



# Structure and Procedures of the Greater Columbia Intergroup of Alcoholics Anonymous

## Article I. Name

The name shall be the *Greater Columbia Intergroup of Alcoholics Anonymous*.

## Article II. Purpose

The purpose of the Greater Columbia Intergroup of Alcoholics Anonymous is to carry out functions common to A.A. groups and provide services for A.A. groups and members in the Greater Columbia areas. It is maintained, supervised, and supported by the member groups and exists to aid these groups in their common purpose of carrying the A.A. message. The Greater Columbia Intergroup should function in accordance with and under the guidance of: The 12 Steps of Alcoholics Anonymous; The 12 Traditions of Alcoholics Anonymous; and, The 12 Concepts for World Service, all which honor A.A.'s Three Legacies of Recovery, Unity, and Service in all matters.

In accomplishing its purpose, the Greater Columbia Intergroup of Alcoholics Anonymous provides the following basic services:

1. Provide an intergroup office through which the partnership of local A.A. groups can coordinate activities to carry the A.A. message.
2. Maintain the A.A. intergroup telephone number and listings for Alcoholics Anonymous in Columbia Area telephone directories.
3. Coordinate the activities of local A.A. groups and volunteers to ensure that the telephone is answered 24 hours a day, seven days a week.
4. Publish a current schedule of A.A. meetings in Columbia and surrounding areas. Make this A.A. meeting schedule available to A.A. members, area A.A. groups and other organizations. The primary delivery mechanism for this schedule may be online, with printed copies available upon request.
5. Maintain a current list of volunteers who will make 12-Step calls, speak at A.A. meetings, answer the A.A. intergroup telephone and work at the intergroup office during office hours.
6. Publish guidelines for answering the A.A. intergroup telephone. These will include information on how to divert calls to an answering location and procedures for handling calls.



7. Act as a distribution center for General Service Conference-approved literature and other items relating to recovery from alcoholism as may be requested and approved by participating A.A. groups.
8. Function as a clearinghouse for information exchange among A.A. groups regarding special events, area assemblies, conventions, etc., sponsored by A.A.
9. Act as a liaison between the A.A. Districts, the A.A. Area Service Committee and the Greater Columbia Intergroup.
10. Make available to each A.A. group, or its representative, information regarding working together through the General Service Office as in the pamphlets, *The A.A. Group and Self-Support: Where Money and Spirituality Mix*, as well as in the *Guidelines for Central Offices or Intergroups*. (Assemble and provide intergroup representative kits).

### **Article III. Membership**

Membership in the Greater Columbia Intergroup of Alcoholics Anonymous shall consist of Alcoholics Anonymous groups in the greater Columbia area Districts 22, 30, 31, 40, 42, 43, 50 and 51. Groups which choose to participate must have met consistently and regularly for at least six months, have been assigned a group number and elected a representative willing to participate in Intergroup business, to include attending the business meetings and communicating group changes and special events to the steering committee.

Each participating group shall be entitled to one vote in the meetings of the representatives and each representative may represent only one group. No proxy vote will be accepted.

The liaison representative or alternate representative from each of the districts in the area may have a voice in the intergroup representative meetings but is not entitled to vote.

### **Article IV. Suggested Qualifications, Duties and Responsibilities of Representatives**

#### **Representatives: Suggested Qualifications**

- Continuous sobriety for at least one year contiguous to the current service.
- Active member of a participating A.A. group.
- Familiarity with the 12 Traditions of Alcoholics Anonymous and A.A. Guidelines from the General Service Office of Alcoholics Anonymous.



## Representatives: Duties and Responsibilities

- Represent their participating group in meetings of the Greater Columbia Intergroup of Alcoholics Anonymous.
- Inform their group of activities being performed by the Greater Columbia Intergroup of Alcoholics Anonymous.
- Obtain names and telephone numbers of their group's members who are willing to do office duty, answer the A.A. intergroup telephone, make 12-Step calls, speak, etc., and forward this list to the Information Chairperson of the Greater Columbia Intergroup of Alcoholics Anonymous.
- Work closely with their group's treasurer to coordinate group contributions supporting the intergroup office (refer to pamphlet F-3, *Self-Support: Where Money and Spirituality Mix*).
- Coordinate their group's A.A. intergroup telephone answering (diverter) responsibilities.
- Inform the Intergroup Steering Committee of changes in their group's meeting times, days, location, type (open/closed), etc., using the Meeting Changes form on the Greater Columbia Intergroup website, by email to the intergroup chairperson, or by sending a paper Meeting Change form to the intergroup office.

