

# **CVIG Guidelines and Procedures**

## **I. Name**

The name of the group shall be Chippewa Valley Intergroup. The abbreviated name shall be CVIG.

## **II. Classification and Purpose**

To function as a not-for-profit group

As an AA entity, to aid in carrying the message to the Alcoholic who stills suffers.

To encourage AA unity within the Chippewa Valley AA community.

## **III. Missions/Goals**

- To maintain an Alcoholics Anonymous listing in the local telephone directory
- To maintain a post office box so inquiries about AA may be handled discreetly
- To provide 24/7 phone assistance to those calling the AA helpline. Assistance may be referral to qualified AA's and / or groups.
- To act as a resource for people in the community seeking information about local and regional AA and Al-Anon meetings and opportunities
- To protect the anonymity of members and future members.
- To establish committees responsible for arranging local AA events and service workshops
- To prepare, publish and distribute a newsletter to provide news of interest to all those in the community who are interested in AA.
- To conform to AA 12 Traditions, to support AA 12 Steps, and to practice AA principles in all its affairs.

## **IV. Meetings**

- Regular CVIG business meetings shall be held monthly at a time and place convenient to the greatest number.

- Changes to regular meeting schedule shall be duly noticed
- Special meetings of the CVIG Board (Elected Officers) may be called by the Chair, and other Officers of the Board, upon three (3) days of notice to all Officers, without notice to the Member Groups. All business transacted at any special meeting of the Board shall be limited to those issues raised for which the special meeting was called.

## **V. Membership, Dues, and Voting**

- For business purposes, members include Representatives from AA groups as well as elected or appointed Intergroup Officers.
- There shall be no dues or fees for membership, rather self-support will be achieved through contributions from AA members and from AA groups.
- CVIG Services shall be available to all AA members or groups regardless of level of financial support
- Confidentiality shall be strictly upheld.
- Voting Rights shall be extended to all CVIG Representatives and Elected Officers present with the exception of the meeting Chairperson, whose vote is cast only in the event of a tie.

## **VI. Officers and Elections**

- Terms shall be for 2 years (except as noted below) and new officers shall be elected annually. Per the following schedule:
- **AMENDED OCT. 28TH, 2018** Odd year elections will be held for the positions of Chairperson, Co-Chairperson, secretary and literature chair.
- **AMENDED OCT. 28TH, 2018** Even year elections will be held for the positions of Treasurer, Cell Phone Coordinator(CPC), Special Project Coordinator, and Bridging the Gap Coordinator.
- Each term will commence at the first regular business meeting in January.
- Two years continuous sobriety is recommended for officers
- No position shall be held for more than three consecutive years.
- In the event that an officer can no longer fulfill their duty or resigns duties prior to the end of term, the vacancy may be filled temporarily by the Chairperson. Such actions require approval of a majority at the first regular Intergroup meeting.

- Other Elected Positions – CVIG may identify an individual to serve as District 05 Liaison. Principle duty shall be to attend District meeting and maintain appropriate communications with existing District service structures; to facilitate cooperation and communication about regional activities in Alcoholics Anonymous and Intergroup developments. Intergroup District Liaisons shall submit a monthly report prior to each District meeting and present that report on behalf of CVIG.
- The officers and position responsibilities are as follows:
  - Chairperson: principle duties shall be to preside at all business meetings of the membership, or such other duties necessary to fulfill stated mission/goals of Intergroup.
  - Alternate Chairperson (Co-Chairperson): principle duties shall be to act in the absence of the chair or otherwise to support the chair as necessary .
  - Secretary: principle duties shall be to provide minutes of the CVIG meetings, keeping records and books as necessary, producing fliers for upcoming Intergroup events or meetings.
  - Treasurer: principle duties shall be responsible for all funds of Intergroup, and to report regularly to the officers and membership. The Treasurer shall be responsible for the disbursement of all funds and regular commitments. Any unusual disbursements will require approval at a regular CVIG meeting. Treasurer also is responsible for collecting mail from the P.O. Box.
  - Cell Phone Coordinator: principle duties shall be to transfer and update data from the volunteer forms into the appropriate computer databases, as well as coordinating and maintaining a calendar schedule of cell phone volunteers. The cell phone coordinator (CPC) will also keep and maintain the Master Cell Phone Binder containing all pertinent information applicable to the CVIG. Any updated information therein will be copied and transferred to the Cell Phone Volunteer Binder. The CPC will be responsible for ensuring that all information contained in both binders is the most current information available
  - Special Project Coordinator: principle duties shall be to coordinate efforts of existing committees and to create temporary committees to address situations as they arise.
  - Bridging the Gap Coordinator: principle duties will be responsible for coordinating the efforts of the Bridging the Gap committee, district committees and other entities involved in the Bridging the Gap process.
- Literature chairs primary duties are: Be the central contact within the AA community, willing to attend CVIG functions(service events), working closely with the treasurer. The chair will be meeting

the needs of the groups by taking orders, collecting payment from groups(collecting money for the orders before the order is placed) ,placing the orders and distributing them to the specific group. Keep a sufficient amount of inventory for CVIG to fill orders in a timely manner.

## **VII. Committees**

- Committees will be created by Intergroup to address specific tasks or needs as deemed necessary by Intergroup. These committees should be formed with the intention of pursuing such task or actions consistent with the stated mission/goals of Intergroup, and be consistent with Alcoholics Anonymous twelve traditions and primary purpose.

## **VIII. Amendments to Guidelines**

- Guidelines may be amended at any regular meeting by the approval of a simple majority of those members attending that meeting with the following requirements:

The amendment has been proposed at a regular meeting of Intergroup at least one month prior to the vote, allowing sufficient time for all involved to review and develop opinion on the proposed amendment.

A quorum of “members” is present which will be defined as three (3) Intergroup officers and three (3) Intergroup representatives

If, after two (2) consecutive months a quorum has not occurred, then voting will occur in the third month regardless of a quorum being present.

## **IX. Disbanding Clause**

- Should Intergroup disband and ceases all activity as a group, monies remaining in the Intergroup treasury shall be forwarded in full to the General Service Office (GSO) of Alcoholics Anonymous in New York, NY
- The treasurer shall be responsible for submitting the remaining funds to GSO in the form of a money order and closing the group’s bank accounts upon final withdrawal of remaining fund

## **X. Amended by- laws OCTOBER 28,2018**

- **Officers and Elections**

**Odd and even year elections: We changed the Special project position from even to odd year.  
We, also changed the position of Literature Chair to two positons naming them Co-Chairs.  
One position will be elected on even year elections and one on odd year elections.**

**The Secretary position is being changed from Odd year elections to Even year elections.**