

STRUCTURE AND GUIDELINES
OF KAUAI INTERGROUP

PREAMBLE

Kaua'i Intergroup shall use the following guidelines based on A.A. Traditions in its proceeding:

Intergroup shall never become the seat of perilous wealth or power; Kaua'i Intergroup's prudent financial balance shall be based on operating funds plus an ample reserve; no Kaua'i Intergroup member or Group shall be placed in a position of unqualified authority over any other member or Group; important decisions shall be discussed and voted on where appropriate; Kaua'i Intergroup's action shall not be personally punitive or an incitement to public controversy; Kaua'i Intergroup shall never perform acts of government while serving Kaua'i's A.A. Groups; and Kauai Intergroup, like the society of Alcoholics Anonymous, shall remain democratic in thought and action.

(The above is adapted from the Service Manual of A.A. Services and A.A.'s Twelve Concepts of World Service)

1. NAME AND PURPOSE OF THE ORGANIZATION

Kaua'i Intergroup shall hereafter be referred to as INTERGROUP.

INTERGROUP's purpose shall be the administration and coordination of the following A.A. Group activities that further the A.A. program in accordance with the Twelve Traditions:

- A. Maintain Kauai A.A. telephone service.
- B. Provide printed schedules of Kauai's A.A. meetings.
- C. Maintain an inventory of A.A. and Grapevine literature, pamphlets, and other items of Group interest.
- D. Provide a means of inter-fellowship communications including newsletter, website, mail/e-mail, and a monthly business meeting.
- E. Cooperate and coordinate with District 6 on relevant A.A. activities and services.

2. MEMBERSHIP

- A. INTERGROUP Representatives (IGRs) or alternate IGRs shall be entitled to one vote and shall vote or voice their Group's conscience where and when appropriate.
- B. INTERGROUP Officers, Standing Committee Chairs, and either the District Committee Member (DCM) or alternate DCM, shall receive one vote at INTERGROUP meetings.
- C. Voting members are limited to one vote, and absentee or proxy votes are not allowed.

3. INTERGROUP OFFICERS and STANDING COMMITTEE CHAIRS

Steering Committee Officers (Chair, Alternate Chair, Treasurer Secretary) and standing Committee Chairs shall serve as directed by INTERGROUP's substantial unanimity (2/3) vote of,

The recommended minimum length of sobriety for a Steering Committee Officer and Standing Committee Chairs is one year, apart from the Chair, Alternate Chair and Treasurer that have a recommended two-year length of sobriety.

Loss of sobriety disqualifies a Steering Committee member or Standing Committee Chair from service for the remainder of the term.

A Steering Committee member or Standing Committee Chair who is absent for two consecutive INTERGROUP meetings without notifying a Steering Committee member is considered to have vacated their position.

The Steering Committee shall oversee INTERGROUP Standing Committees, and recommend that Standing Committee Chairs be removed from office because of dereliction of duty or loss of sobriety.

Officers (Steering Committee members): Chair, Alternate Chair, Treasurer, Secretary

- A. The Chair shall:
 - 1) Preside at INTERGROUP meetings and assure compliance with the A.A. Traditions and INTERGROUP Structure and Guidelines
 - 2) Ensure that only eligible members participate in the voting process.
 - 3) Introduce new IGRs
 - 4) Represent Kauai INTERGROUP at Hawaii Area 17 Assemblies.
- B. The Alternate Chair shall:
 - 1) Assist and assume the Chair's responsibilities when requested or needed.
 - 2) Be INTERGROUP'S representative at District
 - 3) Assist Standing Committee Chairs with their objectives.
- C. The Treasurer shall:
 - 1) Maintain accurate financial records and present monthly reports at the INTERGROUP meetings and to the Garden Island Sobriety Newsletter.
 - 2) Issue payments for authorized INTERGROUP activities and relevant standing committee expenses.
 - 3) Oversee the development of an annual budget.
 - 4) Advise INTERGROUP on a prudent reserve based on expenses
 - 5) Make financial data available if requested.

D. The Secretary shall:

- 1) Keep accurate meeting minutes.
- 2) Keep organized physical and digital records of relevant INTERGROUP information.
- 3) Keep a contact list of current Steering Committee members, Standing Committee Chairs, IGRs, alternate IGRs and interested members.
- 4) Distribute meeting minutes and relevant INTERGROUP information as needed.

Standing Committee Chairs: Events, Hotline, Website, Literature, Newsletter, Schedules

General Guidelines:

- Any A.A. member may serve on a committee
- Standing Committee Chairs shall seek consensus when determining the date, time, location and format of their committee meeting
- Standing Committee Chairs or their alternates shall give a report at the monthly INTERGROUP meeting
- Standing Committee Chairs shall seek additional committee members when possible

Events Committee:

- Reserve facilities for INTERGROUP-sponsored Thankathon
- Select Chair to cover program, set-up, decorations, food, budget and clean-up for Thankathon.
- Notify A.A. members and Groups via flyers, newsletter, Hotline, e-mail, Website
- Assist Groups requesting help for non-INTERGROUP sponsored events
- Recommend financial assistance from INTERGROUP for A.A. events when appropriate

Garden Island Sobriety (GIS) Newsletter Editor:

