



**INTERGROUP
REPRESENTATIVE
HANDBOOK**

First Edition, January 2005

The A.A. Preamble

Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism. The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self-supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy; neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

Responsibility Pledge

I am responsible...
When anyone, anywhere,
reaches out for help, I want
the hand of A.A. always to be there.
And for that: I am responsible

A Declaration of Unity

This we owe to A.A.'s future:
To place our common welfare first;
To keep our fellowship united.
For on A.A. unity depend our lives,
And the lives of those to come.

Purpose of this handbook

The purpose of this handbook is to give new intergroup representatives an introduction to Central Jersey Intergroup (CJI). We hope this will be an easy reference tool and guide for new intergroup representatives to better understand CJI. We also hope to enable new intergroup representatives to better represent their groups by having a greater understanding of intergroup practices and principles. We encourage you to ask questions. Thank you for your service.

What is intergroup?

Intergroups exists to aid the groups in their common purpose of carrying the A.A. message to the alcoholic who still suffers. Intergroups are a A.A. service entity. CJI is made up of the participating A.A. groups in the Trenton, NJ and surrounding areas. It was established to carry out certain functions common to all of the groups, functions that are more easily handled by a centralized office such as publishing meeting lists. These services are provided through our standing and Ad Hoc committees.

In the A.A. service structure, CJI provides local services while the general service committees maintain the link between the A.A. groups and the

A.A. General Service Board by means of the General Service Conference.

What are intergroup representatives responsible for?

The intergroup representative is responsible to vote their group's conscience at body meetings and to inform intergroup about the concerns of their group. The intergroup representative tries to keep their group well informed about what the intergroup is doing. The intergroup representative is responsible for participating in body meetings with other such representatives monthly to share their group's experience in carrying the A.A. message through the services provided by CJI.

Panel Descriptions

Chair

The chairperson presides at all meetings, except Steering Committee, appoints all committee chairs and maintains general supervision of Intergroup affairs.

Co-Chair

The co-chairperson acts in the chairpersons absence, maintains the office and the day time phone commitments.

Treasurer

The treasurer collects all contributions from member groups and reports donations received to the groups.

The Financial Secretary

The financial secretary's main function is to make sure all incoming monies are spent in accordance with the by-laws and budget voted on by the groups. The financial secretary keeps all financial records. With the cooperation of the officers and committee chairs the financial secretary develops and proposes a yearly budget for approval by the groups.

Recording Secretary

The recording secretary takes minutes of all Intergroup business meetings and Steering Committee meetings and provides the minutes of business (body) meetings to the groups.

Committee Descriptions

Answering Service Committee

The answering service committee of CJI manages and schedules the coverage of A.A. member volunteers and groups for the phone commitments at the CJI office. This committee provides training and assistance to phone volunteers. This committee also maintains a "12th Step" list of A.A. members who are willing to be called to help "still suffering" alcoholics and newcomers begin their journey of sobriety.

Computer Committee

The computer committee maintains our computer hardware and software. The committee also researches, purchases and installs new computer hardware and software as approved by CJI.

Correctional Facilities Committee

The corrections facilities committee maintains a working relationship with jails, prisons, and secured care facilities to allow A.A. members to carry the A.A. message to alcoholics confined in these facilities. It also clarifies what A.A. can and cannot do within our Traditions and provides A.A. literature to prisons.

Hospitals and Institutions Committee

The hospitals and institutions committee maintains a working relationship with hospitals and institutions to allow A.A. members to carry the A.A. message to alcoholics confined in these facilities. It also clarifies what A.A. can and cannot do within our traditions and provides A.A. literature to hospitals and institutions.

Literature Committee

The literature committee is responsible for maintaining a supply of conference approved literature from the General Service Office at CJI.

Meeting List Committee

The meeting list committee is responsible for publishing and maintaining an up to date list of A.A. meetings in Trenton and surrounding areas who have registered with CJI.

