

# Cape Atlantic Intergroup

## BY-LAWS

### ARTICLE I: NAME

The name of the Association is Cape Atlantic Intergroup Inc.,  
abbreviated as CAIG. ~~Atlantic Intergroup.~~

### ARTICLE II: PURPOSE

Cape Atlantic Intergroup is a voluntary association of A.A. groups ~~that, which~~ exists to serve those groups in their common purpose to carry the A.A. message to the alcoholic that still suffers. The purpose of the group's bylaws is to assist each new panel in their effective administration of the groups and to ensure continuity between panels.

### ARTICLE III: FUNCTIONS

These functions may include, but are not limited to:

A. A.A. INQUIRIES: By providing an A.A. listing in the local telephone directory and/or on-line, -the intergroup office may receive inquiries from those seeking help. They will refer the caller to the appropriate A.A. group or have one of our many Twelfth Step volunteers contact them.

B. OFFICE FACILITIES: Maintain a conveniently located office central to all ~~of~~ the member groups in which paid workers and/or volunteers are available to carry the message of A.A. to the alcoholic.

C. INFORMATION EXCHANGE: Serve as a clearinghouse for the circulation and exchange of information among the A.A. groups in the counties (Atlantic, Cape May and parts of Ocean and Burlington), Areas and Districts.

1. May prepare publications s for distribution to member groups such as newsletters, bulletins, event flyers and meeting lists.

2. Maintain and update a website specific to the Cape ~~Atlantic~~ Intergroup.

~~D.~~ D. ESTABLISHING LOCAL COMMITTEES ON PUBLIC INFORMATION AND COOPERATION WITH THE PROFESSIONAL\_

E. COMMUNITY:

~~4.~~ 1. Makeing arrangements for A.A. speakers at the request of non-alcoholic groups.

~~2. 2.~~ ~~Assisting~~ the press and other media in the development of articles and publicity about Alcoholics Anonymous and A.A. groups, ever reminding them of our anonymity as individuals.

3. ~~Cooperation~~ with other community agencies ~~that, which~~ deal with the alcoholic. We do not affiliate with any of these agencies.

~~E.~~ ~~F.~~ INSTITUTIONS: Maintain contact with correctional facilities and treatment centers; providing literature and arranging for A.A. speakers as requested. This provision allows for the donation and/or discounting of literature to non-profit institutions whose purposes and functions align with our own. Proper accounting is presumed.

~~G.~~

~~F.~~ MEETING LISTS: At regular intervals, publish a current comprehensive up-to-date list of meetings and other A.A. services.

~~H.~~ LOCAL A.A. EVENTS: Manage the ~~details~~ finances of the Unity Committee's events such as dinners, picnics, or any social affair the member groups request.

~~G.~~ ~~I.~~ DONATIONS: May be made directly or in the form of scholarships and discounts as the groups so direct. This purpose includes direct contributions to GSO and other non-profits whose purposes and functions are aligned with our own.

#### ARTICLE IV: MEMBERSHIP

Any A.A. group (as defined in the A.A. Group Pamphlet P12-17-P-16), registered and recognized by the General Services Office, including virtual groups, that elects to ~~do so~~ be a member of CAIG, may participate upon registering the Group Representative and/or Alternate with Cape Atlantic Intergroup. This ~~generally is done~~ accomplished by completing a form and delivering it to ~~through~~ the Recording Secretary, ~~but~~ though it can ~~may~~ also be ~~accomplished~~ done through the Chairperson or Corresponding Secretary. The Group Member's Representative List shall be maintained by the Recording Secretary and provided to group members upon request. Member groups may also be registered with the General Service Office.

#### ARTICLE V: INTERGROUP ACTION

A. Effective Intergroup action shall be instituted by representatives of member groups. Each member group will choose one Representative and one Alternate to serve ~~for~~ them, the Alternate to function in the absence of the Representative. Each group has only one (1) vote.

B. Groups can only speak through their representatives. All A.A. members are welcome to attend all Steering Committee and Intergroup meetings. They are requested to refrain from speaking, unless, at the Chairperson's discretion, the topic is opened for their comments and opinions.

C. Representatives from at least ten **(10) member groups** shall constitute a quorum for the transaction of official business. Official business is defined as any ~~transaction~~ administrative or financial action deemed appropriately significant by the Steering Committee to that requires a vote by members. Should a quorum not exist at the group business meeting, then a meeting ~~will be~~

~~held will be held~~ for informational purposes only (i.e.: committee reports and assignment of institutional commitments). A special meeting may be called as necessary.

