

# Colorado Springs Area Intergroup Charter

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## Article I Definitions

### **Intergroup**

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

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

### **The Area Service Office**

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

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

### **AA Groups**

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

### **AA Meetings**

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

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

## **Article II CS Intergroup**

### **Purpose and Principles**

The purpose of CS Intergroup is to support local groups of Alcoholics Anonymous to carry the message to the alcoholic who still suffers. CS Intergroup is responsible to the groups it serves. In turn, the groups offer financial contributions to the ASO and GSO and provide a volunteer base for Twelfth-Step work. In the course of its deliberations, CS Intergroup shall be guided by the Twelve Traditions, the Twelve Concepts, and the AA Service Manual.

### **Functions**

1. CS Intergroup shall encourage and foster participation by local AA groups, meetings and individuals in service activities, social programs, and financing.
2. One of the principal responsibilities of CS Intergroup is to establish Service Committees to help AA carry the message. The GSO offers backup support in the form of literature, films, videos, and workbooks for each committee. These service committees are of two types: Standing service committees, which correspond to committees established under the General Service Conference structure; and Local service committees as needed.
3. CS Intergroup shall maintain, supervise, and support an ASO 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 ASO shall:
  - a. Publish a schedule of local meetings.
  - b. Assist in the preparation and publication of a monthly newsletter.
  - c. Make alcoholism-related materials available for sale to the public.
  - d. Maintain the CS Intergroup website.
4. CS Intergroup shall elect a slate of officers.
5. CS Intergroup shall approve appointments of committee chairpersons and vice-chairpersons and review committee reports at monthly CS Intergroup meetings.
6. CS Intergroup shall approve the annual budget before each fiscal year begins. The fiscal year runs from April 1 through March 31.
7. CS Intergroup shall review and act upon proposed amendments to this Charter.

### **Membership**

1. Any local AA group may be a member of CS Intergroup. It is suggested that groups register with the CS Intergroup Registrar – providing the name of the group, the place and time of meetings, and the name, phone number, and e-mail address of a contact person and alternate.
2. CS 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 CS 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 time officers are elected for the next fiscal year. Special meetings of CS Intergroup may be convened by the chairperson or by a majority of the other officers if the need arises. The CS Intergroup Secretary or the ASO Manager is responsible for notifying members at least one week in advance of the special meeting date.

### **Voting**

1. Each group representative to CS Intergroup shall have one vote. No representative may vote on behalf of more than one group. CS Intergroup officers, committee chairpersons, and the ASO Manager shall not have a vote. If an officer, Chairperson or ASO Manager also represents a group, she/he is entitled to one vote for that group. If the alternate group representative is standing in for the principle, he/she may exercise that group's 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. A simple majority decides, unless otherwise stated in this Charter.
3. 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.
4. In the event that 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.
5. On all matters requiring a vote, quorum shall consist of 12 CS Intergroup representatives.

### **Recall**

1. CS Intergroup may remove any officer from the duties of office for just cause, as determined by CS Intergroup.
2. Recall procedure may be initiated by any CS Intergroup member or officer by making a motion for consideration by CS 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 CS Intergroup meeting and member groups will be notified by their CS Intergroup representative. The recall vote shall be by written or electronic polling and shall require a two-thirds majority vote of the members present and eligible to vote.
3. The approved recall is effective *immediately*.

## Article III Officers

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

a. **Chairperson**, whose duties include: presides at monthly CS Intergroup meetings and CS Intergroup Board meetings; appoints Service Committee chairpersons and the Third Legacy Chairperson, these appointments to be ratified by the body of intergroup representatives, and oversees Committee activities; oversees the functioning of the ASO; supervises the ASO Manager; evaluates performance of the ASO Manager as stipulated in the Personnel Policy Handbook (which was adopted by the Board Oct. 5, 2020 and is available for review at the Area Service Office); calls for interim elections as required; maintains liaison with local District Committee Members (DCMs); and attends District 7 meetings.

**Suggested Requirements:** At least 6 years sobriety; business experience with leadership and management skills; and good people skills.

