

Colorado Adult Children of Alcoholics and Dysfunctional Families Intergroup Charter

I. Purpose

The purpose of this charter is to provide guidance for administrative and operational procedures of the Colorado ACA Intergroup (hereafter known as, IG).

II. Mission of the IG

The mission of the IG is to support Colorado ACA meetings and individual members whenever possible. Intergroup is a service body only and exists to:

1. Distribute meeting schedules and ACA materials for meeting representatives and the professional treatment community, or to other areas where ACA may be needed.
2. Assist new ACA Groups in establishing themselves in Colorado, where such help is needed.
3. Act as liaison in an exchange of ideas and information between members and meetings.
4. Form committees for activities and meetings, such as public information (external), outreach (internal), speakers committee, social events, and other special functions authorized by the IG at a regular business meeting.
5. Provide access to literature in lieu of ACA WSO.

III. Membership

1. The IG will be composed of one designated Intergroup Representatives (IGR) from each meeting in Colorado and one alternate. See Section VI for additional information regarding IGR qualifications and duties.
2. The Intergroup will nominate Officers annually; see Section IV 7 & 8 for further details on the election and voting process.
3. Any ACA Members may attend IG meetings and are highly encouraged to do so.
4. Commitment to Service - All Intergroup Officers, IGRs and attendees should follow the suggested commitment to service outlined in the Big Red Book, Fellowship Text (BRB) page 601-602.

IV. Meetings

1. IG meetings will follow the general guidelines for ACA business meetings found in the BRB, Section III, the ACA 12 Traditions & Concepts and other applicable sections of the BRB to the best of its ability.
2. The Intergroup members based on need will determine frequency of meetings.
3. Committee and Officer Reports

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All committee chairpersons and officers are to provide reports on their activities at each IG meeting. These reports are critical to the continued progress of the Intergroup. If any committee chairperson or officer is unable to attend, they shall provide the report in a document to the Secretary, who will read the report at the meeting.

4. Budget

A budget outlining projected expenses and 7th Tradition contributions for the upcoming year will be prepared annually by the Treasurer or Budget Committee and presented to the Intergroup for approval annually in October, beginning in October 2015. Each committee (e.g. workshop, website, speaker, etc.) chairperson will be requested to submit a proposed budget to the Treasurer by September 1 to support the annual budget. Budget submittals should include all operating expenses and, if appropriate, contributions expected (e.g. workshop contributions or fees).

5. Attendance

Regular attendance by IGRs and Officers to Intergroup meetings is essential to the continued progress and general health of the IG.

5.1. If any IGR or Officer has an unannounced absence the Secretary or Secretary's delegate shall contact that individual to see if they still have an interest in their position.

5.2. If personal circumstances prohibit the Officer/IGR from serving his/her duties, it is the responsibility of that person to notify in writing to the Chairperson. If the Chairperson can't continue their duty a temporary Chair can step up for one meeting, then the IG will need to vote in a new qualified (see Section V) Chairperson.

5.3. IGRs should follow up with their home meeting and find a replacement so that meeting can continue to be represented.

6. Conduct

Aside from the common courtesies expected between business professionals, all attending members and officers truly need a thoughtful, kind, compassionate, and patient spirit with each other. There is no merit in holding meetings for the good of ACA in Colorado if we do not treat each other as recovering ACAs ourselves. Therefore, we find it appropriate that we act in accordance with the Big Red Book, especially the Twelve Traditions (Chapter 19) and the meeting guidelines (Section III).

In the event that problematic behavior needs to be addressed, the Intergroup officers and/or IGRs will follow the guidelines outlined in the Twelve Traditions and the BRB section titled *Safety in Meetings* (page 584). Problematic behavior may include missing more than three consecutive meetings, theft or misuse of funds, active alcoholism, active drug addiction, dishonesty, failure to perform duties, and/or continuous disruption of meetings. If necessary, the Intergroup Chairperson, or other Intergroup member may

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request a special Intergroup meeting be held to address these concerns and reach group consensus on actions to be taken. These meetings will follow the guidelines found in the BRB section titled *Conducting an ACA Business Meeting* (page 594). The chairperson or another ACA member shall preside over the meeting and be given right of vote (for that meeting only) as Chairperson.

