

Central California Fellowship
OPERATING PROCEDURES

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The purpose of these Operating Procedures is to provide for the effective operation of a united Intergroup effort in the Central California Fellowship to further the A.A. program in accordance with the Twelve Traditions of Alcoholics Anonymous. These Operating Procedures reflect the conscience of the registered groups, not what has been imposed upon them.

“An AA Group ought never endorse, finance, or lend the AA name to any related facility or outside enterprise, lest problems of money, property or and prestige divert us from our primary purpose.”

All Officers, Committees and those employed in the Intergroup Office will scrupulously observe this AA Tradition and ensure that nether the endorsement, expressed or implied, nor the name, goodwill, property or finances of AA in the Central California Fellowship of AA are, under any circumstance, ever lent or given to anything of a public nature.

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1. ACRONYMS:

- 1.1. AA – ALCOHOLICS ANONYMOUS
- 1.2. BC/FFC – BIRTHDAY CLUB/FAITHFUL FIVERS COMMITTEE
- 1.3. CCF – CENTRAL CALIFORNIA FELLOWSHIP
- 1.4. CNIA – CALIFORNIA NORTHERN INTERIOR AREA
- 1.5. CO – CENTRAL OFFICE
- 1.6. GSO – GENERAL SERVICE OFFICE
- 1.7. NCC – NORTHERN CALIFORNIA COUNCIL
- 1.8. H & I – HOSPITALS AND INSTITUTIONS
- 1.9. PI/CPC – PUBLIC INFORMATION/COOPERATION with the PROFESSIONAL COMMUNITY
- 1.10. OOC – OFFICE OPERATION COMMITTEE

2. NAME:

- 2.1. Central California Fellowship (CCF)

3. PURPOSE of CCF

- 3.1. CCF is a body of Delegates from the AA Groups in the Central California Fellowship area that serves as a forum for discussion and a focus for cooperation and coordination among those AA Groups in carrying the message of Alcoholics Anonymous to suffering alcoholics. These Operating Procedures delineate the procedures for the effective operation of the CCF Central Office and the area it serves.

4. CONFLICT:

- 4.1. If any of these Operating Procedures are in conflict with the Articles of Incorporation and or the By-Laws of the CCF, the following shall take precedence in the following priority:
 - Articles of Incorporation.
 - By-Laws

5. COMPOSITION: CCF Intergroup is composed of:

- 5.1. Intergroup Delegates from AA Groups in the CCF Area.
- 5.2. Board of Directors.
- 5.3. CCF Officers.
- 5.4. Members of the Office Operation Committee (OOC)
- 5.5. Members of the Standing Committees.
- 5.6. Members of the Ad hoc Committees.
- 5.7. CCF Intergroup Office Manager.

6. MEMBERSHIP:

- 6.1. As suggested by the General Service Office pamphlet "The AA Group," any group located in the CCF area is eligible for membership in the CCF. If a group desires membership in CCF of AA and all of the privileges afforded members, they must register as a group with Central Office five days prior to the Delegates' Meeting to which it intends to send a voting representative.
- 6.2. Groups or meetings not presently registered, but desiring to be a member of the CCF will be approved by the delegates at the regular Delegates' Meeting. They will be able to vote on any issue at the next monthly meeting.

7. FINANCIAL SUPPORT:

- 7.1. There are no dues or fees for membership in CCF. The means of support shall be as follows:
 - 7.1.1. Voluntary AA group contributions
 - 7.1.2. Individual contributions from alcoholics not to exceed GSO guidelines.
 - 7.1.3. Special events as approved by the delegates.
 - 7.1.4. Sales of literature and AA related merchandise.

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8. CCF CENTRAL OFFICE:

- 8.1. PURPOSE:** The Central Office exists to provide a facility from which the CCF can carry out its functions as defined in the By-Laws and Operating Procedures. It is, in essence, the active voice of the collective group conscience and the visible manifestation of our fellowship to the general public. Specific services provided by the Central Office include, but are not limited to:
- 8.1.1. To operate a conveniently located office to carry the message of AA to alcoholics.
 - 8.1.2. To maintain a listing for AA in the local telephone directory.
 - 8.1.3. To arrange twelve-step calls.
 - 8.1.4. To serve as a clearing house for the circulation and exchange of information in the community, AA and non-AA.
 - 8.1.5. To purchase AA literature for sale or other distribution.
 - 8.1.6. To publish a list of AA meetings in the CCF area.
 - 8.1.7. To publish an information newsletter, the "By-The-Way," on a monthly basis.
 - 8.1.8. To arrange for AA speakers to carry the message to non-alcoholic groups.
 - 8.1.9. To cooperate but not affiliate with other community agencies dealing with alcoholism.
 - 8.1.10. To assist in carrying the AA message to hospitals and prisons.
 - 8.1.11. To assist the media, when requested, by providing information about AA in strict accordance with the Twelve Traditions.
 - 8.1.12. To perform other functions as authorized by the CCF delegates.
 - 8.1.13. To provide a meeting and work place for the CCF and various AA committees.
 - 8.1.14. To provide central location for information exchange between AA groups, including a list of group officers.
 - 8.1.15. To maintain, publish, and distribute current meeting schedules at a nominal charge determined by the Office Manager and approved by the OOC. Schedules contain information for registered AA groups and may also list information for Al-Anon, Alateen and Alano Clubs.
 - 8.1.16. To provide a repository for CCF records and materials. Records and material are maintained for the length of time recommended by the IRS, but not less than 7 years.
 - 8.1.17. To cooperate with the Northern California Council, California Northern Interior Area and with Hospitals & Institutions Committees.
 - 8.1.18. To maintain a volunteer speaker list. Providing speaker information to any registered AA group.
 - 8.1.19. To cooperate with the PI/CPC Committee and assist them in providing speakers to non-AA groups, such as Al-Anon, Alateen, service clubs, churches, colleges, high schools, etc. as required.
 - 8.1.20. To assist committee chairpersons in arranging for CCF entertainment programs, such as the CCF Annual Picnic and any others the delegates may establish.
- 8.2. AFFILIATION:**
- 8.2.1. The Central Office of is a function of AA and shall not affiliate with any outside or related activity, but may cooperate with its friends, such as Al-Anon, Alateen and Alano Clubs.
- 8.3. PUBLIC RELATIONS:**
- 8.3.1. Central Office handles public relations, observing the spirit of AA Traditions; thereby offering both service and protection to AA.
- 8.4. RESPONSIBILITIES AND AUTHORITY:**
- 8.4.1. The Office Manager is responsible to the Office Operation Committee and, through that committee, to the delegates for the efficient administration and operation of the Central Office. This responsibility and authority will not be delegated.
- 8.5. FINANCES:** Central Office operating expenses will be met from the general fund of the CCF. The Central Office will function as the receiving and disbursing agent, with the oversight of the OOC, for all transactions. The Office Operations Committee may commit CCF for fixed Central Office operating expenses such as rent, utilities, insurance, taxes, telephone, salaries, normal maintenance, and literature inventory replacement per the approved budget. All commitments exceeding \$200.00 for any unusual expense must be approved by the CCF delegates.
- 8.6. FINANCIAL RECORDS:**
- 8.6.1. The Central Office Manager will maintain adequate daily records of all financial transactions under the supervision of the OOC and Treasurer.

