

**BYLAWS OF
ALCOHOLICS ANONYMOUS CENTRAL OFFICE OF
LOS ANGELES (THE “CORPORATION”),
INTERGROUP ASSOCIATION
AND
CENTRAL SERVICE COMMITTEE**

March 12, 2020

PREAMBLE

The General Warranties of the Los Angeles Intergroup Association and Central Service Committee include:

- a. In all its proceedings, the Intergroup Association and the Central Service Committee shall observe the spirit of A.A. tradition;
- b. Taking care that they never become the seat of perilous wealth or power;
- c. That sufficient operating funds, plus ample reserve, be its prudent financial principal;
- d. That none of the members be placed in a position of unqualified authority over any other member;
- e. That all important decisions be reached by discussion, vote and, whenever possible, by substantial unanimity;
- f. That no committee action ever be personally punitive or an incitement to public controversy;
- g. Though they may act for the service of Alcoholics Anonymous, the Intergroup Association and the Central Service Committee will always remain democratic in thought and action.

The above is adapted from the Third Legacy Manual of A.A. World Services and A.A. Cofounder Bill W.’s 12 Concepts of World Service.

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SECTION II - PURPOSE OF ORGANIZATION

These bylaws (the “Bylaws”) govern Alcoholics Anonymous Central Office of Los Angeles, a California non-profit public benefit corporation (the “Corporation”), including the Los Angeles Intergroup Association and Central Service Committee.

The purpose of the Corporation, the Intergroup Association, and the Central Service Committee (the “Central Service Committee” or “CSC”) shall be the administration and coordination of A.A. activities common to the various groups comprising its memberships. These activities include:

- a. Furthering the A.A. program in accordance with the 12 Traditions of Alcoholics Anonymous;
- b. Maintaining the Los Angeles Central Office (“Central Office”) as a communications center for A.A. in Los Angeles County;
- c. Publishing a directory of meetings in Los Angeles County;
- d. Providing A.A. literature to the Alcoholics Anonymous Community; and
- e. Providing information on AA related events.

SECTION III – THE INTERGROUP ASSOCIATION

MEMBERSHIP

The membership of the Intergroup Association shall consist of a representative and an alternate representative elected by each A.A. group within its boundaries or jurisdiction, and referred to as a Central Service Representative (CSR) or Alternate Central Service Representative, provided that such group shall have been listed with Central Office for ninety (90) days prior to the date of each semiannual meeting of the Intergroup Association.

- a. CSR’s are selected by their individual groups to represent them.
- b. CSR’s attend and represent their group at their Zone meetings.
- c. CSR’s and Alternate CSR’s serve for a period of two (2) years, subject to recall by the group they represent.
- d. Central Service Representatives communicate matters from their groups to their Zone meetings. Zone Delegates relay matters decided at their Zone meetings to the Central Service Committee. Zone Delegates communicate information from the CSC to CSR’s at their Zone meetings, and CSR’s relay that information to their groups.
- e. CSR’s attend and represent their group and vote their group's decisions at Intergroup Association Meetings. Each member group is entitled to one (1) vote in meetings of the Intergroup Association. A CSR may represent only one group.

MEETINGS

The Intergroup Association shall meet during the second week of February, May, August, and November of each year.

Additionally, a Special Intergroup Meeting may be called at any time by:

- a. A majority vote of the Central Service Committee, or
- b. The representatives of at least 10% of the registered groups.
- c. In either case, the Chair shall immediately charge the Central Office to issue proper notification of the special meeting to all member groups.

Proper notification of regular and special meetings of the Intergroup Association shall consist of written notice mailed and/or emailed to all groups two (2) or more weeks prior to the date of the meeting. Notice will also be posted on the Central Office's web page. At Intergroup Association meetings, the CSR's present shall constitute a quorum and a simple majority shall govern for voting purposes.

MOTIONS

Any CSR representing a member group may present a motion relating to policy affecting groups in the Los Angeles County area, affecting A.A as a whole within LA County, or to the operation of the Central Office.

A motion may be presented in two ways:

- a. A written motion may be presented to the Chair at a Central Service Committee meeting thirty (30) days prior to the next Intergroup meeting by the Zone Delegate to be placed on the Intergroup agenda for New Business.
- b. At an Intergroup meeting, a written motion may be presented to the Chair by a CSR under New Business.

