

# **CENTRAL CALIFORNIA FELLOWSHIP OF ALCOHOLICS ANONYMOUS**

## **OPERATING PROCEDURES**

**9960 Business Park Drive, Suite 110,  
Sacramento, CA 95827  
Business Line 916-454-1771  
AA Hotline 916-454-1100  
Fax 916-452-9132  
[www.aasacramento.org](http://www.aasacramento.org)  
[centraloffice@aasacramento.org](mailto:centraloffice@aasacramento.org)**

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*The purpose of these Operating Procedures is to provide for the effective operation of and a united group 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 Business Office will scrupulously observe this AA Tradition and ensure that neither the endorsement, expressed or implied, nor the name, goodwill, property, or finances of AA in the Central California Fellowship of Alcoholics Anonymous are, under any circumstance, ever lent or given to anything of a public nature.*

## **1 ACRONYMS:**

- 1.1. **AA** – Alcoholics Anonymous
- 1.2. **BC/FFC** – Birthday Club/Faithful Fivers Committee
- 1.3. **BLOPS** - Bylaws and Operating Procedures Committee
- 1.4. **CCFAA** – Central California Fellowship of Alcoholics Anonymous
- 1.5. **CNIA** – California Northern Interior Area
- 1.6. **CO** – Central Office
- 1.7. **GSO** – General Service Office
- 1.8. **NCC** – Northern California Council
- 1.9. **H & I** – Hospitals and Institutions
- 1.10. **PI/CPC** – Public Information/Cooperation with the Professional Community
- 1.11. **BOARD** – Board of Directors

## **2 DEFINITIONS:**

- 2.1. **Central Office:** - Also known as the corporate “Business Office” of the CCFAA.
- 2.2. **Intergroup:** CCFAA acts as a clearinghouse for the convenience of the members and groups desiring assistance. Additionally acts as an extension of the groups in Twelve Step Work “carrying the message” to the sick alcoholic. The Intergroup office (Central Office) provides the following services to members: receiving, arranging, and following up Twelfth Step calls; answering inquiries about AA; establishing local public information committees; maintaining information about local hospitals and recovery facilities for alcoholics; publishing local AA meeting lists; providing a newsletter; and ordering, selling and distributing AA Conference-approved literature.

## **3 NAME:**

- 3.1. **CCFAA:** Central California Fellowship of Alcoholics Anonymous.

## **4 PURPOSE of CCFAA**

- 4.1 CCFAA is composed of Delegates from the AA Groups in the Central California 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 CCFAA Central Office and the area it serves.

## **5 CONFLICT:**

- 5.1 If any of these Operating Procedures are in conflict with the Articles of Incorporation and or the Bylaws of the CCFAA, the following shall take precedence in the following priority:
  - 5.1.1 Articles of Incorporation.
  - 5.1.2 Bylaws.

## **6 COMPOSITION: CCFAA is composed of:**

- 6.1 Delegates from AA Groups in the CCFAA Area.
- 6.2 Board of Directors.
- 6.3 Standing Committees.
- 6.4 Ad hoc Committees.
- 6.5 CCFAA Office Manager.

## **7 MEMBERSHIP:**

- 7.1 As suggested by the General Service Office pamphlet “The AA Group,” any group located in the CCFAA area is eligible for membership in the CCFAA. If a group desires membership in CCFAA of

- AA and all of the privileges afforded members, they must register as a group with Central Office five days prior to the Delegate Meeting to which it intends to send a voting representative.
- 7.2** Groups or meetings not presently registered, but desiring to be a member of the CCFAA will be approved by the Delegates at the regular Delegate Meeting. They will be able to vote on any issue at the next monthly meeting.

## **8 FINANCIAL SUPPORT:**

- 8.1** There are no dues or fees for membership in CCFAA. The means of support shall be as follows:
- 8.1.1 Voluntary AA group contributions.
  - 8.1.2 Individual contributions from alcoholics not to exceed GSO guidelines.
  - 8.1.3 Special events as approved by the Delegates.
  - 8.1.4 Sales of literature and AA related merchandise.

## **9 CCFAA CENTRAL OFFICE:**

- 9.1 PURPOSE:** The Central Office exists to provide a facility from which the CCFAA can carry out its functions as defined in the Bylaws 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:

- 9.1.1 To operate a conveniently located office to carry the message of AA to alcoholics.
- 9.1.2 To maintain a listing for AA in the local telephone directory.
- 9.1.3 To arrange twelve-step calls.
- 9.1.4 To serve as a clearinghouse for the circulation and exchange of information in the community, AA and non-AA.
- 9.1.5 To purchase AA literature for sale or other distribution.
- 9.1.6 To publish a list of AA meetings in the CCFAA area.
- 9.1.7 To publish an information newsletter, the "By-The-Way," on a monthly basis.
- 9.1.8 To arrange for AA speakers to carry the message to non-alcoholic groups.
- 9.1.9 To cooperate but not affiliate with other community agencies dealing with alcoholism.
- 9.1.10 To assist in carrying the AA message to hospitals and prisons.
- 9.1.11 To assist the media, when requested, by providing information about AA in strict accordance with the Twelve Traditions.
- 9.1.12 To perform other functions as authorized by the Board and/or the CCFAA Delegates.
- 9.1.13 To provide a meeting and work place for the CCFAA and various AA committees.
- 9.1.14 To provide a central location for information exchange between AA groups, including a list of group officers.
- 9.1.15 To maintain, publish, and distribute current meeting schedules at a nominal charge determined by the Office Manager and approved by the Board. Schedules contain information for registered AA groups and may also list information for Al-Anon, Alateen and Alano Clubs.
- 9.1.16 To provide a repository for CCFAA records and materials. Records and material are maintained for the length of time recommended by the IRS, but not less than 7 years.
- 9.1.17 To cooperate with the Northern California Council, California Northern Interior Area, and with Hospitals & Institutions Committees.
- 9.1.18 To maintain a volunteer speaker list. Providing speaker information to any registered AA group.
- 9.1.19 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.
- 9.1.20 To assist committee Chairs in arranging for CCFAA entertainment programs, such as the CCFAA Annual Picnic and any others the Board and/or Delegates may establish.

