

Adopted February 2, 2016

BYLAWS OF THE GREATER METROPOLITAN DISTRICT OF COLUMBIA CRYSTAL METH ANONYMOUS INTERGROUP

ARTICLE I: PURPOSE

- 1.1. The general purpose of the Greater Metropolitan District of Columbia Crystal Meth Anonymous (DCCMA) Intergroup, hereinafter referred to as Intergroup, is to carry the message to the addict who still suffers, by providing a fellowship of support and education to people who are recovering from addiction to crystal meth.
- 1.2. The specific purpose of Intergroup is to:
 - 1.2.1. Follow the principles of The Twelve Steps, The Twelve Traditions and The Twelve Concepts of Crystal Meth Anonymous, Inc. hereinafter referred to as CMA.
 - 1.2.2. Promote unity through service among member groups, and to aid the groups in their common purpose of carrying the message to the crystal meth addict who still suffers.
 - 1.2.3. Provide information and literature to CMA groups in accordance with The Twelve Traditions of CMA and guidelines issued by CMA General Services Committee (GSC).
 - 1.2.4. Purchase and sell CMA and Intergroup approved literature, chips and medallions to the individual CMA groups.
 - 1.2.5. Maintain the Intergroup website, www.dccma.com, ensuring the most current information is available to those in need of help.
 - 1.2.6. Convene *ad hoc* committees to serve the Intergroup's member groups as needed.

ARTICLE II: INTERGROUP AND THE LARGER CMA SERVICE STRUCTURE

The DCCMA Intergroup is not a formal part of the CMA GSC or its worldwide service structure. However, the Intergroup can provide a forum for General Service Representatives (GSRs) from within a given GSC Area or District to conduct General Service Committee-related business as necessary.

ARTICLE III: MEMBERSHIP OF DCCMA INTERGROUP

- 3.1 **Groups.** Membership in Intergroup shall be by groups. Any CMA group in Washington, DC or nearby jurisdictions may become a member by filing with the Intergroup Secretary, the group's name, meeting time, meeting location and identity of the General Service Representative, hereinafter referred to as the GSR. Member groups shall remain traditionally autonomous and in no way be governed by Intergroup. To be a member of Intergroup, the group must conform to the guidelines as set forth by DCCMA. Donations to the Intergroup are voluntary and determined by each individual group.
- 3.2 **Intergroup Positions.** In addition to a GSR for each group, Intergroup shall include three officers (Chair, Secretary, Treasurer), a Mid-Atlantic Regional Representative, four

Committee Chairs (one for each standing committee), and two Area Delegates to the General Service Conference from each Area represented on the Intergroup. Committee Chairs and the Mid-Atlantic Regional Representative shall be non-voting positions, but the Intergroup can elect GSRs to fill these positions while they are simultaneously representing their groups.

- 3.3 **Committees.** Intergroup shall have four (4) standing committees—Literature, Activities, Hospitals and Institutions, and Public Information and Communications. The Intergroup shall elect a Chair to oversee each of these committees.
- 3.4 **Clean and Sober Time Requirement.** All Intergroup positions with the exception of GSR and Area Delegate to the General Service Conference require at least one year of continuous clean and sober time. This requirement may be waived by a majority of the voting members present at an Intergroup meeting. The Intergroup recommends that GSRs also have at least one year of continuous clean and sober time, but leaves that decision to the individual groups. The GSC determines clean and sober time requirements for the Area Delegates.

ARTICLE IV: DUTIES OF OFFICERS, COMMITTEE CHAIRS AND GENERAL SERVICE REPRESENTATIVES

4.1 Chair

- 4.1.1 Presides over each monthly Intergroup meeting using *Robert's Rules of Order, Revised In Brief* as a guide in conducting business.
- 4.1.2 Ensures that an agenda is created and distributed for each Intergroup meeting.
- 4.1.3 Ensures that talking points and announcements of interest to the fellowship and consistent with the Fifth Tradition are made available to Intergroup members following each Intergroup meeting.
- 4.1.4 Acts as an *ex-officio* member of all committees without voting rights.
- 4.1.5 Term of service is one (1) year.
- 4.1.6 Votes only to break tie votes.

