

Amended: ~~October 26~~ Feb 21, 2010

BY-LAWS OF SAN DIEGO INTERGROUP (SDIG)

ARTICLE I Name and Jurisdiction

Section 1.

This Fellowship shall be known as the San Diego Intergroup (SDIG) or Area 3A.

Section 2.

This Fellowship shall consist of all active groups meeting in Area 3A (as defined by the International Service Office of Gamblers Anonymous (ISO)) that wish to participate and follow the Guidance Code.

ARTICLE II Purpose

Section 1.

The specific and primary purposes for which the Fellowship is formed are as follows:

1. To promote unity, growth and better communication regarding programs and events among the individual groups.
2. To discuss mutual problems, successes and work with one another for the common good of all.
3. To act as the liaison between the groups of Area 3A and the International Service Office (ISO) of Gamblers Anonymous.
4. To act as a sounding board for considering changes in ~~operational~~ procedures, new ideas and programs, not affecting GA as a whole.
5. To disseminate information to groups within Area 3A.

ARTICLE III Declaration

Section 1.

The SDIG shall at all times be guided by and adhere to the By-Laws, Guidance Code, Recovery and Unity Programs of Gamblers Anonymous.

ARTICLE IV Participation

Section 1.

All individual members of Gamblers Anonymous are encouraged to attend, participate and speak at SDIG.

~~ARTICLE V Meetings~~ Section ~~1~~ 2.

San Diego Intergroup meetings should be held at least once per month at a time and place determined by a majority vote of Intergroup.

Section ~~2~~ 3.

A majority of the groups (50% + 1) must be represented for a quorum to be declared and a vote can take place.

Section 4.

Each San Diego Area 3A meeting group has (1) vote at SDIG, whether participating as Group Secretary or SDIG representative. To cast that vote, they must be in attendance. In consistency with the Guidance Code, a group will not be recognized until they have conducted 3 months of regular weekly meetings.

ARTICLE VI

Finances

Section 1.

There are no dues or fees for membership in Intergroup. It shall be self-supporting through voluntary contributions. Any collection at Intergroup in excess of rent will be as follows; \$10 to SDIG Treasury, balance to ISO.

Section 2.

Any withdrawal of SDIG funds shall require two (2) signatures. The authorized signatures ~~are include~~ the Treasurer, ~~Chairperson~~Chair or and any Trustee(s).

Section 2A.

Any contracts entered into using SDIG funds over \$200 shall require two (2) signatures. The authorized signatures ~~are include~~ the Treasurer, ~~Chairperson~~Chair and or any Trustee(s). All contracts shall be reviewed by the Budget committee.

Section 3.

Other than normal monthly expenses, all other disbursements must be approved by SDIG prior to their expenditure. Normal expenditures include: (list)

Section 4.

The ~~Chairperson~~Chair shall form a committee, excluding those with check signing rights, to conduct an annual audit of the finances.

Section 5.

As funds are available, SDIG will pay for the following expenses for each area Trustees at ~~Intern~~National Conferences:

- a. Roundtrip Airfare, including baggage fees (if applicable).
- b. Up to two nights lodging immediately prior to the conference.
- c. Up to a conference "B" registration package, ~~and.~~
- d. Up to \$75.00 for gGround transportation to and from the airport, at both the departure and destination locations-
- ~~d.~~e. A food allowance per-diem voted by Intergroup.

Section 6.

If funds are insufficient to full fund all Trustees, available funds will be divided equally among the Trustees, leaving a minimum of \$750.00 in the SDIG account.

ARTICLE VII

Group Representative

Section 1.

Each group shall be entitled to one elected Group Representative and one elected Alternative Group Representative.

Section 2.

The choice of an individual to serve as an elected Group Representative or Alternative Group Representative and the amount of clean time necessary to serve shall be up to the individual group.

Section 3.

The duties of the Group Representative shall be:

1. To report group status and issues to SDIG.
2. To disseminate information to their groups.

ARTICLE VIII
Trusted Servants

Section 1.

