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# **INTERGROUP CHARTER OF THE COLORADO SPRINGS AREA**

**Submitted to Intergroup 12.11.2020**

## Table of Contents

<b>ARTICLE I</b>	<b>DEFINITIONS</b>	<b>3</b>
<b>ARTICLE II</b>	<b>CS INTERGROUP</b>	<b>4</b>
<b>ARTICLE III</b>	<b>OFFICERS</b>	<b>6</b>
<b>ARTICLE IV</b>	<b>NOMINATIONS FOR OFFICERS</b>	<b>9</b>
<b>ARTICLE V</b>	<b>INTERIM VACANCIES</b>	<b>10</b>
<b>ARTICLE VI</b>	<b>FINANCE</b>	<b>11</b>
<b>ARTICLE VII</b>	<b>LITERATURE</b>	<b>12</b>
<b>ARTICLE VIII</b>	<b>SERVICE COMMITTEES</b>	<b>13</b>
<b>ARTICLE IX</b>	<b>WEBSITE EDITORIAL POLICY</b>	<b>15</b>
<b>ARTICLE X</b>	<b>DISSOLUTION</b>	<b>16</b>
<b>ARTICLE XI</b>	<b>CHARTER UPDATES</b>	<b>17</b>
<b>ARTICLE XII</b>	<b>AUTHORIZATION</b>	<b>18</b>

11 **Article I. Definitions**

12 INTERGROUP

13 Intergroup, hereinafter referred to as CS Intergroup, is a service organization formed by  
14 the AA groups of the greater Colorado Springs area and consists of:

- 15 • One representative from each group, which signified its desire to join by registering with  
16 the Intergroup Registrar;
- 17 • Intergroup Officers; and
- 18 • Service Committees Chairpersons.

19 THE AREA SERVICE OFFICE

20 The Area Service Office is a legal entity. Its full legal name is The Corporate Body of the  
21 Colorado Springs Area Service Office. Herein referred to as the ASO, the Area Service Office is  
22 a 501c(3) non-profit organization.

23 The ASO is established by CS Intergroup to handle financial matters and to serve as the  
24 local AA communications center. The ASO is staffed by a paid Manager, other paid staff as  
25 required, and volunteers.

26 AA GROUPS

27 Any two or three alcoholics gathered for sobriety may call themselves an AA group,  
28 provided that, as a group, they have no other affiliation. AA groups generally exist outside  
29 prescribed meeting hours, ready to provide Twelve-Step help when needed. It is suggested that  
30 AA groups register with the General Service Office as well as with their local offices: area;  
31 district; and ASO.

32 AA MEETINGS

33 Some AA members hold meetings that differ from the common understanding of a group.  
34 These members simply gather at a set time and place for a meeting, perhaps for convenience or  
35 other special situations. Meetings are regular gatherings of alcoholics for the purpose of staying  
36 sober and using literature from AA.

37 AA meetings are not registered with GSO or ASO and do not have a vote on business  
38 matters for either entity.

39

40 **Article II. CS Intergroup**

41 PURPOSE AND PRINCIPLES

42 The purpose of CS Intergroup is to support local groups of Alcoholics Anonymous to  
43 carry the message to the alcoholic who still suffers. CS Intergroup is responsible to the groups it  
44 serves. In turn, the groups offer financial contributions to the ASO and GSO and provide a  
45 volunteer base for Twelfth-Step work.

46 In the course of its deliberations, CS Intergroup shall be guided by the Twelve Traditions,  
47 the Twelve Concepts, and the AA Service Manual.

