

WELCOME

The Operating Committee and Membership Committee would like to welcome you to The Greater Cincinnati Intergroup Assoc. of Alcoholics Anonymous. We want to take a moment to thank you for your willingness to be of service and hope you, or another member of your group, will continue to support our service structure.

If you have not attended the New Rep. Orientation Meeting, we urge you to do so. It is held at 7:30 pm each month prior to the regular Intergroup meeting.

Please take some time to review the contents of this packet and familiarize yourself with its contents. Our service structure, committee positions with responsibilities, finance, by-laws and motion / voting procedures are all covered.

The phone numbers and e-mail addresses-for most of the committees can be found both on the agenda as well as the minutes which you will receive at each meeting. If you, or any of your home group members, are interested in serving on any of our committees, you can contact our current chairperson.

Feel free to contact your Central Office if you have any questions or updated information for your group. We are open from 9:30 am to 6:30 pm Monday thru Friday Our phone number is 513-351-0422 and e-mail is info@aacincinnati.org our website is aacincinnati.org

We ask that you please forward this booklet to the new Intergroup Rep. when you have finished your service term.

WHO WE ARE

The Greater Cincinnati Area Intergroup Council is an A. A. service arm that involves A. A. partnership among groups in the Greater Cincinnati area. It is established to carry out certain functions common to all groups - functions which are best handled by a Central Office and supported by these groups in the general interest. It exists to aid all groups in the Greater Cincinnati area in their common purpose of carrying the A. A. message to the alcoholic who still suffers.

What is an Intergroup Representative?

An intergroup representative has the responsibility of linking their group to AA as a whole in Greater Cincinnati. It is they who express their group conscience to the entire intergroup so that they may take it under consideration or act on it as they see necessary. For this they need the confidence of their group. They also need a good ear for listening. We all realize what ever authority there is in AA, exists in the group conscience. Because this, intergroup representatives can pass along exactly what their group needs, what their group thinks about a particular issue, questions or problems: so, the whole intergroup will be informed before they take any position.

Conversely, the intergroup representative must communicate back to their group the problems and remedies that effect AA unity service and growth as they are presented at intergroup meetings, to the extent that the intergroup representatives keep their group informed. Through their expressing the group conscience back to intergroup, can intergroup feel it is acting for AA as a whole in Cincinnati.

