

GUIDELINES

POCONO INTERGROUP OF ALCOHOLICS ANONYMOUS

ARTICLE I

PURPOSE

- 1.01. **NAME.** The name of the organization shall be Pocono Intergroup of Alcoholics Anonymous (PIAA).
- 1.02. **PURPOSE.** The purpose of the PIAA shall be the administration and coordination of Alcoholics Anonymous (A.A.) activities common to the various groups comprising the PIAA's membership.
- 1.03. **MAILING ADDRESS.** PIAA shall maintain its mailing address of P.O. Box 255, Bartonsville, PA 18321.

ARTICLE II

MEMBERS AND REPRESENTATIVES

- 2.01. **GROUP MEMBERSHIP.** The membership of PIAA shall consist of each current A. A. group and any future A.A. group located in the PIAA area, which shall have elected or which shall elect to participate in PIAA. Such election shall be evidenced by the giving of notice to PIAA in writing.

Should a group not attend the monthly meeting for three (3) consecutive months, the group shall no longer be considered active in Intergroup and would therefore not be counted in the quorum calculation.

- 2.02. **REPRESENTATIVES (IGR) AND ALTERNATE REPRESENTATIVES (AIGR).**
Each member group shall designate or elect one person to serve as their representative in the affairs of the organization. Each member group should also designate or elect an alternate representative.

The name, address and email address of each representative and alternate representative shall be registered with the organization at the first meeting they attend.

In the calendar year in which a group first elects to become a member of the organization and elects or designates a representative or alternate representative to serve for such year, the name and address of the representative and alternate

shall be registered with the organization concurrently with, or as soon as practical, after his or her designation or election.

No person may serve concurrently as representative or alternate for more than one group.

ARTICLE III

MEETING OF IGRs

- 3.01. **REGULAR MEETINGS.** Regular meetings of IGRs shall be held at 7:00 p.m. on the third Tuesday of each month unless another time and/or date is designated by the Officers Committee (OC) and notice thereof is given to each IGR or alternate.
- 3.02. **SPECIAL MEETINGS.** Special meetings of IGRs may be called at any time (other than a regular meeting date) by a majority of the OC or by written request of at least 25% of the member groups.
- 3.03. **NOTICE OF MEETINGS.** Notice of any change in regular meeting dates or each special meeting should be given in writing (normally in the minutes) to each IGR or Alternate IGR at the address registered with the PIAA for the current year at least two (2) weeks prior to the date or revised date of each such meeting. **In the event of inclement weather that causes the closure of the meeting location, the meeting will be held virtually.**
- 3.04. **PLACE OF MEETINGS.** Regular IGR monthly meetings shall be held at St. Paul's Lutheran Church, 158 Fish Hill Road, Tannersville, PA 18372 at 7:00 p.m. unless another place is designated by the OC in a notice to the IGRs and/or alternates. OC Meetings shall be held the week prior to the IGR Meeting at St. Paul's Lutheran Church, 158 Fish Hill Road in Tannersville, PA, at a day and time approved by the current standing Officers.

All permanent standing committee meetings will be held monthly at a time and day approved by that committee (See Section 4.03 on Page 3).
- 3.05. **VOTING.** Each member group represented at a meeting by a currently registered IGR or Alternate IGR shall be entitled to one vote on each matter brought before the meeting, such vote to be exercised either by the IGR or Alternate IGR. Unless otherwise specified in these guidelines, substantial unanimity (2/3 majority) of those present and entitled to vote shall be sufficient to approve any matter brought before the meeting. After minority opinion is heard, if the motion passes, it cannot be revisited by the current panel.

In order for voting to take place, there needs to be a quorum. Quorum will constitute attendance by fifty-one (51%) percent of the active registered groups at each meeting.

ARTICLE IV

OFFICERS COMMITTEE

- 4.01. **COMPOSITION.** The Officers Committee (OC) of PIAA shall consist of the following officers: Chairperson, Alt. Chairperson, Secretary, Alt. Secretary, Treasurer, Alt. Treasurer, Officer-at-Large, Technology Chair, ***Liaison*** and Alt. Technology Chair.
- 4.02. **PERSONAL LIABILITY.** The OC shall be held harmless and shall not be liable for monetary damages for any action taken by the committee, nor any failure to take action.
- 4.03. **ELECTIONS OF THE OFFICERS COMMITTEE.** The IGRs at their annual October meeting shall elect the officers in the EVEN year, to take effect in January of the ODD year. Those elected are to serve for a period of two (2) years. No officer can be elected for two (2) consecutive terms in the same office.
- 4.04. **QUALIFICATION/REMOVAL.** It is recommended that members of the OC be continuously sober for a period of at least two (2) years.

Members are expected to attend the regularly scheduled monthly meetings and must notify the Chair or Alt. Chair if they cannot attend. If there are three or more unexcused absences in a calendar year, the member will be asked if they are able to and/or willing to continue to serve. Members shall be subject to replacement by a majority vote at a duly constituted meeting of the IGRs.