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- 8.6.2. The Office Manager, under the supervision of the OOC and treasurer, will maintain a bookkeeping system that meets the requirements of the IRS Code for non-profit organizations and complies with all state and federal income tax reporting requirements.
- 8.6.3. The Office Manager, under the supervision of the OOC and treasurer, will maintain a calendar of filing dates for all federal, state, tax, Insurance, etc., required reports and ensure that deadlines are met.
- 8.6.4. Financial records of the CCF corporation will be maintained for the length of time recommended by IRS, but in no case will it be less than 7 years.
- 8.7. FINANCIAL ACCOUNTS:**
 - 8.7.1. All checks require at least two signatures except those designated by the Office Operations Committee to be imprest accounts.
 - 8.7.2. For bills paid through online banking, a printout of online payments signed by two authorized persons will be kept on file for audit purposes.
 - 8.7.3. Operational expenses/petty cash includes direct and indirect expenses associated with "keeping the doors open" and carrying the message. The petty cash monetary limits are set by the OOC. The standard amount is \$150.00 per month and will not exceed \$300.00 in any month.
 - 8.7.4. Prudent reserve: The purpose of the prudent reserve is to ensure our ability to withstand and react to difficult a financial situation. Experience has taught us a prudent reserve is four months average operating expenses of the Central Office for the preceding twelve months. It should be kept in a "money management" fund where it is accessible while earning interest. One month's expenses should be maintained in the operations checkbook.
 - 8.7.5. General Account Fund: The General Account Fund is for the payment of expenses needed to Operate CCF. These funds come from volunteer AA group contributions, individual contributions, and special program events. Excess funds in the General Account may be transferred to the prudent reserve with delegate approval.
 - 8.7.6. Service committee chairpersons render an accounting to the Office Manager who shall receipt for any funds received from that service committee chairperson.
 - 8.7.7. The CCF Chairperson, Treasurer, Office Manager, and OOC Chairperson are signatories to all accounts.
- 8.8. SAFEGUARDS:** Adequate safeguards will be provided by the Office Manager, Treasurer and the OOC to ensure the security of cash, negotiable securities, financial records and other assets of CCF.
- 8.9. ADVERTISEMENTS:**
 - 8.9.1. The Office Manager maintains ads in such news media as the delegates may deem necessary.
 - 8.9.2. Ads are to be considered at the August Delegates' Meeting.
- 8.10. INSURANCE:**
 - 8.10.1. The Office Manager and the OOC will provide for adequate liability, hazard, theft, and directors and officers insurance.
 - 8.10.2. Workman's Compensation will be maintained as required by state law.
- 8.11. NEWSLETTER:**
 - 8.11.1. The Office Manager publishes and distributes a monthly AA newsletter called "The By-The-Way".
 - 8.11.2. The By-The-Way reports only matters of interest and importance to CCF members.
 - 8.11.3. Two hard copies are kept on file along with an electronic copy in the computer.
 - 8.11.4. A copy of the *By The Way* is mailed to each registered group at no charge. Any group wishing to receive more than one copy may subscribe for additional copies at the individual subscription rate.
 - 8.11.5. The Office Manager prepares and publishes each month in the *By The Way* a calendar of special and major events being held in the CCF area for the ensuing months. AI-Anon and Alateen activities may be included in the publication at the discretion of the Office Manager.
 - 8.11.6. Only those events of major importance are included, such as anniversaries, picnic, special speaker or other types of meetings.
 - 8.11.7. AA events of major importance or AA activities other than CCF's may be indicated in the master calendar at the discretion of the Office Manager. These may include items such as

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conferences, assemblies, meetings and anniversaries of General Service, Northern California Council and Hospital & Institutions.

- 8.11.8. No complimentary copies are mailed to any CCF Officer, Delegate, or Committee member. Complimentary copies will be mailed only to active and reserve Teleservice volunteers.
 - 8.11.9. The Office Manager is the editor of the *By The Way*. All items to be published in the *By The Way* must be received in the Central Office by 5:00 pm on the 15th day of each month.
 - 8.11.10. The editor of the *By The Way* publishes the minutes of the Board of Directors, the regular Delegates' and any other special meetings as submitted by the Recording Secretary.
 - 8.11.11. The information in the is the responsibility of the author of the material. The material shall pertain to AA. The Office Manager is not authorized to make any changes, but is responsible for ensuring that it pertains to AA.
 - 8.11.12. The *By The Way* has official information in it, such as the CCF Delegates' Meeting minutes, H & I minutes and CCF financial reports. The Office Manager is not authorized to make any changes to any official documents.
 - 8.11.13. A master file of all minutes is kept in the Central Office for use by the CCF Chairperson or any registered delegate. Recorded tapes of the past twelve monthly Delegates' meetings will be maintained.
 - 8.11.14. The Office Manager publishes the agenda for all Delegates' Meetings. The content and order of the agenda is the responsibility of the CCF Chairperson.
 - 8.11.15. The Office Manager maintains the CCF master calendar and publishes it in the *By The Way*.
- 8.12. BULK MAIL:**
- 8.12.1. The bulk mail permit is for use only in the bulk mailing of the *By The Way*, group flyers and any other large mailing.
 - 8.12.2. Permit is restricted to Central Office use only.
- 8.13. TELESERVICE:**
- 8.13.1. Handles AA inquiries for the 12-step calls and general information; makes referrals to appropriate committees.
 - 8.13.2. Teleservice and Central Office maintain a current list of Teleservice members
 - 8.13.3. Telephone service is maintained on a twenty-four hour basis, either by the Central Office or the Teleservice Committee
 - 8.13.4. Central Office maintains sufficient outside lines.
 - 8.13.5. Collect calls are not to be accepted.

9. OFFICE OPERATION:

- 9.1. OFFICE HOURS:**
- 9.1.1. The office hours are 9:00 am to 5:00 pm Monday through Friday and Saturday 9:00 am to 1:00 pm.
 - 9.1.2. The Office is closed on Sundays and the day after the annual picnic.
 - 9.1.3. The Central Office observes the following Holidays; New Year's Day, Presidents Day, Martin Luther King's Birthday, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.
 - 9.1.4. The Office Manager and Staff are entitled to one floating holiday per calendar year.
 - 9.1.5. The Office Manager ensures that the hours of operation for the Central Office are carried out.
- 9.2. ANONYMITY:**
- 9.2.1. The protection of AA members' anonymity will be a primary concern of the Central Office staff. Names, address, and phone numbers of AA members given for 12th Step work, speaking engagements, etc., will be used for no purpose other than that for which they were given.
 - 9.2.2. Exception: Group Secretaries, DCMs and CCF officers and committee chairpersons may use group records to make group contacts on verifiable AA business. Documents, lists, books, etc., that identify members by names, phone number, etc. will be kept in a secure place when not under the direct supervision of a coordinator or volunteer.
 - 9.2.3. All mailing lists remain anonymous except to the CCF Chairperson, elected committee chairpersons and the Central Office staff.