### **9.2 AFFILIATION:**

- 9.2.1 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.

### **9.3 PUBLIC RELATIONS:**

- 9.3.1 Central Office handles public relations, observing the spirit of AA Traditions; thereby offering both service and protection to AA.

### **9.4 RESPONSIBILITIES AND AUTHORITY:**

- 9.4.1 The Office Manager is responsible to the Board of Directors and, through them to the Delegates for the efficient administration and operation of the Central Office. This responsibility and authority may not be delegated.

### **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 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 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 \$500.00, including revocation of the policy.

### **9.6 FINANCIAL RECORDS:**

- 9.6.1 The Central Office Manager will maintain adequate daily records of all financial transactions under the supervision of the Board and Treasurer.
- 9.6.2 The Office Manager, under the supervision of the Board 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.
- 9.6.3 The Office Manager, under the supervision of the Board and Treasurer, will maintain a calendar of filing dates for all federal, state, tax, insurance, etc., required reports and ensure that deadlines are met.
- 9.6.4 Financial records of the CCFAA Corporation will be maintained for the length of time recommended by IRS, but in no case will it be less than 7 years.

## **9.7 FINANCIAL ACCOUNTS:**

- 9.7.1 For bills paid through online banking, a printout of online payments will be kept on file for audit purposes.
- 9.7.2 The Treasurer shall perform a monthly audit of all disbursements from the Check Detail Report and Reconciliation with the bank. Findings and irregularities will be reported to the Board and Delegates along with the monthly financial reporting.
- 9.7.3 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 Board. The standard amount is \$150.00 per month and will not exceed \$300.00 in any month.
- 9.7.4 Prudent reserve: The purpose of the prudent reserve is to ensure our ability to withstand and react to difficult financial situations. The prudent reserve is six (6) months average operating expenses of CCFAA for the preceding twelve months. It shall be kept in a "money management" fund where it is accessible while earning interest. One month's expenses shall be maintained in the operations checking account.
- 9.7.5 General Account Fund: The General Account Fund is for the payment of expenses needed to Operate CCFAA. These funds come from volunteer AA group contributions, individual contributions, and special program events. Excess funds in the General Account shall be transferred to the Savings Account until the prudent reserve is met.
- 9.7.6 Committee Chairs shall submit an accounting to the Office Manager of all funds and assets received and expended each month to support the committees' activities. The Office Manager shall provide full accounting of all committee activities to the Board.
- 9.7.7 The Board Chair, Treasurer, and Office Manager are signatories to all accounts.

## **9.8 SAFEGUARDS:**

- 9.8.1 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.

## **9.9 ADVERTISEMENTS:**

- 9.9.1 The Office Manager maintains ads in such news media as the Delegates may deem necessary.
- 9.9.2 Ads are to be considered at the August Delegate Meeting.

## **9.10 INSURANCE:**

- 9.10.1 The Office Manager and the Board will ensure that CCFAA has adequate general liability, hazard, theft, employment discrimination and D&O (directors and officers) insurance.
- 9.10.2 Workman's Compensation will be maintained as required by state law.

## **9.11 NEWSLETTER:**

- 9.11.1 The Office Manager oversees the publishing and distribution of a monthly AA newsletter called "The By The Way".
- 9.11.2 The By The Way reports only matters of interest and importance to CCFAA members.
- 9.11.3 Two hard copies are kept on file along with an electronic copy in the computer.
- 9.11.4 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.
- 9.11.5 The Office Manager oversees preparation and publishing each month in the "By The Way" a calendar of special and major events being held in the CCFAA area for the ensuing months. Al-Anon and Alateen activities may be included in the publication at the discretion of the Office Manager.
- 9.11.6 Only those events of major importance are included, such as anniversaries, picnics, special speaker or other types of meetings.
- 9.11.7 AA events of major importance or AA activities other than CCFAA's may be indicated in the master calendar at the discretion of the Office Manager. These may include items such as conferences, assemblies, meetings and anniversaries of General Service,



- Northern California Council and Hospital & Institutions.
- 9.11.8 No complimentary copies are mailed to any CCFAA Officer, Delegate, or Committee member.
  - 9.11.9 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 by the date indicated in the "By The Way" edition of the previous month.
  - 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".
  - 9.11.11 Information and accuracy 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.
  - 9.11.12 The *By The Way* has official information in it, such as the CCFAA Delegate Meeting minutes, H & I minutes and CCFAA financial reports. The Office Manager is not authorized to make any changes to any official documents.
  - 9.11.13 A master file of all minutes is kept in the Central Office for use by the Board Chair or any registered Delegate. Recorded tapes of the past twelve monthly Delegates' meetings will be maintained.
  - 9.11.14 The Office Manager publishes the agenda for all Delegate Meetings. The content and order of the agenda is the responsibility of the Delegate Chair.
  - 9.11.15 The Office Manager maintains the CCFAA master calendar and publishes it in the "By The Way".