4.2 Secretary

- 4.2.1 Calls roll at each Intergroup meeting and reports whether a quorum exists.
- 4.2.2 Records minutes of each Intergroup meeting and maintain records of each meeting. At a minimum, minutes should record whether a quorum was met, documentation of all motions made (discussion and action taken), results of any elections, and any items to be carried over to the following months as old business. If available, minutes should also include standing and *ad hoc* committee reports, reports from GSRs on the well-being and needs of their groups, and other items discussed by the Intergroup.
- 4.2.3 Tabulates votes on motions made at Intergroup meetings.
- 4.2.4 Distributes (via email) draft meeting minutes to Intergroup members prior to the next scheduled Intergroup meeting.
- 4.2.5 Delivers report on "old business" at each Intergroup meeting.
- 4.2.6 Ensures meeting minutes and other Intergroup records are electronically archived.
- 4.2.7 Term of service is one (1) year.

- 4.2.8 Voting Member: Yes
- 4.3 **Treasurer**
 - 4.3.1 Maintains Intergroup's bank account(s).
 - 4.3.2 Receives and deposits funds from individual CMA groups.
 - 4.3.3 Distributes funds to pay approved expenses.
 - 4.3.4 Consults with Intergroup officers to develop annual budget and submit for approval.
 - 4.3.5 If the Chair is unable to perform his or her duties, the Treasurer will perform all the duties of the Chair. When so acting, the Treasurer shall have all powers of and be subject to all restrictions of the Chair.
 - 4.3.6 Provides monthly and annual reports as described in Article VII.
 - 4.3.7 Term of service is one (1) year.
 - 4.3.8 Voting Member: Yes
- 4.4 **Literature Chair.** The Literature Chair chairs a committee of DCCMA members with responsibility for:
 - 4.4.1 Coordinating activities related to publishing pamphlets, newcomer packets, and other Intergroup literature.
 - 4.4.2 Actively encouraging representation of DCCMA in monthly CMA General Service Literature Subcommittee conference calls.
 - 4.4.3 Forming subcommittees as needed to achieve literature-related goals set by Intergroup.
 - 4.4.4 Helping to maintain information provided to the public on the Intergroup's website.
 - 4.4.5 Assisting individual CMA meeting GSRs with acquiring literature and chips for their respective meetings.
 - 4.4.6 Maintaining an up-to-date inventory of literature and chips on hand.
 - 4.4.7 Delivering a report on committee activities at each Intergroup meeting.
 - 4.4.8 Term of service is one (1) year.
 - 4.4.9 Voting Member: No
- 4.5 **Activities Chair.** The Activities Chair chairs a committee of DCCMA members with responsibility for:
 - 4.5.1 Planning, organizing and coordinating social activities and events for CMA members according to surveyed interests.
 - 4.5.2 Ensuring access to activities and events for CMA members with limited financial resources to nurture fellowship.
 - 4.5.3 Coordinating promotion of activities and events at DCCMA meetings.
 - 4.5.4 Encouraging and promoting newcomer participation in DCCMA social activities.
 - 4.5.5 Assisting with the maintenance of information provided to the public on Intergroup's website.
 - 4.5.6 Forming subcommittees as needed to achieve social activity-related goals set by Intergroup.
 - 4.5.7 Delivering a report on committee activities at each Intergroup meeting.
 - 4.5.8 Term of service is one (1) year.
 - 4.5.9 Voting Member: No

4.6 **Public Information and Communications Chair.** The Public Information and Communications Chair chairs a committee of DCCMA members with responsibility for:

- 4.6.1 Managing all technical aspects of the DCCMA website, www.dccma.com.
- 4.6.2 Responding to routine requests for information from individuals and the media; or referring such requests to Intergroup for approval or action.
- 4.6.3 Delivering a report on committee activities at each Intergroup meeting.
- 4.6.4 Actively encouraging representation of DCCMA in monthly CMA General Service Public Information Subcommittee and CMA General Service Communications Subcommittee conference calls.
- 4.6.5 Maintaining an electronic archive of Intergroup records.
- 4.6.6 Term of service is one (1) year.
- 4.6.7 Voting Member: No

4.7 **Hospitals and Institutions Chair.** The Hospitals and Institutions Chair chairs a committee of DCCMA members with responsibility for:

- 4.7.1 Coordinating activities related to bringing CMA meetings to area hospitals and institutions including outreach and liaison to such facilities, determining the time and format of meetings, and securing trusted servants and speakers from among DCCMA members.
- 4.7.2 Providing outreach and information about DCCMA, including General Services Conference-approved literature and information about meetings offered in the DC Intergroup region, to medical, mental health, corrections, and other professionals in institutions that provide services to crystal meth addicts.
- 4.7.3 Actively encouraging representation of DCCMA in monthly CMA General Service Hospitals and Institutions Subcommittee conference calls.
- 4.7.4 Forming subcommittees as needed to achieve hospitals and institutions-related goals set by Intergroup.
- 4.7.5 Term of service is one (1) year.
- 4.7.6 Voting Member: No

4.8 **Area Delegates to the General Service Conference**

- 4.8.1 Fulfill the responsibilities of an Area Delegate as set forth by the GSC of the worldwide CMA service structure, including carrying the conscience of the meetings they represent to the General Service Conference.
- 4.8.2 Each CMA Area with meetings represented in the Intergroup is entitled to have up to two (2) Area Delegates serve as voting members of the Intergroup.
- 4.8.3 Meetings from a given CMA Area choose their Delegates to the General Service Conference in accordance with guidelines set by the GSC.
- 4.8.4 Voting Member: Yes

4.9 **Mid-Atlantic Regional Representative**

- 4.9.1 Carries the conscience of the DC District and Area to the Regional Conference.
- 4.9.2 Organizes and coordinates the Regional Conference when hosted in an Area serviced by the Intergroup.
- 4.9.3 Liaises to other Areas within the Mid-Atlantic Region.
- 4.9.4 Term of service is two (2) years.
- 4.9.5 Voting Member: No

4.10 **General Service Representatives**

- 4.10.1 Each DCCMA group should elect one GSR to represent the group in the Intergroup. It is suggested that a GSR and any Alternate GSR should have at least six (6) months of continuous sobriety to vote at the monthly business meeting.
- 4.10.2 GSRs represent the conscience of their group in Intergroup business.
- 4.10.3 GSRs are to designate an alternate to represent their group in their absence.
- 4.10.4 GSRs provide a report at each Intergroup meeting with the following information:
 - (a) Approximate weekly attendance and recent trends.
 - (b) Specific problems or situations of concern that have arisen from the previous month, if any.
 - (c) Plans for the coming month, if any.
 - (d) How the Intergroup can be of service to the group.
 - (e) Summary of what the group would like to see accomplished at the Intergroup, regional, and world service levels.
- 4.10.6 To provide continuity and maintain institutional knowledge, it is suggested that GSRs serve a one (1) year term.
- 4.10.7 Voting Member: Yes

ARTICLE V: INTERGROUP OFFICER AND COMMITTEE CHAIR ELECTION PROCEDURES

- 5.1 **Announcement of Upcoming Elections.** At the November Intergroup meeting, the Chair will advise the Intergroup of officer and committee chair elections that will take place at the following month's Intergroup meeting. GSRs should announce these upcoming elections at their meetings.
- 5.2 **Nominations.** At the December Intergroup meeting, the Chair will solicit nominations for officer and committee chair positions. An explanation of the position's duties and responsibilities will be provided. Any active CMA member may nominate a candidate for Intergroup officers or committee chair positions.
- 5.3 **Willingness to Serve.** Only nominees who are present or have provided written expression of their willingness to serve to the Intergroup are eligible to be elected.
- 5.4 **Voting Privileges.** Only Intergroup members with voting privileges or their designated proxy may vote in elections. The Chair may vote in elections only to break a tie.

- 5.5 **Lack of a Majority.** When there are multiple nominees and no nominee receives a majority of votes in the first ballot, the nominee with the fewest votes will be dropped and another vote will be taken. This process will be repeated until a nominee receives a majority vote.
- 5.6 **Succession.** All Intergroup members and officers may succeed themselves in service, but in keeping with the Ninth Tradition and the principle of rotating leadership, it is recommended that no officer serve more than two (2) consecutive terms.
- 5.7 **Vacancies.** Should any position other than GSR or Area Delegate to the General Service Conference become vacant before expiration of the incumbent's term, the Intergroup will elect someone to serve the remainder of that term.
- 5.8 **Terms of Office for Intergroup Positions.** The terms for all Intergroup positions except GSR will begin on January 1. Individual CMA groups determine when their GSRs' terms begin and end.

