

**ALCOHOLICS ANONYMOUS**  
**CAPITAL DISTRICT CENTRAL OFFICE**  
**BY-LAWS**

**ARTICLE I – Definitions and Purpose:**

- 1) The AA Capital District Central Office, hereinafter referred to as “the Central Office,” “Office” or “CDCO,” consists of all General Service Office (GSO)-registered AA Groups in the Albany, Schenectady, Rensselaer and Troy, New York region, otherwise known as “the Capital District.” It also includes all GSO-registered groups in Columbia County.
- 2) The overall purpose of the Central Office is to carry the AA message to the alcoholic who still suffers by assisting the Groups that belong to it.
- 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;
- 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;
- 6) Serving as a clearinghouse of information about AA events and activities, Group anniversaries, etc.

**ARTICLE III – Definitions:**

(All Central Office Representatives, volunteers, and officers of the CDCO shall be members of Alcoholics Anonymous. They all have voting rights regarding CDCO business.)

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. An Alternative COR also may be elected by the Group. It is suggested that CORs be elected for a period of one year and that they serve no more than two consecutive terms. It is also suggested that CORs have a minimum of one year of continuous sobriety.

2) **Chairperson:** The Chairperson is the head of the Central Office Steering Committee and is elected by the CDCO membership to serve for a two-year term. The Chairperson oversees the overall functioning of the Central Office and chairs the Steering Committee and Central Office monthly business meetings. A minimum of five years of continuous sobriety is suggested for the office of Chairperson. The Chairperson furnishes via e-mail agendas for the Steering Committee and monthly CDCO business meetings prior to those meetings.

4) **Secretary:** The Secretary 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 the minutes of the meetings and the votes taken. The Secretary furnishes a written report of the business meetings to the attendees at each monthly meeting and sends the report via e-mail or regular mail to all volunteers in the week following the monthly CDCO meeting.

5) **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.

6) **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 an oral 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 CDCO membership to serve a term of two years. Two years of continuous sobriety is suggested for this office.

7) **Data Coordinator:** The Data Coordinator keeps a written record of all phone calls and e-mails received by the Office and notes visits to the office of a general nature and for the purpose of purchasing literature. He or she 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 and disseminates the report to Office volunteers and some regional AA officers via email. An annual report is also prepared by the Data Coordinator and furnished at each January's monthly business meeting. This officer is elected for a term of two years by the CDCO membership. A minimum of two years of continuous sobriety is suggested for this office.

8) **Literature Chairperson:** The Literature Chairperson orders AA Conference-approved literature for sale at the Office or regional AA events, maintains a written inventory of the literature and has custody of the literature funds, which are separate from the Office funds in the custody of the CDCO Treasurer. The Literature Chairperson also maintains the stocking of the Office shelves with literature. He or she provides a written report to CDCO monthly business meetings and an annual report in January. A minimum of five years of continuous sobriety is suggested for this office.

9) **Office Volunteer:** Office Volunteers are AA members who answer the phones and greet and provide services to visitors to the Office during hours it is open. These volunteers keep a written log of calls received. They are elected by the CDCO membership. 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 phones during hours when the Office is closed. The phone service is forwarded from the office to these volunteers in their homes. The Night Owl provides training for the volunteers prior to their first shift. He or she provides an oral report at the CDCO monthly business meeting. A minimum of two years' continuous sobriety is suggested for this office.

11) **Night Owl:** Night owls are AA volunteers who take phone calls at home that are forwarded from the Central Office phone during the hours the Office is closed. A minimum of one year of continuous sobriety is suggested for this position.

12) **Steering Committee Member:** Steering Committee members are: the Chairperson, Secretary, Treasurer, Office Manager, Day Scheduler, Night Owl Scheduler, Data Coordinator, Website Coordinator, Literature Chairperson, and the Chairs of all Standing Committees.

#### **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 to bring before the entire 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 decisions 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 5, 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) **Resignations, 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 made by the Chairperson or the Office Manager, 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 7:00 p.m. in Suite 130 of the Central Office on the third Tuesday of the month unless otherwise directed by the Steering Committee. 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 e-mail, 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 at least 11 individuals eligible to vote, including at least 4 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 phones at the Office, all current Night Owl volunteers. The volunteers must have worked a minimum of one shift per month for at least six months. No individual shall be allowed more than one vote.

6) **District Committee Members (DCMs):** DCMs or their designees from Districts whose groups are covered by the CDCO answering service are invited to attend the monthly CDCO meetings as observers, but shall have no vote.

#### **ARTICLE VI – Committees:**

**Standing Committees** shall be the Finance Committee and such other committees as may 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.

**The Finance Committee** shall include the Treasurer and at least two other CDCO members, one of whom should be experienced in accounting, budgeting, and other fiscal procedures. This committee is responsible for developing and reviewing fiscal procedures and the annual budget. The Steering Committee must approve the budget, which is then presented for a vote at the next CDCO business meeting. The fiscal year shall be the calendar year.

**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 on 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 the proposed amendment, change or repeal has been submitted at a previous CDCO Monthly Business Meeting.

2) A copy of all By-Laws and amendments shall be made 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 on 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 such organizations that shall qualify under section 116(a)(4) of the New York State Sales and Use Tax Law, or to the federal government, for a public purpose.