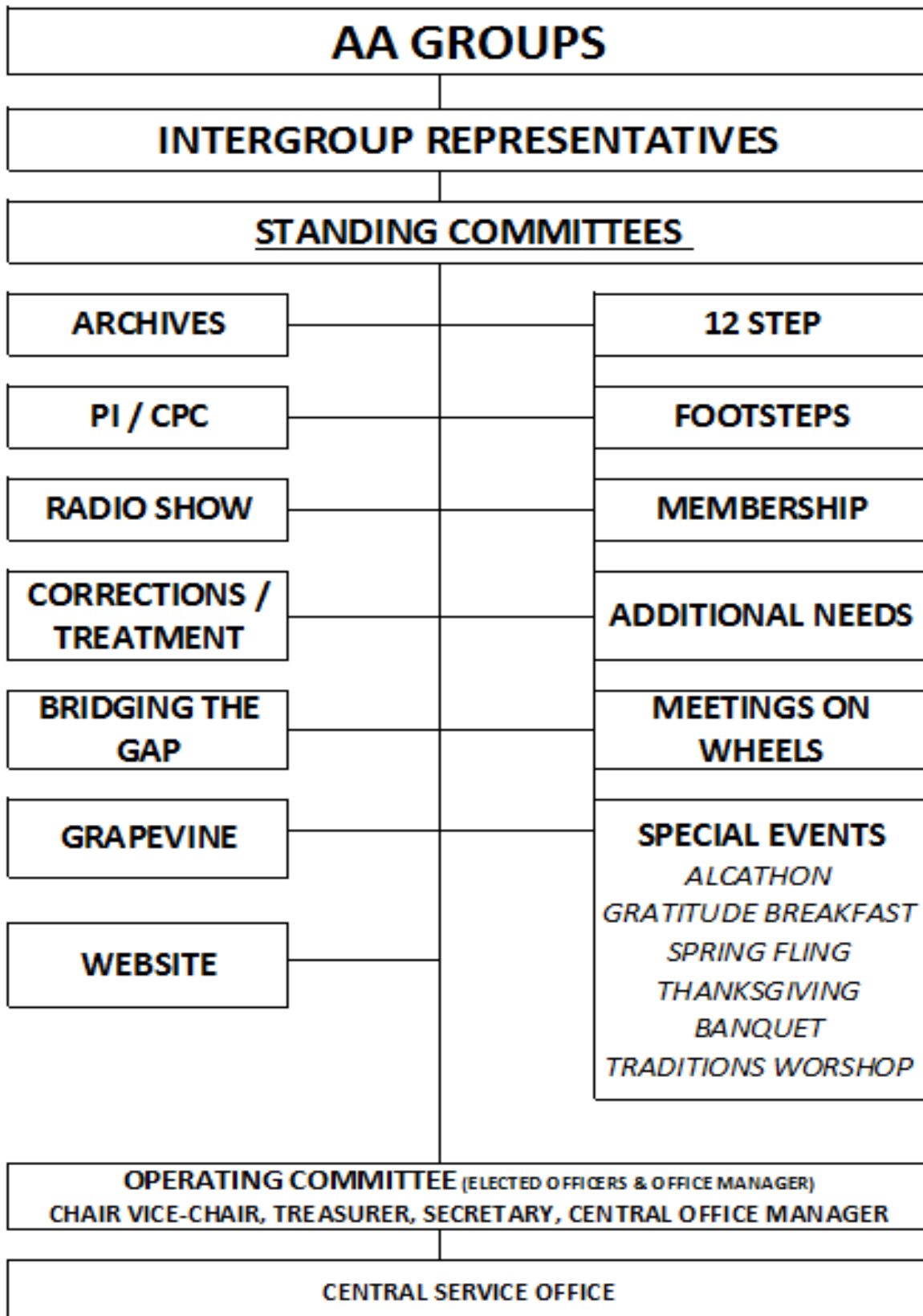
Experience indicates the most successful intergroup representative is an AA person who has been active in AA as group chairman, treasurer secretary, on steering committee, etc., and has learned that their growth in sobriety is enriched from AA service they perform. When possible, it is best to have at least one (1) year of sobriety (larger groups would well have someone with much longer sobriety) and willingness to devote the time and energy required for meetings and whatever other responsibilities that may be related or assigned.

While neither they nor intergroup can act as supreme court on AA traditions, they should know or learn whatever they can about vital traditions and 3 legacies Representatives are usually familiar, with the books "Twelve Steps and Twelve Traditions", Alcoholics Anonymous Comes of Age, and the pamphlets "The AA Group," and the AA Tradition, How It Developed' They should work closely with the treasurer of their group to develop practical plans for the group's financial support of intergroup; such as, 60-30-10 plan or pledge plans.

It is recommended that they be elected, though they can be appointed or volunteer with the approval of the group. Representatives should serve two (2) years and may succeed themselves once, Elections should be in January or as necessary when a vacancy occurs. An alternate should also be elected at this time.

When elected or appointed, intergroup representatives should register with the intergroup secretary at the first intergroup meeting they attend. Alternate intergroup representatives should be registered at the same time, if possible. Alternate intergroup representatives will attend intergroup meetings when the intergroup representative cannot, and should stay abreast of activities between meetings.

INTERGROUP SERVICE STRUCTURE



Structure details

The operating committee consists of the four elected members of the Intergroup Council as well as the Central Office Manager. Elections are held bi-annually in December of even number years. Operating Committee positions are a two year service commitment. (For further information on elections and the responsibilities of the elected officers see the Intergroup By-Laws on pages 8-11)

The service committees that make up the remainder of the structure are chaired by a committee head that is responsible for heading up the activities of the committee as well as submitting a verbal report to the Intergroup Council during the monthly meeting. These positions are a minimum one year commitment; in the spirit of rotation, committee heads are asked to rotate after two years. Exceptions to this are the Radio Show due to the training and approval of the radio station and Special Event Chairpersons who automatically turn the event over to the co-chair.

