Oahu Intergroup of Hawai‘i, Inc.
Structures & Guidelines — Panel 75.1 (Draft)

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Preamble

In all its proceedings, Intergroup shall observe the spirit of A.A. tradition, taking great care that it never becomes the seat of perilous wealth or power; that sufficient operating funds, plus ample reserve, be its prudent financial principle; that none of its members shall ever be placed in a position of unqualified authority over any of the others; that important decisions be reached by discussion, vote and whenever possible by substantial unanimity; that no committee action ever be personally punitive, or an incitement to public controversy; that though it may act for the service of Alcoholics Anonymous groups on the island of Oahu, it shall never perform any acts of government; and that, like the society of Alcoholics Anonymous, it will always remain democratic in thought and action.

(This preamble was adapted from the Third Legacy Manual of AA World Services and Co-Founder Bill W's Twelve Concepts of World Service as adopted by the General Service Conference on April 26, 1962.)

Foreword

There are no ruling bodies, but only trusted servants, in Alcoholics Anonymous. It should therefore be recognized that the information set forth in the Structures & Guidelines for the Oahu Intergroup of Hawai‘i, Inc. (OIG) simply consolidates in one place the suggested procedures and guidelines ratified by the OIG at the time of this edition. These guidelines are, to the best of our knowledge, completely compatible with the Twelve Steps, Twelve Traditions, Twelve Concepts and the Service Manual of Alcoholics Anonymous.

In the event of any conflict between these Structures & Guidelines and previous OIG Business meeting decisions, the procedures in these Structures & Guidelines will apply.

In the event of any conflict between these Structures & Guidelines and the OIG By-Laws, the By-Laws govern.

Subsequent Oahu Intergroup Business meetings may, of course, decide to exercise their “right of decision” and amend or temporarily override these Structures & Guidelines by substantial unanimity vote (see Section 9.3.C), provided such action does not conflict with the OIG By-Laws. Any such action may suggest the need to review and amend one or both documents accordingly.

These Structures & Guidelines are intended as a working document, not a fixed or permanent set of rules. Each panel is encouraged to review this document and adapt it to the evolving needs of the fellowship, provided all changes remain consistent with the OIG By-Laws, the Twelve Traditions, and the Twelve Concepts of World Service. The goal is always to serve the groups, not to bind them.

October 12th, 2016
Updates: 11/09/16
Revised: 4/24/18 — Sections 2.11-C.iv and 2.13.L
Revised: 3/11/19 — Section 2.10.G
Updated: 01/01/21 — Sections 7.4, 7.5, and 7.6
Revised: 01/13/21 — Section 1.2.E
Revised: 2026-05-06 — Foreword, Sections 1.2.E, 2.6, 2.10.G, 7.8, 8.2, and 9.2 (alignment with By-Laws; see Summary of Changes)
Revised: 2026-05-31 — Comprehensive revision; see Summary of Changes for full details.
Revised: 2026-06-14 — Panel 71.2.2 committee revisions; see Summary of Changes for full details. Key changes: §1.2.E (Tech Committee chair added as voting member, By-Laws conflict noted); §2.5 (vacancy definition expanded); §2.6 (chair exception added; election timing revised); §2.7 (restructured into two tiers: all members and elected officers; performance review added); §2.8 (7-day agenda notice; chair co-signatory; disbursement approval); §2.9 (vice chair succession; event chair appointment); §2.10 (electronic disbursement control; 24-hour response requirement); §2.11 (meeting packet; notification timeline); §2.12 (volunteer coordinator expanded); §2.13 (administrative scope; 12 Step boundary; duties restructured); §3.3–3.4 (Steering Committee quorum; emergency decisions); §4 (event guidance moved to Appendix A); §5.1 (flexible meeting schedule); §5.3 (sobriety requirement revised); §6 (chair-centered communication); §7.1 (7th Tradition primary; at-cost principle; substantial unanimity for additional sources); §7.2 (stewardship grounded in Concepts III and XII); §7.6 (treasurer leads tax-exempt maintenance); §7.7 (Finance Committee composition; Central Office Manager non-voting advisory); §7.7.D (prudent reserve second priority; alpha lettering); §8.1 (voting members present); §8.2 (proposals to OIG Chair); §9.1.B (flexible speaking time); §9.2 (no-quorum procedure); §9.3 (majority definition; minority opinion); §9.4.D (chair discretion on agenda); §9.5 (policy tabling); Sections 10–12 added (Document Retention; Grievance and Appeal; Conflict of Interest); Appendices A, B, C added; role titles lowercased throughout; outline sub-items standardized to lowercase letters (a, b, c).

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1. OIG Business Meeting of Alcoholics Anonymous

1.1 Assembly Definition

The assembly of Oahu Intergroup of Hawai‘i, Inc., of Alcoholics Anonymous will hereafter be known as the OIG.

1.2 Voting Members of the OIG Business Meeting

The following are voting members of the OIG Business meeting:

A. All Intergroup Representatives (I.G.R.s).
B. All District Committee Members (D.C.M.s) from the seven districts on the island of Oahu (#1 Diamond Head, #2 Honolulu, #3 Leeward, #4 Windward, #9 Central North Shore, #10 Waikiki, and #17 Waianae).
C. All OIG Steering Committee officers and the Central Office Manager.
D. The current Hawaii Area 17 Delegate and Area Chair, or their alternate.
E. Should there be a working OIG Tech Committee, the chair or their alternate when the chair is not available should attend all OIG Business Meetings as a regular voting member. *Note: This provision was adopted by this panel in the spirit of Concept IV, the Right of Participation, which holds that those entrusted with service work should have a voice commensurate with their responsibility. However, it currently conflicts with By-Laws Article II, which exhaustively defines voting membership and does not include a Tech Committee*

representative. In the event of conflict, the By-Laws govern. A By-Laws amendment is required to give this provision full effect; see Appendix B.

1.3 Alternates

An alternate I.G.R. may vote only if their group's I.G.R. is not present.

1.4 Attendance and Voting

Absentee ballots and proxy votes are invalid. All members of A.A. may attend OIG Business Meetings as observers. Voting privileges are limited to those holding the positions listed in Section 1.2.

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2. Officers of OIG

2.1 Steering Committee Definition

The officers of the OIG are hereafter known as the Steering Committee.

2.2 Steering Committee Members

The Steering Committee members are:

A. Chair
B. Vice Chair
C. Treasurer
D. Secretary
E. Volunteer Coordinator
F. Central Office Manager

2.3 Voting Authority

Each member of the Steering Committee shall be entitled to one vote in the meetings of OIG According to the OIG By-Laws, "Steering Committee" shall mean Steering Committee/Board of Directors, "Chair" shall mean Chair/President, and "Vice-Chair" shall mean Vice-Chair/Vice President for corporation purposes.

2.4 Meeting Attendance

Steering Committee members shall attend all OIG Business and Steering Committee meetings. A Steering Committee member who is unable to attend should notify the chair. Their absence will be recorded in the minutes of the meeting.

2.5 Vacancy Definition

A Steering Committee position is considered vacated when an officer:

A. Resigns from the position.
B. Dies or becomes permanently incapacitated.
C. Has been absent for two (2) consecutive OIG Business meetings and/or Steering Committee meetings without notifying the chair.
D. Has their sobriety interrupted during their term of office.

