

1 By-Laws of the

2 Central Office of Salt Lake City, Inc.

3 I. Preamble

4 General Warranties of the Central Office Committee. 'In all it's proceedings, the Central  
5 Office Committee shall observe the spirit of Alcoholics Anonymous (A.A.) Tradition  
6 taking great care that the Committee never becomes the seat of perilous wealth or power;  
7 that sufficient operating funds, plus ample reserve, be it's prudent financial principle; That  
8 none of the committee members shall ever be placed in a position of unqualified authority  
9 over any of the others; That all important decisions be reach by discussion, vote, and  
10 whenever possible, by substantial unanimity; That no Committee actions are personally  
11 punitive or an incitement of public controversy; That though the Committee may act for the  
12 service of A.A. in Area 69 (primarily Districts Two and Ten) it shall never perform any acts  
13 of government and that, like the society of A.A. which it serves, the Committee itself will  
14 always remain democratic in thought and action.

15 (The above is adapted from the A.A. Service Manual of A.A. World Services and A.A. Co  
16 Founder Bill W.'s Twelve Concepts for World Services as was unanimously adopted by the  
17 1955 Conference and was updated by the 1968, 1969, 1975 and 1978 Conferences. This  
18 adaptation of copyrighted A.A. material has been approved by the General Service Board.)

1 11. Central Office  
2 A. Statement of Purpose

3 The purpose of the Central Office is to provide the basic services listed, to  
4 include but not limited to: To carry the A.A. message and help those individuals who  
5 suffer from alcoholism, to maintain a 24-hour Twelve-Step phone service, to answer  
6 phone inquires as needed, to compile, update and print meeting lists, to maintain  
7 A.A. approved literature for sale to members and the public, and to print and  
8 distribute a newsletter. Specifically excluded shall be the operation of any club,  
9 clubhouse or drying out place, and acts in violation of the Twelve Traditions of A.A.

10 B. Source of Authority

11 Central Office has no authority on its own. It derives its authority from the  
12 participating groups. The groups maintain effective control over the Central  
13 Office through their Central Office Representatives (C.O. Reps.)

14 C. Function

15 The function of the Central Office is to implement the statement of purpose and to  
16 actively cooperate with Area 69 and the various participating Districts.

1        III.    Member Groups

2            A.        Registered Groups

3                    Any two or three alcoholics gathered together for sobriety may register as group with  
4                    the C.O. Committee if they comply with the Third Tradition (long Form 4f A.A. and  
5                    they have no other affiliation,

6            B.        Central Office Representatives and Alternates

7                    1.        Purpose

8                            The C.O. Representatives and Alternates are the elected representatives of  
9                            their groups. The responsibility of the C.O. Rep is to reflect his or her  
10                            group's conscience in the C.O. Committee and in the operation of Central  
11                            Office.

12                    2.        Qualification and Term

13                            The qualification of a C.O. Representative and Alternate is a suggested  
14                            minimum of one-year sobriety. The term of service is suggested for one year.  
15                            In the event that a C.O. Rep is unable to complete his or her term, it is  
16                            recommended that the position be filled by the Alternate.

17        IV. Central Office Committee

1           A.     Purpose and Membership

2                     To implement actions and responsibilities outlined in the preamble. The C.O.  
3                     Committee is the decision and policy making body for Central Office. All authority  
4                     rests in their hands to guide the functioning of Central Office.

5           B.     Composition

6                     The C.O. Committee is composed of a Central Office Representative or alternate  
7                     from each registered group, the Board of Trustees, a staff representative and the  
8                     Editor of the newsletter Lifeline.

9           C. Meetings

10                    1.     Regular Meetings

11                             The C.O. Committee will hold its regular meetings on the -first Tuesday  
12                             of each month. The meeting will be conducted by the Chairperson or acting  
13                             chairperson in such a manner as to be consistent with the Preamble. All  
14                             committee members have one vote.

15                    2.     Special Meetings

16                             A special meeting of the Central Office Committee may be called at another  
17                             time by a simple majority vote of the Central Office Committee, or by the  
18                             Central Office Board of Trustees upon being apprised of a matter of major  
19                             importance. In this case, the Secretary will immediately issue proper

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notification of the special meeting to all Central Committee members.

Whenever possible, proper notification of special meetings of the Central Office Committee will consist of contact by telephone or by written notices mailed at least two weeks prior to the date of the meeting.

D. Quorum

A quorum consists of eleven C.O. Committee members (Two Trustee minimum) to conduct a regular C.O. Committee meeting and to vote on business; fewer may discuss issues but not vote.

