

**BYLAWS OF THE  
CENTRAL MOUNTAIN INTERGROUP  
CENTRAL MOUNTAIN INTERGROUP COMMITTEE  
AS AMENDED DECEMBER 2018**

**ARTICLE I**

**PURPOSE STATEMENT**

**STATEMENT OF PURPOSE:**

The purpose of the Central Mountain Intergroup Committee (CMIC) shall be the administration and coordination of Alcoholics Anonymous (A.A.) activities common to the local A.A. groups to assist them in our primary purpose of carrying the A.A. message to the alcoholic through the following:

- Operation of a conveniently located office to carry the message of A.A. to Alcoholics
- Promotion of unity and communication among the groups.
- Organization of various activities of an informative, spiritual, or social nature within the Traditions of A.A.
- Maintenance and printed list of A.A. meetings in the community
- Printing of a monthly newsletter.
- Stocking A.A. literature for sale to groups and individuals
- Provision of information about A.A. to the public and professional community
- Arranging 12<sup>th</sup> Step calls
- Maintenance of a post office box for group contributions and other correspondence
- Staffing a 24 hour answering service in which A.A. volunteers respond to inquiries
- Maintenance of the Central Mountain Intergroup website
- Management responsibly group and individual donations
- Performance of other functions as authorized by the CMIC
- Hold CMIC meetings on a monthly basis

**ARTICLE II**

**CMIC MEMBERS**

The Central Mountain Intergroup Committee (CMIC) shall be comprised of:

1. One CMIC Representative (or alternate) from each group who elects one,
2. the Chair,
3. the Alternate Chair,
4. the Secretary,
5. the Treasurer,
6. the CMIC Liaison,
7. the Public Information (PI) Chair,
8. the Cooperation with the Professional Community (CPC) Chair,
9. the Office Coordinator,
10. the Telephone Coordinator,
11. the Newsletter Editor,
12. the Literature Chair,
13. the Webservant,
14. the Meeting List Coordinator,
15. the Activities Chair, and

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16. the Member at Large

**ARTICLE III**

**MEMBERSHIP**

Membership of the CMIC shall consist of all Alcoholics Anonymous groups within its boundaries (inclusive of Sedona and the Verde Valley).

**ARTICLE IV**

**AMENDMENTS**

A notice setting forth the proposed amendments to the Bylaws will be furnished via the *Verde Valley Buzz*, the CMIC monthly newsletter, via the website, or both at least one month prior to the meeting at which the vote will take place. These Bylaws may be amended by a three-fourths (75%) affirmative verbal vote by all voting members of the CMIC at its regular monthly meeting.

**ARTICLE V**

**ELECTIONS**

**Section 1.** Recommended qualifications for all those serving on the CMIC shall be two (2) years of continuous sobriety with the exception of the Treasurer who shall at least five (5) years of continuous sobriety.

Any officer (*as defined in Article II, 1 – 15*) of the CMIC can be replaced by a three fourths (75%) affirmative verbal vote or by secret ballot by all voting members of the CMIC at its regular monthly meeting.

The CMIC elections occur each November by written ballot of the voting members of the CMIC at its regular monthly meeting. Nominations may be taken from the members who are present or from members who are not present who have already expressed an interest in that position to the Chair by telephone or email. Neither nominees nor nominator need to be present to be elected at the election meeting.

All persons who are elected must agree to serve in that position by either contacting the Chair prior to the elections by phone or email or must appear at the election (November) meeting.

All CMIC members shall serve a one year term. All positions are limited to two consecutive one-year terms. The exception is the Intergroup Liaison who will serve one two-year term elected in the odd year of the Area 03 rotation. The outgoing Chair shall become a Committee Member at Large for one year and have a voice and a vote.

**Section 2.** Election to the CMIC shall be by written or verbal ballot of the members of the CMIC who are in attendance at the November meeting. A majority of votes cast shall be required to elect. Special elections can be held in the event a Committee member cannot complete the term.

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**ARTICLE VI**

**CMIC MONTHLY MEETINGS**

**Section 1.** Regular monthly meetings of the CMIC shall be held on the second Thursday of each month at 7:00 PM at the Central Mountain IG Office.

**Section 2.** Fifty percent (50%) of the CMIC, excluding the Chair and the Committee Member at large, shall constitute a quorum. If no quorum exists, discussion may take place but no vote and no action may be taken.

**Section 3.** Any member of A.A. may attend and state views on a particular subject but only CMIC members may vote.

**Section 4.** At regular monthly meetings of the CMIC, the following shall be the order of business:

1. Open with Serenity Prayer
2. Introductions of all present
3. CMIC Reports
4. Elections, if necessary
5. Old Business
6. New Business
7. Close with Responsibility Statement

**Section 5.** The Chair may call a special meeting of the CMIC when necessary. Minutes of such meetings shall be presented at the next regular meeting of the CMIC and printed in the *Verde Valley Buzz*.