D.-D. Official Business shall be conducted at a Business Meeting held ~~on a monthly basis~~monthly at 7:30 PM ~~on~~ the third Wednesday of every month. The location of the Business Meeting should remain "fixed" and made known to the Member Group Representatives. The Corresponding ~~ingence~~ Secretary must notify the Member Groups in writing, at least six (6) days prior, if a temporary change in the location of the

Business Meeting is necessary. Any permanent change in the location of the Business Meeting should be *published in the Business Meeting Minutes for three consecutive months* prior to the change and posted on the website.

~~E. E.~~ Special meetings may be called; in case of important situations, may be called for by an officer at a regular Business Meeting with date, time and place acceptable to ~~the~~ majority of ~~the~~ representatives present. If a special meeting between regular monthly Business Meetings is called ~~for~~, the Corresponding ~~ingence~~ Secretary must — notify the Member Groups in writing at least six (6) days prior to the said meeting, giving the — date, time and place of the special meeting.

#### ARTICLE VI: OFFICERS

The Intergroup Representatives shall elect the following officers for a two year term of office: -a Chairperson, Vice Chairperson, Recording Secretary, Corresponding Secretary, Treasurer, ~~Literature Assistant~~ Treasurer, Roundup Treasurer, and such other officers deemed necessary by the groups. All officers shall perform such duties as outlined in ~~the~~ A.A. guidelines (The A.A. Service Manual, A.A. Group Handbook) or as defined in the Job Descriptions of Officers and Committee Chairpersons attached hereto and part of these bylaws. Such other duties as may be developed and designed by the groups may be assigned by the groups at a business meeting, and/or as authorized by the Intergroup Representatives. Any permanent change in duties should follow the process for bylaws changes.

The Chairperson *shall* appoint all committee chairpersons and may dismiss committee chairpersons at his/her/their discretion. Committee Chairpersons may appoint committee members as needed. Committee chairpersons are subject to rotation at the end of the appointing ~~chairpersons~~ chairperson's term. Officers ~~will~~ may not serve as Group Representatives. Unlike officers, committee chairpersons may also serve as their a Group Representative (IGR).

#### ARTICLE VII: STEERING COMMITTEE

The Steering Committee shall consist of elected officers and committee chairpersons with the Vice Chairperson presiding over the monthly Steering Committee meeting. All new business should originate before the Steering Committee. All major obligations must be approved by steering before being presented for a group vote. Dissenting arguments shall be documented in the meeting minutes. "Major Obligations" are not exclusively of a financial type, encumbering the groups, but could include other matters (e.g. moving the office or business meeting location, initiating or canceling an event, etc.). Major obligations "belong" to a panel and must be re-approved formerly as old business following new panel installation (e.g. multi-year contracts for Unity events).

The Steering Committee handles the administrative activities of ~~CAIG~~ the Intergroup as described in "The A.A. Group" pamphlet (P-2346). The Steering Committee will meet at 7:30 p.m., on the second Wednesday of every month. If the Steering Committee is unable to meet the second Wednesday of the month, we will meet the following Saturday at 1p.m. The meeting location to be determined by the Vice Chairperson and the Steering Committee. An officer must be present for the meeting to be held.

The agenda for the Steering Committee meeting should include, but is not limited to the following:

1. All officers and committee chairpersons will give reports.
- ~~2. To approve the purchase of office equipment and/or supplies. The amount is not to exceed~~
- ~~2. \$150.00. when the amount exceeds \$200.~~
3. Any issue of substance plaguing an officer or chairperson and effecting their ability to perform their function or the functioning of the group as whole.
4. All major obligations.
5. Proposed bylaw changes. The bylaws shall be changed for 1) substantive issues; 2) to correct mistakes; 3) to modify the existing language to conform to actual practices; 4) in response to directive or other GSO suggestions (e.g. contributions versus donations).
6. Any matter brought before steering by a registered group's representative.

7. To perform any and all tasks for the good of CAIGthe Intergroup and the resolution of any issue that is of an administrative nature in accordance with A.A. Guidelines and A.A. Traditions.