## Article V. Meetings

The regular meeting of the representatives shall be held each month throughout each year at a time and place as determined by the new incoming intergroup representatives and steering committee. Traditionally, the meeting is held on the third Tuesday of the month at 6:45 p.m. in the Greater Columbia Intergroup office, except in December.

A quorum shall consist of representation from at least two-thirds of the average number of groups participating in the three most recent intergroup meetings. A quorum must be present whenever a vote is to be taken.

In the event of a tie vote among intergroup representatives, a majority of the steering committee will cast the deciding (tiebreak) vote. Steering committee members who have already voted for their group will be exempted.

Steering committee meetings shall be held each month, January through November, with time and date determined by the Steering Committee. This meeting is traditionally held in the



Greater Columbia Intergroup office at 6 p.m. on the first Tuesday of each month. In December, steering committee members will meet as follows:

- The Steering Committee Chair and Intergroup Treasurer will meet to prepare a year-end operational and financial summary, and a proposed budget for the upcoming year. For years in which the Steering Committee Chair and/or Intergroup Treasurer are rotating out, the meeting will include both the outgoing and incoming members.
- Steering committee members who are rotating out will meet with their respective incoming steering committee members to execute a transfer of knowledge, documents and files necessary for the incoming members to assume their responsibilities.

Special intergroup meetings may be called at any time upon the request of a majority of the steering committee or upon receipt of a written request of at least 25 percent of the participating member groups.

Written announcements of such special meetings shall be delivered to the representatives and/or their alternates, at least two weeks prior to the meeting. This shall constitute proper notification.

## **Article VI. Nominating Committee**

The committee for the nomination of steering committee members shall be composed of the present Steering Committee and at least two elected representatives designated at the July business meeting. This committee shall present a slate of nominees for Chairperson, Technology Chairperson, Secretary, Information Chairperson, Treasurer, and Literature Chairperson, preferably with no less than two names for each of the positions to be presented at the October meeting of the representatives.

Candidates for each steering committee office must:

- Be an active member of an Alcoholic Anonymous group in the Greater Columbia area.
- Have a minimum of two years of continuous sobriety and a record of active involvement in Alcoholics Anonymous.

The Nominating Committee is referred to Pamphlet P-16, *The A.A. Group*, concerning the necessity for rotation of officers and continuity.



## Article VII. Elections

The service commitment for the steering committee members is two years. Regular elections for the Chairperson, the Information Chairperson, and the Treasurer occur in even years. The elections of the Technology Chairperson, the Secretary, and the Literature Chairperson will occur in odd years. The representatives at the November meeting shall elect the appropriate steering committee members consisting of Chairperson, Information Chairperson, and Treasurer one year and the Technology Chairperson, Secretary, and Literature Chairperson to serve during the following year. Selections will be made from the slate provided by the nominating committee or nominations made from the floor, provided the floor nominees are qualified, have been previously contacted and have agreed to serve. An individual may be elected to and hold only one steering committee position at a time. Elections will be decided by majority vote. If a steering committee position is not filled at a regular annual election, the nominating committee will present candidates at each subsequent meeting until the position is filled.

## Article VIII. Suggested Qualifications, Duties, and Responsibilities of Steering Committee Officers

### Responsibility of the Steering Committee as a Whole

- Ensure that the **Purpose**, stated in Article II of the *Structure and Procedures of the Greater Columbia Intergroup of Alcoholics Anonymous*, is fulfilled. Coordinate and administer the activities of participating A.A. groups and individual volunteers to this end.

The Steering Committee may establish additional committees to handle special projects.