Newsletter Committee

The Newsletter Committee edits and publishes the bi-monthly CJI News. Each issue contains information about A.A. and CJI. This is done through descriptions of services offered and announcements of upcoming A.A. events at the Area, District and Intergroup levels. In order to follow our Tradi-

tions of non-endorsement and non-affiliation, the newsletter committee includes only information and announcements about A.A. events and functions.

Public Information Committee

The public information committee is responsible for creating greater understanding of – and preventing misunderstandings of – the A.A. program through the public media, electronic media, P.I. meetings, and speaking to community groups. Upon request, we visit schools, local businesses, and community groups. Volunteers also provide services at community events by staffing booths to distribute literature and answer questions about A.A.

Steering Committee

The steering committee is composed of officers, committee chairs and trustees, and meets monthly to discuss CJI business and to set the agenda for the upcoming body meeting.

Unity Committee

The unity committee schedules and books commitments for CJI representatives to go to A.A. groups to talk about what CJI is and what it does.

Web Site Committee

The web site Committee is responsible for maintaining the website. This includes posting the current CJI meeting list. The web site is used to communicate what is going on with CJI, and A.A. as a whole. In addition to intergroup committees, we post anniversary meeting announcements and new meeting announcements for the groups in our area.

Ad Hoc Committee

An Ad Hoc Committee is a temporary committee formed at the request of the CJI Chair and approval by the CJI Body. The function of an Ad Hoc committee is to meet a temporary need of CJI.

Trustees

The trustees serve as advisors to CJI. They must have at least 10 years of continuous sobriety, a record of service in A.A., and previous experience and knowledge of intergroup.

Commonly Used Terms

Alcoholics Anonymous World Services (A.A.W.S.): A.A.W.S. is the operating corporation of the A.A. General Service Board. It primarily services and publishes A.A. Conference Approved literature.

Area 45: Southern New Jersey General Service Area 45. See page 19.

Area Delegate: Provides leadership to the Area by involvement in Area functions to the fullest extent possible, and by keeping an open line of communication between the GSO and the groups.

Box 459: Box 459 is the bimonthly newsletter from GSO.

Central Jersey Intergroup (CJI): See page 3.

Corrections and Treatment Facilities (CTF): See page 5.

General Service Conference: This Conference meets annually in New York and is attended by the elected Delegates of the United States and Canada. The

collective conscience of the entire Fellowship comes together during this spiritually charged week long Conference. The resulting Conference Advisory Actions will guide the groups of A.A. in the years to come. The General Service Conference of A.A. has become for nearly every practical purpose the active voice and the effective conscience of our whole Society in its world affairs.

General Service Office (GSO): The GSO is located at 475 Riverside Drive in New York City. GSO serves all the A.A. groups in the United States and Canada. GSO also offers services to A.A. overseas, especially in countries where there is no service structure. It serves as a clearinghouse and exchange point for the wealth of A.A. experience accumulated over the years. Feel free to call GSO at (212) 870-3400 or if you prefer you can check out their Web-Site at www.aa.org

General Service Representative (G.S.R.): The G.S.R. is the link between the A.A. Group and A.A. as a whole.

Hospitals and Institutions (H. and I.): See page 5.

Minority Opinion: This is the voice that is always heard in A.A. Once a vote has been taken and a majority has been garnered, the minority side is granted the opportunity to have its 'voice' heard. By carefully defining the relationship between the 'majority opinion' as well as the 'minority opinion', as outlined in Concept Five, we shall never be subjected to the tyranny of either. Unity almost always prevails as we embrace this principle. Note: The 12 Concepts for World Service can be found in the 4th edition of Alcoholics Anonymous, appendix VII.

Northeast Regional Alcoholics Anonymous Service Assembly

(NERAASA): The purpose of NERAASA is for the G.S.R.s, D.C.M.s, Area Committee members and Intergroup representatives of the Northeast Region, to discuss General Service Conference related issues and concerns affecting A.A. as a whole, as well as pertinent aspects of recovery, unity and service common to the Areas of the Northeast Region.

Northeast Region Convention (NERC): This is the oldest Convention in the Northeast Region. It features A.A. speakers, workshops, marathon meetings and entertainment. This convention offers the unique opportunity for an A.A. member to get to know other A.A.s from throughout the Northeast region.