~~3. Ideally, all action will be presented to steering in person with notice by an officer, chairperson, or IGR. An affirmative vote will be necessary to move an action onto the business meeting agenda. The minutes of the Steering Committee will be delivered to member groups as soon as possible following the meeting. The minutes of the Steering Committee meeting are to be presented at the next business meeting. The minutes are subject to approval by the group membersbody with a simple majority vote. The minutes for the Steering Committee are usually the agenda for the next business meeting. The Steering Committee cannot commit the Intergroup to any major obligation. The decision on a major obligation may be determined by a majority vote at the next intergroup business meeting. Major obligations that may arise at the business meeting shall be automatically tabled, to be reviewed by steering, and presented at the next following business meeting if approved. Only the chairperson may execute a contract for a major obligation such as an event, and only with explicit authorization by the group.~~

#### ARTICLE VIII: FINANCE

The activities of Cape Atlantic Intergroup will be financed primarily by voluntary ~~contributions~~ donations from the Member Groups. Each group should determine the amount of its contributions. Quarterly donations are encouraged. Additional financial support may be obtained from various fund-raisers, events, individual member ~~contributions~~donations, and literature sales ~~as per the~~ Seventh Tradition. CAIG shall be fully self-supporting in accordance with the Seventh Tradition.

#### ARTICLE IX: CHECKING ACCOUNTS

Bank accounts shall be maintained by the treasurers as necessary in an orderly fashion so that all transactions are readily identifiable and transparent. Treasurers shall have access to all accounts. Accounts with transaction and/or service fees shall be discouraged. All checks must be made payable to an individual or a company, never to cash. Bank bill pay features may be utilized for all office expenses, those routine, mundane, and other self-evident expenses, for events of all kinds, and for reimbursement to officers, committee chairs, and committee members when so identified and properly documented with receipts. Online banking shall be approved and utilized without exception providing that the records in the account statements explicitly identify the payee, the purpose presumed to be self-evident or so noted on the check itself. Monthly bank statements are intended to satisfy this requirement. Email alerts for new bill pay members and vendors shall be provided the CAIG Chair.

~~The checking accounts for both the operating account and the literature account shall be kept in an orderly fashion so that all transactions may be readily identified. All checks must include the payee (no pay to cash) and an amount before being signed. Checks drawn on either the Operating or Literature account will require two (2) signatures. Only the Treasurer, Assistant Treasurer, Secretary, Vice Chair and Chairperson are authorized to be a designated signature. Online banking may also be utilized with access authorized to these same positions. Email alerts for any transactions will go~~

~~to the chair, vice-chair, treasurer and assistant treasurer.~~

Bank cards are permitted to accomplish the purpose and proper functioning of the treasurers. Card usage shall be limited to office supplies, operations (i.e. insurance) where electronic banking (bill pay by check) is not an option, and literature purchases. All other expenditures (over \$200) must be pre-approved by the groups. No cash withdrawals are permitted. Bank security, if available, may be used so that there can be no cash withdrawals. The card(s) will be assigned to the treasurer(s) and carried on their persons or otherwise secured in the office safe. Treasurers shall destroy their card at the end of their term. A lost or stolen card shall be reported immediately. Authorized officers may voluntarily link their phones and email to operating accounts for alerts for expenditures over \$1.

Financial records shall be maintained by the treasurers in a "system" such as Quickbooks or another that allows the tracking and reporting of income, expenses, book sales, sales, inventory, and reporting enabling enhanced transaction transparency. The system selected should allow also for tax filing and reporting. Paid, outside assistance is permitted in the use of said "systems."

## ARTICLE X: REVENUES

All donations or bequests, that meet current GSO guidelines, are to be deposited in the Intergroup ~~Operating~~ Account within ~~three~~3 business days and ~~recorded into the record~~noted in the treasurer's monthly report. Any donation not meeting GSO guidelines ~~shallis to~~ be returned to the sender.

Any monies collected from literature sales shall be deposited in the Literature Account within three (3) business days and so recorded and reported. ~~into the record where deemed necessary by the Steering Committee, and with approval of the Group Representatives, monies may be transferred from one account to the other.~~

All monies in ~~allny~~ any accounts ~~will shall~~ be accounted for in the monthly ~~form of a~~ Treasurer's Report, both at steering and at the —regular ~~business Intergroup monthly~~ meeting by the Treasurer(s) ~~or Assistant Treasurer for the operating—~~ account and by the Literature Chairperson, Treasurer ~~or Assistant Treasurer for the literature—~~ account. ~~No other accounts of any kind may be opened without the express consent of the Group Representatives.~~

