

CAPITAL DISTRICT CENTRAL OFFICE, INC.

BY-LAWS

Capital District Central Office, Inc.
(Alcoholics Anonymous)
11 Computer Drive West, Suite 100
Albany, NY 12205

ARTICLE 1 – Definitions and Purpose:

- 1) The Capital District Central Office, Inc. of Alcoholics Anonymous, hereinafter referred to as “the Central Office,” “Office,” or “CDCO,” consists of all General Service Office (GSO)-registered AA Groups in Albany, Rensselaer, Schenectady, and Columbia Counties, otherwise known as “the Capital District.”
- 2) The overall purpose of the Central Office is to carry the AA message to the alcoholic who still suffers by assisting such alcoholics and the groups that belong to the Office.
- 3) The AA groups registered with GSO within the Capital region, as defined in number 1 above, are members of the Central Office.

ARTICLE II – Functions:

Specific functions of the Central Office include, but shall not be limited to:

- 1) Providing a central point from which services can be furnished to AA groups, AA members, and individuals seeking recovery from or information about alcoholism.
- 2) Providing an around-the-clock telephone service.
- 3) Providing an office open to AA members and others (see address above).
- 4) Providing and disseminating information about AA and its program of recovery to the public at large.
- 5) Making available for sale to AA groups and individuals AA Conference-approved literature and anniversary medallions.
- 6) Serving as a clearinghouse of information about regional AA events and activities.

ARTICLE III – Definitions:

(All Central Office Representatives, volunteers, and officers of the CDCO shall be members of Alcoholics Anonymous.)

- 1) **Central Office Representative (COR):** Each member group shall be entitled to elect one COR to represent the group at Central Office meetings. The COR reports back to his or her group information about the Central office and its activities and expresses the group’s needs to the Central Office. It is suggested that CORs be elected for a

period of two years and that they serve no more than two consecutive terms. It is also suggested that the CORs have a minimum of one year of continuous sobriety.

- 2) **Chairperson:** The Chairperson is the head of the Central Office and the Steering Committee and is elected by the CDCO membership to serve for a two-year term. The Chairperson oversees the overall functioning of the Office and chairs the Steering Committee monthly meeting and Central Office monthly business meeting. A minimum of five years of continuous sobriety is suggested for the office of Chairperson. The Chairperson furnishes via email agendas for the Steering Committee and monthly CDCO business meetings prior to those meetings and presents a written report of her or his activities for the month to the business meeting.
- 3) **Secretary:** The chairperson is elected by the CDCO membership for a two-year term. He or she attends all Steering Committee and Central Office monthly business meetings, records minutes of the meetings and the votes taken. The Secretary furnishes a written report of the business meetings to the meeting attendees and sends the report via email to all members of the Steering Committee for approval in the week following the meeting. It is suggested that the Secretary have a minimum of two years of continuous sobriety.
- 4) **Treasurer:** The treasurer is elected by the CDCO membership to serve for a two-year term. He or she has custody of the funds of the Central office and maintains records of all assets, income, and disbursements of the Office. The treasurer ensures that all Office bills are approved and paid in a timely manner and provides written reports to the Office's monthly business meetings and a written annual report at year's end. A minimum of five years of continuous sobriety is suggested for the office of Treasurer.
- 5) **Day Scheduler:** The Day Scheduler arranges the schedules for AA volunteers who staff the Office and answer the phones during the hours the Office is open. It is the responsibility of the Day Scheduler to train these volunteers prior to their first shift answering the phones. The Day Scheduler provides a written report of activities to the monthly CDCO business meeting. A monthly wall calendar of volunteers' shift schedules at the Office is kept current by the Day Scheduler. He or she is elected by the Office membership to serve a term of two years. Two years of continuous sobriety is suggested for this office.
- 6) **Data Coordinator:** The Data Coordinator keeps a written record of all phone calls and emails received by the Office and notes visits to the Office of a general nature. She or he furnishes a written report of these activities to attendees at the monthly CDCO business meetings, leaves copies of the report in the Office for visitors, a copy in the Office file cabinet, and disseminates the report to some of the groups in the region.

