



Structure and Procedures of the Greater Columbia Intergroup of Alcoholics Anonymous

REVISED MARCH 2024 – UPDATED JULY 2024

Article I. Name

The name shall be the *Greater Columbia Intergroup of Alcoholics Anonymous*, also referred to herein as GCI or Intergroup.

Article II. Purpose

GCI's purpose is to carry out functions common to A.A. groups and provide services for A.A. groups and members in the Greater Columbia and adjacent areas. Member groups maintain, supervise, and support GCI, which aids these groups in their common purpose of carrying the A.A. message. GCI 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.

GCI delivers the following basic services to accomplish its purpose:

- Provides an intergroup office through which the partnership of local A.A. groups can coordinate activities to carry the A.A. message.
- Maintains the A.A. intergroup telephone number and coordinates the activities of local A.A. groups and volunteers to ensure that the telephone is answered 24 hours a day, seven days a week.
- Maintains a current list of volunteers who will make 12-Step calls, speak at A.A. meetings, answer the A.A. Intergroup telephone after hours, serve as a Bridging the Gap volunteer and work at the Intergroup office during business hours.
- Provides guidelines for answering the A.A. intergroup telephone which include information on how to divert calls to an answering location and procedures for handling calls.
- Maintains a current schedule of A.A. meetings in the Columbia and surrounding areas. The primary delivery mechanism for this schedule may be online, with printed copies available upon request.
- Acts 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.



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- Functions as a clearinghouse for information exchange among A.A. groups regarding special events, area assemblies, conventions, etc., sponsored by A.A.
- Acts as a liaison with area A.A. districts and the A.A. Area Service Committee.
- Makes available to each A.A. group, or its representative, information about how groups and the Intergroup work together. This information may include, but not be limited to the pamphlet, *The A.A. Group and Self-Support: Where Money and Spirituality Mix*, as well as the *Guidelines for Central Offices or Intergroups*.

Article III. Membership

Membership in GCI shall be open to A.A. groups in the Greater Columbia and surrounding areas within Districts 22, 30, 31, 40, 42, 43, 50 and 51. Groups may choose to participate if the groups have:

- Met consistently and regularly for at least six months;
- Been assigned a group number by the A.A. GSO; 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 GCI Steering Committee.

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

Outlying groups may send a district representative to serve as a liaison between the groups and Intergroup in lieu of each individual group having a representative. The liaison shall be entitled to one vote in Intergroup business meetings which represents the consensus of the district's groups.

Article IV. Suggested Qualifications, Duties and Responsibilities of Representatives

Suggested Qualifications for Representatives

- Have one year of continuous sobriety at the time IGR service begins.
- Be an active member of a participating A.A. group.
- Have familiarity with A.A.'s 12 Traditions and A.A. guidelines from GSO.



Suggested Duties and Responsibilities of Representatives

- Represent their participating group at Intergroup business meetings.
- Inform their group of Intergroup activities.
- Recruit members of their group who are willing to work in the Intergroup office, answer the Intergroup telephone after hours, make 12-Step calls, be a speaker, and serve as a Bridging the Gap volunteer, forwarding this list to GCI's Information Chairperson.
- Work closely with their group's treasurer to coordinate group contributions supporting Intergroup (refer to pamphlet F-3, *Self-Support: Where Money and Spirituality Mix*).
- Coordinate their group's service in answering Intergroup calls after hours.
- Inform the Intergroup Steering Committee of changes to their group's meeting times, days, location, type (open/closed), etc., through the Meeting Changes Form on GCI's website, by email to GCI's Information Chairperson, or by sending a paper *Meeting Changes Form* to the Intergroup office.

Article V. Meetings

Intergroup Representatives

Regular Intergroup business meetings shall be held monthly except for in December at a time and place determined by the incoming Intergroup representatives and the GCI Steering Committee. Meetings are typically held the third Tuesday of the month at 6:30 p.m. at the GCI office and via Zoom conferencing.