### Qualifications for Steering Committee Officers

- Meet criteria for selection of candidates, listed in Article VI of the *Structure and Procedures of the Greater Columbia Intergroup of Alcoholics Anonymous*.
- Familiarity with the 12 Traditions of Alcoholics Anonymous, *A.A. Guidelines from the General Service of Alcoholics Anonymous*, notably those pertaining to *A.A. Central or Intergroup Offices Clubs*, and *Relationship Between A.A. and Al-Anon*.
- Familiarity with the *Structure and Procedures of the Greater Columbia Intergroup of Alcoholics Anonymous*.



## Duties and Responsibilities of Steering Committee Officers

### Chairperson

- Coordinate the intergroup office in April and October to ensure that the office is staffed by daytime volunteers and the groups with diverter duty are notified.
- Prepare an agenda with input from other members of the steering committee and from the representatives of the various groups. (See example in Appendix A.)
- Chair regular, special, and steering committee meetings of the Greater Columbia Intergroup of Alcoholics Anonymous.
- Call steering committee meetings and preside.
- Perform, from time to time, various duties of other members of the steering committee in their absence and as otherwise necessary and serve on various committees. The duties of an absent steering committee member will be shared as agreed upon by the committee. The chairperson may assign certain duties to specific committee members if by doing so there will be fewer disruptions to or delays in intergroup operations. Any member of the steering committee who has spending authority while performing their duties or assuming the duties of another member of the steering committee shall not perform duties of the fiduciary committee.
- Inventory and purchase needed office supplies and materials for the Intergroup office.
- Maintain frequent contact with other members of the steering committee and visit A.A. groups in the Greater Columbia area to encourage each group's participation in the activities of the Greater Columbia Intergroup of Alcoholics Anonymous.
- Attend district and state assembly meetings as time permits.
- Prepare an annual diverter schedule to be distributed at the November Intergroup meeting. (See example in Appendix B.)
- Review and update the diverter kit as necessary and ensure that the current version is available on the website.
- Assemble and provide intergroup representative kits to be distributed at the January intergroup meeting. (Kits will include a copy of the: *Structure and Procedures of the Greater Columbia Intergroup of Alcoholics Anonymous*; *A.A. Guidelines on Central or Intergroup Offices, Clubs, and the Relationship Between A.A. and AI-A non*; and the pamphlets, *The A.A. Group*, *A.A. Tradition-How It Developed* and *Self-Support: Where Money and Spirituality Mix*.)



## Greater Columbia Intergroup

- Review and finalize, at the January steering committee meeting, the operational and financial summary for the prior year, and a proposed budget for the upcoming year, to be submitted for approval at the January business meeting.
- Conduct an annual review of the *Structure and Procedures of the Greater Columbia Intergroup of Alcoholics Anonymous* to ensure they accurately reflect the current business practices of the intergroup. Update as required, to include updating the appendices to reflect the current year's diverter and holiday schedule.

### Technology Chairperson

- Coordinate the intergroup office in May and November to ensure that the office is staffed by daytime volunteers and the groups with diverter duty are notified.
- Monitor and maintain all office computer equipment to ensure peak performance and sufficient levels of security. Hardware and software updates should be installed, printers and copies cleaned, and parts replaced as required.
- Perform duties of the Fiduciary Committee as defined in the *Financial Guidelines Section of the Structure and Procedures of the Greater Columbia Intergroup of Alcoholics Anonymous*.
- Perform periodic backups of critical data and all software to facilitate recovery from equipment failure or catastrophic events.
- Make recommendations regarding upgrades to or replacement of existing equipment and software to facilitate efficient and timely office operations. Review should include cost analysis of internet service providers, domain hosts, etc., to identify cost savings available.
- Provide and maintain user accounts for steering committee members and office volunteers to include maintaining a list of accounts and passwords for recovery purposes.
- Train committee members and office volunteers, as required, in the use of the equipment and software necessary to perform their tasks.
- Coordinate with committee members and office staff to centralize all forms, documents and data into a common repository.
- Create and maintain a website that contains, at a minimum:
  - Intergroup office history, contact information, current office hours and mission statement.



