

GUIDELINES AREA 8A OF GAMBLERS ANONYMOUS

Section 1:

The Intergroup is a group of local representatives from groups (meetings in Area 8A) that meet together to discuss mutual problems and work with one another for the common good of all.

Section 2:

All groups in Area 8A should belong to the Intergroup, but no group can be expelled from an Intergroup without approval of the Board of Trustees.

Section 3:

All Gamblers Anonymous literature, books and service pins should be purchased from Gamblers Anonymous through the International Service Office (ISO), except when otherwise approved by the Board of Trustees.

Section 4:

FUNCTIONS OF THE INTERGROUP

1. To disseminate Gamblers Anonymous information and approved Gamblers Anonymous literature to any group or individual requesting same.
2. The Intergroup shall be answerable to those groups that it represents and the Board of Trustees where it affects Gamblers Anonymous as a whole.
3. The Intergroup shall, if it so desires, publish a bulletin or newsletter at regular intervals.
4. Any newly formed Gamblers Anonymous group shall be able to participate, but not vote in, the business portion of the Intergroup meeting until being in existence for a period of no less than three (3) months, assuming of course that the group meets all requirements of a Gamblers Anonymous group.
5. Intergroup meetings should be held at least once per month and copies of the minutes should be forwarded to all member groups, other Intergroups upon request, and the International Service Office.
6. Each group shall have the right to elect representatives and alternates equal to the number of representatives and alternates of any other group.
7. The order of business of the Intergroup shall be conducted by trusted servants in accordance with the Guidance Code of Gamblers Anonymous.
8. The Intergroup should be supported financially by the member groups.

Section 5:

GUIDANCE

Area 8A Intergroup shall be guided by the GA Twelve Steps of Recovery and the Unity Steps in all its decisions. There are no dues or fees for membership in Intergroup. It shall be self-supporting through voluntary contributions of its members.

**Section 6:
INTERGROUP MEETINGS**

Intergroup meeting shall be held a least once a month, at a time and place determined by a majority vote of Intergroup. Intergroup meetings shall start at the time determined by Intergroup members and conclude no more than 2 hours after the start time.

A quorum is not necessary to conduct the business of Intergroup.

All members of Gamblers Anonymous are encouraged to attend and participate in Intergroup however, only elected Intergroup Representatives shall be entitled to vote.

**Section 7:
TRUSTEE FUNDING**

- 1) Travel at most economical and expedient method available.
- 2) Four nights lodging at the Conference Flier rate plus taxes. Trustees may upgrade at their own expense.
- 3) Meals for each Trustee, not to exceed \$110 per conference.
- 4) Registration fee for an International Conference shall be paid as prescribed by the Board of Trustees (BOT) rules provided the Trustees attend all BOT meetings.
- 5) In the event that Trustee funding is insufficient to fund both Trustees, the funds will be divided equally between the two Trustees or one Trustee may elect not to attend the BOT meeting.
- 6) Trustees must submit receipts for reimbursement within 60 days of performance of duties.

**Section 8:
TRUSTED SERVANTS**

The term of office for these positions shall be one (1) year. A call for nominations shall be held in December of every year. Elections shall be held in January of every year.

CHAIR

The duties of the Intergroup Chair shall be:

- 1) To facilitate monthly Intergroup meetings in an orderly fashion and by Robert's Rules of Order.
- 2) To make sure the meeting place is set up and cleaned up.
- 3) To fill in for any Trusted Servant not present.
- 4) Review and oversee Treasurer's books, ledgers, and assure the check book is reconciled monthly.
- 5) Perform a complete audit of the books in January and July.
- 6) Report the results to the Intergroup,.

Requires six (6) months clean time.

ALTERNATE CHAIR

The duties of the Intergroup Alternate Chair shall be:

- 1) To perform the duties of Secretary or Chair in their absence.
- 2) To keep an accurate record of Intergroup Representatives and to take Intergroup meeting attendance.

- 3) To maintain a current copy of the master copy of the Intergroup Guidelines and publish the Guidelines in December of each year.
- 4) To Chair the guidelines Review Committee.
- 5) Any other duties assigned by Intergroup

Requires six (6) months clean time.

SECRETARY

The duties of Intergroup Secretary shall be:

- 1) To keep the minutes of Intergroup meetings.
- 2) To handle all correspondence between Intergroup and the GA International Service Office.
- 3) To maintain a record of Intergroup minutes and keep them available for inspection by the Intergroup Representatives.
- 4) Responsibility for mailing guideline changes to all meetings in Area 8A.

TREASURER

The duties of the Intergroup Treasurer shall be:

- 1) To establish and maintain a checking account for Intergroup.
- 2) To pay all bills and prepare a monthly statement that shall include receipts, disbursements, bank statements and balance on hand for presentation to Intergroup.
- 3) To maintain a record of the Intergroup Treasurer's reports and bank statements available at Intergroup meetings for Intergroup Representatives inspection.
- 4) To provide an annual report in January of all expenses, including committee expenses and revenue of the fiscal year.
- 5) Any other duties as assigned by Intergroup.

