

WELCOME TO THE OAHU INTERGROUP

WHAT IS INTERGROUP?

Intergroup is a body of homegroup representatives that maintains an AA Central Office and hosts events to further the AA message.

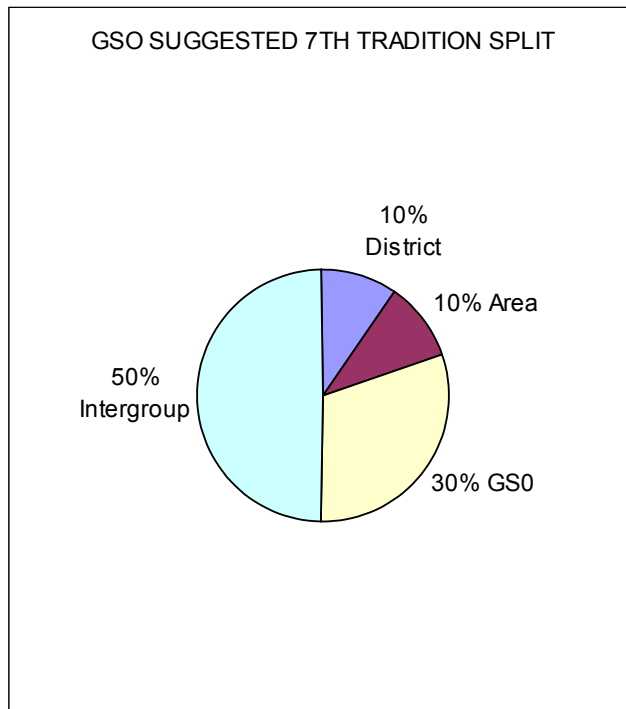
WHAT IS CENTRAL OFFICE?

When a suffering alcoholic calls AA, Central Office is who answers.

It is located at 1400 Kapiolani Blvd. #C27 Honolulu, Hawaii 96814
Open Everyday 9am-9pm Phone:946-1438 Website: www.oahucentraloffice.com

THE CENTRAL OFFICE ALSO:

- Maintains a 24 hour "help call" answering service
- Maintains a 12th step list and sends AA members on 12th step calls
- Is where people can phone for meeting and event information
- Purchases and stores AA literature for groups to purchase
- Maintains an informative website with an online meeting/events schedule
- Creates and Prints meeting schedules



How can my group get involved?

1. Send a Rep from your homegroup to our monthly meetings.

We meet at 6:30pm on the 2nd Wednesday of each month at the Kilauea Community Center 4109 Kilauea Ave Honolulu, HI.

2. Split your group's 7th tradition collection as suggested in the pamphlet, "Self Support: Where Money and Spirituality Mix"
3. Individual members can volunteer to answer phones at Central Office
4. Fill out the 12th step list form at <http://www.oahucentraloffice.com> and become available for 12th step calls

Help us carry the message and strengthen the unity of
Oahu Alcoholics Anonymous!
WE ARE NOT A GLUM LOT

THE INTERGROUP REPRESENTATIVE



A Brief Guide for Trusted Servants

Here's how it works:

The I.G.R. is elected by his group. He attends the monthly Intergroup Meeting (on the 2nd Wednesday of each month), which keeps a two-way flow of information between the Central Office and the groups. He then attends the business meeting of his group and asks for suggestions, comments, and opinions to take to the next Intergroup Meeting.

The I.G.R. is the group's link to those elected to maintain and operate the Central Office. The Intergroup Steering Committee is comprised of A.A. members elected by Intergroup Representatives, at the November Intergroup Meetings, to function in a capacity similar to the board of directors of a corporation. In this vein, the monthly Intergroup meeting may be compared to a shareholders meeting. It is at this meeting that each group's wishes can be made known through its elected representative.

As an I.G.R., you can do a number of things to serve your group and Alcoholics Anonymous.

- Attend the Intergroup Meetings.
 - Encourage your group to elect an Alternate Intergroup Representative who can attend the monthly meeting in case you can't.
- Keep your group informed.
 - Arrange with your group's Secretary for a few minutes for you to report OBJECTIVELY and WITHOUT BIAS what Intergroup is doing so the group can render a Group Conscience when asked to do so.
- Know the Bylaws of Intergroup.
 - The Intergroup operates under a set of guidelines called the Bylaws. There is a copy of the Bylaws in this packet. You should read it and be familiar with its provisions.
- Sign up volunteers.
 - Recruit members of your group for Service on Intergroup committees or as Office Volunteers. Remember that "Service keeps you sober."
- Keep your group's records current.
 - Make sure that your group's information, as stated in the meeting schedule, is accurate. Report any errors to the Central Office and be sure that the corrections are made.