SECTION IV – THE CENTRAL SERVICE COMMITTEE

MEMBERSHIP

To form and maintain a Central Service Committee, the greater Los Angeles area has been divided into geographic Zones. CSR's shall elect from their respective Zones a Delegate and Alternate Delegate who will represent that Zone on the Central Service Committee for a two (2) year term. Officers and Zone Delegates constitute the Board of Directors of the Corporation within the meaning of California Corporations Code §5210. All statutes which apply to the "directors" of a California non-profit public benefit corporation shall apply to the Central Service Committee's members and officers. All CSC positions are volunteer service commitments.

All CSC members should comply with the following guidelines:

- a. Adhere to *Robert's Rules of Order* at all CSC and Intergroup Association meetings.
- b. Comport themselves in a civil, professional, and courteous manner when acting in their

official capacities.

The Zone Delegates, Alternate Delegates, and elected officers comprise the Central Service Committee, which is the governing body of the Intergroup Association and Central Office.

- a. To be a Zone Delegate a minimum of two (2) years continuous sobriety is required. In the event a Delegate is not present, the Zone's Alternate Delegate may represent the Zone.
- b. Zone Delegates are subject to recall by the CSR's of the Zone they represent.
- c. No person shall serve two (2) consecutive terms as Delegate; however, a Delegate, who at the time of the designated election, has not served one (1) full year shall be eligible for re-election to a full two (2) year term.
- d. To balance rotation of service and continuity of leadership, approximately one-half (1/2) of the active Zones will hold elections in even years and the other half in odd years. Currently Zones C, E, H, and I elect in even-numbered years and Zones B, D, F, G, and J elect in odd-numbered years.
- e. Zones will hold elections prior to the November meeting of the Intergroup Association in each Zone's elective year. Terms of elected delegates will begin on February 1st of the following year.

ZONE DELEGATE DUTIES

Zone Delegates or Alternate Delegates shall represent the groups in their Zones and attend all Central Service Committee and Intergroup Association meetings. If a zone's delegate or alternate delegate fails to represent the zone at three consecutive CSC and Intergroup Association meetings, the Zone will be considered inactive.

Zone Delegates shall lead monthly Zone meetings with their CSR's and:

- a. Relay information from the Central Service Committee meeting to the CSR's for discussion.
- b. Report back to the Central Service Committee items discussed and motions.
- c. Facilitate the verification process by ensuring meetings conform to Central Office guidelines for listing in its directory.

HOW IT FUNCTIONS

The Central Service Committee shall hold regularly scheduled meetings on the second Thursday of each month, except in the months of February, May, August, and November, unless otherwise instructed by the Intergroup Association or the Chair.

Special meetings may be called upon the following conditions:

- a. By Zone Delegates representing at least one-quarter (1/4) of the active Zones.
- b. In an emergency, by the Chair on being apprised by the Trustee of "matters of policy" as defined in SECTION VIII – TRUSTEE, subsection b.

- c. With a minimum requirement of twenty-four (24) hours advance notice to all Zone Delegates and board members.

A quorum, consisting of at least two-thirds (2/3) of the Zone Delegates from the active Zones, is required for conducting regular and special CSC meetings. Matters before the CSC shall be decided by a simple majority vote, except for the following which require a two-thirds (2/3) majority vote:

- a. Withdrawal of funds from reserve accounts;
- b. Major expenditures; and
- c. Unusual fund commitments.

The CSC has an Executive Committee comprised of the Chair, Vice-Chair, Trustee, and Treasurer. Each position requires a minimum of two (2) years of sobriety. The election of the Executive Committee members shall be by Third Legacy procedure as set forth in the current AA Service Manual, i.e. a two-thirds (2/3) majority vote. It is suggested that candidates have a familiarity of the traditions and principles as it relates to service work and have thoroughly reviewed the functions of the position for which they have been nominated.