All committees are guided by the operating committee, with different committees working closely with a particular Operating Committee member.

Chairperson: PI, CPC and Radio Show
and Archives

Vice-Chairperson: Grapevine, Footsteps

Treasurer: Corrections and Bridging the Gap
on Wheel

Secretary: Additional Needs and Meetings

COMMITTEE RESPONSIBILITIES

12 Step: Maintains a current list of AA groups whose members are willing to work with new comers or provide transportation to those in need. This list is updated every six months. The committee also works to encourage groups to become involved, in 12 step work especially in an area with little or no coverage.

Membership: The Membership Committee is the "greeter" at the monthly Intergroup Meeting and helps new Reps with their registration. The committee also helps reps to sign —in at the meeting and maintain attendance counts for voting purposes. The committee also encourages groups to elect Intergroup Representatives who will attend monthly council meetings, and encourages group participation in Intergroup activities and service work.

Cooperation with the Professional Community: Seeks to create an awareness of AA among professionals working in positions likely to encounter active alcoholics. Professional Groups would include Medical Professionals, Judges, Probation Officers, Lawyers and others. The main focus is on "cooperation, but not affiliation."

Public Information: Informs the public about the AA program and reaches the "third person" who may be involved with an active alcoholic. Public Information presentations are made at schools, health fairs and employers.

Radio Show: (WIAF 88.3 FM): Provides an AA meeting "on the air" and offers an opportunity for callers to share and ask questions about the fellowship. Groups are encouraged to sponsor a show.

Treatment and Correctional Facilities: Coordinates members who carry the AA message into treatment and correctional facilities. The committee also handles the responsibility of submitting clearance requests for those institutions requiring clearance and maintaining a list of those cleared as a list of the AA members responsible for meetings in correctional facilities.

Bridge The Gap: Helps members, or potential members, establish contact with a member of AA. With members in correctional facilities, this communication is generally done through postal mail. The committee also works to provide the AA newly released from a treatment or correctional facility with information about meetings, or connects that person with an active AA member willing to take them to meetings. Keeps the Bridge the Gap list of willing volunteers updated.

Additional Needs: Assures the AA message is accessible to any alcoholic with special needs, such as hearing or visual impairment, or those who require handicap access. The committee also works with groups requiring foreign language material and members working with mentally challenged members.

Grapevine: Informs Intergroup Reps of the Grapevine Magazine, the on-line availability of Grapevine, and encourages members to subscribe. The committee also keeps Intergroup up to date on new book or booklet releases and sets up a display at Intergroup events as needed.

Footsteps: Gathers edits and lays out articles and material for the monthly Footsteps Publication and encourages members to subscribe.

Archives: Preserves the history of AA in the Cincinnati area, through records, tapes from early members and material from individuals and groups.

Special Events: Coordinates the work surrounding the Intergroup sponsored events and encourages AA members to attend.

Intergroup currently sponsors five events each year: A Traditions Workshop and Spring Fling in the Spring, the Gratitude Breakfast in June, the Thanksgiving Banquet and the Christmas Alcolthon.

Your home group members can volunteer to help with any of these committees by going to our website, www.aacincinnati.org and clicking on "Intergroup Volunteering."

FINANCES

Intergroup and Central Office records are maintained by the Central Office Manager and are overseen by the Intergroup Treasurer. Central Office financial activities are presented at the Monthly Intergroup Meeting.

Some funds are restricted for Correctional Literature, Additional Need and The Radio Show. These funds are restricted because the contributions were made specifically to fund these services. These funds are also provided by proceeds from Special Events. This money is also used for seed money for Special Events covering up-front expenses for facility deposits, airline expenses and other expenses occurring prior to the generation of income for the event. The Prudent Reserve is maintained through a pass-book savings account as well as a Certificate of Deposit. These funds are also used to cover any shortfall of income to pay event expenses, and to cover all expenses for the Traditions Workshop which is a free event. Occasionally, money has been transferred from the general fund to restricted funds if there is a need. The Operating Committee has the authority to contribute money from the Prudent Reserve to the service entities including Area 56 and AA General Service Office. These contributions will only occur when the Prudent Reserve is beyond our needs.

