

Guidelines for the Ocean City Area Fellowship Intergroup

Article 1: Introduction

The Ocean City Area Fellowship Intergroup was established to provide services for AA groups and members in Ocean City and Eastern Worcester County. It is an AA service committee that involves partnership among AA groups in the Ocean City area. It exists to aid the groups in their common purpose of carrying the AA message to the alcoholic who still suffers in a manner consistent with the Twelve Steps and Twelve Traditions of Alcoholics Anonymous.

This document provides guidelines for the operation of the Ocean City Area Fellowship Intergroup to achieve this goal. The Ocean City Area Fellowship Intergroup will follow these Guidelines in all its affairs.

Article 2: Definitions

AA-Alcoholics Anonymous.

Ad Hoc Committee-A committee established by the Ocean City Area Fellowship Intergroup for a specific short-term purpose. Ad Hoc Committees dissolve once their task is complete and their final report is submitted.

Intergroup-Ocean City Area Fellowship Intergroup.

Member-A duly elected/appointed member of the Ocean City Area Fellowship Intergroup.

Majority Vote-The majority for voting purposes is at least fifty-one percent of those present at an Ocean City Area Fellowship Intergroup meeting.

Standing Committee-A committee established by the Ocean City Area Fellowship Intergroup to carry out a specific function until it is dissolved by the Ocean City Area Fellowship Intergroup.

Homegroup-“Any two or three alcoholics gathered together for sobriety may call themselves and AA group, provided that, they have no other affiliation”. Alcoholics Anonymous p 563.

Article 3: Organization

3.1 Name: The name of this organization shall be the Ocean City Area Fellowship Intergroup.

3.2 Membership: All AA groups, with the primary purpose of carrying the AA message to still-suffering alcoholics, and located within the geographical area of Eastern Worcester County, are welcome to participate in the Ocean City Area Fellowship Intergroup.

3.3 Purpose: The purpose of the Ocean City Area Fellowship Intergroup shall include, but not be limited to:

- A. Establish and maintain AA telephone answering service.
- B. Coordinate Twelfth Step work in the Eastern Worcester County area.
- C. Provide services to AA groups and members, including a listing of area meeting times and locations, AA publications, a newsletter (in print or online), a website, and other information of interest to AA members and groups.
- D. Sponsor recovery and fellowship activities.
- E. Handle information requests from the media and other non-AA organizations.
- F. Cooperate with other organizations involved in the treatment of alcoholism.

3.4 Meetings: The Ocean City Area Fellowship Intergroup shall meet on a monthly basis, at the time/location determined by its Officers. Attendance is open to all AA members. Participation in discussions will be at the discretion of the Chairperson.

3.5 Intergroup Representation: All AA member groups are encouraged to be represented at meetings of the Ocean City Area Fellowship Intergroup by one Intergroup Representative or one Alternate Intergroup Representative. These representatives shall be elected/appointed by the member AA groups, as each group deems fit.

3.6 District Committee Member: The local District Committee Member (DCM), or in the absence of the DCM, the Alternate District Committee Member, is invited to attend, as a non-voting participant.

3.7 Officers: The Officers of Intergroup are elected every Two (2) years by the voting members of Ocean City Area Fellowship Intergroup.

3.7.1 Officer Elections: During the December meeting of odd numbered years voting members shall elect the following Officers: Intergroup Chairperson, Alternate Intergroup Chairperson, Treasurer, and Secretary. In October the Chairperson may appoint an Ad Hoc Committee to suggest candidates for the Intergroup Officers elections.

It is the policy of the Ocean City Area Fellowship to implement regular rotation of the people holding Intergroup offices. All persons who are members of AA groups belonging to Ocean City Area Fellowship shall be eligible for election as Officers. Intergroup officers shall serve one two year term. They will not be eligible for re-election to the same office. An officer may be elected to another office and may again serve in the original office vacated after two years.

3.7.2 Officer Meeting Attendance: Should an Intergroup Officer fail to attend two consecutive Ocean City Area Fellowship Intergroup meetings without reasonable explanation or alternate person fill in, he/she, at the discretion of the remaining Officers, may be replaced for the remainder of the term.

3.7.3 Duties and Responsibilities of Officers: All Officers and Committee Chairpersons shall have the following duties and responsibilities:

- A. Help to develop ways to make Intergroup more informative, useful and to fulfill its purpose.
- B. As requested, attend group, district or other meetings to share information and knowledge of the AA fellowship.

