

OPERATING GUIDELINES of the MID-SHORE INTERGROUP
Current 02.09.22

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PREAMBLE

Having established an Intergroup for the primary area consisting of Caroline, Dorchester, Kent, Queen Anne and Talbot Counties, basic to the Third Legacy of Alcoholics Anonymous, we set forth hereafter Operating Guidelines to supplement the corporate By-Laws for the operation of Mid-Shore Intergroup which will be spiritually guided by the Twelve Steps, Twelve Traditions and Twelve Concepts of Alcoholics Anonymous; Conference approved literature; and the Guidelines recommended by the General Service Office of Alcoholics Anonymous, New York, NY; which will contribute to the consistency and continuity of the work undertaken by the Intergroup.

ARTICLE ONE – Purpose of Intergroup

The primary purpose of Mid-Shore Intergroup, like the individual A.A. group, is to carry the message of Alcoholics Anonymous. This Intergroup is established to serve the individual member groups in carrying out those functions which are common to all A.A. groups but which may be best handled by a central office. These functions are described in some detail in the General Service Office publication, A.A. Guidelines – Central or Intergroup Offices.

ARTICLE TWO – Policies

The A.A. Guidelines and the Traditions of Alcoholics Anonymous shall be followed in the operation of Mid-Shore Intergroup. If a question of policy arises which does not appear to be answered in the Guidelines or Traditions, a request for clarification in writing shall be made to the Area Delegate or General Service Office. After discussion at an Intergroup meeting, the request and reply shall become part of the Intergroup's permanent files.

ARTICLE THREE – Membership in Mid-Shore Intergroup

- a. Each individual A.A. group within the five county area noted in the Preamble is a member in Mid-Shore Intergroup and is urged to send a representative to Intergroup meetings. The only requirement for membership in Intergroup shall be current or pending registration with the General Service Office of Alcoholics Anonymous
- b. Each new representative is requested to notify the Secretary of Mid-Shore Intergroup, either at the first meeting or before, of his/her name, address, and email address to which correspondence may be sent, the group's name, and the day and time the group meets.
- c. While membership in Mid-Shore Intergroup is not contingent on financial contributions, each group is urged to contribute to Mid-Shore Intergroup, in accordance with the A.A. guidelines recommended by the General Service Conference.

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ARTICLE FOUR – Mid-Shore Intergroup Council

- a. The functions of Mid-Shore Intergroup shall be carried out by the Intergroup Council, which is comprised of all elected or appointed representatives, the officers, and committee chairpersons. A quorum shall be required to conduct the business of Mid-Shore Intergroup, such as voting on motions and appropriating funds. A quorum is defined as ten (10) voting members of the Intergroup Council. Any member of A.A. not serving as a member of the Council, is encouraged to attend meetings thereof, but shall have no vote or right to participate in debate, unless recognized by the Chair.
- b. The Mid-Shore Intergroup Council shall meet not less than once each month, at a place and time to be decided by the Council.

ARTICLE FIVE – Officers: Qualifications and Terms of Office

- a. The officers of Mid-Shore Intergroup shall be: Chairperson, Vice- Chairperson, Secretary and Treasurer.
- b. The four officers shall be elected by a majority vote of the qualified members of the Council present at the June meeting of each odd numbered year. They shall serve for one (1) two (2) year term.
- c. At least two months prior to the election of officers for the Mid-Shore Intergroup Council, the Chairperson shall appoint a Nominating Committee whose duty shall be to present a slate of qualified candidates who have consented to the nomination at the May meeting. The Council will then receive nominations from the floor, provided a candidate is qualified and has consented to the nomination.
- d. No officer of the Mid-Shore Intergroup Council shall serve consecutive terms in the same office, with the exception of those persons who have held any office for less than one half (1/2) of the full term.
- e. Nominees for the office of Chairperson or Vice-Chairperson shall have served on the present or previous Intergroup Council.
- f. Should the Chairperson of Mid-Shore Intergroup be unable to continue in office, for any reason, the Vice-Chairperson shall assume the office of Chairperson for the remainder of the term.
- g. A vacancy that occurs in the office of Vice-Chairperson, Secretary or Treasurer, during a term, shall be filled in the same manner as that provided in the Operating Guidelines for the biennial elections.

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- h. In the event of there being two or more nominations for the same office, balloting shall be in writing and secret. The ballots shall be counted by two members designated to do so, one of whom may be the Chairperson.
- i. Terms of office shall commence upon the first day of July following the biennial election of officers in June, and shall continue until the last day of June two calendar years later.
- j. A LAPSE IN SOBRIETY IS CAUSE FOR IMMEDIATE RESIGNATION FROM THE MID-SHORE INTERGROUP COUNCIL.**

ARTICLE SIX – Duties of Officers

The duties of the four officers shall include, but not be limited to, the following:

CHAIRPERSON: Shall: Preside over all meetings of Mid-Shore Intergroup; provide general guidance to the overall operations of the Mid-Shore Intergroup; with the Vice-Chairperson and Treasurer, sign a bank card for the purpose of co-signing checks drawn on the Intergroup account; assure that a member of the Intergroup Council is in charge of the following Intergroup functions: Corrections and Treatment Facilities; Office and Outreach; Activities; and any other standing or temporary (Ad Hoc) committees as may become necessary; be an ex officio member of all Intergroup committees; in general, perform all duties incident to the office of Chairperson; and such additional duties as may be assigned by the Intergroup Council from time to time.

VICE-CHAIRPERSON: Shall: Assist, and in the absence of the Chairperson, substitute for the Chairperson in the performance of Intergroup functions and the duties of the Chairperson; with the Chairperson and the Treasurer, sign a bank card for the purpose of co-signing checks drawn on the Intergroup account; be an ex officio member of all Intergroup committees; lead and guide any Committee Chairperson, sharing his/her service experience and wisdom; and such additional duties as may be assigned by the Chairperson from time to time.