## Greater Columbia Intergroup

- The most recent meeting schedule of the Greater Columbia Intergroup of Alcoholics Anonymous.
  - Volunteer information to include diverter and office volunteer resources.
  - Meeting resources (Preamble, How It Works, Traditions, etc.).
  - Contact information (website and phone number) for other intergroups in the state.
  - Contact information for Area 62 and districts within the area.
  - An information area to inform members of happenings at the intergroup office, upcoming events (special group meetings, intergroup, area and district meetings, etc.) and any other information of interest (historical dates, etc.).
- Perform, from time to time, various duties of other members of the steering committee in their absence and as otherwise necessary and serve on various committees. The duties of an absent steering committee member will be shared as agreed upon by the committee. The chairperson may assign certain duties to specific committee members if by doing so there will be fewer disruptions to or delays in intergroup operations. Any member of the steering committee who has spending authority while performing their duties or assuming the duties of another member of the steering committee shall not perform duties of the fiduciary committee.
  - Maintain frequent contact with other members of the steering committee and visit A.A. groups in the Greater Columbia area to encourage each group's participation in the activities of the Greater Columbia Intergroup of Alcoholics Anonymous.
  - Attend district and state assembly meetings as time permits.
  - Review and finalize, at the January steering committee meeting, the operational and financial summary for the prior year, and a proposed budget for the upcoming year, to be submitted for approval at the January business meeting.

### **Secretary**

- Coordinate the intergroup office in March and September to ensure that the office is staffed by daytime volunteers and the groups with diverter duty are notified.
- Take minutes of the regular, special, and steering committee meetings of the Greater Columbia Intergroup of Alcoholics Anonymous and mail the minutes to the groups comprising its membership.
- Maintain an IGR attendee count at each business meeting and indicate at the start of each meeting if a quorum is present, as prescribed in Article V.



## Greater Columbia Intergroup

- Maintain an updated list of representatives of the Greater Columbia Intergroup of Alcoholics Anonymous, their telephone numbers and email addresses.
- Provide other correspondence as necessary.
- Maintain correspondence with the General Service Office of Alcoholics Anonymous informing them of the telephone number, location and activities of the Greater Columbia Intergroup of Alcoholics Anonymous.
- Annually update this *Structure and Procedures of the Greater Columbia Intergroup of Alcoholics Anonymous* to include any amendments passed during the year.
- Perform duties of the Fiduciary Committee as defined in the *Financial Guidelines Section* of the *Structure and Procedures of the Greater Columbia Intergroup of Alcoholics Anonymous*.
- Perform, from time to time, various duties of other members of the steering committee in their absence and as otherwise necessary and serve on various committees. The duties of an absent steering committee member will be shared as agreed upon by the committee. The chairperson may assign certain duties to specific committee members if by doing so there will be fewer disruptions to or delays in intergroup operations. Any member of the steering committee who has spending authority while performing their duties or assuming the duties of another member of the steering committee shall not perform duties of the fiduciary committee.
- Maintain frequent contact with other members of the steering committee and visit A.A. groups in the Greater Columbia area to encourage each group's participation in the activities of the Greater Columbia Intergroup of Alcoholics Anonymous.
- Attend district and state assembly meetings as time permits.
- Review and finalize, at the January steering committee meeting, the operational and financial summary for the prior year, and a proposed budget for the upcoming year, to be submitted for approval at the January business meeting.

### **Information Chairperson**

- Coordinate the intergroup office in June and December to ensure that the office is staffed by daytime volunteers and the groups with diverter duty are notified.
- In the absence of the Secretary, take minutes of the regular, special, and steering committee meetings of the Greater Columbia Intergroup of Alcoholics Anonymous and mail the minutes to the groups comprising its membership. Assume the other duties of the Secretary in their absence.



