

Eastside Intergroup Association

Bylaws

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Introduction

The Eastside intergroup Association was founded in 1982. For perspective, Starbucks opened its fifth store and Microsoft employed only 220 people. A year later Costco would be founded in Seattle. Amazon would be founded in Bellevue 12 years later. At that time, mobile phones were as big as a shoebox, weighed a couple pounds and cost \$4,000. People found A.A. by looking in the phone book, dialing our number and asking for a meeting. At the meeting, the newcomer would receive a printed schedule of meetings. They used a paper map to find their way to the rooms. Much has changed since 1982.

Over the past 40 years, our area's population grew by 71%. As of this writing, the Eastside's population growth has accelerated while growth in the rest of King County has slowed or stalled. So, it has become clear that Eastside Intergroup processes need to scale.

Also, access to information and the ease of communication has changed significantly since 1982. . Now, a newcomer can find A.A. by using the phone in their pocket and accessing the Intergroup website. Inside a minute they can join a virtual meeting or get directions to the nearest "In Person" meeting – assuming Intergroup has done our job.

Over the next 30 years our area's population is projected to more than double to nearly 6,000,000 residents. Our population is also projected to become more diverse, with growing Asian and Latinx communities. We will likely see several of our districts divide as the number of groups increase.

For these reasons, our intergroup must be crystal clear on how we serve, serve efficiently, serve collaboratively with Area 72 and our Districts, and serve inclusively.

Eastside Intergroup (ESIG) began the process of updating its bylaws. We organized an ad hoc committee made up of all the District Committee Members in our service area, some members of ESIG's Board of Directors and some ESIG Committee Chairs. This ad hoc committee was charged with suggesting a set of bylaws that would:

1. Clarify how we serve by itemizing ESIG's service positions and spell out their roles and responsibilities.
2. Align the service positions with our Statement of Purpose while not duplicating the work performed by Area 72 and our Districts
3. Make service in ESIG easier to understand, deepen district involvement in the operation of ESIG and include the districts ESIG serves in the ESIG's Group Conscience.
4. Match ESIG's service schedule with Area 72's and the Districts' we serve so a member can plan a service career which runs fluidly between ESIG, their District, and Area 72.
5. Include Districts in the Intergroup's leadership, provide Districts more influence, involvement, and greater visibility into their Intergroup Association.

It eventually became apparent that there were some other priorities that also needed to be considered in the ESIG's new by-laws:

1. Maintain institutional knowledge on the board
2. Ensure less disruption to the Eastside Intergroup Business with fewer board members turning over

3. Maintain transparency to the General Intergroup about who is serving, how long they are serving and who will assume which role on the board.
4. Try to facilitate the ability for ease of transfer between different A.A. service organizations.
5. Remember that the Eastside Intergroup is a business and thus the board will have unique needs compared to Districts or Areas.

We believe these by-laws strike a balance of all these priorities, and position Eastside Intergroup for the next 30 years as our membership increases and its needs evolve.

1 Statement of Purpose

The Intergroup exists to serve member groups carrying the message of Alcoholics Anonymous in accordance with the 12 Steps, Traditions, and Concepts of A.A.

Operations of Eastside Intergroup using GSO Guidelines are as follows:

1. Operate an office to carry the AA message.
2. Maintain an active AA phone number and website
3. Receive 12th step calls.
4. Distribute and circulate information in A.A. and non-A.A. communities.
5. Purchase & provide A.A. literature for resale.
6. Publish AA meeting schedules.
7. Publish a monthly newsletter.
8. Arrange for A.A. speakers if requested.
9. Cooperate with community agencies that deal with alcoholism.
10. Assist in carrying the A.A. message to hospitals and prisons
11. Follow tradition 11 when providing AA information to the media.
12. Establish standing and subcommittees for special purposes
13. Perform other functions as authorized by the Intergroup Board of Directors

2 Eastside Intergroup Service Positions

The Eastside Intergroup Association consists of the following:

- Group Representatives (“Reps”) from each group in the districts we serve (one per group)
- District Representatives (“District Reps”) from each of the districts we serve (one per district)
- Twelve Intergroup Appointed Positions / Standing Committee Chairpersons
- Board of Directors
 - Six Elected Officers (Chairperson, Alternate Chairperson, Treasurer, Alternate Treasurer, Secretary, Officer At-Large)
 - One District Board member from each of the Districts ESIG serves (five districts as of this writing)
 - The Office Manager (A voting member of the Board of Directors)

2.1 Group Representatives

The Association is comprised, in part, of one representative from each group in our service area. Each group shall be entitled to one vote on all matters. The representatives must be active members of the group they represent. It is suggested that each representative have at least one year of sobriety.

2.2 District Representatives

The Association is comprised, in part, of one representative from each district in our service area. Each district shall be entitled to one vote on all matters. The representatives must be active members of the district they represent. It is suggested that each representative have at least one year of sobriety.

2.3 Intergroup Appointed Positions and Standing Committee Chairpersons

These Standing Committees and Trusted Servants ensure operational functions of the Intergroup Association.

