

Executive Committee/Intergroup Policies & Procedures

Approved by Executive Committee June 28, 2026

Intergroup Composition:

The Intergroup is comprised of the following:

1. One representative (Intergroup Representative) from participating A.A. groups holding regular scheduled A.A. meetings in Districts 1, 2, 5, 14, 17, 18 and 20 comprising Western Colorado that are listed on Central Office of Western Colorado website and who are elected by their group as an Intergroup Representative. The normal term of service for Intergroup Representatives is two (2) years.
2. Members at Large appointed or elected from Districts 1, 2, 5, 14, 17, 18, and 20 comprising Districts in Western Colorado. The normal term of service for Members at Large is two (2) years. Members-at-Large are responsible for interfacing as needed with groups which have no representation in Intergroup and identify volunteers to chair service committees.

Intergroup Responsibilities:

Intergroup represents the Western Colorado member groups of Alcoholics Anonymous as a whole and expresses the informed conscience of their groups. Its functions are:

1. Review and approve monthly reports including minutes of previous meetings and financial reports prepared by the Treasurer.
2. Provide all services which carry out the purposes of Intergroup and Central Office: carrying the message to the alcoholic who still suffers and providing information and services to Western Colorado A.A. groups and members.
3. Foster group participation in Intergroup and its activities both through service participation and financial contributions.
4. Review and approve any amendments to the Central Office of Western Colorado Articles of Incorporation and/or ByLaws.
5. Elect Officers.

Meetings:

1. Regular meetings of Intergroup are to be held monthly at a designated location or as announced at the previous month's meeting. Formal notice of Intergroup meetings shall

be emailed to all Intergroup members at least seven (7) days prior to the meeting. Such notice shall include time, place, and date of each meeting along with a draft agenda. Meetings will be hybrid in nature with attendees either in person or attending using the internet. Non-Intergroup members may attend Intergroup meetings and will have only a voice at the end of Intergroup meetings.

2. A quorum of Intergroup shall consist of all voting Intergroup members present with a minimum of six (6) members. Each member of the Intergroup has one (1) vote. No individual may cast more than one (1) vote. There are no proxy votes.

3. A two-thirds (2/3) vote of all voting members present at the Intergroup meetings shall be considered binding upon the Executive Committee and its related services. No such vote shall impair the legal rights of the Executive Committee to conduct routine business and make ordinary contracts relating thereto.

4. The regular meeting of Intergroup in November of each year shall be designated the Annual Meeting. Elections of Officers (Chair, Vice Chair, Secretary, and Treasurer) shall be held at the November meeting of the Intergroup, newly elected officers to assume duties in January of the following year. Notice of election meetings shall be published in the Western Slope Notes newsletter in the Alcoholics Anonymous (AA) community. Elections will be conducted according to Third Legacy procedure outlined in Alcoholics Anonymous (AA) Service Manual.

No individual Officer shall serve two consecutive full terms or return to the same positions. Individuals may be elected for a full term, after completing a partial term in that office. Two (2) years of sobriety and some service experience are recommended for eligibility for office. Candidates must be at least 18 years of age as of January 1st of the year after the election. Candidates for office must be present in person or via virtual meeting platform at elections. Officers shall be elected by the membership in alternate years as follows:

- a. In even numbered years, the Chair and Vice Chair.
- b. In odd numbered years, the Treasurer and Secretary.

Elections of Officers (Chair, Vice Chair, Secretary, and Treasurer) shall follow 3rd Legacy Procedure as outlined in the AA Service Manual. Voting is normally done by a show of hands, however, anyone eligible to vote has the right to request a vote by secret written ballot or if Intergroup does not desire to conduct an election by show of hands. A recall vote shall be by secret written ballot and requires a two-thirds (2/3) vote for removal of an Executive Committee officer.

5. Resignation of any Officer must be in writing. Vacancy in the office of Chair will be filled automatically by the Vice Chair. Vacancy in the office of Treasurer will be filled by the Vice Chair and vacancy in the office of Secretary will be filled by one of the Members-At-Large until an election can be held. Special Elections will be held at the regular Intergroup meeting, one month following the meeting at which the vacancy is announced. Details of Special Elections will be forwarded to Executive Committee members, Intergroup Representatives and Alcoholics Anonymous groups in Western Colorado via email and Central Office website.

6. Each Officer shall discharge their duties guided by the Twelve Traditions of Alcoholics Anonymous and in the spirit of the Twelve Concepts. Recall procedures against any Officer may be initiated by any voting member of the Executive Committee or Intergroup. Such motions must be supported by a clear statement of cause. The recall vote shall be by written ballot and requires a two-thirds (2/3) vote for removal. Some reasons for recall include: Three (3) or more consecutive absences without a prior excuse, loss of sobriety, or actions detrimental to the local Alcoholics Anonymous community.

