

Proposed changes to the CCF Operating Procedures (August 2023)

Proposed change to: [Operating Procedures](#)

Section: 9

Subsection: 9.5

Submitted by: CCF Bylaws and Operating Procedures Committee

Prepared by: CCF Bylaws and Operating Procedures Committee

CCF Bylaws and Operating Procedures Committee approval date: August 13, 2023

CCF Board of Directors approval date:

CCF Delegates approval date:

CCF OPERATING PROCEDURES: SECTION 20 AMENDMENTS TO THE OPERATING PROCEDURES

Subsection 20.6 The Operating Procedures may be amended by a simple majority of the Delegates present. Subsection 20.7. Proposed amendments must be submitted in writing in the form of a motion to the to the Board or Delegate Chairs and include the existing article, section, and paragraph of the proposed change and a copy of all related areas of the Operating Procedures that will be affected.

Current language for Section, Subsection:

9.5 FINANCES: Central Office operating expenses will be met from the general fund of the CCFAA. The Central Office will function as the receiving and disbursing agent, with the oversight of the Board, for all transactions. The Board of Directors may commit CCFAA for fixed Central Office operating expenses such as rent, utilities, insurance, taxes, telephone, salaries, normal maintenance, and literature inventory replacement per the approved budget. Both the Board and the CCFAA delegates must approve all commitments exceeding \$500.00 for any unusual expense.

Proposed language for Section, Subsection:

9.5 Finances:

9.5.1 Central Office operating expenses will be met from the general fund of the CCFAA. The Central Office will function as the receiving and disbursing agent, with the oversight of the Board, for all transactions. The Board of Directors may commit CCFAA for fixed Central Office operating expenses such as rent, utilities, insurance, taxes, telephone, salaries, normal maintenance, and literature inventory replacement per the approved budget. Both the Board and the CCFAA Delegates must approve all commitments exceeding \$500.00 for any unusual expense.

9.5.2 The Board of Directors may adopt a credit policy allowing meetings, groups, fellowships, and clubs that are registered with the Central Office (Registered Groups) to obtain literature, medallions, and recovery-related items subject to the following requirements:

9.5.2.1 The credit limit for each Registered Group is \$500.00

9.5.2.2 A Registered Group may temporarily exceed the \$500.00 credit limit with advance approval of the Office Manager.

9.5.2.3 The Office Manager is responsible for monitoring the credit extended to Registered Groups to ensure that the credit limit and payment terms are observed.

9.5.2.4 The Treasurer is responsible for reviewing credit transactions and the accounts receivable aging report each month to ensure that the terms of the credit policy are followed.

9.5.2.5 The Board of Directors is responsible for reviewing the accounts receivable aging report on a quarterly basis to ensure that the terms of the credit policy are followed.

9.5.2.6 The credit policy will identify the information needed from each Registered Group to ensure payment in accordance with the terms of the credit policy.

9.5.2.7 The credit policy will set forth the procedures for collecting overdue accounts.

9.5.2.8 The credit policy will set forth the point at which Registered Groups will no longer be extended credit due to failure to comply with the terms of the credit policy.

9.5.2.9 The Board of Directors may adopt revisions to the credit policy based on the financial condition of CCFAA and the creditworthiness of the Registered Groups.

9.5.2.10 Delegate approval is required for any revision to the credit policy reasonably expected to have a financial impact on CCFAA exceeding \$500, including revocation of the policy.

Rationale for proposed change:

1. *Central Office has had an informal credit policy for some time. The purpose of this revision is to authorize the Board to adopt a formal credit policy.*
2. *This revision also includes some requirements for the credit policy and oversight by the Treasurer and the Board of Directors.*
3. *Delegate approval is required for substantive revisions to the credit policy, such as increasing the credit limit or revoking the policy.*

Proposed changes to the CCF Operating Procedures (July 2023)

Proposed change to: [CCF Operating Procedures](#)

Section: Various

Subsection: Various

Submitted by: CCF Bylaws and Operating Procedures Committee

Prepared by: CCF Bylaws and Operating Procedures Committee

CCF Bylaws and Operating Procedures Committee approval date: July 7, 2023

CCF Board of Directors approval date:

CCF Delegates approval date:

CCF Operating Procedures Section 20.6 Amendment of the Operating Procedures:

Section 20.6 states that the Operating Procedures may be amended by a simple majority of the Delegates present at a Delegate Meeting. The proposed amendment must be submitted in writing to the Board or Delegate Chairs 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.

