

# Interim Guidelines and Procedures for Santa Barbara ACA Intergroup Adopted March 9, 2014

## Intergroup Officers and Policies

The purpose of this charter is to provide Guidance for administrative and operational procedures of the **Santa Barbara ACA Intergroup**.

- [1.0 Mission](#)
- [2.0 Membership](#)
  - [2.1 ACA WSO Group representative](#)
  - [2.2 Chairperson](#)
  - [2.3 Intergroup Representatives](#)
  - [2.4 Recording Secretary](#)
  - [2.5 Treasurer](#)
  - [2.6 Vice chairperson](#)
- [3.0 Policies](#)
  - [3.1 Anonymity](#)
  - [3.2 Decision Making](#)
  - [3.3 Elections](#)

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Adopted March 9, 2014**

## **1.0 Mission**

### **1.1 Responsibilities**

The mission of the **Santa Barbara ACA Intergroup** is to support ACA meetings whenever possible. Intergroup is a service body only and performs the following services.

- 1.1.1 Publish and distribute Meeting Schedules/Attraction Materials for meeting representatives and the professional treatment community, or to other areas where ACA may be needed.
- 1.1.2 Assist new ACA Groups in establishing themselves in Area covered by the **Santa Barbara ACA Intergroup**, where such help is needed.
- 1.1.3 Provide ACA Speakers periodically to ACA members and the community through an ACA Speaker's Board.
- 1.1.4 Act in an Advisory Capacity in an exchange of ideas and information between members and meetings.
- 1.1.5 Helps coordinate helpline functions, public information efforts, hospitals and institution events and ACA events and other special functions authorized by the **Santa Barbara ACA Intergroup** at a regular business meeting.
- 1.1.6 Put on fund-raising events<sup>1</sup> and donate proceeds to Intergroup and WSO;
- 1.1.7 Host recovery workshops or holiday marathon meetings;
- 1.1.8 Organize fun events and invite friends and relatives;
- 1.1.9 Take an ACA meeting to a local hospital or institution.

### **1.2 Comments from the Red Book**

In the past, as we worked out our experience with the ACA Traditions, there were questions about ACA members working for Intergroups and other ACA service boards. Some Intergroups had offices to maintain, telephones to answer, office floors to clean, and literature to ship. In the beginning, ACA tried to use volunteers to handle these endless tasks, but volunteers can only be asked to do so much. Usually these duties would fall to a few volunteers who faithfully did this work for many years without pay. The fellowship benefited from their service work, which was done without thought of recognition or wages. They did their volunteer work for free and for the love of ACA.

When an Intergroup or the WSO is asked for direction on a certain matter, these committees typically answer with "We suggest..." or "Our experience shows ..." There are no directives. No one can tell ACA groups how to run their meetings. There is no authoritative governance in ACA. But what about an ACA group facing someone who regularly interrupts the meeting or who makes it unsafe with such behavior? Can't the group organize a committee to keep the meetings safe? Can't the Intergroup be asked to organize a subcommittee dedicated to group safety?

**Interim Guidelines and Procedures for Santa Barbara ACA Intergroup  
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With trust, we also avoid the tendency to manage or control our trusted servants who are trying to do the best they can on behalf of the fellowship. We trust our trusted servants to do the right thing, whether they serve at the group, Intergroup, or WSO level. We trust them to fulfill the duties they were elected to do. We avoid strapping them with unreasonable rules and regulations. ACA has a defined service structure, but it is not mired in over-built structure or unneeded protocol.

**Interim Guidelines and Procedures for Santa Barbara ACA Intergroup  
Adopted March 9, 2014**

## **2.0 Membership**

- 2.0.1 **Santa Barbara ACA Intergroup** will be comprised of one Intergroup Service Representatives (IGR) from each meeting in Area covered by **Santa Barbara County**. Each IGR will be allowed one vote. In the event an IGR is absent, a representative from that meeting may vote.
- 2.0.2 Intergroup Representatives must be active members of the group they represent. It is suggested that each IGR has at least 6 months of membership in ACA.
- 2.0.3 Representatives may be requested to serve on committees or as a chairperson of committees by the Intergroup.
- 2.0.4 Any ACA Member may attend **Santa Barbara ACA Intergroup** meetings.
- [2.1 ACA WSO Group representative](#)

## **2.1 ACA WSO Group representative**

### **2.1.1 Term of Office**

Not specified yet

### **2.1.2 Qualifications**

- 2.1.2.1 Any member of any ACA Group in Area covered by **Santa Barbara ACA Intergroup** may be nominated for this office.
  - It is strongly suggested that each elected officer have at least six months of ACA membership.