Executive Committee Composition:

The Executive Committee is comprised of the following 5 members:

- 1) Officers of the Central Office of Western Colorado corporation including Chair, Vice Chair, Secretary, and Treasurer. These officers are the Intergroup Officers elected at the annual November meeting of Intergroup.
- 2) Central Office Manager.
- 3) Assistant Office Manager (member of the Executive Committee when the Central Office Manager is not able to attend an Executive Committee meeting).

Executive Committee Responsibilities:

The Executive Committee shall have all the powers provided by the Corporation ByLaws and as vested to a Board of Directors under the laws of the State of Colorado. The members of the Executive Committee, subject to the laws of the State of Colorado, are expected to exercise the powers vested in them by law in a manner consistent with the faith that permeates and guides the Fellowship of Alcoholics Anonymous, inspired by the Twelve Steps of A.A., in accordance with the Twelve Traditions and Twelve Concepts. Its functions are:

- 1) Monitor, assist, and oversee Central Office daily operations and be responsible for the administrative operations and policies of the Central Office.

- 2) Participate in all Intergroup meetings. The Chair will prepare the agenda with the assistance of the Central Office Manager and Central Office Assistant Manager to include reporting on the status of the Central Office finances and any other matters of interest to Intergroup.
- 3) The Treasurer acts as the principal financial officer of the corporation and is responsible for preparing an annual budget with the assistance of the Central Office Manager. Monitor all financial transactions of the Central Office. Provide monthly profit and loss reports as well as any other requested financial reports at monthly Intergroup meetings. The Treasurer with the assistance of the Central Office Manager shall make a written year-end summary which lists the assets and liabilities of the corporation including a year-end Balance Statement and Profit & Loss Statement.
- 4) Approve any and all Central Office services, as recommended by Intergroup including entering contracts and leases, hiring staff and managing the financial affairs of Central Office.
- 5) Any Officer of the Executive Committee or combination of Executive Committee members, may be authorized by resolution of the Executive Committee to sign, execute, and deliver all contracts, instruments, or transfer, lease, or other legal documents required to carry out the purposes of the Central Office corporation.
- 6) The Executive Committee is responsible for reviewing and approving new or revised fiscal and governance policies including document retention and destruction policy, personal giving and gift acceptance policies, and an executive compensation policy.
- 7) The Executive Committee is responsible to ensure that proper accounting systems and internal controls are in place to detect and prevent fraud and embezzlement.
- 8) The Executive Committee, annually in November of each year, is responsible to review and approve the organization's budget to ensure that expenditures and income are in alignment with the organization's mission.
- 9) The Executive Committee shall review financial reports at their quarterly meeting and at monthly Intergroup Meetings.
- 10) The Executive Committee is responsible to review Central Office of Western Colorado's annual Form 990 Tax Return prior to submission. Form 990 requires disclosure on the Executive Committee's review of activity and process.
- 11) Establish and amend as necessary Intergroup service position descriptions and be brought to the Intergroup for approval.

12) Review Colorado Nonprofit Corporation Article 121 Statutes on an annual basis to ensure Central Office of Western Colorado is meeting requirements to maintain its nonprofit status.

13) The Chair and Central Office Manager are responsible in providing Executive Committee members an overview of board responsibilities along with a copy of Central Office of Western Colorado By-Laws, Policies and Procedures and Personnel Policies documents.

14) The Chairperson is responsible for appointing the chairperson of Standing Service Committees with Executive Committee and Intergroup approval.

Officer Responsibilities:

Chairperson:

1. Presides at all Executive Committee and Intergroup meetings.
2. Assists the Central Office Manager in making decisions concerning the operations of Central Office as directed by consensus of the Executive Committee.
3. Calls special meetings as required.
4. Appoints Service Committee Chairpersons, with Executive Committee and Intergroup approval.
5. Writes column in *Western Slope Notes* highlighting Intergroup discussions and activities of general interest.
6. Provides Notice for all Executive Committee, Intergroup and Special Meetings that includes Agenda, Prior Meeting Minutes, Treasurer Report, Central Office Report and all other relevant reports.
7. The Chair and/or Vice Chair is responsible for reaching out to Executive Committee member or Intergroup Representative after second 2nd absence without providing a written report or prior excuse.

Vice Chairperson:

1. Assumes duties of Chairperson in their absence.
2. Acts as liaison to facilitate a close working relationship through communication and cooperation with Western Colorado Districts.
3. Assists Service Committee Chairpersons in coordinating Central Office Events.
4. Assumes duties of Treasurer during temporary vacancy.

5. Works with the Treasurer to review bank account reconciliation every 6 months.
6. The Chair and/or Vice Chair is responsible for reaching out to Executive Committee member or Intergroup Representative after second 2nd absence without providing a written report or prior excuse.