2.6 Vacancy Filling Procedure

If a Steering Committee position other than the chair is vacated, the Steering Committee as a whole shall appoint a temporary replacement to serve until a Third Legacy election can be held. A Third Legacy election to fill the vacancy permanently shall take place at the earliest OIG Business meeting at which proper notice has been given to all groups in accordance with Section 8.1. In the event the chair position is vacated, the vice chair shall assume the office of chair in accordance with the OIG By-Laws (Article III.B); see Section 2.9.B.

2.7 Steering Committee Responsibilities

All Steering Committee members are responsible to:

A. Ensure Oahu Central Office runs ethically, is mission driven, and is fiscally responsible to the fellowship it serves.

B. Secure resources by recruiting volunteers and assist with the hosting of effective activities such as Founders' Day Celebrations, workshops, and other such events for the Oahu A.A. community and groups.

The elected officers of the Steering Committee are additionally responsible to:

C. Ensure the direct oversight of the Central Office Manager, including hiring, termination, and facilitating regular performance evaluations, the completion of which will be noted in the minutes without review details in compliance with State law. They must always remain accountable to the OIG Body in the completion of such actions.

D. Ensure the Central Office Manager acts in an ethical and legal manner with all volunteers.

2.8 Chair's Duties

A. Read and adhere to the chair's duties outlined in the OIG By-Laws and amended job description, approved April 17, 2016.

B. Serve as the Executive Officer of the OIG

C. Conduct all Steering Committee and OIG Business meetings.

D. Present an agenda for each Steering Committee meeting 7 calendar days prior to convening except in the event of emergency meetings as established by the chair.

E. Present an agenda and ensure distribution of said agenda for the OIG Business meeting 7 calendar days prior to such meetings. While the agenda is the prerogative of the ~~OIG~~ chair in terms of scheduling of business items, the opportunity for the body to present new business must always be part of the agenda, even if not fully discussed at the time of introduction because of time constraints.

F. Serve as a voting member of Hawaii Area 17, when invited. If unable to participate in Area assemblies and committee meetings, the chair will designate a representative for the OIG to participate in Hawaii Area 17.

G. Appoint the members of ad-hoc committees in conjunction with other Steering Committee members.

H. Act as a signatory on bank accounts along with the treasurer.

I. When the treasurer is not available to approve disbursements over $500, act in their capacity as chair to approve or deny the expenditure; see Section 2.10.K. This is especially important in the case of literature ordering.

2.9 Vice Chair's Duties

A. Read and adhere to the vice chair's duties outlined in the OIG By-Laws and amended job description, approved April 17, 2016.

B. Perform the chair's duties in their absence. In the event the chair fails to fulfill the elected term of office, the vice chair shall assume the office of chair (By-Laws, Article III.B).

C. Chair the OIG Activity Committees.

D. Facilitate and set the meeting agenda for the Activity Committees for planning and executing upcoming activities.

E. Prepare and present written Activity reports including planning and event recap for both the Steering Committee and OIG Business meetings as needed when activities are being planned or executed.

F. Appoint a volunteer to chair each OIG activity in conjunction with the full Steering Committee input.

  a. Ensure activities are conducted within the approved budget for each event or activity.

  b. Ensure the individual activity chairs submit proposed budgets, list of event/activity committee members and their responsibilities. Prepare a final written report of each event or activity upon completion.

G. Serve, when requested by the chair, as chair or a member of an ad-hoc committee.

2.10 Treasurer's Duties

A. Read and adhere to the treasurer's duties outlined in the OIG By-Laws and amended job description, approved April 17, 2016.

B. Monitor all funds of OIG maintain adequate financial records, and furnish monthly reports to both the Steering Committee and the OIG Business meetings at least 7 calendar days before such scheduled meetings. Produce further financial reports with documentation of accuracy upon request of the Steering Committee or the OIG Body in special circumstances.

C. Maintain current bank signature cards. The treasurer, the Central Office Manager and the chair's signatures are required on the bank signature cards for distribution of funds in line with their assigned duties.

D. Serve as a signatory on funds disbursed by check, for purposes determined by the current approved budget, when appropriate and necessary.

E. Maintain control over any electronic disbursement of funds, both recurring and singular, when payments online are conducted in lieu of checks. While such disbursement may be initiated by the Central Office Manager or chair, it must always be with documented approval of the treasurer.

F. Review and verify contribution records prepared by the Central Office Manager. Make or oversee deposit of approved contributions into the OIG operations account in a timely manner within a week of receipt barring banking holidays and emergencies.

G. Oversee a second bank account for the Prudent Reserve as specified by the approved budget. Authorization from either the chair or the treasurer is required to transfer funds from this account.

H. Serve as the chairperson of the Finance Committee which exists to create and set an annual budget approved by the Steering Committee prior to submission and approval by the OIG Body.

I. Serve as treasurer for all activities and events as a member of the Activity Committees.

J. Ensure payroll, payroll taxes, and annual taxes including the 941 and 990 are filed and paid in a timely manner and in accordance with State and Federal laws.

K. Respond to all requests for disbursements over $500, especially in the case of literature orders, within 24 hours. In the event the treasurer is not available, this duty falls on the chair.

2.11 Secretary's Duties

A. Read and adhere to the secretary's duties outlined in OIG By-Laws and amended job description, approved April 17, 2016.

B. Record the minutes of all Steering Committee and OIG Business meetings and maintain them in good order.

C. Collect and organize for printing the full packet of reports, records, and minutes deemed necessary for both Steering Committee and OIG Business meetings at least 2 days prior to such meetings for timely printing and distribution at such meetings.

D. Distribute the minutes no later than ten (10) days after each OIG Business meeting to voting members.

E. Work with the webmaster, or tech committee, to ensure that meeting minutes are posted to the website in a timely manner and available to all members.

F. Keep a roster of Oahu's A.A. groups. The roster should include current OIG participant information: full name, mailing address, email, phone, and entity they represent.

G. Register all voting members at OIG Business meetings and determine a quorum for voting (50% + 1 of voting members present).

H. Notify the OIG Business meeting members of upcoming meetings and events at least a week prior.

I. When a vote is taken, determine whether a motion is accepted or defeated by simple majority or substantial unanimity as required by each type of vote.

2.12 Volunteer Coordinator's Duties

A. Read and adhere to the volunteer coordinator's duties outlined in OIG By-Laws and amended job descriptions as of the latest approved; October 12, 2016.

B. Coordinate the recruitment, orientation, and training of new Oahu Central Office and after-hour Phone Angel volunteers.

C. Create the volunteer calendar schedule in line with the Central Office business hours and Phone Angel requirements. Schedule and conduct volunteer meetings as needed.

2.13 Oahu Central Office Manager's Duties

A. The Central Office Manager (COM), though not an officer, shall be a voting member of the Steering Committee.

B. The COM will run the day-to-day operations of the Oahu Central Office in an administrative capacity. The COM administers and coordinates A.A. services on behalf of the fellowship but does not perform 12 Step work in their capacity as a paid employee. Direct 12 Step work remains the responsibility of A.A. volunteers.

C. Assist the chair and the secretary in publishing an agenda before each Steering Committee and OIG Business meeting.

D. Assist the volunteer coordinator in overseeing office volunteers and phone angels.

E. Act on items within the manager's scope of duties as a paid special worker, and not as Twelfth Step Service, at the request of the Steering Committee.

F. Attend Finance Committee meetings in a non-voting advisory capacity if invited, assisting the treasurer in providing financial records and reporting as needed.