#### **9.12 BULK MAIL:**

- 9.12.1 The bulk mail permit is for use only in the bulk mailing of the "By The Way", group flyers and any other large mailing.
- 9.12.2 Permit is restricted to Central Office use only.

#### **9.13 TELESERVICE:**

- 9.13.1 Handles AA inquiries for the 12-step calls and general information; makes referrals to appropriate committees.
- 9.13.2 Teleservice and Central Office maintain a current list of Teleservice members.
- 9.13.3 Telephone service is maintained on a twenty-four-hour basis, either by the Central Office or the Teleservice Committee.
- 9.13.4 Central Office maintains sufficient outside lines.
- 9.13.5 Collect calls are not to be accepted.

### **10 OFFICE OPERATION:**

#### **10.1 OFFICE HOURS:**

- 10.1.1 The office hours are to be posted on the CCFAA website and are set by the Board with ratification by the Delegate Body. Hours may not be changed without Delegate ratification.
- 10.1.2 The Office is closed on Sundays and the day after the annual picnic.
- 10.1.3 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.
- 10.1.4 The Office Manager and Staff are entitled to one floating holiday per calendar year.
- 10.1.5 The Office Manager ensures that the hours of operation for the Central Office are maintained.

#### **10.2 ANONYMITY:**

- 10.2.1 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 Twelfth Step work, speaking engagements, etc., will be used for no purpose other than that for which they were given.
- 10.2.2 Exception: Group Secretaries, DCMs and CCFAA officers and committee chairs 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.

- 10.2.3 All mailing lists remain anonymous except to the Board Chair, elected committee chairs, and the Central Office staff.

### **10.3 STAFF:**

- 10.3.1 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.
- 10.3.2 All employment of staff is at will and can be terminated by either party at any time. Clerical staff may be terminated by the Office Manager without prior approval of the Delegates.
- 10.3.3 The Office Manager and clerical staff of the Central Office annually review the Bylaws and Operating Procedures with the Board Chair and sign a statement indicating they have read and understand the documents.
- 10.3.4 The staff assists the Office Manager in fulfilling all the responsibilities and duties of the Central Office.
- 10.3.5 The staff adheres to the policies set forth in the Personnel Policy Handbook.
- 10.3.6 Full time staff is defined as those averaging 40 paid hours or more per week.

### **10.4 MEETING SCHEDULES:**

- 10.4.1 Central Office updates meeting schedules when new group-information is received.
- 10.4.2 Central Office distributes the printed schedules at a nominal charge determined by the Office Manager and approved by the Board.
- 10.4.3 Schedules contain information on the meetings of registered AA groups and may also list information on district meetings, Al-Anon, and Alateen.

### **10.5 OFFICE MANAGER ABSENCE:**

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

## **11 OFFICE MANAGER OF THE CCFAA CENTRAL OFFICE:**

- 11.1 Manage the office in accordance with the Articles of Incorporation, Bylaws, Operating Procedures and policies of the CCFAA and the Twelve Traditions of Alcoholics Anonymous.
- 11.2 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 CCFAA Personnel Handbook.

## **12 CCFAA DELEGATES AND ALTERNATES:**

- 12.1 Revision of the Articles of Incorporation and the Bylaws requires a two-thirds majority vote. 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 Bylaws, Operating Procedures and Policies that will be affected.
- 12.2 Any registered group, located over fifty miles from the Delegate Meeting location, may request and receive from the Central Office, a ballot to vote on any measure before the CCFAA Delegates. The requested ballot must be returned to the Central Office no later than one workday prior to the Delegate Meeting. There are no exceptions to this rule.
- 12.3 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 Delegate Meeting in the preceding twelve months.
- 12.4 The following Board Officers: Board Chair, Assistant Chair/Delegate Liaison, Treasurer, and Recording Secretary elected to full or partial terms shall resign their positions as Delegates to the CCFAA. 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.

- 12.5 No Delegate may vote as a proxy for any group.
- 12.6 Delegates present at any meeting, but not registered in accordance with the Bylaws, are not allowed to vote, but may attend the Delegate Meeting.

## **13 CCFAA BOARD OF DIRECTORS:**

### **13.1 MEMBERS OF THE BOARD OF DIRECTORS:**

- 13.1.1 No more than two individuals from any member group can serve on the Board at any time.
- 13.1.2 The Office Manager is an advisory non-voting participant at Board of Directors meetings.
- 13.1.3 The Delegate Chair must be familiar with and is empowered to use Robert's Rules of Order during any meeting. The CCFAA Bylaws and Operating Procedures have precedence over Robert's Rules of Order.
- 13.1.4 The Board of Directors is legally responsible for the affairs of the CCFAA.

### **13.2 PURPOSE OF THE BOARD OF DIRECTORS:**

- 13.2.1 The Board of Directors is legally responsible for the operations of the CCFAA but serves at the pleasure of the Delegates of CCFAA. The Delegates of registered groups are the ultimate authority over CCFAA through the exercise of their ratification of Board actions.

## **14 CCFAA OFFICERS:**

### **14.1 RESPONSIBILITIES OF ELECTED OFFICERS:**

- 14.1.1 All elected Officers must attend all CCFAA Delegate Meetings.
- 14.1.2 The Board Chair, Assistant Chair/Delegate Liaison, Treasurer, and Recording Secretary may participate in Delegate meeting discussions, but are excluded from voting at Delegate meetings. All other elected positions continue to exercise their Delegate voting privileges.

