

CT Intergroup of ACA IG044 Bylaws

Revised August 2026

Name: Connecticut Intergroup of Adult Children of Alcoholics (“Intergroup”)

Intergroup is an intergroup of members of Adult Children of Alcoholics (ACA) registered with the World Service of ACA as Intergroup #IG044.

Purpose: The purpose of Intergroup is to carry the message of ACA recovery to member groups within Connecticut and to hospitals and institutions who may serve members, to organize group events, and to purchase and distribute literature from WSO on behalf of members.

Intergroup is not separately incorporated, but is an unincorporated group of members organized to carry out its purpose.

Intergroup seeks to organize and take actions based on principles of corporate organization and action, including election of officers, holding meetings, establishing a bank account and treasury, and taking action by vote of a quorum of voting members.

Board Meetings. The Board shall meet monthly at a location announced in advance or may meet by electronic means.

Voting members shall constitute a Chair, Secretary, Treasurer, Literature Chair, Website Chair, Archives Chair, Communications Chair, Hospitals and Institutions Chair, and such other committee chairs as the Board shall from time to time establish, plus one representative from each established and registered ACA group in Connecticut who have attended at least two prior board meetings (“Voting Representatives”).

Quorum. A quorum of the Board shall consist of a majority of Board Committee Chairs then occupied and all Voting Representatives.

All Board action may be taken by majority vote of those Chairs then occupied and Voting Representatives 1. attending a board meeting in person or 2. at an electronic meeting.

There is no established office of Intergroup.

Intergroup does not conduct any revenue-producing business and is not a tax-paying entity. Contributions to Intergroup may be made by any ACA member or group.

Term of Board Members: Board members shall serve an initial term of two years. In the absence of an annual election of a successor, a Board member will continue until resignation or replacement.

Elections shall be during the September Intergroup Meeting for completed terms. Throughout the year, vacancies may be filled for a partial initial one year term by group vote.

Minutes: Minutes of any meeting of the Board shall be kept by the Secretary and shall be available for inspection by any Member upon reasonable notice.

Qualifications & Responsibilities of Positions

Service norm asked of all positions held:

Keeping Myself Fit for Service

1. The suggested commitment to service asks us to keep fit by “working our recovery as a member of the program.
2. Before talking to anyone about an issue, consider checking in with yourself, with a service sponsor/fellow traveler, attending an ACA meeting to take care of your inner child and your own personal recovery.

-Board-

Chairperson

- Qualifications: A suggested minimum of two years of continuous recovery. Has held or holds a service position with the Intergroup. Has a working familiarity with the ACA literature and organizational structure.
- Responsibilities.
 1. The primary responsibility is to ensure the monthly business meeting is conducted efficiently and effectively. This includes coordinating the scheduling, set-up and breakdown of the meeting venue, chairing the monthly meeting in accordance with the ACA Traditions and in accordance with principles of inclusion, being heard, acting by group conscience, and not rushing to decisions. A good understanding of “Robert’s Rules of Order”, a procedure of best practices for voting, motions, & order during business meetings.
 2. Prepares a meeting agenda based on the prior month’s minutes and submission of new business proposals.
 3. Acts as Delegate for CT Intergroup.
 4. Administrator of passwords for all general Intergroup accounts.
 5. Forms ad hoc committees to review special concerns as required.
 6. Keeps a file of important materials and reports to turn over to a newly elected Chairperson.
 7. The Chair may vote on all matters as an Officer.
 8. In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding Chair when possible.

Secretary

- Qualifications: A suggested minimum of 6 months continuous recovery. Have a working familiarity with the ACA literature and organizational structure.
- Responsibilities: Attends monthly state committee meetings; takes attendance at such meetings; records and transcribes minutes of the state committee meetings; mails or emails copies of such minutes to the Contact List of Officers and an Intergroup Rep for each ACA meeting in Connecticut listed on the ct-aca.org website. In the Secretary's absence, a recording secretary for a particular meeting may be appointed. Cooperates with other chairs in responding to membership and external email inquiries to info@ct-aca.org in accordance with the ACA Traditions.
 - In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding Secretary when possible.

Treasurer

- Qualifications: A suggested minimum of two years of continuous recovery. Prior experience at Intergroup. Have a working familiarity with the ACA literature and organizational structure.
- Responsibilities:
 1. Maintains a non-interest bearing checking account; submits and updates a signature card to authorize two signatures (Treasurer, Literature Chair);
 2. Maintains a record of and pays all authorized expenses; maintains a record of and deposits money received; balances checkbook; provides monthly Treasurer's Report for distribution at the State Meeting. Cooperates with the Literature Chair in accessing the account.
 3. Expenditures of over \$500 shall require approval of the Officers.
 4. In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding Treasurer when possible.

