

# CONNECTICUT AND WESTERN MASSACHUSETTS AREA 17 INTERGROUP BY-LAWS

2018-2020

## ARTICLE I - OBJECTIVES

1. These By-Laws will be valid for two (2) years, effective June 1, 2018 until May 31, 2020.
2. The purpose of Connecticut and Western Massachusetts (CTWMA) Area 17 Intergroup is to:
  - a) Provide representatives from Gamblers Anonymous (GA) member groups in the areas of Connecticut (CT) and Western Massachusetts (WMA), the opportunity to meet regularly,
  - b) Provide the ways and means to discuss group subjects and group problems in order to maintain Unity.
  - c) Carry the GA message of hope to the compulsive gambler who still suffers, through whatever methods approved by the Board of Trustees and CTWMA Intergroup.
  - d) Encourage interest and knowledge of the activities and programs of GA with the peace officers, educational institutions, penal institutions, judges, probation officers, parole officers, doctors, medical and mental health agencies, newspapers, television and radio broadcast stations, religious organizations, charitable organizations, and service clubs throughout the area.
  - e) Make available for purchase, GA information and literature to any outside organization, service club, or institution that desires it. CTWMA Intergroup may provide the information/literature free of charge at its discretion.
3. Intergroup meetings will be held at 7:30 pm on the first Monday of each month. In the event the meeting falls on a Holiday, it will be held the following Monday, pending room availability. The Chairperson will be responsible for rescheduling the meeting and notifying Intergroup representatives (reps).

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In the event of inclement weather, Intergroup reps will use the established phone tree, updated as of January of each year, to notify all room reps.

4. Article X Section 5 of the GA Guidance code (as amended) prepared by the International Board of Trustees for Universal Usage will be used as a frame of reference to guide the business of CTWMA Intergroup in matters affecting GA groups in our area or GA as a whole. Members can view the Guidelines at [www.trusteewebsite.com](http://www.trusteewebsite.com) or [www.ctwmaga.org](http://www.ctwmaga.org). The Intergroup Treasurer will have a printed copy available at all times.

## **ARTICLE II - COMPOSITION OF REPRESENTATION**

1. All GA groups within the areas of CT and Western MA are eligible for membership in CTWMA Intergroup.
2. Each member group is allowed one primary representative (rep) and one alternate rep at Intergroup meetings.
  - a) The reps and alternates shall be ACTIVE members in their group and it is suggested that they have abstained from gambling for a period of one year (12 months.)
  - b) A room rep and/or alternate may not represent more than two (2) rooms at Intergroup meetings. Each rep/alternate may only cast one vote.
  - c) Intergroup rep/alternate responsibilities include providing current phone lists to the Intergroup Recording Secretary or Treasurer, relaying business matters to respective room(s), and bringing room concerns to Intergroup for discussion and assistance, if necessary. Room reps/alternates will be responsible for all voting matters affecting their rooms. The vote cast at Intergroup will reflect the room's conscience based on their room's vote.

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- d) Trustees and Intergroup Officers will be allowed one vote on all Intergroup general votes and can make motions and second motions, even if they are not the Intergroup representative for their room.
  - e) Visitors can attend Intergroup meetings, but cannot present motions, second motions, or vote.
3. Officers:
- a) The officers shall be: CHAIRPERSON, VICE-CHAIRPERSON, RECORDING SECRETARY, TREASURER, PUBLIC RELATIONS COORDINATOR, PRESSURE RELIEF CHAIRPERSON, SPONSORSHIP CHAIRPERSON and ASSISTANT TREASURER/RECORDING SECRETARY. (Public Relations, Pressure Relief and Sponsorship may have more than one Chairperson).
  - b) The term of office shall be from January 1 through December 31 of each year. Nominations for CTWMA Intergroup officers will be accepted at the October and November Intergroup meetings, and the nominees need to be present to accept/decline the nomination. Elections shall be held at the December meeting. If any officer position remains unfilled after normal elections, the Chairperson may choose to recruit or appoint a member to fill that position. This will be subject to a general vote at the next regular Intergroup meeting.
  - c) Any GA member in CTWMA Intergroup may be an officer of Intergroup, provided he/she has abstained from gambling for at least one (1) year and he/she regularly attends GA meetings. Regular attendance is defined as at least 39 meetings per year.
  - d) Any Committee Chairperson shall be elected or appointed by the Representatives of Intergroup as deemed necessary.
  - e) An Intergroup Officer may be subject to removal from his/her position for nonattendance of two (2) consecutive Intergroup meetings without just cause, or immediate removal, by their return to gambling.