**ARTICLE VI: INTERGROUP MEETINGS, PARTICIPATION,
MOTIONS, AND VOTING PROCEDURES**

- 6.1 **Meetings.** *Roberts Rules of Order, Newly Revised In Brief* are to be used as a guide for conducting Intergroup meetings. The Intergroup will meet at 8:30 pm at the Triangle Club on the last Tuesday of each month. Exceptions can be made if approved by majority vote in cases of a holiday or other conflict. Each meeting will be one (1) hour in length. The meeting may be extended once by 15 minutes by majority vote.
- 6.2 **Agenda.** The Chair ensures that all voting members of the Intergroup receive an agenda prior to each Intergroup meeting.
- 6.3 **Meeting Format**
 - 6.3.1 The Chair opens the meeting by leading the Intergroup in the Serenity Prayer
 - 6.3.2 The Chair asks a trusted servant to read the Twelve Traditions
 - 6.3.3 The Secretary takes Roll Call of the Intergroup officers, committee chairs, and Meeting GSRs
 - 6.3.4 Officers (other than Intergroup Chair) and committee chairs provide their reports for acceptance or revision, if necessary.
 - 6.3.5 GSRs provide monthly reports.
 - 6.3.6 *Ad hoc* committees provide reports.
 - 6.3.7 Old Business is discussed.
 - 6.3.8 New Business is presented.
 - 6.3.9 Announcements:
 - (a) Upcoming elections.
 - (b) Next meeting date, time, and location.
 - 6.3.10 Motion to adjourn and end with Serenity Prayer in a closed circle.
- 6.4 **Participation.** Intergroup meetings are open to all CMA members, and any member may be recognized to speak during meetings. Any CMA member may also add items of new business to the agenda.

- 6.5 **GSR Alternates.** Only GSRs or their designated alternates who carry the consciences of their groups, may vote or count toward quorum.
- 6.6 **Alternates for Intergroup Members Other Than GSRs.** When the Treasurer, Secretary, Area Delegate to the General Service Conference, or the Mid-Atlantic Regional Representative cannot attend an Intergroup meeting, those individuals can designate alternates to provide a report and answer questions. However, such alternates do not count toward quorum and cannot vote.
- 6.7 **Quorum.** For the Intergroup to conduct business, a quorum consisting of at least one more than half of the voting members must be present. Representation from vacant groups is not counted in determining if a quorum is present.
- 6.8 **Missed Meetings/Vacant Groups.** If a CMA group is not represented at two consecutive Intergroup meetings, the Chair or Secretary will confirm the group's intention to continue its membership. At the third consecutive meeting without representation, the group is considered vacant.
- 6.9 **Motions and Discussion.** Any voting member of the Intergroup may make, second, or amend a motion. For a motion to be made, the Chair will recognize the maker for time on the floor. If the motion is seconded, the chair will open the floor for discussion and debate. Once discussion and debate has concluded, the Chair will call the question for a vote.
- 6.10 **Voting.** Voting will be by a show of hands unless a voting member requests a roll call vote. In case of a tie, the Chair shall cast the deciding vote. One more than half the voting members present is required to pass all motions except those that would change the Bylaws as described in Article X. Abstentions will count as neutral votes.
- 6.11 **GSR Talking Points, Meeting Minutes, and Archives.** The Chair will ensure that talking points are distributed to all Intergroup members in a timely fashion following each Intergroup meeting. The Secretary will provide draft minutes to all Intergroup members prior to the next scheduled Intergroup meeting and ensure that approved meeting minutes and other important non-financial documents are electronically archived on a monthly basis.