Literature Chair

- Qualifications: A suggested minimum of two years of continuous recovery. Have a working familiarity with the ACA literature and organizational structure.
- Responsibilities: Processes, literature orders from ACA members & groups. The process includes receiving, ordering directly from WSO, payment, arranging delivery and/or pickup of literature. Takes funds for literature from those ordering it and gives to the Treasurer and/or deposits in the bank account with notice to the Treasurer. Pays for literature ordered from WSO with ATM card or bank account. Writes reports of orders and fulfillment of literature orders and presents at monthly meetings.
 - When asked to set up a display of literature for a special event ie; group anniversary, workshop or weekend event if possible attend.
 - In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding Chair when possible.

Communications Chair

- **Qualifications:** A suggested minimum of two years of continuous recovery. Prior experience at Intergroup. Have a working familiarity with the ACA literature and organizational structure.
- **Responsibilities:**
 1. To disseminate information about ACA meetings and Events to the “CT” fellowship on a timely basis with the goal of creating a well informed, engaged and supported CT ACA Community.
 2. Add/Update website “Meeting” and “Event” postings on a timely basis, at the direction of IG and/or Meeting Contact(s), with the objective of having the CT-ACA.org website be an accessible and accurate source of information to the ACA community.
 3. Facilitate website modifications for accuracy and ease of use that are proposed and have received the approval of IG. These modifications may include but are not limited to Page and menu layout and content.
 4. Create and distribute MailChimp campaigns that are proposed and have received the approval of IG.
 5. Create documentation of changes made and campaigns distributed monthly for the purpose of transparency and accountability.
 6. In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding Chair when possible.

Events Committee Chair

- **Qualifications:** Two years of continuous recovery. Has a desire to coordinate a team of volunteers to create & suggest various events.
- **Responsibilities:**
 1. Suggests workshops, panels, weekend events, to be presented by Intergroup for the membership.
 2. Solicits topics, members to present, etc. Suggestion: 1 event per quarter.
 3. Communicates with the Intergroup Chair to put on agenda.
 4. In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding Chair when possible.

Public Information & Cooperation with Professional Community Chair

- **Qualifications:** A suggested minimum of one year of continuous recovery. Have a working familiarity with the ACA literature and organizational structure.
- **Responsibilities:** Assesses opportunities to present the ACA message at public community events, professional conferences or other events throughout the state; proposes for approval appropriate literature to be used for outreach; oversees the publication and mailing of such outreach materials; reports at the monthly state meetings.
- In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding Chair when possible.

Treatment & Corrections Chair

- Qualifications: A suggested minimum of one year of continuous recovery. Have a working familiarity with the ACA literature and organizational structure.
- Responsibilities: Assesses opportunities to present the ACA message at hospitals, treatment & correctional facilities. Proposes for approval appropriate outreach literature to be used for outreach at such facilities. Oversees the distribution and mailing of such outreach materials; reports at the monthly state meetings.
- In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding Chair when possible.

Outreach Chair

- Qualifications: A suggested minimum of 6 months of continuous recovery. Have a working familiarity with the ACA literature and organizational structure.
- Responsibilities: Encourage, collaborate, invite, orient, inform members, new Intergroup Reps, and meetings without an Intergroup Rep about the Intergroup, to utilize and provide services.
- In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding Chair when possible.

Archives Chair

- Qualifications: A suggested minimum of 6 months of continuous recovery. Have a working familiarity with the ACA literature and organizational structure.
- Responsibilities: Serves as a resource for information from CT's archive file of minutes, committee reports, public information materials, literature reports, event flyers, these bylaws, and other important documentation.
- In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding Chair when possible.

-Supporting-

Region Liaison

- Qualifications: Suggested minimum of three months of continuous recovery.
- Responsibilities: Attend the monthly Northeast Regional meeting, and report back to the monthly Intergroup meeting any communications or activities.
- In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding Liaison when possible.

WSO Liaison

- Qualifications: Suggested minimum of three months of continuous recovery.
- Responsibilities: Attends the quarterly WSO Board meeting virtually and reports back to the

monthly Intergroup meeting any communications or activities.

- In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding Liaison when possible.

Adopted by the Connecticut Intergroup of Adult Children of Alcoholics

August 18th, 2026