- C. Supply the time and energy to carry out their responsibilities.
- D. Only Intergroup Officers will serve as signatory on the Ocean City Area Intergroup Fellowship bank account.

3.7.4 Office of Chairperson:

- A. Prepare agenda and conduct the Intergroup meetings. The Chairperson shall maintain order during the monthly meetings in accordance with the Action Guidelines listed in Section 3.7.10.B below.
- B. Appoint Standing Committee and Ad Hoc Committee Chairpersons to coordinate Ocean City Area Fellowship Intergroup service activities or to address special issues or problems.
- C. Serve as a person of contact for Ocean City Area Fellowship Intergroup with member AA groups and other AA and outside organizations.

3.7.5 Office of Alternate Chairperson:

- A. Serve in the absence of the Chairperson at Intergroup meetings as Chairperson to conduct the meeting.
- B. If the office of Chairperson becomes vacant, the Alternate Chairperson shall become the Chairperson for the remainder of the term.
- C. Update and distribute the Intergroup Guidelines. The Alternate Chair shall be responsible for having five (5) copies of the current guidelines available at Intergroup meetings.
- D. Assist the Treasurer in preparing the annual budget.
- E. Assist in the orientation of new Intergroup Representatives.
- F. Represent the Ocean City Area Fellowship Intergroup in monthly conference calls of the Maryland General Service Intergroup Liaison Committee.

3.7.6 Office of Secretary:

- A. Take roll call at each meeting.
- B. Prepare and report the minutes of the Intergroup meetings.
- C. Maintain an accurate Intergroup Officers and Committee Chairperson list. This should include each person's telephone number and other means of contact.
- D. Maintain the Secretary's book, which contains the current year's minutes and a copy of the Intergroup Guidelines. The Secretary's Book should be brought to all Intergroup meetings.
- E. If, due to an emergency, the Secretary cannot attend a meeting, he/she should notify the Chairperson or Alternate Chairperson, as well as, transmit his/her meeting report from the previous meeting.

3.7.7 Office of Treasurer:

- A. Be responsible for the proper handling of all Intergroup funds. This shall include timely deposits and disbursements.
- B. Maintain the Intergroup checking account for the purpose of transacting all Intergroup business. The account signatories shall be the Intergroup Chairperson, Alternate Chairperson, Treasurer and Secretary.
- C. Record and maintain all financial transactions of the Intergroup's business, and other financial records as required.
- D. Pay all authorized invoices and other expenses. Expenses are authorized through the budget or by a supplementary approval by the voting members.
- E. Maintain records of Member Group and individual contributions to Intergroup.

F. Prepare an annual proposed budget for the November meeting.

The Intergroup Fiscal Year shall run from January 1st through December 31st^{of} the calendar year.

3.7.8 Suggested Sobriety for Officers: It is suggested that the Chairperson, Alternate Chairperson, and Secretary have two (2) years sobriety and the Treasurer have four (4) years at the time of nomination.

3.7.9 Voting and Transactions of Business: The Chairperson shall set the agenda and moderate the transaction of business at meetings of the Ocean City Area Fellowship Intergroup. All Ocean City Area Fellowship Intergroup elections and business shall be transacted by Majority Vote of the voting members present, in accordance with these Guidelines. The following shall be members of the Ocean City Area Fellowship Intergroup and shall have one vote per person regardless of the number of Offices/positions that person holds:

- Homegroup Intergroup Representatives or Alternates
- Intergroup Officers (Chairperson-only to break a tie).
- Intergroup Committee Chairpersons

3.7.10 Meetings:

A. Order of Business: The meetings may use the following suggested order of business:

- 1) Call to Order
- 2) Roll Call
- 3) Secretary's Report
- 4) Treasurer's Report
- 5) Committee Reports
- 6) Old Business
- 7) New Business
- 8) Adjournment

B. Action Guidelines:

- 1) A motion is made by a member.
- 2) The motion is seconded by a member. If the motion is not seconded, the motion fails for a lack of a second and the next item of business is addressed.
- 3) Discussion
 - a. Limited to two (2) minutes per person.
 - b. To speak, a member must be recognized by the Chairperson. A member shall raise his/her hand to be recognized.
- 4) A member may call the question at any time.
 - a. Calling the question ends the discussion at that time and a vote on the motion to call the question is taken.
 - b. A call for the question can be overridden and discussion continued by a Majority Vote of the members.
- 5) A member may move to take the topic back to Homegroups before it is decided by Intergroup.
 - a. If the motion is taken back to the Homegroups, voting will then occur at the next Intergroup meeting as old business.
 - b. A Majority vote is needed to take a topic back to Homegroups.