Any payments of Intergroup finances by check shall require two (2) signatures. The signatures required will be those of the Intergroup Treasurer and one of two active GA members approved as signatories by the Intergroup members. Those approved signatories must have two (2) years clean time.

Monthly bills that may be paid by the Treasurer when due without Intergroup approval are: Intergroup meeting room rental, PO box rental and Hotline services. All other expenses and/or reimbursements need Intergroup approval before payment is made with the exception of cash expenditures of the Social Committee as delineated in the Social Committee description.

All reimbursements require a receipt and Intergroup approval before being paid with the exception as noted above.

Requires two (2) years clean time.

PUBLIC RELATIONS CHAIR

The duties of the Intergroup Public Relations Chair shall be:

- 1) To carry the message of Gamblers Anonymous to the compulsive gambler who still suffers through the medium of personal contact, telephone, mail, newspapers, films, radio, television, places of worship, charitable organizations, service clubs and by whatever dignified methods approved by Intergroup within the framework of the Unity Program.
- 2) To distribute GA literature to compulsive gamblers and to any person, organization or institution upon request.

- 3) To encourage worldwide interest and knowledge of the activities and programs of GA with peace officers, educational institutions, penal institutions, parole offices, doctors, newspapers, radio broadcasting companies, places of worship, charitable organizations and service clubs.
- 4) Any other duties as assigned by Intergroup.

Requires one (1) year clean time.

PRESSURE RELIEF CHAIR

The duties of the Intergroup Pressure Relief Chair shall be:

- 1) To have personally gone through the pressure relief training process.
- 2) To be available to answer questions regarding pressure relief.
- 3) To develop and maintain a list of members qualified to perform pressure relief meetings.
- 4) Any other duties as assigned by Intergroup.

Requires one (1) year clean time.

SOCIAL ACTIVITIES CHAIR

The duties of the Social Activities Chair shall be:

- 1) To coordinate social functions as approved by the Intergroup.
- 2) Any other duties as assigned by Intergroup.

The Social Activities Chair may approve or direct petty cash reimbursements at social events, accompanied by appropriate receipts.

Requires one (1) year clean time.

HOTLINE CHAIR

The duties of the Intergroup Hotline Chair shall be:

- 1) To provide the best care and attention possible to anyone calling the hotline.
- 2) To secure and schedule volunteers to take calls on the hotline according to the guidelines of the National Hotline Committee.
- 3) To maintain a list and current schedule of hotline volunteers.
- 4) To provide direction to a current list of GA/GamAnon meetings to all volunteers.
- 5) Any other duties assigned by Intergroup.

The Meeting List Chair, Web Chair, Hotline Chair and Trustees need to work closely together so that everyone has accurate information when helping those that are reaching out for help.

Requires one (1) year clean time.

HOTLINE CO-CHAIR

The duties of the Hotline Co-chair shall be:

- 1) Duties as assigned by the Intergroup Hotline Chair.

The Hotline Co-Chair will work with the Hotline Chair to understand the Hotline System and to step in if the Chair is unable to perform his/her duties.

Requires one (1) year clean time.

PRISON COMMITTEE CHAIR

The duties of the Intergroup Prison Committee Chair shall be:

- 1) To respond to requests from the initiate contact with correctional facilities within Area 8A regarding GA meetings that may be held at correctional facilities.
- 2) To recruit volunteers to hold meetings at these correctional facilities.
- 3) To act as liaison between volunteers and the correctional facilities.
- 4) To schedule and notify volunteers when to attend correctional facility meetings.
- 5) To provide support, answer questions and deal with any issues arising for volunteers.
- 6) Any other duties as assigned by Intergroup.

Requires six (6) months clean time.

MEETINGS LIST

The duties of the Intergroup Meetings List Chair shall be:

- 1) Maintain an up-to-date meetings list.
- 2) Deliver changes to meetings to Intergroup Representatives, Website chair, Hotline chair within 48 hours of updates.
- 3) Maintain regular contact with the Trustees in regard to meetings.
- 4) Contact facilities/representatives bi-annually to confirm that the meeting is still active.
- 5) Any other duties as assigned by Intergroup.

The Meeting List Chair, Web Chair, Hotline Chair and Trustees need to work closely together so that everyone has accurate information when helping those that are reaching out for help.

Requires six (6) months clean time.

WEBSITE CHAIR

The duties of the Intergroup Website Chair shall be:

- 1) To maintain Area 8A website.
- 2) To keep website current and within all guidelines.
- 3) Maintain a list of all Area 8A meetings on the website that corresponds with the updated list provided.
- 4) To provide the Intergroup Chair with current access codes to website.
- 5) Any other duties as assigned by Intergroup.

The Meeting List Chair, Web Chair, Hotline Chair and Trustees work closely together so that everyone has accurate information when helping those that are reaching out for help.