**ARTICLE VII**

**COMMITTEE CHAIR DUTIES**

**Section 1. Common duties of all CMIC Chairs include:**

- Attend all meetings of the CMIC and provide verbal or written reports of activities.
- Work with replacement at end of term to ensure a smooth transition.
- Keep Area Coordinator corresponding to position (if applicable) informed of local activities and use him/her as a resource.

**Section 2.** Duties specific to each Chair are as follows:

**Chair**

- Chairs all meetings of the CMIC.
- Has no voice or vote at meetings.
- Serves as guardian of the CMIC bylaws.
- Receives and informs body of absentee nominations for CMIC officers.

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- Receives and informs body of resignations from CMIC officers.
- Receives reports in absentia from CMIC officers.

### **Alternate Chair:**

- Serves in absence of Chair (see duties of Chair).
- Assists the Chair in performance of his or her duties as may be required or requested.
- Encourages groups to send CMIC representatives to the monthly CMIC meeting.
- Receives and responds to correspondence from CMIC members.

**NOTE: In the absence of both Chair and Alternate Chair, a temporary chair shall be elected by the members present provided they constitute a quorum.**

### **Secretary:**

- Takes minutes at CMIC meetings and effectively distribute minutes in a timely manner. Distribution may be a combination of postal mail, email, the posting of anonymity protected minutes on the Central Mountain CMIC website, and submission to the Newsletter Editor.
- Provides copies of previous month's minutes at each CMIC meeting for approval.
- Maintains a current list of names and contact information for all CMIC representatives in attendance, along with all officers and chairs. Provides copies at each CMIC meeting.
- Maintains binder of CMIC meeting minutes.

### **Treasurer:**

- Maintains CMIC funds securely and keeps accurate and complete records of receipts and disbursements.
- Submits timely treasurer's report to webservant and newsletter editor.
- Reimburses all Committee Chairs who have conducted CMIC business upon presentation of correct receipts.
- Pays all CMIC bills such as rent, payment for the Post Office box, printing costs for newsletters and meeting lists, postage, phone bills, etc.
- Will serve as signatory along with Office Coordinator on any CMIC bank accounts.

### **Intergroup Liaison:**

- Promotes unity and insures communication among CMIC, Area 03 Committee, and District 14-141.
- Submits a written report to the Area 03 Secretary at each Assembly.
- Attends District 14-141 monthly meetings and Area 03 Assemblies.
- Provides a verbal or written report to District 14-141 at its monthly meeting.

### **Public Information (PI) Chair:**

- Form and maintain an active and effective Public Information Committee made up of members of Alcoholics Anonymous in the communities served by the CMIC.
- Use Public Information Workbook, available through [www.aa.org](http://www.aa.org), and other relevant materials to develop and implement plans to spread information about Alcoholics Anonymous.
- Work with radio and television stations to place public service announcements.
- Maintain and stock pamphlet racks at suitable locations within the communities served by the CMIC.
- Supplies adequate copies of the updated CMIC meeting list to Sedona Connections, a pamphlet rack service, on a regular basis.
- Arranges for an annual meeting list revision to be distributed to Sedona Connections.

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- Ensure accurate information about Alcoholics Anonymous and the CMIC is available on the CMIC website.
- Cooperate with CPC Chair in areas of mutual interest.
- Make contact with G.S.O. PI Assignment Desk to receive helpful news and updates, subscribe to PI/CPC News Exchange, and communicate with Area 03 PI Coordinator.
- Participates in health fairs, provides speakers and carries the A.A. message to the public.
- Serves as CMIC contact point with various media outlets.

### **Cooperation with the Professional Community (CPC) Chair:**

- Form and maintain an active CMIC CPC Committee made up of members of Alcoholics Anonymous in the communities served by the CMIC.
- Cooperate with PI Chair in areas of mutual interest.
- Use CPC Workbook, available through [www.aa.org](http://www.aa.org), and other relevant materials to develop plans and activities to effectively inform professionals about what A.A. is and is not.
- Establish contact and offer A.A. services/information via letter, e-mail, or phone with professionals whose clients/patients may have problems with alcohol, including but not limited to areas of criminal justice, social work, medicine, education, elder care, and alcoholism rehabilitation.
- Participate in professional conferences through staffing an informational exhibit about A.A.
- Make contact with G.S.O. CPC Assignment Desk to receive helpful news and updates, subscribe to PI/CPC News Exchange, and connect with Area 03 CPC Coordinator.
- Review video resources available for presentations @ [www.aa.org](http://www.aa.org).

