



## MONTEREY BAY ACA INTERGROUP CHARTER

### MISSION STATEMENT

The Monterey Bay ACA Intergroup fosters and supports the growth and success of ACA in our service area. We attract and sustain the involvement of members of the ACA fellowship in service work. We do this through cooperative communication, by applying ACA's Twelve Steps, Twelve Traditions, Twelve Concepts of Service, and functioning within the Intergroup's Charter.

### COMMITMENT TO SERVICE

Monterey Bay ACA Intergroup is committed to being directly responsible to those we serve: ACA groups in our area and adult children who still suffer. We can do this in Hospitals and Institutions, Local Outreach, Online Presence, Public Information, distribution of ACA literature, local events and fundraisers, and helping to start new ACA meetings in the area. Intergroup meetings are open to all ACA members.

*from page 601 BRB:*

"I perform service so that my program will be available for myself, and through those efforts, others may benefit. I will perform service and practice my recovery by:

1. Affirming that the true power of our program rests in the membership of the meetings and is expressed through our Higher Power and through group conscience.
2. Confirming that our process is one of inclusion and not exclusion; showing special sensitivity to the viewpoint of the minority in the process of formulating the group conscience so that any decision is reflective of the spirit of the group and not merely the vote of the majority.
3. Placing principles before personalities.
4. Keeping myself fit for service by working my recovery as a member of the program.
5. Striving to facilitate the sharing of experience, strength, and hope at all levels: meetings, Intergroups, Regional committees, service boards, and World Services.
6. Accepting the different forms and levels of service and allowing those around me to each function according to their own abilities.
7. Remaining willing to forgive myself and others for not performing perfectly.
8. Being willing to surrender the position in which I serve in the interest of unity and to provide the opportunity for others to serve; to avoid problems of money, property, and prestige; and to avoid losing my own recovery through the use of service to act out my old behavior, especially in taking care of others, controlling, rescuing, being a victim, etc.
9. Remembering I am a trusted servant; I do not govern.



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### GUIDELINES FOR BUSINESS MEETINGS

ACA business meetings can sometimes present challenges for our recovery. Our parents didn't model how to listen and communicate constructively when there were differences of opinion. Some of us may default to non-constructive behaviors such as controlling, shaming, victimizing or dissociative behaviors that stem from how we were raised as children. We strive to be conscious of our tone, choice of words and ways of communication during a meeting. We choose to be respectful and considerate of one another. Sensitivity levels and perspectives may vary, therefore in order to maintain connection we practice kindness and clarity and listen with our hearts and an open mind. Here are some guidelines to help us keep our meetings safe for everyone:

- We work to participate as our inner loving parent, while being mindful of and responsible for our critical parent and wounded child.
- We come to the meetings with an open heart and an open mind.
- We engage in active listening, remain open, and entertain new ideas.
- We treat others with gentleness, humor, love and respect.
- We assume that others mean well and are doing the best they can.
- We assume the meeting won't be perfect and as humans we make mistakes.
- At times there may be disagreements or misunderstandings. We sit with our feelings and respond rather than react, using an "I" message rather than a "you" message. For example: "I feel nervous when I hear raised voices or sharp tones. I could relax if I heard softer tones."
- If we slip into non-constructive behavior, we apologize as soon as we recognize it.
- If we notice that someone is unaware of their non-constructive behaviors, we may refer to or ask for these guidelines to be reread.
- If non-constructive behaviors persist over several meetings, one or two members may talk to the individual privately in a nonjudgmental manner about their feelings and perceptions.
- We accept all members for where they are in the recovery process and focus on changing our responses to challenging behaviors.
- Today we ask our Higher Power for courage to honor these guidelines.

### INTERGROUP REPRESENTATIVE

Each Intergroup Representative is elected by a group conscience vote in their home ACA group for a term of one calendar year, beginning in January. Each Intergroup Representative is expected to

- Attend every Intergroup meeting in person or by proxy
- Provide Intergroup with their contact information
- Report their group conscience when it affects the Intergroup or another ACA meeting



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- Inform their home group of the information covered at each Intergroup meeting
- Encourage service in their home group
- Participate in and support Intergroup activities and events

### INTERGROUP OFFICERS

Chairperson  
Vice Chairperson  
Secretary  
Treasurer

#### Chairperson's Duties:

- Attends all Intergroup meetings or asks Vice Chairperson to facilitate Intergroup meeting if unable to attend
- Sets agenda for and presides over the Intergroup meetings
- Distributes the agenda and related materials to the Intergroup Representatives and Committee Chairs three (3) weeks prior to each meeting for their review
- Asks for additional agenda items from the Intergroup Representatives and Committee Chairs for the next meeting seven (7) days after each Intergroup meeting
- Facilitates business motions and discussions during Intergroup meetings
- Encourages service among membership
- Mentors incoming Chairperson
- Participates in and supports Intergroup activities and events

#### Vice Chairperson's Duties:

- Attends all Intergroup meetings
- Fills in for absent Chairperson when needed
- Assists Chairperson as needed including securing meeting location
- Counts votes during Intergroup meetings
- Maintains, prints, emails and distributes area meeting schedules to Intergroup Representatives
- Encourages service among membership
- Mentors incoming Vice Chairperson
- Participates in and supports Intergroup activities and events