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9.3. STAFF:

- 9.3.1. The Office Manager employs clerical staff for duties at the Central Office at salaries not to exceed the amount in the annual budget as approved by the delegates.
- 9.3.2. Reserved.
- 9.3.3. The first six months of employment is a probationary period. Clerical staff may be terminated by the Office Manager without prior approval of the delegates.
- 9.3.4. The Office Manager and clerical staff of the Central Office annually review the By-Laws and Operating Procedures with the OOC Chairperson and sign a statement indicating they have read and understand the documents.
- 9.3.5. The staff assists the Office Manager in fulfilling all the responsibilities and duties of the Central Office.
- 9.3.6. The staff adheres to the policies set forth in the Personnel Policy Handbook.
- 9.3.7. Full time permanent staff is defined as those averaging 40 paid hours or more per week.

9.4. MEETING SCHEDULES:

- 9.4.1. Central Office updates meeting schedules when new group-information is received
- 9.4.2. Central Office distributes the schedules at a nominal charge determined by the Office Manager and approved by the OOC.
- 9.4.3. Schedules contain information on the meetings of registered AA groups and may also list information on district meetings, AI-Anon, and Alateen.

9.5. OFFICE MANAGER ABSENCE:

If the Office Manager is absent due to illness, vacation, or court duty, the OOC may appoint a temporary Office Manager, keeping in mind the qualifications specified in Section 10.

10. OFFICE MANAGER OF THE CCF CENTRAL OFFICE:

- 10.1. Manage the office in accordance with the Articles of Incorporation, By-Laws, Operating Procedures and policies of the CCF and the Twelve Traditions of Alcoholics Anonymous.
- 10.2. The Office Manager has overall responsibility for all operations of the Central Office. Qualifications and a detailed job description for this position are included in the CCF Personnel Handbook.

11. CCF DELEGATES AND ALTERNATES:

- 11.1. Revision of the Articles of Incorporation and the By-Laws requires a two-thirds majority vote. The proposed amendment must be submitted in writing to the CCF Chairperson and include the existing article, section, and paragraph of the proposed change and a copy of all related areas of the By-Laws, Operating Procedures and Policies that will be affected.
- 11.2. Reserved
- 11.3. Each November the delegates elect the Board of Directors/CCF Officers, committee chairpersons, and two of the four delegate positions on the Office Operation Committee.
- 11.4. A Quorum of twenty percent of the delegates on the active roster is required to conduct any delegate or special meeting. In the event a quorum is not present, no vote shall be taken on any matter before the delegates.
- 11.5. Special meetings may be called by the Chairperson or by eight delegates upon written notice to the CCF Recording Secretary, provided that written notice of the date, time, place and purpose of the meeting is mailed first-class to all active CCF delegates at least seven days before the special meeting.
- 11.6. Any registered group, located over fifty miles from the Delegates' Meeting location, may request and receive from the Central Office, a ballot to vote on any measure before the CCF delegates. The requested ballot must be returned to the Central Office no later than one work day prior to the Delegates' Meeting. There are no exceptions to this rule.
- 11.7. The registered delegates named by the member groups set the policy for, and direct the services of, the CCF.
- 11.8. Central Office removes from the active roster the name of any group which has not been represented by their delegate of record or designated alternate at a Delegates' Meeting in the preceding twelve months.
- 11.9. The following Board Officers: CCF Chairperson, CCF Assistant Chairperson, CCF Treasurer, and CCF Recording Secretary elected to full or partial terms shall resign their positions as delegates to the CCF.

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Their group may then replace them with a new voting delegate. All other elected positions will maintain their delegate's status and voting rights on behalf of their group.

- 11.10. Duly appointed delegates and alternates not registered as stipulated shall not be authorized to vote on any motion before the CCF. No delegate may vote as a proxy for any group.
- 11.11. Delegates present at any meeting, but not registered in accordance with the By-Laws, are not allowed to vote, but may attend the Delegates' Meeting.

12. CCF BOARD of DIRECTORS:

12.1. MEMBERS OF THE BOARD OF DIRECTORS:

- 12.1.1. Reserved.
- 12.1.2. Reserved.
- 12.1.3. The Directors/CCF Officers are elected by the delegates at the November Delegates' Meeting and assume office on January 1st.
- 12.1.4. No more than two individuals from any member group can serve on the Board at any time.
- 12.1.5. The Office Manager is an ex officio Director of the Board as an advisory and a non-voting member.
- 12.1.6. Reserved
- 12.1.7. The Chairperson must be familiar with and is empowered to use Robert's Rules of Order during any meeting. The CCF By-Laws and Procedures have precedence over Robert's Rules of Order.
- 12.1.8. The Board of Directors is legally responsible for, but have no governing power over the affairs of the CCF.

12.2. PURPOSE OF THE BOARD OF DIRECTORS:

- 12.2.1. The Board of Directors is recorded in these procedures solely to fulfill the requirements of state law. The delegates of registered groups are the sole authority of CCF.

13. CCF OFFICERS:

13.1. RESPONSIBILITIES OF ELECTED OFFICERS:

- 13.1.1. All elected Officers must attend all CCF Delegates' Meetings.
- 13.1.2. The CCF Chairperson, Assistant Chairperson, Treasurer, and Recording Secretary may participate in discussion, but are excluded from voting. All other elected positions continue to exercise their delegate voting privileges.
- 13.1.3. Any elected Officer, Committee Chairperson, or Office Operation Committee Member who fails to attend three OOC or Delegates' Meetings per year is deemed to have resigned from that Office.

13.2. CCF CHAIRPERSON:

- 13.2.1. Reserved.
- 13.2.2. Performs all duties of chairperson and other duties that may be assigned by the delegates.
- 13.2.3. Five years of continuous sobriety are required at the time of taking office.
- 13.2.4. Is elected at the regular Delegate's Meeting in November of each year and shall assume the office on January 1st. The term of office is one calendar year. The chairperson may serve no more than two terms in succession.
- 13.2.5. Reserved.
- 13.2.6. Is completely impartial at all CCF Delegate's Meetings or special meetings and does not have a vote in any matter before the delegates.
- 13.2.7. Appoints, subject to delegates' approval, interim officers or committee chairpersons. Ensures that all appointed persons meet the qualifications set in the Operating Procedures. May appoint to the position a person with less sobriety when position remains vacant by the second business meeting.
- 13.2.8. Ensures current copies of the By-Laws and Operating Procedures are available at Delegates' Meetings.
- 13.2.9. Has the minutes of the past twelve Delegates' Meetings available at Delegates' Meetings
- 13.2.10. Is a member of the Board of Directors and shall assume this office on January 1st. The term of office is one calendar year. The Chairperson may serve no more than two terms in succession.

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- 13.2.11. Reports monthly to the delegates on the progress and welfare of the CCF.
- 13.2.12. Reserved.
- 13.2.13. Serves as a member of the OOC with voting and decision rights.
- 13.2.14. Ensures that CCF is operating according to the Articles of Incorporations, By-Laws, Operating Procedures and policies.
- 13.2.15. Receives agenda items for Delegates' and special meetings.
- 13.2.16. Is responsible for the content and order of the agenda of all CCF meetings.
- 13.2.17. Presides at Board of Directors meeting, at Delegates' Meetings and special meetings
- 13.2.18. Is responsible to the delegates for the implementation of all actions approved by the delegates.
- 13.2.19. May sign, execute and deliver contracts and other documents in the name of CCF Inc.
- 13.2.20. Reserved.
- 13.2.21. Appoints committees other than standing committees which may be necessary for the proper conduct and operation of the CCF. These committees are known as ad hoc committees and shall not be in conflict with another committee.
- 13.2.22. Reserved.

