

GUIDELINES FOR THE LAS VEGAS INTERGROUP OF ALCOHOLICS ANONYMOUS SOUTHERN NEVADA

(Current Revision Date: February 10, 2025)

1) PREAMBLE

- a) The primary purpose of the Las Vegas Intergroup of Alcoholics Anonymous (Intergroup) is to assist the A.A. Groups of Las Vegas and Southern Nevada in carrying the Alcoholics Anonymous message to those who suffer from alcoholism. Intergroup is responsible to the Member Groups, deriving its legitimate authority therefrom. In all its activities, policies, and proceedings, Intergroup shall observe the practice and spirit of AA's Twelve Traditions and Twelve Concepts for World Service, as well as its three legacies of Recovery, Unity, and Service
- b) Incorporated by reference herein, the current Bylaws of Las Vegas Intergroup of Alcoholics Anonymous (Intergroup, governs the legal, financial, and corporate management for the operation of the Intergroup. Any inconsistency between the Bylaws and the Guidelines will be resolved in favor of the Bylaws unless approved by the Board of Directors.
- c) The Bylaws serve to fulfill the Intergroup's legal obligations as an incorporated association, but more importantly, to serve as a guide for us and our successors. The Guidelines serve to fulfill the Intergroups special services embodied in the group Conscience related to the various standing committees, and when needed, ad hoc committees.
- d) General Warranties of the Las Vegas Intergroup of Alcoholics Anonymous Body ("*the Body*")
 - i) In all of its proceedings, the Body shall observe the spirit of Alcoholics Anonymous Traditions, taking great care the Body never becomes the seat of perilous wealth or power;
 - ii) that sufficient operating funds, plus an ample reserve, ideally one year of operating expense, be its prudent financial principle;
 - iii) that none of the Body members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity;
 - iv) that no Body action ever be personally punitive or an incitement to public controversy;
 - v) that though the Body may act for the service of Alcoholics Anonymous Groups in the Southern Nevada Area ("*Groups*"), it shall never perform any acts of government; and that,
 - vi) like the Society of Alcoholics Anonymous, the Body itself will always remain democratic in thought and action.
- e) In the absence of specific indications in these guidelines, the latest edition of the "A.A. Service Manual Combined with Twelve Concepts for World Service" may be relied upon.

2) THE PURPOSE OF INTERGROUP BODY

- a) Shall be the administration and coordination of A.A. activities common to the various A.A. Groups comprising its membership.
- b) These activities shall include:
 - i) Furthering the A.A. program in accordance with the Twelve Traditions Of Alcoholics Anonymous.
 - ii) Maintaining a Central Office as a communications center for A.A. in the area.

- iii) Advancing the corporate purpose without restriction as to race, creed, or national origin.
- c) The objectives of the Body and Central Office specifically exclude the operation of any club, clubhouse or detoxification facility and/or the endorsement of any public or private projects on alcoholism as outlined in Tradition Six.

3) MEMBERSHIP

- a) Any Alcoholics Anonymous Home Group or Alcoholics Anonymous Meeting (the "Group") in Southern Nevada, holding regularly scheduled meetings and desiring to participate in any or all of the activities of Intergroup may become a member of Intergroup and be entitled to participation by giving notice to Intergroup of its desire to be a member. The notice must state the Group's name or number, the place and time of its meetings, and the name, address, and telephone number of its Secretary or other representative to whom communications from Intergroup may be sent and must designate the Intergroup Representative (Representative) or any alternate who shall represent its interests in Intergroup affairs. The Group shall become a member of Intergroup upon receipt of the notice by Intergroup and shall remain a member until it notifies Intergroup that it no longer desires to be a member.
- b) Some AAs come together as specialized A.A groups for men, women, young people, doctors, gays and others. If the members are all alcoholics, and if they open the door to all alcoholics who seek help, regardless of profession, gender or other distinction, and meet all the other aspects defining an A.A group, they may call themselves an A.A group.
- c) It shall be understood that although a Group is considered a "member" of Intergroup, each Group is autonomous with regard to costs and responsibilities for any and all expenses, liabilities, and obligations associated with the operation of the Group. Groups acknowledge that Intergroup delivers the services requested by the Groups, but maintains no liability or obligations associated therewith.