- a. At the November Intergroup Association meeting, nominations are made, with nomination for Chair and Treasurer occurring in each odd-numbered year, and for Vice-Chair and Trustee in each even-numbered year. Voting for all positions takes place at the Central Service Committee meeting the following January. Each officer will serve a two-year term commencing on February 1st.
 - 1. Openings shall be announced at meetings by CSR's to recruit candidates; and
 - 2. Whether the candidate is present or not, the candidate must confirm, either in person or in writing, that they accept the nomination and present their qualifications before the Intergroup Association at the nomination.
- b. If the person elected is a current Zone Delegate, he or she shall resign their position, enabling the Zone to elect a new Zone Delegate, thus ensuring all Zones equality of representation.
- c. At CSC meetings, the Chair may vote only in the event of a tie.
- d. In the absence of the Chair, the Vice-Chair shall perform the duties of Chair.

Persons serving as Chair, Vice-Chair, Trustee, Treasurer, and Public Information Chair (see Section XVII) shall not succeed themselves until at least one year has elapsed since their last period of service in that position, unless they have served less than one (1) year of the balance of the term. However, the Vice-Chair may succeed to Chair, and after a period of two (2) years' service as Chair, he or she then comes under this non-succession rule.

The Executive Committee may approve expenditures under special circumstances. If the Executive Committee approves expenditures under special circumstances, it shall, unless otherwise advised by legal counsel, report on the nature of these expenditures at the next scheduled meeting of the Central Service Committee. The CSC may take any action within its powers after the Executive Committee's report, including but not limited to the following:

- a. Approve the Executive Committee's expenditures;
- b. Cancel or modify the expenditures made by the Executive Committee, when feasible;
or
- c. Provide written guidelines regarding expenditures that may be made under special circumstances.

CONFLICT OF INTEREST

As may be required to maintain their non-profit corporation status, the Central Service Committee shall adopt and implement policies covering fiduciary responsibility, conflict of interest and self-dealing. *These policies shall be consistent with all applicable state and federal laws. These policies shall also protect the Intergroup Association and Central Service Committee from any prohibited acts by officers, employees, or volunteers of the Central Office, Intergroup Association, Central Service Committee, Executive Committee, or Financial Committee.

*These policies should not be subject to approval by the Intergroup Association if they are required to maintain our nonprofit status.

SECTION V – CENTRAL OFFICE MANAGEMENT

The general governing powers and supervision of Central Office are vested in the Central Service Committee and its officers as nominated and elected by representatives of participating AA Groups.

The Central Service Representatives and the Central Service Committee are responsible to provide the direction and mission objectives for Central Office.

1. The routine work and day to day services of Central Office shall be carried out through paid employees under the general supervision and coordination of a paid Central Office Manager (the "Office Manager").
2. The qualifications, compensation, powers, and duties of the Office Manager and other Central Office employees shall be established by the Central Service Committee from time to time, along with the policies and procedures related to their respective duties.
3. All matters relating to employment of Central Office shall be maintained in its "Personnel Policy Manual" (the "Manual").
 - a. The CSC is responsible for maintaining the Manual.
 - b. The CSC may delegate this responsibility to a subcommittee under the CSC's supervision, which may include input from the Office Manager.
4. All persons employed by the Central Service Committee, including the Office Manager, shall be "at will" employees within the meaning of California law.

5. No member or officer of the Central Service Committee will be hired in any paid capacity by Central Office until two years have elapsed since such service, unless approved by a two-thirds (2/3rds) majority vote of the Central Service Committee.
6. Committee chairs may serve an additional two (2) year term of office if approved by a two-thirds (2/3rds) majority vote of the CSC.

SECTION VI – CHAIR, THE CHIEF EXECUTIVE OFFICER

The Chair, the Chief Executive Officer, shall be elected for a two-year term commencing February 1st of each even numbered year and terminating January 31st of the following even numbered year. Candidates for the Chair are to be nominated and present their qualifications at the November Intergroup Association meeting. The Chair shall have at least two (2) years of sobriety.

