

CONNECTICUT AND WESTERN MASSACHUSETTS

AREA 17 INTERGROUP BY-LAWS

2024-2026

ARTICLE I - OBJECTIVES

1. These By-Laws will be valid for two (2) years, effective June 1, 2024 until May 31, 2026.
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.
 - f) Offer support to each other's groups, share best practices and problems, share good and welfare in each group, and coordinate social events such as Open Meetings.

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3. Intergroup meetings will be held at 7:00pm 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. If not possible to meet in person, on-line meetings are permitted using video or call-in options. The Chairperson will be responsible for rescheduling the meeting and notifying Intergroup Representatives (Reps).

In the event of a meeting change or cancellation (due to inclement weather, etc.), Intergroup reps will be notified by phone, email, and/or text and by a notice posted on the CTWMAGA.ORG website as to the updated meeting status, i.e., Zoom meeting, conference call, time.

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 or www.ctwmaga.org. The Intergroup Treasurer or Secretary 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 must have abstained from gambling for a period of 12 consecutive months.
 - b) A room Rep and/or Alternate may not represent more than two (2) rooms at Intergroup meetings. Each Rep (or alternate) may only cast one vote per room they represent.

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- 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.

A room Rep is responsible for communicating to their respective group(s) the Agenda items of the next upcoming International Trustees meeting. For items to be voted upon, each group should take a group conscious vote of such items and provide the results of the voting directly to an Intergroup Trustee with copy to the Intergroup Chairperson

- 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. If they are also a Rep for their group, they get one vote as a Trustee or Officer and one vote as a Rep.
- e) Visitors can attend Intergroup meetings and present motions through their Intergroup Rep before the meeting, but cannot present motions, second motions, or vote during the meeting.

3. Officers:

- a) The Officers shall be: CHAIRPERSON, VICE-CHAIRPERSON, RECORDING SECRETARY, TREASURER, ASSISTANT RECORDING SECRETARY and ASSISTANT TREASURER;
- 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 (in-person or online) to accept/decline the nomination. Elections shall be held at the December meeting. If

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no opposition exists for any position, the Secretary or Treasurer casts a vote to accept the nominations as presented based on the vote of the entire Intergroup members present. If a nominee does not receive a majority vote, that position will not be filled at that meeting. If any Officer position remains unfilled after the scheduled 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 scheduled Intergroup meeting.

- c) Any GA member in CTWMA Intergroup may be an Officer of Intergroup, provided they abstained from gambling for at least 12 consecutive months and they 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 their position for nonattendance of two (2) or more Intergroup meetings without just cause, or immediate removal by their return to gambling.
- f) An interim election for the replacement of a removed Officer shall be held at the next 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 (i.e., Roberts Rules of Order) and maintains order at Intergroup meetings.
- Appoints and heads a committee of three (3) Reps to annually audit the treasury.

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b) VICE-CHAIRPERSON:

- Performs Chairperson's duties in his/her absence.

c) RECORDING SECRETARY:

- Records minutes of the meetings.
- Provides copies of the minutes at Intergroup meetings, and forwards a copy to the Chairperson
- Maintains the archived Intergroup minutes.
- Sends ballots for formal votes.
- Disseminates information to those rooms in CTWMA that do not have an Intergroup representative.
- Maintains the Intergroup membership contact information, including phone numbers and email, and distributes the list periodically. (If the Secretary position is vacant, the Website Coordinator will maintain list)

d) TREASURER:

- Collects, records, and prepares for disbursement of all funds collected from member groups and other collections or contributions. (All funds will be secured in a bank account in accordance with Article V, Section 2 of the Intergroup By-Laws).
- Proposes a yearly budget for approval by Intergroup.
- Prepares a monthly statement of finances.
- Has selected items and literature available at Intergroup meetings. Requests may also be coordinated by telephone or email, when needed.
- Forwards the monthly bank statement to the Chairperson of Intergroup each month.

e) ASSISTANT RECORDING SECRETARY:

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

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f) ASSISTANT TREASURER:

- Assists in the above duties of treasurer and will fill in in their absence.

In the event the Chairperson, Recording Secretary and/or Treasurer is absent, another officer will assume the duties for that meeting.

5. Standing Committees:

- Committee members do not have to be a member of Intergroup but must be active in their group and must have abstained from gambling for 12 consecutive months.
- Committees should strive to have periodic meetings with Committee members.

a) HELPLINE COORDINATOR

- Maintains the roster of Answering Service/Helpline volunteers.
- Recruits, coordinates, trains and manages CTWMA Answering Service/Helpline volunteers for the national Helpline for adequate coverage
- Provides a monthly phone call activity report at the Intergroup monthly meeting.

b) WEBSITE COORDINATOR

- Maintains CTWMA Intergroup Website (ctwmaga.org) with current information, including a Directory of all meetings in Area 17.
- Ensures Area 17 meeting information is consistent with the ISO website listings. If not, contacts that group's Rep to have ISO website updated.