2.3.1 12th Step Coordinator

The 12th Step Coordinator is responsible for maintaining, recruiting, and educating the members on the 12th Step call list and to work with others in developing this list and educating volunteers.

The 12th Step Coordinator provides a report of volunteer activity, submits a written report as needed, and attends all Intergroup general meetings.

2.3.2 Accessibility Coordinator

The Accessibility Coordinator sources or develops resources to make the AA message and participation in AA available to everyone who reaches out for it. This can include people with physical, mental, geographic, technological or language barriers. At the Intergroup level we leverage existing solutions from Districts, Area, and GSO wherever possible and offer help to individual members, groups, or districts, wherever needed. Current examples of ongoing work - helping the elder community connect to meetings online with zoom via phone only or tutoring for video meetings. Zoom training and website translation for the Spanish speaking community and ASL (American Sign Language) interpreters. Current Chair duties Include:

1. Responding to inquiries for assistance as they come in through Intergroup or other sources.
2. Developing training materials (in the case of video meetings) and recruiting volunteers to help train.
3. Publishing information on our website to make services known to the AA community.
4. Attending Accessibility Quarterly and Subcommittee meetings wherever possible to gain understanding of issues and solutions being provided in our larger community.
5. Assisting Districts, groups, and individuals in finding whatever solutions are needed.

2.3.3 Bridge the Gap Coordinator

The Bridge the Gap Coordinator facilitates contact between AA volunteers and individuals transitioning from treatment back into their local community. These sober volunteers serve as temporary contacts who answer questions about AA and local meetings and provide introductions to other sober AAs. These volunteers are not temporary sponsors.

6. The Bridge the Gap Coordinator provides volunteer information and requests for "Bridges" to the district coordinator (or H&T chair) using the zip code for the request.
7. This position works closely with (or may be filled by) the Hospital and Treatment Chair.

2.3.4 Corrections Coordinator

The purpose of a corrections committee is to coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to incarcerated alcoholics. Bringing

meetings and literature into facilities, raising awareness of the Corrections Correspondence Service (C.C.S.) among "inside" and "outside" A.A. members, and helping inmates who are transitioning into their local A.A. Community through Pre-release contacts or the "Bridge the Gap" program. Chair responsibilities include:

8. Working and corresponding with alcoholics who are in prison, jail, or other correctional facilities.
9. Setting up meetings and panels in correctional facilities and coordinating volunteers for those meetings and panels.
10. Coordinating the "Bridge the Gap" program for inmates who are transitioning out of an institution and back into their community by helping them connect with their local AA groups.
11. Collecting "Pink Can" funds to purchase AA literature for those in jails and prisons.

The Intergroup Corrections Chair provides the following information for each facility:

12. Volunteer requirements.
13. Volunteer applications.
14. Volunteer coordinator contact information.
15. Inmate "Bridging the Gap" program information.
16. Inmate pen pal information.

2.3.5 Events Coordinator

The Events Coordinator is responsible for organizing Intergroup events and keeping the Intergroup Association aware of other districts and other meeting's events

17. Organizes Intergroup Events such as the Summer Picnic and the Pancake Breakfast.
18. Collaborates with District counterparts to facilitate cooperation among districts and Intergroup
19. Updates "Events" area of the Intergroup website with Regional, Area, Intergroup, District and group events, panels and workshops.

2.3.6 Grapevine and Literature Coordinator

- Is informed of available AA conference-approved literature.
- Is available to provide AA conference approved displays or books to groups/districts/conferences.
- Encourages AA members to read and purchase AA Literature.
- Reports out to the Intergroup meeting on different books.
- Becomes familiar with the AA Grapevine magazine and books.
- Is familiar with the GSO website (www.aa.org) and the Grapevine website (www.aagrapevine.org)
- Holds a writing workshop once each year for members to attend.

2.3.7 Hotline Coordinator

The primary purpose of the Hotline Coordinator is to ensure that calls to Intergroup's 24-hour hotline are always answered. This is accomplished by:

20. Recruiting, and training hotline volunteers
21. Scheduling shifts to ensure calls are always answered

22. Providing reports to the Intergroup General Meeting on the previous months call activity and status

2.3.8 Information Technology Committee Chairperson

There are four fundamental responsibilities for Information Technology Committee. We suggest the Committee chairperson form a committee of at least four members and have each member responsible for each of the following:

Office IT Support

This obligation is about 1 – 2 hours per month. Responsibilities include:

23. Ensuring the office's network connectivity and security is functioning and up to date
24. Ensuring proper functioning of office computers and printers
25. Facilitating data backup and recovery
26. Technical training of office staff and volunteers

Web Services

This is a great job for someone who is familiar with WordPress or who has always wanted to learn it. The commitment requires a willingness to learn PHP, JavaScript, CSS, and HTML if not already known and will involve 1 – 3 hours per week of work. Typical tasks include:

27. Maintaining meeting information
28. Training users to manage content
29. Managing Security (Password resets, managing permissions, etc.)
30. Performing regular updates and patches
31. Implementing new website features

