manager.

2. **Vice-Chairperson:**

- a. **Suggested Sobriety:** Three years.
- b. **Suggested Qualifications:** The Chairperson and Assistant Chairperson of the Coordinating Council are not eligible to serve in this position.
- c. **Term of Office:** One year. Not eligible for a second term.
- d. **Duties:** To assume the duties of the Committee Chairperson in his/her absence. To assist the Committee Chairperson in the discharge of duties.

3. **Treasurer:**

- a. **Suggested Sobriety:** Three years.
- b. **Suggested Qualifications:** The Chairperson and Assistant Chairperson of the Coordinating Council are not eligible to serve in this position.
- c. **Term of Office:** One year. Not eligible for a second term.
- d. **Duties:** To supervise deposit, handling, and disbursements of funds. To develop a proposed annual budget for the Committee and the Central Office in September of each year. To arrange for annual preparation of financial statements and Income Tax information returns by an independent bookkeeper.

4. **Secretary:**

- a. **Suggested Sobriety:** Three years.
- b. **Suggested Qualifications:** The Chairperson and Assistant Chairperson of the Coordinating Council are not eligible to serve in this position.
- c. **Term of Office:** One Year. Not eligible for a second term.
- d. **Duties:** To keep accurate minutes of the Committee meetings. To keep on file minutes of all meetings of the Coordinating Council and all of its Committees. Such minutes will be permanently maintained at the Central Office.

C. **MEETINGS:**

- 1. The Committee shall meet monthly at a time and place of its own choosing.
- 2. Two-thirds of the Committee members must be physically present to constitute a quorum.
- 3. Unanimity is desirable, but a simple majority is adequate for Committee business.

**D. FUNCTIONS:**

1. To serve as the Board of Directors for the corporate structure of the San Diego Intergroup.
2. To have one or more of its members attend each meeting of the Coordinating Council. These members are to carry back to the Business Committee, for enactment, the voted proposals of the General Membership as expressed through the Coordinating Council.
3. To act as the accounting and disbursing agents of all funds of the Coordinating Council, it's Committees and the Central Office.

All disbursements or withdrawals of funds require the signatures of any two of the following three persons: the Central Office Manager, the Chair of the Business Committee or one other Business Committee member, as designated by the Business Committee.

The Business Committee shall have authority to disburse budgeted funds for the Central Office, the Coordinating Council and its Standing Committees. Any expenditure that might involve reserve funds or any expenditure that would exceed \$1,000.00 in a calendar year, other than standard monthly expenses, must be submitted to the Coordinating Council for approval. (Any leased equipment that would result in total payments of more than \$1,000.00 must be presented to the Coordinating Council.)

4. To furnish monthly to each member of the Coordinating Council a copy of the Statement of Revenues and Expenses showing the exact revenues and expenses as taken from the books at the Central Office. Central Office revenues and expenses shall be shown separately from Standing Committee revenues and expenses.
5. To furnish semi-annually to each member of the Coordinating Council a copy of the true Statement of Revenues and Expenses as taken from the books at the Central Office. These reports shall be furnished at the February and August meetings of the Coordinating Council. The February report will consist of the audited financial statements for the fiscal year from January 1 through December 31. The August report will cover the six-month period From January 1 through June 30.
6. To furnish the Coordinating Council an annual audit by an outside firm.
7. To assure that all gains of invested funds are returned to the General Fund and are not allowed to accumulate.
8. To oversee and direct the activities of the Central Office.
9. To conduct any changes in the paid staff of the Central Office.

Whenever possible, any proposed change in paid staff of the Central Office should first be submitted to the Coordinating Council. In the event of a vacancy, the Chair of the Council will instruct the Editor/Chair of the Coordinator Newsletter Committee to print the job requirements and run them for at least two months in the Coordinator.

The Chair of the Coordinating Council will appoint an Ad Hoc Committee to screen and interview the applicants. The Ad Hoc Committee will then recommend at least three applicants to the Business Committee for interviewing and selection for the position. If the Business Committee cannot make a selection from among these three candidates, they may return to the Ad Hoc Committee with a request for more applicants.

10. Business Committee members shall be familiar with the procedures and duties of the Central Office Manager. They shall also be familiar with the procedures set forth in the Manual of Procedures and Guidelines for the Business Committee and with the Guidelines of the Coordinating Council.

