CHARTER OF THE TOKYO INTERGROUP

ENGLISH LANGUAGE ALCOHOLIC ANONYMOUS GROUPS

Drafted, AUGUST 2019

Passed, December 2019

Guiding Principle

In all its proceedings, Intergroup shall observe Tradition 9’s requirement that service boards or committees are directly responsible to those they serve. Specifically, we serve the English-speaking fellowship of Tokyo AA. The guidelines for Tokyo Intergroup are as follows.

Purposes of English Language IG

* Maintain the AA hotline
* Maintain the English language meeting list on the AA Tokyo website.
* Maintain [www.aatokyo.org](http://www.aatokyo.org) website and email accounts
* Providing information about AA to the general public and professionals

Intergroup Officers

* Intergroup officers are responsible to IG and to the English Language AA groups in the Kanto area. Officers should attend all regular Intergroup meetings, be prepared to report on their area of responsibility, and be available to answer questions.
* Each officer shall maintain documentation of all information necessary to perform the duties of the office and hand over such file to successor.
* Officers should have at least one year of sobriety.
* Alternates for a position may be elected by the Intergroup. Alternates assume the duties of officers if an officer is unable to fulfill the obligations of the office.
* Term of office is one year, not to exceed two years for any one position.

Intergroup officers are as follows:

1. Intergroup Chairperson - Presides over Intergroup meetings, arranges IG meeting locations, delivers reports at IG meetings for officers who are unable to attend, and temporarily takes over the responsibilities of any officer unable to meet his or her responsibilities and for whom there is no alternate.
2. Secretary - Takes accurate minutes at each IG meeting, including: attendance, Treasurer's report, old and new business, the results of votes and actions decided upon, and announcements from member groups. The minutes of each meeting should be made available before the next meeting to all who wish them and posted (after approval) on the website.
3. Treasurer - Collects, manages, and accounts for all donations, expenses and other financial matters related to Intergroup. Reimburses approved expenses incurred by members in a timely manner (within 30 days). The Treasurer presents a financial report at each IG meeting.
4. Telephone Chairperson - Answers telephone inquiries received on the dedicated cell phone managed by IG.
5. Website Manager - Maintains and updates content on [www.aatokyo.org](http://www.aatokyo.org), adding and deleting content, including meeting information, special announcements, and Intergroup minutes. Also responsible for email lists, hosting, domain name, and other technical duties.
6. Hospitals and Institutions Liaison - TBD

Intergroup Meetings

All Intergroup and committee meetings are open to anyone who wishes to attend. Any AA member attending may bring up new business and take part in discussion. All those attending who identify themselves as members of AA may vote. Each person has one vote, regardless of any position(s) held.

Typical meeting format:

* Call to order and approval of previous minutes
* Chair calls for reports from Treasurer, other officers, and any special committees or service groups
* Old business
* New business
* Confirmation of next meeting date.
* Close with Serenity Prayer.

Transacting Business

* Voting
  + Intergroup activities and major changes in those activities need always be decided on by group conscience.
  + Each AA member attending the IG meeting has one vote.
* Election of officers
  + Elections for all offices shall be held in April of each year.
  + Candidates for Intergroup officers should be nominated, seconded, and voted on. Election requires a simple majority of votes cast.
* Removal from office
  + For an officer to be removed from office, a motion must be made and seconded.
  + Voting will be deferred to the next regular Intergroup meeting in order to allow representatives to take the proposed action back to their meeting for a group conscience. The Chair will call for a vote at the next IG meeting only after all discussion has ended.
  + A majority vote is required to remove someone from office.

Amendments to Charter

For this charter to be amended a motion must be made and seconded at a regularly scheduled Intergroup meeting. After discussion the Chairperson will state the proposed amendment, which the Secretary will enter into the minutes.

The vote will be deferred to the next regular Intergroup meeting to allow Representatives to take the proposed amendment back to their meeting for a group conscience. Further discussion will be heard before the vote is taken. A majority in favor is required to amend this charter.