

**INTERGROUP
CHARTER
OF ALCOHOLICS ANONYMOUS
COLORADO SPRINGS AREA**

Ratified June 10, 2003

Including Amendments 1, 2, 3, 4, 5 and 6
Last Modified 7.9.2019

Table of Contents

ARTICLE I.	DEFINITIONS	5
ARTICLE II.	INTERGROUP	6
ARTICLE III.	OFFICERS	8
ARTICLE IV.	TERMS	8
ARTICLE V.	NOMINATIONS FOR INTERGROUP OFFICERS	9
ARTICLE VI.	ELECTIONS OF INTERGROUP OFFICERS	9
ARTICLE VII.	INTERIM VACANCIES	10
ARTICLE VIII.	RECALL	10
ARTICLE IX.	FINANCE	11
ARTICLE X.	LITERATURE	11
ARTICLE XI.	SERVICE COMMITTEES	12
ARTICLE XII.	DISSOLUTION	12
ARTICLE XIII.	AMENDMENTS	13
APPENDIX I.	DUTIES OF INTERGROUP OFFICERS	14
APPENDIX II.	DUTIES OF SERVICE OFFICE MANAGER	16
APPENDIX III.	SERVICE COMMITTEES	18
APPENDIX IV.	PIKES PEAK PINT EDITORIAL POLICY	20
APPENDIX V.	LITERATURE POLICY	21
APPENDIX VI.	WEBSITE EDITORIAL POLICY	22

Charter History

Origin	June 10, 1997	Original Charter signed by Chairperson Mel Davis
Amendment 1	September 9, 1997	Editorial Policy for Pikes Peak Pint
Amendment 2	May 9, 2000	Amendment to Appendix 1 to give Service Office Manager a vote on Board and at Intergroup
Amendment 3: Charter Articles	June 10, 2003	<ul style="list-style-type: none"> • Intergroup Officer Term Clarified • Quorum Clarified • Service Committee Vice-Chairperson positions created
Amendment 4: Charter Appendices	June 10, 2003	<ul style="list-style-type: none"> • Website Service Committee Created • Editorial Policy for Website Added • Calendar Deleted • Guide for Intergroup Reps Deleted • Duties of Intergroup Officers and Service Office Manger updated
Amendment 5: Modify Article X1.2 and 3	December 14, 2010	<ul style="list-style-type: none"> • Define terms for committee chairs
Amendment 6: Appendix III	July 9, 2019	<ul style="list-style-type: none"> • Addition of Bridge the Gap Committee to Service Committees

Additions, Changes and Deletions History

Section	Description / Comment	Date Approved by Intergroup
Appendix I.4	Modification of duties of Treasurer	4/11/06
Appendix III.6	Modification of requirements and duties of Website committee	8/8/06
Appendix III.7	To add Archives to Local Service Committees	8/14/07
Appendix VI.2	Change website policy on flyers and personal information	12/11/07
Article XI.2&3	Modify .2 and add .3 to define term for committee chairs	12/14/10
Appendix III	Addition of Bridge the Gap to Local Service Committees	7/9/2019

Article 1. Definitions

INTERGROUP

is a service organization formed by the AA groups of the greater Colorado Springs area and consists of:

1. One representative from each AA group which signifies its desire to join by registering with Intergroup
2. Intergroup Officers
3. Service Committee Chairpersons
4. Service Office Manager

Intergroup is a service structure only and never a governing body.

THE SERVICE OFFICE

is a legal entity -- the Corporate Body of the Colorado Springs Area.

The Service Office is established by Intergroup to handle financial matters and to serve as the local AA communications center. The Service Office is staffed by a paid Office Manager, other paid staff as required, and volunteers.

Article II. Intergroup

PURPOSE AND PRINCIPLES

The primary purpose of Intergroup shall be service in support of local groups of Alcoholics Anonymous in their common purpose of carrying the message to the alcoholic who still suffers. Intergroup is directly responsible to the groups it serves. In turn, the groups offer financial support and provide a volunteer base for Twelfth-Step work.