Current language for Section, Subsection:

Section 9, Subsection 8: SAFEGUARDS: Adequate safeguards will be provided by the Office Manager, Treasurer and the Board to ensure the security of cash, negotiable securities, financial records and other assets of CCFAA.

Proposed language for Section, Subsection:

The Board shall adopt, implement, and maintain a system of internal controls designed to safeguard CCFAA's assets, accurately record CCFAA's financial transactions, and accurately report CCFAA's financial position and results of operations.

Rationale for proposed change:

- 1. The proposed language clarifies the Board's responsibility for setting policies to safeguard CCFAA's assets, promote accurate recording and classification of CCFAA's financial transactions, and provide for accurate reporting of CCFAA's financial position (Assets, liabilities, and fund balances) and results of operations (income and expenses, net income or loss).*
- 2. Section 9, Subsection 4 provides that the Office Manager is responsible for the efficient administration and operation of the Central Office, which includes following the procedures included in the system of internal control.*
- 3. Section 9, Subsection 6 requires maintenance of financial records and an adequate bookkeeping system.*
- 4. Section 14, subsection 5 sets forth the duties of the Treasurer, which include various reporting and oversight procedures included in an internal control system.*

Proposed changes to the CCF Operating Procedures (July 2023)

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Current language for Section, Subsection:

Section 9.11.10 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.

Proposed language for Section, Subsection:

Section 9.11.10 The Editor of the "By The Way" shall publish the minutes of any regular or special Delegate Meeting in the "By The Way."

New Section 15.1.6 The minutes of any regular or special meetings of the Board of Directors shall be made available to the members on the CCFAA website.

Note: New Section 15.1.6 would become 13.3.6 if the motion to combine Sections 13 and 15 is approved by the Board and the Delegates.

Rationale for proposed change:

1. The current practice of CCFAA is to not publish the minutes from the Board of Directors meetings since the Board Chair gives a report at the Delegate Meeting, which is recorded in those minutes which are published in the "By The Way."
2. Adding the minutes of the Board of Directors meetings would require increasing the "By The Way" page count beyond the current 20 pages, increasing the cost of publishing the newsletter.
3. New Section 15.1.6 makes the Board Meeting minutes available to the members, without requiring changes to the "By The Way" layout or page count, complying with the intent of the original provision.

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Current language for Section, Subsection:

Section 15.1.1 Is outlined in the By-Laws.

Proposed language for Section, Subsection:

15.1.1 The composition of the Board of Directors is set forth in Article 5, Section 2(b) of the Bylaws.

Rationale for proposed change:

1. *The proposed language is in the form of a complete sentence referring to the specific Article and Section of the Bylaws containing the composition of the Board.*
2. *The proposed language uses the same spelling of Bylaws that is used throughout the Bylaws and in the proposed “clean up” motion for the Operating Procedures.*

Note: The above section number will change to 13.3.1 if the motion to combine Sections 13 and 15 of the Operating Procedures is approved by the Board and Delegates.

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Proposed change to: [CCF Operating Procedures](#)

Section: Various

Subsection: Various

Submitted by: CCF Bylaws and Operating Procedures Committee

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CCF Board of Directors approval date:

CCF Delegates approval date:

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Section 20.6 states that the Operating Procedures may be amended by a simple majority of the Delegates present at a Delegate Meeting. The proposed amendment must be submitted in writing to the Board or Delegate Chairs 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.

Current language for Section, Subsection:

None.

Proposed language for Section, Subsection:

Section 21.8 Group Delegate

21.8.1 Any current compensated employee of CCFAA, or any person who was a compensated employee within the previous twelve (12) months, shall not be eligible to serve as a Delegate. This provision does not apply to uncompensated volunteers serving CCFAA.

Rationale for proposed change:

1. *This addition to the Conflict of Interest section incorporates a proposed change to Article 4, Section 1(a) of the Bylaws, which addresses a potential conflict of interest. See the motion to revise that section of the Bylaws for additional explanation.*

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Proposed change to: [CCF Operating Procedures](#)

Section: Various

Subsection: Various

Submitted by: CCF Bylaws and Operating Procedures Committee

Prepared by: CCF Bylaws and Operating Procedures Committee

CCF Bylaws and Operating Procedures Committee approval date: July 9, 2023

CCF Board of Directors approval date:

CCF Delegates approval date:

CCF Operating Procedures Section 20.6 Amendment of the Operating Procedures:

Section 20.6 states that the Operating Procedures may be amended by a simple majority of the Delegates present at a Delegate Meeting. The proposed amendment must be submitted in writing to the Board or Delegate Chairs 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.