4) SOURCE OF FUNDS

- a) Funds for Intergroup's activities and operations shall be received from groups or individual members of Alcoholics Anonymous, from Alcoholics Anonymous events, and the sale of merchandise deemed by Board of Directors to be relevant to the gaining and maintaining of sobriety and/or to the objectives of the Alcoholics Anonymous program.
- b) All member Groups shall be encouraged to make regular contributions to Intergroup, however, it shall be recognized that all contributions are voluntary, and that a Group's membership shall not be dependent upon whether it or its members make contributions.

5) CONFIDENTIALITY

- a) All names and addresses of individual Alcoholics Anonymous members submitted to and on file with Intergroup shall be kept confidential in accordance with the principle of anonymity and applicable laws.

6) NOTICES REGARDING INTERGROUP AFFAIRS AND ACTIVITIES

- a) Members shall be kept informed of Intergroup activities, policies, finances, and membership by annual written report and by such interim reports to the Representatives or to the members as may from time to time be requested or directed by the Board or the Representatives.

- b) Such notices shall be published in the Intergroup newsletter or such other general circulation publications of Intergroup, as can be found on <https://www.lvcentraloffice.org/>, with copies available for review at Intergroup's office during normal business hours.

7) GROUP REPRESENTATIVES AND VOTING RIGHTS

- a) Each member Group shall exercise its membership voting rights solely through its Representative. Each member Group shall select from its membership, in such manner and for such period as it may choose a Representative and one Alternate.
- b) It is suggested that each Representative have at least one year of continuous sobriety. The Representative shall represent the Group in all Intergroup affairs.
- c) In the absence of the Representative, a properly registered Alternate shall be entitled to represent the Group as its Representative.
- d) Each Representative may represent only one (1) Group.
- e) Each Group's Representative shall be entitled to one (1) vote in the meetings of the Body.
- f) No proxy voting is authorized.

8) REPRESENTATIVE LISTING

- a) Each Representative shall list their information with Intergroup in writing, providing name, mailing address and at least one telephone number to facilitate contact by Intergroup.
- b) It is the responsibility of each member Group and its Representative to provide current contact data to Intergroup to ensure that the Group through its Representative has the opportunity to participate in meetings and represent its interests.
- c) A Group must be listed with Intergroup at least five (5) days before their Representative shall be entitled to vote at Representative Meetings.

9) REGULAR MEETINGS

- a) Regular meetings of the Representatives shall be held monthly.
- b) The regular meeting of the Body held in November shall be the annual meeting of Intergroup Body. The election of Officers and Standing Committee Chairs shall be held at that meeting biennially (every 2 years).

10) SPECIAL MEETINGS

- a) Special meetings of the Representatives may be called at any time (a) by the Chair, (b) by the Board, or (c) upon written request of at least fourteen (14) Representatives or ten (10%) percent of the total registered Representatives of the body, whichever is less.
- b) There must be a minimum of 14 days' notice, to call any Special Meeting. The business transacted at a special meeting is limited to the purposes stated in the notice of the meeting.
- c) Notice of the meeting shall be communicated to the Representatives through the Intergroup Newsletter or such other generally circulated publication of Intergroup.

11) AMENDMENTS TO THE GUIDELINES

- a) Any amendment, change, or repeal of these guidelines must be ratified by a vote of two-thirds of Representatives present at a meeting of the Body, provided the proposed change has been submitted in writing at two (2) consecutive previous Representative's meetings.
- b) The proposed change would be eligible for formal vote following the 2nd reading.

12) QUORUM

- a) A number equal to sixty percent (60%) of the number of Representatives who attended the three meetings immediately prior, without counting the Chair of the Board if present, shall constitute a quorum at any meeting.
- b) If a quorum is not present, those in attendance may adjourn the meeting to a time and place they may select when the necessary quorum for conducting business may be present.
- c) Alternatively, the Representatives may conduct an informational meeting and take advisory votes, so long as those in attendance are advised that any action voted has no effect.