13.3. CCF ASSISTANT CHAIRPERSON/AREA LIAISON:

- 13.3.1. Qualifications for the Assistant Chairperson are the same as for the Chairperson.
- 13.3.2. Acts as Liaison with California Northern Interior Area Committee (CNIA). Reports to the delegates any CNIA action that may affect or be of interest to the CCF.
- 13.3.3. Presides over the New Delegates Meeting and shall act as a source of information to new delegates.
- 13.3.4. Ensures that each new delegate receives a current copy of the CCF By-Laws, Operating Procedures, and the Delegate's Hand Book.
- 13.3.5. Reserved..
- 13.3.6. Is elected at the regular Delegates' Meeting in November of each year and shall assume the office on January 1st. The term of office is one calendar year. The Assistant Chairperson may serve not more than two terms in succession.
- 13.3.7. Assists the Chairperson with orderly conduct of all Delegates meetings.
- 13.3.8. Reserved.
- 13.3.9. Assists the Chairperson in ascertaining the correct wording of motions, identifying seconds and counting votes.
- 13.3.10. Is a member of the Board of Directors shall assume that office on January 1st. The term of office is one calendar year. The Assistant Chairperson may serve no more than two terms in succession.
- 13.3.11. Assumes the office of Chairperson in the absence, removal, demise, or resignation of the Chairperson.
- 13.3.12. Prepares agenda for the New Delegates Meeting.
- 13.3.13. Reserved.
- 13.3.14. Attends CCF Delegates' Meetings, except when attending a conference or other authorized function. Reports to the delegates on those conferences and functions. The reports are published in the *By The Way*.

13.4. CCF TREASURER:

- 13.4.1. Is responsible for the accurate accounting of all income and disbursements and for the financial records of CCF.
- 13.4.2. Reserved.
- 13.4.3. Reports submitted to the Delegates by the Treasurer shall be retained on file in the Central Office and published in the next *By The Way*.
- 13.4.4. Has five years of continuous and immediate sobriety. Knowledge of bookkeeping procedures and office experience is desired.
- 13.4.5. Reserved.
- 13.4.6. The Treasurer shall verify that all payments are allocated to the appropriate budget line item.
- 13.4.7. Written reports covering the month prior to the Delegates' Meeting will be provided and reported to the delegates. These reports shall include:
 - 13.4.7.1. A list of all registered groups, their last month's and year-to-date contributions.

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- 13.4.7.2. A revenue and expenditure statement by category.
- 13.4.7.3. Receipts and expenditures at special events shall be verified by the Treasurer and submitted as part of the Treasurer's Report as they occur.
- 13.4.7.4. Reserved.
- 13.4.7.5. Reserved.
- 13.4.7.6. Any other functions for which CCF has authorized a budget.
- 13.4.7.7. Any revenue or expenditure not covered in another report.
- 13.4.8. Is elected at the regular Delegates' Meeting in November odd numbered years and shall assume the office on January 1st. The term of office is two calendar years. The Treasurer may serve no more than two terms in succession.
- 13.4.9. Is a member of the Board of Directors and assumes that office on January 1st. The term of office is two calendar years. The Treasurer may serve no more than two terms in succession.
- 13.4.10. In the event of removal from office, either by dismissal, resignation or demise, the chairperson shall appoint an interim treasurer to fill the position until the next regularly scheduled Delegates' Meeting.
- 13.4.11. Ensures the maintenance of a prudent reserve.
- 13.4.12. Reserved.
- 13.4.13. Reserved.
- 13.4.14. Reserved.
- 13.4.15. Quarterly, the treasurer's report will include a summary for the year to date and a net worth statement. The report will be published in the *By The Way*.
- 13.4.16. Serves as a member of the OOC Committee with voting and decision rights.
- 13.4.17. Informs the OOC of any increases or decreases that are required to the CCF budget.

13.5. CCF RECORDING SECRETARY:

- 13.5.1. Take minutes of all Board of Directors and Delegates' Meetings and submits them to the Central Office within four days for publication in the *By The Way*.
- 13.5.2. Calls the roll of the delegates, elected officers and OOC members prior to the start of Delegates' Meeting and reports to the delegates the total number of delegates present.
- 13.5.3. Registers any unregistered or new delegates.
- 13.5.4. Records the Board of Directors and Delegates' Meetings electronically.
- 13.5.5. Reserved.
- 13.5.6. Electronic recordings shall be retained by the Office Manager for a period of twelve months.
- 13.5.7. Records all votes taken by the delegates, noting the number of ayes, nays, and abstentions. Results will be announced to the delegates upon the closing of the voting.
- 13.5.8. Has a minimum of three years of continuous sobriety at the time of taking office. Must have served as a group secretary or CCF delegate.
- 13.5.9. Is elected at the regular Delegates' Meeting in November of each year and assumes office on January 1st. The term of office is one calendar year. The Recording Secretary may serve no more than two terms in succession.
- 13.5.10. Is a member of the Board of Directors and shall assume that office on January 1st. The term of office is one calendar year. The Recording Secretary may serve no more than two terms in succession.
- 13.5.11. In the event of the absence of the Secretary, the Chairperson shall designate a temporary secretary for that meeting.
- 13.5.12. The Recording Secretary shall not use any member's last name, telephone number, or email address in the minutes of CCF meetings.

14. OFFICE OPERATION COMMITTEE (OOC).

14.1. COMPOSITION OF THE OFFICE OPERATION COMMITTEE:

- 14.1.1. Chairperson of the CCF.
- 14.1.2. Treasurer of the CCF.
- 14.1.3. By-Laws and Procedures Chairperson.
- 14.1.4. Four elected CCF Delegates.
- 14.1.5. CCF Office Manager (Adviser only).
- 14.1.6. Reserved.