The Central Office funds are used for payment of financial obligations incurred by the Central Office. These expenses include literature and anniversary coin purchases as well as routine expenses such as rent, utilities, insurance, salaries, equipment, supplies postage and others. The Central Office is funded mainly by Group and Faithful Flyer Contributions. There is also income generated by literature and coin sales as well as memorial and birthday contributions.

YOUR AA MONEY:
WHERE IT COMES FROM
WHERE IT GOES
June IS, 2003
INTERGROUP ACCOUNT
(Normally reported by the Intergroup Treasurer)

INCOME

Generally, income for the Intergroup accounts comes from two sources:

- A. Group contributions to the service funds. Hearing impaired, correctional literature, and the radio show.
- B. Proceeds generated by special events. (Some of which are earmarked for service funds, i.e. Spring Fling proceeds go to the Hearing Impaired Fund)

EXPENDITURES

- A. Hearing Impaired-- Payment made to sign language interpreters on a contractual basis.
- B. Correctional Literature. Payment made to the Central Office for literature provided to correction and institutional meeting chairpersons. These materials are invoiced to Intergroup at Central Office cost. There are no profits made by the Central Office in this material.
- C. Special Events—All related expenses including airfare and accommodations for speakers, food, music, printing expenses, decorations etc.

PRUDENT RESERVE

- A. A prudent reserve was established for the Intergroup Account with proceeds from the 2001 Spring Fling, which, at the time, exceeded the needs of hearing impaired fund,

CENTRAL OFFICE ACCOUNTS
(Normally reported by the Central Office Manager)
GENERAL FUND (CHECKING ACCOUNT)

INCOME

- A. Contributions
 1. Group (includes basket collection at IG Meeting)
 2. Individual
 3. Faithful Fivers
 4. Memorial
- B. Sales
 1. AA Literature
 2. Non- conference literature
 3. Coins
 4. Where and When
 5. Footsteps Subscriptions
- C. Interest earned

EXPENSES

Literature, utilities, salaries, insurance, equipment leases, rent, payroll taxes, daily routine expenses, and all expenses relating to the monthly J/G meeting including the interpreter

PRUDENT RESERVE (SAVINGS)

Funds are transferred into the prudent reserve savings' account when the checking account balance exceeds \$3000.00. Funds are transferred from the Prudent Reserve to checking when monthly expenses exceed monthly income. All interest earned is directly deposited to the account.

PRUDENT RESERVE (CERTIFICATE OF DEPOSIT)

We currently have 1 certificate of deposit, which was opened in 1999. All interest earned is directly deposited to the CD. The GSO recommends that Central Offices have a prudent reserve equal to 6 months operating expenses. We are currently about \$8000.00 short of this goal.

THE ONLY WAY MONIES CAN BE TRANSFERRED BETWEEN INTERGROUP AND CENTRAL
OFFICE, IS BY MAJORITY APPROVAL OF THE INTERGROUP COUNCIL

BY-LAWS OF THE GREATER CINCINNATI AREA INTERGROUP COUNCIL

PREAMBLE

The Greater Cincinnati Area Intergroup Council is an A. A. service arm that involves A. A. partnership among groups in the Greater Cincinnati area. It is established to carry out certain functions common to all groups - functions which are best handled by a Central Office and supported by these groups in the general interest. It exists to aid all groups in the Greater Cincinnati area in their common purpose of carrying the A. A. message to the alcoholic who still suffers.

This association is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501 (c)(3) of the Internal Revenue Code of 1986.

No part of the net earnings of the organization shall inure to the benefit of any private individual, and no substantial part of the activities of the association shall be carrying on of propaganda or otherwise attempting to influence legislation, and shall not participate in or intervene in any political campaign on behalf of any candidate for public office.

