

BY-LAWS
OF
THE AGUA FRIA INTERGROUP

ARTICLE I. NAME

The name of the Corporation shall be: THE AGUA FRIA INTERGROUP (hereinafter the "Intergroup")

ARTICLE II. PURPOSE

The Corporation exists as the servant of the member groups to carry the message of Alcoholics Anonymous (Hereinafter "A.A.") by methods best accomplished through a common effort of the member groups. These methods shall include:

1. Maintaining and staffing an Intergroup office with functions described in Article XVI; setting policies and programs for this office; encouraging financial support of its operations; reviewing these operations and financial affairs and amending them when deemed desirable.
2. Adhering to the Twelve Traditions of A.A. and disseminating information as to their content and application.
3. Establishing standing and special subcommittees for specific purposes.
4. Undertaking such other programs as are deemed appropriate from time to time.

ARTICLE III. MEMBERSHIP

Any A.A. group is eligible for membership in the Intergroup. To qualify as an A.A. group, see the AA Group Pamphlet P-16.

To qualify as an Intergroup member, the group must register with the Agua Fria Intergroup Office. A group shall be considered registered after notifying the Intergroup Office of the group's formation, its name and the place, day and time that it meets on a regular basis; and Intergroup Representative or other group officer's name, address, and phone number.

ARTICLE IV. Financial Support

There shall be no dues or fees for membership of the Agua Fria Intergroup. Means of support will be through the voluntary contributions of its A.A. Group contributions, direct contributions by individual A.A. members (not to exceed \$2,000.00 per year), Intergroup meeting collections, literature sales and events approved by the Intergroup Committee.

ARTICLE V. THE INTERGROUP COMMITTEE

There shall exist an Intergroup Committee. Its membership shall consist of one representative from each member group desiring to send a representative. Each group shall determine its own method of selecting an Intergroup representative, the term of office and the minimum amount of sobriety requisite for the position. Any group may replace its Intergroup representative at any time and may, if it so chooses, provide for an alternate Intergroup representative to act in the absence of the primary representative.

All corporate power shall be exercised by the Intergroup Committee except those specifically given to the Board of Directors in Article XII.

ARTICLE VI. VOTING

Each Group Representative shall be entitled to one (1) vote per issue at the Intergroup Committee meetings. Only the Intergroup representative shall make or second motions and vote. An alternate Group Representative may take these actions, but only in the absence of the primary representative. No representative may vote on behalf of more than 1 group. Decisions will be by majority vote except as specified in Article XXII and Article XXIII.

ARTICLE VII. REGULAR MEETINGS

The Intergroup Committee shall meet on the first Wednesday of each month unless such day falls on a holiday, in which case the meeting will be held on the second Wednesday.

ARTICLE VIII. SPECIAL MEETINGS

Special meetings of the Intergroup Committee may be called by either the chairperson or by any ten (10) Intergroup Representatives upon written notice to the Intergroup secretary, provided that written notice of the date, time, place and purpose of the meeting is mailed to all Intergroup representatives seven (7) calendar days before the meeting.

ARTICLE IX. QUORUM

At all regular and special Intergroup Committee meetings, the presence of ten (10) Intergroup representatives shall constitute a quorum for the transaction of business.

ARTICLE X. NOMINATIONS

Intergroup Officers:

Any member of A.A. may be nominated for Intergroup officer provided that the nominee shall have the requisite years of continuous sobriety as of the date of election and shall be a member of a registered group within The Agua Fria Intergroup. Nominations for Intergroup officers shall be opened at the June meeting of the Intergroup Committee and shall remain open until closed by the Intergroup Committee at the July meeting. The Steering Committee shall present their nominations at the June Intergroup meeting after which nominations will be accepted from the floor until closed at the end of the July Intergroup meeting. The Steering Committee shall be responsible for verifying the qualifications, as stated in Article XI of all nominees and their willingness to serve. All nominees will submit a valid phone contact, home group and date of sobriety to the Steering Committee. All nominees shall be present at the July Intergroup meeting to qualify and submit written qualifications to be printed in the August edition of the Intergroup newsletter. Elections of officers will take place during the August meeting of the Intergroup Committee. Nominees must be present at the time of election. The elected officers shall take office on the 1st day of September of each two-year period. The chairperson and vice-chairperson shall begin a two-year rotation **in even numbered years** and, the newly elected secretary and treasurer will begin a two-year rotation **in odd numbered years**. The officers will continue the two-year rotations thereafter.