Website Content Editor

The content on the website needs daily attention typically requiring 10 – 30 minutes of work. Tasks include:

32. Updating meeting information
33. Ensuring the website does not break our members' anonymity
34. Encouraging editorial contributions from everyone in our service area
35. Training users to manage content

Email Manager

The email manager administrates user accounts in Google Workspace. The commitment requires 10 – 30 minutes of work weekly. Tasks include:

36. Providing for security
37. Managing accounts
38. Managing forwarders
39. Resetting passwords
40. Training users

2.3.9 Newsletter Editor

The primary responsibility of the Newsletter Editor is to compose, produce, and distribute a monthly newsletter for the Intergroup Association fellowship. This includes reviewing submissions for

appropriateness, clarity, punctuation, grammar, correct references to approved literature, and Tradition adherence; reviewing event information for “who, what, where, when”; and contacting the submitter with questions.

2.3.10 PI / CPC Coordinator

The Coordinator informs the public about our A.A. program by providing literature or speakers upon request. The PI / CPC Chair fields inquiries, and maintains relationships with, local schools, businesses, civic groups, public services and Courthouses as well as those in the professional community.

41. Collaborates with District counterparts to facilitate cooperation among districts and Intergroup
42. Ensures continuity of PI and CPC efforts in the Intergroup service area
43. Prevents duplication of services.

2.3.11 Sunshine Club Coordinator

Coordinates volunteers to take meetings to those who are unable to attend in person.

44. Works with Districts to acquire volunteers
45. Accommodates meeting requests

2.3.12 Treatment and Hospitals Coordinator

The purpose of the Treatment and Hospitals Coordinator is to help AA members carry the message of Alcoholics Anonymous into facilities and help with “Bridging the Gap” between facilities and AA.

Additionally, the committee is responsible for encouraging and supporting the districts and groups in our region as they carry AA’s message into treatment facilities and outpatient settings. ESIG provides infrastructure, education and support for AA members committed to serving the treatment community in Districts 34, 35, 36, 38, and 39. Specifically, we provide:

Infrastructure:

46. A Google drive managed by the ESIG Treatment Committee serves as a digital home for all things related to Treatment and Bridging the Gap, including the Treatment Committee Workbook, orientation literature, forms related to Bridging the Gap, contact information for local treatment facilities, etc.
47. Email addresses for Bridging the Gap Chairs who do not have access to area email addresses.
48. Zoom accounts for hosting meetings and panels.

Education:

49. Orientation and support for incoming Treatment and BTG Chairs at the District and Group level
50. Workbooks and literature (digital and physical)
51. Workshops (virtual for now)

Support:

52. A Monthly committee meeting during which we discuss successes & challenges.
53. Regular calls and check-ins to strategize how to approach new facilities, etc.

2.3.13 Young People in A.A. (YPAA) Coordinator

The YPAA Coordinator collaborates with district and area YPAA groups to facilitate ESIG support where needed for YPAA events and initiatives. This requires the coordinator to stay in contact with YPAA reps by attending the YPAA meetings at local, district, and area levels.

2.3.14 General guidelines for these positions:

Where these positions have District counterparts (e.g., Treatment, CPC, PI, Corrections), the job is to serve as a single, public facing and consistent point of contact for the organizations outside A.A. When organizations contact the central office, the appropriate Intergroup Chair routes the matter to the appropriate District/Committee. Furthermore, Districts are encouraged to ask Intergroup Chairs to facilitate introductions with outside organizations. These intergroup chairs protect our fellowship's working relationships with outside organizations, ensure operational continuity, and safeguard our members' anonymity.

Where these positions do not have District counterparts (e.g., 12th Step Coordinator, Hotline Coordinator), they expedite requests coming from outside A.A. and route them to an A.A. member. As with other positions, these ensure operational continuity, and safeguard our members' anonymity.

In the event one of these positions becomes available, the Board Chairperson may appoint someone to fill the vacancy.

2.3.15 Limits of ESIG Appointed Positions and Standing Committee Chairpersons

ESIG shall not create committees or positions that are not aligned with its Statement of Purpose or those which are well covered by Area or the Districts.

For example, Archives is covered by Area and Districts, therefore, there is no need for an Intergroup Archives Committee.

2.4 Qualifications

The Appointed Standing Committee Chairpersons and Trusted Servants should have the following qualifications:

54. Has a minimum of one year of current, continuous sobriety; and
55. Preferably has not previously held the same position for a complete term during the previous election cycle
56. Has unique professional experience or skillset that is relevant to their position.

2.5 Appointment

After the incoming Board of Directors (Elected Officers and the District Representatives to the Board) is elected, they meet to select standing committee chairpersons for a two-year term. These selections are made from A.A. members who belong to a homegroup served by the Intergroup Association and who made themselves available by submitting résumés for consideration. All these selections are affirmed by the Eastside Intergroup Association at the first general meeting of the new term.

