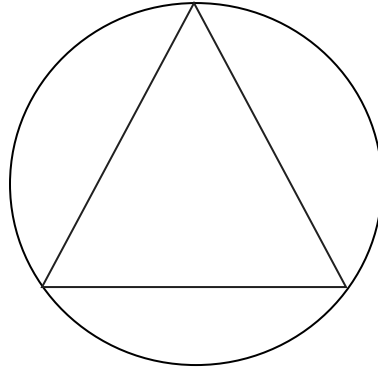


DELEGATES HANDBOOK

Information for Intergroup Delegates



Metrolina Intergroup Association

1427 Elizabeth Ave.

Charlotte NC 28204

(704)377-0244

charlotteaa.org

Revised May 2023

Welcome to Your Intergroup Office!

What is Intergroup?

In describing the functions of Intergroup/Central Offices in the Fellowship of Alcoholics Anonymous, Bill W., in a 1950 Grapevine article summed it all up with: “(Intergroup/Central Offices) do those chores that no single individual or group could. They unify regions; they make AA tick.”

Let us look at Metrolina Intergroup Office. Who does it serve and what does it provide? Our intergroup office serves groups and members in Districts 13, 14, 15, 41, 42, 43, 44, and 45 along with other nearby groups and members in the surrounding areas. Intergroup exists solely to serve the groups by performing those functions that can only be handled by a central office.

The office is supported by voluntary contributions from A.A. groups and members.

The Metrolina Intergroup office carries out the 12th step and the 5th tradition every moment of the day just by being available to the alcoholic in need. We do this by having a local phone number that anyone can call to get information about the program of Alcoholics Anonymous. This includes the general public, the professional community, and most importantly, the still sick and suffering alcoholic.

We provide a place for alcoholics to feel both safe and useful. Many of our volunteers “work” here between meetings rather than hang out in their old playgrounds. Our phone volunteers often bring their spouses along with them. Teaching by example.

An inventory of AA literature and meeting supplies from various sources is also maintained in the Intergroup office and is available for purchase during regular business hours. Purchases of literature and supplies from the office help us continue our tradition of self-support. Intergroup also maintains current meeting schedules. Meeting minutes from Steering Committee, Delegates meetings and their procedures are housed at the Intergroup Office and are kept confidential.

We also maintain a 24 hour hotline - 704-332-4387

DELEGATES

Group Delegates are nominated at the group level and are encouraged to attend the full business meeting which is held on the 3rd Saturday of every odd month.

Comments from Delegates are eagerly sought because Intergroup exists solely to serve the groups in our area, and A.A. at large, when the need arises. Intergroup can only operate successfully when the group opinion and suggestions are shared. Attendance at this meeting provides the opportunity for group representation, making sure that contributions are being properly handled, and allows the Delegate to relay information back to their groups regarding A.A. business and events.

Delegates are also encouraged to share any questions or points raised from their groups. It is in the best interest of the Intergroup office that Delegates participate in this meeting so that any questions, doubts, suggestions, and opinions may be shared so that improvements can be made as needed. Delegates, as the voice of their group, elect the Steering Committee every year at the annual (November) meeting.

I am responsible...

When anyone, anywhere,

Reaches out for help, I want

The hand of A.A. always to be there.

And for that: I am responsible.

SUGGESTED RESPONSIBILITIES OF INTERGROUP DELEGATES

1. Attend the Intergroup meeting, held on the third Saturday of each odd month at 10:00am.
2. Identify yourself as the Intergroup Delegate for your Home Group.
3. Report the Delegate Meeting results to your Home Group.
4. Inform the Intergroup staff of your Home Group meeting times, places and special conditions, so that the meeting schedule will always be up to date.
5. Assist the Intergroup staff in getting volunteers for phone answering service.
6. Urge Home Group participation in Intergroup functions (Unity Picnic, , Alcahons, special events, etc.)
7. Ask your home group to make financial contributions to Intergroup, according to GSO guidelines.
8. Advise your Alternate Delegate of all Intergroup activities so that Home Group participation will never be interrupted.
9. Suggest to non-participating groups that they elect a willing and active member to serve as their Intergroup Delegate.

Revised 1/2018

Bill W. stated, most emphatically, that "the Intergroup Association is the best insurance we can have that the life lines to hundreds of thousands yet to come will never break or tangle. Let us always be generous. Let us always support the Intergroup."