Northeast Regional Delegates Convention (NERD): NERD is a gathering of current and past Delegates and guests residing in the Northeast Region. The main purpose of this weekend is to prepare the new Delegates for their first General Service Conference.

Northeast Regional Forum (NERF): NERF is a weekend long sharing session, presented by GSO staff, designed to improve communication and participation among A.A. service workers in the Northeast region. This weekend affords the opportunity to meet and get to know our trusted servants who work for us, i.e., the GSO Staff, General Service Board members, AAWS Directors, Grapevine Staff and Trustees.

Public Information (P.I.): See page 6.

Right of Decision: As a trusted servant, an intergroup representative will usually vote the conscience of his/her homegroup. However, if new information is available, the intergroup representative has the “Right of Decision” to change the vote if he/she feels the new information would change the group con-

science of the homegroup. Our entire A.A. program rests squarely upon the principle of mutual trust. We trust God, we trust A.A., and we trust each other. Therefore we cannot do less than trust our leaders in service. The “Right of Decision” that we offer them is not only the practical means by which they may act and lead effectively, but it is also the symbol of our implicit confidence.

Service Sponsor: A service sponsor presents the various aspects of service: setting up a meeting; working on committees; participating in conferences, etc. The service sponsor begins by encouraging the member to become active in their home group – coffee, literature, attending business meetings, Intergroup meetings or Area Assemblies, etc. Eventually, the service sponsor encourages the individual member to read about the history and structure of A.A. The process of service sponsorship ensures the future of A.A. For more information, refer to p.28 of the pamphlet “Questions & Answers on Sponsorship”.

Service Manual: The A.A. Service Manual Combined With Twelve Concepts for World Service by Bill W. – published by AAWS.

Simple Majority: If there are one hundred (100) voting members, a simple majority would consist of fifty one (51) voting members.

Substantial Unanimity: This term means that at least two thirds of the voting members present agree. If there are one hundred (100) voting members, a substantial unanimity would consist of sixty seven (67) voting members.

Third Legacy Procedure: A.A.’s Third Legacy Procedure is a special type of electoral procedure, used primarily for elections. (Please refer to the Service Manual or page 13 of this handbook for more details.)

Twelve Concepts for World Service: This set of spiritual principles was writ-

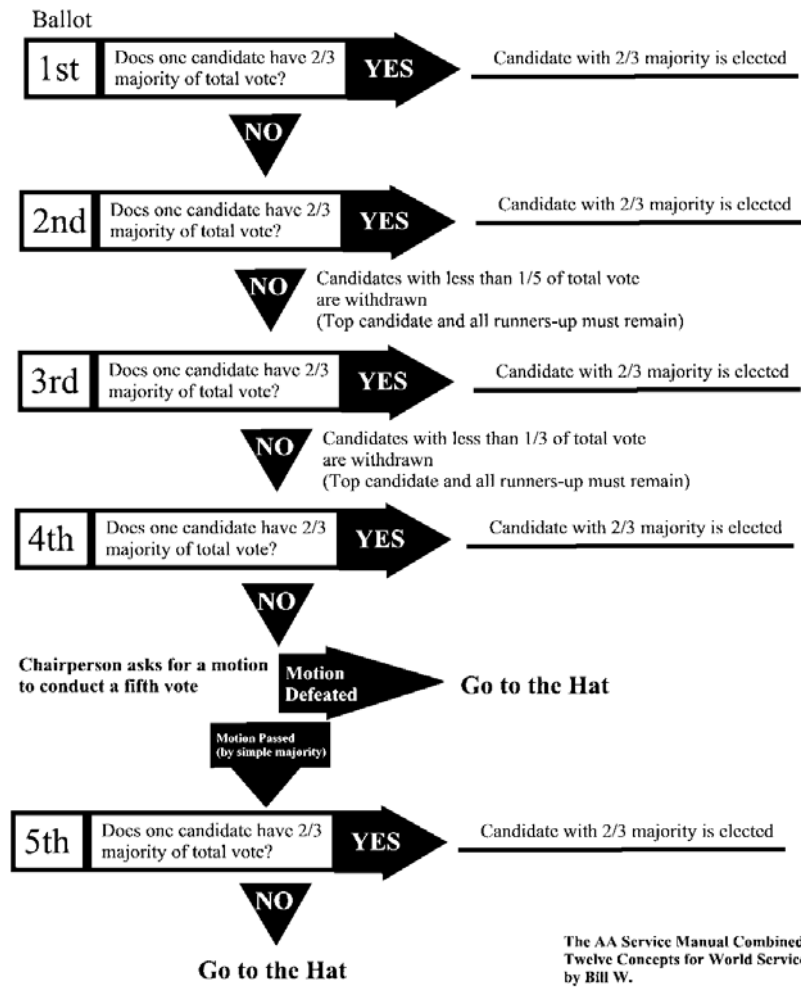
ten by Bill W. in 1962. The Concepts are an interpretation of A.A.'s world service structure. They aim to record the why of our service structure in such a fashion that the highly valuable experience of the past, and the lessons we have drawn from that experience, can never be forgotten or lost. (The Concepts can be found in their entirety in the Service Manual and in the short form in the 4th Edition of Alcoholics Anonymous)