2.6 Removal

Any Appointed Standing Committee Chairpersons or Trusted Servants may be removed from the Board of Directors by a simple majority of the Board Members present at a Board Meeting in which a quorum is present. Removal may be based on any of the following occurrences:

- a) With good cause; or
- b) Loss of continuous sobriety; or
- c) Failure to attend three consecutive Board Meetings. (Is this true for all committees?)

As a courtesy, it is suggested that Appointed Standing Committee Chairpersons and Trusted Servants be given the opportunity to resign before going through the formal removal process.

2.7 Eastside Intergroup Association General Meetings

The Association meets on the first Thursday of each month. This is normally referred to as the “General Meeting”. On months where the first Thursday is one of the following holidays, the Association will meet on the second Thursday of the month instead:

- New Year’s Day
- Fourth of July

The purpose of these meetings is to discuss the business of the Association, maintain an open line of communication within our service area through sharing sessions and reports, and formulate and approve motions.

2.8 Board of Directors

2.8.1 Chairperson

- a) The Chairperson shall have at least three years of continuous current sobriety, have previous A.A. service experience and be knowledgeable about the purpose and functions of the Intergroup.
- b) In the spirit of rotation, the Chairperson is discouraged from serving in this position for a second consecutive full term.
- c) The Chairperson shall preside over all monthly General Meetings, special Intergroup meetings, and all Board Meetings.
- d) The Chairperson shall remain completely impartial at all monthly and special meetings and shall not vote except to break a tie vote. He/she may summarize, without bias, the pros and cons of all issues and motions presented for decisions at the meetings.
- e) The Chairperson shall accept all written correspondence from any Group Representative or any member of Alcoholics Anonymous, and place motions on the agenda as New Business in the following Intergroup Association meeting.
- f) The Chairperson is authorized to appoint committees for special onetime functions, as he/she may deem necessary and to appoint such other committees as the membership or the monthly Intergroup General (Or Board?) meeting may direct.
- g) The Chairperson shall supervise the operations of the Central Office.
- h) The Chairperson shall perform a personnel performance review of the Central Office Manager each November.
- a) The Chairperson shall serve as liaison to the Western Washington Area 72 General Service quarterly business meetings and yearly assembly.
- b) The Chairperson shall not simultaneously serve as a District Appointed Board Member.
- i) The Chairperson shall attend Eastside Intergroup fellowship events such as picnics and parties

2.8.1.1 *Succession*

If the Chairperson position becomes vacant before the term ends, the Alternate Chairperson will serve as Acting Chairperson until the position can be filled via the Third Legacy procedure with the Association in the general meeting.

The election process will take a couple business meetings; the first to give the Association notice the position has become available, the second to elect the new Chairperson.

2.8.2 *Alternate Chairperson*

- a) Alternate Chairperson shall have at least three years of continuous current sobriety, have previous A.A. service experience and be knowledgeable of the purpose and functions of the Intergroup.
- b) In the spirit of rotation, the Alternate Chairperson is discouraged from serving in this position for a second consecutive full term.
- c) The Alternate Chairperson shall contact all members of the Board of Directors and remind them of monthly Board of Directors meetings, special Intergroup meetings, and Board of Directors meetings.
- d) In the absence of the Chairperson, the Alternate Chairperson shall preside over monthly Intergroup general meetings, Special Intergroup meetings and Board of Directors meetings and assume all duties of the Chairperson.
- e) The Alternate Chairperson shall maintain a list of current Intergroup contact information.
- f) The Alternate Chairperson shall assist the Office Manager in maintenance of accurate A.A. Group information.
- c) The Alternate Chairperson shall assist the Chairperson as needed.
- d) The Alternate Chairperson shall not simultaneously serve as a District Appointed Board Member.
- j) The Alternate Chairperson shall attend Eastside Intergroup fellowship events such as picnics and parties.

2.8.2.1 *Succession*

If the Alternate Chairperson position becomes vacant before the term ends, the Chairperson will appoint an Acting Alternate Chairperson until the position can be filled via the Third Legacy procedure with the Association in the general meeting.

The election process will take a couple business meetings; the first to give the Association notice the position has become available, the second to elect the new Alternate Chairperson.

2.8.3 *Treasurer*

- a) The Treasurer shall have at least five years of continuous current sobriety, have previous A.A. service experience and be knowledgeable of the purpose and functions of the Intergroup.
- b) In the spirit of rotation, the Treasurer is discouraged from serving in this position for a second consecutive full term.
- c) The Treasurer is responsible for the accurate accounting of all receipts and expenditures of the Intergroup.
- d) The Treasurer shall meet with the Office Manager on a regular basis to review and verify accounting records and make reports as required.

- e) The Treasurer shall submit monthly financial reports to the Intergroup Association. These reports will include a list of contributions received from member Groups, with the composite to date for the fiscal year of the Groups' contributions.
- f) On the recommendation of the Treasurer, and with the approval of the Board of Directors, an accountant may be hired for special purposes or procedures requiring professional knowledge or expertise in the field of accounting, tax reporting and the preparation of financial statements.
- e) It is recommended the Treasurer and Office Manager hire and work with a bookkeeper to keep the financial matters in order.
- f) The Treasurer shall not simultaneously serve as a District Appointed Board Member.
- g) The Treasurer shall attend Eastside Intergroup fellowship events such as picnics and parties.