13) MEETING PROCEDURE

- a) The Chair of the Body shall preside at Representatives meetings or delegate to the Vice Chair.
- b) The Board Secretary or Secretary elected by the Member Groups shall take minutes of the meeting
- c) Robert's Rules of Parliamentary Procedure shall be used to conduct business in an orderly manner.

14) THE INTERGROUP BODY

- a) Body Membership
 - i) It is suggested that the Body should be comprised of A.A. members with at least one (1) year of continuous sobriety.
 - ii) Member Groups shall, along with any two (2) Group officers, register their name and phone number(s) with Central Office for the purpose of better communication.
 - (1) To be a voting member of the Body, a Group's Intergroup Representative ("Representative"), or an alternate, shall be registered with the Central Office thirty (30) days prior to the date of each monthly meeting of the Body.
 - iii) The Central Office Manager shall have one (1) vote.
 - iv) The Intergroup Officers shall preside within their specific office for the Body and will provide guidance and leadership to the Body.
 - v) All Intergroup Body Officers shall each have one (1) vote.
 - vi) No proxy voting is authorized.

15) ELECTION OF OFFICERS AND TERMS OF OFFICE

- a) The Body shall elect a Chairperson and Vice-Chairperson, a Secretary, and a General Service Liaison.
- b) All Officers shall be elected by the member Groups and shall hold office for a two (2) year term.
- c) The election of the above Officers will be held at the regular November meeting of the Body on alternate years. Elected Officers shall assume their duties starting January of the New Year, for a two (2) year term.
- d) All Officers may serve one (1) two-year term, plus any possible additional portion in an unexpired term.
- e) Elected Officers may not exceed these term limits.

16) OFFICERS

- a) Intergroup Chairperson
 - i) It shall be the duty of the Chairperson to preside at all meetings of the Body.

- ii) They shall fill vacancies for the unexpired term of any Officer when such vacancy is caused by death, resignation, or removal from office.
- iii) They shall have and exercise such other duties as are usually accorded presiding officers, not inconsistent with the Intergroup Bylaws.
- iv) In matters affecting A.A. as a whole, the Chairperson may direct the Representatives of each Group to take the matter to members of their Group for discussion and vote.
- v) On all matters requiring a vote, the Chairperson will ensure the minority opinion/position is heard and will conduct a re-vote in those cases where the minority opinion has caused a member to want to change their vote.
- vi) It is suggested the Chairperson have at least three (3) years of continuous sobriety
- vii) It is suggested that the Chairperson have one (1) year of prior continuous service in the Body.
- b) Intergroup Vice-Chairperson
 - i) It shall be the duty of the Vice-Chairperson to preside at all meetings of the Body in the absence of the Chairperson, and at such times, they shall have all powers herein conferred upon the Chairperson.
 - ii) In case of the death, resignation or removal of the Chairperson, they shall automatically become Chairperson of the Body until the next scheduled election of Officers.
 - iii) It is suggested that the Vice-Chairperson have at least three (3) years of continuous sobriety.
 - iv) It is suggested that the Vice-Chairperson have one (1) year of prior continuous service in the Body.
- c) Intergroup Secretary
 - (1) It shall be the duty of the Secretary to attend all meetings of the Body.
 - (2) They will keep a record of meetings and will publish a summary of these minutes in the next issue of the Silver Streak.
 - (3) They shall also keep a record of each Representative in attendance and shall call the roll to determine eligibility when a vote from the floor is in order.
 - (4) They shall attend to such other duties as the nature of the office demands.
 - (5) They shall maintain all current Bylaw Amendments.
 - (6) It is suggested that the Secretary have at least three (3) years of continuous sobriety.
 - (7) It is suggested that the Secretary have six (6) months of prior continuous service in the Body.
- d) General Service Liaison (GSL)
 - (1) The GSL shall coordinate efforts between the Body, the Southern Area General Service Committee of Area 42 and Area 42 as whole
 - (2) It is suggested that the GSR Liaison have two (2) years of continuous years of sobriety and extensive service experience in both the Intergroup and GSR bodies.
 - (3) (3) The GSL shall attend all Intergroup, SAGSC, and Area meetings and make reports with pertinent information to each group. The duty of the GSL is to carry important information from General Service to Intergroup and vice versa.
 - (4) (4) The GSL shall organize a Service Festival once a year to highlight service opportunities within General Service and Intergroup throughout the Southern Area. A budget is in place for this event.
 - (5) (5) The GSL position is funded by Intergroup for travel to meetings and is a voting member in both Intergroup and Area.
- e) Manager of Central Office:
 - (1) The Manager shall ensure office coverage for all shifts.

