

## **STANDING RULES FOR CHI-WIF INTERGROUP (*Revised 11-2017*)**

1. The CHI-WIF Intergroup (Chicago-Western Intergroup Farout) meets one time per month on the 3<sup>rd</sup> Saturday of every month from 10 to 11:30am.
2. Every meeting in the Intergroup area is entitled to send two voting representatives.
3. All visitors are welcome.
4. Parliamentary Rules shall be followed.
5. The group conscience is more important than the technicalities of the actual motion.
6. No personal tape recorders are to be used at the meetings.
7. No merchandise, raffle tickets or other group of Intergroup fundraising items shall be sold or displayed in any business meeting.
8. As a courtesy to those with allergies, please avoid perfumes, fragrances, and other strong scents in the meeting rooms.
9. There is no smoking or eating food of any kind during the Intergroup meeting.
10. All cell phones and other electronic devices are to be turned off or muted during the IG meeting. All private conversations will be conducted outside the meeting rooms.
11. Elections are held for various service positions throughout the year.
  - a. Intergroup – Elections for Chair, Vice Chair and Secretary are held in May with service beginning in June. On odd years, elections are held for the Treasurer who serves a 2-year term. Each officer can be re-elected to a maximum of 2 consecutive terms. After a break of one term, the individual will be eligible for re-election into the same service position.
  - b. IG committee chairs are elected annually or upon vacancies. Our current standing committees are: Butterflyer, Twelfth Step Within, Public Information/Professional Outreach, Bylaws.
12. Region 5 CHI-WIF is entitled to send 1 Region Rep to the Region 5 Assembly for every 10 registered meetings or portion thereof. We presently (as of 12/2016) have approximately 28 meetings and are eligible to send up to 3 voting reps to the Assembly which meets 2 times a year beginning in 2017. The meetings will usually take place in Merrillville, Indiana, on the 2<sup>nd</sup> week-ends of March and November. A phone meeting will take place in July to update the Reps on activities. The election for Region 5 Reps takes place at the November IG meeting.
13. World Service Business Conference (WSBC) – CHI-WIF is entitled to send 1 WSBC delegate to the Conference for every 15 registered meetings or portion thereof. At this time, we are eligible to send two (2) voting delegates. The WSBC is held in Albuquerque, New Mexico, at the end of April/beginning of May each year. The election for the WSBC delegates takes place at the November CHI-WIF IG meeting.
14. The Responsibilities of the IG Officers will be as follows:
15. **CHAIRPERSON** shall preside at all regular and special meetings of the IG
16. Shall be responsible for establishing the agenda for the IG meetings.
17. Shall cast deciding vote to break a tie.
18. May countersign checks.
19. May attend all standing committee meetings as an ex- officio member
20. **VICE-CHAIRPERSON** shall serve in the absence of the Chairperson.
21. Shall assist the Chairperson whenever needed.
22. May countersign checks.
23. May attend all standing committee meetings as an ex-officio member.
24. **SECRETARY** shall direct incoming correspondence to the appropriate officer or committee chairperson and maintain a file of outgoing correspondence.
25. Shall maintain a list of meetings, locations, contacts, group representatives, and alternates.

26. Shall verify and update information requested by WSO or Region 5.
27. Shall register CHI-WIF with the WSO and Region 5.
28. Shall draft and mail outgoing correspondence as directed by the group conscience of the IG.
29. May attend all standing committee meetings as an ex-officio member.
30. Shall record, transcribe, and forward accurate minutes to meeting group secretaries.
31. Shall keep a record of current logins and passwords associated with all CHI-WIF accounts.
32. **TREASURER** shall maintain a checking account established in the name of OA Chicago Western Intergroup Farout.
33. Shall be guardian of all funds received and disbursed.
34. Shall submit a written financial report at monthly meetings of the IG regarding all contributions and expenditures.
35. Shall serve on the budget audit committee.
36. Shall submit all financial records to the IG for audit by the April meeting.
37. May attend all standing committee meetings as an ex-officio member.
38. IG committee chairs may also be group representatives. Whether or not a committee chair is a group representative, he or she has a vote in all elections. The Chair does not vote at the IG except in the case of a tie.
39. Region Representatives and/or WSBC delegates must present a written report to the IG covering the information discussed at the assembly or conference. This report is expected to be ready for the IG meeting following the assembly or conference. Multiple representatives can combine meeting information into a single report.
40. All events sponsored by the IG will be considered open events, that is, open to all members and non-members as guests. All speakers at these IG sponsored events will comply with the guidelines as formulated by the IG. Also, the profits from these IG sponsored events, after all expenses are paid, will be disbursed with 25% retained by the group which promoted the event, and 75% dispersed to CHI-WIF. It is suggested that when a facility does not have a set fee for that venue, the donation will be \$50 and \$1 for each attendee over 50 people.
41. The annual audit of the IG Treasury will be held each April. If there is a change of Treasurer in mid-term, an audit will be held then also.
42. The IG donations to WSO and Region 5 will be made quarterly, in March, June, September and December. The amounts of the quarterly donation will be determined yearly by the IG.
43. The donation to the facility in which the IG meetings are held will be sent during the first month of each new year.
44. One hundred dollars (\$100.00) will be available from the IG to seed a new OA meeting.
45. To help groups struggling to pay for literature, CHI-WIF IG offers \$25 contributions to help build literature supplies. This money will be made available on a quarterly basis at the following IG meetings – January, April, July and October. Only in-person requests will be honored.