### **14.2 BOARD CHAIR**

- 14.2.1 Performs all duties of Board Chair.
- 14.2.2 Is completely impartial at all CCFAA Board of Directors Meetings or special board meetings and does not have a vote in any matter before the Board.
- 14.2.3 May appoint committee chairs, subject to Delegates' approval. Ensures that all appointed persons meet the qualifications set in the Operating Procedures.
- 14.2.4 Reports monthly to the Delegates on the progress and welfare of the CCFAA.
- 14.2.5 Ensures that the Delegate body is operating according to the Articles of Incorporations, Bylaws, Operating Procedures and policies.
- 14.2.6 Receives agenda items for Board meetings.
- 14.2.7 Is responsible for the content and order of the agenda of all CCFAA Board meetings.
- 14.2.8 Presides at Board Meetings and special meetings of the Board.
- 14.2.9 Is responsible to the Board for the implementation of all actions approved by the Board.
- 14.2.10 Has power to appoint committees other than standing committees which may be necessary for the proper conduct and operation of the CCFAA. These committees are known as ad hoc committees and shall not be in conflict with another committee.
- 14.2.11 The Board Chair must be selected from one of the four elected At Large Delegates.
- 14.2.12 The Board Chair is responsible to and reports to the Delegates on the operation of and recommended changes for CCFAA Operations and Policy.
- 14.2.13 The Board Chair will have minutes of the Board meetings written and kept for review by any officer, Committee Chair or Delegate to the CCFAA. These minutes will be kept for a period of seven years in the Central Office.
- 14.2.14 The Chair needs to be familiar with and is empowered to use Robert's Rules of Order during the Board meeting. The CCFAA Bylaws and Operating Procedures shall have precedence over Robert's Rules of Order.

### **14.3 DELEGATE CHAIR:**

- 14.3.1 Performs all duties of Delegate Chair and other duties that may be assigned by the Delegates.
- 14.3.2 Is completely impartial at all CCFAA Delegate Meetings or special meetings and does not have a vote in any matter before the Delegates.
- 14.3.3 Appoints, subject to Delegates' approval committee Chairs. Ensures that all appointed persons meet the qualifications set in the Operating Procedures. May appoint to the position a person with less sobriety when the position remains vacant by the second business meeting.
- 14.3.4 Ensures current copies of the Bylaws and Operating Procedures are available at Delegate Meetings.
- 14.3.5 Has the minutes of the past twelve Delegate Meetings available at Delegate Meetings.
- 14.3.6 Reports monthly to the Delegates on the progress and welfare of the CCFAA.
- 14.3.7 Ensures that the Delegate body is operating according to the Articles of Incorporations, Bylaws, Operating Procedures and policies.
- 14.3.8 Receives agenda items for Delegates meetings.
- 14.3.9 Is responsible for the content and order of the agenda of all CCFAA Delegate meetings.
- 14.3.10 Presides at Delegate Meetings and special meetings of the Delegates.
- 14.3.11 Is responsible to the Delegates for the implementation of all actions approved by the Delegates.
- 14.3.12 May act as chair of Board meetings in the absence of the Board Chair.

### **14.4 ASSISTANT DELEGATE CHAIR/AREA LIAISON:**

- 14.4.1 Presides over the New Delegates Meeting and shall act as a source of information to new Delegates.
- 14.4.2 Ensures that each new Delegate receives a current copy of the CCFAA Bylaws, Operating Procedures, and the Delegate Handbook.
- 14.4.3 Assists the Delegate Chair with orderly conduct of all Delegate Meetings.
- 14.4.4 Assists the Delegate Chair in ascertaining the correct wording of motions, identifying seconds and counting votes.
- 14.4.5 Prepares agenda for the New Delegate Meeting.
- 14.4.6 Attends CCFAA Delegate 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".
- 14.4.7 May act as Chair of the Delegate Meeting in the absence of the Delegate Chair or may act as Chair of the Board of Directors meetings in the absence of both the Board Chair and Delegate Chair.

### **14.5 TREASURER:**

- 14.5.1 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.
- 14.5.2 Knowledge of bookkeeping procedures and office experience is desired.
- 14.5.3 The Treasurer shall verify that all payments are allocated to the appropriate budget line item.
- 14.5.4 Written reports covering the month prior to the Delegate Meeting will be provided and reported to the Delegates. These reports shall include:
  - 14.5.4.1 A list of registered groups who have contributed, and their last month's and year-to-date contributions.
  - 14.5.4.2 A revenue and expenditure statement by category.
  - 14.5.4.3 Receipts and expenditures at special events shall be verified by the Treasurer and submitted as part of the Treasurer's Report as they occur.
  - 14.5.4.4 Any other functions for which CCFAA has authorized a budget.
  - 14.5.4.5 Any revenue or expenditure not covered in another report.
- 14.5.5 Ensures the maintenance of a prudent reserve.
- 14.5.6 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".
- 14.5.7 Informs the Board of any increases or decreases that are required to the CCFAA budget.