The Chair shall perform the usual functions of a CEO, including but not limited to, the following:

- a. Attend and preside over:
 1. Regular and special Intergroup Association meetings;
 2. Regular and special Central Service Committee meetings; and
 3. Central Service Executive Committee meetings.
- b. When the vote is tied, cast the deciding vote at any Intergroup Association or Central Service Committee meeting;
- c. Serve as a member of and chair the Executive Committee;
- d. Serve as an *ex officio* member on all committees;
- e. Prepare the agenda for all Intergroup Association, Central Service Committee, and Central Service Executive Committee meetings;
- f. Represent the Intergroup Association and Central Office at meetings of member groups, other Alcoholics Anonymous events, and at any other meetings in which the Central Office or Los Angeles Area Intergroup Association has an interest or should be officially represented;
- g. Suggest the formation of *ad hoc* committees when needed, who will report to the Central Service Committee; and
- h. In conjunction with the Trustee, provide a yearly written evaluation of the Office Manager.

SECTION VII – VICE-CHAIR, THE CORPORATION SECRETARY

The Vice-Chair, the Corporation Secretary, shall be elected for a two-year term commencing February 1st of each odd numbered year and terminating January 31st of the following odd numbered year. Candidates for the Vice-Chair are to be nominated and present their qualifications at the November Intergroup Association meeting. The Vice-Chair shall have at least two (2) years of sobriety.

The Vice-Chair shall perform the usual functions of a corporate secretary including, but not limited to, the following:

- a. In the absence of the Chair or upon the Chair's request, perform or share the functions of the Chair;
- b. Develop and maintain a system for the orientation and education of Central Service Representatives and Zone Delegates;
- c. Serve as a member and Vice-Chair of the Intergroup Association, Central Service Committee and the Central Service Executive Committee;
- d. Serve as an *ex officio* member on all committees;
- e. Attend all Intergroup Association meetings, Central Service Committee meetings, and Central Service Executive Committee meetings;
- f. Organize and lead in the recruitment of Central Service Representatives; and
- g. When contacted by the Recording Secretary that a Zone has missed three (3) consecutive Intergroup Association and Central Service Committee meetings, the Vice-Chair will notify the groups that their Zone is considered inactive.

SECTION VIII – TRUSTEE

The Trustee shall be elected for a two-year term commencing February 1st of each odd numbered year and terminating January 31st of the following odd numbered year. Candidates for the Trustee are to be nominated and present their qualifications at the November Intergroup Association meeting, indicating their business, work, and related experience that lends itself to the duties and responsibilities of the Trustee position, prior to the election in January. The Trustee shall have at least two (2) years of sobriety.

The Trustee has the following duties and responsibilities, including:

- a. Act on behalf and as the representative of the Central Service Committee;
- b. Refer to the Central Service Committee all matters of major expenditure, Central Office policy, and fund commitments;
- c. Oversee the general affairs and operations of the Central Office, including but not limited to: 1) oversight of the Office Manager; provide a yearly written evaluation of the Office

Manager, in conjunction with the Chair; 3) directory approval; 4) major changes in personnel; and 5) resolution of staff and customer service disputes;

- d. Report at meetings of the Intergroup Association and Central Service Committee;
- e. Act as a member of the Financial Committee and a co-signer on the financial accounts; and
- f. Serve as an *ex officio* member of all committees.

SECTION IX – TREASURER, THE CHIEF FINANCIAL OFFICER

The Treasurer, Chief Financial Officer, shall be elected for a two-year term commencing February 1st of each even numbered year and terminating January 31st of the following even numbered year. Candidates shall be nominated and present their qualifications at the November Intergroup Association meeting, indicating their business, work, and related experience that lends itself to the duties and responsibilities of the Treasurer position, prior to the January election. The Treasurer shall have at least two (2) years of sobriety.

The Treasurer shall perform the usual functions of a corporate chief financial officer including, but not limited to, the following:

- a. Serve as a member of the Central Service Executive Committee and Intergroup Association;
- b. Assure that all deposits to the various financial institutions have been properly and consistently accounted for;
- c. Verify the receipt of funds, and that receipt is given for monies due and payable to Central Office from any source;
- d. Assure proper disbursement of funds as directed by the Central Service Committee and ensure that there are valid vouchers for such disbursements;
- e. Keep and maintain accurate accounts of all assets, liabilities, receipts and disbursements; report all gains and losses quarterly;
- f. Review all monthly financial reports by the Office Manager;
- g. Present a detailed financial report at each regular Intergroup Association and Central Service Committee meeting. Provide additional financial reports as may be requested for special Intergroup Association, Central Service Committee, or Executive Committee meetings;
- h. Serve as a member of the Financial Committee and as a co-signer on the financial (bank) accounts; and
- i. May serve *ex officio* on all committees.