G. Assist in arranging meeting places for all Steering Committee and OIG Business meetings as directed by the chair.

H. In conjunction with and at the direction of the treasurer, receive and log 7th Tradition contributions from A.A. groups and members. Assist in maintaining records of all monies received and distributed in the accounting system at the direction and participation of the treasurer in accordance with business practices. Always ensure the treasurer's access to the accounting records.

I. In conjunction with and at the direction of the treasurer, assist in the preparation of all financial documentation for review and release. Requests for disbursements of $500 or more shall be submitted immediately for approval in advance to the treasurer in writing, email or text, prior to any disbursement.

J. Communicate necessary changes and updates to the OIG website to the webmaster or tech servants and associated committee should such exist. If necessary, assist in such changes and website maintenance in lieu of other positions.

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3. OIG Steering Committee (see By-Laws for Corporate Duty Descriptions)

3.1 Composition

A. All Steering Committee members.

B. Other A.A. members may attend Steering Committee meetings by invitation.

3.2 Steering Committee Meetings

The OIG Steering Committee meets monthly. The date and time of the next committee meeting should be set before the close of the current committee meeting.

3.3 Quorum

A quorum for Steering Committee meetings is a simple majority of Steering Committee members. No binding decisions may be made without a quorum present.

3.4 Decisions Between Business Meetings

In keeping with the OIG By-Laws (Article V), in the event a major decision must be made before an OIG Business Meeting can be convened, substantial unanimity of the Steering Committee is required. Any such action shall be reported at the next OIG Business meeting.

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4. The Activity Committees

4.1 Composition

A. OIG Vice Chair

B. OIG Treasurer

C. Individual event chairs and/or event co-chairs in the chair's absence.

4.2 Activity Committees Meetings

The Activity Committees provide timely reports at the beginning of the Steering Committee meeting when such activities or events are in the planning or execution stages.

4.3 Treasurer Role

As noted in the treasurer's duties, they shall serve as treasurer of all activities and events.

4.4 Guidelines for Activities Chair & Co-Chair Position

A. Minimum of 1 year of sobriety is suggested.

B. The activity chair and co-chair, when their activity is in the planning or execution stage, must attend all OIG monthly Business meetings.

C. The activity chair and co-chair must attend all Steering Committee meetings prior to their activity.

D. A budget proposal for the events and activities must be reviewed with the vice chair before presenting to the Steering Committee meeting. (Suggested timeline: 90 days before the event.)

E. Flyer should be created and finalized 60 days prior to the event when at all possible. All printing should be coordinated with the Oahu Central Office Manager with approval of the Steering Committee.

F. See the Activities Tip Sheet (Appendix A) for additional guidance. The Tip Sheet is advisory and not formally part of the Structures & Guidelines.

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5. OIG Business Meeting

5.1 Meeting Schedule

The OIG Business meeting occurs monthly as scheduled and announced in a timely manner.

5.2 Next Meeting Date

The date and time of the next OIG Business meeting should be set before the close of the current meeting.

5.3 Election Meeting

The Steering Committee officers shall serve for two years or until their successors are duly elected except as noted for the chair position as required by the By-Laws. No officer shall be eligible for re-election for two consecutive full terms in the same position. Any member of A.A. may stand for office. A minimum of two years of continuous sobriety at the time of assuming office is recommended.

5.4 Election Schedule

Election of Steering Committee members shall be held every even year in the month of November, and the elected officers shall take office on January 1st of the following year.

5.5 Election Procedure

Steering Committee members shall be elected by the Third Legacy procedure outlined in the A.A. Service Manual.

5.6 Service Term

The normal service term is two (2) years beginning on January 1st of odd-numbered years.

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6. Communication through the OIG Structure

6.1 Intergroup Representative

A. Groups may choose to elect an Intergroup Representative (I.G.R.), who generally serves for a full 2 years in alignment with the Steering Committee election cycle.

B. Groups may request their representative bring an issue to the chair for inclusion under new business at the OIG Business meeting. This direct route is always available to any I.G.R. or voting member. Full discussion of an introduced topic may be deferred by the chair to the next meeting, based on scheduling needs.

C. The chair will also accept such proposals and topics in writing at any time and will schedule them for discussion as time permits. Any submission, if not scheduled to be discussed at the next meeting, will be announced and noted in the minutes.

D. Should the Oahu Central Office receive such a proposal, it will be immediately forwarded as written to the chair with pertinent contact information.

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7. Finances

7.1 Funding Requirements

OIG will be funded primarily through voluntary 7th Tradition contributions from Oahu's A.A. groups and A.A. members. Other income sources — such as minor excess funds from OIG events or proceeds from literature sales — may be accepted. Events and literature sales are not to be considered fundraisers and should be available to the fellowship at or near cost unless such changes are approved by the OIG Body. As income sources are a matter of policy, any decision to accept additional income sources is subject to substantial unanimity of the OIG Body per Section 9.3.C.a. In keeping with the OIG By-Laws (Article VI), Intergroup shall not accept responsibility or trusteeship for, nor enter into the distribution or allocation of, any funds set up outside the Intergroup.

7.2 Contribution Principles

OIG recognizes that contributions are made in the spirit of sacrifice and they honor A.A.'s code of "love and service." In keeping with our Seventh Tradition, we will accept personal financial contributions only from members of Alcoholics Anonymous. We will accept a maximum per-year contribution from living individuals not to exceed the amount accepted by GSO at the time of the contribution. Bequests in wills are acceptable only from A.A. members, limited to the maximum accepted by GSO at that time, from any one person, and only on a one-time basis — not in perpetuity.

The Steering Committee, exercising its delegated right of decision (Concept III), bears responsibility for the oversight and stewardship of all OIG funds, operating within the annual budget approved by the OIG Body and in keeping with the prudent financial principle that "sufficient operating funds, plus ample reserve" shall guide all financial decisions (Concept XII).

7.3 Fiscal Calendar

The OIG fiscal calendar year starts on January 1st and ends on December 31st.

7.4 Prudent Reserve

OIG shall keep a prudent reserve of 3 months of operating expenses in addition to the cash on hand for the current month's expenses. If the prudent reserve is and has been less than 75% of the targeted reserve level for three consecutive years, the Board of Directors, in the absence of any extraordinary circumstances, shall adopt an operational budget that includes a projected surplus sufficient to rebuild the prudent reserves over the following three years back to the targeted reserve level. The dollar amount for one month of expenses will be calculated based on an average of the last three years' operating costs.

(Taken directly from the OIG By-Laws.)

7.5 Prudent Reserve Account

The Prudent Reserve is kept in a second bank account. Authorization from either the chair or the treasurer is required to transfer funds from this account.

7.6 Tax Exempt Status Maintenance

The treasurer, with assistance of COM, will maintain the organization's 501(c)(3) Federal Tax-Exempt status. (See Section 7.8)

7.7 Finance Committee (F.C.)

Composition: Four (4) voting members as follows: the treasurer, chair, and two (2) members of the OIG Body appointed by the full Steering Committee and confirmed by the OIG Body. COM shall attend Finance Committee meetings in a non-voting advisory capacity when invited, providing financial records and reporting as needed.

A. The treasurer serves as the chairperson of the Finance Committee. An appointment to the F.C. is a two-year term, with the rotation coinciding with the next panel's assumption of duties.