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. If a quorum isn't present, voting must be deferred until the next meeting.

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

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 will conduct a committee work session during which members will provide input for the current year's operational and financial summaries and the proposed budget for the coming year. Following this work session, the Intergroup Chairperson and 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 Chairperson 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.

The Steering Committee may at any time call for an otherwise nonscheduled meeting upon the request of a majority of the Steering Committee or upon receipt of a written request from at least 25 percent of the participating member groups.

Written announcements of such otherwise nonscheduled 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. The Nominating Committee shall present a slate of nominees for Chairperson, Technology Chairperson, Outreach Chairperson, Information Chairperson, Treasurer, and Literature Chairperson, preferably with no less than two names for each of the positions, to be presented at the October business.

Suggested Qualifications for Steering Committee Candidates

- Have two years of continuous sobriety at the time the candidate assumes a Steering Committee position.
- Be an active member of an Alcoholic Anonymous group in the Greater Columbia area.
- Have a record of active involvement in Alcoholics Anonymous and familiarity with A.A. service structure.

The Nominating Committee is referred to Pamphlet P-16, *The A.A. Group*, concerning the necessity for rotation of those in service positions 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 Outreach Chairperson, and the Literature Chairperson will occur in odd years. The group representatives at the November business meeting shall elect the appropriate Steering Committee members consisting of Chairperson, Information Chairperson, and Treasurer one year and the Technology Chairperson, Outreach Chairperson, and Literature Chairperson in 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 and the group representatives have no candidates to present at that election, the Steering Committee will recruit a volunteer and appoint that individual to the vacant position. The Steering Committee shall present the appointee at the next business meeting for concurrence from the Intergroup representatives.

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

Suggested 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.

Suggested 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*.



Suggested Duties and Responsibilities of Steering Committee Officers

Chairperson

- Within 30 days of assuming the position, work at least two shifts at the Intergroup office with one of the qualified volunteer trainers to become familiar with office operations.
- Coordinate the intergroup office in April and October to ensure the office is staffed by daytime volunteers; and, notify the groups with hotline duty to ensure they have the resources they need and are ready to serve. Serve as backup coordinator in May and November.
- Prepare agendas for Intergroup business and Steering Committee meetings with input from group representatives and other Steering Committee members as necessary (see example in Appendix A) and preside over meetings.
- Perform, from time to time, various duties of other Steering Committee members 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.
- Ensure that Intergroup's yearly non-profit registration with the South Carolina Secretary of State's Office is completed.
- Maintain frequent contact with other Steering Committee members and visit A.A. groups in the Greater Columbia area to encourage each group's participation in Intergroup activities.
- Attend district and state assembly meetings as time permits.
- Prepare an annual hotline schedule to be distributed at the November Intergroup meeting. (See example in Appendix B.)
- 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 Al-Anon*; and the pamphlets, *The A.A. Group*, *A.A. Tradition-How It Developed* and *Self-Support: Where Money and Spirituality Mix*.)



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- Review and finalize, at the January Steering Committee meeting, the operational and financial summaries for the prior year, and a proposed budget for the upcoming year, to be submitted for approval at the January business meeting.
- Participate in the Steering Committee's annual review of the *Structure and Procedures of the Greater Columbia Intergroup of Alcoholics Anonymous* to ensure the document accurately reflects Intergroup's current business practices.
- Check the Steering Committee Chairperson email account (gcichairsc@gmail.com), greatercolumbiaintergroup@gmail.com account and gcibtg@gmail.com account at least once daily to ensure that inquiries requiring a response are tended to within 24 hours of receipt.
- 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.

Technology Chairperson

- Within 30 days of assuming the position, work at least two shifts at the Intergroup office with one of the qualified volunteer trainers to become familiar with office operations.
- Coordinate the Intergroup office in May and November to ensure the office is staffed by daytime volunteers; and notify the groups with hotline duty to ensure they have the resources they need and are ready to serve. Serve as backup coordinator in June and December.
- Monitor and maintain all office computer equipment to ensure peak performance and sufficient levels of security. Install hardware and software updates as required; clean all printers/copiers and replace parts as necessary.
- 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 a catastrophic event.
- 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 and phone service providers, website 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



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purposes. Access to this list shall be limited to the Technology Chairperson and Steering Committee Chairperson.