Steering Committee:

1. Two (2) members of the Steering Committee shall be elected in **August** and take office on the 1st of September each year. All nominees shall be present at the July Intergroup meeting to qualify and submit written qualifications for the August edition of the Intergroup Newsletter. Nominations will remain open until closed at the July Intergroup meeting. Nominees must be present at the time of election.
2. Three (3) members of the Steering Committee shall be elected in February and take office on the 1st of March each year. All nominees shall be present at the **January** Intergroup meeting to qualify and submit written qualifications for the January edition of the Intergroup Newsletter. Nominations will remain open until closed at the January Intergroup meeting. Nominees must be present at the time of election.

ARTICLE XI. THE INTERGROUP OFFICERS

There shall be four (4) officers of the Agua Fria Intergroup: Chairperson, Vice-Chairperson, Secretary and Treasurer. While holding an office in the Intergroup, no officer shall be an Intergroup representative. At committee meetings, officers may provide pertinent information on motions, but cannot make or

second motions or vote, however, the presiding officer can vote in the event of a tie. The basic responsibilities of the officers shall be as follows:

1. The **Chairperson** shall; if present, preside at each meeting of the Intergroup Committee. **He/she** shall see that all decisions and resolutions of the Intergroup Committee are carried into effect. Pursuant to specific authority given to them from time to time by the Intergroup Committee, **he/she** may sign, execute and deliver in the name of The Agua Fria Intergroup all contracts or other instruments authorized by the Intergroup Committee. **He/she** shall be the chairperson of the Board of Directors, and member of the Steering Committee. **He/she** shall appoint chairpersons of ad-hoc committees as authorized by the Intergroup Committee, and ensure that the Service Committees are functioning (i.e., Telephone Answering, Newsletter, PI/CPC, and Unity Committees). The Chairperson will coordinate annual workshops held by each Service Committee. To be eligible to hold the office of chairperson the nominee must have a minimum of five (5) years of continuous sobriety at the time of election. When an office or committee chair becomes vacant, the chairperson shall appoint a successor, effective immediately, until approval or disapproval of the Intergroup Committee at the next scheduled Intergroup meeting.
2. The **Vice-Chairperson** shall perform the duties of the chairperson and preside at the Intergroup Committee meetings when requested by the chairperson or in such cases where the chairperson is absent or unable to act. **He/she** shall be a member of the Board of Directors and Steering Committee. **He/she** shall be responsible for writing checks from the Special Events checking account (see Article XIX) and have oversight of all Special Events committees. **He/she** shall perform such other duties as the Intergroup Committee may from time to time prescribe. To be eligible to hold the office of vice-chairperson the nominee must have five (5) years of continuous sobriety at the time of election.
3. The **Secretary** shall keep the minutes of all meetings of the Intergroup Committee, Board of Directors meetings and the Steering Committee meetings. **He/she** shall be a member of the Board of Directors and the Steering Committee. The secretary shall be responsible for filing and maintaining all original, signed minutes, Treasurer's reports and other reports handed out in the Intergroup meeting which should be kept in the Intergroup Office. If corrections are made to the previous month's Minutes at a business meeting, those corrections should appear in the current month's Minutes. In addition the changes should be attached to the effected month's original Minutes in the Intergroup Office files. The secretary will take care of correspondence as directed by the Chairperson or the Intergroup Committee. The Chairperson or Intergroup Committee will decide in each circumstance whether the correspondence is best handled by the Secretary or Office Manager. The secretary shall perform all the duties pertaining to the office of secretary and any other duties as may be assigned by the Intergroup Committee. In the absence of the chairperson and vice-chairperson, the secretary shall preside over Intergroup Committee

meetings. To be eligible to hold the office of secretary, the nominee must have a minimum of **three (3)** years of continuous sobriety at the time of election.