SECTION X – EXECUTIVE COMMITTEE

The Central Service Committee shall maintain an Executive Committee consisting of the Chair, Vice-Chair, Trustee, and Treasurer.

The Chair, Vice-Chair, and Treasurer also act as the Chief Executive Officer, Corporate Secretary, and Chief Financial Officer of the Corporation, respectively.

- a. Executive Committee meetings may be called by the Chair or the Trustee, as long as notice is provided not less than twenty-four (24) hours in advance of the meeting.
- b. In the event of an emergency or the inability of the Central Service Committee to hold a special or regular meeting, the Executive Committee is empowered to act on the Central Service Committee's behalf in the business and administrative affairs of Central Office without first obtaining the approval of the full CSC.
- c. If the Executive Committee uses its emergency powers to act on the Central Service Committee's behalf, the Executive Committee shall, unless otherwise advised by legal counsel, report on the nature of the emergency and the nature of its response to the emergency at the next scheduled meeting of the Central Service Committee. The Central Service Committee may take any action within its powers after the Executive Committee's report, including but not limited to the following:
 1. Approve the Executive Committee's actions;
 2. Modify, where feasible, the actions taken by the Executive Committee; or
 3. Provide written guidelines regarding situations similar to the emergency.

If a vacancy occurs on the Executive Committee for any reason, the Central Service Committee shall elect a qualified successor to serve out the term within sixty (60) days.

Any officer may be removed from the Central Service Committee by a two-thirds (2/3) vote of the Delegates present at the Central Service Committee meeting in which a quorum is present. Removal may be based on any of the following occurrences:

- a. With good cause;
- b. Loss of continuous sobriety; or
- c. Failure to attend three (3) consecutive Intergroup Association and Central Service Committee meetings.

SECTION XI—COMPENSATION COMMITTEE

The Central Service Committee shall maintain a Compensation Committee. The Compensation Committee is responsible for the following relating to paid employees, including the Office Manager:

- a. Develop and maintain a reasonable salary structure, including benefits and wage increases, as deemed appropriate;
- b. Develop and maintain files of current position descriptions;
- c. Annually review and evaluate position descriptions; and
- d. Maintain appropriate records regarding employee compensation histories.

The Compensation Committee shall consist of the Chair, Vice Chair, Trustee, Treasurer, and two (2) Zone Delegates. Zone Delegates may volunteer to serve on the Compensation Committee. If more than two Zone Delegates volunteer, the Central Service Committee shall select the two Zone Delegates who will serve.

SECTION XII – OFFICE MANAGER

An Office Manager shall be hired by the Central Service Committee to manage the Central Office, with oversight by the Trustee. The Office Manager will be assisted by paid office employees and volunteers. The hiring, compensation, and duties of the Office Manager and other Central Office employees will be established by the Central Service Committee. The duties of the Office Manager are stated in a document titled “Office Manager Job Description.”

Changes to the duties and responsibilities of the Office Manager shall not require amendment of these Bylaws, but may be approved by a majority vote of the Central Service Committee.

The position of the Office Manager does not require that it be filled by a member of AA, though AA experience indicates it is most often wise and prudent to employ an AA member; thus, the position may be advertised in outside media and/or announced at AA meetings.

- a. Resumes should be sent to: officetrustee@lacoaa.org.
- b. If the candidate is a member of Alcoholics Anonymous, a minimum of five (5) years sobriety is required.
- c. The Interviewing Committee shall be the Executive Committee. While input is solicited from the Vice-Chair, the Vice-Chair has no vote unless another member of the Executive Committee is absent.
- d. The Interviewing Committee shall interview its selected candidates, check their references, and present the top candidates at the next Central Service Committee for vote and hire.
- e. The process of voting on the Office Manager shall be by Third Legacy Procedure as set forth in the current AA Service Manual.

SECTION XIII – FINANCIAL

The Financial Officers of the Intergroup Association and Central Office consist of the Treasurer, Trustee, and Office Manager.