- Acquire and maintain a working knowledge of all hardware and software, and train and support Steering Committee members and office volunteers, as required, in the use of the equipment and software necessary to perform their tasks.
- Coordinate with Steering 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 purpose and mission, office hours, contact information and location.
 - A.A. meeting information as provided by groups in the Greater Columbia and surrounding areas.
 - Resources for office and hotline volunteers.
 - Meeting resources (Preamble, How It Works, Traditions, etc.).
 - Prominent section on home page for special or emergency announcements.
 - Contact information (website and phone number) for other intergroups in the state.
 - Contact information for Area 62 and districts within the area as available at www.area62.org.
 - An events page featuring happenings at Intergroup and upcoming events, which include eating/speaking meetings; Intergroup, Area and District meetings as well as A.A. and other relevant recovery conferences and seminars.
- Participate in the Steering Committee's annual review of the *Structure and Procedures of the Greater Columbia Intergroup of Alcoholics Anonymous* to ensure the document accurately reflects Intergroup's current business practices.
- Perform, from time to time, various duties of other Steering Committee members 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.



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- Maintain frequent contact with other Steering Committee members and visit A.A. groups in the Greater Columbia area to encourage each group's participation in Intergroup activities.
- Attend district and state assembly meetings as time permits.
- Review and finalize, at the January Steering Committee meeting, the operational and financial summaries for the prior year, and a proposed budget for the upcoming year, to be submitted for approval at the January business meeting.
- Check the Technology Chairperson email account (gcitechsc@gmail.com) at least once daily to ensure that inquiries requiring a response are tended to within 24 hours of receipt.
- Respond to all website contact and meeting changes requests within 24 hours of receipt. The Information Chairperson has primary responsibility for this task, followed by the Technology Chairperson and ending with the Steering Committee Chairperson.

Outreach Chairperson

- Within 30 days of assuming the position, work at least two shifts at the Intergroup office with one of the qualified volunteer trainers to become familiar with office operations.
- Coordinate the Intergroup office in March and September to ensure the office is staffed by daytime volunteers; and notify the groups with hotline duty to ensure they have the resources they need and are ready to serve. Serve as backup coordinator in April and October.
- Maintain regular contact with District Committee Members in the central South Carolina area, which includes Districts 22, 30, 31, 40, 42, 43, 50 and 51. Attend district meetings as time permits.
- Visit as many groups as possible to: share what is going on at the Intergroup level; increase awareness of the services Intergroup provides; promote participation in carrying the message through service, such as through the hotline and working a shift in the Intergroup office; and obtain feedback as to what Intergroup could be doing better.
- Serve as Intergroup's Bridging the Gap Coordinator, which includes working with District Treatment and Corrections chairpersons, and with the Area 62 BTG Chairperson and District BTG Chairs (if they have one). Monitor the BTG email account (gcibtg@gmail.com) and phone (phone 803.470.6121) daily and respond to inquiries as quickly as possible. Coordinate with the Intergroup Literature Chairperson to maintain an adequate supply of BTG pamphlets and other materials.
- Perform duties of the Fiduciary Committee as defined in the *Financial Guidelines Section* of this document.



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- Perform, from time to time, various duties of other Steering Committee members 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 Steering 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 Steering Committee members and visit A.A. groups in the Greater Columbia area to encourage each group's participation in Intergroup activities.
- Attend district and state assembly meetings as time permits.
- Review and finalize, at the January Steering Committee meeting, the operational and financial summaries for the prior year, and a proposed budget for the upcoming year, to be submitted for approval at the January business meeting.
- Participate in the Steering Committee's annual review of the *Structure and Procedures of the Greater Columbia Intergroup of Alcoholics Anonymous* to ensure the document accurately reflects Intergroup's current business practices.
- Check the Outreach Chairperson email account (gcisecsc@gmail.com) at least once daily to ensure that inquiries requiring a response are tended to within 24 hours of receipt.