4. The **Treasurer** shall oversee all of the funds of The Agua Fria Intergroup. **He/she** shall be a member of the Board of Directors and the Steering Committee. The treasurer shall be responsible for the accuracy of all financial records of The Agua Fria Intergroup; shall be responsible for receipts and disbursements as approved by the Intergroup Committee: shall be responsible for the preparation of all required tax returns: shall be responsible for any financial forms or information as may be required or requested by Federal or State agencies: shall prepare monthly financial report and present it to the monthly Intergroup Committee; shall prepare the annual financial report and may, when requested by the Intergroup Committee, submit a full account of the financial condition of The Agua Fria Intergroup. The treasurer shall perform all the duties pertaining to the office of treasurer and any other duties as may be assigned to him by the Intergroup Committee. In the absence of the chairperson, vice-chairperson and secretary, the treasurer shall preside over the Intergroup Committee meetings. To be eligible to hold the office of treasurer, the nominee must have a minimum of three (3) years of continuous sobriety at the time of election.

ARTICLE XII. BOARD OF DIRECTORS

The Board of Directors of Agua Fria Intergroup, Inc. shall consist of the four (4) Intergroup Officers, as specified in Article XI.

1. **Responsibilities:** The Board of Directors shall insure that the corporation conducts its day to day business in compliance with all Federal and State statutes.
2. **Authority:** The Board of Directors shall have no authority except in matters required by statute or bonafide contracts. The Board of Directors shall not authorize the expenditure of monies except to maintain compliance with statutes and bonafide contracts. The Board of Directors shall set the Office Managers' salary not to exceed an annual cost of living increase of 0% to 5% without the approval of the Intergroup Committee.
3. **Voting:** Each director shall have one (1) vote. Decisions shall be made by majority vote.
4. **Quorum:** The presence of three (3) directors at a regular or special meeting of the Board shall constitute a quorum.
5. **Regular Meetings:** The Board of Directors shall meet on a regular basis the first Tuesday of September and April.
6. **Purpose of Meetings:** The September meeting will be a transitional meeting with outgoing and incoming officers attending and will review the well being of the Intergroup Office. This meeting

will be considered the Annual Meeting of the Corporation. The April Meeting will provide time to do an annual review of the Intergroup Office Manager.

7. **Special Meetings:** Special meetings of the Board of Directors may be called by any director by providing written notice, by mail or email, to all other directors at least ten (10) days prior to the meeting or as agreed to by all directors. Such notice shall state the date, time, place and purpose of the meeting. All minutes of the meeting will be on file at the Intergroup Office.

ARTICLE XIII. STEERING COMMITTEE

There shall exist a Steering Committee composed of the four (4) elected Intergroup Officers, the Office Manager, and five (5) persons selected by the Intergroup Committee. For continuity, the Intergroup Chairperson shall preside over the Steering Committee meetings. The Chairperson shall vote only in case of a **tie**.

1. **Purpose:** The Steering Committee shall serve as advisors to the Intergroup Committee and the Board of Directors.
2. **Duties:** The Steering Committee shall:
 - a. Investigate and research matters as requested by the Intergroup Committee and the Board of Directors.
 - b. Provide advice and recommendations on any matter before the Intergroup Committee or the Board of Directors upon request or as directed by these By-laws.
 - c. Act as a nominating committee, presenting nominees for all Intergroup offices and the Steering Committee.
 - d. Insure that nominees for Intergroup offices and the Steering Committee are qualified and willing to serve.
 - e. Review the minutes of the previous meeting of the Intergroup Committee and develop an agenda for the next meeting.
 - f. Attend all Intergroup Committee meetings.
 - g. Review agenda items from any representative of a duly registered member group, research and investigate the same, and insure that such is included in the agenda for the next meeting of the Intergroup Committee along with recommendations.
 - h. To be qualified to serve on the Steering Committee, a nominee shall have a minimum of three (3) years of continuous sobriety at the time of their election to office and is a member of a registered Agua Fria Intergroup home group

- i. There shall be no more than two (2) members of any member group on the Steering Committee at any given time. Spouses may not serve on the Steering Committee simultaneously.
- j. No member of the Steering Committee may serve in the capacity of Intergroup Representative during his tenure in office.

