

BYLAWS  
OF THE  
SOUTH SOLANO COUNTY CENTRAL OFFICE  
ALCOHOLICS ANONYMOUS

## **I Preamble**

In Order that the fellowship of Alcoholics Anonymous (AA) may better function, there is hereby created the South Solano Central Office of AA, hereinafter referred to as the Central Office (District 09). Central Office's authority is derived from the individual groups through their Central Office Representative (COR), the Twelve Traditions, Twelve Concepts and the Three Legacies of AA. Each officer and Central Office Representative should be permitted certain authority and responsibility. This entails freedom of action by each in their field of responsibility, but in exercising that freedom each should naturally respect and help others.

## **II STATEMENT OF PURPOSE**

Central Office was formed for the express purpose of establishing a means through which the groups, their members, and the general public could be effectively served. These activities are supported by the voluntary contributions of groups within the Central Office area (District 09). An accounting of funds received, and expenditures made is rendered at each Central Office Monthly Business Meeting and held for review by AA members. The services provided by Central Office include but are not limited to:

- a) Assigns "Twelve Step" calls on geographical basis to members who have volunteered for that service.
- b) Maintain a supply of AA approved books and literature.
- c) Publishes a directory of local AA meetings.
- d) Serves as a hub for communications between local, regional, national, and international groups.
- e) Maintains postings of announcements for AA activities and events.
- f) Communicates local information through newsletters and maintains a website with a meeting directory and incidental changes in schedule between directory printings, an online link to the Big Book, and to other AA sites.
- g) Maintains a list of telephone resources and handles telephone inquiries, routing them as appropriate.
- h) Handles or forwards request for information about AA and recovery from alcoholism.

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- i) Develops and sponsors AA social events, and workshops, to help create a sense of unity, service, and recovery.
- j) Provides an office in which volunteers and or/paid workers are available to help any person with an alcohol related problem.
- k) Maintain a 24-hour hotline/answering service.
- l) Cooperates with agencies in the community, who deal with alcoholism, based on the Twelve Traditions and the Twelve Concepts for World Service.
- m) Every registered AA group in District 09 is automatically a member of this body, entitled to representation, and a vote at each Central Office Monthly Business Meeting. Any AA member is welcome as a guest at all Central Office Monthly Business Meetings.

### **III. SOUTH SOLANO CENTRAL OFFICE OF AA SERVICE AREA**

The South Solano Central Office (District 09) service area is composed of all AA groups located in Vallejo, Benicia, Crockett and American Canyon that desire to be affiliated with the Central Office..

#### **1. FINANCES**

It is suggested that there be no accumulation of funds beyond current necessity, retaining only a prudent reserve for contingencies and an operating account balance of no more than 50% of current prudent reserve; if overage occurs, Central Office will disperse funds in accordance with AA Traditions.

Twice a year Central Office Chair, Assistant Chair, and Treasurer will meet to review finances and books.

#### **2. SOURCE OF FINANCES**

Central Office support will be derived from: voluntary contributions from AA groups, sale of approved books and literature, AA sponsored events, and personal contributions from AA members.

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**3. MANNER OF CONDUCTING MEETINGS OF CENTRAL OFFICE**

Meetings of the Central office shall be conducted in accordance with the Twelve Traditions and the Twelve Concepts of World Service. A simple majority is required to carry any motion. Minority opinion will always be encouraged. Any no vote shall be heard and discussed and then another vote will be taken. Any motion defeated may not be reintroduced for 6 months.

**4. -AMENDMENT OF BYLAWS**

These Bylaws may be amended at any time by a 2/3-majority vote of the Central Office members present voting their respective group conscience. All suggested changes to be submitted in writing, showing the current format and the proposed revisions, introduced as new business. The following month the change will be voted upon. Once approved, the revision will be included in current dated copies of the Bylaws. A copy of these Bylaws will be on file in the Central Office, available to all interested members of AA.

**5. DISPOSITION OF ASSETS UPON DISSOLUTION**

Should dissolution of Central Office occur, every effort should be made to transfer funds and other assets to a 501 c3 group or groups providing service to members of AA.

**IV. COMPOSITION**

Central Office shall be composed of 1 representative or alternate from each registered group, and the elected Central Office officers. It is recommended each Central Office Representative represent only 1 group. No Central Office Officer may hold more than 1 Officer position. However, a Central Office Group Representative may also hold a Central Office Officer position. All officers shall be entitled to 1 vote. A Central Office Group Representative who is also a Central Office Officer is only entitled to one vote.