### **Newsletter Editor:**

- Compiles and prints a monthly newsletter, *Verde Valley Buzz*, to include the monthly CMIC Treasurer's report, monthly CMIC minutes, A.A. recovery-related articles, and calendar of events, for the CMIC and surrounding areas in cooperation with District 14-141.
- Transmits the proofread copy to the printer in a timely manner so that the number of copies can be prepared.
- Makes the required number of copies available at the monthly CMIC meeting in order that CMIC representatives will distribute the newsletter throughout the appropriate meeting locations. Content for the newsletter will be solicited that is representative of Verde Valley A.A. members.

### **Literature Chair:**

- Maintain a well-stocked literature cabinet.
- Perform a quarterly inventory or more frequently if necessary and turn over all receipts and orders to Treasurer.

### **Office Coordinator:**

- Schedules the volunteers who work in the office on weekdays from noon to 4pm.
- Trains and supervises new volunteers and will work in the office occasionally if necessary.
- Ensures that the office is clean and orderly and may hire someone if needed to clean.
- Arrange for printing of new meeting schedules
- Purchases items necessary for office operation (bathroom supplies, pens, paper, etc.).

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**Telephone Coordinator:**

- Ensures that the CMIC phone answering service will be staffed on a 24 hour/7 day per week basis with the exception of weekdays (from noon to 4 p.m.) and all major holidays
- Coordinates all activities of the answering service and provides up to date daily on-call list.
- Provides a Telephone Answering Guide that contains instructions on 12 step call lists and meeting lists to answering service members
- Solicits updates to 12 Step list via contact with individual groups

**Activities Chair:**

- Organizes and oversees all activities of a social nature and may appoint a Coordinator for the following:
  - The November Gratitude dinner **(This is currently being coordinated by a non-Intergroup committee.)**
  - Monthly picnics
  - Monthly birthday meeting
  - Other events sponsored by the CMIC
- Provides monthly lists of activities, including meeting places and times, via flyer, website, and newsletter.

**Meeting List Coordinator:**

- Collects updates about meetings and provides a useable file to the printer on a quarterly basis.
- Emails changes and updates only to [meetinglist@area03.org](mailto:meetinglist@area03.org).
- Emails updated meeting list to the CMIC webservant.

**Webservant:**

- Maintains and updates the website, when needed, keeping the website in accordance with A.A. guidelines for the Internet from General Service Office (available at <http://AA.org/lang/en/subpage.cfm?page=36>, Guideline MG-18).
- The following items shall appear on the CMIC website: Meeting lists, events calendar, CMIC contact list, The Verde Valley Buzz, flyers for upcoming A.A. events, links to A.A., Arizona Area 03 and A.A. Grapevine websites, and information specific to the newcomer.

**Ad hoc Committees:**

- The ad hoc committee must be approved by voting members of CMIC.
- Appointees will have service experience.
- The ad hoc committee will present a final written report with recommendations to the CMIC for discussion and vote.

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**ARTICLE VIII**

**CMIC Treasury and Funding**

- The CMIC shall be always mindful of its fiduciary responsibility for funds contributed for its use to aid the recovery of alcoholics who still suffer.
- The prudent reserve of the CMIC shall not exceed six (6) months of operating expenses based upon the average monthly expenses of the prior calendar year plus 5%.
- Any accumulated excess of prudent reserve beyond the six (6) months plus one month's average of operating expenses shall be distributed to G.S.O. and Area 03 equally on a quarterly basis.
- Contributions from A.A. members shall conform to the guidelines suggested by the G.S.O..
- No contributions of any kind from sources outside of A.A. will be accepted.
- The Treasurer will only reimburse legitimate expenses after receiving receipts or invoices for services rendered. Legitimate expenses are those that are normal for the work of the CMIC officer or as a result of a CMIC vote.
- If the officer is unsure of whether an expense is legitimate, they should consult with the Treasurer before making the expenditure.
- The CMIC Treasurer is not responsible for determining if the expenditure is appropriate and will seek guidance from the CMIC prior to disbursing funds if there is any question.
- The Treasury shall include a set-aside of \$500 seed money for the November Gratitude dinner.
- The Activities Chair maintains a budget of \$200, but can request additional funds, if necessary.
- The birthday meeting and picnics maintain their own funds but can request additional money if necessary.

CMIC will financially support the Intergroup Liaison for lodging and travel expenses to the Area Assemblies. Liaison may request all or part of funds in advance to cover expenses. A final accounting should be submitted after the assembly. Mileage claims will be reimbursed at the half point between the current IRS and non-profit rate.

*Note 1: This Bylaws ad hoc committee began its work prior to the creation and approval of the budget formulated in October 2010. Accordingly, it did not take that budget into consideration.*

*Note II. Flow of a motion, adapted from the most current revision of the Area 03 Handbook, is attached and made a part of these bylaws. This is a revised version of Robert's Rules intended to guide the CMIC Chair and all voting members through business coming before the body.*

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**Arizona Area Flow of a Motion Chart  
(Part III – Vote on Main Motion)**