### **2.1.3 Duties**

- 2.1.3.1 Attend monthly teleconference meetings. Teleconferences are held the 2nd Saturday of each month. Dial (712) 432-0075 code: 427266# to connect with the callers.
- 2.1.3.2 Makes concerns and questions of meeting known to ACA WSO.
- 2.1.3.3 Continue to offer support to ACA WSO or communicate service needs to the meeting.
- 2.1.3.4 Distribute information collected to the meetings (events, news, literature, etc.).

## **2.2 Chairperson**

### **2.2.1 Term of Office**

- 2.2.1.1 BE ELECTED FOR A ONE YEAR TERM at the regular meeting of Intergroup in May of each year and shall assume office at the June Meeting.

## **Interim Guidelines and Procedures for Santa Barbara ACA Intergroup Adopted March 9, 2014**

- 2.2.1.2 In event there was no previous [Vice chairperson](#) elected, may be elected a second consecutive year,
- 2.2.1.3 May not be elected for more than two consecutive years.
- 2.2.1.4 May be re-elected again after another person has served a term.

### **2.2.2 Qualifications**

- 2.2.2.1 It is strongly suggested that any candidate for the Intergroup Chair, have at least one year of regular ACA meeting attendance and have been involved in previous ACA service work at some level.
- 2.2.2.2 Any member of any ACA Group in Area covered by **Santa Barbara ACA Intergroup** may be nominated for this office.
  - It is strongly suggested that each elected officer have at least six months of ACA membership.

### **2.2.3 Duties**

- 2.2.3.1 PRESIDE OVER regular and special Intergroup Business Meetings. The Chairperson is responsible for keeping the meetings going and assuring the agenda is set. In the absence of the Chairperson, the Vice Chairperson shall preside.
- 2.2.3.2 BE AUTHORIZED to sign checks in cooperation with the Vice Chairperson and Treasurer.
- 2.2.3.3 BE EMPOWERED TO CALL SPECIAL MEETINGS for urgent reasons and shall notify all Intergroup Reps (3) days prior to the meeting.
- 2.2.3.4 Be a non-voting person at the business meeting, except when needed to break a tie.
- 2.2.3.5 When IGR serves as Chairperson, a third Intergroup rep with a vote may be supplied by Chairperson's group meeting and that person will receive a vote.

## **2.3 Intergroup Representatives**

### **2.3.1 Qualifications**

- 2.3.1.1 Each ACA group elects an Intergroup Representative who attends monthly or quarterly meetings
- 2.3.1.2 Elected as Intergroup Representative by group in Area covered by **Santa Barbara ACA Intergroup**. (if this office is vacant, the secretary assumes these responsibilities)

### **2.3.2 Duties**

- 2.3.2.1 Each rep gets one vote on voting issues.
- 2.3.2.2 Attends and participates in Intergroup monthly meetings.

## **Interim Guidelines and Procedures for Santa Barbara ACA Intergroup Adopted March 9, 2014**

- 2.3.2.3 Communicates information and activity announcements from the Intergroup and WSO to his or her meeting. This information is usually communicated weekly.
- 2.3.2.4 Makes concerns and questions of local meetings known to **Santa Barbara ACA Intergroup**.
- 2.3.2.5 Reports back to local meetings on with answers to local meeting concerns or suggested policies from the Intergroup.
- 2.3.2.6 conveys experience, strength, and hope from Intergroup
- 2.3.2.7 Representatives may be requested to serve on committees or as a chairperson of committees by the Intergroup.

## **2.4 Recording Secretary**

### **2.4.1 Term of Office**

- 2.4.1.1 BE ELECTED FOR A ONE (1) YEAR TERM. The recording secretary may serve another one (1) year term, but may not serve more than two consecutive terms.

### **2.4.1 Qualification**

- 2.4.1.1 Any member of any ACA Group in Area covered by **Santa Barbara ACA Intergroup** may be nominated for this office.
  - It is strongly suggested that each elected officer have at least six months of ACA membership.