2.8.3.1 Succession

If the Treasurer position becomes vacant before the term ends, the Alternate Treasurer will serve as Acting Treasurer until the position can be filled via the Third Legacy procedure with the Association in the general meeting.

The election process will take a couple business meetings; the first to give the association notice the position has become available, the second to elect the new Treasurer.

2.8.4 Alternate Treasurer

- h) The Alternate Treasurer shall have at least three years of continuous current sobriety, have previous A.A. service experience and be knowledgeable of the purpose and functions of the Intergroup.
- i) In the spirit of rotation, the Alternate Treasurer is discouraged from serving in this position for a consecutive second full term.
- j) The Alternate Treasurer shall stay abreast of Intergroup's financial status and be prepared to assume the Treasurer's role as needed.
- k) The Alternate Treasurer shall not simultaneously serve as a District Appointed Board Member.
- l) The Alternate Treasurer shall attend Eastside Intergroup fellowship events such as picnics and parties.

2.8.4.1 Succession

If the Alternate Treasurer position becomes vacant before the term ends, the Chairperson will appoint an Acting Alternate Treasurer until the position can be filled via the Third Legacy procedure with the Association in the general meeting.

The election process will take a couple business meetings; the first to give the Association notice the position has become available, the second to elect the new Alternate Treasurer

2.8.5 Secretary

- a) The Secretary shall have at least three years of continuous current sobriety, have previous A.A. service experience and be knowledgeable of the purpose and functions of the Intergroup.
- b) In the spirit of rotation, the Secretary is discouraged from serving in this position for a second consecutive full term.
- c) The Secretary shall attend monthly business and Board meetings and any special sessions called by the Chairperson.

- d) The Secretary shall keep complete and accurate records of Intergroup Association meetings. Minutes shall be prepared and distributed as follows:
 - 1. Minutes from Board meetings get distributed to members of the Board of Directors
 - 2. Minutes from Intergroup Association meetings get distributed to members of the Intergroup Association
- e) Copies of the minutes shall be delivered within seven working days after the meeting.
- f) At the end of the Recording Secretary's term, all records will be turned over to the Intergroup Office for filing.
- a) The Secretary shall maintain a separate record of motions made and action taken thereon.
- b) The Secretary shall not simultaneously serve as a District Appointed Board Member.
- g) The Secretary shall attend Eastside Intergroup fellowship events such as picnics and parties.

2.8.5.1 *Succession*

If the Secretary position becomes vacant before the term ends, the Chairperson will appoint an Acting Secretary until the position can be filled via the Third Legacy procedure with the Association in the general meeting.

The election process will take a couple business meetings; the first to give the Association notice the position has become available, the second to elect the new Secretary.

2.8.6 *Board Member At-large*

- c) The Board Member At-large shall have at least three years of continuous current sobriety, have A.A. service experience and be knowledgeable of the purpose and functions of the Intergroup.
- d) In the spirit of rotation, the Board Member At-large is discouraged from serving in this position for a second consecutive full term.
- e) The Board Member At-large shall attend monthly business and Board meetings and any special sessions called by the Chairperson.
- f) The Board Member At-large shall not simultaneously serve as a District Appointed Board Member.
- g) The Board Member At-large shall attend Eastside Intergroup fellowship events such as picnics and parties.

2.8.6.1 *Succession*

If the Board Member At-large position becomes vacant before the term ends, the position will remain vacant until it is filled via the Third Legacy procedure with the Association in the general meeting.

The election process will take a couple business meetings; the first to give the association notice the position has become available, the second to elect the new Board Member At-large position.

2.8.7 *Office Manager*

The Office Manager is a voting board member. A more complete description of the Office Manager's responsibilities is in the "Office Manager" section.

2.8.8 *District Appointed Board Members*

There is one District Appointed Board Member from each district ESIG serves. So, because ESIG currently serves five districts, it follows there will be a total of five District Appointed Board Members.

Each district will select a District Appointed Board Members. Qualification and term duration is entirely up to the discretion of their district. ESIG requests the following:

- a) The District Appointed Board Members shall have at least three years of continuous current sobriety, have A.A. service experience and be knowledgeable of the purpose and functions of the Intergroup.
- b) The District Appointed Board Members should serve a two- or three- year term, whichever is decided by their districts.
- c) In the spirit of rotation, the District Appointed Board Member is discouraged from serving in this position for a second consecutive full term.
- d) The District Appointed Board Members shall attend monthly business and Board meetings and any special sessions called by the Chairperson.
- e) The District Appointed Board Members attend Eastside Intergroup fellowship events such as picnics and parties.
- f) The District Appointed Board Members shall not simultaneously serve as an Intergroup Elected Officer.