48 FUNCTIONS

- 49 1. CS Intergroup shall foster participation by local AA groups and individuals in service  
50 activities, social programs, and financing.
- 51 2. One of the principal responsibilities of CS Intergroup is to establish Service Committees  
52 to help AA carry the message. The GSO offers backup support in the form of literature,  
53 films, videos, and workbooks for each committee. These service committees are of two  
54 types: Standing service committees, which correspond to committees established under  
55 the General Service Conference structure; and Local service committees as needed.
- 56 3. CS Intergroup shall maintain, supervise, and support an ASO which coordinates activities  
57 common to local groups, acts as an information clearing house, and serves as a point of  
58 contact with the general public. As part of the services provided, the ASO shall:  
59
- 60 a. Publish a schedule of local meetings;
  - 61 b. Assist in the preparation and publication of a monthly newsletter;
  - 62 c. Make alcoholism-related materials available for sale to the public;
  - 63 d. Maintain the CS Intergroup website.
- 64 4. CS Intergroup shall elect a slate of officers.
- 65 5. CS Intergroup shall approve appointments of committee chairpersons and vice-  
66 chairpersons and review committee reports at monthly CS Intergroup meetings.
- 67 6. CS Intergroup shall approve the annual budget before each fiscal year begins. The fiscal  
68 year runs from April 1 through March 31.
- 69 7. CS Intergroup shall review and act upon proposed updates to this Charter.

70 MEMBERSHIP

- 71 1. Any local AA group may be a member of CS Intergroup. It is suggested that groups  
72 register with the CS Intergroup Registrar – providing the name of the group, the place  
73 and time of meetings, and the name, phone number, and e-mail address of a contact  
74 person and alternate.

75 2. CS Intergroup representatives are selected by their respective groups. It is suggested  
76 that a representative be an active member of the group she/he represents and have at  
77 least one year of continuous sobriety at the time of selection. The suggested term of  
78 service is one year.

79 MEETINGS

- 80 1. Regular meetings of CS Intergroup will be held monthly at a firmly established time and  
81 place.
- 82 2. The regular meeting in March of each year shall be designated the Annual Meeting, at  
83 which time officers are elected for the next fiscal year. Special meetings of CS Intergroup  
84 may be convened by the chairperson or by a majority of the other officers if the need  
85 arises. The CS Intergroup Secretary or the ASO Manager is responsible for notifying  
86 members at least one week in advance of the special meeting date.

87 VOTING

- 88 1. Each group representative to CS Intergroup shall have one vote. No representative may  
89 vote on behalf of more than one group. CS Intergroup officers, committee chairpersons,  
90 and the ASO Manager shall not have a vote. If an officer, Chairperson or ASO Manager  
91 also represents a group, she/he is entitled to one vote for that group. If the alternate group  
92 representative is standing in for the principle, he/she may exercise that group's vote.
- 93 2. Following discussion of an issue, an initial vote by show of hands or electronic polling  
94 will be taken. Minority opinion will then be heard, and the issue taken to a second vote  
95 which determines the outcome. A simple majority decides, unless otherwise stated in this  
96 Charter.
- 97 3. Elections will be conducted according to the Third Legacy procedure outlined in the AA  
98 Service Manual. Candidates must be present at the time of the election.
- 99 4. If there is only one candidate for any position, she/he must receive affirmative votes cast  
100 by written ballot or electronic polling from two-thirds of the voting members present to  
101 be elected.
- 102 5. On all matters requiring a vote, quorum shall consist of 12 CS Intergroup representatives.  
103

104 **Article III. Officers**

105 1. To carry out its responsibilities, CS Intergroup will elect eight officers, as follows:

106 a. **Chairperson**, whose duties include: presides at monthly CS Intergroup meetings and  
107 CS Intergroup Board meetings; appoints Service Committee chairpersons, the Third Legacy  
108 Chairperson and oversees Committee activities; oversees the functioning of the ASO;  
109 supervises the ASO Manager; evaluates performance of the ASO Manager as stipulated in  
110 the personnel policy guidelines; calls for interim elections as required; maintains liaison  
111 with local District Committee Members (DCMs); and attends District 7 meetings.

112 i. Suggested Requirements: At least 6 years sobriety; business experience  
113 with leadership and management skills as well as good people skills.

114 b. **Vice-Chairperson**, whose duties include: assists the Chairperson in the duties  
115 described above; assumes the duties of the Chairperson if she/he is unable to serve; and  
116 performs such other duties as the Chairperson may direct.

117 i. Suggested Requirements: At least 5 years sobriety; business experience  
118 with leadership and management skills as well as good people skills.