Secretary:

1. The Secretary must keep minutes of all Executive Committee, Intergroup and Special meetings, along with a record of any actions taken by the board without a meeting, as permanent records of the corporation. Minutes of board meetings and records of actions taken without a meeting should be recorded contemporaneously and should include the date, time, attendees, motions, votes, and the name of the presiding officer. The minutes are to be signed by the elected Secretary.

Treasurer:

1. Acts as the principal financial officer of the corporation.
2. Prepares the Annual Budget with assistance from the Central Office Manager in November of each year to be presented to the Executive Committee in November of each year for approval to give to Intergroup Representatives during December's Intergroup Meeting to then review with their groups for approval by the Intergroup at January's Intergroup Meeting.
3. Monitors expenditures for programs in accordance with the budget.
4. Reconciles monthly bank statements.
5. Prepares and delivers a Treasurer Report at Intergroup and Executive Committee meetings. At a minimum, this report shall consist of a Profit and Loss report for the most recent complete month.
6. Makes a written year-end summary which lists the assets and liabilities of the Central Office of Western Colorado.
7. The Treasurer is responsible to be aware of all material federal, state and local payroll and sales tax filings, such as registration renewals and periodic reports.

The Executive Committee shall meet quarterly to handle the administration of the Central Office and deal with general policy and plans for the Central Office.

The Executive Committee may act without a meeting through electronic voting by email or other electronic means.

If it becomes necessary for an elected officer to resign, a minimum notice of 30 days is requested to provide a smooth transition.

Executive Committee & Intergroup Voting Guidelines:

For Executive Committee matters, each officer (Chair, Vice Chair, Treasurer and Secretary), and Central Office Manager shall have one (1) vote. If not in attendance, the Assistant Central Office Manager may vote in their absence. No individual may cast more than one vote.

For Intergroup matters, each officer (Chair, Vice Chair, Treasurer and Secretary), Member-at-Large for Districts 1,2,5,14,17, 18 & 20, Intergroup Representatives, Central Office Manager and Service Committee Chairpersons shall have a voice and one vote when present. If not in attendance, an Alternate Member-at-Large, Alternate Intergroup Representative, Service Committee Co-Chair or Assistant Central Office Manager may vote in their absence. No individual may cast more than one vote. The Chair shall have the latitude to determine whether a motion is administrative or substantive in nature during Executive Committee and Intergroup Meetings.

Voting on administrative motions during Executive Committee and Intergroup Meetings requires a simple majority. Voting on substantive motions during Executive Committee and Intergroup Meetings requires a two-thirds (2/3) vote for approval. Minority opinion shall be heard for both administrative and substantive motion votes.

Service Committees:

Service Committee Chairpersons shall make a monthly report to the Intergroup as necessary.

The Service Committees are:

ColorDaze

Founders Day

Webchair

Web Chair/Committee Responsibilities:

1. The Web Chair would be the keeper of the Traditions and Concepts as they apply to the Central Office Website.
2. The Executive Committee suggests that the Web Chair create a Web Committee. This committee would provide support, input, additional skills and a group conscience decision making process. It would be asked that the Central Office Coordinator, Assistant Coordinator and the Website Technical Advisor be invited to sit in at the Web Committee meetings. The Website Technical Advisor would be available to the Web Committee for advice but not a voting member of the

committee. Members of the Web Committee and the Technical Advisor are not required to attend Intergroup Committee meetings.

3. The Web Chair/Web Committee is responsible for the content of this site but not the development and maintenance of the technical aspects of the site and would be required to obtain approval from the Executive Committee for proposed significant changes in content or design.
4. The Web Chair/Web Committee will make every effort to keep the site as technically simple as possible.
5. The Web Chair/Web Committee will upload the most current Newsletter, add flyer graphics to events page, upload flyer PDF files for AA related events per Central Office of Western Colorado website guidelines and coding of Newsletter within Constant Contact account.
6. The Web Chair/Web Committee will receive guidance regarding changes or additions to content from Central Office Coordinator via email. All files must be approved by Central Office Coordinator before being uploaded to website.
7. At the end of the Web Chair's 2 year rotation the Web chair would be required to responsibly pass the baton to the new Web Chair creating a unified transition.

Web Chair Qualifications:

1. Two years of Sobriety is strongly recommended by Executive Committee.
2. The Web Chair would benefit from having a practical working knowledge of the 12 Traditions and the 12 Concepts of Alcoholics Anonymous.
3. The Web Chair would need to be available to serve for 2 years from their starting date as committee chair.
4. The Web Chair would need to be available to attend Central Office Executive Committee and Intergroup monthly meetings held the 2nd Saturday of the month and provide a monthly report. If unable to attend a monthly meeting a report must be submitted to the Executive Committee Chair via email or reported by a member of the Web Committee at the meeting.
5. The Web Chair would be required to have their own computer, have internet access via their computer and have an email account.
6. Beneficial skills would be familiarity/experience with Photoshop, resizing of images, html coding, uploading flyers plus copywriting. There will be training and guidance available thru the Intergroup Technical Advisor and Central Office Coordinator. Having these skills, or people with these skills on the Web Committee, would be a huge plus.