~~The Intergroup CAIG will shall~~ strive to have a prudent reserve of one (1) year's operating expenses. Any interest that may be accrued, throughout the year, is to be transferred to the ~~O~~perating ~~A~~ccount. All retained income in all other accounts shall be transferred into the Operating Account following an accounting of an event, and in all cases, no later than year-end tax accounting, provided the account funds have exceeded the yearly budget. After the year-end closing of the accounting books, excess money in the literature account ~~is to shall~~ be transferred into the Operating ~~A~~ccount and the Literature Account shall be reset at \$7,500 or such other limited balance as the groups shall from time to time approve. ~~Said~~The amount is to be determined at the onset of the following year by the Treasurer, Literature ~~Treasurer, Literature~~ Chairperson, and the Budget Committee Chair following a thorough review of literature sales. Quarterly literature inventories shall be conducted under the guidance of the Literature Treasurer and Literature Chair. Copies of sales receipts and purchase orders shall be retained until year end accounting is completed.

#### ARTICLE XI: RECORDS

Full and complete minutes of the Intergroup Business ~~M~~meeting shall be ~~sent delivered~~ to all listed contacts for a group by email and posted on the website. ~~These minutes~~ should include any reports given at the meeting. These reports MUST include ~~the~~ financial reports ~~of the operating and literature~~ accounts, inventory information and a copy of the the inventory storage closet \_\_\_\_\_ sign in sheet. All business records of ~~the Intergroup CAIG~~, such as minutes of meetings, ~~letters correspondence~~, bank statements, financial records, etc., will be ~~secured~~ at the ~~Intergroup CAIG~~ office.. Any A.A. member belonging to a ~~registered~~ A.A. group ~~and that is is~~ a member of the Cape /Atlantic Intergroup will be entitled to inspect these records upon request. It is the intention of ~~the Intergroup CAIG~~ that its business dealings be absolutely transparent to its member groups. However, in the interest of security, inspection requests must adhere to the following procedure: The requester shall notify his or her home group's Intergroup Representative- that he or she is requesting a records inspection. The ~~i~~ntergroup representative shall satisfy himself/—~~or~~ herself that the requester is known to the Intergroup Representative as a member of A.A. as described above. Within five days, the Intergroup Representative shall forward the record inspection request to the appropriate secretary or tTreasurer ~~or Assistant Treasurer~~, identifying what records are to be examined, and noting the requester's name in the request. The ~~Treasurer or Assistant Treasurer~~treasurer or secretary shall then make the records available at the CAIG Office and to the requester at a mutually convenient time, but no later than 25 days after the request is received. Alternatively, a copy of the requested record may be sent by email as a scan or PDF.

#### ARTICLE XII: AUDIT COMMITTEE

The chairperson shall appoint an Audit Chair as a permanent committee to audit the financial records and bank statements quarterly or more often if necessary.

The Committee MAY obtain the services of a financial professional with the approval of the Steering Committee (following existing financial guidelines).

The ~~Budget Chair, Treasurer and/or the, Literature Assistant~~ Treasurer, and Roundup Treasurer

| shall cooperate with the Committee and assist the Committee in performing their task.

| A summary report shall be provided to the appropriate Treasurer.

The Committee shall give its report at the next regular intergroup meeting.

## ARTICLE XIII: ELECTIONS AND ELIGIBILITY – TERMS OF OFFICE

A. WHO CAN VOTE: Only registered Group Representatives or their Alternate may vote at elections.

B. ELIGIBILITY: To be eligible for election to office, a candidate must:

1. Have been sober continuously for a period of twelve (12) months and a member of a participating registered group prior to the January meeting in even number years, **and**

2. Has been a Representative or Alternate, past or present, or an active officer of a registered Member Group or a committee chairperson, past or present.

3. An eligible candidate must attend the business meeting in which the elections are held. There can be no “proxy” nomination.

C. TERMS OF OFFICE: Terms of office for all officers shall be for two (2) years. The Chairperson shall not serve more than one (1) term. ALL pro-tem officers may stand for re-election. Every officer can stand for re-election. In keeping with “Tradition Two” the principle of rotation *is suggested*.

In the event the Chairperson is unable to serve, the Vice-Chairperson will become the Chairperson pro-tem.

1. At the next regular intergroup business meeting, the Chairperson Pro-tem will announce that the previous Chairperson is unable to fulfill their commitment. As a ~~result~~result, the position of Vice-Chair is vacant.