119 c. **Secretary**, whose duties include: takes roll call at monthly CS Intergroup meetings  
120 and records attendance. Based on the roll call, declares whether or not there is a quorum;  
121 prepares written minutes of CS Intergroup meetings and makes a copy of the minutes  
122 available in a timely manner; provides a copy of the minutes to the ASO for distribution and  
123 for the archives; and takes minutes of CS Intergroup Board meetings; and makes a copy of  
124 the minutes available to the Board and ASO Manager.

125 i. Suggested Requirements: At least 3 years sobriety; the ability to transcribe  
126 a recording of a meeting; ability to produce accurate minutes of the  
127 meeting in a timely manner.

128 d. **Treasurer**, whose duties include: prepares the proposed Annual Budget in  
129 consultation with CS Intergroup Officers; presents proposed Annual Budget to CS  
130 Intergroup at the December meeting, and sees it through the approval process at the  
131 February meeting; presents monthly financial statements at the regular meetings of CS  
132 Intergroup; prepares payroll; delegates the preparation of annual income tax return and  
133 oversees this process; oversees a CPA's quarterly review of the finances; monitors  
134 expenditures for programs in accordance with the approved budget; delegates the  
135 preparation and payment of monthly Electronic Federal Tax Payment System (EFTPS) to  
136 pay federal taxes; and delegates the preparation of the quarterly reports and oversees this  
137 process for:

- 138 i. state, county and city sales tax;
- 139 ii. unemployment tax;
- 140 iii. state and federal payroll withholding; and
- 141 iv. worker's compensation insurance.

142 i. Suggested Requirements: At least 5 years sobriety; familiarity with  
143 bookkeeping, accounting, and budgets; fluency in QuickBooks and  
144

- 145                   ii. Microsoft Excel; Must have a computer and be familiar with Microsoft  
146                   Word.  
147
- 148           e. **Vice Treasurer**, whose duties include: assists the Treasurer in the duties described  
149 above; and assumes the duties of the Treasurer if he/she is unable to serve.
- 150                   i. **Suggested Requirements**: At least 4 years sobriety; familiarity with  
151                   bookkeeping, accounting, and budgets; fluency in QuickBooks and  
152                   Microsoft Excel; Must have a computer and be familiar with Microsoft  
153                   Word.
- 154           f. **Registrar**, whose duties include: compiles and/or maintains a current file of CS  
155 Intergroup member groups, including the name of group, time and place of meetings, and  
156 name, phone number, and e-mail address of CS Intergroup representative or contact person  
157 and alternate; coordinates efforts to contact new groups and provide information about CS  
158 Intergroup; encourages groups to join CS Intergroup and select a representative; and  
159 prepares and distributes packets of information for new CS Intergroup representatives.  
160 Information packets will include the most recent version of the CS Intergroup Charter.
- 161                   i. **Suggested Requirements**: At least 3 years sobriety; familiarity with  
162                   Microsoft Excel and Word; must keep accurate records; and must have a  
163                   computer.
- 164           g. **Member-at-Large**, whose duties include: is literature coordinator to carry out  
165 purchasing and pricing as directed by the CS Intergroup officers; works in coordination with  
166 the ASO Manager and volunteers as needed to maintain adequate stock; conducts the  
167 required quarterly inventory, keep inventory records up to date, and assure timely orders;  
168 and carries out other responsibilities as directed by the CS Intergroup Chairperson.
- 169                   i. **Suggested Requirements**: At least 3 years sobriety.
- 170           h. **Third Legacy Chair**, whose duties include: maintaining board operations remain  
171 consistent and follow the Charter; conducts and facilitates CS Intergroup elections. This  
172 position has a voice in matters, but no vote. The term is three years.
- 173                   i. **Suggested Requirements**: At least 18 years sobriety; should have served as  
174                   a CS Intergroup board member at one time; should have experience with  
175                   CS Intergroup committees; should have served at the district level as a  
176                   DCM or Alternate DCM (District Committee Member)
- 177           2. CS Intergroup Officers oversee CS Intergroup programs and activities, with the detailed  
178           work completed by volunteer committees. Collectively, CS Intergroup officers will serve  
179           as the board of directors responsible for the administration of The Corporate Body of the  
180           Colorado Springs Area Service Office.
- 181           3. CS Intergroup Officers shall meet monthly, during the week prior to the regular CS  
182           Intergroup meeting, to review pending matters and prepare the agenda for the upcoming  
183           meeting. Five members shall constitute a quorum.
- 184           4. Using contributions, it is suggested a prudent reserve be maintained of no less than 6  
185           months, with the goal of being fully funded at 13 months.