- (2) They shall ensure an adequate supply of General Service approved books and literature is always available. They will maintain a current inventory of books. The Manager will ensure that inventory agrees with sales as shown in the receipt book and will reach a resolution, if possible, for any discrepancy.
- (3) They will maintain a current list/schedule of all Las Vegas area A.A. meetings for digital distribution, in print, and for integration with the AA Meeting Guide, including changes thereto. They will proofread lists prior to printing, preparation for digital distribution and uploading to the Guide.
- (4) Through coordination with the Chairperson(s) of the Hotline Committee, publishes and distributes current 12 Step lists to appropriate persons. They will notify the above Committees in person of any changes in the meeting or 12-Step lists.
- (5) The Manager will reply as necessary to incoming correspondence and will, where appropriate, prepare correspondence for signature by the Board Chairperson. They should never, by letter, in person, or by telephone, dispense any information that is in conflict with Intergroup policy. The Manager should never issue any directive or give any information that violates any of the Twelve Traditions of A.A. or indicate that they are speaking for, writing for, or otherwise representing Alcoholics Anonymous.
- (6) The Manager is a signatory authority on bank checks used by Intergroup. They will co-sign, as necessary, checks written by the Intergroup Treasurer or a tertiary (third) signer.
- (7) The Manager will attend all regularly scheduled and special meetings of the Body.
- (8) They will report to the Body at its regularly scheduled meetings, on all activities by the Central Office for the previous month, including, but not limited to, the number of calls received by the Central Office and the Hotline Committee; and number of website visits
- (9) The Manager will assure that the Central Office and surrounding areas are always kept in a clean and orderly way.
- (10) Using petty cash funds as allocated by the Treasurer (\$100.00), They will maintain the items needed to operate the Central Office in a friendly and acceptable manner. Receipts will be kept in a lined envelope and/or appropriate ledger, to show disbursements. Funds will be replenished by the Treasurer, as necessary.
- (11) The Manager will maintain up-to-date bulletin boards in the Central Office, posting only information pertinent and appropriate to the fellowship of A.A.
- (12) They will be fully responsible for operating the Central Office in accordance with the Twelve Traditions and Twelve Concepts of A.A. The Manager will assume all authority commensurate with the responsibilities of office manager.
- (13) The Manager will notify the Intergroup Chairperson if they cannot fulfill all the duties and responsibilities of office, because of illness, vacation or any unforeseen circumstance.
- (14) The Manager will perform all functions deemed appropriate and necessary by the Intergroup Board.
- (15) The Manager and Treasurer will work in unison to assure the fiscal responsibility of the Central Office.

17) LOSS OF POSITION

- a) Any Officer or Committee Chairperson who is not present for two (2) consecutive meetings of the Body, and who was not excused by the Body Chairperson for good reason, will be notified in writing by the Secretary that his absence was not excused.

- b) If the Officer does not attend the third consecutive meeting, the Chairperson shall notify the Body that the office has been vacated, and another member should be immediately appointed to fill the vacant office until the end of their term.