**E. FINANCES: (See Section II, B - Standing Committee Finances)**

**V. COORDINATOR NEWSLETTER COMMITTEE.**  
(Please also see Section II, Standing Committees.)

**A. MEMBERSHIP :**

The Committee consists of six to twelve members, at least three to be elected in December and three in June, to take office the following month.

1. **Suggested Sobriety:** Two years.
2. **Term of Office:** One year. Eligible for a second term.

**B. OFFICERS:**

1. **Editor/Chairperson :**

- a. **Suggested Sobriety:** Two years.
- b. **Suggested Qualifications:** Wherever possible, the Chair should have spent the preceding six months as a member of the Newsletter Committee.
- c. **Term of Office:** One year. Not eligible for a second term.
- d. **Duties:** To act as editor of the Coordinator Newsletter. To conduct regular committee meetings. To report Committee activities monthly at the Coordinating Council meeting.

2. **Secretary:**

- a. **Suggested Sobriety:** Two years.
- b. **Term of Office:** One year. Eligible for a second term.
- c. **Duties:** To keep accurate minutes of the Committee meetings and maintain a permanent record at the Central Office.

**C. MEETINGS:**

1. The Committee shall meet monthly at a time and place of its own choosing.
2. Unanimity is desirable, but a simple majority is adequate for Committee business.

**D. FUNCTIONS:**

1. To print monthly the official publication of the Coordinating Council of the San Diego County Fellowship of Alcoholics Anonymous known as the San Diego A.A. Coordinator.
2. To publish only what is in good taste and does not violate traditions and principles of Alcoholics Anonymous.
3. To observe personal anonymity at all times.
4. To ensure that the Newsletter adheres to U.S. Postal regulations regarding bulk mailing.
5. To approve flyers submitted to the Committee for inclusion in the Newsletter.
6. To include the following in each issue:
  - a. The minutes of the most recent Coordinating Council Meeting, which will be provided by the Central Office Manager.
  - b. Monthly consolidated income statements, which will be provided by the Central Office Manager
  - c. A year-to-date record of Group contributions, which will be provided by the Central Office Manager.
  - d. Announcements or reports from the Central Office, announcements of A.A. functions, and other announcements requested by the Coordinating Council.

**E. FINANCES: (See Section II, B - Standing Committee Finances)**

**VI. COORDINATOR OUTREACH COMMITTEE.**

(Please also see Section II, Standing Committees.)

**A. MEMBERSHIP:**

The Committee consists of four members, two to be elected in December and two in June, to take office the following month.

1. **Suggested Sobriety:** Two years.
2. **Suggested Qualifications:** Six months as a Coordinator.
3. **Term of Office:** One year. Eligible for a second term.

**B. OFFICERS:**

1. **Chairperson:**
  - a. **Suggested Sobriety:** Two years.
  - b. **Term of Office:** One year. Eligible for a second term.

**C. MEETINGS:**

1. The Committee shall meet monthly at a time and place of its own choosing.
2. Unanimity is desirable, but a simple majority is adequate for Committee business.

**D. FUNCTIONS:**

1. To visit groups without a Coordinator and invite them to participate with the Intergroup.
2. In addition to visiting Groups, the committee would seek other ways to Outreach Groups without a Coordinator.

**E. FINANCES: (See Section II, B - Standing Committee Finances)**

**VII. ORIENTATION AND GUIDELINES COMMITTEE.**  
(Please also see Section II, Standing Committees.)

**F. MEMBERSHIP:**

The Committee consists of four members, two to be elected in December and two in June, to take office the following month.

1. **Suggested Sobriety:** Two years.
2. **Suggested Qualifications:** Six months as a Coordinator.
3. **Term of Office:** One year. Eligible for a second term.

**G. OFFICERS:**

1. **Chairperson:**

- a. **Suggested Sobriety:** Two years.
- b. **Term of Office:** One year. Eligible for a second term.

**H. MEETINGS:**

1. The Committee shall meet monthly at a time and place of its own choosing.
2. Unanimity is desirable, but a simple majority is adequate for Committee business.