The ~~CHAIRPERSON~~CHAIR, VICE-~~CHAIRPERSON~~CHAIR, SECRETARY, TREASURER, PHONE LIST ~~CHAIRPERSON~~CHAIR, PRESSURE RELIEF GROUP ~~CHAIRPERSON~~CHAIR, PUBLIC RELATIONS ~~CHAIRPERSON~~CHAIR, SOCIAL ACTIVITIES ~~CHAIRPERSON~~CHAIR, ~~WORKSHOP~~—~~FUNDRAISING~~ ~~CHAIRPERSON~~CHAIR, TELEPHONE LIAISON ~~CHAIRPERSON~~CHAIR, WEBMASTER ~~CHAIRPERSON~~CHAIR, ~~AND~~ BUDGET COMMITTEE, ~~AND TRUSTEES~~ ~~CHAIRPERSON~~CHAIR shall be the Trusted Servants of SDIG. To be eligible for the position of ~~Chairperson~~Chair, Vice-~~Chairperson~~Chair or Treasurer, members must have abstained from gambling for at least three (3) years. For all other positions it is recommended that individuals have abstained from gambling for at least one year. San Diego Intergroup with a majority vote (50% + 1) can add a Trusted Servant position as deemed necessary.

Section 2.

~~Any~~ You must be a member of Gamblers Anonymous ~~can to~~ be nominated and elected as a Trusted Servant.

Section 3.

The term of office, for positions other than Trustee, shall be for one year. Elections for all SDIG positions except Social Activities ~~Chairperson~~Chair shall be held in June of every year. Social Activities ~~Chairperson~~Chair shall be elected each January, with his/her term running through December of that same year.

Section 4.

Any person nominated for an office must accept the nomination prior to the election and be present for voting.

Section 5.

The election of SDIG Trusted Servants may be conducted by vote or by written ballots. When there are multiple nominees, a written ballot must be taken.

Section 6.

If a Trusted Servant should admit to gambling, the office he or she holds will be vacated.

Section 7.

If a Trusted Servant should miss three consecutive unexcused meetings the office he or she holds will be vacated.

Section 8.

A Trusted Servant shall hold only one SDIG office at a time, but may serve an unlimited number of terms. However, a Rotation Principle is strongly recommended per the Group Handbook.

ARTICLE ~~IX~~VIII

~~Chairperson~~Chair

Section 1.

The duties of the SDIG ~~Chairperson~~Chair shall be:

3. To conduct monthly SDIG meetings by Robert's Rules of Order.
4. To prepare and distribute the agenda.
5. To fill in, or assign an individual to fill in, for any Trusted Servant(s) not present.
6. To maintain a record book of SDIG Minutes and keep them available for Group Representatives' inspection.
- ~~6-7.~~ Any other duties as requested by the SDIG.

ARTICLE IX

Vice-Chairman

Section 1.

The duties of the SDIG Vice-Chairman shall be:

1. To perform the duties of ~~Chairperson~~Chair or Secretary when either is absent.
2. To assist the Chair in parliamentary procedures, such as roll call and points of order.
3. Any other duties as assigned by the ~~Chairperson~~Chair or SDIG.

ARTICLE XI

Secretary

Section 1.

The duties of the SDIG Secretary shall be:

1. To keep the minutes of the SDIG meeting. All motions must be noted in the minutes, and the results thereof. All motions must be dated.
2. To ~~forward-distribute~~ copies of the minutes ~~and agenda~~ to all members and groups.
3. To handle correspondence between SDIG and the International Service Office (ISO). ~~To maintain a record book of SDIG Minutes and keep them available for Group Representatives' inspection.~~
4. Any other duties as assigned by the ~~Chairperson~~Chair or SDIG.

ARTICLE XII

Treasurer

Section 1.

The duties of the SDIG Treasurer shall be:

1. To collect, record and prepare for disbursement all funds collected from the groups.
2. To pay all bills and prepare a monthly statement.