METROLINA INTERGROUP ASSOCIATION STEERING COMMITTEE

Job Descriptions

(Amended: January, 2018)

MEMBERS – ALL MEMBERS HAVE ONE (1) VOTE

Officers:

Chairperson	Vice Chairperson	CPC/PI Chair
Secretary	Assistant Secretary	Corrections Chair
Treasurer	Assistant Treasurer	Treatment Chair
Executive Secretary	Unity Chair	Nomination Chair

Non voting members include:

Committee co- Chairs , , and Immediate Past Steering Committee Chair

QUALIFICATIONS:

All nominees must be a present member of A.A.

Steering Committee Chairperson & Vice-Chairperson– Minimum of five (5) years continual sobriety and served at least one (1) full term on a previous committee as an officer or on the Steering Committee

Secretary & Assistant Secretary – Minimum of two (2) years continual sobriety

Treasurer & Assistant Treasurer – Minimum of five (5) years continual sobriety

Executive Secretary – Minimum of (5) years of continual sobriety

Committee Chairs and Co-Chairs – minimum of two (2) years continual sobriety and preferably served at least one (1) full year as an active member of the committee

RESPONSIBILITIES:

STEERING COMMITTEE

- Will be responsible for the Intergroup Office, and to conduct an annual performance review of the Executive Secretary prior to the annual budget.
- Is responsible to the Intergroup Delegates in all matters.
- Will remember that they are ‘trusted servants’ who shall be governed by the principles of Tradition Two and Concept III of the **12 Concepts for World Service**
 - Concept III states, in part, that “we ought to trust our responsible leaders to decide, within the understood frame-work of their duties, how they will interpret and apply their own authority and responsibility to each particular problem or situation as it arises.”
 - Additionally, the “right of decision” should not be used for persistently failing to consult those who ought to be consulted before an important decision or action be taken.

OFFICERS

- **Chairperson**
 - Preside over meetings of Steering Committee and Intergroup Delegates.
 - Appoint committees as necessary to carry out the routine business of the Steering Committee.
 - Oversee all activities of the Steering Committee & Intergroup Delegates.
 - Execute Agenda for all meetings.
 - Review Bank Statements quarterly.

- **Vice – Chairperson**
 - Assist the Chairperson and in Chairperson’s absence, serve as Chairperson.
 - *Attend all Steering Committee and Delegates meetings.*

- **Secretary**
 - Record the proceedings of all Steering Committee and Intergroup Delegates meetings.
 - Initiate any correspondence that the Steering Committee may require.
 - Submit to the Steering Committee any correspondence addressed to the secretary.
 - “All minutes from the Delegates and Steering Committee meetings must be emailed to the Executive Secretary no later than two weeks after the meetings are held.
 - *Attend all Steering Committee and Delegates meetings.*

- **Treasurer**
 - Be responsible for the custody of all funds belonging to Metrolina Intergroup Association, Inc.
 - Assure that complete and accurate records on all funds received and disbursed through the office are maintained by the Office Manager.
 - Attend and provide a financial statement at each meeting of the Steering Committee & Delegates.
 - Perform reconciliation and review bank statements monthly.
 - Disburse funds as approved by the Steering Committee.
 - The management of the finances of Metrolina Intergroup Association is the responsibility of the Treasurer.
 - Help compile reports of all committees that require or request to use Metrolina Intergroup funds, and report these to the Steering Committee and Delegates.
 - Help Executive Secretary prepare annual budget for presentation to the Steering Committee.

- Shall make a report of activities to the Steering Committee and Newsletter.
 - *Attend all Steering Committee and Delegates meetings.*
- **Assistant Secretary/Treasurer**
 - Provide support for their respective officers and perform such duties as may be directed by their respective officers.
 - *Attend all Steering Committee and Delegates meetings.*
- **Public Information/CPC Chair**
 - Conduct regular meetings of the Committee.
 - Receives and responds to requests from the public and professional community, including the media, for information about A.A. utilizing committee members and volunteers from the A.A. community as needed.
 - Keeps informed of activities around the area and GSO
 - Express prudent concern for the finances of the committee
 - Shall make a report of activities to the Steering Committee and Newsletter.
 - *Attend all Steering Committee and Delegates meetings.*
- **Treatment/Corrections Chair**
 - Conduct regular meetings of the Committee.
 - Establish and coordinate contact as facilities request information on A.A., or request meetings to be brought to their location.
 -
 - Report at Steering Committee and Delegates meeting on the happenings at the facilities that are currently being helped.
 - Locate and encourage volunteers for support at the various meetings.
 - Provide personal support where needed.
 - Express prudent concern about finances of the Committee.
 - Shall make a report of the activities to the Steering Committee and Newsletter.
 - *Attend all Steering Committee and Delegate meetings.*
- **Unity Committee Chair**
 - Conduct regular meetings of the Committee.
 - Is responsible for planning and promotion of such activities and functions as are authorized by the Steering Committee and the Delegates to promote Unity in the A.A. community
 - Locate and encourage support from groups and volunteers as may be found through word of mouth, newsletter and the Intergroup Office.