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

FUNCTIONS

1. Intergroup shall foster participation by local AA groups and individuals in service activities, social programs, and financing.
2. Intergroup shall maintain, supervise, and support a Service Office which coordinates activities common to local groups, acts as an information-clearing house, and serves as a point of contact with the general public. As part of the services provided, the Service Office shall:
 - a) publish a schedule of local meetings.
 - b) assist in the preparation and publication of a monthly newsletter.
 - c) make alcoholism-related literature and materials available for sale to AA groups and individuals.
3. Intergroup shall elect a slate of officers.
4. Intergroup shall establish Conference-related standing Service Committees as well as local service committees.
5. Intergroup shall approve appointments of committee Chairpersons and Vice-Chairpersons and review committee reports at monthly Intergroup meetings.
6. Intergroup shall approve the annual budget prior to the beginning of each fiscal year. The fiscal year runs from April 1 through March 31.
7. Intergroup shall review and act upon proposed amendments to this Charter.
8. Intergroup shall review the Annual Activities calendar and revise as necessary.

MEMBERSHIP

1. Any local AA group may be a member of Intergroup. It is suggested that groups desiring to join register with the Intergroup Registrar -- providing name of group, place and time of meetings, name, and phone number of a contact person and alternate. It is also suggested that groups be registered with the General Service Office in New York.
2. Intergroup Representatives are selected by their respective groups. It is suggested that a representative be an active member of the group she/he represents and have at least one year of continuous sobriety at the time of selection. The suggested term of service is one year.

MEETINGS

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

VOTING

1. Each group representative to Intergroup shall have one vote. No representative may vote on behalf of more than one group. Intergroup Officers, Committee Chairpersons and the Service Office Manager shall each have one vote. If an officer, chairperson or Service Office Manager also represents a group, she/he is not entitled to an additional vote. If the Assistant Service Office Manager, or a Committee Vice Chair, or an alternate group representative is standing in for the principal, he/she may exercise the corresponding vote.
2. Following discussion of an issue, an initial vote by show of hands will be taken. Minority opinion will then be heard, and the issue taken to a second vote which determines the outcome.
3. On all matters requiring a vote, quorum shall consist of all qualified voting Intergroup members present, provided that no fewer than twelve Intergroup Representatives are in attendance.
4. A simple majority decides, unless otherwise stipulated in this Charter.

Article III. Officers

1. To carry out its responsibilities, Intergroup will elect seven officers, as follows:
 - a) Chairperson
 - b) Vice-Chairperson
 - c) Treasurer
 - d) Vice-Treasurer
 - e) Secretary
 - f) Registrar
 - g) Member-at-Large
2. Intergroup Officers coordinate and oversee Intergroup programs and activities. Intergroup Officers, collectively, will serve as the board of directors responsible for the administrative operations of the Corporate Body of the Colorado Springs Area Service Office. See Appendix I - Duties of Intergroup Officers.
3. Intergroup Officers shall meet monthly, during the week prior to the regular Intergroup meeting, to review pending matters and prepare the agenda for the upcoming meeting. Five members shall constitute a quorum.
4. Except for decisions upon matters of policy, finance, or AA Traditions liable to seriously affect the Colorado Springs area AA groups, the Officers shall have freedom of action in the routine conduct of the business affairs of the Service Office.

Article IV. Terms

1. The term of office for all offices is one fiscal year (April 1 through March 31).
2. To honor the A.A. spirit of rotation, Intergroup members may serve a maximum of two consecutive terms in any given office and a maximum of four consecutive years as an Intergroup Officer in any capacity. A member is eligible to serve again as an officer after one year.
3. 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.