3. To maintain a record book of SDIG Treasurer's Reports and bank statements and keep same available for Group Representatives' inspection.
4. To meet and cooperate with the Budget and Audit committees.
5. Any other duties as assigned by the ~~Chairperson~~Chair or SDIG.

ARTICLE XIII

Literature ~~Chairperson~~Chair

Section 1.

The duties of the SDIG Literature ~~Chairperson~~Chair shall be:

1. To order and maintain an adequate supply of ~~approved~~-GA-Approved or GA Appropriate literature from the International Service Office (ISO).
2. To sell ~~approved~~-GA-Approved literature at each SDIG meeting and remit funds and inventory report to the Treasurer.
3. Maintain at least one (1) copy of each GA Literature in English and any other language that may be needed.
- ~~3-4.~~Maintain a monthly literature inventory.
- ~~4-5.~~Any other duties as assigned by the ~~Chairperson~~Chair or SDIG.

ARTICLE ~~XIV~~XIII

Phone List ~~Chairperson~~Chair

Section 1.

The duties of the SDIG Phone List ~~Chairperson~~Chair shall be:

- a. To maintain and produce a monthly phone/meeting list for all members and meetings wishing to be included. All new or returning members can be added to the Phone List only after **30 days** of admitted abstinence from gambling. **Group secretaries are responsible** for reporting and advising the following to the Phone List Chair:
 1. Changes in abstinence dates
 2. Telephone number changes
 3. Home meeting preferred changes (only one meeting can be considered a home meeting)
 4. Any other additions or deletions to the phone list as necessary
 5. To notify the Webmaster and Hotline chairs of all changes.
- b. To notify the ISO of upcoming birthdays on a monthly basis.
- c. Any other duties as assigned by the ~~Chairperson~~Chair or SDIG.

ARTICLE ~~XIV~~XIV

Pressure Relief Group ~~Chairperson~~Chair

Section 1.

The duties of the SDIG Pressure Relief Group ~~Chairperson~~Chair shall be:

1. To educate the groups on pressure relief and give assistance to groups where needed. In compliance with the Guidance Code, a Pressure Relief Group Meeting is to be attended by two (2) GA members.
2. Any other duties as assigned by the ~~Chairperson~~Chair or SDIG.

Section 2.

Should a request be made, it is recommended and encouraged that a Gam-Anon member also function as an advisor to a spouse or interested party during a Pressure Relief Group Meeting.

ARTICLE XVI

Public Relations ~~Chairperson~~Chair

Section 1.

The duties of the SDIG Public Relations ~~Chairperson~~Chair shall be:

1. To carry the message of Gamblers Anonymous to the compulsive gambler who still suffers through the medium of personal contact using telephone, mail, newspapers, films, radio, television, churches, charitable organizations, service clubs and whatever other dignified method approved by SDIG within the framework of the Unity Program.
2. To distribute Gamblers Anonymous literature ~~to compulsive gamblers and~~ to any person, organization or institution, which desires it.
3. To encourage interest and knowledge of activities and programs of Gamblers Anonymous i.e. (with peace officers, parole officers, correctional institutions, doctors, newspapers, motion picture companies, radio and television broadcasting companies, churches, charitable organizations and service clubs).
4. Any other duties as assigned by the ~~Chairperson~~Chair or SDIG.

ARTICLE XVII

Social Activities ~~Chairperson~~Chair

Section 1.

The duties of the SDIG Social Activities ~~Chairperson~~Chair shall be:

1. To coordinate and follow through on social functions as directed by SDIG.
2. To coordinate the annual GA picnic and Holiday Party.
 - Picnic: The picnic budget is not to exceed \$1,000. Every effort should be made to make the Annual SDIG Picnic self-supporting. The event should include Gam-Anon members as co-sponsors of the SDIG Picnic.
 - Holiday Party: In the event it is determined and voted on by SDIG, a Holiday Party may be arranged during the winter Holiday Season. Again, every effort should be made to make this a self-supporting venue. The event should include Gam-Anon members as co-sponsors of the SDIG Holiday Party.
3. Any duties as assigned by the ~~Chairperson~~Chair or SDIG.