E. Vote and Motions

1. Any A.A. Member, when recognized by the Chair, shall have a voice concerning Central Office business. Only the C.O. Reps and the Trustees shall be able to make formal motions.
2. Except in the case of time sensitive emergencies, no new business should be voted on when it is initially proposed. The introduction and discussion of new business may be tabled by the C.O. Committee, given to study by an ad hoc committee, study by the Board, or referred to the groups for comment. This is to encourage a minimum of one month between introduction and vote for implementation.
3. "Rules of Order" for the orderly conduct of C.O. Committee meetings shall be developed by and available to all C.O. Committee members.

1 V. Board of Trustees

2 A. Qualification and Term of Office

- 3 1. Any present or past member of the Central Office Committee may be eligible  
4 to be elected as a trustee.
- 5 2. A suggested two or more years of sobriety with at least six months of C.O.  
6 Committee experience.
- 7 3. The time, energy and willingness to serve the Central Office Committee for  
8 a one-year term.
- 9 4. Any member of the Board of Trustees may serve in any elected position, i.e.,  
10 Chair, Co-Chair, Secretary or Treasurer.
- 11 5. After three (3) years consecutive service on the board, at least one year  
12 sabbatical is required.

13 B. Function

- 14 1. Shall guide the Central Office (C.O.) Manager in accordance with the  
15 conscience of the C.O. Committee, giving responsibility and commensurate  
16 authority in accordance with the guidelines of G.S.O. for Central Offices or  
17 Intergroups.
- 18 2. Implement the wishes of the C.O. Committee.
- 19 3. To assure C.O. compliance in all functions and activities with the Articles of  
20 Incorporation.
- 21 4. To effect any and all changes to the Articles of Incorporation.





1 for each of the officers positions; Chairperson, Co-Chair, Secretary and  
2 Treasurer. These recommendations will be presented at the November  
elections.

4 2. Elections

5 Elections will be held for all positions of the board at the November C.O.  
6 Committee meeting. Terms of office will begin the following January.

- 7 1. Voting for officers will be by majority vote unless a sense of the  
8 meeting directs otherwise. Written ballots may be used.
- 9 2. Voting for officers will be one position at a time. Beginning with the  
10 Nominating Committee recommendations and then accepting  
11 nominations from the floor.
- 12 3. Voting for the trustees at-large positions will be from nominations  
13 from the floor.
- 14 4. A person may be nominated to more than one position but serve only  
15 in one.

16 E. Board Vacancies

17 When a vacancy occurs on the Board of Trustees, the C.O. Committee shall  
18 select an eligible replacement by a majority vote. In the event the vacancy is  
19 one of the officers, the Board shall determine from among its members who  
20 will assume the office. Filling a vacancy is not considered to be a full term  
21 of office.

1 VI. Office and Staff

2 A. Central Office Manager

- 3 1. Manage the day to day operation of the Central Office in accordance with the  
4 C.O. procedural manual.
- 5 2. The Manager shall have a vote in all C.O. Committee meetings.
- 6 3. Serve as a liaison to pass information to officers and others as necessary.
- 7 4. Be one of the cosigners on all bank accounts.
- 8 5. Attends and provides input at all C.O. Board meetings.

9 VII. Committee Guidelines

10 A. General

11 Standing and Ad Hoc committees may be created as needed by the C.O. Committee.

12 'Committee actions will be coordinated with any existing committees of A.A.

13 (District, Area, etc.) Committee members may be volunteers or appointed by the C.O.

14 Committee. Committees may select their chairperson. Each standing committee shall

15 be required to create and maintain current procedural guidelines for its functions. All

16 guidelines need approval of the C.O. Committee and will be on file at Central Office.

17 B. Board Liaison

18 To insure communication and proper action, a member of the Board will be assigned

19 as liaison to all active committees and request progress and information reports and

20 may assist in planning.

1 VIII. Modifications of these By-Laws

2 A. Amendments and Revisions

- 3 1. Any C.O. Committee member may introduce an amendment to these By-Laws  
4 by submitting a written proposal to the C.O. Committee.
- 5 2. Such proposal shall be subject to the vote of the C.O. Committee at the next  
6 regular meeting.
- 7 3. If approved by a majority of the C.O. Committee, the proposal shall be  
8 published in the Central Office newsletter at least sixty (60) days prior to final  
9 ratification of the amendment.
- 10 4. Ratification of any proposed amendment to these By-Laws shall require a  
11 two-thirds (2/3) majority at a duly constituted meeting of the Central Office  
12 Committee.

13 B. Suspension or Replacement of these By-Laws

14 Having been adopted by a majority of Central Office Committee, these By-Laws may  
15 not be suspended, superseded, or changed except in the manner described above.