- Express prudent concern for the finances of the committee.
 - Shall make a report of activities to the Steering Committee and Newsletter.
 - *Attend all Steering Committee and Delegate meetings.*
- **Nominations Outreach Committee Chair**
 - Conduct regular meetings of the Committee.
 - Become familiar with committee member responsibilities.
 - *Continue communications and outreach with all of the groups served by this Intergroup to find nominees for Officer positions in accordance with these job descriptions and the By-laws .*
 - Reach out to groups that are dark or non-participatory. Shall make a report of activities to the Steering Committee and Newsletter.
 - *Attend all Steering Committee and Delegate meetings.*

Executive Secretary Is a paid employee of the Metrolina Intergroup Association Steering Committee.

- Will keep the Steering Committee apprised of the activities of the office and deliver a report at the Steering Committee and Delegate Meetings.
- Will give the Steering Committee Secretary all communications addressed to them
- Will work with Treasurer on all financial reports, to include any monthly, quarterly, and annual reports that are due.
- Will pay bills and invoices in a timely manner, make deposits on a regular basis.
- Will file and pay all taxes and forms necessary.
- Will manage and reviews all contracts required for administration of the Intergroup Office.
 - **NOTE: All contracts and legal documents require the signature of the Executive Secretary AND the signature of either the current Chairperson and/or the current Treasurer**
- Will maintain an inventory of items for resale to groups, individuals and other Intergroup Offices on a regular basis.
- Will maintain computer with accurate information and updates
- Will produce timely and accurate reports
- Will request, in writing, to attend conferences, seminars, and/or assemblies where information may be obtained that will benefit Metrolina Intergroup Association, Inc., and its office

- Will perform such additional duties as may be specified, by the Steering Committee, as directed by the Chairperson
- Will handle other duties as assigned
 - Open building
 - Maintain cleanliness throughout facility
 - Sell/ship literature as needed
 - Update information, changes, forms, mailings, etc. as needed
 - Help to secure replacements when volunteers cancel or are unable to fulfill their commitment
 - Maintain office supplies
 - Keep meeting directory up to date
 - Maintain website
 - Maintain record of Intergroup events
- Will Average 40 hours per week
- *Attend all Steering Committee and Delegates meetings.*

A Declaration of Unity

This we owe to A.A.'s future:

To place our common welfare first;

To keep our fellowship united.

For on A.A. unity depend our lives:

And the lives of those to come.

BY-LAWS
OF
METROLINA INTERGROUP ASSOCIATION, INC.

Adopted: February, 1974

Amended: 1975, 1976, 1977, 1988, 1999, 2007, 2011, 2012, 2013, 2023, 2024_____

1. The purpose of the Metrolina Intergroup Association, Inc., hereafter called Association, shall be the administration and coordination of A.A. activities common to the various groups comprising its membership, including the maintenance of an Intergroup Office. This office shall act as a clearing house for the effective development of the A.A. program in the greater Charlotte, North Carolina area it shall serve, generally referred to as "Metrolina", and shall be located in Mecklenburg County, NC.
2. The membership of the Association shall consist of each A.A. group, in the above-mentioned area that chooses to participate in the Association. Such groups shall elect a Delegate, and/or Alternate Delegate, each of whom should have at least one (1) year of continuous sobriety. Each participating group, including each Association Officer, shall be entitled to one (1) vote in the meetings of the Delegates, and each Delegate can represent only one (1) group.
3. The regular meetings of the Delegates shall be held every other month beginning January of each year at the Association's offices. The November meeting shall constitute the Annual Meeting. Special meetings may be called at any other time upon the request of a majority of the Steering Committee, or upon written request of at least twenty-five percent (25%) of the participating member groups. Written announcements of such special meeting(s) shall be electronically mailed to the Delegate and/or their Alternate at their last known address at least two (2) weeks prior to the date. This will constitute proper notification.
4. A quorum, determined at the January Delegates' shall consist of one-third (1/3) of the number of Delegates attending the January Delegates' meeting, and that number shall constitute a quorum for the remainder of the year. Should a quorum not be present at a duly announced meeting, a subsequent meeting is to be called by written notice as provided in Section 3, at which time representation from at least one-tenth (1/10) of participating member groups shall constitute a quorum. A quorum shall be required whenever a vote of the Delegates is to be taken.
5. The Nomination Committee shall be composed of the Steering Committee Chairperson, the Treasurer, the Secretary, and the Nomination Chairperson and Co-Chairperson. This committee shall present a slate proposing not less than two (2) names for each of the offices to be elected at the November meeting of the Delegates. The Officers shall be elected for two (2) calendar years.