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- 14.1.7. Delegate members must have a minimum of three years of continuous and immediate sobriety and must be willing to serve for two years.
- 14.1.8. Two delegates are elected annually allowing for continuity of the committee. Delegates are elected at the regular Delegates' Meeting in November of each year and assume office on January 1st. Delegates may be re-elected for one additional term of office.
- 14.1.9. Delegates should be familiar with financial administration, office management, and general business administration.
- 14.1.10. The Office Operation Committee meets as required, but not less than once a month prior to the Delegates' Meeting and when necessary to carry out its duties.
- 14.1.11. OOC meetings are open to any officer, chairperson, or delegate of CCF. Other than OOC members, individuals may not participate unless invited to. Announcements of the date and time of the OOC meeting are published in the *By The Way*.
- 14.1.12. Reserved.
- 14.1.13. A quorum of 5 members is required to conduct business.
- 14.2. PURPOSE OF THE OFFICE OPERATION COMMITTEE (OOC)**
 - 14.2.1. Oversee the operations of Central Office and staff.
 - 14.2.2. Responsible for review of CCF business operations, policies, and procedures.
 - 14.2.3. Has oversight of the CCF Central Office but does not interfere with daily operations. The OOC does have the ultimate responsibility for seeing that it operates in the best interest of the corporation.
 - 14.2.4. Presents policy and action recommendations to the CCF delegates for their approval.
 - 14.2.5. Reports all actions taken by the OOC to the delegates.
 - 14.2.6. Reserved.
 - 14.2.7. Ensures preparation of and adherence to an annual budget.
 - 14.2.8. Reserved.
 - 14.2.9. Recommends other employees' salary adjustments with the Office Manager's concurrence within the delegate approved budget.
 - 14.2.10. Ensures compliance with all laws and regulations.
 - 14.2.11. Reserved.
 - 14.2.12. Reserved.
 - 14.2.13. Leasing and maintaining office space.
 - 14.2.14. Reserved.
 - 14.2.15. Presents a monthly report to the delegates at the regular meeting.
 - 14.2.16. Appoints a qualified person to conduct an annual procedural audit and special audits as necessary.
 - 14.2.17. Reserved.
 - 14.2.18. Reserved.
 - 14.2.19. The OOC Chairperson does not have a vote in any matter before the OOC except in the event of a tie vote. The OOC Chairperson has decision rights.
- 14.3. FACILITIES:**
 - 14.3.1. Reviews all leases of fixtures, furniture, and equipment. Reviews lease of office space annually and six months before any lease or renewal is signed.
- 14.4. FINANCE:**
 - 14.4.1. Reviews all financial reports, income statements, annual budgets, inventory, and financial policies annually.
- 14.5. HUMAN RESOURCES:**
 - 14.5.1. Ensures hiring is accomplished within the laws of the State of California and Federal Government. Maintains an up to date employee handbook. Communicates with Office Manager on employee issues
- 14.6. GROUP & MEMBER SERVICES:**
 - 14.6.1. Reserved.
 - 14.6.2. Looks for ways to increase group and member participation either with 7th Tradition contributions or "contribute your time" volunteering. Expand outreach to groups who are not aware of the services provided by CCF. Cooperates with CNIA Districts.

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14.7. HIRING OF OFFICE MANAGER:

- 14.7.1. The Office Operation Committee is responsible for recruiting and interviewing applicants for the position of CCF Office Manager in the event the position should become vacant.
- 14.7.2. The OOC Chairperson may ask the CCF Chairperson to appoint, with the delegates' approval, additional members to assist in the selection of an Office Manager.
- 14.7.3. Candidates for Office Manager will be members of AA with at least five years of continuous sobriety.
- 14.7.4. The OOC may invite, if available, the three applicants that are best qualified for the position to come to Sacramento for an in-depth interview. Travel expenses to and from Sacramento are reimbursable.
- 14.7.5. The OOC selects the qualified applicant and offers a six month probationary contract to the applicant.
- 14.7.6. After the six month probationary period, the OOC recommends the applicant to the delegates for approval or disapproval.
- 14.7.7. The Office Manager will be under written contract to the CCF and will be compensated in accordance with the Office Operation Committee's recommendation and the delegates' approval.
- 14.7.8. The written contract is for one or more years and subject to delegates' approval at the December meeting. Contract anniversary dates will be concurrent with the CCF fiscal cycle (January 1 to December 31). Initial hire contracts shall be for the remainder of the current year and will be renewed at year end. Contracts shall be kept on file in the Office Manager's personnel file.
- 14.7.9. The salary offered to the applicant will not be more than the salary for the previous Office Manager.
- 14.7.10. The Office Operations Committee shall be responsible for ensuring that the job description is followed by the Office Manager.
- 14.7.11. Job performance and remuneration for the Office Manager are reviewed each December by the OOC. Changes within the approved budget may be implemented by the OOC. Any recommend changes beyond the scope of the approved budget are proposed to the delegates for approval as a budget amendment.

14.8. DISMISSAL OF OFFICE MANAGER:

- 14.8.1. The OOC has the authority to dismiss the Office Manager after the second written warning of:
 - 14.8.1.1. Failure to abide by the AA Traditions, Articles of Incorporation, By-Laws, or procedures and policies of CCF.
 - 14.8.1.2. Failure to maintain conduct becoming of the office.
- 14.8.2. If the Office Manager fails to maintain sobriety during their employment, no warning is required before dismissal .
- 14.8.3. Reserved.
- 14.8.4. Reserved.
- 14.8.5. The OOC receives the keys at time of dismissal and places the Office Manager on paid administrative leave until the delegates have voted on the OOC recommendation.
- 14.8.6. All door locks, safe combinations, and passwords will be changed at time of dismissal.
- 14.8.7. A special Delegates' Meeting is called at the time of dismissal by letter to all delegates who have attended a Delegates' Meetings the past twelve months.
- 14.8.8. The Office Manager may be removed from office by a 2/3 vote of the delegates present. The removal shall be without prejudice.

14.9. ANNUAL BUDGET:

- 14.9.1.1. The OOC and Treasurer prepare and recommend to the delegates for approval an annual budget which includes, but not be limited to:
 - 14.9.1.2. Salary for Office Manager and staff.
 - 14.9.1.3. Operating expenses of the Central Office.
 - 14.9.1.4. Insurance.
 - 14.9.1.5. All other financial needs of the CCF.
- 14.9.2. The Budget is presented in written form to the delegates at the September Delegates' Meeting.
- 14.9.3. The Office Manager publishes the proposed budget in the October *By The Way*.
- 14.9.4. The delegates vote on the proposed budget at the November Delegates' Meeting.
- 14.9.5. A simple majority of the voting delegates is required for passage of the budget. The approved budget takes effect in January of the following year.

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- 14.9.6. The budget may be changed during the year by a 2/3 vote of the delegates present.
- 14.9.7. Proposed changes are submitted to the delegates in written form, explaining the changes and the reasons for them.
- 14.9.8. Proposed changes are reviewed by the Office Operations Committee for fiscal impact. The OOC provides remarks and a fiscal recommendation to the delegates.
- 14.9.9. Proposed changes are published prior to the next Delegates' Meeting in the *By The Way*.
- 14.9.10. No vote on budget changes takes place until a period of sixty days has elapsed since the changes were proposed.
- 14.9.11. The OOC ensures that a suitable institution is used for holding the funds of the CCF.
- 14.9.12. The OOC engages, or causes to be engaged, an independent outside accountant to review the annual financial report. The accountant may or may not be a member of the AA Fellowship.
- 14.9.13. The OOC Chairperson with the concurrence of any two members of the OOC is authorized extra-budgetary authority to expend CCF funds for emergency purposes. This authority is limited to \$200.00 per month and may not be used for any transaction that can be delayed until the next Delegates Meeting.
- 14.9.14. The OOC conducts an audit of record keeping and all general and financial procedures of the Central Office, Office Manager, and staff. A report is given to the CCF Chairperson and delegates at the April Delegates Meeting.
- 14.9.15. Reserved.
- 14.9.16. Reserved.
- 14.9.17. Reserved.
- 14.9.18. Reserved.