**I. FUNCTIONS:**

1. To provide an Orientation Meeting for new Coordinators each month immediately before the regular meeting of the Coordinating Council. This Orientation is a separate meeting from the Committee's own regular monthly meeting. At this Orientation Meeting the Committee shall:

- a. Ensure that each new Coordinator has a copy and an explanation of these Guidelines.
  - b. Give an overview of the history of Alcoholics Anonymous in the San Diego area, of the San Diego Central Office, and of the Coordinating Council.
  - c. Explain how a Coordinator can bring to the attention of the Coordinating Council the questions, suggestions and concerns of their Group.
  - d. Provide suggestions on how to give a Coordinator's report to a Group.
  - e. Bring new Coordinators up to date on items of business before the Council.
2. To be available to assist Groups and Standing Committees in preparing proposals for Amendments to these Guidelines, with a particular focus on where proposed Amendments would fit best in the Guidelines and how to keep the Guidelines internally consistent when proposed changes affect more than one area of the Guidelines.

However, this does not imply that a Group or Standing Committee is required to bring a proposed Amendment to these Guidelines to the Orientation and Guidelines Committee before submitting it to the Coordinating Council.

3. To have the Chair of the Committee or another Committee member present at each Council meeting to answer questions on these Guidelines should they arise.

**J. FINANCES:** (See Section II, B - Standing Committee Finances)

**VIII. PROGRAM COMMITTEE.**

(Please also see Section II, Standing Committees.)

**A. MEMBERSHIP:**

The Committee consists of eight members, four to be elected in December and four in June, to take office the following month.

1. **Suggested Sobriety:** Two years.
2. **Term of Office:** One year. Eligible for a second term.

**B. OFFICERS:**

1. **Chairperson:**

- a. **Suggested Sobriety:** Two years.
- b. **Suggested Qualifications:** Wherever possible, the Chair should have spent the preceding six months as a member of the Program Committee.
- c. **Term of Office:** One year. Not eligible for a second term.

**C. MEETINGS:**

1. The committee shall meet monthly at a time and place of its own choosing.
2. Unanimity is desirable, but a simple majority is adequate for Committee business.

**D. FUNCTIONS:**

1. To arrange an Annual event commemorating the founding of the San Diego A.A. Central Office in the month of November.
2. To arrange other social functions approved by the Coordinating Council, e.g., New Years Eve Dance, Founders Day Picnic, etc.

**E. FINANCES: (See Section II, B - Standing Committee Finances)**

**IX. PUBLIC INFORMATION COMMITTEE.**

(Please also see Section II, Standing Committees.)

**A. MEMBERSHIP:**

The committee consists of twelve members, six to be elected in December and six in June, to take office the following month.

Prospective committee members must be pre-screened and nominated by the existing Committee prior to the election at the Coordinating Council.

1. **Suggested Sobriety:** Three years.
2. **Term of Office:** One year. Eligible for a second term.

**B. OFFICERS:**

1. **Chairperson:**

- a. **Suggested Sobriety:** Three years.
- b. **Term of Office:** One year. Not eligible for a second term.

2. **Secretary:**

- a. **Suggested Sobriety:** Three years.
- b. **Term of Office:** One year, renewable at the committee's discretion.
- c. **Duties:** To keep accurate minutes of the committee meetings and maintain a permanent record at the Central Office.

**C. MEETINGS:**

1. The committee shall meet monthly at a time and place of its own choosing.
2. Unanimity is desirable, but a simple majority is adequate for Committee business.

**D. FUNCTIONS:**

1. To coordinate and cooperate with the North County Intergroup Public Information Committee, the Spanish Intergroup Public Information Committee and the San Diego Imperial Area Cooperation with the Professional Community Committee on all matters relating to Public Information.
2. To approve, inform and train speakers who provide information on Alcoholics Anonymous to the public.
3. To provide information about Alcoholics Anonymous to the general public where appropriate.
4. To respond to requests from the public for information about Alcoholics Anonymous, e.g., press, radio, television, clubs, churches, schools or health fairs.
5. To work with the media regarding our need to observe the Twelve Traditions of Alcoholics Anonymous in our public information efforts.
6. Committee members should be familiar with the Public Information Workbook approved by the General Service Conference of Alcoholics Anonymous.
7. Committee members must always be mindful of the Twelve Traditions in all dealings with the public and with the media.