Current language for Section, Subsection:

See “Original Wording” column of Recommendations Grid, attached, and current Operating Procedures document.

Proposed language for Section, Subsection:

See “Recommended Wording” column of attached Recommendations Grid.

Rationale for proposed change:

1. This “clean-up” motion implements consistent terminology following the Bylaws, consistent punctuation, consistent capitalization, and consistent indexing throughout the Operating Procedures.
2. This motion corrects some misspellings.
3. This motion makes minor changes to some wording to make the intent of the provision clearer to the reader.

Note: This motion does not incorporate any of the changes from the “substantive” motions. If they pass, those changes will be incorporated into the final version of the Operating Procedures. Indexing will be changed accordingly.

CCFAA BLOPS Committee
 Operating Procedures "Clean-Up" Motion
 Recommendations Grid

<u>Page</u>	<u>Location</u>	<u>Original Wording</u>	<u>Recommend Wording</u>	<u>Rationale</u>
Various	Various	By-Laws	Bylaws	Uses spelling of the word from the Bylaws, consistency.
Various	Various	By The Way, By-The-Way	"By The Way"	Matches the title on the newsletter, should be used consistently throughout the document. Title should be in parentheses to set it out from the surrounding text.
Various	Various	Delegates' Meeting	Delegate Meeting	Uses same term as in the Bylaws for the Delegate Meeting.
Various	Various	delegate, delegates'	Delegate, Delegates'	Capitalizes Delegate since it refers to a specific category of member as defined in the Bylaws.
Various	Various	7 yrs, fifty miles, two-thirds	seven (7) years, fifty (50) miles, two-thirds (2/3)	Adopts the numbering convention from the Bylaws, which is commonly used in governance documents, for consistency.
Various	Various	Committee, committee, Chair, chair.	Committee, committee, Chair, chair.	Capitalize Committee or Chair when referring to a specific committee or chair, use lower case when not referring to a specific committee or chair.
1	Table of Contents	5 CONFLICT (and following section titles).	5 CONFLICT:	Add same punctuation to all section titles.
2	Table of Contents	8 SUPPORT	8 SUPPORT:	Correct spelling, punctuation.
3	Table of Contents	14.5 TREASURER: (and following subsection titles).	14.5 TREASURER	Remove colon from subsections, consistency.
3	Table of Contents	16.4 BY-LAWS AND PROCEDURES COMMITTEE	16.4 BYLAWS AND OPERATING PROCEDURES COMMITTEE	Use Bylaws consistently throughout governance documents. Use correct committee title.
5	1 ACRONYMS	1.1 AA - ALCOHOLICS ANONYMOUS (and following)	1.1 AA - Alcoholics Anonymous	Use upper and lower case to be consistent with the rest of the document.
5	2 DEFINITIONS	2.1 Central Office: - (same for 3.1)	2.1 Central Office: (same for 3.1)	Remove dash to be consistent with the rest of the document.
5	4 PURPOSE	4.1 CCFAA is a composed	4.1 CCFAA is composed	Remove the "a" after is.
5	5 CONFLICT	5.1 ...in the following priority: o Articles of Incorporation o By-Laws	5.1 ...in the following priority: 5.1.1 Articles of Incorporation. 5.1.2 Bylaws.	Use consistent indexing, correct indentation, use Bylaws consistently. Use periods consistently.
6	9 CCFAA CENTRAL OFFICE	PURPOSE:	9.1 PURPOSE: The Central Office ...	Add indexing.
6	9 CCFAA CENTRAL OFFICE	9.1.4 To serve as a clearing house	9.1.4 To serve as a clearinghouse	Corrects spelling.