ARTICLE VII: INTERGROUP FINANCES

- 7.1. **Intergroup Bank Account.** All receipts from Intergroup-sponsored activities will be deposited in the Intergroup's bank account. All disbursements will be made from this account.
- 7.2. **Disbursements.** No funds will be dispersed without prior consent of the Intergroup. If requested by at least three (3) GSRs, the Intergroup will send requests for expenditures in excess of \$200.00 back to groups for a vote. Any officer with authority to sign checks may make disbursements without prior Intergroup consent in an emergency with the assent of at least one other officer and notification of all Intergroup members in writing as soon as is feasible.
- 7.3. **Authority to Sign Checks.** The Treasurer and at least one additional officer will have authority to sign checks to disburse funds from the Intergroup bank account.
- 7.4. **Deposits.** The Treasurer will make timely deposits of all Intergroup receipts. All funds in excess of \$10.00 must be deposited into the Intergroup bank account within five (5) business days of receipt.
- 7.5. **Receipts.** No funds will be disbursed by the Intergroup without presentation of a receipt to the officer signing the check.
- 7.6. **Literature and Chips.** All literature and chips will be sold at cost. The Intergroup will pay all shipping and handling charges from its funds.
- 7.7. **Budget and Prudent Reserves.** In December of each year, the Intergroup will approve a budget of projected donations from the Fellowship and planned expenses for the following calendar year. The budget can also include prudent reserves that reflect the spirit of the Seventh Tradition.
- 7.8. **Area Delegate Travel to the General Service Conference.** The annual Intergroup budget will include projected expenses for all Delegates from Areas with meetings represented on the Intergroup to travel to the annual General Service Conference. The Intergroup will estimate such expenses in accordance with Intergroup travel policies. Delegates may produce fundraising events to cover the Intergroup's overall Delegate travel expenses for the year. If the Intergroup decides it does not have sufficient funds to pay for the travel expenses of all Area Delegates to the General Service Conference, it shall provide available funds in equal amounts to each Delegate. Any unused funds budgeted for Delegate travel would be available to the Intergroup for other purposes.
- 7.9. **Monthly Reports.** At each Intergroup meeting, the Treasurer will present a written report of the Intergroup's current finances, all financial activity since the last monthly report, and expenditures approved by the Intergroup, but not yet disbursed.
- 7.10. **Annual Reports.** Prior to the January Intergroup meeting each year, the Treasurer will submit a report consisting of:

- 7.9.1. A financial statement that includes the beginning and end-of-year balances of the Intergroup checking account and all activity for the previous calendar year.
- 7.9.2. Projected receipts and expenses for the remainder of the current calendar year.
- 7.11. **Records.** The Treasurer will maintain the Intergroup's financial records including, all receipts for expenditures, monthly statements for the Intergroup bank account, monthly and annual Treasurer's reports and any special reports requested by the Intergroup. The Treasurer will ensure that all financial records are electronically archived on a monthly basis.
- 7.12. **Audit.** In January of each year, the Chair will appoint two (2) members of CMA to audit the Intergroup's financial records for the previous calendar year and provide a report at the February meeting.

ARTICLE VIII: REMOVAL OF INTERGROUP OFFICERS, COMMITTEE CHAIRS, AND MID-ATLANTIC REGIONAL REPRESENTATIVE

- 8.1. **Resignation.** If resigning before the end of one's terms, an officer or committee chair should inform the Intergroup in writing or in person at an Intergroup meeting.
- 8.2. **Involuntary Removal.** Conditions for involuntary removal are:
 - 8.2.1 Relapse during term of office, or
 - 8.2.2 Consecutive unannounced absences without notification.
 - (a) After two (2) unannounced absences, a letter will be sent by the Secretary (or Chair if necessary) to the officer.
 - (b) A third (3rd) consecutive unannounced absence results in immediate removal.
 - 8.2.3 An exception to automatic removal will only be considered under extreme circumstances and with a two-thirds (2/3) majority of voting members present.
- 8.3. **Grounds for Impeachment.** Any officer or committee chair may be removed from office for cause upon a two-thirds (2/3) vote of those members present at a regularly scheduled meeting.
- 8.4. **Impeachment Process.** The process for impeachment is as follows:
 - 8.4.1 Any voting member may present a motion for impeachment in writing to the Intergroup stating due cause at least seven (7) days prior to the Intergroup meeting.
 - 8.4.2 The accused officer is given the opportunity for a rebuttal.
 - 8.4.3 A secret ballot is taken.
 - 8.4.4 A two-thirds (2/3) majority of voting members present is required to impeach.

ARTICLE IX: POLICIES AND PROCEDURES

By vote of a majority of the voting members present, the Intergroup may adopt and amend policies and procedures needed to carry out its responsibilities. All policies and procedures must be consistent with the bylaws and the Twelve Traditions.

ARTICLE X: BYLAWS ADOPTION AND AMENDMENT

Initial adoption of and changes to the Bylaws require: (a) a vote by a majority of the voting members of the Intergroup present to refer the proposed change back to the individual groups for consideration; and (b) approval by at least two-thirds (2/3) of the Intergroup's member groups.