Article V. Nominations for Intergroup Officers

1. It is strongly recommended that there be a slate of at least two nominees for each vacancy.
2. Intergroup representatives and officers are responsible for identifying candidates who are willing and eligible to stand for election as an Intergroup Officer and for encouraging them to do so. Currently serving representatives and committee chairpersons are also urged to take this opportunity for further service. It is recommended that all who stand have a minimum of two years of continuous sobriety.
3. Barring extraordinary circumstances, the Vice-Chairperson and the Vice-Treasurer succeed to the offices of Chairperson and Treasurer respectively, for purposes of continuity and to utilize their in-service training. All other positions are open to any eligible A.A. member wishing to serve.
4. Names of nominees should be submitted to the Chairperson of Intergroup in time to be announced at the February meeting. Candidates may also be nominated from the floor at the March meeting.

Article VI. Elections of Intergroup Officers

1. Elections for Intergroup officers shall be conducted at the Annual Meeting of Intergroup in March. Intergroup members will be reminded at the January meeting of the pending election.
2. Elections will be conducted according to the Third Legacy procedure outlined in the AA Service Manual. Candidates must be present at the time of the election.
3. If there is only one candidate for any position, she/he must receive affirmative votes cast by written ballot from two-thirds of the voting members present in order to be elected.

Article VII. Interim Vacancies

1. Interim vacancies in the offices of Chairperson and Treasurer will be filled automatically by the Vice-Chairperson and Vice Treasurer respectively for the balance of the term.
2. All other interim vacancies will be filled by special election. Such election will be held at the regular Intergroup meeting one month following the meeting at which the interim vacancy is announced. Groups will be advised of the pending election by their Intergroup representative, and through notification in the newsletter and website published prior to the date of election.
3. If no candidate has been proposed by the date of election, the Chairperson may postpone the election until the following month or may ask Intergroup for authority to appoint a person to fill the interim vacancy for the remainder of the term. Such authority shall be granted by a simple majority vote of those present. (See Concept Three - Right of Decision).

Article VIII. Recall

1. Intergroup may remove any officer from the duties of office for just cause, as determined by Intergroup.
2. Recall procedure may be initiated by any Intergroup member or officer by making a motion for consideration by Intergroup. Such motion must be supported by a clear presentation of cause. If the motion to recall is approved by a simple majority, recall will be placed on the agenda for the following Intergroup meeting and member groups will be notified by their Intergroup representative. The recall vote shall be by written ballot and shall require a two-thirds majority vote of the members present and eligible to vote.
3. The approved recall is effective immediately.

Article IX. Finance

1. There are no dues or fees in Alcoholics Anonymous. The activities of Intergroup and the Service Office shall be financed primarily through the voluntary contributions of member groups and individuals and the sale of literature and secondarily by occasional projects or events as authorized by Intergroup.
2. The officers, under the direction of the Treasurer, will present a proposed yearly operating budget to Intergroup at the January meeting. The proposed budget shall be discussed with the respective groups and voted on at the February meeting.
3. All funds will be maintained in bank accounts. Expenditures will be by check only, requiring two authorized signatures. Check-signing authorization is delegated to the Intergroup Chairperson, Treasurer, Vice Treasurer, and the Service Office Manager.
4. Current reports on income and expenditures will be presented by the Treasurer at regular monthly meetings of Intergroup.
5. It is the responsibility of the Board of Directors to maintain a prudent reserve.

Article X. Literature

1. Policy for the purchase and sale of alcoholism-related literature and materials will be determined by Intergroup (See Appendix V). The Member-at-Large will serve as literature coordinator to carry out purchasing and pricing policy.
2. Responsibility for day-to-day sales of literature and materials rests with the Office Manager, in cooperation with the Member at Large.