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5. Except for decisions upon matters of policy, finance, or AA Traditions liable to affect the Colorado Springs area AA groups, the officers shall have freedom of action in the routine conduct of the business affairs of the ASO.
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6. The term of the Chairperson is two years; the term of office for all other offices is one fiscal year (April 1 through March 31). Elections for officers shall be conducted at the Annual Meeting of CS Intergroup in March. CS Intergroup members will be reminded at the January meeting of the pending election.
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7. To honor the AA spirit of rotation, CS Intergroup members may serve a maximum of two consecutive terms in any given office and a maximum of four consecutive years as an CS Intergroup Officer in any capacity. A member is eligible to serve again as an officer after one year.
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8. If a board member serves 180 days or more in one office within a given fiscal year, she/he shall be considered to have served a term. Service of less than 180 days within a fiscal year shall not be counted as a term.



201 **Article IV. Nominations for CS Intergroup Officers**

202 1. It is strongly recommended that there be a slate of at least two nominees for each  
203 vacancy.

204 2. CS Intergroup representatives and officers are responsible for identifying candidates who  
205 are willing and eligible to stand for election as an CS Intergroup officer and for  
206 encouraging them to do so. Currently serving representatives and committee chairpersons  
207 are also urged to take this opportunity for further service. It is recommended that all who  
208 stand have a minimum of 2 years of continuous sobriety.

209 3. Names of nominees should be submitted to the chairperson of CS Intergroup in time to be  
210 announced at the February meeting. Candidates may also stand for a position or be  
211 nominated from the floor at the March meeting.

212

213 **Article V. Interim Vacancies**

- 214 1. Interim vacancies in the offices of Chairperson and Treasurer will be filled automatically  
215 by the Vice-Chairperson and Vice Treasurer respectively for the balance of the term.
- 216 2. All other interim vacancies will be filled by special election. The election will be held at  
217 the regular CS Intergroup meeting one month following the meeting at which the interim  
218 vacancy is announced. Groups will be advised of the pending election by their CS  
219 Intergroup representatives, the newsletter, and the website prior to the date of the  
220 election.
- 221 3. If no candidate has been proposed, CS Intergroup may leave that post vacant until the  
222 annual meeting. Or the chairperson may postpone the election until the following month.  
223 Or may appoint a person to fill the interim vacancy for the remainder of the term. Such  
224 authority shall be granted by a simple majority vote of those present. (See Concept Three  
225 – Right of Decision).  
226

227 **Article VI. Finance**

- 228 1. There are no dues or fees in Alcoholics Anonymous. The activities of CS Intergroup and  
229 the ASO shall be financed primarily through the voluntary contributions of member  
230 groups and individuals, the sale of literature and affiliated products, and by occasional  
231 projects or events.
- 232 2. Under the direction of the Treasurer, the officers will present a proposed yearly operating  
233 budget to CS Intergroup at the December meeting. The proposed budget shall be  
234 discussed with the respective groups and voted on at the February meeting.
- 235 3. All funds will be maintained in accounts of insured financial institutions. Expenditures  
236 will be by check (requiring two authorized signatures) or by debit card. Check-signing  
237 authorization is delegated to the CS Intergroup Chairperson, Treasurer, and Vice  
238 Treasurer. The ASO Manager and other employees are not authorized to sign checks.
- 239 4. Current reports on income and expenditures will be presented by the Treasurer at regular  
240 monthly meetings of CS Intergroup.  
241

242 **Article VII. Literature**

- 243 1. The CS Intergroup will determine the policy for the purchase and sale of alcoholism-  
244 related literature and materials. The Member-at-Large will serve as literature  
245 coordinator.
- 246 2. Responsibility for day-to-day sales of literature and materials rests with the ASO  
247 Manager, in cooperation with the Member-at-Large.
- 248 3. Inventory of these materials should include literature and materials published by  
249 Alcoholics Anonymous World Services and Grapevine, Inc.
- 250 4. In addition, the Service Office will continue to stock other items such as: Sobriety  
251 medallions (chips); meditation books; and other recovery items.  
252