B. The F.C. prepares a proposed budget that reflects the "priority of spending" set by the OIG Body and presents the proposed budget to the OIG Body. The F.C. may make recommendations concerning the proposed budget and monitor the budget throughout the year, making recommendations for any adjustments as needed.

C. The F.C. is responsible for informing the OIG Body of the need for financial support for the OIG encourages 7th Tradition contributions and develops ways to assist the OIG Body to inform the fellowship of the Twelve Step work that their contributions support. Should a group request, an F.C. member should attend that group's group conscience to more fully explain the budgetary process and needs.

D. Priority of Spending: The current priority of spending is as follows:

   a. Fund all expenses to maintain and run Oahu Central Office, including payroll, payroll taxes, rent, utilities, and other office expenses in maintaining the services requested by the OIG Body.
   b. Establish and maintain a prudent reserve. (see Section 7.4)
   c. Maintain a book bank of AAWS and Grapevine literature at a minimum, with other literature available only with the consent of the OIG Body.
   d. Fund rent for monthly OIG Business and Steering Committee meetings.
   e. Fund seed monies for activities and events when such will require admission and cover shortfalls. Provide funds for any activities and events not asking for admission fees.
   f. Fund travel expenses for the OIG Representative, generally the chair, to participate in Hawaii Area 17 assemblies and committee meetings.
   g. Fund participation in the annual ICOAA Seminar.

7.8 Tax Exempt Status

(Conditions are determined by the I.R.S.)

This Association is organized exclusively for purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. Notwithstanding any other provisions of these Articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

Upon the winding up and dissolution of this corporation, after paying or adequately providing for the debts and obligations of the corporation, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, religious, and/or scientific purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

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8. Amending the OIG Structures & Guidelines

8.1 Amendment Authority

These Structures & Guidelines may be amended at any time by a two-thirds majority vote of the voting members present at any regular meeting of Intergroup, provided a copy of the proposed amendment has been submitted to the body at least thirty (30) days before the meeting at which action is to be taken on the amendment.

Note: For a recommendation on aligning the By-Laws amendment threshold with the full voting membership, see Appendix B.

8.2 Amendment Process

To amend any policy or procedure in the Structures & Guidelines, a proposal must:

A. Be in writing.

B. Be submitted to the chair (which may be through the COM), who will ensure copies are distributed to all groups via their I.G.R.s no fewer than thirty (30) days before the meeting at which a vote is to be taken, and will place the item on the OIG Business meeting agenda.

C. I.G.R.s shall take the proposed amendment back to their groups for discussion before the vote.

D. At the OIG Business meeting following the 30-day notice period, the item will be placed on the agenda for discussion and a vote.

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9. Guidelines for Discussion

OIG loosely follows Robert's Rules of Order, which when practiced allows the discussion to proceed in an informal yet business-like manner.

9.1 General Guidelines for Discussion

A. Once a topic or motion is placed into discussion, those in line at the microphone may address the OIG Body and discuss only the topic or motion.

B. Each participant may speak for an equal amount of time as determined by the chair.

C. After everyone in line has spoken once, if time allows, participants may be given a second opportunity to speak on the topic or motion.

D. Discussion is limited to only one motion at a time.

9.2 Determining a Quorum

A quorum is required for a valid vote. The quorum is 50% plus 1 of all OIG voting members present as recorded by the secretary. If a quorum cannot be established, no voting action may be taken at that time. The matter may be carried forward to such time that a quorum of members is present.

9.3 Types of Voting Results

A. Votes are determined by a show of hands, except during elections where OIG voting is by ballots in accordance with Third Legacy Procedures.

B. *Simple Majority:* Achieved whenever more than half of the votes cast agree. Matters decided by simple majority are generally simple procedural motions.

C. *Substantial Unanimity:* At least two-thirds (2/3) of the OIG Body of voters agreeing to one side of a motion. The total number of votes cast must meet or exceed the quorum number requirement.

   a. All matters of policy require a substantial unanimity vote. Policy matters are defined as, but not limited to, changes to the By-Laws or Structures and Guidelines, major financial decisions, changes to office location.

   b. On all motions, OIG gives the minority the opportunity to exercise their right to express a minority opinion.

D. *Minority:* OIG recognizes the minority in two (2) distinct ways:

   a. When a simple majority is required, the minority is the side with the least number of votes.

   b. When substantial unanimity is required, the minority is the voters with less than the required two-thirds (2/3) votes necessary to pass a motion. Therefore, when seeking substantial unanimity, the minority could have most of the votes but less than the required two-thirds (2/3).

9.4 Procedures for Frequently Made Motions

A. *Motion to Call the Question:* (Requires a second; discussion ceases immediately.)

   a. Stops the discussion of a motion already in progress to proceed directly to a vote.

   b. Must be made at the microphone.

   c. Requires a substantial unanimity result.

   d. If substantial unanimity is achieved, the OIG Body moves immediately to vote on the motion at hand.

   e. If substantial unanimity is not achieved, discussion continues.

B. *Motion to Table (a motion):* (Requires a second; discussion ceases immediately.)

   a. Stops the discussion of a motion already in progress until a future date.

   b. Must be made at the microphone.

   c. Requires a simple majority result to proceed.

   d. If the motion is accepted, the motion in progress is set aside to a future date, either later during the OIG Business meeting or for a future OIG Business meeting.

   e. If the motion is defeated, discussion of the motion in progress continues.

C. *Motion to Reconsider:* (Requires a second; discussion ceases immediately.)

a. Must be made at the microphone by someone who first voted with the majority and wants to change their vote.

b. Requires a simple majority result.

c. If the motion is accepted, the OIG Body will re-vote on the issue.

d. If the motion is defeated, the results from the first voting procedure will stand as the OIG Body's action.

D. *Depart from the Agenda*

The chair has the discretion to rearrange the order of agenda items to facilitate the business in the best possible way while ensuring that all items receive due consideration. The chair may not remove items from the agenda without the consent of the body.

9.5 Policy Matters Affecting Groups

In keeping with the OIG By-Laws (Article IV), any matter relating to policy that affects A.A. groups or A.A. as a whole, keeping in mind that no A.A. body shall ever undertake acts of government, shall automatically be tabled by the chair for thirty (30) days and referred to the groups for group conscience before a vote is taken.

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10. Document Retention

10.1 Purpose

The OIG maintains records to ensure continuity of service and accountability to the fellowship. Records concerning employee evaluations will, in accordance with State and Federal laws, be available only to the Steering Committee members.

10.2 Responsibilities

The secretary is responsible for maintaining all OIG meeting records. The Central Office Manager is responsible for maintaining operational records of the administration of the office pursuant to their job description and duties. Upon transition of any officer or the Central Office Manager, all records shall be transferred to their successor at the time of succession.

10.3 Archived Records

The following shall be retained permanently:

A. All versions of the OIG By-Laws and Structures & Guidelines, including superseded editions.

B. Minutes of all OIG Business and Steering Committee meetings.

C. I.G.R. rosters for each panel.

D. Final written reports and financial records of all OIG Activities/Events.

10.4 Format and Storage

Records shall be maintained in an organized manner, in both physical and digital formats where practicable, and shall always be accessible to the Steering Committee and to the OIG Body upon request except where privacy is ensured by State law.

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11. Grievance and Appeal

11.1 Right of Appeal

In keeping with Concept V, any voting member or A.A. group who believes a decision of the OIG Body or Steering Committee conflicts with the Twelve Traditions, the OIG By-Laws, or these Structures & Guidelines, or is personally punitive, has the right to appeal that decision.