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The elected Central Office Officers' function is to administer the affairs of Central Office, as outlined in Section VI of these Bylaws. .

**V. CENTRAL OFFICE GROUPS (QUALIFICATIONS)**

Any AA group with a World Service ID number wishing to participate with Central Office may do so by requesting to be placed on the published meeting schedule, and should have a Central Office Representative. .

**A GROUP REPRESENTATIVES & ALTERNATES DUTIES**

The Central Office Representatives and/or alternates serve their groups by making their group conscience known to Central Office. They also help by keeping their groups informed about trends and developments of interest to group members.

**B GROUP REPRESENTATIVES & ALTERNATES** (1 year suggested sobriety/1 year suggested Term of Office)

The suggested term of office is 1 year. It is suggested that the representative not succeed him/herself based on the spirit of rotation

**VI CENTRAL OFFICE OFFICERS (FUNCTIONS AND DUTIES).**

**METHOD OF ELECTION AND TERM OF OFFICE**

The Central Office Group Representatives and current Officers shall elect the new Central Office Officers by simple majority vote. ***It is suggested in the spirit of rotation, the term of office of most Central Office Officers shall be for a period of 1 year.***

Central Office Officers shall not hold more than one office at a time (in this context Central Office Group Representative is not considered an office). All officers serving a 1 year term should rotate each year in January with the exception of the Chair and Assistant Chair who should rotate each July. The treasurer's term of office will be a minimum of 2 years. The treasurer should have knowledge of accounting principles, be financially stable, and have a minimum of 2 years of Central Office service background.

**a) CHAIRPERSON (2 year Suggested Sobriety/1 year Term of Office)**

The chairperson-is ultimately responsible for the task of keeping debate confined to the issue being discussed. The Chair's responsibility is to facilitate an orderly process

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including the responsibility to not allow debate during the sharing of the Minority Opinion (per Concept 5). The Chair should preside as impartially as possible; keeping the Central Office Monthly Business Meeting moving in a timely, fair, and effective manner. It is suggested that the incoming Chairperson has served at least 1 year in the Central Office, in any capacity, in order to have established a working knowledge of the Central Office Monthly Business Meeting, in accordance with these Bylaws, the Twelve Traditions and the Twelve Concepts of AA World Service.

**b) ALTERNATE CHAIRPERSON (2 year Suggested Sobriety/1 year Term of Office)**

The Alternate Chairperson is responsible to fill in for the Chair in their absence. It is suggested that the incoming Alternate Chairperson has served 1 year in Central Office, in any capacity, in order to have established a working knowledge of the Central Office Monthly Business Meeting, in accordance with these Bylaws, the Twelve Traditions and the Twelve Concepts of AA World Service. It has been a custom for the outgoing Alternate Chairperson to assume the position as the incoming Chairperson, if available and there are no objections from the group.

**c) TREASURER (2 year Suggested Sobriety/2 year Term of Office)**

The Treasurer serves a 2 year term of office. The Treasurer is responsible for the financial activities of Central Office including: receiving income from group contributions, book sales, and depositing funds into the Central Office bank account. The Treasurer maintains bank records, and balances financial accounts each month. The Treasurer pays bills to maintain the Central Office such as rent, insurance, sales tax phone, answering service and utilities. The Treasurer gives a monthly report at the Central Office Business Meeting to account for income, expenses, prudent reserve, account allocations for annual expenses such as liability insurance premiums and State Sales Tax, file State Tax Report to State of California, and coordinate with other officers and committee chairs to allocate and distribute funds for supplies, literature, and occasional expenses as in schedule printing. Additionally, the Treasurer will coordinate with committee chairs to allocate and distribute funds for annual events such as picnic and dinner, generate reports itemizing event budgets, expenses, and any remainder to be returned to the Central Office Account. The Treasurer will facilitate necessary changes of Bank Signature Cards to allow a smooth transition when positions are filled as terms are

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completed.

**d) RECORDING SECRETARY (6 month Suggested Sobriety/1 year Term of Office)**

The Recording Secretary takes notes of what goes on at the Central Office Monthly Business Meeting. It is not necessary or desirable to write down everything everyone says. State what is important in terms of decisions that are made (e.g. for example to hold a dinner event), and whenever a motion is made to vote on an issue note who made the motion and the result. The Secretary will bring the current minutes to each monthly business meeting and maintain archives of those minutes.