#### **14.6 RECORDING SECRETARY:**

- 14.6.1 Take minutes of all Delegate Meetings and submit them to the Central Office within four days for publication in the "By The Way".
- 14.6.2 Calls the roll of the Delegates, elected officers and Board members prior to the start of Delegate Meeting and reports to the Delegates the total number of Delegates present.
- 14.6.3 Registers any unregistered or new Delegates.
- 14.6.4 Records the Delegate Meetings electronically.
- 14.6.5 Electronic recordings shall be retained by the Office Manager for a period of twelve months.
- 14.6.6 Records all votes taken by the Delegates, noting the number of ayes, nays, and abstentions. Results to be announced to the Delegates upon the closing of the voting.
- 14.6.7 Must have served as a group secretary or CCFAA Delegate.
- 14.6.8 In the event of the absence of the Secretary, the Delegate Chair shall designate a temporary secretary for that meeting.
- 14.6.9 The Recording Secretary shall not use any member's last name, telephone number, or email address in the minutes of CCFAA meetings.

### **15 BOARD OF DIRECTORS (Board).**

#### **15.1 COMPOSITION OF THE BOARD OF DIRECTORS:**

- 15.1.1 The composition of the Board of Directors is set forth in Article 5, Section 2(b) of the Bylaws.
- 15.1.2 Board members should be familiar with financial administration, office management, and general business administration.
- 15.1.3 The Board of Directors meets as required, but not less than once a month prior to the Delegate Meeting and when necessary to carry out its duties.
- 15.1.4 Board meetings are open to any officer, Chair, or Delegate of CCFAA. Other than Board members, individuals may not participate unless invited to. Announcements of the date and time of the Board meeting are published in the "By The Way".
- 15.1.5 A quorum of 5 members is required to conduct business.
- 15.1.6 The minutes of any regular or special meetings of the Board of Directors shall be made available to the members of the CCFAA website.

#### **15.2 PURPOSE OF THE BOARD OF DIRECTORS (Board)**

- 15.2.1 Oversee the operations of CCFAA and staff.
- 15.2.2 Responsible for review of CCFAA operations, policies, and procedures.
- 15.2.3 Has oversight of the CCFAA but does not interfere with daily operations.
- 15.2.4 Presents policy and action to the CCFAA Delegates for their approval.
- 15.2.5 Reports all actions taken by the Board to the Delegates for ratification.
- 15.2.6 Ensures preparation of and adherence to an annual budget.
- 15.2.7 Recommends other employees' salary adjustments with the Office Manager's concurrence within the Delegate approved budget.
- 15.2.8 Ensures compliance with all laws, rules, and regulations.
- 15.2.9 Leasing and maintaining office space.
- 15.2.10 Presents a monthly report to the Delegates at the regular meeting.

#### **15.3 FACILITIES:**

- 15.3.1 Reviews all leases of fixtures, furniture, and equipment. Reviews lease of office space annually and six months before any lease or renewal is signed.

#### **15.4 FINANCE:**

- 15.4.1 Reviews all financial reports, income statements, annual budgets, inventory, and financial policies annually.

#### **15.5 HUMAN RESOURCES:**

- 15.5.1 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.

#### **15.6 GROUP & MEMBER SERVICES:**

- 15.6.1 Looks for ways to increase group and member participation either with Seventh Tradition contributions or “contribute your time” volunteering. Expand outreach to groups who are not aware of the services provided by CCFAA. Cooperates with CNIA Districts.

#### **15.7 HIRING OF OFFICE MANAGER:**

- 15.7.1 The Board of Directors is responsible for recruiting and interviewing applicants for the position of CCFAA Office Manager in the event the position should become vacant.
- 15.7.2 The Board Chair may ask the CCFAA Delegate Chair to appoint additional members to assist in the selection of an Office Manager, with the Delegates’ approval.
- 15.7.3 Candidates for Office Manager will be members of AA with at least five years of continuous sobriety.
- 15.7.4 The Board 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.
- 15.7.5 The Board selects the qualified applicant and offers a six month probationary agreement to the applicant.
- 15.7.6 After the six month probationary period, the Board recommends the applicant to the Delegates for approval or disapproval.
- 15.7.7 The Office Manager is an “At Will” employee to the CCFAA Board and will be compensated in accordance with the Board of Directors’ recommendations and the Delegates’ ratification.
- 15.7.8 A memorandum of understanding outlining benefits and rates of pay will be issued with Delegates’ ratification Delegates’ each year in December.
- 15.7.9 Memorandum anniversary dates will be concurrent with the CCFAA fiscal cycle (January 1 to December 31).
- 15.7.10 Initial hire memorandum shall be for the remainder of the current year and will be renewed at year end. Memorandums shall be kept on file in the Office Manager’s personnel file.
- 15.7.11 The salary offered to the applicant will not be more than the salary for the previous Office Manager.
- 15.7.12 The Board of Directors shall be responsible for ensuring that the job description is followed by the Office Manager.
- 15.7.13 Job performance and remuneration for the Office Manager are reviewed each December by the Board. Changes within the approved budget may be implemented by the Board. Any recommended changes beyond the scope of the approved budget are proposed to the Delegates for approval as a budget amendment.