Warranties of A.A.: The warranties contained in Concept Twelve guarantee that the Conference itself will conform to A.A.'s Twelve Traditions.

CJI Election

1. The election will have the sole purpose of electing CJI officers: Chair, Co-Chair, Financial Secretary, Treasurer and Recording Secretary. The Panel's term of office shall be for two years beginning January 1 immediately after the election.
2. The election is held biennially on the first Wednesday of November at the Body Meeting.
3. The election is conducted by the current Chair.
4. Officers will be elected from duly elected CJI representatives and must have a minimum of 2 years continuous sobriety.
5. Each office is elected separately, starting with the Chair. The election is conducted in accordance with the A.A. Service Manual "Third Legacy Procedure".
6. Each person nominated must be present to either decline or accept the position. If the nomination is accepted, the person will address the Body giving their sobriety date and service experience.
7. Those eligible to vote are the CJI representatives (if the representative is not present, the alternate representative will vote), Co-Chair,

The Third Legacy Procedure



The AA Service Manual Combined With
Twelve Concepts for World Service
by Bill W.
page S21

CJI Bylaws

ARTICLES OF INCORPORATION CENTRAL JERSEY INTERGROUP OF ALCOHOLICS ANONYMOUS, INC.

ARTICLE I: NAME

The name of the corporation shall be CENTRAL JERSEY INTERGROUP OF ALCOHOLICS ANONYMOUS, INC., hereinafter called Intergroup.

ARTICLE II: PURPOSE

The purpose of the Corporation is to coordinate activities, solve common group problems, and maintain friendly group relations in the Central Jersey Area.

The Corporation shall conduct itself as a New Jersey Non-Profit Corporation. No part of the net earnings of the corporation shall inure to the benefit of, or be distributed to, its members, trustees, officers, or other persons, except the corporation shall be authorized and empowered to pay reasonable compensation for services rendered to the corporation and to make payments and distribution in furtherance of the purposes set forth herein.

The corporation shall not carry on any other activities not permitted to be carried on:

- (a) by a corporation exempt from Federal Income Tax under 501(c)(3) of the Internal Revenue Service Code of 1954, as amended (or the corresponding provision of any future United States Internal Revenue law), or
- (b) by a corporation, contributions to which are deductible under 179(c)(2) of the Internal Revenue Service Code of 1954, as amended (or the corresponding provision of any future United States Internal Revenue law).

ARTICLE III: MEMBERSHIP

Membership is open to all AA Groups registered with the General Service Board of Alcoholics Anonymous, in New York. There are no dues or fees.

Each member group may have (1) representative and (1) alternate representative, but only (1) vote per group will be allowed.

ARTICLE IV: BOARD OF TRUSTEES

There shall be a Board of Trustees elected by the member groups of Intergroup. The Board of Trustees shall serve as advisors to Central Jersey Intergroup. The Board of Trustees shall consist of 5 members elected to a term of 3 years on a rotating basis.