- Help keep Alcoholics Anonymous solvent.
 - Make the group's Treasurer aware of where the Seventh Tradition money should go after the group's expenses are met.
Send donations to:

Alcoholics Anonymous - Oahu Central Office
P.O. Box 2384, Honolulu, HI 96804

- Visit Central Office -- Located at 1400 Kapiolani Blvd. #C27 Honolulu, HI 96812

808 946 1438
www.oahucentraloffice.com

Serving as an Intergroup Representative (I.G.R.) offers you a rewarding opportunity to share in Alcoholics Anonymous' Third Legacy: Service.

Suggested Reading List for Those New to Intergroup

In addition to the information included in this resource packet, following is a suggested reading list. All of the principles briefly described in this packet are covered in much more detail in the pieces listed below.

Though not generated by A.A. World Services, books outlining Robert's Rules of Order can be obtained at your local bookstore or from online book retailers. A basic knowledge of parliamentary procedure is always helpful for those involved in A.A. service, though A.A. principles always supercede parliamentary procedure, should the two conflict.

Books:

- ✓ *The A.A. Service Manual and the Twelve Concepts for World Service.*
- ✓ Traditions 1 – 12 in *The Twelve Steps and Twelve Traditions.*
- ✓ *A.A. Comes of Age.*
- ✓ *Dr. Bob and the Good Oldtimers.*

Pamphlets:

- ✓ "The Twelve Traditions Illustrated."
- ✓ "Traditions Checklist."
- ✓ "The A.A. Group."

"Self Support"

The Basics of Participating in A.A. Business Meetings

The Oahu Intergroup conducts its meetings using Robert's Rules of Order whenever they do not conflict with the Traditions, Concepts, or other A.A. principles. Robert's Rules of Order are a system of parliamentary procedure developed by General Henry M. Robert in the 1800s. They are the most utilized parliamentary rules in the English-speaking world. Think of them as tools for running an efficient, democratic business meeting.

Parliamentarians spend many years studying Robert's Rules of Order, so please don't take this outline as the "end all and be all" on the subject. This is merely meant to familiarize those with little experience in business meetings with the basics of Robert's Rules of Order. For explanations of ideas integral to A.A.'s particular democratic process, please see the "Definitions" page in this binder. Some of these ideas, such as the importance of minority opinion, are explored briefly here for convenience.

Some Definitions That Will Come in Handy

- "The Floor" refers to all those participating in Intergroup meetings, including I.G.R.s, Operating Committee Chairs, and interested A.A. members.
- "The Question" is any motion or issue currently in discussion by the Floor of Intergroup.
- "Debate" refers to discussion about a motion put to the Floor of Intergroup. Voting takes place after debate has finished.
- A "quorum" is the minimum number of members who must be present in order for any motions to be voted upon.

Some concepts fundamental to Robert's Rules of Order are outlined below.

Equality of Membership

A central idea of Robert's Rules of Order is that all members of any group are equal. Each member has the right to make motions, to participate in debate, and to hold office if elected. While our Intergroup meetings are open to all A.A. members, only Intergroup Representatives (I.G.R.s), Steering Committee members, the Area Chair and Delegate, and district representatives are considered participating members.

The Majority Rules

A second tenet in any democratic process: "The majority rules." Those who hold a minority opinion are encouraged to make their position known during discussion and during the minority opinion sharing session after an initial vote has been taken. However, once a decision has been reached by a majority of voting members, the decision stands and is not available for further discussion. It is important to remember that Intergroup operates off of the concept of "substantial unanimity," and that all motions made at Intergroup must pass by a $2/3$ -majority. Tradition 2 behooves the minority to respect the group's final decision: "...there is but one ultimate authority — a loving God as He may express Himself in our group conscience..."

Silence is Consent

Another concept essential to grasp with regard to parliamentary procedure is the idea that "Silence is consent." *Those who do not express their objections to a motion during debate or during the Minority Opinion sharing session go along with the majority by their silence.* Therefore, it is absolutely critical to bring up any objections to a motion during debate before a vote and after the vote is taken during Minority Opinion.

Courtesy is Essential to the Democratic Process

Personal remarks in debate or discussion are always out of order, and the Chair of Intergroup should call them as such. Also, common courtesy dictates that only one person speaks at a time, and that all speakers wait to be recognized by the Chair before addressing Intergroup. Private conversations during the meetings are also out of order.