The report is sent via email to all Office volunteers each month. An annual report is also prepared by the Data Coordinator and furnished at each January's monthly business meeting. This officer is elected to a term of two years. A minimum of two years of continuous sobriety is suggested for this office.

- 7) **Literature Chairperson:** The Literature Chairperson orders AA Conference-approved literature and anniversary medallions for sale at the Office or regional AA events, maintains a written inventory of the literature and medallions and has custody of the literature funds, which are separate from the Office funds in the custody of the Treasurer. The Literature Chairperson also stocks the Office shelves with literature and medallions and checks to see that adequate supplies are maintained. He or she provides a written monthly report to the Office monthly business meetings and an annual report in January. A minimum of five years of continuous sobriety is suggested for this office.
- 8) **Office Volunteer:** Office Volunteers are AA members who answer the AA hotline phone and greet and provide service to visitors to the Office during hours it is open. A minimum of one year of continuous sobriety is suggested for this position.
- 9) **Night Owl:** Night owls are AA volunteers who take AA hotline phone calls at home during the hours the Office is closed. The hotline is "rolled" to the night owls phone electronically. A minimum of one year of continuous sobriety is suggested for this position.
- 10) **Night Owl Scheduler:** The Night Owl Scheduler arranges the schedules for volunteers who answer the hotline phone in their homes. She or he provides a copy of the schedule in the binder on the Office desk. The Night Owl Scheduler provides training to the night owls prior to their first shift. He or she provides an oral report at the Office monthly business meetings. A minimum of two years' continuous sobriety is suggested for this office.
- 11) **Group Information Coordinator:** It shall be the responsibility of the Group Information Coordinator to keep an up-to-date list of all AA meetings in the Districts covered by the Office. This list shall be kept in a binder on the desk at the Office. The GIC sends meeting schedule changes to the records officers in these Districts via email. He or she also maintains a record of regional AA events in a binder on the Office desk. The GIC provides a written report to the Office's monthly business meeting. A minimum of two years of sobriety is recommended for this office.

- 12) **Website Coordinator:** The Website Coordinator shall maintain the Office's website and ensure that information is updated there in a timely manner. He or she shall provide an oral report to the Office's monthly meeting. The Coordinator should have five years of technical experience and two years of continuous sobriety.
- 13) **Steering Committee Member:** Steering Committee members are: the Office's Chairperson, Secretary, Treasurer, Day Scheduler, Night Owl Scheduler, Data Coordinator, Website Coordinator, Literature Chairperson, and Group Information Coordinator

ARTICLE IV – Steering Committee

- 1) **Meetings:** The purpose of the steering committee meetings is to plan the agenda and presentations for the monthly CDCO business meetings, including what issues bring before the entire monthly meeting group for discussion and vote, and what issues are to be decided at the Steering Committee level. A quorum shall consist of four members of the Steering Committee. In the absence of a quorum, payment of financial obligations is the only business that may be conducted. All decision of the Steering Committee shall be reached by discussion and by Group Conscience vote. Substantial unanimity, i.e., 2/3 majority, is required to pass any motion.
- 2) **Election of Steering Committee Members.** Eligible voters, as described in Article V, section, at a meeting in the spring of odd-numbered years, shall elect the Chairperson, Secretary, and Treasurer using the Third Legacy Procedure as described in the "AA Service Manual." For the office of Chairperson, a 2/3 vote of the eligible voters shall be required for election. A simple majority vote of the eligible voters shall be required for election to the offices of Secretary and Treasurer.
- 3) **Registrations, Absences, and Vacancies:** Any Steering Committee member who has three consecutive unexcused absences from Steering Committee meetings shall be deemed to have resigned from the Steering Committee. Any Steering Committee member who is unable or unwilling to carry out the responsibilities of his or her position will, by 2/3 vote of the Steering Committee, be asked to resign. In the event that the Chairperson, Secretary, or Treasurer resigns or is unable to carry out the functions of their positions, the Steering Committee shall appoint an interim officer. At the next regularly scheduled CDCO monthly business meeting, nominations to fill the vacancy shall be sought from the floor. A special election shall be held at the next regularly scheduled CDCO meeting to elect an officer to fill the remainder of the former officer's term. Vacancies in positions other than officers shall be filled by appointment by the Steering Committee.