Upon dissolution of the association, the officers shall, after the paying or making provision for the payment of all of the liabilities of the association, dispose of all of the assets of the association, exclusively for the purposes of the association, in such a manner, or to such organization or organizations organized and operated exclusively for charitable and/or educational purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c)(3) of the Internal Revenue Code of 1986. Any such assets not so disposed of shall be disposed of by the court of Common Pleas of the county in which the principal office of the association is there located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

This council has no affiliation with, nor derives any authority from, any related facility or outside enterprise.

These by laws supersede any previously adopted by Intergroup rules of procedure.

PURPOSE OF INTERGROUP COUNCIL

To implement and carry out the functions stated in the "Intergroup Preamble" following the principles and traditions of Alcoholics Anonymous.

MEMBERSHIP

An Intergroup representative, and their alternate, are duly elected or appointed individuals from each A. A. "member group" registered with The Greater Cincinnati Intergroup Council.

B. Each group shall have one (1) vote through its registered representative or alternate on any matter brought before Intergroup at any scheduled meeting. No Intergroup representative or alternate may represent more than one (1) registered group at any given time.

SECTION III - MEETINGS

A. Regular meetings of the Greater Cincinnati Intergroup Council shall be held on the second Monday of each month - unless the second Monday of the month falls on a holiday. If this is the case, then the regular monthly meeting of the Greater Cincinnati Intergroup Council shall be held on any weekday following in the same month, with every effort being made to re-schedule no later than the following Monday. There shall be no regular Intergroup meeting scheduled for the month of July.

(1) In the event of any change in the time, or place, of the regular monthly meeting; notice of the changed time and/or location will be put on the Intergroup and/or Central Office website and/or transmitted to Intergroup members by any other method of effective communication.

B. Intergroup may recognize liaison representatives from related organizations and they may be invited to attend meetings by the Intergroup chairperson, with the advice and consent of the membership. No such representative shall have the right to vote or move on matters brought before the Council, nor will they have the right to participate in discussions unless recognized by the Chairperson.

C. Special meetings of Intergroup may be called by the chairperson, directed by the council or requested by two (2) members of registered groups.

SECTION IV - OFFICERS OF INTERGROUP

A. There will be four (4) officers consisting of: Chairperson, Vice Chairperson, Secretary, Treasurer

B These officers will be elected by Intergroup, as hereinafter described, and will serve in this capacity for a term of two (2) years or until replaced by Intergroup.

C. An officer shall not serve a consecutive term in the same office.

SECTION V - RESPONSIBILITIES OF OFFICERS

A. Chairperson will preside over all meetings of the Greater Cincinnati Intergroup Council and Committee Heads Meetings in accordance with AA traditions and the Intergroup Council Meeting Standing Rules in effect at the time. The Chairperson or his/her alternate will also cast the deciding vote in the event of a tie in balloting on any issue that is placed before the Greater Cincinnati Intergroup Council other than proposed amendments to the By Laws. The Chairperson, with the consent of the Operating Committee as a whole, will appoint sub-

committee chairpersons. In filling vacancies of the sub-committees, the Chairperson must, however, first appoint, or accept the volunteered services of any current sub-committee heads or registered representatives from the Intergroup Council. As a last resort, the Chairperson may look outside of the Greater Cincinnati Intergroup Council to fill a vacated position. The Chairperson shall attend the three consecutive monthly meetings of The Intergroup Council immediately following the expiration of his/her term as chairperson

B. Vice-Chairperson will serve in the absence of the chairperson, or assume the office of chairperson in the event the chairperson is unable to complete his/her term of office. The Vice-Chairperson will have other duties assigned to him/her by the Chairperson or the operating committee.

C. Secretary, or an alternate appointed by the Chairperson, will be present at all meetings. He/she will submit, in writing, the abbreviated minutes and all motions as presented at Intergroup Council meeting with no additions, deletions or abbreviations to the motions coming before Intergroup for vote, and the results, within seven (7) days following the meeting. The secretary will also keep minutes of all operating and special Intergroup Council meetings.