**F. FINANCES: (See Section II, B - Standing Committee Finances**

## **AMENDMENTS TO THESE GUIDELINES:**

- A. **SUBMISSION:** All Guideline Amendments will originate at the Group or Standing Committee level. The amendment must be submitted in writing to the Coordinating Council Chairperson, and signed by the Coordinator or Committee Chairperson.
- B. **DISTRIBUTION:** The amendment will be presented to the Coordinators at the first Council meeting following its receipt by the Chairperson. After discussion, the Council will decide by a simple majority either to send the amendment to the Groups, or to return the amendment to the originating Group or Committee with suggestions for re-write. The originating Group or Committee may accept or decline any suggestions for re-write. If they decline, then the proposed amendment proceeds directly to the next step.
- When the proposed amendment is ready to go out to the Groups, the Coordinating Council Secretary will send the amendment, in ballot form, with the date the vote is to be taken, to each registered Group's Coordinator.
- C. **DISCUSSION:** Time for discussion of the amendment will be allotted at each meeting until the balloting has been completed.
- D. **TIMING:** A vote by written ballot will take place at the third Coordinating Council meeting after the amendment was sent to the Groups. For example, an amendment sent out at the January meeting will be voted on at the April meeting.
- E. **VOTING:** During registration, Coordinators will give their Group's ballot to the Assistant Chairperson of the Coordinating Council. If a two-thirds (2/3) majority of those present and voting approves the amendment, it shall become a part of these Guidelines.

## **IX. NON-PROFIT ORGANIZATION LEGAL REQUIREMENT.**

**The Coordinating Council of Alcoholics Anonymous in San Diego County, incorporated as the San Diego Intergroup, is a non-profit corporation organized exclusively for charitable and educational purposes. The San Diego Intergroup will therefore carry on its activities within the meaning of the Internal Revenue Code of 1954, Sections 501(c)(3) and 170(c)(2). The income and assets of the Corporation will not be used for private purposes. Upon dissolution or winding up of the corporation, any assets remaining after payment, or providing for payment, of all debts and liabilities of the corporation, will be distributed to the General Services Office of Alcoholics Anonymous. If the General Service Office of Alcoholics Anonymous were dissolved, then the remaining assets of the corporation would be distributed to another fund, foundation or corporation which is organized exclusively for charitable purposes and which has established its tax exempt status under Sections 501 (c) (3), Internal Revenue Code.**

This paragraph is a legal requirement for non-profit organizations and for our bulk mailing permit.  
DO NOT REMOVE OR ALTER.

## **APPENDIX I**

# *Bylaws of San Diego Intergroup, Inc.*

## **ARTICLE I**

### **SECTION 1. NAME**

The name of the corporation is the San Diego Intergroup, Inc. doing business as Alcoholics Anonymous of San Diego County Central Office

### **SECTION 2. PURPOSE**

The purpose of the corporation shall be to:

- A) Aid the Alcoholics Anonymous groups in San Diego County in their common purpose of carrying the AA message to alcoholics.
- B) Oversee the standing committees of the Coordinating Council.
- C) Oversee the Central Office, which performs services more easily provided by Group Cooperation.

The purposes for which the corporation is organized are exclusively charitable and educational within the meaning of Section 501(c)(3) of the Internal Revenue Code.

Notwithstanding any other provision of these Articles, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code.

No part of the activities of the corporation shall be carrying on propaganda, or otherwise attempting to influence legislation, or participating in, or intervening in (including the publication of statements), any political campaign on behalf of any candidate for public office.

### **SECTION 3: LIMITATIONS**

The corporation is a nonprofit corporation and no part of the net earnings of the corporation shall go to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in this Article I; notwithstanding any purposes set forth in the Article I, and notwithstanding any other provisions of these bylaws, the corporation shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code.

## **ARTICLE II OFFICES**

The principal office of the corporation shall be located at 7075 Mission Gorge Road, Suite B, San Diego, CA 92120. The Board of Directors may establish additional offices, and the location of the principal office and the number and location of any additional offices may, from time to time, be otherwise designated and changed by the Board of Directors.

## **ARTICLE III MEMBERSHIP**

All members of the Coordinating Council and the Standing Committees of the Council are members of the corporation. The Alcoholics Anonymous groups' representatives to the Coordinating Council are voting members of the corporation.