253 **Article VIII. Service Committees**

- 254 1. Chairpersons of Service Committees shall be appointed by the CS Intergroup Chairperson  
255 and approved by a simple majority of the voting members present. Two years of  
256 continuous sobriety is recommended as a qualification. Committee chairpersons will be  
257 appointed for one year and may serve a maximum of two terms in succession. For  
258 purposes of continuity and to utilize their in-service training, it is desirable for the Vice  
259 Chair to succeed to Chairmanship when the incumbent rotates out.
- 260 2. If a Service Committee Chairperson serves 180 days or more in one office within a given  
261 fiscal year, he/she shall be considered to have served one term. Service of less than 180  
262 days within a fiscal year shall not be counted as a term.
- 263 3. For the Service Committees that deal directly with the public or are of a technical nature  
264 (Webmaster), the Committee Chairperson will appoint a Vice-Chairperson to be ratified  
265 by CS Intergroup.
- 266 4. Service Committee members may volunteer and/or be selected by the Committee chairs.  
267 Committee Chairpersons shall present monthly oral reports at regular CS Intergroup  
268 meetings.  
269

270 LOCAL SERVICE COMMITTEES

- 271 1. Programs: Organizes and manages the social activities of CS Intergroup such as:  
272 Alcathon; Founders' Day; Annual Picnic; and Longtimers' Dinner.
- 273 2. Nightwatch: Organizes and coordinates a network of volunteers to answer phones and  
274 coordinate 12-Step calls after business hours and on weekends.
- 275 3. The Pikes Peak Pint newsletter: CS Intergroup publishes the Pint, the monthly newsletter  
276 of the Pikes Peak Region. The editor and volunteers produce the Pint. The CS Intergroup  
277 Board determines the editorial policy of *The Pint*, which follows:
- 278 a. The CS Intergroup Board of Directors is responsible for newsletter content and  
279 ensuring that the editorial policy is followed;
- 280 b. The newsletter shall be guided by the spirit of the Twelve Traditions of  
281 Alcoholics Anonymous.
- 282 c. Items submitted for publication may be edited for clarity, content, and  
283 appropriateness.
- 284 d. AA-related items may be published as they relate to the fellowship and to the  
285 extent that they are consistent with our primary purpose.
- 286 e. Articles are not intended to be statements of AA policy, nor does publication of  
287 any article imply endorsement by CS Intergroup or AA as a whole; and
- 288 f. Announcements of a general interest to the fellowship are presented not as an  
289 endorsement of the *Pikes Peak Pint*.
- 290 4. Volunteers: The Volunteer Coordinator recruits and helps train volunteers to assist in the  
291 daily operation of the Area Service Office under the supervision of its manager.

- 292 5. Special Needs: Identifies and supports meetings that provide for the needs of AA  
 293 members with disabilities and encourages AA members to visit those who are  
 294 hospitalized or ill at home.
- 295 6. Website: Is responsible for the content of the site but not necessarily the development and  
 296 maintenance of its technical aspects. The Website committee is not required to have this  
 297 technical expertise; it may have in place a technical adviser to develop and implement  
 298 technical, structural updates. The Website technical adviser may be a member of the  
 299 fellowship or not. The Chairperson, with the committee members, is responsible for:
- 300 a. Making every effort to keep the site as technically simple as possible;
- 301 b. Obtaining approval from the Board of Directors for proposed significant updates  
 302 in content or design;
- 303 c. Ensuring that the Area Service Office pays the hosting company/ISP on time as  
 304 per contract;
- 305 d. Ensuring that the *coloradospringsAA.org* domain name is renewed, and  
 306 registration is paid by the Area Service Office.
- 307 e. Ensuring the content information is current, i.e., performing regular meeting  
 308 schedule updates, local events, etc.
- 309 f. Ensuring that all email links in the site are kept current and pointing to the correct  
 310 chairperson’s contact information.
- 311 6. Archives: To conduct a working Archives Program under the guidelines of the GSO  
 312 Archives workbook.
- 313 7. Bridging the Gap: To help those who are emerging from jails, prisons, and treatment  
 314 centers transition to sober living. It is the responsibility of the BTG Committee to create  
 315 and maintain a current Bridger list as well as ensure that those on the list are trained how  
 316 to be a Bridger. The Committee chairperson will:
- 317 a. Appoint both a Treatment liaison and Correction liaison who will attend their  
 318 respective committee meetings to maintain cooperation with District 7  
 319 committees;
- 320 b. Update the Bridgers list every 6 months;
- 321 c. Keep the Area Service Office current with Bridgers list;
- 322 d. Host two Bridger training workshops a year; and
- 323 e. Coordinate with District 7 committees to do BTG presentations within facilities.
- 324 f. It is suggested that Placement Coordinators be appointed to maintain positive  
 325 relationships with facilities.  
 326