4.05. **RESPONSIBILITIES.** The OC shall be responsible to conduct, manage and direct the affairs of PIAA subject to instructions by members adopted by the IGRs at regularly scheduled meetings, including OC meetings and IGR meetings. It is also recommended that they support Intergroup, district and area functions, such as workshops, etc

4.06. **RESIGNATIONS / VACANCIES.** Any member of the OC may resign by giving written notice to the Chairperson or Alt. Chairperson. Any vacancy in the OC, because of death, resignation, or replacement because of any other cause, may be filled by the Chairperson, subject to the approval of a majority of the remaining members of the OC. The appointment must be approved by the IGRs at the next meeting of the IGRs. Any person selected to complete another's term is eligible for re-election.

4.07. Officers Committee will be held the 2nd Tuesday of the month at St. Paul's Lutheran church in Tannersville.

ARTICLE V

Officers Duties

5.01. **DESIGNATION.** The Officers of the PIAA shall be the persons elected as such at a meeting of the IGRs, and currently serving as the Chairperson, Alt. Chairperson, Secretary, Alt. Secretary, Treasurer, Alt. Treasurer, Officer-at-Large, Technology Chair, *Liaison* and Alt. Technology Chair.

5.02. **THE CHAIRPERSON.** The Chairperson shall have the **primary** responsibility for the coordination of the affairs of PIAA, subject to the OC. The Chairperson is required to attend the OC meetings, IGR meetings, and any other specially called meetings.

5.03. **THE ALT. CHAIRPERSON.** The Alt. Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson, shall have **general** responsibilities for activities of PIAA, and shall perform such other duties as may be assigned by the OC. The Alt. Chairperson is required to attend the OC meetings, IGR meetings, and any other specially called meetings.

5.04. **THE SECRETARY.** The Secretary shall prepare written minutes of the OC meetings as well as the IGR meetings. An Alt. Secretary will be appointed at the time of the elections. The Secretary and Alt. Secretary are required to attend the OC meetings, IGR meetings, and any other specially called meetings.

5.05. **THE TREASURER.** The treasurer shall have or provide for the custody of the funds or other properties of PIAA and shall collect and receive or provide for the collection and receipt of monies contributed by the groups. He or she shall deposit all funds in his or her custody as treasurer in such banks designated by the OC. The treasurer shall present, whenever so required, a written treasurer's report at the regularly scheduled OC and IGR monthly meetings. The following people are authorized to be listed on the bank account: Treasurer, Alt. Treasurer, Chairperson, Alt. Chairperson. Any combination of two of the four are required to sign on the account. The treasurer and Alt. treasurer are required to attend the OC meetings, IGR meetings, and any other specially called meetings.

5.06. **OFFICER-AT-LARGE.** The Officer-at-Large has the responsibility to act as any current officer in their absence, as well as serve in a general capacity as an officer. The Officer-at-Large is required to attend the OC meetings, IGR meetings, and any other specially called meetings.

5.07. **TECHNOLOGY CHAIR.** The Technology Chair shall be responsible for the maintenance and upkeep of the communications (electronic and printed) of PIAA, including the following:

- Intergroup website: poconointergroupaa.org
- Email accounts of officers and committee chairpersons
- Treasurer's reports assistance when requested · Printed meeting schedule when requested
- Flyers for committees when requested.
- ***Post virtual meeting information of PIAA meeting if inclement weather and post change to virtual OC meeting if inclement weather.***

The Technology Chair and Alt. Technology Chair are required to attend the OC meetings, IGR meetings, and any other specially called meetings.

5.08. Liaison. The Liaison shall go to each District meeting to bring information to the District and receive information from the District to be presented to Intergroup. The Liaison position is a 2 year commitment and shall be elected along with the officers. The Liaison shall be considered an officer and have voting rights.

ARTICLE VI

STANDING COMMITTEES

6.01. IDENTITY AND COMPOSITION. PIAA shall have **nine (9)** standing committees, which shall be: Treatment Committee, Public Information Committee, Activities Committee, Hotline Committee, Archives Committee, Corrections Committee, Bridging the Gap Committee, Cooperation with the Professional Community (CPC), and Literature Committee. Each committee shall consist of a chairperson, Alt. chairperson, and IGRs or group members (who shall join and serve on the committee).

6.02. TREATMENT COMMITTEE. The function of the treatment committee shall be to establish and oversee the conduct of A.A. meetings in various hospitals, treatment centers, and other institutions in the PIAA area, in coordination with the directors or officials of such institutions; shall keep in contact with institutions on a monthly basis; keep updated lists of days and times of A.A. meetings; stay up to date on meetings lists and literature in institutions. The treatment committee shall meet monthly at an agreed upon time and place prior to the regular monthly Intergroup meetings of IGRs.

6.03. PUBLIC INFORMATION COMMITTEE. The public information committee shall, on request, provide information to the public about A.A. and the A.A. recovery program, through presentations in schools, churches, service groups, health fairs, and to other non-A.A. organizations within the PIAA area. The committee shall distribute meetings lists to appropriate locations for accessibility to the public (example: truck stops, doctors' offices, hotels, etc. The public information committee shall meet monthly at an agreed upon time and place prior to the regular monthly Intergroup meetings of IGRs.