A Primer about Parliamentary Motions

As defined earlier, “the question” is any motion being discussed on the Floor of Intergroup. When a member is asked to confine their remarks to the question, they are being asked to speak only on what is relevant to the motion on the floor. Below are some definitions of motions and how each can be used.

- Main Motions

A “main motion” is defined as a proposal that a certain action be taken or that the group express a certain position. Main motions allocate funds, give the go ahead for projects, set policies, etc. When making a main motion, use the term “I move that...” and state the motion you wish to set forward to Intergroup for debate.

- Note: Motions that go against our Bylaws are out of order!

- Secondary Motions or “Amendments”

Secondary motions (“amendments”) change motions that have already been put to the floor for debate. However, the amendment must be proposed before a vote has been taken, the maker of the motion must agree to the change. Amendments can be used to change the wording of a motion, to clarify it, or to even change its original import.

Some Notes about Debate and Voting

- It is strongly suggested that no member should speak twice until all members who wish to speak have been heard.
- Group members may move that discussion on an issue is limited to a certain amount of time per speaker or that debate be capped after a certain amount of time.
- Group members may also move that debate on a question be postponed. This is especially useful if an issue is very controversial. In moving that an issue be postponed, a member may choose to specify the time and date in the future for a vote on the issue being discussed. At our Intergroup, any issue postponed will be placed on our agenda for our next meeting if another time is not specified in the motion to postpone.
- If discussion of a motion has become very lengthy, a member may choose to “call the question.” This forces a vote by members on the motion being discussed. This is also termed “moving the previous question.” As thorough debate is essential to an informed group conscience, it is suggested that members use this option sparingly. A motion to call the question must be seconded, and $\frac{2}{3}$ of the voting body must agree to take the vote. If those conditions are not fulfilled, debate on the motion continues.
- Using “General Consent,” the Chair of Intergroup may take action on a proposal on the assumption that it has the approval of group members. General consent is not to be used with controversial or especially important issues. Usually, group minutes and reports by Operating Committee Chairs are approved using general consent. Issues that are not especially controversial, such as whether or not to form an ad hoc committee to research a subject, can also be approved using general consent.
- If the Chair forgets a piece of business, a member can call out “Point of order,” and direct this to the Chair’s attention. Points of order can be called at any time during the meeting to indicate incorrect procedures, but they should be done in a courteous manner. As our basic text says, “Love and tolerance of others is our code”!

The Life of A Motion: from Its Inception to the Final Vote

The normal flow of any motion for discussion at Intergroup is the following:

1. An item listed on the distributed agenda for Intergroup is brought up for discussion within the progress of the meeting. Often, the item contains a motion brought to Intergroup by either the Operating Committee (I.O.C.), by an I.G.R., or by an individual A.A. member.
2. If no motion is imbedded in the item, any member of Intergroup may make a motion regarding it. A motion is simply a proposal that a certain action be taken or that an opinion be expressed by Intergroup. For example, a member can move that a certain amount of money be spent for a piece of office equipment, that a project be adopted, or that policy on a particular issue be set.
 - a. Any member can make a motion by using the words “I move,” and then stating the body of their proposal. (E.g., “I move that Intergroup increase its prudent reserve from 3 months of operating expenses to 6 months of operating expenses.” Alternative wording: “I make a motion that...”)
 - b. Another member of Intergroup must second any motion put to the Floor. Any motion not seconded dies immediately and is not eligible for further discussion.
- C.** Any motion that goes against the Bylaws is out of order and should be called as such by the Chair^h.
3. Once a motion has been seconded, the Chair restates the motion and opens the debate by asking for discussion on the motion. Careful, thorough discussion of a motion is essential for an informed group conscience, to good decision-making, and to the democratic process in general. To that end, several rules for debate are in place:
 - a. Personal remarks or other interruptions are out of order in any debate.
 - b. Speakers wait to be recognized by the Chair before addressing Intergroup.
 - c. Discussion is confined to the motion made and seconded.
 - d. Debate on a motion continues as long as members wish to discuss the question. If a member wishes to close discussion, he may choose to either “call the question” to force a vote. Alternatively, if debate has not produced any kind of harmony on an issue, a member may choose to move to postpone the motion being discussed.
 - e. Members may make an amendment to the motion on the Floor. Before the amended motion can be further discussed though, it must be accepted by the member who made the motion. When accepted, the revised motion is eligible for discussion.
4. When debate has wound down on a motion, the Chair will call for a vote.
 - a.** A $\frac{2}{3}$ -majority of eligible voting members is required to pass any motion.
5. Once a vote has been conducted, the Chair will call for “Minority Opinion.” At this juncture, all who wish to speak against the vote just taken are invited and encouraged to do so.
 - 6.** During Minority Opinion sharing, no member may speak to the issue from the standpoint of the majority. Minority opinion is only for expression of *minority opinion!* Debate has already taken place, and it is the Chair’s duty to silence those speaking for the majority during Minority Opinion.
 - a. Per Concept 5 for World Service, this sharing by the minority is important “so that minority opinion will be heard and [that] personal grievances receive careful consideration.” It insures that the group does not make hasty, mob-driven decisions. In lieu of that ideal, Minority Opinion is shared for as long as the minority wishes to express their views on the motion voted upon.
7. After sharing of the Minority Opinion, the Chair will ask if anyone has changed his vote. If anyone has changed his mind on the issue, the Chair will preside over another vote on the motion.