Article XI. Service Committees

1. Intergroup shall establish Service Committees. These are:
2. Chairpersons of Intergroup Service Committees shall be appointed by the Intergroup Chairperson and approved by a simple majority of the voting members present. Two years' continuous sobriety is recommended as a qualification. Committee chairpersons will be appointed for one year and may serve a maximum of two terms in succession.
3. If a Chairperson serves 180 days (six months) 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
4. For the Service Committees that deal directly with the public (Public Information, CPC, Treatment, and Corrections) or are of a technical nature (Webmaster), the Committee Chair will appoint a Vice Chairperson, to be ratified by Intergroup. For purposes of continuity and to utilize their in-service training, it is desirable for the Vice Chair to succeed to the Chairmanship when the incumbent rotates out.
5. Service Committee members may volunteer and/or be selected by the Committee chairs. Committee Chairpersons shall present monthly oral reports at regular Intergroup meetings and an annual report at the close of the fiscal year.
6. Because Service Committees are at the heart of "carrying the message" each Intergroup Representative is strongly encouraged to chair or participate in at least one committee.

Article XII. Dissolution

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

Article XIII. Amendments

1. Amendments to the Charter

- a) Any member of Intergroup may propose an Amendment to this Charter. Proposed amendments shall be submitted in writing to the Chairperson with a copy to the Secretary. Proposed changes (additions and/or deletions) shall be written into the particular paragraph, and the entire paragraph rewritten to reflect the desired change.
- b) Upon receipt of the proposal, the Chairperson shall include it in the agenda for the upcoming meeting. The author of the proposed amendment shall present it to Intergroup for consideration. If affirmed by a simple majority of voting members present, the proposed amendment will be submitted to member groups for their consideration.
- c) The vote on such proposals will take place at the Intergroup meeting approximately 60 days following the meeting at which it is determined to submit the proposal to the group conscience.
- d) Notice of the proposed amendment will be published on the website and in the newsletter for two consecutive issues prior to the vote. Notice will include the text of the proposed amendment and the date on which the vote will be taken.
- e) Amendment of this Charter requires approval, via written ballot, by two-thirds of the voting Intergroup members present at the time the vote is called.

2. Amendments to Appendices

- a) The Appendices which accompany this Charter supplement or clarify points included in the main body of the document. Because they cover information, which may be revised or updated periodically, a simpler amendment process will apply, as follows:
 - Any member of Intergroup may propose an amendment to an Appendix. The proposed amendment should be presented in writing at a regular meeting for inclusion by the Chairman in the agenda for the next monthly meeting.
 - The proposed amendment will become effective if affirmed by a simple majority of voting members present when the vote is taken.
- b) The present Charter supersedes all previous Intergroup Procedure Guides and Charters.



Intergroup Chairperson

Chris Hansen



Date

Appendix I. Duties of Intergroup Officers

1. Chairperson
 - a) presides at monthly Intergroup meetings and Intergroup Board meetings.
 - b) appoints Service Committee Chairpersons and oversees Committee activities
 - c) oversees the functioning of the Service Office
 - d) supervises the Service Office Manager
 - e) evaluates performance of the Service Office Manager as stipulated in the personnel policy guidelines
 - f) calls for interim elections as required
 - g) maintains liaison with local District Committee Members (DCMs)
2. Vice Chairperson
 - a) assists the Chairperson in the duties described above
 - b) assumes the duties of the Chairperson if she/he is unable to serve
 - c) performs such other duties as the Chair may direct
3. Secretary
 - a) takes roll at monthly Intergroup meetings and records attendance. On the basis of the roll call, declares whether or not there is a quorum.
 - b) prepares written minutes of Intergroup meetings and makes a copy of the minutes available in a timely manner for publication in the monthly newsletter immediately following the meeting.
 - c) provides a copy of the minutes to the Service Office for distribution as appropriate and for the archives.
 - d) takes minutes of Intergroup Officers' meetings. Makes a written copy available for distribution prior to the next monthly meeting
 - e) takes responsibility for the required notification of proposed amendments or recall actions as provided for in this Charter
4. Treasurer
 - a) prepares the proposed Annual Budget in consultation with other Intergroup Officers
 - b) presents proposed Annual Budget to Intergroup at the January meeting, and sees it through the approval process at the February meeting
 - c) presents monthly financial statements at the regular meetings of Intergroup and makes such statements available in a timely manner for publication in the newsletter
 - d) prepares biweekly payroll
 - e) delegates the preparation of annual income tax return and oversees this process