**e) LITERATURE COORDINATOR (1 year Suggested Sobriety/1 year Term of Office)**

The Literature Coordinator inventories and maintains AA approved literature at the Central Office for sale to AA members. The Coordinator is responsible for monitoring any needed changes in pricing of literature from World Service and bringing pricing proposals to the Central Office Monthly Business Meeting for approval. The Literature Coordinator will maintain records of sales and money received for all literature and submit money and copies of sales records to the Treasurer.

**f) NEWSLETTER EDITOR (1 year Suggested Sobriety/1 year Term of Office)**

The purpose of the newsletter is to inform the local AA community about AA related announcements and events. These may include but are not limited to book studies, workshops, social events, Birthday Speaker Meeting, District 09 Group Meeting schedule changes, General Service Conferences, and CNCA Conferences. Duties also include providing hard copies to the Central Office Monthly Business Meeting, and a PDF electronic copy to the Website Administrator and any others who have requested a copy and provided an email address.

**g) SOLYPAA LIAISON (1 year Suggested Sobriety/1 year Term of Office)**

**The SOLYPAA Liaison brings information to and from the SOLYPAA business meeting and the Central Office business meeting.**

**h) GENERAL SERVICE LIAISON (1 year Suggested Sobriety/1 year Term of Office)**

The General Service Liaison brings information to and from the General Service Meeting and the Central Office Monthly Business Meeting.

**i) H&I (HOSPITALS & INSTITUTIONS) LIAISON (1 year Suggested Sobriety/1 year**

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**Term of Office)**

The H&I Liaison brings information to and from the H&I business meeting and the Central Office Monthly Business Meeting.

**j) SUPPLIES COORDINATOR (1 year Suggested Sobriety/1 year Term of Office)**

The Supplies Coordinator keeps the Central Office supplied with “basics” for everyday operation (ex, office supplies and coffee supplies as needed).

**k. CENTRAL OFFICE COORDINATOR (2 years Suggested Sobriety/1 year Term of Office)**

The Central Office Coordinator maintains the schedule of volunteers who staff the Central Office and recruits and trains volunteers. Answers any questions that may come up for volunteers. Monitors staffing of the Central Office to verify volunteers are present and implementing the goals and objectives of the office. Provides positive feedback to volunteers. Monitors Central Office keys (who has them, distributes, replaces, and collects them.), ensures flyer displays and bulletin boards are current and updated. Ensures Central Office information binders are current and updated. Monitors CD lending library. Checks incoming mail once a week. Coordinates with appropriate officers to meet for any perceived Central Office needs.). Serves as the liaison between the Central Office and the AA Hotline phone service. Monitors Central Office Log Book; notes monthly visitor numbers, etc. for Central Office Monthly Business Meeting report.

**k) MEETING SCHEDULE COORDINATOR (1 year Suggested Sobriety/1 year Term of Office)**

The Meeting Schedule Coordinator keeps a current supply of meeting schedules at Central Office for distribution. Verifies and makes changes in the schedule as needed (adds or deletes meetings, address changes, time changes, etc.) and informs Website Administrator of any changes. Keeps receipts for printing and submits to Treasurer for reimbursement.

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**I) BIRTHDAY SPEAKER MEETING**

Provides a once a month speaker meeting and celebration.

**1) Birthday Speaker Meeting Chair/Co-Chair** (2 years suggested sobriety)

Coordinates the speaker meeting committee to facilitate and keep the meeting going in an organized manner. Keeps a current committee roster and coordinate committee assignments. Attends the Central Office Monthly Business Meeting. Creates and distributes the flyer for the Birthday Speaker Meeting at the business meeting. Schedules the speaker and makes sure he/she has directions to the meeting site. Keeps an annual roster of host groups. Visits the next month's host group the week after the Birthday Speaker Meeting to drop-off the Host Group Sign-up Sheet and visits again the week before the next Birthday Speaker Meeting to pick up the Host Group Sign-up Sheet. The Chair is responsible for appointing all of the following Birthday Speaker Meeting commitments:

**2) Treasurer** – (2 years suggested sobriety)

Reserves the meeting space (1st choice: Clock Tower in Benicia, 2nd choice: Senior Center in Benicia). Reimburses expenses, keeps all receipts and maintains accounts including prudent reserve. Pays rent and prepares a financial report for the Central Office Monthly Business Meeting. Coordinates with the raffle sales persons to ensure monies are properly handled. Brings 7<sup>th</sup> Tradition cans and Hospitals and Institutions cans to the Birthday Speaker Meeting.