**SECTION 1: GENERAL POWERS**

The property and affairs of the corporation shall be managed and controlled by the Board of Directors.

**SECTION 2: DIRECTORS**

The board of Directors shall consist of at least 8 but not more than 12 members.

The Board of Directors shall be elected by the members of the Coordinating Council.

The Board of Directors shall include this Chairperson and Assistant Chairperson of the Coordinating Council, which shall be elected by the members of the Coordinating Council. The Coordinating Council Chairperson and Assistant Chairperson shall be voting members of the Board, but they are not eligible to hold executive office.

The directors shall hold office for a term of one year or until their respective successors have been duly elected and qualified. Directors may hold office for two full terms. All vacancies on the Board of Directors shall be filled by election by the members of the Coordinating Council.

**SECTION 3: QUORUM**

A quorum shall be comprised of two-thirds (2/3) majority of the members of the Board of Directors.

**SECTION 4: REGULAR MEETINGS**

The board of Directors shall hold regular meetings. Regular meetings shall be scheduled monthly at a place and time to be provided by the Board of Directors. All Directors and the Central Office Manager shall be given notice of such regular meetings upon determination of the schedule. No additional notice of regular meetings shall be required.

**SECTION 5: SPECIAL MEETINGS: CALL AND NOTICE**

Special meetings of the Board of Directors shall be held whenever called by direction of the Chairperson or of 3 Directors, upon at least 5 days prior notice in writing, given personally, or by mail or electronic mail, which notice shall state the time, place and purpose of the meeting. Notice shall go to all members of the Board of Directors and to the Central Office Manager.

**SECTION 6: ANNUAL MEETINGS**

The Board of Directors shall hold an annual meeting. The annual meeting may be held at the time of a regularly scheduled monthly meeting. At its annual meeting, the Board of Directors shall elect a Chairperson, Vice-Chairperson, a Secretary and a Treasurer to manage the affairs of the corporation. The Board of Directors may, from time to time, appoint such other officers as are necessary to carry out the business of the corporation.

**SECTION 7: MEETINGS HELD BY CONSENT**

A meeting of the Board of Directors may be held at any time and place and without notice by unanimous written consent of the Directors, or with the presence and participation of all the Directors.

**SECTION 8: COMMITTEES**

The Committees of the corporation which are necessary for the effective management of the business and affairs of the corporation the Standing Committees of the Coordinating Council, the ad hoc committees of the Coordinating Council, and any ad hoc committees of the Board of Directors of the corporation.

The Board of Directors may establish other committees as it or the Coordinating Council may deem necessary and appropriate to conduct the business and affairs of the corporation.

All committees will have regular monthly meetings, and report the activities of the committee at the monthly meetings of the Coordinating Council and the Board of Directors.

## **ARTICLE IV OFFICERS**

### **SECTION 1: EXECUTIVE OFFICERS**

The executive officers shall be elected by the Board of Directors at its annual meeting and shall comprise the offices of Chairperson, Vice-Chairperson, Secretary and Treasurer. Any officer duly elected shall hold office until a successor is elected and has accepted office.

### **SECTION 2: VACANCIES**

Any vacancy in any office shall be filled by the Board of Directors at the next regular meeting following notice of said vacancy.

### **SECTION 3: REMOVAL**

All officers shall be subject to removal from office for breach of duties upon majority vote of the Board of Directors.

### **SECTION 4: POWERS AND DUTIES OF THE CHAIRPERSON**

The Chairperson shall be responsible for the day to day operations of the corporation. The Chairperson shall preside at all regular meetings and special meetings of the board of Directors. If the Chairperson is unable to attend, he or she shall arrange to have the Vice Chairperson conduct meetings. The Chairperson shall report at each Coordinating council meeting the finances, activities and status of the board of Directors, the Central Office, and its staff. The Chairperson shall be the sole representative for the Board of Directors in directing the Central Office Manger.

### **SECTION 5: POWERS AND DUTIES OF THE VICE-CHAIRPERSON**

The Vice-Chairperson shall familiarize himself or herself with the affairs of the corporation, and in the event of the disability or absence of the Chairperson from any place in which the business of the corporation is to be conducted, the Vice-Chairperson shall have all the powers and perform all the duties of the Chairperson. The Vice-Chairperson shall assist the Chairperson in the discharge of duties.