NOTE: The Central Office Coordinator will be solely and fully responsible for maintaining the website meeting list.

Legal Requirements:

Central Office of Western Colorado must comply with all federal, state, and local financial reporting and tax laws. This includes withholding and payment of federal, state, and local taxes and payroll taxes. In addition, Central Office of Western Colorado must comply with all Colorado Secretary of State requirements including charitable solicitation registration and other informational requests.

Central Office of Western Colorado is to make information about its operations, including its governance, finances, programs, and activities, widely available. Full disclosure of executive compensation, including compensation received from related entities of the organization, must be disclosed on the organization's IRS Form 990. Central Office is also to consult legal and financial professionals to determine the requirements for public disclosure. At a minimum, Central Office of Western Colorado must make certain data available to AA Members upon request and in person at Central Office of Western Colorado including:

- Monthly Bank Statements
- IRS Form 990, annual tax return for the most recent three (3) years
- IRS Form 1023, Application for Recognition of Tax-Exempt Status, including any papers submitted in support of the Application and any letter or other document issued by the IRS with respect to the Application

Contributions:

Central Office only accepts contributions from A.A. members and must comply with specific conditions placed upon contributions. Funds must be clearly categorized based upon the existence of contributor restrictions in the organization's financial statements and communications in accordance with the contributor or grantor wishes, stipulations, or intent. Contribution restrictions may include restrictions for a specific purpose, or a specific time frame.

Central Office of Western Colorado shall acknowledge all charitable gifts to the organization as the best practice of contribution stewardship by:

- Providing timely written acknowledgement to the contributor to substantiate contributions by providing a receipt for contributions or property (in-kind or non-cash) when the fair market value of the gift is at least \$250.
- Sending a written acknowledgement to contributors who made a contribution in excess of \$75 and non-cash contributions when the fair market value is more than \$500.

- Conduct a qualified appraisal to substantiate a contribution of property when the fair market value exceeds \$5,000.
- Acknowledge all contributions for A.A. Groups in Western Colorado annually in Central Office of Western Colorado newsletter including groups with no contributions.

Privacy Policy:

Central Office of Western Colorado will publish a clear privacy policy that can be easily located on its website to provide transparency to A.A. members and the general public about how their personal information is used and to disclose data security practices. The policy is to include how A.A. members and general public's personally identifiable information (PII) is used, explain data security practices, and uses for information for digital philanthropy and engagement. Privacy policies may require specific sections based on organizational activities including marketing activities. PII is data that can identify one individual from another, and includes information such as name, address, phone number, email, credit card, or other payment information. Updates and changes to Central Office of Western Colorado Privacy Policy by the Executive Committee and approved by Intergroup will be posted on the Central Office of Western Colorado website.

Prudent Reserve:

Central Office of Western Colorado should establish and maintain an operating reserve policy in order to plan, establish, and maintain a liquid financial reserve at a level determined by the organization's management and board to adequately support its operations. A recommended target for reserves is six (6) months of operating expenses in case of financial crisis or hardship.

Editorial Policy for Western Slope Notes:

The "Western Slope Notes" is a bi-monthly newsletter by and for the fellowship of Alcoholics Anonymous (A.A.) and serves the Western Slope area. It is published by the Central Office of Western Colorado. The editorial policy shall be guided by the spirit of the Twelve Traditions of Alcohol Anonymous. Items submitted for publication may be edited for clarity and content. A.A. related items may be published as they relate to the fellowship as a whole and to the extent that they are consistent with our primary purpose. Publication of any article does not imply endorsement by the Central Office, Intergroup, or Alcoholics Anonymous as a whole. Announcements of general interest to the fellowship are provided solely as a service to the reader. Specific judgements concerning individual submissions are the responsibility of the Central Office Coordinator.

Purchase and Sale of A.A. Literature:

Conference approved literature, and a limited number of Hazelden books, will be available for sale at Central Office.

Medallions may be sold to individuals and groups.

Sales tax and shipping charges, when applicable, will be added to all sales.

Organizations with a Colorado Tax Exempt number will not be charged sales tax.

Purchase orders must cite the organization's Tax-Exempt number, or the number must be noted on the organization's check.

Changes to Policies and Procedures:

Changes to Executive Committee/Intergroup Policies & Procedures for the Central Office of Western Colorado shall be approved by the Executive Committee and representatives of Intergroup. Any such change must be by an affirmative vote of two-thirds (2/3) of the Intergroup and Executive Committee members present.