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

**Suggested Requirements:** At least 5 years sobriety; business experience with leadership and management skills; and good people skills.

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

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

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

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

**Suggested Requirements:** At least 5 years sobriety; familiarity with bookkeeping, accounting, and budgets; fluency in QuickBooks and Microsoft Excel; Must have a computer and be familiar with Microsoft Word.

e. **Vice Treasurer**, whose duties include assists the Treasurer in the duties described above; and assumes the duties of the Treasurer if he/she is unable to serve.

**Suggested Requirements:** At least 4 years sobriety; familiarity with bookkeeping, accounting, and budgets; fluency in QuickBooks and Microsoft Excel; Must have a computer and be familiar with Microsoft Word.

f. **Registrar**, whose duties include: compiles and/or maintains a current file of CS Intergroup member groups, including the name of group, time and place of meetings, and name, phone number, and e-mail address of CS Intergroup representative or contact person and alternate; coordinates efforts to contact new groups and provide information about CS Intergroup; encourages groups to join CS Intergroup and select a representative; and prepares and distributes packets of information for new CS Intergroup representatives. Information packets will include the most recent version of the CS Intergroup Charter.

**Suggested Requirements:** At least 3 years sobriety; familiarity with Microsoft Excel and Word; must keep accurate records; and must have a computer.

g. **Member-at-Large**, whose duties include literature coordinator to carry out purchasing and pricing as directed by the CS Intergroup officers; works in coordination with the ASO Manager and volunteers as needed to maintain adequate stock; conducts the required quarterly inventory, keep inventory records up to date, and assure timely orders; and carries out other responsibilities as directed by the CS Intergroup Chairperson.

**Suggested Requirements:** At least 3 years sobriety.

h. **Third Legacy Chair**, whose duties include: maintaining that board operations remain consistent and follow the Charter; conducts and facilitates CS Intergroup elections. This position has a voice in matters, but no vote. The term is three years.

**Suggested Requirements:** At least 18 years sobriety; should have served as a CS Intergroup board member at one time; should have experience with CS Intergroup committees; should have served at the district level as a DCM or Alternate DCM (District Committee Member)

2. CS Intergroup Officers oversee CS Intergroup programs and activities, with the detailed work completed by volunteer committees. Collectively, CS Intergroup officers will serve as the board of directors responsible for the administration of The Corporate Body of the Colorado Springs Area Service Office.
3. CS Intergroup Officers shall meet monthly, during the week prior to the regular CS Intergroup meeting, to review pending matters and prepare the agenda for the upcoming meeting. Five members shall constitute a quorum.
4. Using contributions, it is suggested a prudent reserve be maintained of no less than 6 months, with the goal of being fully funded at 13 months.
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.
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.

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.
8. If a board member serves 180 days or more in one office withing 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 IV Nominations for CS Intergroup Officers

1. It is strongly recommended that there be a slate of at least two nominees for each vacancy.
2. CS Intergroup representatives and officers are responsible for identifying candidates who are willing and eligible to stand for election as a CS 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 2 years of continuous sobriety.
3. Names of nominees should be submitted to the chairperson of CS Intergroup in time to be announced at the February meeting. Candidates may also stand for a position or be nominated from the floor at the March meeting.

## Article V 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. The election will be held at the regular CS Intergroup meeting one month following the meeting at which the interim vacancy is announced. Groups will be advised of the pending election by their CS Intergroup representatives, the newsletter, and the website prior to the date of the election.
3. If no candidate has been proposed, CS Intergroup may leave that post vacant until the annual meeting.
  - a. Or the Chairperson may postpone the election until the following month.
  - b. Or may appoint a person to fill the interim vacancy for the remainder of the term.
  - c. Such authority shall be granted by a simple majority vote of those present. (See Concept Three – Right of Decision).