#### **15.8 DISMISSAL OF OFFICE MANAGER:**

- 15.8.1 The Board has the authority to dismiss the Office Manager at any time for any reason. Office Manager may resign at any time for any reason.
- 15.8.2 Failure to abide by the AA Traditions, Articles of Incorporation, Bylaws, or procedures and policies of CCFAA.
- 15.8.3 Failure to maintain conduct becoming of the office.
- 15.8.4 If the Office Manager fails to maintain sobriety during their employment.
- 15.8.5 All door locks, safe combinations, and passwords will be changed at time of dismissal.
- 15.8.6 A special Delegate Meeting is called at the time of dismissal by letter to all Delegates who have attended a Delegate Meetings the past twelve months.
- 15.8.7 The Office Manager may be removed from office and action may be ratified by Delegates at the next regularly scheduled Delegates meeting.
- 15.8.8 The Board is allowed to end employment for any reason except the following:
  - 15.8.8.1 Discrimination (42 U.S. Code § 2000e-2(a)(1)) – Based on race, religion, gender, age, or national origin.

- 15.8.8.2 Lie Detector Testing (29 U.S. Code § 2002) – Employer cannot suggest or require the employee to take part in a polygraph test.
- 15.8.8.3 Alien Status (8 U.S. Code §1324b) – Based on their immigration status as long as the employee is permitted to work in the United States.
- 15.8.8.4 OSHA Requirements (29 U.S. Code Chapter 15) – Workplace or other hazards that are reported to OSHA.

## **15.9 ANNUAL BUDGET:**

- 15.9.1 The Office Manager with input from the Board prepares an annual budget which includes, but is not limited to:
  - 15.9.1.1 Salary for Office Manager and staff.
  - 15.9.1.2 Operating expenses of the Central Office.
  - 15.9.1.3 Insurance.
  - 15.9.1.4 All other financial needs of the CCFAA.
- 15.9.2 The Budget is presented in written form to the Delegates at the September Delegate Meeting.
- 15.9.3 The Office Manager publishes the proposed budget in the October *By The Way*.
- 15.9.4 The Delegates vote on the proposed budget at the November Delegate Meeting.
- 15.9.5 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.
- 15.9.6 The budget may be changed during the year by a 2/3 vote of the Delegates present.
- 15.9.7 Proposed changes are submitted to the Delegates in written form, explaining the changes and the reasons for them.
- 15.9.8 Proposed changes are reviewed by the Board of Directors for fiscal impact. The Board provides remarks and a fiscal recommendation to the Delegates.
- 15.9.9 Proposed changes are published prior to the next Delegate Meeting in the "By The Way".
- 15.9.10 If a no vote on budget changes takes place, no action may take place on this issue until a period of sixty days has elapsed.
- 15.9.11 The Board ensures that a suitable institution for holding the funds of the CCFAA is used.
- 15.9.12 The Board 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.
- 15.9.13 The Board Chair with the concurrence of any two members of the Board is authorized extra- budgetary authority to expend CCFAA funds for emergency purposes. This authority is limited to \$500.00 per month and may not be used for any transaction that can be delayed until the next Delegate Meeting.
- 15.9.14 The Board 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 Delegates at the April Delegate Meeting.

## **16 STANDING COMMITTEES**

### **16.1 LIST OF STANDING COMMITTEES:**

- 16.1.1 Teleservice/Special Needs Committee.
- 16.1.2 Bylaws and Operating Procedures Committee.
- 16.1.3 Birthday Club and Faithful Fivers Committee.
- 16.1.4 Public Information/Cooperation with the Professional Community Committee.
- 16.1.5 Picnic Committee.
- 16.1.6 Special Events Committee

### **16.2 GENERAL GUIDELINES:**

- 16.2.1 The Twelve Traditions, AA Guidelines and AA General Service Conference Manual shall guide all committees and Committee Chairs.
- 16.2.2 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 CCFAA including letters to the public,

press or treatment community. All documents that are widely distributed under the CCFAA letterhead affect AA as a whole in our area. This excludes day-to-day letters prepared by the office staff.

### **16.3 TELESERVICE/SPECIAL NEEDS COMMITTEE:**

- 16.3.1 The Teleservice Committee Chair 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.
- 16.3.2 The Teleservice Committee Chair is elected at the regular Delegates meeting in November of each year and assumes office January 1.
- 16.3.3 The Term of Office is for one year. The Chair may serve no more than two 2 years in succession.
- 16.3.4 The Chair has the authority to appoint committee members as needed to ensure the continuous and proper operation of the committee.
- 16.3.5 The Chair may appoint committee members as Assistant Chairs to represent the Committee during his or her absence. An Assistant Chair has the same authority as the Chair.
- 16.3.6 This Committee may have Assistant Chair(s), Special Needs Coordinator, Shift Coordinators, shift volunteers and 12-Step volunteers.
- 16.3.7 The Chair may remove any committee member who fails to participate in the Committees essential functions, has started drinking or for any other reason that would bring discredit to the Teleservice/Special Needs program and CCFAA. The Chair's decision regarding this matter is final.
- 16.3.8 The Chair conducts quarterly meetings with Teleservice Committee members.
- 16.3.9 The Chair maintains monthly records of all telephone calls answered by the committee and the number of 12-Step referrals made.
- 16.3.10 A report of total calls is made to the Delegates at the regular meeting and shall be published in the "By The Way".
- 16.3.11 Shift Volunteers 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.
- 16.3.12 Shift volunteers suggested six months of sobriety.
- 16.3.13 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.
- 16.3.14 Shift Coordinator positions are a one year commitment.
- 16.3.15 The Committee is guided by the Twelve Traditions and other relevant Alcoholics Anonymous World Service literature as well as the CCFAA Operating Procedures.
- 16.3.16 The Chair works with the Office Manager to ensure that committee members have an up-to-date Volunteers Handbook, and teleservice guidelines, meeting schedule and a current By The Way each month.
- 16.3.17 Part of the function of this committee is to help CCF and its member groups include, carry the AA message to, and serve those with special needs.
- 16.3.18 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.
- 16.3.19 Members of the committee will explore, develop, and offer alternatives to make 'the AA message', as well as participation in our program' available to everyone with special needs.