11.2 Grievance Process

A. The appeal must be submitted in writing to the OIG Chair.

B. The chair shall place the matter on the agenda of the next possible OIG Business meeting and schedule discussion and vote as soon as possible if time is not available immediately or the matter is one that must go back to the groups.

C. The OIG Body shall hear the appeal and vote by substantial unanimity on the matter at the scheduled time.

11.3 No Punitive Action

In keeping with Concept XII, no action taken under this section shall be personally punitive in nature.

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12. Conflict of Interest

12.1 Purpose

In keeping with Concept III, all Steering Committee members, F.C.members, and COM are expected to exercise their responsibilities in the best interest of the OIG Body and the fellowship, free from personal interest or gain.

12.2 Disclosure

Any Steering Committee member, F.C.members, and COM who has a personal, financial, or familial interest in any matter before the body shall disclose that interest to the chair prior to or at the time the matter is discussed.

12.3 Recusal

The disclosing party shall abstain from discussion and voting on the matter in question. The chair shall note the disclosure and recusal for the record.

12.4 Recording

All disclosures and recusals shall be recorded in the minutes of the meeting at which they occur.

12.5 By-Laws Note

This section is recommended for incorporation into the OIG By-Laws at a future Business meeting. See Appendix B.

Appendix A: Activities Tip Sheet

Advisory guidance only — not formally part of the Structures & Guidelines. Recommended to be issued as a separate standalone document.

A. Develop ad-hoc sub-committee coordinators on your team and establish a monthly location and day of the week for coordinating your event. Sub-committee roles may include:
   a. Graphics & Signage Coordinator
   b. Food Coordinator
   c. T-Shirt Sales and Distribution to Meetings
   d. Dance Coordinator (DJ)
   e. Security Team Coordinator
   f. A.A. Workshop and/or Meeting Secretary Coordinator
   g. Registration Coordinator (Event Check-In Team)
   h. Games/Activities Coordinator for Kids and Adults
   i. Campfire Coordinator
   j. Clean-Up, Set-Up, and Breakdown Coordinator
   k. Literature Coordinator
   l. Treasurer — OIG Treasurer (collection of 7th Tradition money; registration; disbursement of funds for items needed for the event)

B. All receipts and reimbursements are processed administratively through the Oahu Central Office Manager. Recurring expenditures within the approved budget may be disbursed by the Central Office Manager, subject to treasurer oversight. Non-recurring expenditures and reimbursements require treasurer authorization before release. Receipts should include: your full name; a list of items previously identified on your approved budget; and documentation of payment from the vendor, whether physical or digital.

C. If additional funds are needed for any reason, contact the vice chair and the Oahu Central Office Manager with your request.

D. *Successful Event Timeline:*
   a. Check the Oahu Central Office website and Area and District calendars to ensure there is no conflict with the proposed event date.
   b. **Four months (120 days) before the event:** Plan the date. Confirm your location and determine whether a General Liability Insurance Certificate is required. If so, provide the required documentation to the Oahu Central Office Manager as soon as possible. Prepare a draft budget and event concept.
   c. **Three months (90 days) before the event:** Confirm co-chair and sub-committee selections and finalize the event budget.
   d. **Two months (60 days) before the event:** Print event flyers and distribute at the OIG Business meeting. Email the flyer PDF to the Oahu Central Office Manager for posting on the OIG website. Provide flyers to all 7 districts on Oahu. Share event information with Hawaii Area 17.
   e. **One month (30 days) before the event:** Have your sub-committees ready with the tools required for success — equipment, materials, and guidelines for each job function.
   f. **Day of the event:** Establish ground rules at the location — smoking areas, parking, restrooms, showers, meals for volunteers, cleaning and housekeeping guidelines.
   g. **Final clean-up is everyone's business.** Ensuring a clean location upon departure ensures availability of that location for future events.

Appendix B: By-Laws Amendment Recommendations

> *For committee and OIG Body reference only — not formally part of the Structures & Guidelines. These recommendations require separate action by the OIG Body through the amendment process outlined in By-Laws Article VIII and S&G §8.2.*

These recommendations arise from the Panel 71.2.1 and 71.2.2 revisions of the OIG Structures & Guidelines. Each item identifies a provision that either conflicts with, is unsupported by, or would benefit from clarification in the OIG By-Laws. No By-Laws provisions have been altered by the S&G revision; these are recommendations for future OIG Body action.

1. Tech Committee Voting Rights

Current By-Laws position: By-Laws Article II exhaustively defines voting membership and does not include a Tech Committee representative.

Current S&G position (§1.2.E): Panel 71.2.2 adopted a provision granting the Tech Committee chair, or their alternate, voting rights in the spirit of Concept IV, the Right of Participation, which holds that those entrusted with service work should have a voice commensurate with their responsibility. A note in §1.2.E acknowledges the conflict with the By-Laws and that the By-Laws govern until amended.

Recommendation: Amend By-Laws Article II to add the Tech Committee chair, or their alternate, as a voting member of the OIG Business Meeting when a working Tech Committee exists.

2. Amendment Voting Threshold

Current By-Laws position (Article VIII): Amendments require “a two-thirds majority vote of the group representatives present.”

Current S&G position (§8.1): Changed to “voting members present” to reflect the full voting membership defined in By-Laws Article II, which includes DCMs, Area officers, and Steering Committee members in addition to IGRs.

Recommendation: Amend By-Laws Article VIII to read “voting members present” consistent with the full membership defined in Article II, ensuring the amendment threshold reflects the complete OIG Body.

3. Conflict of Interest Policy

Current By-Laws position: No conflict of interest provision exists in the By-Laws.

Current S&G position (§12): A conflict of interest policy has been added to the S&G requiring disclosure, recusal, and recording for all Steering Committee members, Finance Committee members, and the Central Office Manager.

Recommendation: Incorporate the substance of S&G §12 into the OIG By-Laws as a new article to give it full governing authority. The S&G §12 will serve as the procedural implementation.

4. Central Office Manager Voting Rights

Current By-Laws position (Article III): The Central Office Manager is a member of the Steering Committee and, like all Steering Committee members, is entitled to one vote in the meetings of Intergroup.

Current S&G position (§§1.2.C, 2.3): Honors the By-Laws — the Central Office Manager votes as a full Steering Committee member.

Issue for consideration: The Central Office Manager is a paid employee. Granting a vote on all OIG business — including budget and matters affecting their own employment — sits in tension with the conflict of interest principles now in S&G §12 and runs against the practice of many intergroups, which make the paid manager non-voting precisely to avoid this. The Panel 71.2.2 revision has already removed the Central Office Manager from Finance Committee voting (§7.7) and clarified the role as administrative (§2.13.B).

Recommendation: The OIG Body may wish to consider whether to amend By-Laws Article III to make the Central Office Manager a non-voting member of the Steering Committee. This is presented as a question for the body, not a settled recommendation; the S&G continues to honor the current By-Laws unless and until they are amended.