Information Chairperson

- Within 30 days of assuming the position, work at least two shifts at the Intergroup office with one of the qualified volunteer trainers to become familiar with office operations.
- Coordinate the Intergroup office in June and December to ensure the office is staffed by daytime volunteers; and, notify the groups with hotline duty to ensure they have the resources they need and are ready to serve. Serve as backup coordinator in July and January.
- Maintain a count of attending Intergroup representatives at each business meeting and indicate at the start of each meeting if a quorum is present as prescribed in Article V of Perform duties of the Fiduciary Committee as defined in the *Financial Guidelines Section* of this document.
- Take minutes for Intergroup's regular and other scheduled business meetings and for the Steering Committee meetings. The Information Chairperson is to email the minutes to the Steering Committee Chairperson within 48 hours after the meeting for review.



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- Annually update this *Structure and Procedures of the Greater Columbia Intergroup of Alcoholics Anonymous* to include any amendments passed during the year.
- Maintain Intergroup's primary Confidential Service List and the lists therefrom extracted and ensure the 12-Step List for hotline kits is current. Make updates to the primary Confidential Service List as necessary throughout the year and chair an ad hoc committee to review and revise this list each year.
- Perform duties of the Fiduciary Committee as defined in the *Financial Guidelines Section* of this document.
- Perform, from time to time, various duties of other Steering Committee members 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 Steering 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 Steering Committee members visit A.A. groups in the Greater Columbia area to encourage each group's participation in Intergroup activities.
- Attend district and state assembly meetings as time permits.
- Maintain and, if and when necessary, update the list of Related Facilities and Outside Enterprises, which is posted at the Intergroup office and included in hotline kits.
- Maintain and, if and when necessary, update the list of Young People in A.A. (YPAA) contacts, which is posted at the Intergroup office and included in hotline kits.
- Review and finalize, at the January Steering Committee meeting, the operational and financial summaries for the prior year, and a proposed budget for the upcoming year, to be submitted for approval at the January business meeting.
- Coordinate the Steering Committee's annual review of the *Structure and Procedures of the Greater Columbia Intergroup of Alcoholics Anonymous* to ensure the document accurately reflects Intergroup's current business practices. Update the document as necessary, to include updating the appendices each year to reflect the current hotline and holiday schedules.
- Check the Information Chairperson email account (gciinfosc@gmail.com) at least once daily to ensure that inquiries requiring a response are tended to within 24 hours of receipt.



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- Respond to all website contact and meeting changes requests within 24 hours of receipt. The Information Chairperson has primary responsibility for this task, followed by the Technology Chairperson and ending with the Steering Committee Chairperson.

Treasurer

- Within 30 days of assuming the position, work at least two shifts at the Intergroup office with one of the qualified volunteer trainers to become familiar with office operations.
- Coordinate the Intergroup office in January and July to ensure the office is staffed by daytime volunteers; and notify the groups with hotlineduty to ensure they have the resources they need and ready to serve. Serve as backup coordinator in February and August.
- Maintain a checking account with a local bank into which contributions from member groups and proceeds from literature sales will be deposited. Disburse funds from this account to cover operating expenses, literature purchases and approved contributions to other A.A. entities.
- Maintain a savings account at the same local bank (see above bullet) into which a prudent reserve equal to six month's operating expenses can be accrued and maintained.
- Review Intergroup's bank accounts frequently to promptly identify if excess funds have accumulated and report such findings to the Steering Committee to be discussed at the next Steering Committee meeting.
- Maintain Intergroup's yearly non-profit registration with the South Carolina Secretary of State's Office.
- Maintain a detailed accounting of daily expenditures and income which will be used to prepare and present the monthly financial report.
- Prepare and present at each Intergroup business meeting a Treasurer's report per Intergroup's financial guidelines. This report is due to the Steering Committee Chairperson for review at least 48 hours before each Steering Committee meeting. For months ending on a Sunday or Monday, the report is due by no later than noon on Tuesday. Present the November and December reports at the January business meeting since there is no business meeting in December.
- Continue to review Intergroup's financial reporting processes to identify and implement improved technologies, processes and training for volunteers to ensure the most efficient and accurate accounting procedures are being used.