### **16.4 BYLAWS AND OPERATING PROCEDURES COMMITTEE:**

- 16.4.1 The purpose of this committee is to review the CCFAA Articles of Incorporation, Bylaws, Operating Procedures and policies, and to present to the Delegates any recommended changes.
- 16.4.2 The Chair of this committee shall have a minimum of five years of continuous sobriety, an understanding of the Articles of Incorporation, Bylaws, Operating Procedures, and



policies of CCFAA, and shall have served as a group secretary or group Delegate to the CCFAA.

- 16.4.3 The Chair is elected at the November Delegate Meeting and shall assume the office on January 1. The term of office is one calendar year. The Chair may serve no more than two terms in succession.
- 16.4.4 The Chair selects a minimum of three and maximum of five past or present Delegates to serve on this committee. No elected officers or committee Chairs of the CCFAA shall serve on this committee.
- 16.4.5 The committee meets as required by the nature of their business.
- 16.4.6 The Chair gives a report to the Delegates at the regular monthly meeting.
- 16.4.7 The Chair serves as a member of the Board, having voting and decision rights

#### **16.5 BIRTHDAY CLUB AND FAITHFUL FIVERS COMMITTEE (BC/FFC)**

- 16.5.1 The BC/FFC Chair has a minimum of two years of continuous and immediate sobriety and must have served as a group secretary or group Delegate.
- 16.5.2 The BC/FFC Chair is elected at the regular Delegate Meeting in November of each year and assumes office January 1. The term of office shall be one year. May serve two terms in succession.
- 16.5.3 The BC/FFC Chair 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 Chair.
- 16.5.4 The BC/FFC Chair contributes a BC/FFC article for the "By The Way" monthly encouraging membership in the Birthday Club and in the Faithful Fivers.
- 16.5.5 The BC/FFC Chair will keep brochures current for both the Birthday Club and Faithful Fivers and will provide a supply at each Delegate Meeting

#### **16.6 PUBLIC INFORMATION/COOPERATION WITH THE PROFESSIONAL COMMUNITY COMMITTEE**

- 16.6.1 The Chair must have a minimum of two years of continuous and immediate sobriety.
- 16.6.2 The Chair is elected at the regular Delegate Meeting in November of each year and assumes office January 1. The term of office shall be one year. May serve two terms in succession.
- 16.6.3 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.
- 16.6.4 The Chair may select committee members to assist in the operation of these functions. Qualification of committee members is at the discretion of the Chair.
- 16.6.5 The Committee is guided by the AA Twelve Traditions, AA Guidelines, and AA General Service Conference Manual.
- 16.6.6 The Chair is responsible for news releases to the general public concerning the CCFAA.
- 16.6.7 The Chair or an appointed committee member acts as liaison to the California Northern Interior Area for PI/CPC.

#### **16.7 NORTHERN CALIFORNIA COUNCIL OF ALCOHOLICS ANONYMOUS (NCC) DELEGATE LIAISON:**

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

functions.

#### **16.8 CCFAA PICNIC COMMITTEE:**

- 16.8.1 The Chair must have a minimum of two years of continuous and immediate sobriety.
- 16.8.2 The Chair is elected at the regular Delegate Meeting in November and assumes office January 1st. The term of office is one year. May serve two terms in succession.
- 16.8.3 The Picnic Chair may select committee members as deemed necessary to carry out functions of the Committee.
- 16.8.4 The Chair is responsible for planning, organizing, promoting, and conducting the event.
- 16.8.5 The Chair will not exceed the budget for the event approved by the Delegates.
- 16.8.6 The Chair 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.
- 16.8.7 The Office Manager shall make all payments and submit the accounting to the Treasurer.
- 16.8.8 The Chair shall ensure that the tickets for each event are kept separate from each other and that no tickets are discarded for accountability purposes.
- 16.8.9 The Chair shall, upon the conclusion of the event, report the final accounting to the Delegates.

#### **16.9 CCFAA SPECIAL EVENTS COMMITTEE**

- 16.9.1 The Chair must have a minimum of two years of continuous and immediate sobriety.
- 16.9.2 The Chair is elected at the regular Delegate Meeting in November and assumes office January 1st. The term of office is one year. May serve two terms in succession.
- 16.9.3 The Special Events Chair may select committee members as deemed necessary to carry out functions of the Committee.
- 16.9.4 The Chair is responsible for planning, organizing, promoting, and conducting special events throughout the year, which may also include an anniversary event.
- 16.9.5 The Chair will not exceed the budget approved by the Delegates.
- 16.9.6 The Chair 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.
- 16.9.7 The Office Manager shall make all payments and submit the accounting to the Treasurer.
- 16.9.8 The Chair shall, upon the conclusion of the events, report the final accounting to the Delegates.
- 16.9.9 Expenses shall not exceed amounts budgeted.

### **17 SPECIAL PROGRAM EVENTS :**

#### **17.1 SPECIAL PROGRAM EVENTS:**

- 17.1.1 The Board Chair may establish special programs as approved by the Delegates.

#### **17.2 ELECTION COMMITTEE:**

##### **17.2.1 ELECTION CHAIR:**

- 17.2.1.1 The Delegate Chair has the option of serving as the Election Chair or selecting another person with experience with Third Legacy procedures to act as Election Chair.