Appendix C: Index of Changes from Panel 71.1

> *This index documents all substantive changes between the original Panel 71.1 Structures & Guidelines and this Panel 71.2.2 revision. It is provided for reference and is not formally part of the Structures & Guidelines.*

Document Structure

Item	Panel 71.1	Panel 71.2.2
Section numbering	None — sections unnumbered, no subsections	Fully numbered: sections 1–12, subsections 1.1, 1.2, etc.
Outline hierarchy	Inconsistent; mix of letters, roman numerals, and unlabeled items	Consistent: A, B, C (level 3); a, b, c (level 4); no roman numerals
Role title capitalization	Inconsistent throughout	Lowercase for generic references; capitalized only as formal compound titles (e.g., OIG Chair)
Table of Contents	Basic list with page numbers	Numbered, includes all sections, subsections, and appendices
Appendices	None	Appendix A (Activities Tip Sheet), Appendix B (By-Laws Amendment Recommendations), Appendix C (this index)

Preamble

Item	Panel 71.1	Panel 71.2.2
Text	Minor grammatical errors: “the sufficient operating funds,” “it’s prudent financial principle,” “Co-Founders”	Corrected throughout

Foreword

Item	Panel 71.1	Panel 71.2.2
By-Laws supremacy clause	Absent	Added: “In the event of any conflict between these Structures & Guidelines and the OIG By-Laws, the By-Laws govern.”
Override provision	“amend the suggested guidelines set forth herein”	“amend or temporarily override these Structures & Guidelines by substantial

		unanimity vote, provided such action does not conflict with the OIG By-Laws”
Working document language	Absent	Added: panel encouraged to review and adapt; goal is to serve the groups, not bind them
Revision history	Ends at 01/13/21	Extended with 2026-05-06, 2026-05-31, and 2026-06-14 revision entries

Section 1 — OIG Business Meeting

Item	Panel 71.1	Panel 71.2.2
§1.1 Assembly Definition	Unnumbered paragraph	Formal subsection added
§1.2.E Tech Committee	Complex language; voting rights take precedence to prevent double voting	Simplified; note added acknowledging By-Laws conflict; By-Laws govern until amended (see Appendix B)
§1.3 Alternates	Vice Chair exception included; applied to IGRs, DCMs, and Area Officers	Simplified to IGR alternates only; Vice Chair exception removed as unnecessary
§1.4 Attendance and Voting	“All members of A.A. may attend” — one sentence	Expanded: absentee ballots/proxy votes invalid; voting privileges limited to §1.2 positions

Section 2 — Officers: Steering Committee Structure (2.1–2.4)

Item	Panel 71.1	Panel 71.2.2
§2.1 Definition	Unnumbered paragraph	Formal subsection
§2.2 Members list	Unnumbered list; Vice Chair described as “also known as the OIG Activities Chair”	Formal lettered list A–F; Activities Chair description removed from list
§2.3 Voting Authority	“Vice-Chair/Vice President”	Added “for corporation purposes”
§2.4 Attendance	Unchanged substantially	Minor wording improvements

Section 2 — Vacancy (2.5–2.6)

Item	Panel 71.1	Panel 71.2.2
2.5 Vacancy triggers	Single rule: absent two consecutive meetings without notice	Expanded to four triggers: A. resignation, B. death/incapacitation, C. absence, D. broken sobriety
2.6 Process	“Third Legacy election at next OIG Business Meeting”	Steering Committee appoints temporary replacement first; election at earliest meeting with proper 30-day notice
2.6 Chair exception	None	Added: chair vacancy handled by vice chair succession (§2.9.B)

Section 2 — Steering Committee Responsibilities (2.7)

Item	Panel 71.1	Panel 71.2.2
Structure	Four items, all applying to all Steering Committee members	Two tiers: A–B for all members; C–E for elected officers only
“Firing”	Used	Changed to “termination”
Accountability	Absent	Added: “remaining accountable to the OIG Body in the completion of such actions”
Labor law reference	“adhering to labor laws”	Removed; “ethical and legal manner” covers it
Performance review	Absent	Added: annual performance review of Central Office Manager; completion noted in minutes without detail per state law

Section 2 — Chair’s Duties (2.8)

Item	Panel 71.1	Panel 71.2.2
Agenda	Single item: “Publish and present an agenda at each Committee and OIG Business meeting”	Split into two items: D (Steering Committee agenda 7 days prior), E (Business Meeting agenda 7 days prior; new business always on agenda)
Bank signatory	“Act as a signatory on bank account, in the event that the Treasurer is not available”	Changed to always co-signatory with treasurer (§2.8.H); new §2.8.I: chair approves disbursements over $500 when treasurer unavailable
Vice chair succession	Absent from chair’s duties	Referenced in §2.6 and §2.9.B

Section 2 — Vice Chair’s Duties (2.9)

Item	Panel 71.1	Panel 71.2.2
Chair succession	“Perform the chair’s duties in their absence” only	Added: if chair fails to fulfill term, vice chair assumes the office of chair (By-Laws, Article III.B)
Activities Committee	“Shall chair the Oahu Intergroup of Hawaiʻi, Inc., and Activities Committee” (grammatical error)	Corrected: chairs the Activities Committee
Activity reports	“monthly Steering Committee and OIG Business meetings”	“as needed when activities are being planned or executed”
Event chair selection	“Secure resources by recruiting volunteers to stand for the election of the chair of various OIG Activities/Events”	Changed to appointment: “Appoint a volunteer to chair each OIG activity or event in conjunction with the full Steering Committee input”
Ad-hoc committees	“Serve, either as a member or as chairperson on ad-hoc committees, as deemed appropriate by the OIG Chair”	Changed to: “when requested by the chair”

Section 2 — Treasurer's Duties (2.10)

Item	Panel 71.1	Panel 71.2.2
Perform other SC duties	Item present	Removed
Contribution handling	Treasurer accepts contributions, provides to Central Office Manager	Reversed: Central Office Manager prepares records; treasurer reviews, verifies, and deposits
Prudent Reserve transfer	"OIG Chair or another Steering Committee member"	Corrected to "OIG Chair or OIG Treasurer"
Electronic disbursement	Not addressed	Added: §2.10.E — treasurer controls all electronic disbursements
Report timing	"furnish monthly reports to Steering Committee and OIG Business meetings"	Added 7-day advance distribution requirement
Disbursement response	Not addressed	Added: §2.10.K — 24-hour response for requests over $500; falls to chair if treasurer unavailable
Payroll taxes	"Ensure payroll its taxes" (grammatical error)	Corrected; added "in accordance with State and Federal laws"

Section 2 — Secretary's Duties (2.11)

Item	Panel 71.1	Panel 71.2.2
Perform other SC duties	Item present	Removed
Meeting packet	Not addressed	Added: §2.11.C — secretary collects and organizes full meeting packet 2 days prior
Minutes distribution	Distributed to all IGRs, DCMs, SC members, Area Officers	Simplified to "voting members"
Previous SC minutes	Distributed to all IGRs at next Business Meeting	Removed
Notification	No timeline specified	Added: at least 1 week prior
Voting determination	"determine whether a motion is accepted or defeated"	Added: "by simple majority or substantial unanimity as required by each type of vote"
Quorum register	"50% +1 of members present"	Changed to "voting members present"

Section 2 — Volunteer Coordinator's Duties (2.12)

Item	Panel 71.1	Panel 71.2.2
Perform other SC duties	Item present	Removed
Recruitment	"assist with the recruitment"	Changed to "Coordinate the recruitment"

Volunteer schedule	"Assist with creating the volunteer calendar schedule and the monthly volunteer meeting"	Expanded: schedule in line with business hours and Phone Angel requirements; meetings as needed

Section 2 — Central Office Manager's Duties (2.13)