7. Election/Voting

7.1. Nominations and elections shall take place in April annually; any member of any ACA meeting in Colorado may be nominated for the positions of Chairperson, Recording Secretary, Treasurer or Intergroup Service Representative to WSO.

7.2. Self-nominations are acceptable.

7.3. Official duties shall begin at the following IG meeting. See Section V for additional information regarding officer's qualifications and duties.

7.4. Each Officer, Intergroup Representative and Committee Chairperson will carry one vote (except for the Chairperson, [see Section V.A.5.], one person, one vote.).

7.5. In the event an IGR is absent, a representative from that meeting may vote on the IGRs behalf. The name of the designated representative should be communicated to the Intergroup Chairperson and Secretary at least a week before the Intergroup Meeting so that that person can receive any meeting materials and come prepared for the meeting. In the event of a sudden absence, the alternate representative may still step in with no notice.

8. General Voting

8.1. The voting process is Substantial Unanimity, as described in 8.2.

8.2. Group Conscience will be held with the ideal goal being a completely unanimous decision. To that purpose, a decision will be tabled if not initially unanimous until the next IG for reflection on discussion points. At the next meeting, the topic will be revisited to try again to find a unanimous position. If unable to do so at that time, the vote will be decided based on a majority vote, wherein no less than 70% vote for and 30% vote against or abstain.

8.2.1. The group conscience is the collective conscience of the group membership in strict accordance with ACA Tradition Three: this represents substantial unanimity on one issue before definitive action is taken, and is achieved by the group members through the sharing of full information, individual points of view, and the practice of ACA spiritual principles.

8.3. In the event that the decision needs to be made immediately, for safety or other reasons, a majority of 51% of the voting body shall carry the vote.

V. Intergroup Officers – Qualifications and Duties

The Intergroup Chairperson, Recording Secretary, Treasurer and Intergroup Service Representative to WSO are service positions within the IG. It is strongly suggested that each

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elected officer have at least 1 year of ACA membership, completion of the ACA Twelve Steps and Traditions as well as a working knowledge of the ACA Concepts, or as otherwise specified below. Any officer may resign by giving written notice to the Chairperson. Positions can be filled for the remaining term when a vacancy exists or comes about.

A. Intergroup Chairperson

The Intergroup Chairperson provides leadership for the Intergroup and Colorado ACA members in implementing the mission of the Intergroup.

It is strongly suggested that any candidate for the Intergroup Chair have at least one year of regular ACA meeting attendance and has been involved in previous Colorado ACA IG service work. The candidate should also have a working knowledge of the ACA Traditions and Concepts. The Colorado ACA IG Chairperson shall:

1. BE ELECTED FOR A ONE (1) YEAR TERM, and may be re-elected for a second consecutive term. May be re-elected again after another person has served a term.
2. PRESIDE OVER regular and special Intergroup Business Meetings. The Chairperson is responsible for keeping the meetings going and assuring the agenda is set and followed. In the absence of the Chairperson, the Secretary shall preside (see Section V.B.4.).
3. BE AUTHORIZED to sign checks in cooperation with the Secretary or Treasurer.
4. BE EMPOWERED TO CALL SPECIAL MEETINGS for urgent reasons and shall notify all Intergroup Representatives (3) days prior to the meeting.
5. Be a non-voting person at the business meeting, except when needed to break a tie. Chairperson has no opinion on issues until needed to break a tie.
6. BE RESPONSIBLE FOR THE FOLLOWING INTERGROUP FUNCTIONS:
 - a. Prepare the Tradition reading for the meeting (can be delegated).
 - b. Serving as liaison to the committees (perhaps chairing one of the committees).
 - c. Logistics for the meeting, including liaison with meeting location, room set-up and clean up, etc. (can be delegated).
7. The Intergroup Chairperson may not serve as an IGR.

B. Recording Secretary shall:

1. BE ELECTED FOR A ONE (1) YEAR TERM. May be re-elected for multiple terms.
2. KEEP ACCURATE AND COMPLETE records (minutes) of Intergroup business meetings.
3. REPRODUCE THE MINUTES within 10 days to distribute to all members who attended IG for correction, 10 days for us to revise and then 10 days to get revised minutes out to various entities and the archive committee:
 - a. Each ACA meeting group Secretary.
 - b. Intergroup Chairperson and Intergroup Representatives.