ARTICLE XVII I

Workshop ~~Fundraising~~ ~~Chairperson~~Chair

Section 1.

The duties of the SDIG ~~Workshop Fundraising~~ ~~Chairperson~~Chair shall be:

1. To plan and promote events i.e., Walkathons and any other acceptable ways conforming with the Guidance Code and Unity Steps to raise funds for SDIG.
2. ~~To conduct a Secretary's workshop every quarter for new secretaries for those who may want to become secretary.~~ Any other duties as assigned by the ~~Chairperson~~Chair or SDIG.

ARTICLE XIX XVIII

Telephone Liaison

Section 1.

The duties of the SDIG Telephone Service Liaison shall be:

1. To keep the telephone service advised of meeting schedules and locations.
2. To keep the telephone service advised of hotline volunteer names and telephone numbers.
3. To keep the answering service and SDIG advised of any problems reported by Gamblers Anonymous members.
4. To monitor costs from the answering service and to keep SDIG informed as to the detail of monthly costs.
5. Any other duties as assigned by the ~~Chairperson~~Chair or SDIG.

ARTICLE XIX

Webmaster

Section 1.

The duties of the SDIG Webmaster shall be:

1. To maintain the San Diego area website in a manner that represents the principles of Gamblers Anonymous.
2. To be in compliance with the ISO Website Guidelines including but not limited to separating public access from membership access.
3. To keep a current list of meetings, locations and times of meetings on the website.
4. To maintain a calendar based upon the information given at each month's SDIG meeting.
5. To keep SDIG advised of all business concerning the cost and operation of the website.
6. Any other duties as assigned by the ~~Chairperson~~Chair or SDIG.

ARTICLE XX

Budget Chair

Section 1.

The duties of the Budget Chair shall be:

1. To review the Treasurer's report each month for accuracy.
2. To prepare an annual budget by January of each year.
3. To prepare a monthly report of Budget vs. Actuals.
4. To prepare a Financial audit by December of each year.

Any other duties as assigned by the ~~Chairperson~~Chair or SDIG.

ARTICLE XXI

Trustees (responsibilities to SDIG)

Section 1.

It is the responsibility of Area 3A Trustees to report to SDIG at each monthly meeting any current information received from the Board of Trustees (BOT), Board of Regents (BOR), the ISO International Executive Secretary (IES), or any other source. This may include, but is not limited to, information that is felt may have an impact on the groups within Area 3A.

Section 2.

It is the responsibility of Area 3A Trustees to provide SDIG with a written report of:

1. The upcoming agenda for the current International BOT Meeting;
2. The deadline for accepting agenda items to be submitted to the BOT;

3. The outcome of each International Conference or BOT Trustee Meeting;
4. The ballot of nominees for the BOR election;
5. A list of expenses incurred by each Trustee within 60 days of the close of the BOT Meeting / International Conference.

Section 3

1. SDIG Trustees representing Area 3A will conduct themselves within the guidelines of the Trustee Responsibilities found on the website and supported by the Gamblers Anonymous Guidance Code (www.trusteewebsite.com/index.php/html/main/trustee_guidelines.html).

Section 4.

It is the responsibility of Area 3A Trustees to bring to the attention of SDIG any group meeting and/or event which is not following the guidelines of acceptable GA practices in compliance with the Rules and Procedures Committee of the Board of Trustees, as well as the Gamblers Anonymous Guidance Code. This may include, but is not limited to, the use of non GA-approved and GA-acceptable literature; the disregard of the 12 Steps of Recovery and Unity; or other practice which affects GA as a whole.

Section 5.

SDIG cannot tell a Trustee how to vote on any issue (see GA Guidance Code, Article xxx, Section xxx), but SDIG can provide Area 3A Trustees with their opinion(s) and input on any issue for which Area 3A Trustees will have to vote on the group's behalf.

ARTICLE XXII

Voting

Section 1.

Any changes to the SDIG By-Laws shall require passage at two (2) consecutive meetings, by a majority vote (50% +1) at the first meeting and a 2/3-majority vote at the second meeting.