- 6) Vote on the motion.
- 7) Motions pass or fail by a majority vote of the voting members present. The Chairperson may vote only to break a tie.
- 8) Minority opinion
 - a. One member of the non- prevailing side is allowed to speak again on the motion for one (1) minute
 - b. The person presenting the Minority Opinion will only introduce new points not previously addressed.
- 9) Following minority opinion, the Chairperson will ask whether anyone on the prevailing side wishes to change his/her vote.
 - a. If so, the motion is re-voted and passes or fails by Majority Vote.
 - b. If not, the motion carries according to the vote of the prevailing side.
- 10) Disposition of the vote is recorded in the minutes.

Article 4: Committees

Purpose: Committees are established to conduct specific functions of Intergroup to achieve the goal of serving the still-suffering alcoholic.

Committee Establishment: The Intergroup Chairperson shall appoint only members of AA groups which belong to the Ocean City Area Fellowship Intergroup, as Standing and/or Ad Hoc committee Chairperson. Chairpersons are responsible for recruiting and leading their committee to achieve its purpose. Committee Chairpersons shall serve two (2) year terms to run concurrent with that of elected officers, with exception to the Archivist, which is a non-rotating position. All Committee Chairpersons serve at the discretion of the Intergroup Chairperson.

Suggested Sobriety: It is suggested that Committee Chairpersons have a minimum of one (1) year of sobriety and be in compliance with all relevant laws and regulations.

4.1 Standing Committees: Below is a listing of the Standing Committees that shall be maintained by Intergroup. A brief description of the Committee's purpose and functions accompanies each description.

4.4.1 Answering Service: The Answering Service Committee shall coordinate and arrange for services required to carry the message of Alcoholics Anonymous to the still-suffering alcoholic who seeks help via the telephone.

Specifically the Answering Service Committee shall:

- A. Provide for and secure the AA listings in area telephone directories.
- B. Handle telephone inquiries that cannot be addressed by the answering service.
- C. Develop (in writing) procedures for the telephone answering service. Including for example: a call log by a number and type and their disposition, billing procedures, proper responses to inquiries
- D. Provide current meeting times, locations, directions and accessibility to the answering service.
- E. Maintain the Twelfth Step Call List. This list should contain the names and phone numbers for contacting AA members willing to assist an immediate request

- for help. The Call List should be verified regularly and updated as needed.
- F. Make a monthly report to the Intergroup meeting.
 - G. Serve as Local Coordinator for "Bridging the Gap" referrals.

4.4.2 Archives: The Archives Committee will maintain and catalog local area historical material concerning AA in an orderly, safe, and secure manner.

Specifically the Archive Committee shall:

- A. Maintain minutes, publications, notices and other written/audio visual materials that document group histories, longtime members AA groups and Intergroup. Examples include newsletters, workshop announcements, photographs and video/audio tapes of local workshops and AA events.
- B. Develop measures to attract and increase AA's local historical awareness.
- C. Coordinate AA archival material displays for functions sponsored by Intergroup (for example, workshops).

4.4.3 Cooperation with the Professional Community (CPC) Committee: The (CPC) Committee will function to increase awareness and understanding of Alcoholics Anonymous' purpose and services to professional groups, organizations, associations, institutions and individuals.

Specifically the CPC Committee shall:

- A. Seek and develop communication with the medical, legal, theological, and social work communities.
- B. Provide AA speakers, discussion groups, seminars, workshops or other educational activities for professional groups working with alcoholics.
- C. Purchase and distribute AA literature to such groups.
- D. Facilitate displays at local professional group gatherings.
- E. Coordinate activities with the Public Information Committee.

4.4.4 Correctional Facilities: The Correctional Facilities Committee shall coordinate the delivery of AA's message to still-suffering incarcerated alcoholics by providing and attending regularly scheduled AA meetings at correctional institutions and by supplying AA information to individuals and staff at such institutions.

Specifically the Correctional Facilities Committee shall:

- A. Provide information and conduct meeting for men and woman inside correctional facilities consistent with AA's Traditions.
- B. Coordinate with Chairperson of the Answering Service Committee to maintain a list of AA contacts for pre-release and post-release inmates to facilitate the inmates' transition to the AA fellowship in the community.
- C. Coordinate with local correction administrators to share information about AA.
- D. Provide committee contact information to the local General Service District.