- 4) **Authorization of Expenditures:** With oversight and control by the Treasurer, CDCO expenditures of \$.01 to \$49.99 may be authorized by the Chairperson, but not more than three times per month. Expenditures of \$50.00 to \$399.00 require the prior approval of the Steering Committee. Expenditures of \$400.00 or more require approval by the CDCO membership.

ARTICLE V – Central Office Business Meetings:

- 1) **Meetings:** Central Office Business meetings shall be held at 6:30 p.m. in Suite 100 at 11 Computer Drive West, Albany NY 12205 on the second Tuesday of each month unless otherwise directed by the Steering Committee. The Steering Committee meeting shall be at 6:00 p.m. prior to the monthly business meeting. Business meetings may be held more often if deemed necessary by the Chairperson.
- 2) **Meeting Notices:** An announcement of upcoming CDCO Business Meetings shall be provided to all CORs, volunteers, and officers by the Chairperson in the week prior to the scheduled meeting. These announcements shall be made by email, if possible, or by regular mail or telephone contact.
- 3) **Agenda Items:** CORs, their groups, or volunteers should communicate any issues they wish to discuss at the CDCO Monthly Business Meeting to the Chairperson at least two weeks prior to the monthly meeting.
- 4) **Quorum:** The presence of four members of the Steering Committee shall constitute a quorum for the purpose of conducting CDCO business.
- 5) **Decisions:** All decisions except election of the Chairperson, Secretary, and Treasurer shall be reached by discussion and Group Conscience. Substantial unanimity, i.e., 2/3 majority, is required to pass any motion. Those eligible to vote are all members of the Steering Committee, all current CORs, all current daytime volunteers who answer the phone at the Office, and all current night owl volunteers. The volunteers must have worked a minimum of shift per month for at least six months. No individual shall be allowed more than one vote.

ARTICLE VI – Committees:

Standing Committees shall be established by a group conscience vote by CORs and other CDCO members to carry out such functions as might be taken on by the Central Office. **Ad Hoc Committees** may be established from time to time by a group conscience vote to carry out activities such as a Central Office picnic, breakfast, or fundraising endeavors. These committees operate in full cooperation and communication with the Steering Committee.

ARTICLE VII – Financing

- 1) The financing of all activities of the Central Office shall be primarily by AA groups, AA members, and secondarily from CDCO fundraising projects authorized by the Steering Committee. The Central Office shall accept only those contributions that follow the Seventh Tradition guidelines of the AA General Service Office. No part of the net earnings of the CDCO shall benefit any member, trustee, director, officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization), and no member, trustee, or officer of the Central Office or any private individual shall be entitled to share in the distribution of any of the assets of dissolution of the Central Office.

ARTICLE VIII – Amendments:

- 1) These By-Laws or any amendment, change, or repeal thereof may be ratified and adopted by a vote of 2/3 of the participating CORs and CDCO members present at any CDCO Monthly Business Meeting, provided that the proposed amendment, change or repeal has been submitted at a previous CDCO Monthly Business Meeting.
- 2) A copy of all By-Laws, changes, and amendments shall be available to all CORs and CDCO members present at the meeting where the written proposal is made.

ARTICLE IX – Scope

The Central Office shall cooperate with AA Districts and the AA Area structures to carry the AA message to the alcoholic who still suffers. Furthermore, in keeping with AA's Twelve Traditions, no activities of the Central Office shall be to carry out propaganda, or to attempt to influence political legislation, and the CDCO shall not participate or intervene in any way in any political campaign on behalf of any candidate for public office.

ARTICLE X – Dissolution

In the event of dissolution, all of the remaining assets and property of the Central Office shall, after necessary expenses are paid, be distributed to the General Service Office (GSO) of Alcoholics Anonymous, provided that the organization qualifies as an exempt organization under section 116(a)(4) of the New York State Sales and Use Tax Law. If the GSO is unable or unwilling to be the recipient of the assets, the assets shall be distributed to the treasuries of the Districts served by the Central Office.