### **2.4.2 Responsibilities**

- 2.4.2.1 KEEP ACCURATE AND COMPLETE records (minutes) of Intergroup business meetings.
- 2.4.2.2 REPRODUCE THE MINUTES within 10 days of the Intergroup business meetings and distribute them by email copies to:
  - 2.4.2.2.1 Each ACA meeting group Secretary
  - 2.4.2.2.2 Intergroup Chairman and Intergroup Reps
  - 2.4.2.2.3 Intergroup and Recording Secretary Archives
- 2.4.2.3 The group secretary updates meeting information with its Intergroup and WSO for changes in meeting location and times, secretary or treasurer, or addresses and phone numbers.
- 2.4.2.4 Meeting information should be updated annually.
- 2.4.2.5 Notify the facility in which you meet when you are turning over the key to a new secretary. Provide their name, address, and phone number.
- 2.4.2.6 The secretary announces service opportunities becoming available. The opportunities include: chairing meetings, serving as an Intergroup Representative, serving as group treasurer, helping with group duties, and carrying ACA meetings into treatment centers, psychiatric units, or prisons.

## **Interim Guidelines and Procedures for Santa Barbara ACA Intergroup Adopted March 9, 2014**

- 2.4.2.6.1 It is recommended that group members have six months of recovery before taking on a meeting within a facility.
- 2.4.2.7 Former group secretaries are encouraged to continue their Twelve Step work by carrying the message to those who still suffer and giving back to ACA what ACA has given them. Some secretaries become an Intergroup Representative for their meeting.
- 2.4.2.8 The outgoing group secretary helps the incoming secretary

## **2.5 Treasurer**

### **2.5.1 Term of Office**

- 2.5.1.1 One year Term

### **2.5.2 Qualifications**

- 2.5.2.1 Any member of any ACA Group in Area covered by **Santa Barbara ACA Intergroup** may be nominated for this office.
  - It is strongly suggested that each elected officer have at least six months of ACA membership.

### **2.5.3 Responsibilities**

- 2.5.3.1 BE ELECTED FOR A ONE (1) YEAR TERM.
- 2.5.3.2 BE RESPONSIBLE FOR FUNDS belonging to the Intergroup and ensure timely deposits of money for and on behalf of the Intergroup in a bank or banks designated by the intergroup members. In the absence of the above, the Treasurer may select a bank.
- 2.5.3.3 MAKE A MONTHLY financial report to the **Santa Barbara ACA Intergroup** and present a statement for publication.
- 2.5.3.4 PAY AUTHORIZED operational expenses.
- 2.5.3.5 BE AN EX-OFFICIO member of all committees authorized to handle funds.
- 2.5.3.6 ATTEND INTERGROUPOUS MEETINGS.
- 2.5.3.7 SET UP AND MAINTAIN CHECKING ACCOUNT under the name **Santa Barbara ACA Intergroup**
- 2.5.3.8 Needs decision of how much of surplus to send to Regional and World Services.
- 2.5.3.9 SIGNATORS FOR CHECKS, of which two are required, may come from Chair, Vice Chair and Treasurer.

### **2.5.4 Comments from Red Book**

Self-supporting means that we, the members of ACA, contribute to our own support, and we rely on no other person, agency, or outside influence for financial assistance. Fully self-supporting means that we, the members of ACA, support all of ACA, including rent, refreshments, literature, Intergroup and World Services, and any other miscellaneous expenses we incur. The

## **Interim Guidelines and Procedures for Santa Barbara ACA Intergroup Adopted March 9, 2014**

Seventh Tradition contributions are the collective offerings of our members to support ourselves, independent of any, and all, outside contributors. We refuse outside contributions, so that we will be free of any outside pressures, influences, or control that could contaminate our ACA goals. We are independent of non-ACA contributors. A group is to pay for its basic meeting expenses and keep a prudent reserve to pay meeting expenses during difficult times. When that is taken care of, a percentage of what is left is sent to World Service Organization and to your Intergroup. The service boards, Intergroup, and WSO use these group contributions to support ACA literature development, coordinate treatment center meetings, and support other ACA efforts here and abroad. Using Seventh Tradition contributions for a pizza party would be a misuse of the contributions intended for ACA's operating expenses. Group celebrations should be funded by the function's participants. ACA groups decline outside contributions to keep the control of our ACA program in our own hands. Accepting outside contributions could lead to interference, even though some donors mean well. We must pay our own way to keep free of entanglement.

## **2.6 Vice chairperson**

### **2.6.1 Term of Office**

- 2.6.1.1 First year no responsibility except to learn and then become [Chairperson](#).
- 2.6.1.2 BE ELECTED FOR A ONE (1) YEAR TERM. May be reelected for another year, but may not serve more than two consecutive terms.

### **2.6.2 Qualifications**

- 2.6.2.1 Any member of any ACA Group in Area covered by **Santa Barbara ACA Intergroup** may be nominated for this office.
  - It is strongly suggested that each elected officer have at least six months of ACA membership.