D. Treasurer will keep the books and records of accounts and report to the membership each month. The Treasurer shall be responsible for overseeing the proper accounting of the books by others employed by Intergroup Council to engage in bookkeeping on behalf of the Intergroup Council and the treasurer shall verify all employee payroll checks. He/she will prepare a monthly statement of group contributions. The Treasurer will collect and dispense all funds as directed by the Intergroup council.

E. No member of the Operating Committee of the Greater Cincinnati Intergroup Council may vote on, or make a second to an issue brought before the Greater Cincinnati Intergroup Council during the regular monthly meeting. Officers of the Operating Committee may, however, cast votes in the election of Officers held during the regular December meeting. Nor, may any officer speak pro or con on any issue brought before the Greater Cincinnati Intergroup Council during the regular monthly meeting. The officers may however, address points on order. They may also, with the leave of the Council address an issue in order to aid in clarification of the subject at hand so long as they do not speak for, or against, the issue.

SECTION VI- QUALIFICATIONS FOR OFFICERS

A. Each candidate will be sober for two (2) continuous years at the time of nominations.

B. Candidates must be registered representatives, a chairperson responsible for an intergroup committee, or a current officer.

C. Each candidate will have attended at least six (6) of the regular monthly meetings during the twelve months immediately preceding the meeting at which the nomination for officers is made

SECTION VII- ELECTION OF OFFICERS

A. A list of qualified candidates, drawn up by the Membership Committee, will be presented to the membership at the regular monthly meeting in October.

B. Any eligible person included on the list of qualified candidates must be in attendance at the time of nominations during the regular November meeting so that he/she may either accept or decline any nomination made on their behalf. If any eligible person is unable to attend the regular November meeting he/she may present a written notice of willingness to accept nomination to the Membership or Operating Committee at any time prior to actual time of nomination and the nomination shall stand. If the eligible person is not present and does not send written notification of acceptance, then any nomination made on their behalf shall be considered null and void.

C. Nominations will be made from the floor at the regular November meeting, or any eligible candidate may stand for any elected Operating Committee position. At this time, all nominees will present an oral resume of qualifications, not to exceed three minutes.

D. Election of officers will take place at the regular monthly meeting held in December. B. Officers will take office on the first day of January of the following year.

F. The Operating Committee, as hereinafter described, will appoint, from within the Council, a successor for any vacated position other than Chairperson.

SECTION VIII- OPERATING COMMITTEE

A. The Operating Committee will consist of the duly elected officers of the Intergroup Council and the full time Central Office Coordinator/Manager. The Operating Committee will be vested with the authority to conduct the monthly Intergroup meeting and operate Central Office in its day-to-day activities.

B. The Operating Committee are trusted servants of the Intergroup Council and may not make public statements for Alcoholics Anonymous as a whole on matters pertaining to the principles or traditions without first submitting them to the membership of the Intergroup Council as a whole.

SECTION IX - VOTING

A. For the purpose of voting a quorum will be required.

B. A quorum will consist of 25% of the registered representatives of the Greater Cincinnati Intergroup Council are in attendance at the time of actual vote to be taken. The base number for deciding this 25% will be made by counting the number of member groups who have participated in the Intergroup Council by sending their registered representative to any one of the regular monthly meetings during the previous six (6) month period immediately preceding the current vote. (In example: If a vote is to be taken at the regular July meeting and the attendance count shows 100 different groups have sent their registered representatives to the regular monthly meeting at least once between January and June, then the necessary number of

registered representatives in attendance at the time to conduct business must be at least 25 (twenty-five). When a quorum exists, a majority vote will carry any and all motions, with the exception of proposed amendments to the By Laws.

C. Voting members are:

(1) Registered Representatives of member groups who are not also performing double duty as an officer on the Operating Committee.

(2) Any Chairperson of a Greater Cincinnati Area Intergroup sub-committee who is not also performing double duty as an Officer on the Operating Committee.

(3) All current officers of the Operating Committee are eligible to vote only on the election of officers held during the regular December meeting. The full time Central Office Coordinator will not be eligible to nominate or participate in. the election of Intergroup Council Officers.