##### **17.2.2 ELIGIBILITY FOR ELECTION:**

- 17.2.2.1 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.
- 17.2.2.2 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.
- 17.2.2.3 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.

**17.2.3 PROCEDURE:**

- 17.2.3.1 All elections at the November meeting shall model the Third Legacy procedures outlined in the By-laws.
- 17.2.3.2 A 15 minute break shall be called by the Election Chair prior to the election to allow for the preparation of a resume.
- 17.2.3.3 Each candidate's name (suggest full names be used) is written on a list in front of the room.
- 17.2.3.4 The Election Chair 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 list. Preceding the balloting, candidates shall stand and present their resumes.
- 17.2.3.5 Paper and pencils are distributed for written ballots.
- 17.2.3.6 The voting members are the Delegates. The Secretary calls the roll of the Delegates present to determine the total number of eligible voters.
- 17.2.3.7 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 CCFAA elected position.
- 17.2.3.8 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.
- 17.2.3.9 The Office Manager publishes the election results in the December By The Way

**17.2.4 ORDER OF ELECTIONS:** It is recommended that the Order of Election of the Officers and the Committee Chairs be as follows

- 17.2.4.1.1 Board of Directors
  - 17.2.4.1.1.1 Delegate Chair
  - 17.2.4.1.1.2 Assistant Delegate Chair/Area Liaison
  - 17.2.4.1.1.3 Treasurer
  - 17.2.4.1.1.4 Recording Secretary
  - 17.2.4.1.1.5 Two Directors at Large
- 17.2.4.1.2 Committee Chairs
  - 17.2.4.1.2.1 Teleservice/Special Needs Chair
  - 17.2.4.1.2.2 Bylaws and Operating Procedures Committee Chair
  - 17.2.4.1.2.3 Birthday Club and Faithful Fivers Committee Chair
  - 17.2.4.1.2.4 PI/CPC. Committee Chair
  - 17.2.4.1.2.5 Northern California Council of Alcoholics Anonymous  
Delegate Liaison (odd numbered years)
  - 17.2.4.1.2.6 Picnic Chair
  - 17.2.4.1.2.7 Special Events Chairman

**18 CCFAA DELEGATE MEETING:**

- 18.1 The Delegate Meeting is held on the third Saturday of each month at 3:00 pm as set forth in Bylaws Article 4.7(b).
- 18.2 New Delegates meet at 2:00 pm on the same day and at the same location for orientation. The Assistant Chair/Delegate Liaison conducts this meeting.
- 18.3 New Delegates are given a copy of the CCFAA Bylaws, Operating Procedures, and the Delegate Handbook.
- 18.4 The November meeting is known as the Annual Meeting. The purpose of the meeting is the election of officers, committee Chairs, and new Board members, and the approval of the following year's budget.
- 18.5 A simple majority vote is sufficient for passage of any motion brought to the floor except as specified in the CCFAA Bylaws and Operating Procedures.

18.6 All meetings are open meetings unless otherwise indicated.

## **19 LITERATURE AND MERCHANDISE:**

- 19.1 The Central Office maintains a sufficient supply of meeting schedules and all AA Conference approved literature including bound books.
- 19.2 The Office Manager takes monthly inventory of the literature on hand at the Central Office. This inventory will be taken semi-annually by a member of the Board and volunteers. Inventory is done at the end of June and between the end of December and first part of January.
- 19.3 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.
- 19.4 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.
- 19.5 AA Conference-Approved pamphlets and books are provided at reasonable prices to groups and individuals.

## **20 AMENDMENTS TO THE OPERATING PROCEDURES:**

- 20.1 The Operating Procedures may be amended by a simple majority of the Delegates present.
- 20.2 Proposed amendments to the Operating Procedures are submitted in writing in the form of a motion to the Board Chair, Delegate Chair, or the Bylaws and Operating Procedures Committee Chair. 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.
- 20.3 The Proposed Amendments will not be published in the "By-The-Way" until after the Bylaws and Operating Procedures Committee has screened the proposal for compatibility with the Articles of Incorporation and Bylaws and have been presented to the Delegates at their next meeting.
- 20.4 If the proposed amendments are approved, the Central Office updates the Operating Procedures and has it ready for the next regular Delegate Meeting. All proposed amendments are kept on file.
- 20.5 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.
- 20.6 The earliest a proposed amendment may be voted on by the Delegates is two Delegate Meetings from the date of its submission.
- 20.7 Amendments may be submitted by elected service members, appointed Committee Chairs, group Delegates and Bylaws and Operating Procedures Committee members.
- 20.8 No more than six proposals may be considered for approval at a time.

## **21 CONFLICT OF INTEREST:**

- 21.1 The officers, committee Chairs, or Delegates shall not enter into any contract or transaction with:
  - 21.1.1 Any other officer, committee Chair, or Delegate acting on behalf of CCFAA.
  - 21.1.2 An organization in which a member of CCFAA is a Chair, officer, or legal representative, or in some other way has a material financial interest unless:
    - 21.1.3 That interest is disclosed and known to the Board of Directors, the Board Chair, the Office Manager, and the Delegates.
    - 21.1.4 It is approved by a majority of Delegates. (not counting the interested member)

### **21.2 BOARD OF DIRECTOR DISCUSSIONS:**

- 21.2.1 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.

### **21.3 GROUP DELEGATE**

- 21.3.1 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.