## Greater Columbia Intergroup

- Maintain the Confidential Service list of the Greater Columbia Intergroup of Alcoholics Anonymous and ensure 12-Step list for diverter kits is current. Chair a committee to review and revise annually the intergroup office list of 12-Step, speaker, office workers and diverter volunteers, etc.
- Perform duties of the Fiduciary Committee as defined in the *Financial Guidelines Section* of the *Structure and Procedures of the Greater Columbia Intergroup of Alcoholics Anonymous*.
- Perform, from time to time, various duties of other members of the steering committee in their absence and as otherwise necessary and serve on various committees. The duties of an absent steering committee member will be shared as agreed upon by the committee. The chairperson may assign certain duties to specific committee members if by doing so there will be fewer disruptions to or delays in intergroup operations. Any member of the steering committee who has spending authority while performing their duties or assuming the duties of another member of the steering committee shall not perform duties of the fiduciary committee.
- Inventory and purchase needed office supplies and materials for the intergroup office.
- Maintain frequent contact with other members of the steering committee and visit A.A. groups in the Greater Columbia area to encourage each group's participation in the activities of the Greater Columbia Intergroup of Alcoholics Anonymous.
- Attend district and state assembly meetings as time permits.
- Prepare and update a list of Related Facilities and Outside Enterprises, which will be posted at the intergroup office and included in diverter kits.
- Prepare and update a list of Young People in A.A. (YPAA) contacts, which will be posted at the intergroup office and included in diverter kits.
- Review and finalize, at the January steering committee meeting, the operational and financial summary for the prior year, and a proposed budget for the upcoming year, to be submitted for approval at the January business meeting.

### **Treasurer**

- Coordinate the intergroup office in January and July to ensure that the office is staffed by daytime volunteers and the groups with diverter duty are notified.
- Maintain a checking account with a local bank to cover expenses of the intergroup office, which include rent, telephone, newspaper ads, newsletters, meeting schedules, General Service Conference-approved literature, other service items, office supplies, etc.



## Greater Columbia Intergroup

- Maintain yearly non-profit registration of the Greater Columbia Intergroup of Alcoholics Anonymous with the South Carolina Secretary of State.
- Prepare and present at each monthly meeting of the Greater Columbia Intergroup of Alcoholics Anonymous a Treasurer's report per the financial guidelines of the Greater Columbia Intergroup. This report is due to the Steering Committee Chair for review at least 48 hours before each monthly meeting of the Steering Committee, the exception being months that end on Sunday or Monday, in which case the report is due by no later than noon on Tuesday.
- Perform, from time to time, various duties of other members of the steering committee in their absence and as otherwise necessary and serve on various committees. The duties of an absent steering committee member will be shared as agreed upon by the committee. The chairperson may assign certain duties to specific committee members if by doing so there will be fewer disruptions to or delays in intergroup operations. Any member of the steering committee who has spending authority while performing their duties or assuming the duties of another member of the steering committee shall not perform duties of the fiduciary committee.
- Maintain frequent contact with other members of the steering committee and visit A.A. groups in the Greater Columbia area to encourage each group's participation in the activities of the Greater Columbia Intergroup of Alcoholics Anonymous.
- Attend district and state assembly meetings as time permits.
- Review and finalize, at the January steering committee meeting, the operational and financial summary for the prior year, and a proposed budget for the upcoming year, to be submitted for approval at the January business meeting.

### **Literature Chairperson**

- Coordinate the intergroup office in February and August to ensure that the office is staffed by daytime volunteers and the groups with diverter duty are notified.
- Chair a committee to inventory and purchase General Service Conference-approved literature from A.A. World Services, Inc., in New York City. And other service items as needed.
- Prepare and present at each monthly meeting of the Greater Columbia Intergroup of Alcoholics Anonymous a literature report that includes, at a minimum, the prior month's inventory, purchases, and sales information. This report is due to the Steering Committee Chair for review at least 48 hours before each monthly meeting of the Steering Committee, the exception being months that end on Sunday or Monday, in which case the report is due by no later than noon on Tuesday.



## Greater Columbia Intergroup

- Coordinate all purchases with the Treasurer or Steering Committee Chair to ensure funds are available.
- Perform, from time to time, various duties of other members of the steering committee in their absence and as otherwise necessary and serve on various committees. The duties of an absent steering committee member will be shared as agreed upon by the committee. The chairperson may assign certain duties to specific committee members if by doing so there will be fewer disruptions to or delays in intergroup operations. Any member of the steering committee who has spending authority while performing their duties or assuming the duties of another member of the steering committee shall not perform duties of the fiduciary committee.
- Maintain frequent contact with other members of the steering committee and visit A.A. groups in the Greater Columbia Area to encourage each group's participation in the activities of the Greater Columbia Intergroup of Alcoholics Anonymous.
- Attend district and state assembly meetings as time permits.
- Review and finalize, at the January steering committee meeting, the operational and financial summary for the prior year, and a proposed budget for the upcoming year, to be submitted for approval at the January business meeting.