14.10. OFFICE OPERATION COMMITTEE CHAIRPERSON:

- 14.10.1. The Chairperson of the Office Operation Committee is elected by the committee's members at the January OOC meeting.
- 14.10.2. The Chairperson must be selected from the four elected delegates.
- 14.10.3. The Chairperson is responsible to and reports to the delegates on the operation of and recommended changes for the Central Office.
- 14.10.4. The Chairperson is a member of the Board of Directors assuming that office in January after the OOC election. The term of office is for one calendar year. The Chairperson may serve no more than two terms in succession.
- 14.10.5. The OOC Chairperson will have minutes of the OOC meetings written and kept for review by any officer, chairperson or delegate to the CCF. These minutes will be kept for a period of seven years in the Central Office.
- 14.10.6. The Chairperson is familiar with and is empowered to use Robert's Rules of Order during the OOC meeting. The CCF By-Laws and Operating Procedures shall have precedence over Robert's Rules of Order.
- 14.10.7. Reserved.

15. STANDING COMMITTEES/CHAIRPERSONS

15.1. LIST OF STANDING COMMITTEES:

- 15.1.1. Reserved.
- 15.1.2. Office Operation Committee.
- 15.1.3. Teleservice Committee.
- 15.1.4. By-Laws and Procedures Committee. .
- 15.1.5. Birthday Club and Faithful Fivers Committee.
- 15.1.6. Public Information/Cooperation with the Professional Community Committee.
- 15.1.7. Special Needs Committee.
- 15.1.8. Reserved.
- 15.1.9. Reserved.
- 15.1.10. CCF Picnic Committee.
- 15.1.11. CCF Special Events Committee (rev 9/2015)

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15.2. GENERAL:

- 15.2.1. The Twelve Traditions, AA Guidelines and AA General Service Conference Manual shall guide all committees and chairpersons.
- 15.2.2. In keeping with the Twelve Traditions and the Twelve Concepts, all committees seek approval before publicly distributing materials not previously approved by the General Service Conference or General Service Office or CCF including letters to the public, press or treatment community. All documents that are widely distributed under the CCF letterhead affect AA as a whole in our area. This excludes day-to-day letters prepared by the office staff.
- 15.2.3. Reserved.

15.3. OFFICE OPERATION COMMITTEE AND CHAIRPERSON:

- 15.3.1. Qualifications and duties are covered in Section 14.

15.4. TELESERVICE COMMITTEE AND CHAIRPERSON:

- 15.4.1. The Teleservice Committee Chairperson must have a minimum of three years of continuous and immediate sobriety and shall have served at least six months as a member of the Teleservice Committee.
- 15.4.2. The Teleservice Committee Chairperson is elected at the regular Delegates meeting in November of each year and assumes office January 1st.
- 15.4.3. The Term of Office is for one year. The Chairperson may serve no more than two 2 years in succession.
- 15.4.4. The Chairperson has the authority to appoint committee members as needed to ensure the continuous and proper operation of Teleservice.
- 15.4.5. The Chairperson may appoint committee members as Assistant Chairpersons to represent Teleservice during his or her absence. An Assistant Chairperson has the same authority as the Chairperson.
- 15.4.6. The Teleservice Committee Chairperson has Assistant Chairperson(s), Shift Coordinators, shift volunteers and 12-Step volunteers.
- 15.4.7. The Chairperson may remove any committee member who fails to participate in the Teleservice program, has started drinking or for any other reason that would bring discredit to the Teleservice program and CCF. The Chairperson's decision regarding this matter is final.
- 15.4.8. The Chairperson conducts quarterly meetings with Teleservice Committee members.
- 15.4.9. The Chairperson maintains monthly records of all telephone calls answered by the committee and the number of 12-Step referrals made.
- 15.4.10. A report of total calls is made to the delegates at the regular meeting and shall be published in the *By The Way*
- 15.4.11. Members of the Teleservice Committee serve a minimum of six months. In keeping with the spirit of rotation, they shall rotate out of their shift (not switch to another shift) after that time to allow others to serve.
- 15.4.12. Shift volunteers need six months of sobriety.
- 15.4.13. Shift volunteers may serve as a coordinator after working a shift for six months. Volunteers cannot be a substitute or a coordinator without having served on a shift for six months.
- 15.4.14. Shift Coordinator positions are a one year commitment.
- 15.4.15. Reserved.
- 15.4.16. The Chairperson works with the Office Manager to ensure that committee members have an up-to-date Volunteers Handbook, meeting schedule and a current *By The Way* each month.

15.5. BY-LAWS AND PROCEDURES COMMITTEE AND CHAIRPERSON:

- 15.5.1. The purpose of this committee is to review the CCF Articles of Incorporation, By-Laws, Operating Procedures and policies and to present to the delegates any recommended changes.
- 15.5.2. The Chairperson of this committee has a minimum of five years of continuous and immediate sobriety, an understanding of the Articles of Incorporation, By-Laws, procedures and policies of CCF, and shall have served as a group secretary or group delegate to the CCF.

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- 15.5.3. The Chairperson is elected at the November Delegates' Meeting and shall assume the office on January 1st. The term of office is one calendar year. The Chairperson may serve no more than two terms in succession.
- 15.5.4. The Chairperson selects a minimum of three and maximum of five past or present delegates to serve on this committee. No elected officers or committee chairpersons of the CCF shall serve on this committee.
- 15.5.5. The committee meets as required by the nature of their business
- 15.5.6. The Chairperson gives a report to the delegates at the regular monthly meeting.
- 15.5.7. Reserved.
- 15.5.8. The Chairperson serves as a member of the OOC, having voting and decision rights.

15.6. BIRTHDAY CLUB AND FAITHFUL FIVERS COMMITTEE (BC/FFC) and CHAIRPERSON

- 15.6.1. The BC/FFC Chairperson has a minimum of three years of continuous and immediate sobriety and must have served as a group secretary or group delegate.
- 15.6.2. The BC/FFC Chairperson is elected at the regular Delegates' Meeting in November of each year and assumes office January 1st. The term of office shall be one year. May serve two terms in succession.
- 15.6.3. The BC/FFC Chairperson may select committee members to assist in the operation of the Birthday Club and Faithful Fivers functions. Qualification of committee members is at the discretion of the Chairperson.
- 15.6.4. Reserved.
- 15.6.5. Reserved.
- 15.6.6. The BC/FFC Chairperson contributes a BC/FFC article for the *By The Way* monthly encouraging membership in the Birthday Club and in the Faithful Fivers.
- 15.6.7. The BC/FFC Chairperson reports to the Delegates each month's receipts and year-to-date totals.
- 15.6.8. The BC/FFC Chairperson will keep brochures current for both the Birthday Club and Faithful Fivers and will provide a supply at each Delegates' Meeting.