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f) An interim election for the replacement of a removed officer shall be held at the next regularly scheduled Intergroup meeting.

## 4. Duties of officers:

### a) CHAIRPERSON:

- Prepares and coordinates agenda for the monthly meetings.
- Presides over meetings and coordinates activities involving other Intergroup Officers, committees and group representatives.
- Rules on matters of parliamentary procedure and maintains order at Intergroup meetings.
- Appoints and heads a committee of three (3) reps to periodically audit the treasury throughout the year.

### b) VICE-CHAIRPERSON:

- Performs Chairperson's duties in his/her absence.
- Maintains the roster of answering service volunteers.
- Coordinates and manages CTWMA answering service volunteers for the national hot-line.
- Provides a monthly activity report at the Intergroup monthly meeting.

### c) RECORDING SECRETARY:

- Records minutes of the meetings.
- Provides copies of the minutes at Intergroup meetings, and forwards a copy to the Chairperson and I.S.O.
- Maintains the archived Intergroup minutes.
- Sends ballots for formal votes.
- Disseminates information to those rooms in CTWMA that do not have an Intergroup representative.
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### d) TREASURER:

- Collects, records, and prepares for disbursement of all funds collected from member groups and other collections or

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contributions. (All funds will be secured in a bank account in accordance with Article V, Section 2 of the Intergroup By-Laws)

- Prepares a monthly statement of finances.
- Has selected items and literature available at Intergroup meetings.
- Forwards the monthly bank statement to the Chairperson of Intergroup each month.

e) **PUBLIC RELATIONS COORDINATOR:**

- Coordinates all GA approved public relations activities with all room Public Relations Chairpersons in accordance with Article I, Section 2 of the Intergroup by-laws.

f) **PRESSURE RELIEF CHAIRPERSON:**

- Coordinates pressure relief information and activities with all group Pressure Relief Chairpersons.
- He/she shall be available to assist all groups in CTWMA Intergroup.
- Organizes an annual Pressure Relief Workshop.

g) **SPONSORSHIP CHAIRPERSON:**

- Assists in the development of room sponsorship programs.
- Disseminates information relative to sponsorship to each room's Sponsorship Chairperson.
- Organizes an annual Sponsorship Workshop.

h) **ASSISTANT TREASURER/RECORDING SECRETARY:**

- Assists in the above duties of treasurer and/or recording secretary; and will fill in, in their absence.

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## **ARTICLE III - FORMAL GROUP VOTING**

(A formal group vote is defined as any issue impacting all Intergroup member rooms, or as requested by the International Service Office (ISO) or Board of Trustees.)

1. The Chairperson can designate an issue important enough to require a formal group vote.
2. A majority vote of room reps/alternates present at an Intergroup meeting may recommend a formal group vote on any issue.
3. Procedure for conducting a formal group vote.
  - a) The formal group vote will be taken at the second meeting following the announcement of said vote.
  - b) For a formal vote -one (1) ballot for each issue will be mailed by the Recording Secretary or Treasurer to all member groups in CT and Western MA (Area 17). Member groups will vote and the results will be recorded on the ballot including room name and secretary's signature. The ballot will be put in an envelope and mailed to the Intergroup address shown on the ballot or hand-delivered in a sealed envelope to the Intergroup chairperson prior to the vote on the night of the vote. The vote will take place after the Trustee's report. The Chairperson will select two tabulators to count all formal votes. The ballots will be held for one (1) year by the Recording Secretary or Treasurer.

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## **ARTICLE IV - GENERAL VOTING**

(Only matters affecting Intergroup shall be considered for a general vote)

1. A majority vote of the attending reps/alternates is required for a general vote to be official. Each member group/room shall have a maximum of one (1) vote per issue/motion at Intergroup. (Alternate may vote in place of primary rep only in the absence of the primary rep.)
2. Voting shall be open or closed at the discretion of the Chairperson.

## **ARTICLE V - INTERGROUP FINANCES**

1. Intergroup shall be funded by all member groups through monthly donations. In addition, donations will be accepted at the Intergroup meeting from individual reps/alternates attending.
2. Management of Funds
  - a) A checking account in the name of CT Intergroup will be opened and maintained by the Treasurer. The account will require two (2) signatures for check disbursements. The account signature card should be validated after each Intergroup election.
  - b) Detailed proposals for the spending of funds shall be put to a formal vote at Intergroup. It will require a majority vote of the mailed ballots to approve the expenditure.
  - c) All checks, savings withdrawals, and transfers of funds shall require the signature of two (2) of the following officers: Chairperson, Vice-Chairperson, Recording Secretary, Treasurer, or Assistant Treasurer/Recording Secretary.
  - d) Request for reimbursement for supplies, services, and/or refreshments for workshops/seminars/conferences will be discussed and voted upon at the Intergroup meeting preceding the event.