SECTION X - AMENDMENT TO BY LAWS

A. Any proposed amendment, to the By Laws will be presented at a regular meeting. The secretary will submit the proposed amendment, as well as the date the proposed change is to be voted on, in writing, to all voting members of the Intergroup Council within thirty (30) days.

B. Proposed amendments will be voted on two (2) months from the date of proposal and must be approved by two-thirds (2/3) of the ballots cast once a quorum exists.

CINCINNATI AREA INTERGROUP MOTION PROCEDURE STANDING RULES

Effective September 13, 2004

1. Motions may only be made or voted upon when a quorum of IG reps. is present at the monthly IG meeting.
2. Motions may be made by IG reps. or their alternates, Committee Chairs and Subcommittee Chairs.
3. Motions may be oral or in writing. If a request is made to put an oral motion in writing, the movant shall prepare a written motion or withdraw the motion. A copy of the Motion shall be provided to IG Secretary prior to the beginning of the meeting when possible. As soon as is practicable, the IG Secretary shall furnish the original Motion to the Archivist.
4. When in writing, the name of the person making the Motion, the group he/she represents and the Motion, as written, shall be included with the monthly meeting minutes provided to all IG reps. There shall be included with this publication the date of the meeting when the Motion will be voted upon by IG. There shall be no additional comments accompanying the Motion.
5. The person making a Motion shall be allowed a reasonable, but brief, period of time to present the Motion. A period, not exceeding 15 minutes, shall be provided for open discussion of the Motion following the movant's presentation of the Motion.
6. Unless there is an unopposed call for an immediate vote or the movant has requested more than one month for IG to consider the Motion before voting or the Motion is one that by its nature requires more than one month's deliberation (e.g. motion to amend the by-laws), the Motion shall be voted on by IG reps. at the next regular monthly IG meeting.
7. At the meeting IG votes on the Motion, the IG Chair shall allow a short debate on the Motion consisting of first hearing from a proponent of the Motion and then hearing from an opponent of the Motion. No more than three (3) proponents of the Motion shall be heard and opponents shall be limited to the same number of proponents who spoke. Each of these speakers shall be limited to three (3) minutes.
8. Those individuals who are permitted to vote as stated in the By Laws of the Greater Cincinnati Area Intergroup Council, Section IX, Paragraph C are eligible to vote on Motions.
9. A vote by JO members on the Motion shall immediately follow the debate provided for above. The vote shall be taken by a showing of hands for and against the Motion. The Secretary is responsible for counting the vote and reporting the results to the IG meeting immediately upon its taking.

10. In keeping with Concept 5, immediately following the vote provided for in 9 above, those voting in the minority shall be polled individually to see if they wish to speak further to their minority view.

11. There shall be no further discussion of the Motion or voting unless a voting member of IG makes a Motion for an immediate new vote on the original Motion. The Motion for an immediate new vote may be made orally. The new and final vote shall be taken in the manner of the original vote provided for in 9 above.

12. The Motion shall be adopted as a Standing Rule of JO if a simple majority of those eligible to vote pass the Motion. Unless otherwise stated in the body of the Motion, it shall be effective immediately upon its adoption and shall remain in effect for six (6) consecutive months thereafter. If the Motion is not passed, the minutes of the meeting shall reflect this fact.

13. No Motion which is identical to or substantially similar to the subject matter of the Motion which was voted on by JO may be made again and/or submitted to JO until a period of six (6) months has passed from the date of the vote on the original Motion.

14. Any voting member of IG may make an oral Motion to Table a Motion presently pending before IG and the pending Motion will be tabled for one month. A pending Motion shall only be tabled for a third (3d) consecutive month if, after a Motion to Table is made, a two-thirds (2/3d) majority of the voting membership of JO votes to table to pending Motion. If the Motion to Table is passed accordingly, the pending Motion shall be automatically rescinded and JO shall take no further action on the Motion. If the Motion to Table is defeated, a vote on the pending Motion shall be taken as provided in 9 above.

15. No Motion which is identical to or substantially similar to the subject matter of the Motion which was automatically rescinded by operation of 14 above may be made again and/or submitted to IG until a period of six (6) months passes from the date the Motion was originally made.