To be eligible for election as a Trustee, an AA member must have (10) years of continuous sobriety, a record of service in AA, and previous experience and knowledge of Intergroup.

Trustees are expected to attend Intergroup Steering Committee meetings, monthly Intergroup meetings, and other meetings as requested by the Chairperson. Trustees will have voting privileges at Steering Committee meetings only.

ARTICLE V: OFFICERS

The officers of Intergroup shall consist of a Chairperson, Co-Chairperson, Financial Secretary, Treasurer, and Recording Secretary. These officers shall be elected from duly elected Intergroup representatives. The newly elected Chairperson shall be immediately replaced as a representative by their alternate group representative, but other officers shall retain their full status as representatives. The Chairperson shall be entitled to vote in the event of a tie. Continuous sobriety requirements shall be (2) years for all officers. All officers shall be subject to removal for inefficiency, neglect of duties, or other misconduct in office if recommended by the Steering Committee and approved by a majority vote of the general membership. All officers of Intergroup shall hold office for (2) years. Elections shall be held in November of the second year of their term. The newly elected Officers shall assume their duties effective January 1st. All officers are expected to attend the Body and Steering Committee meetings with all Committee Chairpersons. The Chairperson shall preside at all meetings, appoint all committees, and maintain general supervision of Intergroup affairs. The Co-Chairperson will act in the Chairpersons absence, maintain office, and

day time phone commitments. The Financial Secretary shall keep all financial records. The Treasurer shall collect all contributions from member groups. The Recording Secretary shall take minutes of Intergroup business meetings and Steering Committee meetings.

ARTICLE VI: COMMITTEES

The Chairperson shall appoint chairpersons for the following standing committees. Committees may include, but not be limited to, the following:

Answering Service

Correctional Facilities

Computer

Hospitals & Institutions

Literature

Meeting List

Newsletter

Prisons

Public Information

Steering Committee

Unity

Web Site

The Chairperson may appoint ad hoc committees and name a chairperson to best serve the member groups of Intergroup.

It is required that all members who make public speaking commitments possess at least (1) year of continuous sobriety.

It is required that the Steering Committee be a closed meeting. Voting members shall consist of current and last term Officers, Committee Chairpersons, and the Board of Trustees. The office worker shall have a vote except in matters of compensation or performance. The Chairperson of the Steering Committee shall be entitled to vote in the event of a tie. Only voting members may have input. However the committee may request information from other parties on specific issues. The Steering Committee may approve non-recurring expen-

ditures of five hundred (\$500) or less.

ARTICLE VII: FINANCE

The activities of Intergroup shall be financed primarily by regular monthly contributions from member groups. Each member group may determine its own contribution, if any, but it is suggested that group contributions be a group conscience based on what is suggested by the General Service Office. All Intergroup funds will be maintained in one (1) checking account. All checks disbursed by Intergroup shall be signed by the Treasurer and the Financial Secretary. The funds of Intergroup shall be expended only for the purposes of Intergroup and for the advancement of the A.A. program and no other purpose.

ARTICLE VIII: REPORTS

Full and complete reports will be made available to all member groups who are registered with Intergroup. These reports will include the Financial secretary's and Treasurers reports and the minutes of the preceding Intergroup business meeting.

ARTICLE IX: OFFICE WORKER

Intergroup shall employ, as needed, an Office Worker(s). The Office Worker (s) will be hired by a committee of the Chairperson, Co-Chairperson, and the Financial Secretary. The office worker(s) may not hold an office in Intergroup. Selection of an Office Worker(s) will be made after a careful review of the qualifications of the candidates. Candidates shall make application in writing, stating qualifications, experience, and personal background. Candidates for the job must have at least (2) years continuous sobriety and must be a member of an Intergroup member group. Compensation and work hours of the office worker(s) shall be reviewed by all the elected officers, approved by the Steering Committee, and voted on by the member groups. Termination of employment will be recommended by a majority of elected officers, approved by the Steering Committee, and voted on by the member groups. However, a majority of elected officers may suspend the office worker(s) without compensation for

gross infractions. Termination must still be approved by the Steering Committee and approved by the member groups.