### **SECTION 6: POWERS AND DUTIES OF THE TREASURER**

The Treasurer, subject to the control of the board of Directors, shall have the general supervision of the finances of the corporation. The Treasurer shall supervise the officers and other persons authorized to deposit, handle and disburse any funds, ensuring retention of information as to whether all deposits have been duly made and all expenditures duly authorized and evidenced by proper receipts and vouchers. The Treasurer shall present to the Board of Directors a proposed annual budget in September of each year. The Treasurer shall arrange for annual preparation of financial statement and Income Tax information returns by an independent bookkeeper.

### **SECTION 7: POWERS AND DUTIES OF THE SECRETARY**

The Secretary shall cause to be kept accurate minutes of all meetings of the Board of Directors. The Secretary shall cause to be entered into the minute books the minutes of all meetings of all committees, the Coordinating Council, and of the Board of Directors.

### **SECTION 8: OTHER OFFICERS**

The Board of Directors may establish and elect other officers as it may deem necessary and appropriate and shall prescribe the powers and duties of any other officer of the corporation.

## **ARTICLE V FINANCE**

### **SECTION 1: BANKING**

All funds and money of the corporation shall be deposited, handled and disbursed, and, except as otherwise provided, all bills, notes, checks and like obligations and endorsements, for deposit or collection, shall be signed by the Treasurer as and when the Treasurer or such officers as the Board of Directors shall from time to time designate. Checks of the corporation shall be signed by two persons duly authorized by the Board of Directors. Any officer or person performing said functions shall account therefore to the Treasurer as and when the Treasurer may require. All money, funds, bills, notes, checks and other negotiable instruments coming to the corporation shall be collected and promptly deposited in the name of the corporation in such depositories as the Board shall select.

### **SECTION 2: FISCAL YEAR**

The fiscal year of the corporation shall be the calendar year unless otherwise provided by the Board of Directors.

## **ARTICLE VI AMENDMENTS TO BYLAWS**

All proposed bylaw amendments must be submitted in writing to the Board of Directors. If the proposed amendment(s) is approved by two-third (2/3) of those present and voting at a regular meeting of the Board of Directors, the amendment(s) shall be signed by the Coordinating Council Chairperson and the Chairperson of the Board of Directors.

The signed proposed amendment(s) will be presented to the Coordinating Council at the first Council meeting. At such time the Coordinating Council shall, by a simple majority, decide to submit the proposed amendment for vote by the members of the Coordinating Council or return

the proposed amendment to the Board of Directors with suggestions.

If the amendment(s) shall be submitted for vote by its members, the Coordinating Council shall cause the amendment(s) to be sent, in ballot form, with the date the vote is to be taken, to each of its members.

A vote of its members shall take place at the third Coordinating Council meeting after the amendment(s) was/were sent out for vote. If a two-thirds (2/3) of Coordinating Council members approve the amendment(s), it/they shall become part of these bylaws.

## **ARTICLE VII MISCELLANEOUS**

### **SECTION 1: BOARD OF DIRECTOR LIABILITY**

The members of the Board of Directors shall not be personally liable for the debts, liabilities, or other obligations of the corporation.

### **SECTION 2: BONDING**

The members of the Board of Directors shall determine which, if any, Directors, Officers or employees should be bonded.

### **SECTION 3: EMPLOYEE**

The Central Office Manager shall serve as executive secretary and administrator to the Board of Directors, pursuant to a written agreement, as an employee responsible directly to the Chairperson of the Board of Directors.

### **SECTION 4: RULES OF ORDER**

Meetings of the Board of Directors shall be governed by reasonable parliamentary procedures insofar as such rules are not inconsistent with or are not in conflict with these Bylaws, the Articles of Incorporation, or the provisions of law.

