This first paragraph will be on the front inside cover of the handbook.

The intent of this handbook is to provide a general framework within which all Intergroups can work while preserving their own self-governing principles.

According to Unity Step 1, personal recovery depends upon group unity. Ultimately, all members are affected by the achievements of their respective Intergroups. This handbook should be a positive step in that direction.

Unity Step 2 states: Our leaders are but trusted servants; they do not govern.

Unity Step 4 states: Each group shall be self-governing except in matters affecting Gamblers Anonymous as a whole.

Using Unity Step 2 and Unity Step 4 as guiding principles, this handbook offers a detailed compilation of guidelines and suggestions regarding the functions of Intergroup including the responsibilities of the officers, types of committees, voting, and other pertinent issues.

The success of individual Intergroups are critical to the success of Gamblers Anonymous as a whole.

I. What is a Gamblers Anonymous Intergroup?

The Gamblers Anonymous Intergroup is a group of members from local groups, which meet together to discuss mutual problems and work with one another for the common good of all.

Intergroup is a service of Gambler’s Anonymous that is composed of elected and/or selected representatives from the Gambler’s Anonymous groups in the same geographical area. An Intergroup should meet on a regularly scheduled basis (usually once a month) to discuss events, finances, updates to meetings and contact lists, discuss mutual problems if they arise and share ideas to help the gambler who still suffers find their way to our rooms. Help meetings in the area function better as well as keeping lines of communication open between the groups. Intergroup usually selects members to form committees and sub-committees that will serve the needs of the area by carrying the message of Gambler’s Anonymous.

All meeting groups in a geographical area should belong to an Intergroup, but no meeting group can be expelled from an Intergroup without approval of the Board of Trustees. Intergroups that want to split and start a new Intergroup need the approval of the Board of Trustees.

II. Functions of Intergroup:

- To disseminate Gamblers Anonymous information and disseminate or sell approved Gambles Anonymous literature (if approved by the Board of Trustees), to any group or individual requesting same.
- It is strongly encouraged that each Intergroup establish by-laws or rules and regulations for their Intergroup.
- The Intergroup shall be answerable to those groups that it represents and the Board of Trustees where it affects Gamblers Anonymous as a whole.
- The Intergroup shall, if it so desires, publish a bulletin or newsletter at regular intervals.
• Trusted servants to carry the workload of the Intergroup shall be elected in a manner selected by the groups comprising the Intergroup. However, it is suggested that the term of office be for the calendar year.

• Intergroup meetings should be held at least once a month and copies of the approved minutes should be forwarded to all meeting groups and the International Service Office (ISO).
• Each meeting group shall have the right to elect representatives and alternates equal to the number of representatives and alternates of any other group.
• All Gamblers Anonymous literature, books and service pins should be purchased from the Gamblers Anonymous website through the International Service Office (ISO), except when otherwise approved by the Board of Trustees.
• The order of business of the Intergroup shall be conducted by the trusted servants in accordance with the Guidance Code.
• The Intergroup should be supported financially by the meeting groups.
• The trusted servants of Intergroup are accountable for the responsibility use, recording, reconciliation and reporting of all financial transactions, including but not limited to funds received, disbursed and generated through all Intergroup bank accounts used for any activity or event approved by or benefiting the Intergroup.
• Trusted servants of the Intergroup should consist of a Chairman, assistant Chairman, Treasurer, Public Relations Representative, Secretary, Pressure Relief Group Chairman, and any other trusted servant deemed necessary by the Intergroup.
• The Intergroup should publish a meeting list for the area, and should send a copy to the International Service Office (ISO) every time there is a revision.
• It is also suggested that a contact list of representatives from each group meeting be maintained by the Intergroup. This would also include Intergroup officers, committee chairs and trustee/s name, phone number, email address and their home meeting location. This list would only be distributed to the people on this list and as changes occur.
• Intergroup should assist area groups to resolve problems and function better as well as keeping lines of communication open between groups.
• Pass on to all groups if there are any reports sent to them from the International Service Office (ISO).
• All information posted on any Gamblers Anonymous Website shall be in compliance with the 12 Steps of Recovery and the 12 Steps of Recovery.

III. Responsibilities of Intergroup Officers:
A. Chair:
• Conduct Intergroup meetings
• Prepare and distribute meeting agenda
• Appoint all committee chairs
• Appoint someone to audit the finances at the end of each fiscal year.
• At least one year of abstinence required.
B. Co-Chair:
• Perform the duties of the chair in his absence
• Take written attendance of attendees at each meeting and give to the secretary for the Intergroup records.
• At least one year of abstinence required.