The first year they shall serve as the Assistant officer/Co-Chair, the following year rotating into Chairperson of their respective committee or office. It is suggested that one of the Candidates for each office shall be one who has actively served on that committee during the past year; and that the Nominees for Steering Committee Chairperson and Vice-Chairperson, and Treasurer and Assistant Treasurer have a minimum of five (5) years of continuous sobriety and other offices have two (2) years of continuous sobriety.

6. The Delegates, at their November meeting, shall elect from the candidates chosen by the Nominating Committee, a Vice-Chairperson, an Assistant Treasurer, an Assistant Secretary, a Co-Chairperson of the Unity Committee, a Co-Chairperson of the Treatment Committee, a Co-Chairperson of the Corrections Committee, a Co-Chairperson of the Cooperation with the Professional Community and Public Information (CPC/PI) Committee and the Co-Chairperson of the Nomination Committee. All of the above are to be elected for a term of two (2) years, beginning the next calendar year. The first year they shall serve as Vice/Assistant/Co-Chairperson, the following year rotating into Chairperson of the respective Committee or Office.
7. The Steering committee of the Association shall consist of a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, Treasurer, Assistant-Treasurer, and the Chairpersons of the Corrections, Treatment, Public Information, Unity and Nomination Committees, the immediate past Chairperson (as a non-voting member) and the Executive Secretary of the Intergroup Association.
8. In the event a Steering Committee member or Committee Co-Chair resigns or is removed from their position prior to completing their term of office, the following shall apply:

- a. **Chairperson, Secretary, Treasurer or Committee Chair**

During the last six (6) months (July through December) of the calendar year, if the resigned holds a position of Chairperson, Secretary, Treasurer, or Committee Chair, the Vice-Chairperson, Assistant Secretary, Assistant Treasurer, or Committee Co-Chair, as the case may be, shall assume that position for the remainder of the term. He or She will also remain in that same position for the following term which they would have rotated into under normal circumstances. The vacated position of Vice-Chairperson, Assistant Secretary, Assistant Treasurer, or Committee Co-Chair, as the case may be, will be filled according to the process as outlined in #6 above.

During the first six (6) months (January through June) of the calendar year, if the resigned holds a position of Chairperson, Secretary, Treasurer, or Committee Chair, the Vice-Chairperson, Assistant Secretary, Assistant Treasurer, or Committee Co-chair, as the case may be, shall assume that position for the remainder of the term and the Steering Committee will contact the Delegate who received the next most votes during the previous November election and ask if such Delegate would be willing to accept the position of Vice-Chairperson, Assistant Secretary, Assistant Treasurer, or Committee Co-chair, as the case may be, for the office in question. If such Delegate declines or there were no other Delegates voted on during the previous November election, the Steering Committee shall ask the Nominating Committee to immediately seek other candidates who may be interested in taking on the position for the remainder of the calendar year.

The Nominating Committee shall present the names of the candidates at the next scheduled Delegates' meeting wherein the Delegates shall vote for one person for the slate of candidates during the meeting. The newly elected Vice-Chairperson, -Assistant Secretary, Assistant Treasurer will continue in that position for the remainder of the calendar year and will rotate into the position of Chairperson, Secretary or Treasurer the next calendar year.

b. Vice-Chairperson, Assistant Secretary, Assistant Treasurer, or Committee Co-chair