18) STANDING COMMITTEES

- a) Hospitals and Institutions (H & I) Committee
 - (1) Corrections: Encourages A.A. members to assume responsibility for carrying the message to alcoholics behind the walls, reviews all aspects of service to A.A. groups in correctional facilities, and makes recommendations for changes and/or improvements. It is also concerned with clarifying what A.A. can and cannot do, within the Traditions, to help inmate alcoholics both inside and upon release.
 - (2) Treatment Facilities and Institutions: Coordinates the work of individual A.A. members and groups who carry the message to alcoholics in treatment facilities and institutions, sets up means of bridging the gap from treatment and institutions to A.A., and works to clarify what A.A. can and cannot do, within the Traditions, to help alcoholics in treatment.
 - (3) Bridging the Gap: Responsible for providing a temporary A.A. contact for those individuals coming out of jails, hospitals and institutions.
 - (4) The H & I Committee will coordinate their activities with Central Office.
 - (5) The Committee Chairperson will attend all regularly scheduled Intergroup meetings and provide a report
 - (6) The H&I Committee is a separate 501(c)(3) organization which relies on group contributions for funding
- b) Public Information (PI) Committee: The Public Information (PI) Committee is responsible for, among other things, conveying the message of Alcoholics Anonymous to the general public by informing them about the program, ensuring accurate information is available through media channels, and facilitating access to AA meetings for those seeking help, all while upholding the principle of anonymity; this includes giving presentations to schools and organizations, distributing literature, responding to media inquiries, and placing public service announcements to reach potential alcoholics. (See GSO A.A. Guidelines on Public Information Committee Goals)
 - (1) The PI Committee will coordinate relevant activities with Central Office
 - (2) The PI Committee is funded at the Area level
 - (3) The Committee Chairperson or their designate will attend all regularly scheduled Intergroup meetings and provide a report.
 - (4) The Committee will coordinate with Central Office to provide the information needed to add or maintain PI specific web pages on <https://lvcentraloffice.org/>.
- c) Cooperation With the Professional Community (C.P.C.) Committee: C.P.C. is responsible for suggesting policies and recommending activities that will help carry the message to the still-suffering alcoholic through sharing information about the A.A. program with professional groups and individuals who have contact with alcoholics, furthering mutual understanding and cooperation between A.A. and professionals, and increasing awareness of members and outside groups and organizations on ways of cooperating with others without affiliating.
 - (1) The C.P.C. will coordinate activities with Central Office.
 - (2) The Committee Chairperson will attend all regularly scheduled Intergroup meetings and provide a report.
 - (3) The CPC Committee is funded at the Area level

- d) Grapevine Committee: The Grapevine Committee is responsible for the circulation of the Grapevine and Grapevine literature and encouraging subscriptions to the Grapevine.
 - (1) The Grapevine Committee will coordinate activities with Central Office.
 - (2) The Committee Chairperson will attend all regularly scheduled Intergroup meetings and provide a report.
 - (3) The Grapevine Committee is funded at the Area level
- e) Accessibilities Committee: comes together in service to ensure full and equal access for all members of Alcoholics Anonymous. The scope of this committee includes:
 - (1) Supporting the work of individual AA members and groups serving those who experience barriers to accessing the AA message and participating in AA's Three Legacies of Recovery, Unity, and Service
 - (2) Supporting the work of individual AA members and groups striving to ensure that AA members who live in underserved or remote communities - communities difficult to reach because of geography, language or culture - have access to the AA message
 - (3) The exploration, development and presentation of solutions and resources to make the AA message and participation in our program available to everyone who reaches out for it
 - (4) Coordination of activities with the Las Vegas Central Office
 - (5) The attendance and report of the Committee Chairperson to all regularly scheduled Intergroup meetings
 - (6) The Accessibilities Committee is funded at the Area level

19) SECONDARY COMMITTEES (Note: Change to formatting only)