ARTICLE XIV. TERM OF OFFICE

a. The Intergroup officers shall serve for a two (2) years term. No officer shall be eligible for reelection in the same position for more than one two (2) year term.

b. Steering Committee members shall serve for one (1) year.

c. Broken sobriety during tenure of office will automatically disqualify any Officer or Steering Committee member for continued service in the elected position. If the chairperson is disqualified for office, the vice-chairperson shall succeed him in office for the remainder of the term. The new chairperson shall appoint a vice-chairperson, subject to the approval of the Intergroup Committee. If the vice-chairperson, the secretary or the treasurer is disqualified, the chairperson shall appoint a successor for the remainder of the term, effective immediately, until approval or disapproval of the Intergroup Committee at the next scheduled Intergroup meeting. The same procedures are to be followed whenever an office becomes vacant because of the incumbent's resignation or absence from more than two (2) monthly meetings without good cause.

ARTICLE XVI. THE INTERGROUP OFFICE

The functions of the Intergroup Office shall be:

1. To operate an office in which paid workers and/or volunteers are available to carry the message of A.A. to the alcoholic.
2. To purchase A.A. literature and any other material approved by the Intergroup Committee for sale and distribution to A.A. groups and individuals.
3. To maintain an A.A. listing in local telephone directories for the handling of inquiries.
4. To serve as a clearinghouse for circulation and exchange of information among the A.A. groups in the community.
5. To arrange Twelve Step calls and maintain a 24 hour answering service in cooperation with the Telephone Answering Service Committee.
6. To publish or provide, at the direction of the Intergroup Committee, a list of A.A. meetings in the community.
7. To publish a newsletter, at the direction of the Intergroup Committee, in cooperation with the Newsletter Editor.

8. To assist in the carrying the message of A.A. to hospitals and prisons in cooperation with the H & I Liaison.
9. In cooperation with the Public Information/Cooperation with the PI/CPC (Public Information/Cooperation with the Professional Community) Committee to arrange for A.A. speakers at the request of non-alcoholic groups; to cooperate, but not affiliate, with other community agencies which deal with the alcoholic; to assist the press and other media when requested to provide A.A information, subject to the principle of “attraction rather than promotion”.
10. To perform such other functions authorized by the Intergroup Committee or Board of Directors.

ARTICLE XVII. THE INTERGROUP OFFICE MANAGER

1. **Qualifications:** To be considered for the position of Intergroup Office Manager, a candidate must be a member of A.A. with at least five (5) years of continuous sobriety and have working knowledge of the **Twelve Traditions** as well as knowledge of office management and basic office skills.
2. **Term of Office:** Upon approval by the Intergroup Committee, the Office Manager shall be employed for a term of two (2) years. There shall be no limit to the number of times that they can serve. The term of office shall begin and end on the date of hire. If the Office Manager desires to serve another term, they must notify the Steering Committee six (6) months prior to the end of the second year in office. The Steering Committee shall present this request at the next monthly Intergroup Committee meeting where a two-thirds (2/3) vote shall be required to confirm the new term. If the Office Manager does not desire another term, the Steering Committee shall notify the Intergroup Committee at the first meeting following written resignation notice from the Office Manager. The chairman will then appoint an Interview Committee to start the screening process. All applications should be turned in by the end of the 2nd month following the resignation to be eligible.
3. **Interview Committee:** To consist of three (3) members, 1 of whom will be a member of the Steering Committee **or an Officer, one Intergroup Representative elected by the Intergroup and one Office Volunteer that will be selected by the Steering Committee** The Interview Committee will circulate the pertinent information about the job of office manager and solicit and review all applications. They will then arrange and conduct interviews of all qualified applicants and forward the candidates to the Board of Directors for final interviews. The Board of Directors will choose one qualified candidate and present them along with their qualifications at the next Intergroup Committee meeting for confirmation.
4. **Performance in Office:** During the first three (3) months of the initial term in office, the Office Manager shall be considered on probation. At the end of this probationary period and at end of