4.4.5 Grapevine Representative: The Grapevine Representative shall be Intergroup's point of contact from and to the Grapevine, Inc.

Specifically the Grapevine Representative shall:

- A. Coordinate with the Bookstore/Literature Committee to maintain AA Grapevine material for sale.
- B. Promote the reading of the Grapevine.
- C. Promote group, individual and gift subscriptions to the Grapevine.
- D. Encourage local AA members to submit articles to the Grapevine.
- E. Coordinate delivery and return of the Grapevine display for local groups or other area AA events/meetings.

4.4.6 Intergroup Liaisons: The Ocean Area Fellowship Intergroup desires to cooperate with and coordinate its efforts with other Intergroups in the surrounding area.

Specifically, The Ocean City Area Fellowship Intergroup has established the following Intergroup Liaison positions to stay in close contact with other Intergroups by attending their meetings, establishing appropriate contacts with their officers and members, exchanging meeting lists, and sharing information about Intergroup, group and member activities:

- A. Lower Shore Intergroup (LSI) Liaison. If the LSI Liaison is unable to attend a regular LSI meeting, suitable arrangements will be made to exchange information in a timely manner.
- B. Southern Delaware Intergroup (SDI) Liaison. If the SDI Liaison is unable to attend a regular SDI meeting, suitable arrangements will be made to exchange information in a timely manner.
- C. Maryland General Service (MGS) Intergroup Liaison Committee (IGLC) Liaison. The MGS IGLC Liaison position will be filled by the Alternate Chairperson of the Ocean City Area Fellowship Intergroup or a suitable alternate to ensure that information is exchanged in a timely manner.

4.4.7 Literature/Bookstore: This committee shall order, sell and distribute only AA General Service Conference approved literature, audio visual material, AA Grapevine publications and other approved items. The Committee will make such literature available to AA members, Homegroups and to the general public.

Specifically the Literature/Bookstore Committee shall:

- A. Purchase AA and other informational materials for resale.
- B. Maintain records of supporting documentation for expenditures. (e.g. receipts, invoices, purchase orders.
- C. At each Intergroup meeting report the opening balance, income, expense and closing balance. Copies of the supporting detail are to be available at this time for review by the membership.

4.4.8 Newsletter: The Newsletter Committee will produce and distribute a monthly newsletter that may include, but is not limited to, the current Intergroup meeting minutes, events, committee special reports or notices, group and personal service commitments, articles on service, anniversaries, excerpts from AA approved literature, groups attendance at Intergroup meetings, the Intergroup Treasurer's report and other information consistent with the GSO newsletter guidelines.

Specifically the Newsletter Committee shall:

- A. Update and distribute copies of the local meeting directory (the "Where and When").
- B. Publish and distribute a monthly newsletter.
- C. Coordinate with the Webmaster to post newsletter on Intergroup website.

4.4.9 Public Information: The Public Information Committee shall carry the AA message by providing AA literature and information about the fellowship to the public (for example: doctor's offices, police departments, health departments, libraries, local schools, visitor's centers, etc.).

Specifically, the PI Committee shall:

- A. Distribute information at local health fairs and alcohol awareness programs and at other Public Information distribution points.
- B. Provide media releases to foster public awareness of the local services and availability.
- C. Coordinate the purchase and distribution of Intergroup's public information materials.
- D. Coordinate with the CPC Committee in providing competent speakers to present the AA recovery program.

4.4.10 Treatment Facilities: The Committee's purpose is to bring the AA message to the suffering alcoholics hospitalized, committed or otherwise detained in medical/psychological institutions. This work shall be accomplished by encouraging and attending regularly scheduled AA meetings at such institutions and by supplying AA materials to individuals in such institutions.

Specifically the Treatment Facilities Committee shall:

- A. Facilitate and attend AA meetings at cooperating treatment centers.
- B. Arrange the purchase and distribution of AA literature to treatment facilities in cooperation with the Public Information Committee.
- C. Coordinate with institutional and appropriate agency staff to increase their awareness of AA and its services.

4.4.11 Workshop: The Workshop committee shall coordinate seminars, lectures and other activities to foster knowledge of AA and its services.

Specifically the Workshop Committee shall:

- A. Organize, conduct, and promote Intergroup workshops.
- B. Provide financial and summary reports to Intergroup following each workshop.

Article 5: Guidelines Amendment

Guidelines Amendment: Members, by majority vote, may amend, alter, supplement or repeal these Guidelines in their entirety or in part.