- f) delegates the preparation of the quarterly reports and oversees this process
 - state, county and city sales tax
 - unemployment tax
 - state and federal payroll withholding
 - g) monitors expenditures for programs in accordance with the approved budget
5. Vice Treasurer
- a) assists the Treasurer in the duties described above
 - b) assumes the duties of the Treasurer if he/she is unable to serve
6. Registrar
- a) compiles and/or maintains a current file of Intergroup member groups, including the name of group, time and place of meetings, and name and phone number of Intergroup representative or contact person and alternate
 - b) coordinates efforts to contact new groups and provide information about Intergroup; encourages groups to join Intergroup and select a representative
 - c) prepares and distributes packets of information for new Intergroup Representatives. Information packets will include the most recent version of the Intergroup Charter and the Guide for Intergroup Representatives.
7. Member-at-Large
- a) serves as literature coordinator to carry out purchasing and pricing policy as directed by the Intergroup Officers. Works in coordination with the Office Manager and volunteers as needed to maintain adequate stock, conduct the required annual inventory, keep inventory records up to date, and assure timely orders
 - b) carries out other responsibilities as directed by the Intergroup Chairperson
8. Intergroup Officers shall meet monthly, during the week prior to the regular Intergroup meeting, to review pending matters and prepare the agenda for the upcoming meeting.

Appendix II. Duties of Service Office Manager

[Approved by the Board 2/3/2003]

1. Service Office Duties

- a) Ensures that Service Office is open and adequately staffed per schedule determined by Intergroup Board
- b) Ensures that phones are answered in timely fashion during business hours
- c) Provides appropriate support and encouragement to callers seeking help from AA, including up-to-date information on time and location of meetings in the area
- d) Maintains stock of literature and handles day-to-day sales of literature and materials in accordance with policy established by Intergroup
- e) Keeps accounting and cash records posted and current daily. Pays all bills promptly.
- f) Safeguards monies and deposits daily receipts
- g) Handles all routine correspondence and maintains a current filing system. Forwards material as appropriate to District and Area levels
- h) Serves as the local Alcoholics Anonymous communications center, issuing information concerning group and Intergroup activities, special events and, as requested, concerning AA as a whole
- i) Keeps a log of all Twelfth Step calls and refers the call to an appropriate person on the Twelfth Step call list. Maintains a current call list
- j) Develops guidelines for volunteers (in conjunction with the Volunteer Chairperson) and supervises volunteers' performance
- k) Coordinates quarterly update and printing of Area Meeting Schedule
- l) Maintains an inviting atmosphere for persons who 'drop in' to the office seeking help
- m) Keeps Service Office and facilities clean and orderly and purchases supplies as needed
- n) Provides support for in-house meetings and visiting groups

2. Intergroup Duties

- a) In cooperation with Intergroup Chair, prepares agenda for Intergroup meetings and Intergroup Board meetings.
- b) Prepares and/or makes copies of documents and issues to be discussed
- c) Attends Intergroup and Intergroup Board meetings. Office Manager or Assistant Office Manager shall be accorded voice and one vote at such meetings in accordance with Concept 4. Presents monthly Service Office Report.
- d) Cooperates with the Chairpersons of Service Committees. Purchases materials and supplies for committee and program needs.