15.7. PUBLIC INFORMATION/COOPERATION WITH THE PROFESSIONAL COMMUNITY (PI/CPC) COMMITTEE & CHAIRPERSON:

- 15.7.1. The Chairperson must have a minimum of three years of continuous and immediate sobriety.
- 15.7.2. The Chairperson will be elected at the regular Delegates' Meeting in November of each year and assumes office January 1st. The term of office shall be one year. May serve two terms in succession.
- 15.7.3. The purpose of this committee is to carry the AA message to outside enterprises and professional groups who request AA speakers. This purpose includes identifying and making contact with such organizations to advise them of the Committee's existence and availability to speak.
- 15.7.4. The Chairperson may select committee members to assist in the operation of these functions. Qualification of committee members is at the discretion of the Chairperson.
- 15.7.5. The Committee is guided by the Twelve Traditions, the AA Guidelines, and the AA General Service Conference Manual.
- 15.7.6. The Chairperson has is responsible for news releases to the general public concerning the CCF.
- 15.7.7. The Chairperson or an appointed committee member acts as liaison to the California Northern Interior Area for PI/CPC.

15.8. SPECIAL NEEDS COMMITTEE AND CHAIRPERSON:

- 15.8.1. The Chairperson must have a minimum of two years of continuous and immediate sobriety.
- 15.8.2. The Chairperson is elected at the regular Delegates' Meeting in November of each year and assumes office January 1st. The term of office is one year. May serve two terms in succession.
- 15.8.3. The purpose of this committee is to help member groups carry the AA message to alcoholics with special needs and to help CCF and its member groups include and serve those with special needs.
- 15.8.4. The Chairperson appoints committee members as necessary to fulfill the purpose of the Committee.
- 15.8.5. The Committee is guided by the Twelve Traditions and other relevant Alcoholics Anonymous World Service literature.

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- 15.8.6. AA members with special needs are defined as persons who are visually impaired; hearing impaired; have mobility disabilities; are chronically ill or homebound; have limited skills; or are alcoholics who do not speak English.
- 15.8.7. The Committee meets at least once quarterly or more often as determined by the Chairperson. The Chairperson or designee reports on the meeting at the next CCF Delegates meeting.
- 15.8.8. The Chairperson or designee attends other committee meetings as needed or requested.
- 15.8.9. The members of Special Needs Committee explore, develop, and offer alternatives to make the AA message and participation in our program available to everyone.

15.9. NORTHERN CALIFORNIA COUNCIL (NCC) DELEGATE LIAISON:

- 15.9.1. The Liaison must have five years of continuous sobriety and have served as a group secretary or group delegate.
- 15.9.2. The term of Office is two years. The Liaison is elected at the Delegates' Meeting in November on even numbered years and assumes office January 1st. May not be re-elected to this office until a two years have elapsed since serving in the position.
- 15.9.3. The Liaison attends NCC Conferences and other related functions. Expenses relative to attending conferences and functions are reimbursed by the CCF. Expenses shall not exceed amounts budgeted.
- 15.9.4. The Liaison attends CCF Delegates' Meetings except when attending a conference or other authorized function and reports to the delegates on those conferences and functions.

15.10. CCF PICNIC COMMITTEE AND CHAIRMAN:

- 15.10.1. The Chairperson must have a minimum of two years of continuous and immediate sobriety.
- 15.10.2. The Chairperson is elected at the regular Delegates' Meeting in November and assumes office January 1st. The term of office is one year. May serve two terms in succession.
- 15.10.3. The Picnic Chairperson may select committee members as deemed necessary to carry out functions of the Committee.
- 15.10.4. The Chairperson is responsible for planning, organizing, promoting, and conducting the event.
- 15.10.5. The Chairperson will not exceed the budget for the event approved by the delegates.
- 15.10.6. The Chairperson shall keep an accurate account of all expenses and receipts for the event. This accounting will be submitted to the Office Manager along with unpaid invoices and all receipts.
- 15.10.7. The Office Manager shall make all payments and submit the accounting to the CCF Treasurer.
- 15.10.8. The Chairperson shall ensure that the tickets for each event are keep separate from each other and that no tickets are discarded for accountability purposes.
- 15.10.9. The Chairperson shall, upon the conclusion of the event, report the final accounting to the delegates.

15.11. CCF SPECIAL EVENTS CHAIRMAN/COMMITTEE (rev. 9/2015)

- 15.11.1. The Chairperson must have a minimum of two years of continuous and immediate sobriety.
- 15.11.2. The Chairperson is elected at the regular Delegates' Meeting in November and assumes office January 1st. The term of office is one year. May serve two terms in succession.
- 15.11.3. The Special Events Chairperson may select committee members as deemed necessary to carry out functions of the Committee.
- 15.11.4. The Chairperson is responsible for planning, organizing, promoting, and conducting special events throughout the year, which may also include an anniversary event.
- 15.11.5. The Chairperson will not exceed the budget approved by the delegates.
- 15.11.6. The Chairperson shall keep an accurate account of all expenses and receipts for the events. This accounting will be submitted to the Office Manager along with unpaid invoices and all receipts.
- 15.11.7. The Office Manager shall make all payments and submit the accounting to the CCF Treasurer.
- 15.11.8. The Chairperson shall, upon the conclusion of the events, report the final accounting to the delegates.

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16. SPECIAL PROGRAM EVENTS :

The CCF Chairperson may establish special programs as approved by the delegates.

16.1. RESERVED.

16.2. RESERVED.

16.3. ELECTION COMMITTEE:

16.3.1. ELECTION CHAIRPERSON:

The CCF Intergroup Chairperson has the option of serving as the Election Chairperson or selecting another person with experience with Third Legacy procedures to act as Election Chairperson.

16.3.2. ELIGIBILITY FOR ELECTION:

16.3.2.1. All individuals present are eligible for election to any position for which they are qualified on the date of taking office. The qualifications are set out separately for each elected position.

16.3.2.2. Candidates normally must be present to be eligible for election. However, the delegates, by a majority vote, may allow an absent candidate to be considered for election in unusual circumstances such as a family or employment emergency.

16.3.2.3. Prior to the election, candidates will be asked to prepare a brief resume detailing their home group, sobriety date, and their service experience in Alcoholics Anonymous. .

16.3.3. PROCEDURE:

16.3.3.1. All elections at the November meeting shall model the Third Legacy procedures as follows:

16.3.3.2. The Election Chairperson shall poll each person present to determine whether they are available to serve in any position.

16.3.3.3. A 15 minute break shall be called by the Election Chairperson prior to the election to allow for the preparation of a resume.

16.3.3.4. Each candidate's name (suggest full names be used) is written on a blackboard in front of the room.

16.3.3.5. The Election Chairperson then polls each candidate to determine whether they are available for the position being elected. The names of the unavailable candidates shall be erased from the blackboard. Preceding the balloting, candidates shall stand and present their resumes.

16.3.3.6. Paper and pencils are distributed for written ballots.

16.3.3.7. The voting members are the delegates. The Secretary calls the roll of the delegates present to determine the total number of eligible voters.

16.3.3.8. Two non-voting individuals are selected as tellers, two non-voting individuals are selected as collectors of ballots, and one non-voting person is selected to record the tallied votes on the blackboard. These people must not be standing for office or serving in any CCF elected position.

16.3.3.9. The delegates present cast written ballots and the ballots are collected and given to the tellers to count. Votes will be written on the blackboard alongside the names of the candidates.

16.3.3.10. The first candidate to receive two-thirds of the vote is elected.

16.3.3.11. After the second ballot (assuming no candidate received the necessary two-thirds on the first ballot), candidates having less than one-fifth of the total vote will be withdrawn automatically, except that the two top candidates must remain. In case there is a tie for second place, the top candidate and tied second place candidates remain.