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- Periodically review operating expenses for opportunities to replace technologies or vendors to ensure the best stewardship of member groups' contributions.
- Inventory and purchase needed office supplies and materials for the Intergroup office. The Steering Committee Chairperson has primary responsibility for this task with the Treasurer having secondary responsibility.
- Perform, from time to time, various duties of other Steering Committee members 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 Steering 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 Steering Committee and visit A.A. groups in the Greater Columbia area to encourage each group's participation in Intergroup activities.
- Attend district and state assembly meetings as time permits.
- Review and finalize, at the January Steering Committee meeting, the operational and financial summaries for the prior year, and a proposed budget for the upcoming year, to be submitted for approval at the January business meeting.
- Participate in the Steering Committee's annual review of the *Structure and Procedures of the Greater Columbia Intergroup of Alcoholics Anonymous* to ensure the document accurately reflects Intergroup's current business practices.
- Check the Treasurer email account (gcitreassc@gmail.com) at least once daily to ensure that inquiries requiring a response are tended to within 24 hours of receipt.

Literature Chairperson

- Within 30 days of assuming the position, work at least two shifts at the Intergroup office with one of the qualified volunteer trainers to become familiar with office operations.
- Coordinate the Intergroup office in February and August to ensure the office is staffed by daytime volunteers; and notify the groups with hotline duty to ensure they have the resources they need and are ready to serve. Serve as backup coordinator in March and September.
- Conduct and chair a committee to conduct an inventory immediately following the last business day of each month and order necessary quantities of literature, medallions, chips, etc. Conduct weekly spot checks of all inventory, including a review of the office volunteers' reorder list, to identify low quantity items and make purchases as needed.



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Vendors include, but are not limited to, AAWS, Grapevine Publishing, Hazelden, Recovery Emporium, Recovery Accents and Kardwell International.

- Monitor sales and requests from A.A. members and adjust items in inventory based on demand or a lack thereof.
- Propose modifications to the sales floor and stockroom to improve efficiency in sales and inventory as well as aesthetics.
- Maintain current labeling of shelves on sales floor and in stockroom and of price list. Ensure that the current price list is included in the office volunteer manual.
- Prepare and present at each Intergroup business meeting 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 Chairperson for review at least 48 hours before each Steering Committee meeting. For months ending on a Sunday or Monday, the report is due by no later than noon on Tuesday.
- Coordinate all purchases with the Treasurer or Steering Committee Chairperson to ensure funds are available.
- Perform, from time to time, various duties of other Steering Committee members 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 Steering 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 Steering Committee members and visit A.A. groups in the Greater Columbia Area to encourage each group's participation in Intergroup activities.
- Attend district and state assembly meetings as time permits.
- Review and finalize, at the January Steering Committee meeting, the operational and financial summaries for the prior year, and a proposed budget for the upcoming year, to be submitted for approval at the January business meeting.
- Participate in the Steering Committee's annual review of the *Structure and Procedures of the Greater Columbia Intergroup of Alcoholics Anonymous* to ensure the document accurately reflects Intergroup's current business practices.
- Check the Literature Chairperson email account (gcilitsc@gmail.com) at least once daily to ensure that inquiries requiring a response are tended to within 24 hours of receipt.



Article IX. Vacancies

When a Steering Committee officer resigns the position (See Definition of Resignation below), the Steering Committee shall fill this vacancy with a qualified A.A. member to assume the responsibilities of the vacated office as soon as possible or at its next regular meeting. The Committee may vote by text, telephone or email if necessary.