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c) 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;
- Coordinates with outside organizations;
- Works to attract new members to GA.

d) PRESSURE RELIEF CHAIRPERSON:

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

e) 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, as needed.

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 can recommend a formal group vote on any issue.

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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 or emailed 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.

ARTICLE IV - GENERAL VOTING

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

1. In order to conduct a general vote, a majority quorum of at least 51% of the active rooms (rooms with active Intergroup Reps) must be present (in-person or online). Officers and Trustees are not included as part of the quorum (unless they are also a room Rep).
2. If a quorum exists, a vote is taken and a majority vote of the attending Reps/alternates is required for a general vote to be official. Each GA group 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.). If a Rep represents two rooms, one vote is allowed for each room.
3. Trustees and Officers in attendance (in-person or online) are eligible to vote.
4. Voting shall be open or closed at the discretion of the Chairperson.

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ARTICLE V - INTERGROUP FINANCES

1. Intergroup shall be funded by all member groups through monthly contributions. In addition, contributions will be accepted at the Intergroup meeting from individual Reps/Alternates attending, by mailing contributions to the Treasurer, or using electronic means for making contributions.
2. Management of Funds
 - a) A checking account in the name of CT Intergroup will be opened and maintained by the Treasurer.
 - b) Disbursements more than \$75.00 for any item other than supplies ordered through I.S.O. must be pre-approved by Intergroup at a monthly meeting. For emergency or urgent matters, Intergroup approval may be obtained virtually through email using a majority quorum.
 - c) Detailed proposals for the spending of funds shall be put to a general vote at Intergroup.
 - d) All checks, savings withdrawals, and transfers of funds shall require the approval of two (2) of the following officers: Chairperson, Vice-Chairperson, Recording Secretary, or Treasurer.
 - e) 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.

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 up to \$200.

3. All expenses of the Intergroup Trustees for attendance at International Trustee meetings and 100% of the conference expenses will be paid by CTWMA Intergroup from the Treasury

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- 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 x, average price per gallon of gas, for 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. The election will be held in May.
- c) If there are more than two (2) nominees, a formal vote is needed. Each nominee must prepare a short biography for each room’s consideration. Each room may vote for two (2) Trustees from a list of nominees. The two nominees with the most votes will be elected Trustees.
- 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 based on the vote of Intergroup members present (in-person or online). If a nominee does not receive a majority vote, the position will not be filled at that meeting.

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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: and any updates from ISO or other meetings attended.
- 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

- a) For each scheduled International Trustee meeting, an Intergroup Trustee will report to Intergroup, the Conference Agenda items that are relevant to G.A. as a whole and specific to CTWMA. This report must be made at an the Intergroup meeting the month prior to the

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- deadline for Agenda item submission
- b) For Agenda item voting, the Intergroup Trustee will represent the cumulative votes from CTWMA groups that have provided their group conscious votes. Any Agenda items that have not received a group vote, or for any floor actions at the Conference, the Intergroup Trustee will vote their conscious for the good of G.A. and Areas 17.
 - c) Trustees should submit a budget for conference expenses 60 days before the start of the conference to the Treasurer.
 - d) All travel reservations should be finalized 60 days prior to the conference, in conjunction with the Treasurer.
 - e) Trustees will turn in all original receipts for actual expenses incurred.
 - f) 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.
 - g) Trustees will attend, barring unseen circumstances, 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 12 consecutive months each of abstinence in the GA program, will make a one year commitment to the organization and operation of the new meeting.

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2. After obtaining the necessary materials from ISO, organizing members must:
 - a) Present themselves (in-person or online) 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, online information, and directions.
 - c) Present a written plan (format) for how the meeting will be conducted.
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 abide by the basic principles of the GA program. In order to be recognized as a CTWMA Intergroup-sanctioned meeting, all groups must follow GA guidelines.
5. After 90 days from start-up, the Trustee will attend the new room's meeting to observe and offer guidance, as needed.
6. If the Trustee considers the room to be functioning in accordance with GA guidance and by-laws, the room will be recognized by Intergroup for inclusion in the Meeting Directory , both printed and on the <ctwmaga.org> Website, and allowed a room representative in accordance with Article II, Sections 1 and 2a-2c.

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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.

Name/Position

Date

Name/Position

Date