## Article VI Finance

1. There are no dues or fees in Alcoholics Anonymous. The activities of CS Intergroup and the ASO shall be financed **solely** through the voluntary contributions of member groups and individuals, the sale of literature and affiliated products, and by occasional projects or events.
2. Under the direction of the Treasurer, the officers will present a proposed yearly operating budget to CS Intergroup at the December 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 accounts of insured financial institutions. Expenditures will be by check (requiring two authorized signatures) or by debit card. Check-signing authorization is delegated to the CS Intergroup Chairperson, Treasurer, and Vice Treasurer. The ASO Manager and other employees are not authorized to sign checks.
4. Current reports on income and expenditures will be presented by the Treasurer at regular monthly meetings of CS Intergroup.

## Article VII Literature

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

## Article VIII Service Committees

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

### LOCAL SERVICE COMMITTEES

Committee chairs have the ASO as a resource for administrative support.

1. **Programs**: Organizes and manages the social activities of CS Intergroup such as: Alcothon; Founders' Day; Annual Picnic; and Longtimers' Dinner.
2. **Nightwatch**: Organizes and coordinates a network of volunteers to answer phones and coordinate 12-Step calls after business hours and on weekends.
3. **The Pikes Peak Pint newsletter**: CS Intergroup publishes the Pint, the monthly newsletter of the Pikes Peak Region. The editor and volunteers produce the Pint. The CS Intergroup Board determines the editorial policy of *The Pint*, which follows:
  - a. The CS Intergroup Board of Directors are responsible for newsletter content and ensuring that the editorial policy is followed.
  - b. The newsletter shall be guided by the spirit of the Twelve Traditions of Alcoholics Anonymous.
  - c. Items submitted for publication may be edited for clarity, content, and appropriateness.
  - d. AA-related items may be published as they relate to the fellowship and to the extent that they are consistent with our primary purpose.
  - e. Articles are not intended to be statements of AA policy, nor does publication of any Article imply endorsement by CS Intergroup or AA as a whole; and
  - f. Announcements of a general interest to the fellowship are presented not as an endorsement of the *Pikes Peak Pint*.
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 its manager.
5. **Special Needs**: Identifies and supports meetings that provide for the needs of AA members with disabilities and encourages AA members to visit those who are hospitalized or ill at home.
6. **Website**: Is responsible for the content of the site but not necessarily the development and maintenance of its technical aspects. The Website committee is not required to have this technical expertise, it may have in place a technical adviser to develop and implement

technical, structural updates. The Website technical adviser may be a member of the fellowship or not. The Chairperson, with the committee members, is responsible for:

- b. Making every effort to keep the site as technically simple as possible.
  - c. Obtaining approval from the Board of Directors for proposed significant updates in content or design.
  - d. Ensuring that the Area Service Office pays the hosting company/ISP on time as per contract.
  - e. Ensuring that the *coloradospringsAA.org* domain name is renewed, and registration is paid by the Area Service Office.
  - f. Ensuring the content information is current, i.e., performing regular meeting schedule updates, local events, etc.
  - g. Ensuring that all email links in the site are kept current and pointing to the correct chairperson's contact information.
4. Archives: To conduct a working Archives Program under the guidelines of the GSO Archives workbook.
5. Bridging the Gap: (BTG) is an AA program to help people leaving correctional or treatment facilities become acquainted with AA and attend AA meetings to get and remain sober after they are released. It is the responsibility of the BTG Committee to create and maintain a current Bridger list as well as ensure that those on the list are trained how to be a Bridger. The Committee chairperson will:
- a. Appoint both a Treatment liaison and Correction liaison who will attend their respective committee meetings to maintain cooperation with District 7 committees.
  - b. Update the Bridgers list every 6 months.
  - c. Keep the ASO current with Bridgers' list.
  - d. Host two Bridger training workshops a year; and
  - e. Coordinate with District 7 committees to do BTG presentations within facilities.
  - f. It is suggested that Placement Coordinators be appointed to maintain positive relationships with facilities.