### **2.6.3 Duties**

- 2.6.3.1 WILL ASSUME THE OFFICE OF CHAIRPERSON. The vice-chairperson is to be elected with the understanding that he/she will assume the duties of the Chairperson the following year. In consideration of this, the chairperson will have minimal duties.
- 2.6.3.2 SHALL ACT AS CHAIRPERSON, in the absence of the chairperson, at all regular and special intergroup meetings



# Interim Guidelines and Procedures for Santa Barbara ACA Intergroup Adopted March 9, 2014

## 3.0 Policies

### 3.1 Anonymity

There are times when ACA members must use their full names. When a member is doing service involving banking or legal contracts and liabilities as part of his or her group or Intergroup, the person may need to use the first and last name and include contact information. Trusted Servants on service boards where governmental jurisdiction is required for members to assemble legally are often required to supply their personal information (full name, address, phone, etc.) in writing, and this information must be made available on demand to any member of the organization who requests it.

## 3.2 Decision Making

### 3.2.1 Eligibility

- Only Officers and Intergroup Representatives (or their substitutes if they are absent) are eligible to vote, make motions, etc except that the Chairman doesn't have a vote unless their is a tie. (See [Chairperson](#) 2.2.3.4 )

### 3.2.2 Discussion from Red Book

There is a principle from our Twelve Concepts for ACA World Service known as “substantial unanimity.” The Twelfth Concept states: “that all important decisions be reached by discussion vote and whenever possible, by substantial unanimity.” Substantial unanimity applies to the most important business of meetings, Intergroups, and Regions, 2 in addition to the Annual Business Conference. Substantial unanimity means that decisions reached by ACA meetings or service bodies need to reflect the clear will of the group. Each group and service committee must decide the “important decisions” that require substantial unanimity. Substantial unanimity is always greater than a simple majority and should exceed a two-thirds majority of those voting on the ACA business at hand. If agreement cannot be reached, it is best to postpone action on the motion or topic. The election of service committee members typically is settled by a simple majority vote, which is acceptable and well below substantial unanimity standard. There are other examples of ACA business being settled by a simple majority. But we are always mindful of the need for substantial unanimity on business of greater importance.

**Interim Guidelines and Procedures for Santa Barbara ACA Intergroup  
Adopted March 9, 2014**

## **3.3 Elections**

- 3.3.1 The **Santa Barbara ACA Intergroup** will elect a [Chairperson](#), [Vice chairperson](#), [Recording Secretary](#), [Treasurer](#) and [ACA WSO Group representative](#) annually during its May meeting.
- 3.3.2 Official duties begin at following June meeting.
- 3.3.3 The election of service committee members typically is settled by a simple majority vote, which is acceptable and well below substantial unanimity standard
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**Interim Guidelines and Procedures for Santa Barbara ACA Intergroup  
Adopted March 9, 2014**

**Contents**

1.0 Mission .....	2
<b>1.1 Responsibilities</b> .....	2
<b>1.2 Comments from the Red Book</b> .....	2
2.0 Membership .....	4
2.1 ACA WSO Group representative .....	4
<b>2.1.1 Term of Office</b> .....	4
<b>2.1.2 Qualifications</b> .....	4
<b>2.1.3 Duties</b> .....	4
2.2 Chairperson .....	4
<b>2.2.1 Term of Office</b> .....	4
<b>2.2.2 Qualifications</b> .....	5
<b>2.2.3 Duties</b> .....	5
2.3 Intergroup Representatives .....	5
<b>2.3.1 Qualifications</b> .....	5
<b>2.3.2 Duties</b> .....	5
2.4 Recording Secretary .....	6
<b>2.4.1 Term of Office</b> .....	6
<b>2.4.1 Qualification</b> .....	6
<b>2.4.2 Responsibilities</b> .....	6
2.5 Treasurer .....	7
<b>2.5.1 Term of Office</b> .....	7
<b>2.5.2 Qualifications</b> .....	7
<b>2.5.3 Responsibilities</b> .....	7
<b>2.5.4 Comments from Red Book</b> .....	7
2.6 Vice chairperson .....	8
<b>2.6.1 Term of Office</b> .....	8
<b>2.6.2 Qualifications</b> .....	8
<b>2.6.3 Duties</b> .....	8
3.0 Policies .....	9
3.1 Anonymity .....	9
<b>3.2 Decision Making</b> .....	9

**Interim Guidelines and Procedures for Santa Barbara ACA Intergroup  
Adopted March 9, 2014**

**3.2.1 Eligibility**..... 9

**3.2.2 Discussion from Red Book** ..... 9

**3.3 Elections**..... 10