### **Article IX. Vacancies**

When an elected steering committee officer resigns the position (See Definition of Resignation below), the steering committee (voting by telephone, if necessary) shall, as soon as possible or at its next regular meeting, fill this vacancy with a qualified A.A. member to assume the responsibilities of the vacated office.

The person selected will be confirmed by a vote of the intergroup representatives at the next regular meeting of the Greater Columbia Intergroup or if they choose, the intergroup representatives may, at this meeting nominate and elect, by majority vote, another qualified A.A. member of their choice.

### **Definition of Resignation**

A steering committee officer who is no longer able to perform the duties and responsibilities of the office should submit a resignation in writing to the Chairperson or Information Chairperson as soon as their inability to serve is known.



A steering committee officer may be considered resigned by default if they fail to perform the duties and responsibilities of the office for a period of one month and have not replied to inquiries from the Chairperson or Information Chairperson.

## **Article X. Financial Guidelines**

The Treasurer shall manage the funds contributed by the groups to ensure that the basic services listed in Article II are provided without interruption by maintaining a prudent reserve equal to six months operating expenses. Operating expenses do not include inventory costs and are to be calculated based on the prior year's expenses, with consideration given to known increases in expenses (rent, phone, internet, etc.) in the coming year. The prudent reserve is to be held in a separate savings account and the amount to be held in prudent reserve can be altered by a two-thirds majority vote of the intergroup representatives.

The Treasurer and Fiduciary Committee shall monitor the prudent reserve and operating accounts to ensure funds do not accumulate in excess of what is necessary to ensure uninterrupted operation of the intergroup in order to fulfill its purpose as prescribed in Article II. When a surplus is identified, it will be reported to the Steering Committee, which may, without prior approval from the group representatives, distribute excess funds at its discretion, so long as that discretion is exercised consistently with the purposes of A.A., provided said distributions do not exceed \$1,000 in any three-month period. Proposed distributions in excess of \$1,000 will be presented to group representatives for approval at the next business meeting. The group representatives will vote on whether the surplus funds should be disbursed to A.A. World Services (or any other appropriate purpose in order to carry the A.A. message). It is suggested that, in addition to safeguarding the prudent reserve, there always be enough funds to fully stock all inventory and pay for all foreseeable future expenses.

Should funds available for operating expenses fall below the approved prudent reserve level, the Treasurer shall notify the intergroup representatives of the need for contributions.

A Fiduciary Committee consisting of the Information Chairperson, the Secretary and the Technology Chairperson will perform oversight of the Greater Columbia Intergroup Treasurer's office. The Information Chairperson will serve as Chair of the Fiduciary Committee. Duties will include verifying the accuracy of the financial accounting of receipts, deposits and expenditures, and reporting the results to the steering committee and intergroup representatives of the Greater Columbia Intergroup. Reviews will be conducted at least monthly, or at more frequent intervals when appropriate. The committee will also monitor financial activity to ensure all financial guidelines specified in the *Structure and Procedures of the Greater Columbia Intergroup of Alcoholics Anonymous* are adhered to.



## **Article XI Guides**

Guides of the *Structure and Procedures of the Greater Columbia Intergroup of Alcoholics Anonymous* will be as follows: The 12 Traditions of Alcoholics Anonymous; *The A.A. Service Manual*; *Twelve Concepts for World Service*; *A.A. Guidelines from the General Service Office of Alcoholics Anonymous*, notably, those pertaining to A.A. Central or Intergroup Offices, or Clubs; and, *Relationship Between A.A. and Al-Anon*.