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<u>Page</u>	<u>Location</u>	<u>Original Wording</u>	<u>Recommend Wording</u>	<u>Rationale</u>
7	9 CCFAA CENTRAL OFFICE	9.6.3 Insurance,	9.6.3 insurance,	Should be lower case.
7	9 CCFAA CENTRAL OFFICE	9.7.2 Findings and irregularities (should there be any)	9.7.2 Findings and irregularities will be reported	Remove qualification. If there are no findings or irregularities, there is nothing to report.
9	10 OFFICE OPERATION	10.2.1 given for 12th Step work,	10.2.1 given for Twelfth Step work,	Follows how the term "Twelfth Step" is written in AA literature, including the Twelve Steps and Twelve Traditions .
9	10 OFFICE OPERATION	10.2.2 committee Chairs may use	10.2.2 committee chairs may use	Chair should be lower case since it does not refer to a particular committee.
10	12 CCFAA DELEGATES AND	12.1 in writing to the Board Or Delegate Chairs	12.1 in writing to the Board or Delegate Chair	Or should be lower case, Chair should be singular since it refers to either the Board Chair or the Delegate Chair.
10	12 CCFAA DELEGATES AND	12.1 areas of the By-Laws, Operating Procedures and Policies that will be affected.	12.1 areas of the Bylaws, Operation Procedures, and policies that will be affected.	Uses correct names of the governance documents, lower case p for policies since it does not refer to a specific document.
11	13 CCFAA BOARD	13.1.3 The CCFAA By-Laws and Procedures have	13.1.3 The CCFAA Bylaws and Operating Procedures have	Consistent spelling of Bylaws, add Operating before Procedures to refer to the specific document.
11	14 CCFAA OFFICERS	14.2.3 May appoint, subject to delegates' approval committee chairs.	14.2.3 May appoint committee chairs, subject to the Delegates' approval.	Clearer sentence structure, capitalizes Delegates since they are a specific category of member.
13	15 BOARD OF DIRECTORS	15.6.1 either with 7th Tradition	15.6.1 either with Seventh Tradition	Corrects spelling of the Tradition.
13	15 BOARD OF DIRECTORS	15.7.2 CCFAA Delegate Chair to appoint, with the delegates' approval, additional members	15.7.2 CCFAA Delegate Chair to appoint additional members to assist in the selection of an Office Manager, subject to the Delegates' approval.	Clearer sentence structure, capitalizes Delegates since they are a specific category of member.
14	15 BOARD OF DIRECTORS	15.9.1 which includes, but not be limited to:	15.9.1 which includes, but is not limited to, the following:	Clarity.
14	15 BOARD OF DIRECTORS	15.9.1.3	15.9.1.3 Insurance. 15.9.1.4. All other financial needs of CCFAA.	15.9.1.3 is empty, move items up in the list; eliminate 15.9.1.5, which will be unnecessary.
15	16 STANDING COMMITTEES	16.1.2 By-Laws and Procedures Committee.	16.1.2 Bylaws and Operating Procedures Committee.	Corrects the name of the committee.
15	16 STANDING COMMITTEES	16.2.1 and AA General Service Conference Manual	16.2.1 and "The A.A. Service Manual"	Uses current name of the publication. Uses correct punctuation for the title of a publication.
16	16 STANDING COMMITTEES	16.4 BY-LAWS AND PROCEDURES COMMITTEE:	16.4 BYLAWS AND OPERATING PROCEDURES COMMITTEE:	Uses consistent spelling of Bylaws and correct name of the Committee.
16	16 STANDING COMMITTEES	16.4.2 By-Laws, procedures and policies	16.4.2 Bylaws, Operating Procedures, and policies	Uses consistend spelling of Bylaws, uses name of Operating Procedures document.

CCFAA BLOPS Committee
 Operating Procedures "Clean-Up" Motion
 Recommendations Grid

<u>Page</u>	<u>Location</u>	<u>Original Wording</u>	<u>Recommend Wording</u>	<u>Rationale</u>
17	16 STANDING COMMITTEES	16.6.1	16.6.1 The Chair must have a minimum Move rest of subsections up, eliminate 16.6.8	Correct indexing.
19	16 STANDING COMMITTEES	16.9 CCFAA SPECIAL EVENTS COMMITTEE	16.9 CCFAA SPECIAL EVENTS COMMITTEE:	Move up to page 18, add colon for consistent punctuation of subsection titles.
19	17 SPECIAL PROGRAM	17.6 ELECTION COMMITTEE:	17.1 ELECTION COMMITTEE:	Correct indexing throughout Sections 17, 18, 19, 20, and 21.
20	17 SPECIAL PROGRAM	17.6.5.1.2.2 By-Laws and Procedures Committee Chair	17.1.5.1.2.2 Bylaws and Operating Procedures Committee Chair	Consistent spellin of Bylaws, uses correct name of the Committee.
20	18 CCFAA DELEGATES	18.6 at a place outlined in the By-Laws.	18.1 as set forth in Bylaws Article 4.7(b). Renumbr following subsections.	Corrects indexing, uses consistent spelling of Bylaws, refers to the specific section of the Bylaws for clarity.
20	19 LITERATURE AND MERCH	19.6 AA Conference-Approved literature	19.1 AA Conference approved literature.	Corrects punctuation and capitalization. Corrects indexing (see 17.1, above).
20	19 LITERATURE AND MERCH	19.7 Semi-Annually, this inventory will be taken	19.7. This inventory will be taken semi-annually	Clarity, capitalization.