- Find annual writers for "He Said/She Said" and other featured articles
- Gather, edit and save a digital copy of the reports, articles, and updated birthday information
- Insert edited articles, reports, upcoming events, meeting announcements, clipart and illustrations, updated birthday announcements, A.A. archives and the featured monthly meeting place and time with photo into the monthly newsletter
- Email the newsletter to subscribers, make copies available at the INTERGROUP meeting and receive/deliver payment for the printing

Hotline Committee:

- Recruit and train volunteers and alternates to staff phone shifts
- Keep volunteers informed of relevant changes
- Update 12-Step call lists as needed
- Provide monthly report to INTERGROUP including Hotline data

Literature Committee:

- Maintain an inventory of A.A. and Grapevine literature, pamphlets, and items of Group interest
- Accept orders and payments for literature

- Deliver invoices and payments to the Treasurer
- Transfer requested literature to the relevant Group or member at the monthly INTERGROUP meeting
- Obtain INTERGROUP approval for literature orders
- Provide literature for event table(s) if requested

Schedule Committee:

- Publish a schedule of current “in person” INTERGROUP approved meetings when needed
- Maintain a stock of schedules
- Voice concerns about including or excluding meetings in the schedule
- Inform Website and Hotline chairs of meeting schedule changes

Website Committee:

- Follow website guidelines for maintaining kauaiaa.org
- Post meeting changes and updates, and then notify Hotline volunteers and Schedules chair
- Post information on events and provide Hotline volunteers with contact information
- Post District 6 meeting minutes, reports and Structure and Guidelines
- Post INTERGROUP meeting minutes, reports and Structure and Guidelines
- Provide links to local, Area 17 and GSO resource information and the GIS Newsletter
- Maintain the Hotline webpage with password-protected files
- Provide readable links to the Big Book, 12 & 12, pamphlets, Guidelines and Committee Workbooks and Literature Committee order forms for GSO and A.A. Grapevine materials
- Post schedules of meetings by area and weekday
- Ensure that website hosting expenses are paid

4. ELECTIONS

INTERGROUP shall follow the Third Legacy voting procedure (see Service Manual) when electing Steering Committee Officers and Standing Committee Chairs.

Any A.A. member with the following qualifications may stand for elected positions:

- A. Be an active Kauai A.A. Group member
- B. Chair, Alternate Chair and Treasurer have recommended minimum length of two years of continuous sobriety in A.A. when standing for the office.
- C. All other positions are recommended to have a minimum length of one year of continuous sobriety in AA when standing for the office.

Persons standing for an elected position (Chair, Alternate Chair, Treasurer, Secretary and Standing Committee Chairs) shall be interviewed and voted on by ballot at INTERGROUP’S meeting the month before Area 17 Elections (even years), and shall assume office at the following January meeting.

INTERGROUP’S Officers (Chair, Alternate Chair, Treasurer, Secretary) as well as Standing Committee Chairs shall serve in two-year increments.

An elected position vacancy shall be filled for the remainder of the term by a ballot vote at the following INTERGROUP meeting and does not count as one term.

5. MEETINGS

INTERGROUP shall meet on the first Saturday of each month at an IGR-approved time and place. The INTERGROUP meeting date, time and location shall be included in the meeting schedule, published in the Garden Island Sobriety (GIS) Newsletter, and posted on the website.

A. Order of Business

- 1) Open with a prayer
- 2) Review, amend (if necessary) then approve the agenda
- 3) Review, amend (if necessary) then approve the preceding INTERGROUP meeting minutes
- 4) Review and approve the Treasurer's report
- 5) Standing Committee (Events, GIS Newsletter, Hotline, Literature, Schedules, Website)
- 6) IGR reports and proposals
- 7) Old Business
- 8) New Business
- 9) Elections at the meeting the month before Area 17 Elections (even years)
- 10) Adjourn with a prayer

B. Quorum

The total voting members in attendance at any INTERGROUP meeting

C. General Guidelines, Discussions and Voting:

Non-policy decisions are made by a simple majority vote (greater than ½) while policy decisions require a substantial majority vote (⅔)

Actions taken by IGRs shall be on a motion made, seconded, then discussed if warranted basis. One motion is discussed at a time, and multiple-part or contingent motions shall be separated and voted on as individual motions.

A voting member is entitled to receive a vote on their motion at the current meeting, unless a request is made to table the issue until the following month so that each member's group conscience can be determined and brought back to the meeting.

A motion to reconsider requires someone who voted in the majority to change their vote during the minority's opportunity to speak to the majority. The motion goes to a simple majority vote after being seconded; if accepted INTERGROUP shall discuss and re-vote on the issue otherwise if defeated the first vote is sustained.

6. FINANCE

INTERGROUP may accept contributions from Groups and members but shall not accept the responsibility of, Trusteeship for, or enter the distribution or allocation of any funds set up outside INTERGROUP.

Upon the dissolution of INTERGROUP and after paying its debts and obligations, the remaining assets shall be distributed evenly to District 6, Area 17 and the General Service Board (GSB).

7. AMENDMENTS

To amend any policy or procedure in the Structure and Guidelines, a proposal must:

- 1) Be in writing
- 2) Be submitted to the INTERGROUP chair

8. REVISION DATES and DATE ADOPTED BY KAUA'I A.A.

Revised 5-3-2025 Amendments adopted _____
(date) (date)

Kathryn Buckhead, Intergroup Chair

The Intergroup Board of Kaua'i A.A.

Structure and Guidelines, 2025