the managers first year in office, the Board of Directors will evaluate their performance and job description, and submit a written report to the Intergroup Committee. If after the probationary evaluation, the Intergroup Committee, by two-thirds (2/3) majority vote, deems the Office Manager's performance is unsatisfactory, the position will be considered vacant. Any member of the Intergroup Committee may make a motion to remove the Office Manager at any time. If the motion passes by a simple majority, then it is carried over to the next succeeding Intergroup business meeting where it must be ratified by a two-thirds (2/3) majority vote. Anytime the position is vacant, the Board of Directors shall appoint an interim Office Manager and a new candidate for Office Manager shall be submitted to the Intergroup Committee within three (3) months.

5. **Duties:** The Intergroup Office Manager shall be the chief administrator of the Intergroup office working under the general guidance of the Board of Directors. The Office Manager shall be responsible for the adequate staffing of the office and phones during business hours; the purchase of supplies and literature; the arrangement of janitorial services; and the handling of all monies as instructed by the Intergroup treasurer. They shall serve on the Steering Committee and other subcommittees as directed by these By-laws and the Intergroup Committee; but in no instance shall they make, second or vote on a motion before the Intergroup Committee. They will cooperate and assist all Committees when needed and they shall perform other duties as are prescribed from time to time.

ARTICLE XVIII. SERVICE COMMITTEES

Within the Intergroup structure there shall exist four (4) Service subcommittees and two (2) Liaison positions. These subcommittees are 1) Telephone Answering Service, 2) Newsletter, 3) Public Information/Cooperation with the Professional Community (PI/CPC), and 4) Unity. There will be a Liaison to H & I (Hospitals and Institutions) and an Intergroup Liaison to Area Service.

A chairperson for each subcommittee shall be elected by the Intergroup Committee in February of each year to take office on March 1st. The **H&I Liaison** will be elected by the Intergroup Committee in August of each year to take office on September 1st. The **Liaison to the Area** will also be elected in August of the odd numbered years to take office the following January. The term for Area Liaison is 2 years. Also, the Liaison to the Area should have an alternate, either elected by the Intergroup or appointed by the newly elected Area Liaison to fill in for him/her if necessary. To be eligible to hold the position of Service Committee chairperson, **or H& I Liaison**, the nominee must have a minimum of (2) years of continuous sobriety at the time of election. **For the Area Liaison the nominee must have a minimum of three (3) years of continuous sobriety.** These subcommittee chairpersons and liaisons will facilitate services in their particular areas of Twelve Step work, in cooperation with the Intergroup Office and communication with the Intergroup Committee. The chairperson of these subcommittees and liaisons will be responsible

for a monthly report at the Intergroup Committee meeting. When necessary, subcommittees can be added or deleted by the Intergroup Committee. The subcommittees will also be responsible for an annual workshop on their particular area of Twelve Step work. The date, time and location will be up to the subcommittee.

ARTICLE XIX. SPECIAL EVENTS COMMITTEES

The Agua Fria Intergroup will host a series of events throughout the year. Such events may be added or deleted by the Intergroup as defined by the Agua Fria Intergroup Suggested Guidelines for Major Events. (See attachments)

Each committee will have a chairperson to ensure that the “Suggested Guidelines for Major Events” are followed. The Vice-chairperson of the Intergroup shall serve as a liaison for each event committee. **He/she** will ensure that the “Suggested Guidelines for Major Events” are current and available. Each committee chairperson may draw seed money from the Special Events account. If it is determined by the event chairperson that the amount of seed money is insufficient or more monies are required, a request for additional monies should be brought to the Intergroup Committee. Each event committee should select a treasurer who will keep the events detailed financial records. All funds remaining in the event treasury after final disbursements of funds will be given to the **office** manager along with a written financial report. A copy of the financial report format will be given to each event treasurer. Final monies turned over to the Intergroup treasurer shall be as follows:

1. A cashiers check or money order made payable to the Special Events account for reimbursement of the seed money, and rent.
2. A cashiers check or money order made payable to the Agua Fria Intergroup for the balance of the account.