3 Office Manager

The Office Manager will be a fulltime employee of the Intergroup Association. The Office Manager's responsibilities are as follow:

- a) Be responsible for the effective operation of the Central Office under the guidance of the Intergroup Committee as outlined in these bylaws.
- b) Conduct the daily operations of the Central Office, such as but not limited to, office supplies, shop inventory and literature.
- c) Participate in and report to both the Intergroup Committee and the Board and sit as a voting member of the Board of Directors.
- d) Hire assistants as necessary in concurrence with the Board of Directors and supervise such assistants. (Should we revisit performance reviews here?)
- e) Supervise and assign duties to volunteers helping the Central Office.

3.1 Qualification

The Office Manager should have the following qualifications:

- a) Has a minimum of two years of current, continuous sobriety; and
- b) Has relevant experience as an Office Manager.

4 Board procedures

4.1 Elections

Elected board members serve a three-year term. To maintain organizational knowledge and stability, the rotation is staggered.

Every October, two board members are elected by the Association following the Third Legacy procedure.

Between the October election and the Start of the Terms, the incoming elected Board members must meet with the four elected board members who will be serving for the following year. These six board members decide amongst themselves which board positions they will assume for the following year.

The following January, the two incoming elected board members start their three-year terms.

4.2 Committee Chair and Trusted Servant Appointments

Committee Chairs and Trusted Servants serve two-year terms.

4.2.1 Resume Submission

The board starts taking service resumes for committee Chairs and Trusted Servant positions after the October General meeting on the even years.

4.2.2 Appointments

The board reviews the resumes and makes appointment selections in late November and December of the even years. The incoming elected board members and any incoming unseated district board members are encouraged to attend the selection meetings and give their input. Ultimately, for the sake of clarity, the authority to make the appointments lies with the seated board members.

4.2.3 Affirmation

The appointed Committee Chairs and Trusted Servants are introduced and affirmed in the January meeting of the odd years. They then serve a two-year term from January 1st of the odd year until December 31st of the following even year.

4.3 Board Meetings

The Board of Directors meets on the first Thursday of each month. This is normally referred to as the “Board Meeting”. On months where the first Thursday is one of the following holidays, the Board will meet on the second Thursday of the month instead:

- New Year’s Day
- Fourth of July

The purpose of these meetings is to discuss the business of the Intergroup Association, operation of the Central Office, and handle personnel matters that may require some discretion.

4.3.1 Board quorum

A quorum is the minimum number of board members entitled to vote who must be present at a meeting before any business can be transacted legally.

Without a quorum, any votes taken, and any decisions made in a meeting are invalid and must be brought up and voted on again with the appropriate number of members present. If there is no quorum, the board chair should set a new date for the meeting and thank and release those members who are present.

Half of the seated voting board members plus one shall constitute a quorum for transacting official business of the corporation. When members are unable to be physically present, they may fully participate by teleconference. The technology must enable board members to hear the other

member(s) not physically present and enable the member(s) not physically present to hear the board discussion.

4.4 Amending / Changing the By-laws

The bylaws can be amended or changed by the board with a simple majority of a quorum.

4.5 District Representatives to the Board

Each of the districts we serve (five districts as of this writing) shall select a District Representative to the Board. The intent here is to have each District's Group Conscience represented in the Board of Directors. The District's Representative to the Board may be their Intergroup Representative, DCM, Alternate DCM, or a special position within their district. How each District fills their District's board seat is entirely up to the District.

Because the Board of Directors is overseeing a business with employees, there are some expectations of this role: consistent participation and professional discretion.

4.5.1 Consistent Participation

It is expected that all District Representatives to the Board attend all board meetings and general business meetings. Missing more than three consecutive board or general meeting is cause for removal.

4.5.2 Professional Discretion

The Board of Directors deals with Human Resources matters of our very special workers. Exercising sound judgement and professional discretion around such matters is expected of all our board members.

4.5.3 Removal

Any Board Member may be removed from the Board of Directors by a simple majority of the Board Members present at a Board Meeting in which a quorum is present. Removal may be based on any of the following occurrences:

- a) With good cause; or
- b) Loss of continuous sobriety; or
- c) Failure to attend three consecutive Board Meetings.

As a courtesy, it is suggested that a Board Member be given the opportunity to resign before going through the formal removal process.

If the Board Member at issue is a District Appointed Board Member, the Board will work closely with the District Committee to ensure they select a replacement.

5 Appendices

5.1 Role of Eastside Intergroup and the Central Office

Eastside Intergroup Serves as a clearinghouse for incoming requests of local A.A. In other words, requests of local A.A. come into our central office and Eastside Intergroup determines who in the local fellowship can best address the request. Then Eastside Intergroup routes the request to that person.

Eastside Intergroup should not run panels or initiatives itself when the districts and groups capable of running them. Instead, Intergroup supports the districts and groups in their endeavors and helps them coordinate.