16.3.3.12. If after the second ballot no candidate has two-thirds of the vote total the Election Chairperson shall ask for a motion, second and majority of hands on conducting a third ballot. If the motion passes, a third ballot will be conducted. If the motion is defeated, balloting is over and selection proceeds to the "hat" immediately with the two candidates with the highest totals. In case there is a tie for second, the top candidate and tied second place candidates' names are placed in the hat. Lots are drawn by a teller, and the first name "out of the hat" is elected.

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- 16.3.3.13. After a third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except the two top candidates must remain. In case there is a tie for second place, the top candidate and tied second place candidate remain.
- 16.3.3.14. If after the third ballot no candidate has two-thirds of the vote total the Election Chairperson shall ask for a motion, second and majority of hands on conducting a fourth ballot. If the motion passes, a fourth ballot will be conducted. If the motion is defeated, balloting is over and selection proceeds to the "hat" immediately with the two candidates with the highest totals. In case there is a tie for second, the top candidate and tied second place candidates' names are placed in the hat. Lots are drawn by a teller, and the first name "out of the hat" is elected.
- 16.3.3.15. After a fourth ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except the two top candidates must remain. In case there is a tie for second place, the top candidate and tied second place candidate remain.
- 16.3.3.16. If after the fourth ballot no candidate has two-thirds of the vote total the Election Chairperson shall ask for a motion, second and majority of hands on conducting a fifth ballot. If the motion passes, a fifth ballot will be conducted. If the motion is defeated, balloting is over and selection proceeds to the "hat" immediately with the two candidates with the highest totals. In case there is a tie for second, the top candidate and tied second place candidates' names are placed in the hat. Lots are drawn by a teller, and the first name "out of the hat" is elected.
- 16.3.3.17. If after the fifth ballot no candidate has two-thirds of the vote total, the Election Chairperson announces the choice will be made by lot from the "hat" with the two candidates with the highest totals. In case there is a tie for second, the top candidate and tied second place candidates' names are placed in the hat. Lots are drawn by a teller, and the first name "out of the hat" is elected.
- 16.3.3.18. The Office Manager publishes the election results in the December *By The Way*

16.3.4. ORDER OF ELECTIONS:

It is recommended that the Order of Election of the Officers and the Committee Chairpersons be as follows:

- 16.3.4.1. Board of Directors/CCF Chairperson.
- 16.3.4.2. Board of Directors/CCF Assistant Chairperson.
- 16.3.4.3. Board of Directors/CCF Treasurer.
- 16.3.4.4. Board of Directors/CCF Recording Secretary.
- 16.3.4.5. Two members of the Office Operation Committee (OOC)
- 16.3.4.6. Teleservice Chairperson.
- 16.3.4.7. By-Laws and Procedures Committee Chairperson.
- 16.3.4.8. Birthday Club and Faithful Fivers Committee Chairperson.
- 16.3.4.9. PI/CPC. Committee Chairperson.
- 16.3.4.10. Special Needs Committee Chairperson.
- 16.3.4.11. CCF Delegate to NCC (odd numbered years)
- 16.3.4.12. Northern California Council Delegate Liaison
- 16.3.4.13. CCF Picnic Chairperson.
- 16.3.4.14. CCF Special Events Chairman (rev. 9/2015)

17. CCF DELEGATES' MEETING:

- 17.1. The Delegates' Meeting is held on the third Saturday of each month at 3:00 pm at a place determined by the delegates.
- 17.2. New delegates meet at 2:00 pm on the same day and at the same location. The Assistant Chairperson conducts this meeting.
- 17.3. New delegates are given a copy of the CCF By-Laws, Operating Procedures and the Delegates Handbook.
- 17.4. The November meeting is known as the Annual Meeting. The purpose of the meeting is election of officers, committee chairpersons and new OOC members and for the approval of the following year's budget.
- 17.5. Reserved.
- 17.6. A simple majority vote is sufficient for passage of any motion brought to the floor except as specified in the CCF By-Laws and Operating Procedures.

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17.7. All meetings are open meetings unless otherwise indicated.

18. LITERATURE AND MERCHANDISE:

- 18.1. The Central Office maintains a sufficient supply of meeting schedules and all AA Conference-Approved literature including bound books.
- 18.2. The Office Manager takes monthly inventory of the literature on hand at Central Office. Quarterly, this inventory will be taken by members of the OOC and volunteers.
- 18.3. Requests for literature by individual members or member groups are acted on without delay and take precedence over all other office work except for 12-Step calls.
- 18.4. The Office Manager keeps the literature stock in such a manner that sample material is displayed with titles and cost visible in a neat and orderly condition. The stock on hand shall be kept secured.
- 18.5. AA Conference-Approved pamphlets and books are provided at reasonable prices to groups and individuals.

19. AMENDMENTS TO THE OPERATING PROCEDURES:

- 19.1. The Operating Procedures may be amended by a simple majority of the delegates present.
- 19.2. Proposed amendments to the Operating Procedures are submitted in writing in the form of a motion to the CCF Chairperson or the By-Laws and Procedures Committee Chairperson. Proposed amendments shall specify the article, paragraph, and sub-paragraph to be amended and the reason for the amendment. If changes are required to more than one article, paragraph, or sub-paragraph to obtain the desired results, the changes may be submitted as one proposal.
- 19.3. The Proposed Amendments will not be published in the By-The-Way until after the By-Laws and Procedures Committee has screened the proposal for compatibility with the Articles of Incorporation and By-Laws and have been presented to the delegates at their next meeting.
- 19.4. If the proposed amendments are approved, the Central Office updates the Operating Procedures and has it ready for the next regular Delegates' Meeting. All proposed amendments are kept on file.
- 19.5. In the event of a tie vote, the proposed amendment has failed. No additional vote is taken until the proposed amendment is resubmitted through the full amendment process.
- 19.6. The earliest a proposed amendment may be voted on by the delegates is two Delegates' Meetings from the date of its submission.
- 19.7. Amendments may be submitted by elected service members, appointed committee chairpersons, groups, delegates and By-Laws and Operating Procedures Committee members.
- 19.8. No more than six proposals may be considered for approval at a time.

20. CONFLICT OF INTEREST:

- 20.1. The officers, committee chairpersons, or delegates shall not enter into any contract or transaction with:
 - 20.1.1. Any other officer, committee chairperson, or delegate acting on behalf of CCF.
 - 20.1.2. Reserved.
 - 20.1.3. An organization in which a member of CCF is a chairperson, officer, or legal representative, or in some other way has a material financial interest unless:
 - 20.1.3.1. That interest is disclosed and known to the Board of Directors, the CCF Chairperson, the Office Manager, and the delegates.
 - 20.1.3.2. Reserved.
 - 20.1.3.3. It is approved by a majority of delegates (not counting the interested member)
 - 20.1.3.4. Reserved.
- 20.2. Board of Directors Discussion:
 - 20.2.1. The interested persons may be present for discussion to answer questions, but may not advocate for any action to be taken and must leave the room while a vote is taken. The minutes of all action taken on such matters shall clearly reflect that these requirements have been met.