Each event should follow the AFI Suggested Guidelines for Major Events and A.A.’s TwelveTraditions.

ARTICLE XX. FISCAL YEAR

The fiscal year of the corporation shall end on August 31st of each year.

ARTICLE XXI. LIABILITY

Personal and real property of the officers, representatives of the Intergroup Committee and their agents shall be exempt from liability or claims against this corporation.

ARTICLE XXII. EXPENDITURE OF FUNDS

Expenditures of funds not designated as office expense must be approved by a two-thirds (2/3) majority vote of Intergroup Representatives in attendance at the monthly Intergroup Committee Meeting.

ARTICLE XXIII. AMENDMENTS

These By-laws may be amended by the proposal of any member of the Intergroup Committee. The proposed amendment shall be voted on by the Intergroup Committee the month following its introduction at the Intergroup Committee meeting. Ratification of any proposed amendment to these By-laws shall require two-thirds (2/3) majority vote at a duly constituted meeting of the Intergroup Committee.

ARTICLE XXIV. INTERPRETATION

1. Robert's Rules of Order, as revised, shall prevail at all meetings except where inconsistent with these By-laws and our Traditions.
2. These By-laws are intended to act as a guide for an orderly means of providing services to A.A. members and to alcoholics who are still suffering. No provision of these By-Laws shall be construed to defeat that purpose; and whenever interpretation of language for areas of responsibility are at issue, the voice of a Higher Power, as he may express himself through our group conscience, as expressed by the Intergroup Committee, shall be the final arbiter.

ARTICLE XXV. FREQUENCY OF BY-LAW REVIEW

1. The Agua Fria Intergroup By-Laws shall be reviewed at a minimum frequency of every three (3) years.
2. The members of the By-Law review committee shall consist of one (1) **Officer** of the Agua Fria Intergroup Board of Directors, one (1) steering committee member and three (3) members of the Agua Fria Intergroup at large.

Updated September, October, November 2007 by Intergroup Committee

Mike Glassman Chairman

ATTEST:

Secretary

Attachments: Agua Fria Intergroup Suggested Guidelines for Major Events

Agua Fria Intergroup

Suggested Guidelines for Major Events

Purpose:

These guidelines were created for the committee chair people hosting Agua Fria events to ensure participation and fun in creating a successful event.

1. Events:

The Agua Fria Intergroup will host a series of events throughout the year. These guidelines would apply to any Intergroup sponsored event as listed below:

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|--|----------------|
| A. Family Campout and Fishing Derby | April |
| B. Day in the Park | May |
| C. Agua Fria Anniversary-Hosted By the Steering Committee | September |
| D. Thanksgiving Marathon | November |
| E. Christmas Alcothon | December 24-25 |
| F. New Years Eve Fling | December 31 |
| G. Open – Other events approved by the Intergroup Committee. | |

2. Chairperson:

- A. Each chairperson should have at least 3 years continuous sobriety at the time of selection.
- B. Each chairperson is responsible for selecting a co-chairperson who is willing to serve as chairperson for the same event the following year.
- C. Each chairperson, prior to committee selection, will contact the Vice- Chairperson of the Agua Fria Intergroup and the Office Manager to discuss plans for the upcoming event, the committee meeting schedule and to be made aware of other AA functions that might conflict with the event date.
- D. In the event the co-chairperson is unable to serve as chairperson the following year, the Intergroup Steering Committee will select a chairperson as soon as the vacancy is known, but no later than 4 months prior to the event.
- E. Monthly progress reports should be made at the Intergroup Business meeting 6 months prior to the event.