During the first six (6) months (January through June) of the calendar year, if the resigned holds a position of Vice-Chairperson, Assistant Secretary, Assistant Treasurer, or Committee Co-chair, the Steering Committee shall contact the Delegate who received the next most votes during the previous November election and ask if such Delegate would be willing to accept the position of Vice-Chairperson, Assistant Secretary, Assistant Treasurer, or Committee Co-Chair for the Office or Committee in question. If such Delegate declines or there were no other Delegates voted on during the previous November election, the Steering Committee shall ask the Nominating Committee to immediately seek other candidates who may be interested in taking on the Vice-Chairperson, Assistant Secretary, Assistant Treasurer, or Committee Co-chair position, as the case may be, for the remainder of the calendar year. The Nominating Committee will submit the name(s) of the potential candidate(s) to the Steering Committee and the Steering Committee shall present the names of the candidates at the next scheduled Delegates' meeting wherein the Delegates shall vote for one person from the slate of candidates during the meeting. The newly elected Vice-Chairperson, Assistant Secretary, Assistant Treasurer, or Committee Co-chair shall rotate into the Chairperson, Secretary, Treasurer, or Committee Chair position for the next calendar year.

During the last six (6) months (July through December) of the calendar year, if the resigned holds a position of Vice-Chairperson, Assistant Secretary, Assistant Treasurer, or Committee Co-chair, the vacant position will be filled according to the process as outlined in #6 above.

9. Regular meetings of the Steering Committee shall be held immediately prior to all regularly scheduled Delegates Meetings at such hours and place as may be called by the Chairperson of the Steering Committee. All Steering Committee members are required to attend all meetings. In the event that three (3) consecutive meetings are missed, the member may be asked to step down.
10. All Steering Committee members shall be members of participating groups and shall be subject to removal by a two-thirds (2/3) majority vote at a duly constituted meeting of the Delegates, after written notice of the proposed action.
11. Each officer, above named, shall perform such duties as pertinent to his or her office and such additional duties as specified, from time to time, by the Delegates or the Steering Committee.
12. The Steering Committee shall be responsible for all the activities of the Association, subject to instructions given by the Delegates through formal resolutions.

13. The financing of the activities of the Association shall be (a.) contributions of member groups, (b.) individual A.A. members, and (c.) income derived from such projects or activities as may be authorized from time to time by the Steering Committee, and which conform to the Twelve Traditions of Alcoholic Anonymous.
14. Each Steering Committee member, officer, former Steering Committee member, and former officer and any person who may have served at its request shall be indemnified by the Metrolina Intergroup Association against expenses actually and necessarily incurred by them in connection with the defense of any action, suit or proceeding in which they, or any of them are made parties, or a party to by reason of being or having been such an office-holder or person; except in relation to matter as to which any such office-holder or person shall be adjudged in such action, suit or proceedings, to be liable for intentional wrongdoing in the performance of such duty. Such indemnification shall not be deemed exclusive of any other rights to which those indemnified may be entitled to under any By-Laws, agreement, and vote of the members or otherwise.
15. The Association shall employ an Executive Secretary and other such person as may be deemed necessary by the Steering Committee. The selection of the person to fill this position shall be made by a special Committee, appointed by the Chairperson of the Steering Committee, subject to the approval of the Steering Committee. Such Executive Secretary shall be a member of A.A. and shall perform such duties as usually pertinent to this office, such additional duties as may be specified from time to time the Steering Committee, at the direction of the Chairperson. Such Executive Secretary may be removed from office by a two-thirds (2/3) majority vote of the Steering Committee.
16. The Executive Secretary has the authority to hire, as needed, part time employees. Duties will be assigned as dictated by the Executive Secretary. Said employees must be an active member of A.A. and may not hold a position on the Steering Committee during the time of employment. The Steering Committee shall determine the number of part-time positions authorized and the maximum rate of compensation.
17. These By-Laws may be amended at any time by a two-thirds (2/3) majority vote of the Delegates present at any regular meeting, provided a quorum has been met and provided a copy of the proposed amendment is submitted to each Delegate and/or alternate, at least thirty (30) days prior to the meeting as which action is to be taken on the amendment.
18. The Intergroup should be directed by the Twelve Traditions and the Twelve Concepts for World Service, using both as guidelines for all dealings pertaining to general business and the groups participating in Intergroup affairs.
19. In the spirit of rotation, no individual A.A. member should remain on the Association Steering Committee for more than four consecutive years. The four consecutive year limitation does not apply in the case of the immediate past Steering Committee Chair serving as a non-voting member as stated in #7 above, or to the Executive Secretary.