Item	Panel 71.1	Panel 71.2.2
Administrative scope	Not defined	Added: §2.13.B — administrative capacity only; 12 Step work reserved for A.A. volunteers
Agenda assistance	"Assist the OIG Chair to publish"	Changed to "Assist the OIG Chair and OIG Secretary in publishing"
I.G.R. Handbook	"Maintain and update the I.G.R. Orientation Handbook and S&G"	Removed
Orientation sessions	"Conduct orientation sessions for I.G.R.s and D.C.Ms"	Removed
Volunteer training	Not addressed	Added: §2.13.D — assist volunteer coordinator in training office volunteers and phone angels
Scope of actions	"Act on actions accepted by the OIG Body"	Changed to "Act on items within the manager's scope of duties"
Finance Committee	"Serve as a member" (voting)	Changed to "non-voting advisory capacity if invited"
Temporary officer coverage	"Serve as temporary Volunteer Coordinator, Recording Secretary, or Treasurer"	Removed; treasurer coverage assigned to chair
Contribution handling	Accept contributions, maintain records, provide to treasurer	Changed: receive and log at direction of treasurer; ensure treasurer's access
Disbursements	"Disburse by check funds...maintain record"	Changed: prepare documentation only; treasurer authorizes and releases
Prudent Reserve maintenance	"Maintain a second bank account for Prudent Reserve"	Removed
Financial reports	"Provide written reports of all receivables, disbursements, and balances"	Removed
G.S.O. liaison	"Serve as liaison between A.A. groups and G.S.O. Records Department"	Removed
Website	"Update and maintain the OIG website"	Changed to: communicate changes to webmaster/tech servants

Section 3 — Steering Committee

Item	Panel 71.1	Panel 71.2.2
Quorum	Not defined	Added: §3.3 — simple majority of Steering Committee members
Emergency decisions	Not addressed	Added: §3.4 — substantial unanimity required for major decisions between

		Business Meetings; reported at next meeting (By-Laws, Article V)

Section 4 — Activities Committee

Item	Panel 71.1	Panel 71.2.2
§4.1.C composition	"Event Chair and or Event Co-Chair"	"Individual event chairs and/or event co-chairs in the chair's absence"
§4.2 meeting reports	"provides a monthly report"	"provides timely reports...when activities or events are in the planning or execution stages"
§4.4 guidelines	Full detailed guidance in S&G body	Streamlined; detailed guidance moved to Appendix A
§4.4.B attendance	"must attend all OIG monthly Business meetings (2nd Wednesday)"	Changed to events in planning/execution stages; day specification removed
§4.4.D "teammate"	"Select a Co-Chair that is your teammate!"	Removed
§4.4.E flyer	No approval requirement	Added: "with approval of the Steering Committee"
Receipt requirements	Physical/hard copy receipt required	Expanded: physical or digital documentation acceptable

Section 5 — Business Meeting

Item	Panel 71.1	Panel 71.2.2
§5.1 schedule	"2nd Wednesday of each month"	"monthly as scheduled and announced in a timely manner"
§5.3 sobriety	Required two years at time of election	Recommended two years at time of assuming office
§5.3 broken sobriety	"will automatically disqualify any officer"	Removed from §5.3; now covered by §2.5.D
§5.5 election procedure	Third Legacy procedure "read at the beginning of each OIG Election Business meeting"	Reading requirement removed
§5.6 service term	"The service term is two (2) years"	"The normal service term is two (2) years"

Section 6 — Communication

Item	Panel 71.1	Panel 71.2.2
Overall structure	Central Office Manager receives, discusses, filters, and presents issues to Steering Committee	Chair-centered: Central Office Manager forwards proposals directly to chair without filtering
Direct IGR route	"Groups may request their representative bring up an issue...or/and"	Clarified as always available; deferral by chair permitted for scheduling
Written	Go to Central Office Manager	Go to OIG Chair; Central Office Manager

submissions		forwards any received proposals directly to chair
Steering Committee filtering	Central Office Manager presents to Steering Committee; if warranted, placed on agenda	Removed; all submissions reach chair directly

Section 7 — Finances

Item	Panel 71.1	Panel 71.2.2
§7.1 Funding	"OIG Treasurer and Central Office Manager accept voluntary contributions from...A.A. approved sources"	7th Tradition as primary; at-cost principle for events/literature; additional sources require substantial unanimity; outside-funds restriction added (By-Laws, Article VI)
§7.2 Stewardship	Not addressed	Added: Steering Committee stewardship paragraph grounded in Concepts III and XII
§7.5 grammar	"Either the Chair or the Treasurer authorization is required"	Corrected: "Authorization from either the chair or the treasurer is required"
§7.6 Tax-Exempt Maintenance	"Central Office Manager, with oversight from OIG Treasurer"	Reversed: "OIG Treasurer, with assistance of the Central Office Manager"
§7.7 Finance Committee	Five voting members: treasurer, chair, Central Office Manager, two at-large appointed by OIG Chair	Four voting members: treasurer, chair, two at-large appointed by full Steering Committee and confirmed by OIG Body; Central Office Manager non-voting advisory when invited
§7.7.A rotation	"coinciding with the elections meeting"	"coinciding with the next panel's assumption of duties"
§7.7.C scope	"informing the A.A. fellowship"	Changed to "informing the OIG Body"; added: F.C. member should attend group conscience if requested
§7.7.D Priority of Spending	Seven items; prudent reserve last (vii); roman numerals	Reordered: prudent reserve moved to second priority (b); activities changed to "seed monies"; literature requires OIG Body consent for non-AAWS/Grapevine; converted to lowercase letters (a–g)
§7.8 IRS code	"section 505(c)(3)" (incorrect)	Corrected to "Section 501(c)(3)" throughout

Section 8 — Amending the S&G

Item	Panel 71.1	Panel 71.2.2
§8.1 voting threshold	"two-thirds majority vote of the IGR's present"	"two-thirds majority vote of the voting members present"
§8.2.B submission	Submitted to Oahu Central Office Manager	Submitted to OIG Chair (optionally through Central Office Manager); distributed to all groups via IGRs
§8.2 Steering Committee review	Central Office Manager presented amendment to Steering Committee for review before agenda placement	Removed; no gatekeeping step
§8.2.C group	"IGR's will then be given the suggested	Changed to "I.G.R.s shall take the proposed

consultation	amendment and requested to take back”	amendment back to their groups”

Section 9 — Guidelines for Discussion

Item	Panel 71.1	Panel 71.2.2
§9.1.B speaking time	“two (2) minutes” fixed	“equal amount of time as determined by the chair”
§9.2 quorum definition	“50% plus 1 of all registered voting members present”	“50% plus 1 of all voting members present as recorded by the secretary”
§9.2 no-quorum procedure	Not addressed	Added: no voting if quorum not established; matter carried forward
§9.3.A elections	“the OIG voting members cast ballots”	Added: “in accordance with Third Legacy Procedures”
§9.3.B simple majority	“51% (and not 50% + 1) of the voters agree”	“more than half of the votes cast agree”
§9.3.C.b minority opinion	“always gives the minority the opportunity to speak to the majority”	“gives the minority the opportunity to exercise their right to express a minority opinion”
§9.4.D depart from agenda	Required motion, second, and substantial unanimity vote; defined significant vs non-significant items	Chair has discretion to rearrange order; may not remove items without body consent; no vote required
§9.5 policy tabling	Absent	Added: policy matters affecting groups automatically tabled 30 days for group conscience (By-Laws, Article IV)

New Sections (not present in Panel 71.1)

Section	Content
§10 Document Retention	Purpose, responsibilities, permanently retained records (By-Laws, S&G versions, minutes, IGR rosters, event reports), format and storage, privacy provisions
§11 Grievance and Appeal	Right of appeal (Concept V); written submission to OIG Chair; OIG Body hears and votes by substantial unanimity; no punitive action (Concept XII)
§12 Conflict of Interest	Purpose (Concept III); disclosure requirement; recusal; recording in minutes; recommendation for By-Laws incorporation
Appendix A	Activities Tip Sheet — detailed event guidance moved from §4.4; advisory only
Appendix B	By-Laws Amendment Recommendations — four items flagged for future By-Laws action

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Summary of Changes

All changes were made to align these Structures & Guidelines with the OIG By-Laws and A.A. Traditions and Concepts. No By-Laws provisions were altered. Sections not listed below are unchanged from Panel 71.1.