- e) Assists the Intergroup Registrar in maintaining records, as accurate and current as possible, on member groups as follows:
 - name of group
 - name and telephone number of group's Intergroup Representative
 - day(s), time(s), and location of group's meetings
 - record of group's contributions
 - f) Works as necessary with the Editor of the *Pikes Peak Pint* to facilitate publication of the newsletter.
 - g) Works with Treasurer to maintain accurate and timely financial data
 - h) Works with literature coordinator to manage ordering, stocking, pricing, and inventory control of literature and sale items.
 - i) Maintains Intergroup archives (including minutes of all meetings) and forwards material as appropriate to District and Area levels.
3. Supervision
- a) The Chairperson of Intergroup serves as supervisor of the Service Office Manager.
 - b) The Service Office Manager supervises and evaluates the performance of the Assistant Service Office Manager and other paid employees.
 - c) Any special requests of the Service Office Manager by Board members shall be channeled through the Chairperson. For routine matters, however, Board members such as the Treasurer, the Secretary, and the Literature Coordinator need to have a direct working relationship with the Service Office Manager.
 - d) The Intergroup Chairperson is responsible for seeing that the Service Office Manager does not become overloaded with Board requests at any one time, and for balancing the workload if necessary.

Appendix III. Service Committees

One of the principal responsibilities of Intergroup is to establish Service Committees to help AA carry the message to the alcoholic who still suffers.

The General Service Office offers backup support in the form of literature, films, and videos as well as workbooks tailored to each specific Committee need. See "A.A. GUIDELINES" for details.

LOCAL SERVICE COMMITTEES

1. The Program Committee organizes and manages the social activities of Intergroup such as:
 - a. Alcathon
 - b. Founders' Day
 - c. Annual Picnic
 - d. Longtimers' Dinner
2. Nightwatch organizes and coordinates a network of volunteers to answer phones and coordinate twelfth-step calls after business hours and on weekends.
3. The Newsletter (*Pikes Peak Pint*)
 - a. The editor and volunteers produce, assemble, and distribute the monthly newsletter of Colorado Springs Intergroup.
 - b. Editorial policy for determination of what is or is not published in the newsletter will be established by the Intergroup Officers and approved by Intergroup and kept on file in the Service Office. See Appendix IV.
4. Volunteers: The Volunteer Coordinator recruits and helps train volunteers to assist in the daily operation of the area Service Office under the supervision of the Service Office manager.
5. Special Needs: Identifies and supports meetings that provide for the needs of deaf, blind, and handicapped members, and encourages AA members to visit hospitalized and homebound members
6. Website:
 - a. The Website committee is responsible for the content of the site but not necessarily the development and maintenance of the technical aspects. It is not a requirement of the Chair, Vice-Chair or members to have this technical expertise. The Website committee may have in place a technical adviser to develop and implement technical, structural changes. The website technical adviser may be a member of the fellowship or not (i.e. in the manner that we use an accountant for preparation for Service Office tax returns)

- b. It is suggested that the Chairperson and Vice-Chairperson:
 1. Have their own personal computer
 2. Have Internet access via their computer.
 - c. The Chairperson, with the committee members, is responsible for:
 - Making every effort to keep the site as technically simple as possible;
 - Obtaining approval from the Board of Directors for proposed significant changes in content or design, see Appendix VI, part 3;
 - Ensuring that the Service Office pays the hosting company/ISP on time as per contract;
 - Ensuring that the *coloradospringsaa.org* domain name is renewed, and registration is paid by the Service Office;
 - Ensuring the content information is current, i.e., performing regular meeting schedule updates, local events, etc.;
 - Ensuring that all email links in the site are kept up to date and pointing to the correct chairperson's email address, i.e., they are updated when chairpersons change.
7. Archives: To conduct a working Archives Program under the guidelines of the GSO Archives workbook.
8. Bridging the Gap: It is the responsibility of the BTG Committee to create and maintain an up to date "Bridger" list as well as ensure that those on the list understand what it is to be a "Bridger".
- a. The Committee Chair will appoint both a Treatment liaison and Corrections liaison who will attend those respective committee meetings to maintain cooperation with District 7 committees;
 - b. Update "Bridgers" list every 6 months;
 - c. Keep the Service Office up to date with "Bridgers" list;
 - d. Host two "Bridger" training workshops a year;
 - e. It is suggested that Placement Coordinators be appointed to maintain positive relationships within facilities;
 - f. Coordinate with District 7 committees to do BTG presentations within facilities.