6.04. **ACTIVITIES COMMITTEE.** The committee will be responsible for organizing and hosting activities (example: workshops, picnics, holiday parties) to help support PIAA. The activities committee shall inform the A.A. groups in the PIAA area of such programs and activities and shall encourage participation by A.A. members. The activities committee shall meet monthly at an agreed upon time and place prior to the regular monthly Intergroup meetings of IGRs. ***A detailed financial accounting for each event shall be forwarded to the Treasurer and be made available to the audit committee.***

6.05. **HOTLINE COMMITTEE.** The hotline committee shall be responsible for maintaining and overseeing the answering services. The hotline committee shall meet monthly at an agreed upon time and place prior to the regular monthly Intergroup meetings of IGRs.

6.06. **ARCHIVES COMMITTEE.** The archives committee shall be responsible for the maintenance of local artifacts, documents, memorabilia, oral histories, minutes, and such other material that pertains to the PIAA. The collection, maintenance, preservation and display of archival matter shall be under the supervision of a trusted servant known as the Intergroup Archivist. The archives committee shall meet monthly at an agreed upon time and place prior to the regular monthly Intergroup meetings of IGRs.

6.07. **CORRECTIONS COMMITTEE.** The corrections committee shall facilitate A.A. meetings and other related A.A. work in coordination with the correctional facility. This committee shall keep and maintain a list of A.A. meetings, facilities, guidelines, applications, and administrative contacts of said facilities. Additionally, this committee will coordinate information, literature, and other resources for correctional facilities and the A.A. groups in the PIAA area. The corrections committee shall meet monthly at an agreed upon time and place prior to the regular monthly Intergroup meetings of IGRs.

6.08. **BRIDGING THE GAP COMMITTEE.** The function of Bridging the Gap in PIAA is to assist the new A.A. member who is confined and preparing for release from a treatment or correctional facility. It is designed to help them make the transition to the fellowship where they will be living. The responsibility of the committee is to maintain data bases of the willing A.A. volunteers. The committee will provide training for the volunteers, as well as for the facilities involved, to foster an effective communication. The bridging the gap committee shall meet monthly at an agreed upon time and place prior to the regular monthly Intergroup meetings of IGRs.

6.09. **LITERATURE COMMITTEE.** The Literature Committee shall be responsible for the ordering, selling and distributing of A.A. approved literature. The literature committee shall meet monthly at an agreed upon time and place prior to the regular monthly Intergroup meetings of IGRs. **A detailed, monthly accounting of all transactions shall be provided to the O.C.**

6.10. **CPC – Cooperation with Professional Community** shall:

- Further understanding and cooperation between AA and professional
- Suggest policies and recommend activities to help carry the message to still suffering alcoholics through sharing information about the AA program with professional groups and individuals who have contact with alcoholics.
- Increase awareness of members and outside groups and organizations on ways of cooperating without affiliating.

6.11. **COMMITTEE REPORTS.** All committees will be responsible to give a brief oral report on their committee activities at the regular monthly meeting of the IGRs. Also, a written report must be available upon request by the secretary.

6.12. All committees shall provide the O.C. with a prospective budget for the committee. This budget shall be presented to the O.C. at the November O.C. meeting.

ARTICLE VII

SPECIAL COMMITTEES

7.01. **AUDIT COMMITTEE.** The committee shall annually audit the records of the PIAA's treasurer and any other committee within PIAA which may be responsible for the funds of PIAA. Any fiscal audit year shall be for the year ending December 31. The results will be reported to the group representatives at the regularly scheduled March meeting of the IGRs.

The committee shall include the Intergroup Chairperson and two or more active Intergroup members of member groups, with representation from both districts. These committee members shall be selected and approved by the OC.

7.02. **AD HOC COMMITTEES.** PIAA shall have, from time to time, Ad Hoc Committees. When applicable, the PIAA Chairperson may appoint these committees to serve specific purposes, with the majority approval of the OC and the IGRs.

ARTICLE VIII

PRUDENT RESERVE

8.01. **PRUDENT RESERVE.** An amount of money primarily set aside to ensure that in time of emergency or disaster, Intergroup would be able to conduct its business for a

reasonable length of time. The fund is currently defined not to exceed one (1) year's total operating expenses.

The OC may authorize the use of the prudent reserve. In keeping with Tradition Nine *“being directly responsible to those they serve”*, the OC must report said use of the reserve fund to the groups at the next regularly scheduled IGR meeting.

ARTICLE X

AMENDMENTS TO GUIDELINES

AMENDMENTS. These guidelines may be amended by a two-thirds (2/3) majority vote of the IGRs present at any regularly scheduled IGR meeting, provided a quorum is met and the proposed amendment is read aloud at three (3) consecutive IGR meetings. Each IGR must have been provided with a copy of the proposed amendment before each meeting, and the vote is taken at that third consecutive meeting.

It shall be understood that the IGR is responsible for the communication in transmitting information between PIAA and their respective home group.

Revised: May 2026

Approved – 7/16/24 IGR

First Draft Complete – 06/12/24 OC