To those ends, Eastside Intergroup performs the following:

- Maintain a 24-hour phone service for Alcoholics Anonymous on the Eastside.
Provides information about the program of Alcoholics Anonymous for anyone wishing to stop drinking.
- Provides AA literature and medallions to the groups.
- Publishes a meeting directory, a monthly newsletter, and a website.
- Provides workshops when requested.
- Works with the District committees and groups to be of support.
Provides information about upcoming events in the area.

5.2 Glossary

Area – The term “Area” is used when referring to Western Washington Area 72 Alcoholics Anonymous.

Association – See “Intergroup Association”.

Board – Our Board of Directors oversee the operation and direction of the Central Office and provide service leadership for the Intergroup Association.

Board Meeting – Any meeting of the Board of Directors

Central Office – the physical office and shop operated by the Intergroup Association

District – Any district served by our Intergroup Association

District Representative – The representative selected by a district who represents the District’s Group Conscience at the General Meeting.

Elected Officer – The Chairperson, Alternate Chairperson, Treasurer, Alternate Treasure and Secretary.

General Meeting – The open, regularly occurring monthly meeting of the Intergroup Association

Group Representative – The person selected by a group to represent

Intergroup Association – The association, generally speaking, consists of all the groups and districts in our Service Area. This association runs our central office and helps districts coordinate service work that might impact other groups or A.A. as a whole.

Service Area – As of this writing, the Intergroup Association serves Districts 34, 35, 36, 38 and 39 and all their groups.

5.3 Term Calendar

57. January, Odd Years

○ Area 72

1. **January 1:** New panel (elected officers) assumes Area responsibilities.

2. **January Quarterly meeting (held of the first weekend after 1/1):** Appointed and Standing Committee trusted servants presented for approval by the Area Committee. They assume their responsibilities immediately.
- **Districts**
 1. **January 1:** Incoming district officers and committee chairs assume District responsibilities.
- **Eastside Intergroup**
 1. **January 1:** Incoming Board Members assume responsibilities.
 2. **January, First General Meeting:** Appoint Standing Committee Chairpersons. They assume their responsibilities immediately upon receiving approval.

58. August and September, Even Years

- **Eastside Intergroup**
 1. Remind the Intergroup Association that Board Officer elections will be held in October.

59. October, Even Years

- **Area 72**
 1. **Area Assembly (First weekend of October):** Elections are held for the Area Delegate, Alternate Delegate, Area Chairperson, Alternate Chairperson, Area Treasurer, and the Alternate Treasurer.
- **Eastside Intergroup**
 1. **October General Meeting:** Elections are held for two officer positions.
 - Note that the outgoing officers, Board members and Committee Chair Persons are still responsible for their roles until the end of the year.
 - Resumes are accepted for the Appointed Standing Committee Chairpersons.
 2. **Shortly after the October General Meeting:** The incoming officers collaborate with their corresponding outgoing officer to understand their duties.

60. November, Even Years

- **Districts**
 1. **November Business Meetings:** Districts typically elect their District Committees in their regular November business meetings. Eastside Intergroup asks each district to have their District's Representative to the Board decided by the end of November.

61. December, Even Years

- **Area 72:** The incoming elected officers meet to review resumes and select Appointed and Standing Committee trusted servants for the next two-year term.
- **Eastside Intergroup:** The incoming Board of Directors (incoming elected officers and the incoming District Representative to the Board) meet to review resumes and select Appointed and Standing Committee trusted servants for the next two-year term.

5.4 Financial Calendar

5.4.1 Annually

In January of each calendar year, Treasurer to submit a summarized budget for review and approval by the BoD. Budget to highlight any expected income or loss for the year, committed costs (People and Office costs), discretionary spending (esp for committees and special events), expected contributions and merchandise margins. Office Manager will ensure all required tax and regulatory filings are prepared annually and reviewed with Treasurer prior to filing.

5.4.2 Quarterly

Treasurer to provide summarized financial results at the monthly general meeting reflecting the overall health of ESIG, trends in contributions, merchandise margins and total expenses. Particular care should be taken to limit distribution of confidential information (ie payroll) only with ESIG officers in BOD meetings. Timing should be aligned with monthly BoD and General Meeting.

5.4.3 Monthly

Office Manager to provide monthly update to BoD and general meeting on member group contributions and status of Pink Can funding. Working with Office Manager, Treasurer to provide monthly update to BOD on most recent month financial health including contributions, any net loss or profits and cash. Timing should be aligned with monthly BoD and General Meeting.