## **Article XII. Amendments**

The *Structure and Procedures of the Greater Columbia Intergroup of Alcoholics Anonymous* may be amended at any time by a two-thirds vote of the representatives present at any regular meeting, provided a quorum has been met and a copy of the proposed amendment has been submitted to each representative and/or alternate at least thirty days prior to the meeting at which action is to be taken on the amendment.

## **Article XIII. Abolishment and Discontinuation**

In the event of the abolishment and discontinuation of the Greater Columbia Intergroup of Alcoholics Anonymous and its intergroup office, all money and General Service Conference-approved literature is to be sent to the General Service Office of Alcoholics Anonymous in New York; other service items, materials, etc., are to be disposed of as quickly and efficiently as possible.



## Change Page

Date	Author	Description
07/03/2014	Base Document	Initial managed release
09/16/2014	Deb, Kevin, Juha	Updated Steering Committee titles, added Steering Committee two-year commitment duration, staggered elections between Steering Committee primes and alternates, removed all comments referencing Appendix C, D, E, and modified prudent reserve entry for savings account.
09/15/2015	Steering Committee	Change Prudent Reserve to six months verses nine months. Clarification that Operating Expenses do not include Inventory costs and based on prior year's expenses.
11/15/2016	Steering Committee	Added statement of responsibilities for each Steering Committee Member that an Operating/Budget is presented in Jan. Article X, disbursement of surplus funds.
6/13/2017	Steering Committee	Deleted all reference to Advisory Board, per vote at May 16, 2017, Intergroup Meeting
5/01/2021	Steering Committee	<ul style="list-style-type: none"> <li>• Removed Scheduling Chair position and replaced with Technology Chair. Redistributed Scheduling Chair's primary duties between Information Chair and Technology Chair. Defined Technology Chair's Duties and Responsibilities.</li> <li>• Added Fiduciary Committee to ensure adherence to Financial Guidelines.</li> <li>• Modified Article X to clarify disbursement of surplus funds.</li> <li>• Removed obsolete guidelines.</li> <li>• Updated Diverter Schedule and Holiday Calendar.</li> </ul>
5/01/2022	Steering Committee	<ul style="list-style-type: none"> <li>• Made minor edits throughout the document.</li> </ul>
8/16/2022	Steering Committee	<ul style="list-style-type: none"> <li>• Added language to Article X, Financial Guidelines, to enable the Steering Committee to distribute excess funds up to \$1,000 at its discretion.</li> <li>• Added the specific months each Steering Committee member is required to coordinate the office and diverter schedule to Article VIII.</li> </ul>



		<ul style="list-style-type: none"><li>• Modified Article VI to indicate Steering Committee nominations will be presented at the October business meeting.</li><li>• Modified Article VII to indicate that Steering Committee elections will be held at the November business meeting.</li></ul>
3/13/2023	Steering Committee	<ul style="list-style-type: none"><li>• Added to list of participating districts and clarified group participation language in Article III.</li><li>• Clarified definition of “continuous sobriety” and other minor revisions in Article IV.</li><li>• Clarified when Steering Committee members assume duties of absent members and exclusions to doing so in Article VIII.</li></ul>



# Appendix A

## Intergroup Representative Meeting Agenda, Month Day Year

1. OPEN MEETING, SERENITY PRAYER, TWELVE TRADITIONS
2. IG REP REPORTS
3. STEERING COMMITTEE REPORTS
  - A. **Secretary** –
  - B. **Treasurer** –.
  - C. **Literature Chair** –
  - D. **Information Chair** –
  - E. **Technology Chair** –
  - F. **Chair** –
4. SUBCOMMITTEE REPORTS
5. UNFINISHED BUSINESS
6. NEW BUSINESS
7. ADJOURNMENT: Chairperson's Choice of Lord's Prayer or Serenity

**Thank you for your service**

**Next Area 62 Assembly:**

**Next Steering Committee Meeting:**

**Next IGRepresentative Meeting:**



# Appendix B

## 2023 Intergroup Diverter Coverage Schedule

Group Diverter coverage begins at 5 p.m. on Monday and ends the following Monday at 9 a.m. Diverter coverage includes all day Saturday, Sunday and holidays for which an observance occurs during the week and the office is closed. ***Weeks in bold italics include a holiday for which all day coverage is needed.***