Section	Original Text / Issue	Change Made	By-Laws Basis
Foreword	No supremacy clause; no override threshold; no review reference	Added By-Laws supremacy clause; added substantial unanimity requirement for amendment or temporary override; added mutual review encouragement	General governance principle; Concept III
§1.2 Note	Tech Committee voting rights note inline	Panel 71.2.2: Tech Committee chair added as voting member per §1.2.E	By-Laws, Article II (see Appendix B)
§1.3	Vice chair exception confused alternates with officers; DCMs and Area officers included	Simplified to IGR alternates only	By-Laws, Article II
§2.5	Single absence rule only	Expanded to full vacancy definition covering resignation, death/incapacitation, absence, and broken sobriety	By-Laws, Article III
§2.6	No chair exception; election at next meeting regardless of notice	Added “other than the chair”; election at earliest meeting with proper notice per §8.1; chair vacancy handled by vice chair succession	By-Laws, Article III
§2.7	No accountability language for Central Office Manager oversight; no performance review	Restructured into two tiers (all members / elected officers); added accountability language; added annual performance review with privacy compliance note	Tradition 9; Concept III; State law
§2.8	Agenda language general; bank signatory limited to treasurer absence	Added 7-day advance agenda distribution; chair co-signatory on bank accounts; chair approves disbursements over $500 when treasurer unavailable	Internal consistency
§2.9	Vice chair duties limited to absence coverage; election of event chairs	Added vice chair assumption of chair office if chair fails to fulfill term; event chairs now appointed by vice chair with Steering Committee input	By-Laws, Article III.B
§2.10	Treasurer role less defined; no electronic disbursement provision; no response time	Restructured; added electronic disbursement control; added 24-hour response requirement for disbursements over $500	Internal consistency
§2.11	Secretary duties fragmented; no packet preparation; no notification timeline	Restructured; added meeting packet preparation 2 days prior; added 1-week notification requirement	Common intergroup practice
§2.13	Central Office Manager role not distinguished from volunteer 12 Step work; various duties	Administrative scope statement added; 12 Step work reserved for volunteers; duties restructured; Central Office Manager forwards proposals to chair	Tradition 8
§3.3	No Steering Committee quorum defined	Added: simple majority of Steering Committee members required	Common governance practice
§3.4	No provision for major decisions between Business Meetings	Added: substantial unanimity of Steering Committee required, reported at next Business Meeting	By-Laws, Article V
§4	Detailed event guidance in formal S&G	Moved to advisory Activities Tip Sheet; suggested as separate document	Common intergroup practice

§5.1	Fixed 2nd Wednesday schedule	Changed to monthly as scheduled and announced	Operational flexibility
§5.3	Required 2 years sobriety at time of election	Changed to recommended 2 years at time of assuming office	Committee decision
§6	Central Office Manager intermediary filtering process	Replaced with chair-centered process; Central Office Manager forwards proposals directly to chair	Concept IV (Right of Participation)
§7.1	Vague funding language; no at-cost principle	Established 7th Tradition as primary funding; at-cost principle for events/literature; outside-funds restriction per By-Laws Art. VI	Tradition 7; By-Laws, Article VI
§7.2	No Steering Committee financial stewardship basis	Added stewardship paragraph grounded in Concepts III and XII	Concepts III, XII
§7.6	Central Office Manager led tax-exempt status maintenance; treasurer oversaw	Reversed: treasurer leads; Central Office Manager assists	Financial controls principle
§7.7	Chair alone appointed at-large Finance Committee members; Central Office Manager voting member; rotation tied to elections meeting	At-large members appointed by full Steering Committee, confirmed by OIG Body; Central Office Manager changed to non-voting advisory when invited; rotation tied to next panel's assumption	Financial controls; Concept III
§7.7.D	Priority of spending: prudent reserve last; roman numerals	Prudent reserve moved to second priority; converted to alpha (a–g)	Sound governance practice
§7.8	Incorrect IRS code "505(c)(3)"	Corrected to "501(c)(3)"	I.R.S. / By-Laws, Article VII
§8.1	"I.G.R.s present" as amendment threshold	Changed to "voting members present"; recommendation placed in Appendix B	By-Laws, Article II
§8.2.B	Central Office Manager received and gatekept amendment proposals	Proposals submitted to OIG Chair, optionally through Central Office Manager; distributed to all groups via IGRs	By-Laws, Article VIII
§8.2.C	"Encouraged" to consult groups	Changed to "shall"	By-Laws, Article IV
§9.1.B	Fixed 2-minute speaking time	Changed to equal time as determined by chair	Operational flexibility
§9.2	No procedure if quorum not achieved; "group representatives"	Added: no voting without quorum; matter carried forward; changed to "voting members present"	Common parliamentary practice
§9.3	Various wording issues	Corrected; minority right to express a minority opinion clarified	Robert's Rules of Order
§9.4.D	Agenda rearrangement required motion, second, and substantial unanimity vote; defined significant vs non-significant items	Chair given discretion to rearrange order of agenda items; chair may not remove items without body consent; no vote required	Committee decision; Concept III
§9.5	By-Laws automatic group-conscience tabling not	Added: policy matters affecting groups automatically tabled 30 days and	By-Laws, Article IV

	reflected	referred for group conscience; Tradition reference added	
§10	No document retention policy; no privacy provision	Added Section 10: Document Retention; added employee record privacy per State law; financial records of events added	Common intergroup practice; State law
§11	No grievance or appeal procedure; no punitive action grounds	Added Section 11: Grievance and Appeal; added “personally punitive” as grounds; removed 30-day submission deadline	Concepts V, XII
§12	No conflict of interest policy	Added Section 12: Conflict of Interest; recommended for By-Laws incorporation	Concept III
Appendix B	By-Laws recommendations scattered inline	Consolidated into Appendix B of this document	General governance principle
§7.1	No vote threshold for additional income sources	Added cross-reference to §9.3.C.a: additional income sources subject to substantial unanimity	§9.3.C.a; Tradition 7
Through out	Role titles inconsistently capitalized	Lowercased generic role references (chair, treasurer, secretary, vice chair, volunteer coordinator) throughout; “OIG Chair,” “OIG Treasurer,” “OIG Vice Chair” retained as formal compound titles	Style consistency
Through out	Outline sub-items used roman numerals inconsistently	Standardized all level-4 sub-items to lowercase letters (a, b, c); no roman numerals remain	Style consistency