C. Treasurer:
• Collect, count, and report all monthly donations from meeting groups donations
• Review all invoices/receipts (post office box, trustee expenses, expenses for events, etc.) and prepare checks after expenses have been approved by Intergroup voting members.
• Prepare and supply members with copies of the financial report for approval by Intergroup voting members.
• Give financial approved monthly reports to the secretary to distribute with the approved minutes to all names on the contact list.
• Deposit all money collected at all events, donations, fundraisers, etc. into the Intergroup checking account.
• The treasurer and at least two other members of the Intergroup should be on the checking account and two signatures are required to sign checks.
• Reconcile bank statements.
• Keep all records, reports, bank statements for a minimum of five years.
• Maintain the post office box and check it often. Make sure another member of Intergroup also has a key.
• At least one year of abstinence required.

D. Secretary:
• Prepare minutes for all Intergroup meetings.
• Distribute copies to members of the Intergroup meeting for approval.
• Once minutes have been approved distribute to everyone on the contact list and also email to ISO. When emailing any information to contact list and ISO send as a pdf file since not everyone may have the same Word application you do.
• When emailing approved minutes also send the approved financial report to everyone on the contact list.
• If there are any other flyers, announcements, please distribute to all on the contact list via email and if a person on the contact does not have email their copies should be mailed to their home address.
• Keep records of the minutes of all motions and amendments, with dates, from Intergroup meetings.
• At least one year of abstinence required.

IV. Intergroup Standing Committees
• Fund Raising and Social Events
• Phone and Meeting List Coordinator
• Public Relations - develop Public Relations activities regarding Gamblers Anonymous in your area within the frame work of the Guidance Code
• Pressure Relief – conduct and train volunteers to do Pressure Relief meetings
• Hotline – maintain, coordinate, schedule, and train volunteers for Hotline calls. Make sure volunteers always have the updated meeting list.

V. Possible Intergroup Committees

• Sunshine – send cards to members and their families for life events including births, weddings, illnesses or death.
• Picnics – committee chair will coordinate location, cost, food, flyer and all other supplies.
• Website Coordinator – someone with knowledge of website preparation is a must for this position. Refer to the Guidance Code and Website Guidelines to establish your website. The website domain and website should be in the Intergroup’s name. All information on the Gamblers Anonymous website posted shall be in compliance with the 12 Steps of Recovery and the Twelve Steeps of Unity. There is only one website that will have Gamblers Anonymous as their domain and that is the one used by the International Service Office (ISO).
• Recovery and Step Workshops – present workshops on various topics regarding recovery, secure location and speakers, etc.
• Mini-Conference – coordinate and plan with a committee for the facility, food, beverages, workshops and all other details.

VI. Intergroup format and/or agenda recommendations:

• The Chair calls the meeting to order.
• The Chair introduces any new member/s or visitor/s.
• The Co-Chair takes the roll call and all attendees sign in.
• The Chair asks someone to read the Unity Steps.
• The Secretary distributes and reads the previous month’s minutes prior to a vote for approval.
• The Treasurer reads and distributes the previous month’s report prior to a vote for approval.
• Trustee/s Report.
• Standing Committees Reports:
• Other committee reports:
• Calendar review.
• Old business.
• New business.
• Collection of meeting donations by members.
• Close the next meeting date and end with the Serenity Prayer.

Individual Intergroups may combine and/or separate any of the above committees depending on their needs.
VII. Trustee/s
Please refer to the Trustee Guidelines which can be found on the trusteewebsite.com. Go to Resource Material then Trustee Guidelines.

VIII. Voting – Recommendations

• One representative from each meeting group are voting members.
• No one shall have more than one vote.
• Nominations for officers will be done in October or November and all elected officers will begin their term as of January 1st of the following year. Refer to your Intergroup’s Rules and procedures/by-laws if you have different dates.
• Notification of the election shall be communicated to all meeting groups.
• Elections of officers will be done in December.
• If more than one person is nominated for an officer position, the election shall be by a written secret ballot. The majority count of voting members will determine who is elected.
• A person can be nominated for more than one position but can only hold one position at a time.
• A trustee may be nominated and hold any position if elected.
• If no one is nominated the presiding officer can be nominated for another term.
• Nominees do not have to be present to be elected but they must have agreed to be on the ballot. The Chairperson will contact them prior to the election to ask them if they are willing to be on the ballot.
• All nominees must have at least one year abstinence from gambling.
• If only one nominee exists for a position a hand vote needs to be taken.
• An Intergroup does not have the right to set stricter guidelines pertaining to the election of Trustees other than those that are contained in the Guidance Code.
• Any newly founded 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 months, assuming of course, that the group meets all requirements of a Gamblers Anonymous group. It is the responsibility of each group to send a representative to their local Intergroup meeting in order to ensure that their group has input on every vote and that the majority of groups are represented.
• If a tie exists in a vote, a revote will be taken. If the tie continues, every one present will be allowed to vote to break the tie.
• If an elected official returns to gambling he/she will be automatically removed from any positions on Intergroup. No vote is necessary.
• All positions are for one year.
• Officers can be nominated and voted for another term. If, your By-Laws or Rules and Procedures state no time limit for a position.
• Intergroups may want to decide if they want term limits on officers especially the treasurer.