SECRETARY: Shall: Take notes at each meeting of the Intergroup Council from which formal Minutes shall be prepared and presented at the next meeting of the Council; upon acceptance, a copy of the formal Minutes shall be inserted into the permanent file of Mid-Shore Intergroup, send a copy of the current month's minutes to all Intergroup Council members along with notification as to the location, date and time of the next Intergroup meeting; maintain a current and confidential list of Council members to which minutes and notifications will be sent; record the attendance of all persons attending a Mid-Shore Intergroup meeting and attach a copy of the list to the permanent file copy of the Minutes of that meeting; make a separate copy of all motions made, seconded and approved at the Intergroup meetings, and place a copy in a separate "MOTIONS" file in the Intergroup office; update the By-Laws and Operating Guidelines to reflect any changes approved by the Intergroup Council; handle all email received; maintain email list and send notices or special announcements to the email list members.

TREASURER: Shall: Receive, account for, deposit in a timely manner, and with one co-signer, disburse Mid-Shore Intergroup funds; with the Chairperson and the Vice-Chairperson sign a

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bank card for the purpose of co-signing checks drawn on the Intergroup account; prepare and distribute to members of the Intergroup Council quarterly and annual financial reports not later than one month after the close of the quarter or fiscal year, which report shall include the name of each group and the donation to Intergroup during the reporting period; prepare and present at the July meeting a yearly budget with the other three (3) Officers, estimating income and expenses; report at each Intergroup meeting a summary of the current income, disbursements and balance of Intergroup funds; present for the Council's deliberation any unbudgeted expenditure over five hundred dollars (\$500.00); oversee any special funds and seed money of Mid-Shore Intergroup, send an acknowledgement to any group or individual for receipt of their contribution to Mid-Shore Intergroup.

ARTICLE SEVEN – Mid-Shore Intergroup Council Responsibilities

The duties of the Intergroup Council shall be such as the Chairperson may direct, in conformance with sober common sense and General Service Office Guidelines. The parameters of these responsibilities shall be:

- a. **PUBLIC INFORMATION AND COOPERATION WITH THE PROFESSIONAL COMMUNITY, (PI/CPC):** Provide information about Alcoholics Anonymous to those who have contact with alcoholics through their professions and carry the A.A message to the general public through the media. The parameters for the conduct of this committee are set forth in the General Service Office Guidelines, *“Public Information,”* and *“Forming Local Committees on Cooperation with the Professional Community.”*
- b. **CORRECTIONS AND TREATMENT FACILITIES:** Coordinate the work of the individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics behind the walls, and set up a means of “bridging the gap” from the facility to the larger A.A. community. The parameters for the conduct of this committee are set forth in the General Service Office Guideline titled, *“Correctional Facilities Committees.”*
- c. **OFFICE MANAGEMENT and LITERATURE:** Receive and distribute the mail and maintain the office files in cooperation with the appropriate officer or chairperson; purchase supplies for the office; Maintain an adequate inventory of all Conference-approved literature necessary for the successful operation of all committees and member groups of Mid-Shore Intergroup; maintain an inventory of current Intergroup Meeting Directories; perform such other duties as necessary to efficiently maintain the Intergroup office, including the maintenance of the office machines and equipment. Recruit, train and coordinate the schedule of volunteer A.A. members to handle telephone inquiries at the Intergroup office; work closely with the professional answering service; keep the Intergroup desk and professional answering service supplied with current information and guidelines; report pertinent information to the monthly Intergroup meeting; circulate Twelfth Step sign-up sheets to A.A. groups and coordinate such lists for use by volunteers at the Intergroup desk and the professional answering service.

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- d. **DIGITAL COMMUNICATIONS AND OUTREACH:** The Mid-Shore Intergroup shall have a Digital Communications and Outreach Committee. The Committee shall consist of two subcommittees: 1) Website and Digital Communications Subcommittee which shall be responsible for the content and management of the Mid-Shore Intergroup website and any other social media applications; and 2) Physical Outreach Subcommittee which shall be responsible for fostering face to face communication with groups within the Mid-Shore Intergroup area, regularly communicating the services provided to groups by Intergroup, encouraging individual and group participation in Intergroup services and activities, and maintaining a current list of registered groups within Mid-Shore Intergroup and current contact person for individual groups
- e. **ACTIVITIES:** Organize, conduct and promote all affairs and functions run by and for the Mid-Shore Intergroup.

ARTICLE EIGHT - Mid-Shore Intergroup Office

Mid-Shore Intergroup shall establish and maintain an office which shall be used only for Intergroup activities and meetings. No club or A.A. group shall be operated in conjunction with this office, or in the same space.

ARTICLE NINE - Finances

- a. In accordance with the Seventh Tradition of A.A., Mid-Shore Intergroup depends solely upon the financial support of its member groups, each of which is urged to contribute on a regular basis. It also depends on special contributions and gifts from member groups or individual members of the Fellowship in accordance with General Service Office Guidelines, and if approved by the Intergroup Council, fund raising events shall conform with A.A. Traditions and Guidelines.
- b. The Mid-Shore Intergroup fiscal year shall begin July 1st and end the next succeeding June 30th.

ARTICLE TEN – Approval and Amendments

- a. The provisions of this document are the operating guidelines of the Mid-Shore Intergroup and not the Corporate By-Laws.
- b. These Operating Guidelines may be amended by a unanimous vote of the Intergroup Officers provided the proposed amendments have been distributed to Mid-Shore Intergroup at least two (2) months prior to a vote on the adoption thereof.