## Article IX Website Editorial Policy

Guidance for website content and policy is provided by the GSO on <http://www.AA.org> and suggests we follow the Twelve 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 for the Website <http://www.ColoradoSpringsAA.org>

1. It is Colorado Springs Area Website editorial policy that:
  - a. The site will not contain links to any other site unless it is approved by GSO. For example, the GSO or Grapevine sites already link to it.
  - b. Names, phone numbers or street addresses of fellowship members will not be posted on the site.
  - c. The website will post only AA and CS Intergroup activities.
  - d. No AA trademarks will be used on the site unless approved by GSO/Grapevine.
  - e. Copyright credit will be given to GSO/Grapevine as appropriate; and
  - f. The site will not be used for personal purposes.
2. The Webmaster may make updates to the site to keep it current, but substantial updates in design or content must be approved by the CS Intergroup Board of Directors. “Substantial” is meant to include updates in overall website design, major additions, or deletions of web pages, etc.
3. Site content will not be a statement of AA policy or AA as a whole. The content is provided solely by CS Intergroup. The CS Intergroup Board is ultimately responsible for website content and ensuring that the Website Editorial Policy is followed.

## Article X      Dissolution

1. If for any reason CS Intergroup must file for dissolution of The Corporate Body of the Colorado Springs Area Service Office, appropriate counsel (legal and/or CPA) may 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 XI Amendments

### 1. Amendments to the Charter

a. Any member of CS 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 CS 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 CS 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 CS 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. This Charter supersedes all previous CS Intergroup Procedure Guides and Charters.

## Article XII Charter History

|  |               |   |
|--|---------------|---|
| Original                               | June 10, 1997 | <ul style="list-style-type: none"> <li>• Original Charter signed by Chairperson Mel Davis</li> </ul>  |
| Amendment 1                            | Sept. 9, 1997 | <ul style="list-style-type: none"> <li>• Editorial Policy for Pikes Peak Pint</li> </ul>  |
| Amendment 2                            | May 9, 2000   | <ul style="list-style-type: none"> <li>• Amendment to Appendix 1 to give Service Office Manager a vote on Board and at Intergroup</li> </ul>  |
| Amendment 3: Charter Articles          | June 10, 2003 | <ul style="list-style-type: none"> <li>• Intergroup Officer Term Clarified</li> <li>• Quorum Clarified</li> <li>• Service Committee Vice-Chairperson positions created</li> </ul>   |
| Amendment 4: Charter Appendices        | June 10, 2003 | <ul style="list-style-type: none"> <li>• Website Service Committee Created</li> <li>• Editorial Policy for Website Added</li> <li>• Calendar Deleted</li> <li>• Guide for Intergroup Reps Deleted</li> <li>• Duties of Intergroup Officers and Service Office Manger updated</li> </ul> |
| Amendment 5: Modify Article X1.2 and 3 | Dec. 14, 2010 | <ul style="list-style-type: none"> <li>• Define terms for committee chairs</li> </ul>   |
| Amendment 6: Appendix III              | July 9, 2019  | <ul style="list-style-type: none"> <li>• Addition of Bridge the Gap Committee to Service Committees</li> </ul>  |
| Charter Revision and Rewrite           | May 11, 2021  | <ul style="list-style-type: none"> <li>• Review and rewrite of the entire charter. Incorporation of previous amendments, changes, and deletions.</li> </ul>   |

## Article XIII Charter Changes and Deletion History

| Section                      | Description / Comment   | Date Approved by Intergroup |
|------------------------------|---|-----------------------------|
| Appendix I.4                 | Modification of duties of Treasurer   | April 11, 2006              |
| Appendix III.6               | Modification of requirements and duties of Website committee  | August 8, 2006              |
| Appendix III.7               | To add Archives to Local Service Committees   | August 14, 2007             |
| Appendix VI.2                | Change website policy on fliers and personal information  | December 11, 2007           |
| Article XI.2&3               | Modify .2 and add .3 to define term for committee chairs  | December 14, 2010           |
| Appendix III                 | Addition of Bridge the Gap to Local Service Committees  | July 9, 2019                |
| Charter Revision and Rewrite | Review and rewrite of the entire charter. incorporation of previous amendments, changes, and deletions. | February XX, 2021           |

## Article XIV Authorization

The CS Intergroup Chairperson signature signifies the approval date by the body of CS Intergroup.

\_\_\_\_\_  
CS Intergroup Chairperson

\_\_\_\_\_  
Date