**APPENDIX: II**

**COORDINATING COUNCIL POLICY DECISIONS**

<b>Ref. #</b>	<b>Date of Motion</b>	<b>Proposed Motions</b>	<b>Date of Vote</b>	<b>PASS</b>
	09/1957	Coordinators Editors spend up to \$60 per month	09/1957	Yes
	09/1958	Revised sobriety requirements for Co-editors of the Coordinator	09/1958	Yes
	05/1959	Re-naming of the by-laws	06/1959	No
	01/1960	Central Office Secretary salary increase from \$400 to \$500	01/1960	Yes
	01/1960	12-Step workers list kept only at the Central Office	01/1960	Yes
	05/1960	Reduce the Coordinator to 1 page	05/1960	No
	03/1961	All people not alcoholics removed from A.A. committees	03/1961	Yes
	08/1962	All social events to be cleared through Central Office	09/1962	Yes
	03/1963	All groups receive written expressions of thanks for contributions	03/1963	Yes
	08/1963	Coordinator Volunteers help with Central Office deficit problem	08/1963	Yes
	10/1963	Re-negotiate contract with The War Memorial Building	10/1963	Yes
	06/1964	Letters from judges to be signed by secretary after meeting	06/1964	Yes
	01/1965	Chairman appoint committee to Review & Revise current by-laws	01/1965	No
	07/1965	Changing of the by-laws	07/1965	No
	04/1966	Purchasing of an IBM executive typewriter for Central Office	04/1966	Yes
	08/1967	Proper remuneration of staff at Central Office	08/1967	Yes
	01/1968	Central Office Secretary notify all groups not represented on Coordinating Council	01/1968	Yes
	03/1968	A&P group should not be listed in A.A. schedule book	06/1968	No
	03/1968	Special Purpose groups should not be published in Coordinator	04/1968	Yes
	04/1968	Coordinator to publish hi-lites from Speaking at Non-A.A. Mtgs	03/1968	Yes
	04/1968	Special 12-Step committee appointed by Central Office Secretary	04/1968	Yes
	07/1968	Hospitality room for the Central Office at the Convention Center	07/1968	Yes
	01/1969	Voting by simple majority	01/1969	Yes
	01/1969	Number of committee members to select	01/1969	Yes
	02/1969	Area Assembly report items of interest in the Coordinator	02/1969	Yes
	02/1969	The Preamble to be read before every meeting	02/1969	Yes
	03/1969	Changes be submitted to groups, for acceptance or rejection	03/1969	Yes
	03/1969	Proposed Amendments to be published in the Coordinator, as well as group notification	04/1969	Yes
	11/1969	Standing Meetings given 1 night a year to put on a program at Central	12/1969	Yes
	03/1970	To be published in Coordinator, minutes verbatim as to action taken by Council	03/1970	Yes
	03/1972	Labeling of all Non-A.A. functions as outside A.A. or related facility in Coordinator	03/1972	No
	11/1972	All committee meetings open to those with business within Committee	03/1972	Yes
	03/1974	Addition to the Central Office Space	04/1974	Yes
	05/1974	Only A.A. conference approved literature may be sold at Central Office	05/1974	Yes
	01/1975	15% cost of living raise for the Central Office Manager	01/1975	Yes
	01/1975	Coordinators answer to a roll call during Council Meetings	01/1975	Yes
	01/1976	Appoint at least 5 and no more than 8 members to review & recommend changes to S.D.C.C. Plan of Procedures	01/1976	Yes
	01/1976	A 7.4% cost of living raise for the Office Manager	01/1979	Yes