Week of	Holiday	Group Name
<b><i>01/02/23</i></b>	<b><i>New Year's Day (Office closed 01/02/23)</i></b>	<b><i>North Columbia</i></b>
01/09/23		Chapin
01/16/23		Positive Action
01/23/23		Blythewood
01/30/23		Wild Bunch
02/06/23		Broad River
02/13/23		Irmo
02/20/23		High Noon
02/27/23		Fifth Tradition
03/06/23		Lunch Box
03/13/23		Dutch Square
03/20/23		New Hope
03/27/23		Back to Basics
<b><i>04/03/23</i></b>	<b><i>Good Friday (Office closed 4/7/23)</i></b>	<b><i>Living Sober</i></b>
04/10/23		Primary Purpose
04/17/23		St. Johns
04/24/23		Brown Bag
05/01/23		Broad River
05/08/23		Long Branch

Week of	Holiday	Group Name
07/10/23		Back to Basics
07/17/23		Wild Bunch
07/24/23		Central
07/31/23		Blythewood
08/07/23		Shandon H.H.
08/14/23		Fifth Tradition
08/21/23		Horseshoe
08/28/23		Irmo
<b><i>09/04/23</i></b>	<b><i>Labor Day (Office closed 9/4/23)</i></b>	<b><i>High Noon</i></b>
09/11/23		Lunch Box
09/18/23		Positive Action
09/25/23		New Hope
10/02/23		Living Sober
10/09/23		Red Bank
10/16/23		Primary Purpose
10/23/23		Smokestack
10/30/23		Dutch Square
11/06/23		Horseshoe
11/13/23		North Columbia



Greater Columbia Intergroup

05/15/2 3		Smokestack
05/22/2 3		All In
<b>05/29/2 3</b>	<b>Memorial Day (Office closed 5/29/23)</b>	<b>Third Tradition</b>
06/05/2 3		Central
06/12/2 3		Shady Grove
06/19/2 3		Starting Over
06/26/2 3		North Church Street
<b>07/03/2 3</b>	<b>July Fourth (Office closed 7/4/23)</b>	<b>Red Bank</b>

<b>11/20/23</b>	<b>Thanksgiving Day and Day After (Office closed 11/23- 24/23)</b>	<b>Awakenings</b>
11/27/23		Chapin
12/04/23		Long Branch
12/11/23		Brown Bag
<b>12/18/23</b>	<b>Christmas Eve observed (Office closed 12/22/23)</b>	<b>St. John's</b>
<b>12/25/23</b>	<b>Christmas Day observed (Office closed 12/25/23)</b>	<b>Starting Over</b>



## 2023 Intergroup Holiday Schedule | Office Closures

New Year's Day Observed	Monday	January 2, 2023
Good Friday	Friday	April 7, 2023
Memorial Day	Monday	May 29, 2023
Independence Day	Tuesday	July 4, 2023
Labor Day	Monday	September 4, 2023
Thanksgiving	Thursday	November 23, 2023
Day after Thanksgiving	Friday	November 24, 2023
Christmas Eve Observed	Friday	December 22, 2023
Christmas Day Observed	Monday	December 25, 2023

### Everyone

**The Intergroup office may have to close early on the day before a holiday if the building management closes the building since most of our volunteers don't have building keys.**

### Office Volunteers

If you are working a shift the day before a holiday or on a Friday before a Monday holiday, **please check** with the building management upstairs to see if the building is closing early that day and plan to leave by the time it does.

Also, please either call to make sure the person to whom you are forwarding diverter service can take the phone early or make other arrangements to make sure the phone is answered until the scheduled overnight volunteers can take it. If you or someone else takes the phone until 5 p.m., be sure you or the other individual have the phone number to forward diverter service to the scheduled person and the Intergroup Rep for that group.

### Intergroup Reps

Please make sure that your group knows about holiday closings and potential early closings, and be prepared to handle them.

If you have a small home group base, you can use the Confidential List to call people from other groups to see if they can help cover your group's week. That is why we have the Diverter service column.