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- c. Intergroup and Recording Secretary Archives.
4. ACT AS CHAIRPERSON, in the absence of the chairperson at all regular and special intergroup meetings (can be delegated).
5. BE AUTHORIZED to sign checks in cooperation with the Chairperson or Treasurer.

C. Treasurer shall:

1. BE ELECTED FOR A ONE (1) YEAR TERM. May be re-elected for multiple terms.
2. BE RESPONSIBLE FOR ALL FUNDS belonging to the Intergroup, include those of committees. Ensure timely deposits of money for, and on behalf of, the Intergroup in a bank or banks, if a bank account is utilized, or in an alternate safe location, as determined by the intergroup members.
3. MAKE A QUARTERLY financial report to the IG and present a statement for publication.
4. PAY AUTHORIZED operational expenses.
5. SET UP AND MAINTAIN CHECKING ACCOUNT under the name Colorado ACA Intergroup (if the Intergroup chooses to utilize a bank).
6. Be SIGNATOR FOR CHECKS, of which two are required, may come from Chairperson, Secretary or Treasurer.
7. PREPARE ANNUAL BUDGET based on input from subcommittee chairperson and annual operating expenses and contributions to the IG. The Treasurer will present the budget to the Intergroup for discussion and approval at its October meeting.

D. Intergroup Service Representative to WSO

It is strongly suggested that any candidate for the Intergroup Service Representative have at least one year of regular ACA meeting attendance and has been involved in previous ACA service work at some level. The candidate should also have a working knowledge of the ACA Traditions and Concepts. When there is no ISR, the Secretary will attend the World Service Organization teleconference monthly meeting and report back to the IG. The Intergroup Service Representative to WSO shall:

1. BE ELECTED FOR A ONE (1) YEAR TERM. May be re-elected for multiple terms.
2. Attend and participate at Intergroup and World Service Organization teleconference meetings each month.
3. Communicates information and activity announcements from the Intergroup to WSO and WSO to Intergroup Representatives and the CO Intergroup. Distribute the information within 10 days of monthly meeting with WSO to:
 - a. Intergroup Chairperson and Intergroup Secretary.
 - b. Intergroup Representatives.
 - c. When there is no IGR for a specific ACA meeting, to the meetings' Secretary.

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4. Makes concerns and questions of meetings known to Intergroup and World Service Organization. Also conveys experience, strength, and hope from Intergroup and WSO.
5. Becomes involved with the Intergroup and/or WSO Committees: WSO Office, Literature development, ComLine Newsletter, Treasurer, Website support, and Special Events.

VI. Intergroup Representative – Qualifications and Duties

Each meeting elects an IGR by way of group conscience. Designated IGRs must be active members of the group they represent, and cannot represent more than one meeting. The Intergroup recommends each group consider time in the program before making this decision; 6 months is recommended for an IGR as well as a working knowledge of the ACA Traditions and Concepts. If there is an eager interest without this knowledge, the Intergroup is available to support learning. The Intergroup Representative shall:

1. Attend and participate in Intergroup meetings.
2. Communicates information and activity announcements from the Intergroup and to his/her home meeting. This information is usually communicated weekly.
3. Makes concerns and questions of his/her home meetings known to the (IG). Also reports back to his/her home meetings with answers to concerns or suggested policies from the Intergroup.
4. Consider serving on committees or as a chairperson of a committee for the Intergroup.
5. Becomes involved with the Intergroup and/or WSO Committees: WSO Office, Literature development, ComLine Newsletter, Treasurer, Website support, and Special Events.

VII. Committee Membership/Chairperson

The IG is responsible for deciding what committees should be formed and provides guidelines to the committee concerning activities and deadlines. Committees may be formed to accomplish specific tasks and be finite in time, or may be an ongoing committee.

1. The committee elects a Committee Chairperson from the volunteers. The Committee Chairperson serves for as long as the committee is active, but no longer than two years. As needed, the committee may also elect a vice chairperson.
2. The Committee Chairperson is responsible for being the liaison with the IG meetings and the committee. The Committee Chairperson attends the IG meetings and reports on progress and action items.
3. The Committee Chairperson communicates information and guidance from the Intergroup to the committee.
4. Any ACA member may volunteer to serve on a committee. When appropriate, a call will be made to individual meetings for volunteers.