Requires six (6) months clean time.

Requires access to a computer with Internet service and updated programs.

Section 9:

ELECTION OF TRUSTEES

In keeping with the two-year term of a Trustee, which begins on July 1 of even-numbered years, Area 8A shall hold its own election of Trustees prior to May 15th of the election year. Procedures for the election of Area 8A International Trustees shall be as follows:

- 1) An Election Committee of four (4) people shall be formed at the February Intergroup meeting of the election year. The Election Committee shall consist of one (1) Chair and three

(3) other members. The Chair will be selected by the Election Committee members.

2) The Election Committee shall send a “call for nominations” letter to all groups in Area 8A by March 1st. This letter should include (but is not limited to):

A. Trustee Guidelines, as defined by the Board of Trustees;

B. Abstinance and meeting attendance requirements as determined by the Guidance Code:
Article VIII – Board of Trustees

Section 1:

The Fellowship shall be guided by a Board of Trustees who are members of Gamblers Anonymous and have completely abstained from gambling for a period of two (2) years (as of the date of nomination) and have had regular attendance at Gamblers Anonymous meetings, both by their own admission. Board of Trustees defines regular attendance for international officers as having attended a minimum of thirty-nine (39) meetings per year, by the member’s own admission. This does not include Intergroup meetings or picnics but does include Birthday meetings. This Board shall not exceed as many Trustees as necessary by the Board of Trustees.

C. Election Committee contact information and deadlines for the submission of nominations.

The Election Committee shall make reasonable efforts to deliver the letter to all GA Groups in Area 8A. The letter may be distributed by hand at Intergroup meetings, delivered by hand to meeting locations, sent by email to current and active Intergroup representatives, or sent by postal mail to GA meeting locations. The letter shall also be posted on Area 8A’s website.

3) Any individual member of Area 8A may submit a nomination to the Election Committee. Nominations must be received by the Election Committee no later than March 31st.

4) The Election Committee Chair shall contact nominees to verify that they meet the requirements and are willing to serve, if elected. This shall be completed prior to the April Intergroup meeting.

5) If the number of nominations does not exceed the number of open Trustee positions, then Intergroup may choose to elect the nominees by acclamation (voice vote). A member of the Election Committee may make a motion for this purpose at the April Intergroup meeting; all Intergroup representatives attending that meeting are eligible to vote. However, Intergroup is not required to elect the nominees by acclamation.

6) If the number of nominations exceeds the number of open Trustee positions, or if Intergroup does not wish to elect nominees by acclamation, then the Election Committee shall prepare ballots. Ballots shall list all nominees who have accepted their nominations and meet the requirements. These ballots may be accompanied by brief biographies of the nominees. Ballots shall be sent to all GA groups in Area 8A, along with instructions for completing, returning, and contacting the Election Committee with questions. Each GA group shall have a number of votes equal to the number of open Trustee seats. The ballots may be distributed by hand at Intergroup meetings, delivered by hand to meeting locations, sent by email to current and active Intergroup representatives, or sent by postal mail to GA meeting locations. A ballot shall also be posted on Area 8A’s website. Ballots shall be sent to all groups by April 14th.

7) Ballots must be returned to the Election Committee by the beginning of the May Intergroup meeting. If a group has over-selected the number of candidates, then that ballot will be deemed a “spoiled” ballot and will not be counted.

8) The Election Committee shall tally the votes during the May Intergroup meeting and report the votes to Intergroup. If a nominee is serving on the Election Committee, they shall not participate in the tallying of the votes. The candidates receiving the most votes shall be the Trustees.

9) If there is a tie, Intergroup representatives at the May meeting will vote to select the Trustees.

10) The Intergroup Secretary shall notify the International Service Office (ISO) of the election results by May 22nd. A notice shall also be posted on Area 8A’s website.

11) Having fulfilled its duties, the Election Committee shall be disbanded.

Special election procedures for the election of Area 8A Trustees are as follows:

1) In the event that a Trustee seat is vacant due to a Trustee being unable to complete their term, or because insufficient nominations were received or accepted for the even-numbered year election, a nomination may be made by any Intergroup representative at any monthly Intergroup meeting.

2) After a nomination is made, the Intergroup Chair shall verify that the nominee is willing to serve, and meets the requirements set forth in the Guidance Code.

3) If the number of nominations are less than or equal to the number of vacant seats, Intergroup may choose to seat nominees by acclamation. Each nominee shall be voted on individually.

4) If the number of nominations is greater than the number of vacant seats, Intergroup may choose to form an Interim Election Committee and begin the full call for nominations and ballot process as described in the regular Trustee election procedures section above. However, Intergroup is not required to form an Interim Election Committee; it may wait until the next regular election cycle.

These special election procedures shall not be used to replace or circumvent the regular procedures in even-numbered election years.

A guideline change to section 9 was approved at our February 4, 2023, Intergroup meeting and became effective that day.