**3) Coffee maker** – (6 months suggested sobriety)

Bring coffee pots and supplies to Birthday Speaker Meeting. Sets up coffee service and prepare coffee, decaf and hot water for tea. Replenish coffee supplies. Keep receipts for purchases and submit to the Treasurer for reimbursement.



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4) **Birthday Chips** – (6 months suggested sobriety)

Keep inventory of chips and order replacement chips monthly. Bring chips to Birthday Speaker Meeting and keep them between meetings. Keep receipts for purchases and submit to the Treasurer for reimbursement.

5) **Books and Literature** – (6 months suggested sobriety )

Bring books and literature to Birthday Speaker Meeting. Set up books and literature. Sell book at the Birthday Speaker Meeting. Restock literature and purchase books from the Central Office as needed. Keep receipts for sales and submits to the Treasurer for reimbursement.

6) **Beverage Sales** – (6 months suggested sobriety)

Purchase soda and water and maintain existing stock. Set up and clean-up drinks area. Sell beverages. Keep receipts of purchases and submit to the Treasurer for reimbursement.

7)**Raffle** – (6 months suggested sobriety) Obtain Raffle Book from Central Office and maintain a supply of raffle tickets and sell from the literature table. (The Host group sells tickets by circulation among attendees.) Provide receipts for reimbursement and money collected from ticket sales to the Treasurer.

8)**Speaker Host** – (1 year suggested sobriety)

Make reservations for speaker dinner at 6:00pm. Contacts the speaker and ensure he/she has directions to the restaurant. Pay for the speaker's dinner according to the amount set by the Central Office Committee. Keep receipt for the dinner and submit to the Treasurer for reimbursement.

9)**Birthday Cake** – (6 months suggested sobriety)

Purchase birthday cake and bring it to the meeting. Keep receipt and submit, to the

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Treasurer for reimbursement.

10) **Host Group** – Set up meeting space (chairs and tables) with help from the Birthday Speaker Meeting committee. Clean up the meeting space (break down tables, put away chairs and tables, sweep and mop floor in the hall and the bathrooms, clean bathrooms) with help from Birthday Speaker Meeting committee. Provide 'Master of Ceremony' for the meeting as well as Greeters, Basket Passers, Chip Distributor, and Readers. Provide snacks and conduct the raffle.

m) **WINTER HOLIDAY PARTY COMMITTEE**

**Committee Chair** – (2 years suggested sobriety)

Is responsible for coordinating the event. Develops a committee from throughout the South Solano Fellowship including host group committee chairpersons to plan the event and to establish the responsibilities. Finds an AA speaker for the event. Reports the progress to the Central Office Monthly Business Meeting.

**Committee Treasurer** - (2 years suggested sobriety)

Responsible for the accounting of the event budget and the expenditures, then reports to Central Office Monthly Business Meeting at the end of the event. Submit report and monies to the Central Office Treasurer. Establishes a ticket price and prints tickets. Treasurer shall keep in mind that this event is self-sustaining. Make reservations and pay for the venue for the following year by October 4<sup>th</sup>. Make the payment for the cleaning fee for current year event in a timely fashion.

Suggested committees are: Ticket Sales, Food Set-up, Food Decoration, and Clean-up.

n) **WEBSITE ADMINISTRATOR** (1 year **Suggested Sobriety/2 year Term of Office**)

The Website Administrator provides a report to the Central Office Monthly Business Meeting. After publication to the internet the Website Administrator will provide

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ongoing website operations monitoring, maintenance, oversight, and including removal/replacement of outdated/updated information as necessary. The Website Administrator will consult with the other Central Office officers on matters concerning the website. The Administrator will be the point of contact for technical/site issues with the web hosting provider. The website Administrator is responsible for ensuring that a “best-cost”, reliable web hosting provider is used for the site and that the web host will provide content backup and disaster recovery. In addition the Website Administrator will retain a digital back-up of the site files. The Website Administrator will ensure that the Central Office Treasurer makes timely payments for the sites web hosting services and domain name registration. The Website Administrator may seek outside/professional assistance when needed, after bringing this to the Central Office Monthly Business Meeting for approval.