3. Committees:

- A. The Vice-chairperson of the Intergroup should serve as a liaison to the event committee for advisory purposes only.
- B. Each event should have enough committees to get the job done smoothly, giving as many groups and members a chance to participate.
- C. The Chairperson should provide a list of Committee chair people and their phone numbers to the Vice-chairperson of the Intergroup and the Office Manager 4 months prior to the event.

4. Finances:

- A. The committee chairperson may draw up to \$400.00 seed money, plus Rent money from the Special Events Account through the Vice-chairperson of the Intergroup. The committee chairperson along with the committee treasurer needs to meet with the Intergroup Vice-chairperson and/or Intergroup Treasurer to receive monies and review of these guidelines. If it is determined by the event chairperson that the amount is insufficient, requests for additional monies should be brought to the Intergroup's attention through the Steering Committee.
- B. Each event Chairperson will appoint an event treasurer who will

Maintain the event checking account (if available). If an event checking account is opened the event checking account should not be closed after the event, but notify the bank that the account will remain open with a zero balance.

- C. All funds remaining in the event treasury following payments of all Obligations will be disbursed in the following manner: 1) A Cashier's check or a Money Order made out to Agua Fria Intergroup Special Events returning all seed money and rent is to be given to the Office Manager. 2) A Cashier's check or Money Order made out to the Agua Fria Intergroup for all remaining funds is also to be given to the Office Manager.
 - D. Financial reports should be kept during the event for committee Purposes and a final financial report should be given in writing at the first Intergroup meeting following the event. The written report should show all income, disbursements and final proceeds (income/expense transaction report). The event archives, the Intergroup Treasurer and the Intergroup Office should keep copies of the final written report.
- 5. Fliers:**
- A. Care should be taken to safeguard anonymity and observe A.A.'s Twelve Traditions when designing event fliers.
 - B. Fliers should be distributed 6 weeks or more prior to the event.
 - C. Fliers should be distributed to all groups of the Intergroup by: 1) Providing fliers to the Intergroup Newsletter, 2) Handing fliers out at the Intergroup Reps at the monthly Intergroup Business meeting, 3) Posting fliers in the Intergroup Office.
 - D. Intergroup reps as well as all event committee members should be encouraged to distribute fliers and announce the events wherever possible.
 - E. Fliers should be distributed to other Intergroup Offices in the area, particularly in Maricopa County.
- 6. Raffles:**
- A. Experience has shown that raffle prizes that are announced in advance help ticket sales. Accurate account of raffle ticket sales should be observed.
 - B. Guidelines concerning self-support should be followed when accepting raffle prizes for events.
 - C. 50/50 raffles are not encouraged, but the final decision should be made by each event committee.
 - D. The event committee should decide and announce prior raffle ticket sales whether or not winners need to be present to win.
 - E. The event committee should contact all raffle prize winners if winners are not present and make arrangements for winner to pick up the prize.
- 7. Miscellaneous:**
- A. Each event should follow Intergroup By-Laws and A.A.'s Twelve Traditions.
 - B. All events should follow an open meeting format.
 - C. Literature should be displayed and sold at appropriate functions Following GSO guidelines.
 - D. Telephone answering may be routed to certain events as appropriate.
 - E. Alanon/Alateen may be invited to participate in all Intergroup events.
 - F. If speakers are going to be taped, prior arrangements with a taping company should be made. Each speaker has the right not to be taped.
 - G. A report should be given to the Vice-chairperson and Office Manger of the Intergroup and another filed with the events records for future committees. The past records for each event should be kept at the Intergroup Office. Along with the committee report will be a document listing suggestions and complaints from the previous year for use by the next committee.
 - H. Involvement from as many groups as possible will ensure success. The formula for success is Participation, Fellowship and Fun.

- I. There are decorations available in the storage room from past events.
- J. If new items are purchased, please return the items to the storage room and neatly incorporate items in the appropriately marked boxes. (Example; Christmas decorations, New Years decorations etc.)
- K. If there are perishable items left over from event, such as pop, water, sugar, creamer etc. Please do not put in the storage room, return them to the Intergroup office.

Updated by Intergroup approval December 2007