Appendix IV. Pikes Peak Pint Editorial Policy

[Approved by Intergroup on September 9, 1997]

[Amended language approved by Intergroup June 10, 2003]

"The *Pikes Peak Pint* is a monthly newsletter by and for the fellowship of Alcoholics Anonymous and serves the Pikes Peak region. It is published under the auspices of the Colorado Springs Area Intergroup. The Intergroup Board of Directors is ultimately responsible for newsletter content and ensuring that this Editorial Policy is followed. It shall be the editorial policy of this newsletter to be guided by the spirit of the Twelve Traditions of Alcoholics Anonymous. Items submitted for publication may be edited for clarity, content, and appropriateness. AA related items may be published as they relate to the fellowship as a whole and to the extent that they are consistent with our primary purpose. Articles are not intended to be statements of AA policy, nor does publication of any article imply endorsement by Intergroup or AA as a whole. Announcements of a general interest to the fellowship are presented solely as a service to readers, not as an endorsement of the *Pikes Peak Pint*. Specific judgments concerning individual submissions are the responsibility of the Editor."

Appendix V. Literature Policy

1. Literature policy is determined by Intergroup. The Board Member-at-Large acts as Literature Coordinator with responsibility for recommending any needed changes or actions by the Board. The Service Office Manager is responsible for day-to-day sale of the literature.
2. Inventory of these materials should include literature and materials published by Alcoholics Anonymous World Services and Grapevine, Inc., as listed below. (This list is not all-inclusive.
 - a) The Big Book of Alcoholics Anonymous
 - b) The Twelve Steps and Twelve Traditions
 - c) As Bill Sees It
 - d) The Best of the Grapevine
 - e) AA Comes of Age
 - f) Dr. Bob and the Good Old-timers
 - g) Pass It On
 - h) Came to Believe
 - i) Living Sober
 - j) Language of the Heart
 - k) Various AA pamphlets
3. In addition, the Service Office will continue to stock other items such as:
 - a) Sobriety medallions, chips
 - b) Meditation books, Twenty-Four Hours a Day, The Eye Opener, etc.

Items included in our inventory will be available for special order if the item is not currently stocked. Whenever possible, we will also provide members with available information on other materials.

APPENDIX VI. Website Editorial Policy

1. Guidance for website content and policy is provided by the GSO on <http://www.aa.org> and suggests that we follow the Traditions and the group conscience. The editorial philosophy for the Colorado Springs Area website is based on that guidance, the Twelve Traditions and the Twelve Concepts. We are mindful that our site broadcasts to the world, not just our local fellowship as with the newsletter.
2. It is Colorado Springs Area Website editorial policy that:
 - a) The site will not contain links to any other site unless it is one is approved by GSO, i.e., the GSO or Grapevine sites already link to it.
 - b) Flyers placed on the website may contain first names, last initials, phone numbers and email addresses if permission is obtained from the respective individuals.
 - c) The website will post only AA and Intergroup activities.
 - d) No A.A. trademarks will be used on the site unless approved by GSO / Grapevine.
 - e) Copyright credit will be given to GSO / Grapevine as appropriate.
 - f) The site will not be used for personal purposes.
3. The Webmaster may make changes to the site in order to keep it current, but substantial changes in design or content must be approved by the Intergroup Board of Directors. “Substantial” is meant to include changes in overall website design, major additions or deletions of web pages, etc. The same responsibility and leeway as given the Public Information chairperson will be accorded the Webmaster as per the Third Concept regarding ‘right of decision’.
4. Site content will not be a statement of A.A. policy or A.A. as a whole. The content is provided solely by the Colorado Springs Area Intergroup. The Intergroup Board of Directors is ultimately responsible for website content and ensuring that the Website Editorial Policy is followed.