**PURPOSE OF THE WEBSITE**

This website was created in order to provide information to and suggest resources for the alcoholic and those who think they may have a drinking problem in our district. Provides service information to members of AA. The site provides resources such as a Meeting Directory. The site may provide additional information to AA members as the district may direct. The site also provides information to the general public about AA.

**ADMINISTRATIVE RESPONSIBILITIES**

The domain name is owned and administered by District 09 AA Solano South Central Office. For administrative purposes its mailing address is: Southern Solano South Central Office, P.O. Box 159 C/O Website Chairperson, Benicia, CA 94510.

**1) Domain Name Registration and Web Hosting Services**

The domain name is registered as “aasolanosouth.org”. Web hosting is through Netfirms using Weebly website development software.

**2) Billing Contact**

Invoices from the domain name registrar/domain name reseller and web hosting

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provider should be directed to the South Solano South Central Office Treasurer, with his/her mailing address at: South Solano South Central Office P.O. Box 159, Benicia, CA 94510. The Treasurer will pay all fees for registration of the domain name and for web hosting services.

**3) Technical Contact**

The South Solano Website Administrator is the contact point for technical issues relating to the website. Inquiries may be directed via email to [sosowebeditor@gmail.com](mailto:sosowebeditor@gmail.com) or sent via regular postal mail to: South Solano Central Office P.O. Box 159 C/O Web Site Chairperson, Benicia, CA 94510.

**4) Technical Access**

The Website Chair and Central Office Chairperson will have password protected access to the website. As trusted servants, they are expected to follow the Twelve Traditions and Twelve Concepts fulfilling their privilege of access responsibly.

**5) Method for Approval of Website Content Changes**

The Website Administrator will accept suggestions for major changes for the website's standing content and present these as Housekeeping Motions at the Central Office Monthly Business Meetings. Central Office and its groups are encouraged to submit content change proposals to the Central Office officers to review. The Website Administrator may make minor changes in standing content without prior Central Office approval for the purpose of enhancing site visibility and accessibility, to continually improve the site's ease of use for its visitors; maintaining accurate and up-to-date information, such as that contained in the Meeting Directory, and any other date/time sensitive material.

**6) SUGGESTED STANDING CONTENT**

**Home Page**

Introduces the visitor to AA in Southern Solano County by displaying contact information for resources such as AA hotline, Southern Solano Central Office

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Preamble, Statement of Purpose, Central Office Service committee, and Central Office

**Staffing**

**Links**

The District 09 homepage will provide several offsite links to official AA websites including but not limited to: AA General Service Office, California Northern Coastal Area 06, Northern Solano AA, Contra Costa AA, other approved AA sites.

**Meetings**

Contains a directory of regular AA meetings and AA-related messages (ex. Monthly Central Office Business Meeting) in our area.

**Events**

Contains the names, dates, locations, and brief descriptions of upcoming fellowship events, and may contain links to event websites as appropriate or event flyers. If groups/individuals desire to post an AA related event to this page, they should contact the Website Chair in advance to the event date.

**AA District 09 Solano South central Office Newsletter**

Includes articles on district happenings and other AA events in accordance with the Twelve Traditions.

**Other Content**

The site may publish additional content. This content may include, but is not limited to, the following: Regional/National AA fellowship event calendars page.

**Direct Communication**

The website will not permit interactive communication such as chat rooms, message boards, forums, online meetings, or any other form of direct communication.

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**Non-AA Content**

In keeping with the Tradition Six, there will be no non-AA content or links to non-AA related sites with the exception of Al-anon and Alateen meeting information on the meetings page with a disclaimer stating that their presence on our website is in the spirit of cooperation not affiliation. No commercial links or commercial/professional services are available through the site.

**Personal Information**

In keeping with Tradition Eleven, no individual will be identified by last name nor an individual's photograph published on the website. Caution should always be used to protect the anonymity of AA members. The Website Administrator will review documents that may contain personal information (especially long ones) and should be very careful to edit out any personal information before publication to the website.

**CENTRAL OFFICE E-MAIL BOXES**

**E-mail Addresses**

For the following Central Office are authorized. Website Chair:

[sosowebeditor@gmail.com](mailto:sosowebeditor@gmail.com). Additionally email addresses may be made available as the Central Office Service Committee chooses committee members and committee chairs and others.

**Changes to Website Guidelines**

All changes to the Website Guidelines will be the subject of a housekeeping motion at the Central Office Monthly Business Meeting.