ARTICLE X: AMENDMENTS

Amendments to these Articles of Incorporation may be adopted by a majority vote at any regular membership meeting of Intergroup after the Intergroup representatives have had the opportunity to present the proposed amendment(s) to their groups.

ARTICLE XI: TRADITIONS

The Articles of Incorporation are based in the spirit of the Twelve Traditions and Twelve Concepts of Alcoholics Anonymous and will be adhered to as closely as possible in all situations.

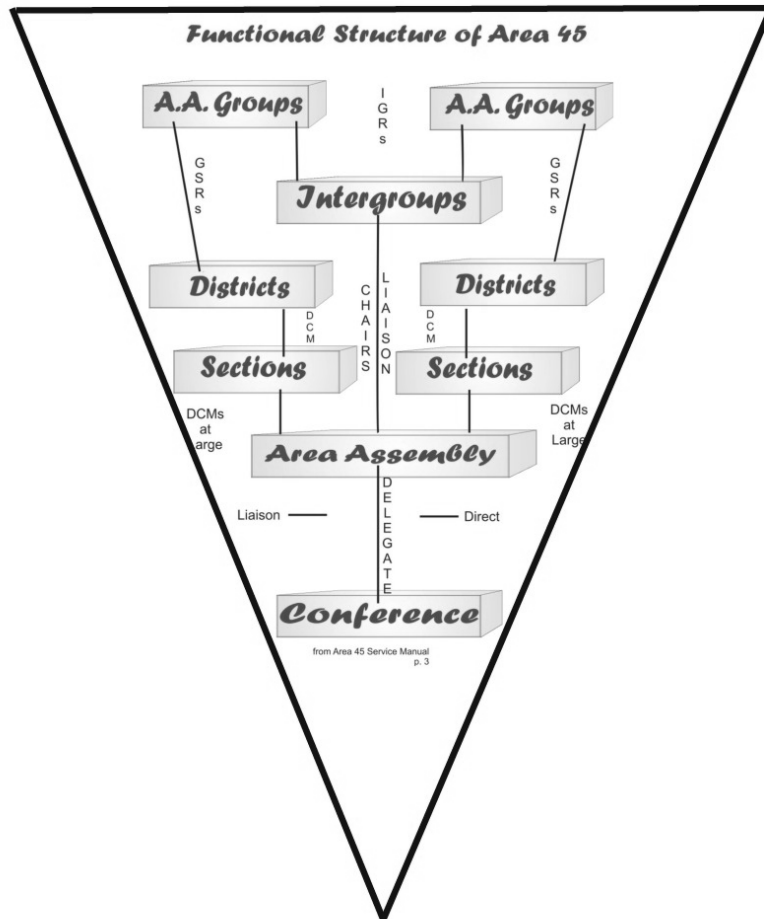
ARTICLE XII: GENERAL MEMBERSHIP MEETINGS

All Intergroup business shall be settled by a majority vote (abstentions shall not count as a vote). All A.A. members may attend an Intergroup business meeting. Intergroup business meetings will be held monthly at a time and place designated by Intergroup.

ARTICLE XIII: DISSOLUTION OF CORPORATION

Upon dissolution or other termination of the corporation, no part of the corporation, or any proceeds, shall be distributed to, or inure to the benefit of any members, trustees, or other officers of the corporation. All such property and proceeds subject to the discharge of valid obligations of the corporation, shall be distributed to discharge the valid obligations of the corporation, shall be distributed to any such organization as the Board of Trustees may direct: provided however, that any transferee organization, at the time of distribution, shall qualify as an exempt organization under 501(c)(3) of the Internal Revenue Service Code of 1954, as amended (or the corresponding provision of any future United States Internal Revenue law)

TRENTON NEW JERSEY, MAY 2002



Suggested reading:

The A.A. Service Manual Combined With Twelve Concepts for World Service

The pamphlet, The A.A. Group

The pamphlet, Self Support: Where Money and Spirituality Mix

Dr. Bob and the Good Oldtimers

“Pass It On”

Alcoholics Anonymous Comes of Age