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 Steering Committee 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 Steering Committee Chairperson or Information Chairperson.

Article X. Financial Guidelines

The Treasurer shall manage the funds contributed by member groups to ensure the basic services listed in Article II of this document are provided without interruption by maintaining a prudent reserve equal to six months operating expenses. Operating expenses do not include inventory costs and are calculated based on the prior year's expenses and expected operating increases 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 in excess of those necessary to ensure uninterrupted operation of the intergroup to fulfill its purpose as prescribed in Article II of this document do not accumulate. 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 of more than \$1,000 will be presented to group representatives for approval at the next Intergroup 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 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 Outreach Chairperson and the Technology Chairperson will perform oversight of the Greater Columbia Intergroup Treasurer's office through periodic reviews of Intergroup's financial reports. 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. The Fiduciary Committee will conduct these reviews at least semiannually, or at more frequent intervals when appropriate, and may conduct its reviews remotely and independently as individual committee members. Individual findings should be agreed upon and presented by the entire Committee. The Committee will also monitor financial activity to ensure the adherence to all financial guidelines specified in this document.

Article XI Guides

Guides for the *Structure and Procedures of the Greater Columbia Intergroup of Alcoholics Anonymous* are: *The 12 Steps of Alcoholics Anonymous*; *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 Intergroup business meeting, provided a quorum has been met and a copy of the proposed amendments have been submitted to each representative and/or alternate at least 30 days prior to the meeting at which action is to be taken on the amendments.



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. Disposal of other service items, materials, etc., should occur 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 versus 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"> • 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. • Added Fiduciary Committee to ensure adherence to Financial Guidelines. • Modified Article X to clarify disbursement of surplus funds. • Removed obsolete guidelines. • Updated Hotline Schedule and Holiday Calendar. |
| 5/01/2022 | | <ul style="list-style-type: none"> • Made minor edits throughout the document. |
| 8/16/2022 | Steering Committee | <ul style="list-style-type: none"> • Added language to Article X, Financial Guidelines, to enable the Steering Committee to distribute excess funds up to \$1,000 at its discretion. • Added the specific months each Steering Committee member is required to coordinate the office and hotline schedule to Article VIII. |



| | | |
|-----------|--------------------|--|
| | | <ul style="list-style-type: none"> • Modified Article VI to indicate Steering Committee nominations will be presented at the October business meeting. • Modified Article VII to indicate that Steering Committee elections will be held at the November business meeting. |
| 3/13/2023 | Steering Committee | <ul style="list-style-type: none"> • Added to list of participating districts and clarified group participation language in Article III. • Clarified definition of “continuous sobriety” and other minor revisions in Article IV. • Clarified when Steering Committee members assume duties of absent members and exclusions to doing so in Article VIII. |
| 10/2023 | Steering Committee | <ul style="list-style-type: none"> • Modified Article X to change the meeting requirements for the Fiduciary Audit Committee, to allow committee members to conduct remote and individual reviews of the intergroup financial documents in carrying out their committee duties. |
| 12/2023 | Chair | <ul style="list-style-type: none"> • Replaced calendars and schedules for 2024. |
| 03/2024 | Steering Committee | <ul style="list-style-type: none"> • Made extensive edits throughout the document to clarify and update obsolete content. • Turned the Secretary position into an Outreach Chairperson position to enable Intergroup to increase its outreach and collaboration and cooperation with Bridging the Gap, groups, districts and area. |
| 07/2024 | Chair | <ul style="list-style-type: none"> • Changed all references to Secretary to Outreach Chair, and from diverter to hotline. |



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. Outreach Chair –
 - 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 IGR Meeting:



Appendix B

2024 Intergroup Hotline Coverage Schedule

Group hotline coverage begins at 5 p.m. on Monday and ends the following Monday at 9 a.m. Hotline 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 |
|------------------------|---|--------------------------|
| <i>01/01/24</i> | <i>New Year's Day</i> <i>(Office closed 01/01/24)</i> | <i>Irmo</i> |
| 01/08/24 | | Shandon HH |
| 01/15/24 | | High Noon |
| 01/22/24 | | Fifth Tradition |
| 01/29/24 | | Lunch Box |
| 02/05/24 | | Spiritual Progress |
| 02/12/24 | | North Columbia |
| 02/19/24 | | Back to Basics |
| 02/26/24 | | Living Sober |
| 03/04/24 | | Primary Purpose |
| 03/11/24 | | St. John's |
| 03/18/24 | | Brown Bag |
| <i>03/25/24</i> | <i>Good Friday</i> <i>(Office closed 3/29/24)</i> | <i>Awakenings</i> |
| 04/01/24 | | Long Branch |
| 04/08/24 | | Smokestack |
| 04/15/24 | | All In Men's |
| 04/22/24 | | Third Tradition |
| 04/29/24 | | Central |
| 05/06/24 | | Shady Grove |
| 05/13/24 | | Starting Over |
| 05/20/24 | | North Church Street |
| <i>05/27/24</i> | <i>Memorial Day</i> <i>(Office closed 5/27/24)</i> | <i>Red Bank</i> |
| 06/03/24 | | Horseshoe |
| 06/10/24 | | Wild Bunch |
| 06/17/24 | | New Hope |

| Week of | Holiday | Group Name |
|------------------------|--|-------------------------------|
| 07/08/24 | | Fifth Tradition |
| 07/15/24 | | Back to Basics |
| 07/22/24 | | Irmo |
| 07/29/24 | | High Noon |
| 08/05/24 | | Lunch Box |
| 08/12/24 | | Positive Action |
| 08/19/24 | | Central |
| 08/26/24 | | Living Sober |
| <i>09/02/24</i> | <i>Labor Day</i> <i>(Office closed 9/2/24)</i> | <i>Primary Purpose</i> |
| 09/09/24 | | Red Bank |
| 09/16/24 | | Smokestack |
| 09/23/24 | | Dutch Square |
| 09/30/24 | | Horseshoe |
| 10/07/24 | | New Hope |
| 10/14/24 | | Broad River |
| 10/21/24 | | Chapin |
| 10/28/24 | | Spiritual Progress |
| 11/04/24 | | Brown Bag |
| 11/11/24 | | St. John's |
| <i>11/18/24</i> | <i>Thanksgiving Day and Day After</i> <i>(Office closed 11/23-24/24)</i> | <i>Starting Over</i> |
| 11/25/24 | | North Columbia |
| 12/02/24 | | Chapin |
| 12/09/24 | | Positive Action |
| <i>12/16/24</i> | | <i>Blythewood</i> |
| <i>12/23/24</i> | <i>Christmas Eve and Day observed</i> | <i>Wild Bunch</i> |



| | | |
|-----------------|---|-------------------|
| | | |
| 06/24/24 | | Blythewood |
| 07/01/24 | July Fourth <i>(Office closed 7/4/24)</i> | Shandon HH |

| | | |
|-----------------|--|-------------------|
| | <i>(Office closed 12/24-25/24)</i> | |
| 12/30/24 | New Year's Day <i>(Office closed 1/1/25)</i> | Awakenings |

2024 Intergroup Holiday Schedule | Office Closures

| | | |
|-------------------------|-----------|-------------------|
| New Year's Day Observed | Monday | January 1, 2024 |
| Good Friday | Friday | March 29, 2024 |
| Memorial Day | Monday | May 27, 2024 |
| Independence Day | Thursday | July 4, 2024 |
| Labor Day | Monday | September 2, 2024 |
| Thanksgiving | Thursday | November 28, 2024 |
| Day after Thanksgiving | Friday | November 29, 2024 |
| Christmas Eve | Tuesday | December 24, 2024 |
| Christmas Day | Wednesday | December 25, 2024 |

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 hotline 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 hotline service to the scheduled person and the Intergroup representative 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 hotline service column.