5.5 Typical Board Meeting Format

- Meeting is called to order (currently @ 6:00 PM the 1st Thursday of the month) and opened with the serenity prayer
- Previous months minutes are discussed/approved
- Reports are given and discussed: Office Report and Treasurers Report
- Old business - carried over from the previous month, is discussed – examples: updating the bylaws, new phone service cost, inventory findings. If needed, motions made, seconded and voted on.
- New business – anything anyone would like to bring to the board for discussion or action. Examples - New events to be organized, issues that AA members have voiced that would like intergroup support with (carry additional books in the office, tag meetings that are Newcomer Friendly on the website etc.). Motions are made, seconded and voted upon
- Meeting adjourns with the responsibility pledge by 7:15

5.6 Typical Monthly Intergroup Association Business Meeting Format

- Meeting is called to order (currently @ 7:30 PM the 1st Thursday of the month) and opened with the serenity prayer
- The Board Chairman presides, and asks individual members to read
 - The ESIG statement of purpose
 - The AA Tradition correlating with the month the meeting is being held
 - The AA Concept of World Service that correlates to the month the meeting is being held
- Welcome – each member introduces themselves with their name and the service position they are filling by being present – typically, the group that they represent as an Intergroup Rep, the District, Committee or Board position they hold. Some members hold more than one position.

Members are also asked to say if they are celebrating an AA Birthday or are a new Intergroup rep.

- Minutes are approved from the previous month
- Committee Reports are given: Each committee or coordinator role called out in this document i.e. 12th Step Coordinator, Accessibility, Corrections, Events, Grapevine/Literature, Hotline Coordinator, Newsletter, P.I. / C.P.C, Sunshine Club, Treatment and Hospitals, Website and Young People in AA. Each presenter takes questions, and will follow up with members after the meeting as needed
- Each District that falls into the Eastside AA area has a representative at the general meeting who is asked to give a report. Again, questions and discussion follow as appropriate
- Call is made for Group Check-ins – this is a time set aside in the meeting to allow meeting reps the opportunity to make any announcements they may have. Example “The XYZ group that meets Monday at 6 in Redmond could use some support” “ABC group is having a BBQ next week before the meeting to celebrate 50 years of existence!”
- New Business: New Items to be announced or discussed are brought up. E.g. The new bylaws role-out process.
- Meeting adjourns by 8:30, closes with the Serenity Prayer, then fellowship happens

5.7 Typical Service Résumé

Writing your service resume is not scary. You are writing it for an audience who genuinely wants you to succeed and get the position you want.

The idea is to capture at least four things:

- Your Name
- Contact information
- Qualification
Typically this is your sobriety date, homegroup. Some add the role service plays in their program or unique skills that might make you uniquely qualified for the position you are seeking.
- Service History
Provide an overview of your service work.

There is no need to pad your AA service resume. From my experience, one of the best resumes I read was hand written on yellow notepad paper. The A.A. had one previous service position. But he made it clear that the position he was hoping for had great meaning for him because of his story.

The idea is to give the reader an honest idea of your background and skills. It doesn't matter if you have held 30 service positions, one or none. The point is that you making yourself available for service and you portray yourself honestly.

Below is an example of a service resume to help you get started.

<p>Kate M (206) 123-1234</p>
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Kate.M@example.com

Qualification

My sobriety date is October 9, 2010 and my homegroup is Friday Night Group of Duvall Candlelight. When I committed myself to joining A.A., I saw service as how the fellowship of A.A. is realized. So, I took a position making coffee and setting up for my homegroup.

Service Background

Website Committee Chair

Eastside Intergroup

February 2020 – Present

Developed Eastside Intergroup's rebranded Website, EastsideAA.org

Switched email system to eliminate emails from ESIG getting classified as spam

Opened EastsideAA.org so Office Staff, Committee Chairs and even DCMs can publish their own content

Coordinated a meeting guide feed system with Greater Seattle Intergroup and Area 72

District Committee Member

District 36

January 2019 – Present

Reconnected district to each group for more efficient communication.

Made a practice of attending all the meetings in our area with the District Committee at least once a year; answering questions, soliciting feedback and sharing service opportunities.

Worked with Duvall's City Counsel to have significantly low facilities rental rates for non-profit organizations, such as A.A. meeting groups. This ensured the survival of many of our groups.

Established a standing Young Persons Committee and Web Committee

2018 Holiday Alcolthon Organizer

District 36

District Webmaster (Informal)

District 36

January 2017 – December 2018

Developed District 36's website, <http://snovalleyaa.org>, which changed the way other Western Washington districts and Area 72 committee members thought of the role our websites play.

District Treasurer

District 36

January 2017 – December 2018

Developed a system for tracking and reporting district finances

It's easy to learn and use. This lowers the barriers to entry for perspective treasurers.

2017 Gratitude Dinner Chair

District 36

2016 Gratitude Dinner Chair

District 36

Bridge the Gap Chair

District 36

January 2015 – December 2016

Group Service Representative

Duvall Candlelight Friday Night Group

June 2015 – June 2019 (approximate)

Group Secretary

Duvall Candlelight Friday Night Group

2014 - 2016,

February 2020 - Present

Group Coffee Maker

Duvall Candlelight Friday Night Group

2013 – 2016

6 Revision History

Date	Description
8/7/2022	Added YPAA job description
8/9/2022	<ul style="list-style-type: none">• Changed several titles of committee chairs to “Coordinators”• Added financial calendar• Typical Board Meeting Format and Typical General Meeting Format sections updated• Added “Typical Service Resume” to appendix
8/10/2022	<ul style="list-style-type: none">• Added section 5.1• Updated ToC