2. A candidate will be elected under the eligibility requirements and election requirements of these By-Laws and will begin serving immediately for the balance of the term, pro-tem.

In the event of the inability to serve by any other officer, the above procedure shall apply. The term of office will begin at the next regular meeting of ~~the~~ Intergroup, following the month of the elections.

The officers-elect will arrange with their outgoing counterpart to meet at a convenient time to both in order to assuremake a smooth and orderly transfer of office. The outgoing officer will turn over to the officer-elect all records of their office prior to the month the officer elect takes office.

D. ELECTIONS:

Third Legacy Procedure, as described in “The A.A. Service Manual,” will be followed for elections at the regular November meeting of Intergroup of odd number years. The elections will commence

under new business, after the Recording Secretary has called the roll of the Intergroup Representatives or Alternates of registered groups present, identifying those eligible to vote, together with the name of their group.

#### E. REMOVAL FROM OFFICE:

All officers shall be subject to removal from office by two-thirds (2/3) vote of the Member Groups' Representatives that are eligible to vote. A motion must be made and seconded. This motion will automatically be tabled until the next business meeting. The motion must be clearly stated in the minutes ~~for of~~ that prior meeting. The motion will then be brought under old business at the following business meeting.

#### ARTICLE XIV: DUTIES OF OFFICERS AND COMMITTEE CHAIRPERSON

Official attachments to these By-Laws are the "Job Description of Officers & Committee Chairpersons":

#### ARTICLE XV: VOTING OTHER THAN ELECTIONS

Only Cape /Atlantic Intergroup ~~R~~registered representatives or alternates may make a motion and/or second the motion. Preferably motions should be in writing and presented in advance at the immediately preceding steering meeting.-

Only registered Cape /Atlantic Intergroup Representatives or their Alternates may vote.—In the event of a tie vote, the Chairperson shall cast the deciding vote.

Committee chairpersons may vote only if they are their group's Intergroup Representative or Alternate

Representative.

#### ARTICLE XVI: BY-LAWS COPIES

A copy of these By-Laws shall be available to all member groups through the Corresponding Secretary and posted on the website.

#### ARTICLE XVII: TRADITIONS

This Intergroup shall adhere to the "Twelve Traditions and Twelve Concepts" to the best of its ability.

To obtain this goal, workshops and Traditions meetings may be held regularly for the benefit of A.A.

|

members.

## ARTICLE XVIII: AMENDMENTS

~~These articles~~The CAIG Bylaws may be amended or revised by an affirmative vote of the Member Groups at any b u s i n e s s meeting, presuming that the issue(s) be raised first at steering. Alternatively, a proposed bylaws change that arises at a business meeting shall be tabled and addressed at the next following steering meeting. A notification stating the original article, the proposed amendment ~~or revision~~revising same, and the reason(s) for the proposed amendment or revision shall be included in the business meeting minutes for two (2) consecutive months prior to voting on said amendments~~s~~revisions.

Proposed bylaw changes shall meet the following criteria: The bylaws shall be changed for 1) substantive issues; 2) to correct mistakes; 3) to modify the existing language to conform to actual practices; 4) in response to a directive or other GSO suggestions (e.g. contributions versus donations); 5) any substantive issue identified by the group.

## ARTICLE XIX: INCORPORATION

On April 29, 1989, the Cape ~~/~~Atlantic Intergroup Inc. filed “Articles of Incorporation” with the state of New Jersey. A copy of the “Articles of Incorporation” must be available at the office. The name “Alcoholics Anonymous” is to be avoided in the title of the corporation. The corporate seal is to be secured at the Intergroup office. A copy of the current approved bylaws shall be maintained on the group’s website and in the office.

## ARTICLE XX: PARLIAMENTARY PROCEDURE

Robert’s Rules shall be used as a guideline in all cases of parliamentary procedure, which are in doubt, other than procedures clearly defined in these By-Laws or other A.A. guidelines. The CAIGIntergroup office shall ~~have~~provide a copy of Robert’s Rules and a copy of these By-Laws ~~on hand~~ at all business meetings.

## ARTICLE XXI: SECURITY

Passwords, key access and combinations for computers, accounts, doors, the safe and any other assets will be changed with the change of the Steering Committee Panel and ~~in the event that~~when any person with ~~said~~ access leaves their position.

Revised and adopted ~~May 19, 2021~~September XX, XXXX.