- 1) Committees shall elect their own Chairperson. If the Committee is a "committee-of-one," the Body will elect a Chairperson for that Committee. Secondary Committees are funded by Intergroup
 - a) Group Relations Committee
 - (1) A minimum of two years of sobriety is suggested for service as Chairperson in the Group Relations Committee with prior experience in Intergroup activities.
 - (2) The term of service is two years
 - (3) Chair shall provide a report of activities at the monthly Intergroup meetings
 - (4) The Chair will present and adhere to approved budgets and in consultation with the Board Treasurer, must approve all requests for travel or other expenses
 - (5) The Chair of this Committee may select a Co-Chair.
 - (6) The Co-chair is suggested to have the same minimum sobriety and service as the Chair and would carry out the duties of the Chair in his/her absence or other duties requested by the Chair.
 - (7) Committee members should be familiar with Las Vegas Intergroup and its various functions.
 - (8) Committee meetings may be conducted outside of the monthly Intergroup Meetings
 - (9) All members shall be guided by A.A. literature, particularly AA's Twelve Traditions and Twelve Concepts for World Service, the pamphlet entitled the AA Group, as well as its three legacies of Recovery, Unity, and Service, the published requirements to be listed in A.A. meeting directories, and government regulations as applicable.
 - (10) Create outreach subcommittees if needed to conduct various specific outreach efforts
 - ii) The purpose of this Committee shall be to:

- (1) Coordinate relations between the Intergroup and Groups that have encountered problems or difficulties in order to achieve solutions
 - (2) Ensure that A.A. Groups understand that if they have any concerns or problems, they can call the Group Relations Committee Chair or the Central Office. The Group Relations Committee Chair has the option to list a telephone number for members to call.
 - (3) Process the receipt of communications from the Central Office, A.A. Groups or other sources concerning Groups with issues, concerns or problems.
 - (4) Visit groups and explain the functions of the Intergroup, the Central Office, and the Traditions, if needed, focusing on any concerns that have been reported and on the importance of self-support.
 - (5) Urge groups to elect an Intergroup Representative to attend and participate in Intergroup meetings and special events.
 - (6) Coordinate with the Central Office Manager concerning the resolution of group issues and other related group matters
 - (7) During the course of Committee activities, and in response to any reports that groups are no longer in existence, verify the closure of the group and notify the Central Office Manager so that the defunct Group may be removed from the directory listing
 - (8) Maintain all records of relevant events for the Central Office file
 - (9) Resolve Group Issues
 - (a) Keep the interest of Alcoholics Anonymous in accordance with the guidance provided in our long-established A.A. literature uppermost in our minds when dealing with complaints, accusations and indictments.
 - (b) Review the information received from calls and related A.A. literature to prepare for a meeting with the group contact
 - (c) Leverage a group complaint form that will be used to record group complaints and to report activities and resolutions to the Central Office Manager
 - (d) Conduct clear, honest, friendly and courteous discussions to establish the facts of the situation
 - (e) Discuss the matter thoroughly with the group contact and attempt to come to an understanding of the problem and of the resolution
 - (f) In cases where a violation of Traditions is disputed; identify the specific reference in A.A. literature that is pertinent and provide it to the group contact
 - (g) If the group's position does not meet the published requirements to be listed in A.A. meeting directories and the group declines to take corrective action, report that to the Central Office Manager and to the body at the next monthly meeting
- iii) Duties and Tasks.
- (1) Form and maintain a Group Relations Committee where the outreach tasks for the month are divided up, current fliers and announcements are provided, and new committee members may be introduced and welcomed
 - (2) Coordinate with the Central Office Manager in all group relations matters.
 - (3) Act as liaison between the Intergroup and A.A. Groups to resolve misunderstandings, issues or problems; and provide assistance as needed.