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If Intergroup does not meet before the event, at least two Intergroup Officers must be notified and they will discuss and approve or disapprove the request.

- e) Any two (2) Intergroup officers, as listed in 2. c) Above, can approve spending up to one hundred dollars (\$100) in an emergency situation.
3. All expenses of the International Trustees for attendance at Trustee meetings and 100% of the conference expenses will be paid by CTWMA Intergroup from the Treasury, providing funds are available.
- a) Meeting and Conference expenses include transportation to the conference site (the most financially advantageous conveyance-air, rail, and auto), terminal parking, hotel and meals for the trustee meeting before the start of the conference, 100% of the conference “B” package cost. Other miscellaneous expenses may be approved by Intergroup if required. Conferences held less than 200 miles away will be reimbursed for mileage, not airfare. Mileage will be reimbursed at average mileage per gallon for vehicle used x average price per gallon of gas x number of miles.

## **ARTICLE VI - TRUSTEES**

1. Voting for International Trustees
- a) Length of abstinence for Trustee is two (2) years per the International Trustee guidelines.
  - b) Nominations will be taken for two Trustee positions in March and April of the election year and nominees must accept in person at either the March or April Intergroup meeting.
  - c) Each room may vote for two (2) Trustees from a list of nominees. The two nominees with the most votes will be elected Trustees.



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- d) In the event there are 2 (or fewer) nominees, a formal vote will not be conducted as stated in Article III (3)(b) above. In this case, the Recording Secretary (or Treasurer) will cast one vote to ratify the nominees.

## 2. Duties and Responsibilities of Trustees

- a) The Trustee's term is two years.
- b) Within the area of CTWMA Intergroup, the duties of the Trustees shall be to meet the responsibilities listed in the International Trustee Guidelines.
- c) The Trustees shall attend all new Intergroup recognized meetings, started in the Intergroup area, within 90 days of Intergroup recognition.
- d) Trustees should attend, at least once per term, every meeting in the CTWMA Intergroup area. Where physical attendance is not possible, regular communication should be conducted through the mail, by telephone, and/or by e-mail as stated in item 4 of the International Trustee Guidelines. Mileage will be reimbursed at actual gas cost.
- e) The Trustees shall report at the monthly Intergroup meetings the groups/rooms they have attended and any problems found.
- f) The Trustees shall maintain regular attendance at Intergroup meetings and all GA-sponsored events.
- g) The Trustees should attend at least 39 full meetings per year. (Intergroup and Open Meetings will not count towards this requirement.)

## 3. Trustees' Attendance/ Participation at Trustee Meetings/Conferences

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- a) Trustees should submit a budget for conference expenses 60 days before the start of the conference to the Treasurer.
- b) All travel reservations should be finalized 60 days prior to the conference, in conjunction with the Treasurer.
- c) Trustees will turn in all receipts for expenses.
- d) Intergroup will reimburse Trustees for all reasonable expenses up to the budgeted amount in line with the current CTWMA Intergroup By-Laws Article V- Intergroup Finances, item (3) above.
- e) Trustees will attend all Trustee meetings and participate in as many conference functions, including workshops, as possible. Conference and Trustee meeting highlights will be summarized and reported to Intergroup.

## **ARTICLE VII – STARTING A NEW MEETING**

- 1. To start a new meeting, two or more Gamblers Anonymous (GA) members, at least two of whom should have at least one year each of abstinence in the GA program, will make a one year commitment to the organization and operation of the new meeting.
- 2. After obtaining the necessary materials from the ISO, organizing members must:
  - a) Present themselves at the monthly CTWMA Intergroup meeting to formally request recognition as a new meeting.
  - b) Present written announcements for the new meeting, including location, meeting time, and directions.
  - c) Present a written plan (a.k.a. format) for how the meeting will be conducted

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3. Groups will adhere to the GA Guidance Code, using only GA materials and literature, including, but not limited to, the GA Combo book.
4. Although all GA groups are self-governing, the CTWMA Intergroup strives to ensure that all member rooms adhere to the basic principles of the GA program. In order to be recognized as a CTWMA Intergroup sanctioned meeting, all groups must follow these guidelines.

**ARTICLE VIII -**

The By-Laws will be read in their entirety at the first meeting of June each year.

**AREA 17**

**CT-WMA INTERGROUP**

**ARTICLES OF ASSOCIATION**

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

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Name/Position

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Date

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Name/Position

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Date