#### Secretary's Duties

- Attends all Intergroup meetings or finds a competent replacement if absent
- Takes notes and publishes minutes of Intergroup meetings within ten (10) days
- Maintains Intergroup attendance records
- Records motions, seconds and discussions held in Intergroup meetings
- Electronically archives meeting minutes and agendas
- Encourages service among membership
- Mentors incoming Secretary
- Maintains IGR and Committee Chair contact list



## **MONTEREY BAY ACA INTERGROUP CHARTER**

- Participates in and supports Intergroup activities and events

### **Treasurer's Duties**

- Attends all Intergroup meetings or finds a competent replacement if absent
- Maintains accurate Intergroup financial records
- Provides Intergroup financial report at each Intergroup meeting
- Electronically archives financial records
- Collects 7<sup>th</sup> Tradition funds at Intergroup meetings
- Collects and documents donations from represented ACA groups
- Manages financial records for special events and fundraisers
- Mentors incoming Treasurer
- Participates in and supports Intergroup activities and events

## **NOMINATION AND ELECTION OF OFFICERS**

All positions are available to anyone willing to step into service who can qualify themselves as actively working the ACA program of recovery for one year.

Officers will serve a term of one (1) year, and may be re-elected in that position for two (2) additional terms, or may be nominated/elected for another Intergroup service position.

## **VACANCIES AND RESIGNATIONS OF OFFICERS**

Any officer may resign by giving written notice of intent to the Chairperson.

An Officer's position may be declared vacant after three (3) consecutive months of non-attendance / no contact during the Officer's term.

Any office that becomes vacant may be filled at the next Intergroup meeting. The individual elected must complete the remainder of the Officer's term through December. Officers shall be nominated at the December Intergroup meeting each year.

Elections shall be held in January of the following year, with terms beginning the next meeting after the election. (The outgoing Chair finishes leading the meeting, Secretary completes the minutes for the election meeting, etc.)

## **VOTING AND QUORUMS**

Intergroup Representatives may only represent a single member meeting. This is meant to encourage more members into service.

Officers may represent their ACA meeting as an Intergroup Representative or Alternate Intergroup Representative or proxy but are not allowed a separate vote as an Officer.



## **MONTEREY BAY ACA INTERGROUP CHARTER**

Committee Chairpersons or their proxies are entitled to vote on the motions of the Intergroup.

Voting on Intergroup matters may only take place if a quorum participates. A quorum is defined as voting representation from 2/3 minus 1 of the number of member meetings with an elected Intergroup Representative plus any elected Officers who are not Intergroup Representatives.

In case of a voting tie, the issue will be tabled until the next Intergroup meeting.

Substantial unanimity is defined as 2/3 of all voting members present. Substantial unanimity is required for revision of this Charter, removal of an officer, monetary expenditures over \$200 or any other item established by group conscience of the Intergroup except for Literature which is self-sustaining.

### **INTERGROUP SERVICES**

An important function is to serve as liaison between WSO and/or Region 2 and member groups by having an elected WSO Representative and/or Regional Representative who attends monthly WSO and/or Regional teleconferences and reports information discussed back to the Intergroup and then to member meetings.

Committees and workgroups can be formed and dissolved as needed.

Intergroup can help start new ACA meetings by providing resources, publicizing, and referring members with experience in starting meetings.

Intergroup can sponsor and organize workshops and special events.

Intergroup can maintain the area meeting schedule.

Intergroup can purchase ACA literature in bulk and sell it to local groups.

Intergroup can maintain an email list and/or website so ACA members can:

- Get information and questions answered about ACA
- View area meeting times and locations
- Read Intergroup meeting minutes and financial reports
- View upcoming area events, workshops, speaker meetings and fundraisers
- Access links to WSO and other ACA resources
- Order ACA literature from the local literature depot
- Get other ACA related information



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### **INTERGROUP COMMITTEES**

Committees and workgroups may be formed and dissolved as needed, to take on specific roles, and may include other ACAs in addition to Intergroup Representatives.

Committee Chairpersons may be voluntary or appointed and must be approved at an Intergroup meeting for a term of no longer than two (2) years. A Vice-Chairperson may also be voluntary or appointed as needed and approved at an Intergroup meeting for a term of no longer than two (2) years. Committee Chairpersons will seek necessary committee members from the fellowship. Committee Chairpersons will give a report on the committee's activities and progress at each Intergroup Meeting.

Committee Chairpersons or their proxies are entitled to vote on the motions of the Intergroup.

### **CONTRIBUTIONS**

No monetary contribution is required by a member group to maintain their membership in the Intergroup.

Member groups may contribute an amount voted upon by each member group.

The Seventh Tradition will be observed by members present at each Intergroup meeting. The Treasurer will collect, document, and secure the contributions from both Intergroup and member groups.

Contributions may be made in cash to the Treasurer or using Venmo to the Intergroup's bank account. Contributions will be collected, documented and secured by the Intergroup Treasurer.

Updates approved at December 2022 meeting held December 17, 2022.