327 **Article IX. Website Editorial Policy**

328 1) Guidance for website content and policy is provided by the GSO on  
329 <http://www.AA.org> and suggests we follow the Twelve Traditions and the group  
330 conscience. The editorial philosophy for the Colorado Springs Area website is based  
331 on that guidance, the Twelve Traditions and the Twelve Concepts for the Website  
332 <http://www.ColoradoSpringsAA.org>.

333 2) It is Colorado Springs Area Website editorial policy that:

334 a. The site will not contain links to any other site unless it is one is approved by  
335 GSO, i.e., the GSO or Grapevine sites already link to it;

336 b. Names, phone numbers or street addresses of fellowship members will not be  
337 posted on the site;

338 c. The website will post only AA and CS Intergroup activities;

339 d. No AA trademarks will be used on the site unless approved by GSO/Grapevine;

340 e. Copyright credit will be given to GSO/Grapevine as appropriate; and

341 f. The site will not be used for personal purposes.

342 3) The Webmaster may make updates to the site to keep it current, but substantial  
343 updates in design or content must be approved by the CS Intergroup Board of  
344 Directors. “Substantial” is meant to include updates in overall website design, major  
345 additions or deletions of web pages, etc.

346 4) Site content will not be a statement of AA policy or AA as a whole. The content is  
347 provided solely by CS Intergroup. The CS Intergroup Board is ultimately responsible  
348 for website content and ensuring that the Website Editorial Policy is followed.  
349  
350

351 **Article X. Dissolution**

- 352 1. If for any reason CS Intergroup must provide for dissolution of The Corporate Body of  
353 the Colorado Springs Area Service Office, appropriate counsel (legal and/or CPA) may  
354 be retained to oversee payment of debts and liabilities, and fulfillment of obligations as  
355 an Internal Revenue Code 501(c)(3) entity.
- 356 2. All assets remaining after payment of liabilities should be converted to cash and donated  
357 to a body within the General Service Structure of Alcoholics Anonymous.  
358  
359



360 **Article XI. Charter Updates**

- 361 1. Any member of CS Intergroup may propose an update to this Charter. Proposed updates  
362 shall be submitted in writing to the Chairperson with a copy to the Secretary. Proposed  
363 updates shall be written into the paragraph, and the entire paragraph rewritten to reflect  
364 the desired change.
- 365 2. Upon receipt of the proposal, the Chairperson shall include it in the agenda for the next  
366 meeting. The author of the proposed update shall present it to CS Intergroup for  
367 consideration. If affirmed by a simple majority of voting members present, the proposed  
368 update will be submitted to member groups for their consideration.
- 369 3. The vote on such proposals will take place at the CS Intergroup meeting approximately 60  
370 days following the meeting at which it is determined to submit the proposal to the group  
371 conscience.
- 372 4. Updates to the Charter requires approval by two-thirds of the voting CS Intergroup  
373 members present at the time the vote is called.
- 374

375 **Article XII. Authorization**

376 The present Charter supersedes all previous CS Intergroup Procedure Guides and Charters.

377

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379 \_\_\_\_\_

380 CS Intergroup Chairperson

\_\_\_\_\_ Date