- a.** If the motion is again passed by a $2/3$ -majority, the vote stands.
- b. If the motion is defeated during the second vote, it is defeated entirely.

Some Duties of the Intergroup Chairperson

The Chair of any business meeting is ultimately responsible for its ebb and flow. There is the sometimes daunting task of keeping debate and discussion confined to the issue being discussed, and of doing so in a timely and fair way. An outline of the Chair's responsibilities is included below.

- *The Chair should supervise the Floor.* The Chair will recognize those members who wish to speak, and will indicate that the Floor is theirs for comments. The Chair has the right and responsibility to stop any disruptions during group debate—including private discussions and other interruptions.
- *The Chair should preside as impartially as possible.* Members who wish to speak on both sides of an issue should be recognized by the Chair and given an opportunity to do so, and too recognizing those who have not yet had the chance to speak to the question. Keeping the Intergroup meeting moving in a timely, fair, and effective fashion is the Chair's responsibility.

The Chair should confine debate to the motion on the Floor. The presiding officer should not allow irrelevant comments during discussion. It is the Chair's responsibility to ask members straying from an issue to confine their remarks to the question. (It is also the Chair's responsibility to not allow debate during the sharing of the Minority Opinion, per Concept 5 for World Service.)

RONR, 10th Ed., p. 12, l. 26-32. "*RONR*" is the abbreviated form of *Robert's Rules of Order Newly Revised*.

RONR, 10th Ed., p. 12, l. 26-32.

BY-LAWS OF
OAHU A.A. INTERGROUPOF HAWAII, INC.
(REVISED October 2004)

PREAMBLE

In all its proceedings, INTERGROUP shall observe the spirit of A.A. tradition, taking great care: that it never becomes the seat of perilous wealth or power; that sufficient operating funds, plus ample reserve, be its prudent financial principle; that none of its members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote, and whenever possible by substantial unanimity; that no committee action ever be personally punitive, or an incitement to public controversy; that though it may act for the service of Alcoholics Anonymous groups on the Island of Oahu, it shall never perform any acts of government; and that, like the society of Alcoholics Anonymous, it will always remain democratic in thought and action.

(The above is adapted from the Third Legacy Manual of A.A. World Services and co-founder Bill W's Twelve Concepts of World Service as adopted by the General Service Conference on April 26, 1962.)

I. NAME AND PURPOSE OF ORGANIZATION

The name shall be Oahu A.A. INTERGROUPOF HAWAII, Inc., and for convenience be referred to as "INTERGROUP".

The purpose of INTERGROUP shall be the administration and coordination of A.A. activities common to the various groups comprising its membership. The activities include:

A. Furthering the A.A. program in accordance with the Twelve Traditions of Alcoholics Anonymous.

B. Maintaining a Central Office for A.A. on the Island of Oahu.

Specifically excluded from the objectives of INTERGROUP are the operations of any club, clubhouse, or drying-out place, and the endorsement of any public or private projects on alcoholism as outlined in Tradition Six.

II. MEMBERSHIP

The membership of INTERGROUP shall consist of a representative or an alternate representative from each A.A. group, provided that such group shall have been registered with the Central Office for thirty days prior to the date of the initial meeting to which the representative is sent. Group representatives shall serve until replaced by their groups, and shall be entitled to one vote in the meetings of INTERGROUP and shall vote their group's conscience.

The current Delegate and Area Chair, or their alternate, shall also be voting members of INTERGROUP.

2

Each district committee on Oahu in the Hawaii Area Assembly may appoint a representative with a vote to INTERGROUP, who shall serve until replaced by that district committee!

III. STEERING COMMITTEE/BOARD OF DIRECTORS

The officers of INTERGROUP shall be referred to as the "Steering Committee" and shall be a Chair/President, Vice-Chair, Secretary, and Treasurer. The Central Office Manager, though not an officer, shall also be a member of the Steering Committee. Each member of the Steering Committee shall be entitled to one vote in the meetings of INTERGROUP. In the context of these By-Laws, "Steering Committee" shall mean Steering Committee/Board of Directors, "Chair" shall mean Chair/President, and "Vice-Chair" shall mean Vice-Chair/Vice President.