	03/1976	Separate accounts for expenditures and income, for the N. County and San Diego Central Offices	03/1976	Yes
	05/1976	Changes to Present Plan of Procedures be presented to groups	05/1976	Yes
	10/1978	Central Office Hours change to 8:30a to 5:00p	10/1978	Yes
	04/1979	Central Office Secretary to proof read Coordinator.	04/1979	Yes
	05/1979	Cover sheet on mailing coordinators instead of envelopes	04/1979	Yes
	12/1979	Raise Big Book price to \$4.50 and 12X12 to \$3.50	12/1979	Yes
	03/1980	Close books for 1979, start out with new 1980	03/1980	Yes
	04/1980	Medical Insurance coverage for Central Office Secretary	06/1980	Yes
	02/1981	Purchase of a copier by the Business Committee	03/1981	Yes
	05/1981	Re-signing of the current Central Office Lease	05/1981	Yes
	02/1982	New salary bracket for Central Office Secretary to \$950/\$1200	02/1982	Yes
	03/1983	New format for the Coordinator	03/1983	Yes
	11/1983	Re-written By-laws that eliminate sexist language	12/1983	Yes
	10/1984	Typist /Clerk hours increase from 12 to 25 hours	11/1984	Yes
	12/1984	Increase in hard cover books	12/1984	Yes
	12/1984	Literature be shifted to an MRA account	01/1985	Yes
	12/1985	Purchase of a computer for the Central Office	01/1986	Yes
	12/1985	Purchase of a copy machine for the Central Office	04/1986	Yes
	02/1986	Purchase of a cash register for the Central Office	03/1986	Yes
	03/1986	Administrative position made full-time.	04/1986	Yes
	05/1986	Salary increase of \$1980. for the Central Office Secretary	05/1986	Yes
	09/1986	Change of the By-laws and Amendments	10/1986	Yes
	05/1987	Purchase of a new typewriter	05/1987	Yes
	05/1987	Guidelines Amendment, ArticleE,Item7; raise limit \$300 to \$1000	08/1987	Yes
	11/1987	Change guidelines articles	12/1987	No
	10/1988	Increase Public Information Committee to 12 members	10/1988	Yes
	06/1989	Proposed guideline changes	07/1989	No
	11/1990	Move of the Central Office to a more accessible location	12/1990	No
	06/1991	Central Offices phone number, printed onto new T.V. tapes	06/1991	Yes
	01/1992	Delete paragraph 5, on page 8, limiting meeting to a 1 ½ hrs.	02/1992	Yes
	04/1993	Guidelines change to add a Treasurer and 4 new Committees	08/1993	No
	06/1993	Phone call-forwarding system for volunteers at the Central Office	06/1993	Yes
	08/1993	Reduce the price of meeting schedules to \$.25	08/1983	No
	01/13/94	Publish the Semi-Annual True Financial Report in the Coordinator	02/10/94	Yes
	02/10/94	Move the Central Office location to North Park	12/1995	No
	09/14/95	Delete page 4, paragraph 10, which calls for funds of \$1000 for special events expenses	10/12/95	Yes
	11/9/95	The forming of an Outreach Ad Hoc Committee	12/1995	Yes
	01/1997	Change Coordinating Council Guidelines regarding membership	03/1997	Yes
	04/1997	Change Program Committee Guidelines regarding budget Limits	05/1997	Yes
	11/1997	Right of Decision, in regards to employee salaries	12/1997	Yes
	02/1998	Amend voting procedures of the Coordinating Council	05/1998	No
	02/1998	To amend the functions of the Orientation Committee Guidelines	05/1998	Yes
	06/1998	Change the front page of the Coordinating Council Guidelines	09/1998	No
1999CC01	03/11/99	Guidelines amendment pages 4&5, Section D, Number 4a-D	06/1999	Yes
1999CC02	10/14/99	Proposed Coordinating Council Guidelines	11/13/99	Yes
1999CC03	08/12/99	Reduce Cost of Meeting Schedules to 25¢	09/1999	Yes
1999CC04	08/12/99	Purchase Central Office Computers	09/19/99	Yes
1999CC05	12/9/99	Increase Salary Range of Admin. Assistant to \$9 - \$12 per hour	12/1999	Yes

1999CC06	12/9/99	Proposed San Diego AA Website	01/13/99	Yes
2001CC01	11/13/01	Incorporate as San Diego Intergroup Articles, Bylaws, Guidelines changes	02/14/02	Yes
2002CC01	03/14/02	Include San Diego Intergroup, Inc. as an Appendix II, Guidelines Changes	06/13/02	Yes
2003CC01	08/14/03	Add Coordinator Outreach as a Standing Committee	11/13/03	Yes
2004CC01	08/12/04	Approval of funds to create an Archives Room in Central Office	09/9/04	Yes
2005CC01	08/11/05	Motion: To amend the current salary ranges to reflect the current market based upon research of California Central Offices of AA and Outside Consultant of San Diego Compensation Surveys.	09/8/05	Yes
2006CC01	02/06/06	All employees will be reimbursed for the use of their personal vehicle on Fellowship business. The mileage rate will vary according to the current mileage rate in the "Standard Mileage Rates Set by IRS".	03/06/06	Yes
2008CC01	06/08/08	Accepting Credit/Debit Cards At Central Office For Purchases Of Literature For A 6 Month Period, Then Evaluate As Whether To Continue.	07/10/08	Yes