Section 2.

All motions, other than by-law changes, shall require a majority (50% +1) vote.

Section 3.

A majority (50% + 1) of the voting members shall constitute a quorum; a quorum must be reached before a vote can take place.

Section 4.

Discussion of items shall be limited to ten (10) minutes. After ten (10) minutes have elapsed a vote can be taken to determine if the discussion will continue for subsequent additional five (5) minute segments.

Section 5.

Each group shall be entitled to one vote on all matters before SDIG provided that elected Group Representative or elected Alternate Group Representative is present.

Section 6.

Trustees shall have one vote each in SDIG matters.

Section 7.

Each elected Trusted Servant and Group Representative shall have one vote at SDIG. No one (1) individual shall have more than one (1) vote.

Section 8.

Upon the vote on a motion, the same motion may not be brought up for a vote for a period of one (1) year.

ARTICLE XXIII

Gam-Anon

Section 1.

Gam-Anon should be invited to participate in all social functions and the answering service. Gam-Anon is recommended and encouraged to participate in Pressure Relief Group Meetings as appropriate. (Article XIV Section 2 of the SDIG By-Laws)

Section 2.

Gam-Anon will be made aware of SDIG social activities and will be involved with the coordination as appropriate. When Gam-Anon members participate in an SDIG social function, they will have the option to take a separate Gam-Anon collection.

Section 3.

Workshops may be co-sponsored and presented in conjunction with Gam-Anon members.

ARTICLE XXIV

Trustee Elections

Section 1.

Procedures for the election of Trustees shall be as follows:

1. To be eligible for the position of Trustee you must be a member of Gamblers Anonymous and have completely abstained from gambling by your own admission for a period of two (2) years and have had regular attendance at Gamblers Anonymous meetings.
2. The term of office of Trustee shall be for two (2) years starting on July 1st, of even years and concluding June 30th of the following even year.
3. The election of Trustees will be coordinated by SDIG in April of every even year.
4. Nominations for Trustees will be accepted at the March Intergroup meeting and Ballots shall be provided and distributed to the groups at the April Intergroup meeting.
5. Any person nominated for Trustee must accept the nomination prior to the printing of ballots.
6. The election of Trustees will be conducted by written ballot with each eligible GA member having one (1) vote. To be eligible to vote a member must have 30 days clean time when he or she casts their vote. The ballots shall be turned in by the groups at the May Intergroup Meeting. The ballots will be counted and the results announced at that time.
7. The Trustee may not hold any SDIG office or represent any individual group during their term as a Trustee.
8. If a tie exists between 3rd and 4th place, a run-off election shall be held with eligible GA members having one (1) vote.
9. The SDIG Secretary shall notify the International Service Office (ISO) of the election results by May 15.

Section 2.

Special Election procedures for the election of Area 3A National Trustees shall be as follows:

1. In the event a Trustee is unable to complete his or her term of office, a Special Election may be held at the discretion of SDIG that will follow the guidelines of section 1, except as follows:
 - a. The election will be held during the month following the closing of the nominations for the proposed Trustee.

Section 3.

Mechanics of the Trustee(s) Election:

1. The Group Secretary, per SDIG guidelines, shall conduct the Trustee(s) Election at their individual meeting.
2. At the April Intergroup meeting each Group Representative will be given an envelope with an ample supply of pre-printed ballots.
3. The Secretary will announce the election at least one week prior to holding the election.
4. The Secretary shall write the name of each member who voted at the meeting on the outside of the envelope and seal it.
5. The Secretary or Group Representative shall bring the sealed envelope to the May SDIG meeting. If a group's ballots are not received by SDIG before the predetermined time that the votes are to be counted, those ballots will be disqualified and not counted.
6. At the May SDIG Meeting, the ~~Chairperson~~Chair will ask for volunteers to serve on the Election Committee to count the votes. From the list of volunteers, three will be chosen at random to serve on the Committee.
7. The Election Committee will count the votes and report the results to the Chair of SDIG in a written format so that the Chair may announce the results.