The basic duties and authority of the Steering Committee shall be as follow:

A. The Chair shall be the Executive Officer of INTERGROUP, and shall preside at all meetings.

B. The Vice-Chair shall assist the Chair in all matters where practical, and shall preside at all meetings in the absence of the Chair. In the event the Chair fails to fulfill the elected term of office, the Vice-Chair shall assume the office of Chair. The Vice-Chair shall serve as Chair of the Activities Committee.

C. The Secretary shall keep the minutes of all meetings, and keep the records of INTERGROUP in good order at all times.

D. The Treasurer shall monitor all funds of INTERGROUP and shall maintain adequate financial records and furnish monthly reports to INTERGROUP. The Intergroup Treasurer shall serve also as Treasurer of all Intergroup Activities, and shall be a permanent member of the Intergroup Activities Steering Committee.

E. The INTERGROUP Steering Committee shall make all routine decisions pertaining to the running of the Central Office. In the case of major decision-making in the absence of a regular INTERGROUP meeting, a majority decision of the INTERGROUP Steering Committee is required, and such action must be reported at the next INTERGROUP meeting.

The INTERGROUP Steering Committee officers shall serve for two years, or until their successors are duly elected. No officer shall be eligible for re-election for two consecutive full terms in the same

position.²

Any member of A.A may be nominated for office provided that the nominee shall have at least two years of continuous sobriety in A.A. when nominated for office. Broken sobriety during tenure of office will automatically disqualify any officer for continued service in the elected position.

1 Reference By-Law Amendment dated May 17, 1989 2
Reference By-Law Amendment dated August 30, 1995

3

Nomination of officers shall be closed at the October INTERGROUP meeting. Election of officers shall be held every even year in the month of November, and the elected officers shall take office on January

In the event that any officer, other than the Chair, resigns prior to election of a successor, the Steering Committee as a whole shall appoint a temporary replacement to serve until such time as nomination and election of a successor office can be had.

F. The nomination and election of INTERGROUP officers shall be by way of Third Legacy, as *(detailed in The AA General Service Manual)*.

The Chair, Vice-Chair, Secretary, and Treasurer are all elected by this procedure.

IV. MEETINGS

INTERGROUP shall meet the second Wednesday of each month at such time and place as shall be designated by the Chair at the preceding meeting.

Matters which relate to policy affecting groups or A.A. as a whole shall automatically be tabled for thirty days by the Chair and referred for group conscience.

V. OFFICE MANGER

The Central Office Manager shall have no less than two (2) years of continuous sobriety in A.A. The INTERGROUP Steering Committee may authorize the hiring of such paid assistants to the Officer Manager as it may find necessary from time to time. The Office Manager shall come under the direct supervision of the Chair, or in their absence, the Vice-Chair.

Selection of the Office Manager shall be by the INTRGROUP Steering Committee from applications submitted by qualified applicants.

A break in the sobriety of the Office Manager shall cause immediate dismissal.

In the event the Office Manager resigns, is unable to continue to serve, or is dismissed without an immediately available replacement, the INTERGROUP Steering Committee shall appoint a temporary Office Manager pending permanent selection.

VI. FINANCE

INTERGROUP may accept donations from A.A. members conforming with the Traditions of Alcoholics Anonymous and consistent with GSO Guidelines. INTERGROUP shall not accept responsibility of, trusteeship for, or enter into the distribution or allocation of any funds set up outside

3 Reference By-Law Amendment dated March 31, 1993

4

INTERGROUP.

This Association is organized exclusively for purposes within the meaning of section 505(c)(3) of the Internal Revenue Code.

Notwithstanding any other provisions of these Articles, 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 section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law) or (b) by a corporation contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code 1954 (or the corresponding provisions of any future United States Internal Revenue Law.)

Upon the winding up and dissolution of this corporation, after paying or adequately providing for the debts and obligations of the corporation, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, religious and/or scientific purposes and which has established its tax exempt status under section 501(c)(3) of the Internal Revenue Code.⁴

VII. AMENDMENTS

These By-Laws may be amended at any time by a two-thirds majority vote of the group representatives present any regular meeting of INTERGROUP, provided a copy of the proposed amendment has been submitted to each group at least thirty days before the meeting at which action is to be taken on the amendment.*

DATED _____

Chair _____

Vice-Chair _____

*Last revision October, 2004