- (4) Promptly respond to calls concerning groups that may need assistance.
 - (5) Visit groups that are listed in the directory, but don't support Intergroup financially or with a representative, or both; to educate them on the importance of Intergroup participation and explain Intergroup and Central Office functions as needed.
 - (6) Appoint Group Relations Committee members to attend Group meetings
 - (7) Attend all Intergroup meetings, Group Relations Committee meetings, and Intergroup events.
 - (8) Train Committee members to be responsible for accomplishing Group Relations Committee tasks.
 - (9) Become familiar with the structure of Southern Area 42 General Service Committee (SAGSC) districts, and the locations of groups in order to facilitate visits.
 - (10) Reference current approved Intergroup Body Guidelines in the performance of duties
- b) Hotline Committee
- (1) The Hotline Committee will maintain and staff the hotline answering service including scheduling and training of Hotline volunteers.
 - (2) The Committee will coordinate activities with Central Office.
 - (3) The Committee Chairperson will attend all regularly scheduled Intergroup meetings and provide a report.
- c) 12-Step Committee:
- (1) The 12-Step Committee will maintain an updated list of 12-Step contacts for the Hotline Committee and for Central Office.
 - (2) The Committee will coordinate activities with Central Office.
 - (3) The Committee Chairperson will attend all regularly scheduled Intergroup meetings and provide a report.
- d) Silver Streak Editor:
- i) The Silver Streak Editor will publish the monthly Intergroup newsletter, including the monthly Intergroup financial report and minutes. The Silver Streak may also include theme issues on some aspect of the A.A. program, excerpts from A.A. literature relating to the theme, published letters from A.A. readers (with writer's permission and anonymity protected), and/or a calendar of events.
 - ii) The Editor should always work toward building the paid readership.
 - iii) The Editor should coordinate activities with Central office, attend all regularly scheduled Intergroup meetings and provide a report.
- e) Founder's Day Committee:
- i) The Founder's Day Committee is responsible for planning and coordinating all aspects of the annual Founder's Day Event to celebrate the founding of A.A. on June 10.
 - ii) Central Office funds the Committee and all proceeds go to support Central Office. The Committee will coordinate activities with Central Office.
 - iii) The Committee Chairperson will attend all regularly scheduled Intergroup meetings and provide a report
- f) Gratitude Ball Committee

- i) The Gratitude Ball Committee is responsible for planning and coordinating all aspects of the annual Gratitude Ball to celebrate the printing of the first edition of the book "Alcoholics Anonymous" in 1939.
- ii) Central Office funds the Committee and all proceeds go to support Central Office.
- iii) The Committee will coordinate activities with Central Office, and the Committee Chairperson will attend regularly scheduled Intergroup meetings and give a report

23) POLICY AND PROCEDURES

- a) Matters that relate to policy affecting Groups in this area, or affecting A.A. as a whole, shall be automatically tabled for thirty (30). days by the Body and referred to the Groups for discussion, consideration and recommendation by their Representatives.
- b) The activities of the Central Office shall be financed primarily by the contributions of its member Groups, "Buck of the Month Club," literature sales, and from such occasional projects or activities as may be authorized by the Body.
- c) The Central Office may accept contributions from A.A. members in an amount not to exceed what the GSO recommends in any one year, thereby conforming to the general practice of Alcoholics Anonymous.
- d) The acceptance of bequests from any source or donations from any outside source is prohibited. (Tradition Seven "Every A.A. Group ought to be self-supporting, declining outside contributions")

24) INTERGROUP BODY MEETINGS

- a) The Body shall meet each month, on a day and time as determined by the Body.
- b) A virtual option shall be made available to the members and shall constitute the same attendance as attending in person
- c) A special meeting may be called at any other time by the Chairperson of the Body or by a petition to the Body signed by the Representatives of at least twenty-five percent (25%) of the registered Groups.
- d) The Chairperson shall instruct the Central Office to issue proper notification of the special meeting to all Groups. Proper notification of any special meeting of the Body shall consist of written or telephone notifications to all Groups, at least one (1) week prior to the date of the meeting. The method of notification will be at the discretion of the Chairperson.

25) QUORUM

At any regularly scheduled or special meeting called with the above notification, a simple majority of the Group Representatives present shall constitute quorum for voting purposes

26) ORDER OF BUSINESS

- a) The Chairperson calls the meeting to order
- b) Roll call of the Officers and Committee Chairpersons
- c) Welcome and recognize new members
- d) Reading and approval of the minutes
- e) Reports by Central Office Manager, Board Treasurer, Board Representative and Standing Committees.
- f) Reports of Special Committees
- g) Old Business
- h) New business and general sharing.

- i) Election of Officers and New Appointments as needed
- j) Adjournment by motion and second