- a. All financial transactions except deposits require signatures by at least two (2) of the Financial Officers;
- b. The Central Office checking account (“Checking Account”) will maintain a minimum balance sufficient to cover at least one month of total operating expenses;
- c. Central Office may receive funds from the following sources:
 1. AA Groups;
 2. Literature sales;
 3. Merchandise sales;
 4. Special contributions (group and individual), provided, however, that contributions from any one individual shall not exceed \$5,000 per calendar year;
 5. Bequests in wills are acceptable from deceased AA members for a maximum of \$10,000 on a one-time basis or \$5,000 yearly from a trust or annuity;
- d. Each November, the Financial Officers shall present the CSC with an operating budget for the next fiscal year;
- e. Central Office shall conduct three audits yearly:
 1. An annual audit shall be performed by its accountant and due by February 15th;
 2. An inventory audit shall be performed in July; and
 3. A budget audit shall be performed in November.
- f. The Central Office prudent reserve savings account (“Prudent Reserve”) shall contain no less than six (6) months estimated total operating expenses. Following the February audit, the Treasurer shall transfer all sums in excess of total monthly operating expenses from the Checking Account to the Prudent Reserve to meet the six (6) month operating expenses goal.
- g. In an emergency, the Treasurer or the Trustee may transfer up to \$15,000.00 from the Prudent Reserve to the Checking Account with a signed concurrence by at least two (2) other Executive Committee members. Emergency action must be reported at the next Central Service Committee meeting. Transfer of any larger amount must be unanimously approved by the entire Executive Committee. This emergency action must be reported at the next Central Service Committee meeting.
- h. All contracts with Central Office must be submitted in writing and approved by the Central Service Committee. All contracts must include the signatures of two (2) of the three (3) Financial Officers.
- i. The Central Office shall maintain two (2) cash boxes:
 1. A petty cash box maintaining \$150.00 balance; and

2. A Literature cash box maintaining a \$75.00 balance for literature sales.

AUTHORITY TO BORROW OR ENCUMBER ASSETS

No Officer, CSC member, Zone Delegate, CSR, agent, or employee of this Corporation shall have any power or authority to borrow money on the Corporation's behalf, to pledge its credit or to mortgage or pledge its real or personal property except within the scope and to the extent of the authority represented by resolutions adopted from time to time by the Intergroup Association or the Central Service Committee.

FISCAL YEAR

Unless otherwise decided by the CSC, the fiscal year of this Corporation shall begin on January 1st and end on the succeeding December 31st.

SECTION XIV – INDEMNIFICATION

The Corporation shall adopt and implement such procedures relating to the indemnification of its officers and directors, consistent with applicable state and federal laws, including *inter alia*, California Corporations Code §5047.5, as it deems prudent to protect its unpaid officers and directors against claims for monetary damages on account of any negligent act or omission occurring:

- a. Within the scope of that person's duties as a Central Service Committee member, Executive Committee member, and/or Financial Officer, or within the scope of that person's duties as an Officer acting in an official capacity;
- b. In good faith;
- c. In a manner that that the person believes to be in the best interest of the Corporation; and
- d. Is in the exercise of his or her policymaking judgment.

The Corporation may maintain such liability insurance coverage as is necessary under Corporations Code section 5747.5(e) for the Corporation, its officers, directors, and volunteers to avail itself and themselves of the incentive, protection, and benefits to individuals serving without compensation.

SECTION XV – BYLAWS AND ARTICLES OF INCORPORATION

1. PRECEDENCE

In the event of any conflict between the Articles of Incorporation and the Bylaws, the Articles of Incorporation will take precedence.

2. AMENDMENT PROCEDURES

- a. Amendments. The Articles of Incorporation or Bylaws may be amended by two-thirds (2/3) vote (“Substantial Unanimity”) of Intergroup or of the Central Service Committee, provided a resolution to adopt the proposed amendment was first approved by Substantial Unanimity by the counterpart body, Intergroup or Central Service Committee, as the case may be, in accordance with the procedures set forth below.
- b. Resolution by the Central Service Committee.
 - (i) The Central Service Committee may at any time adopt a resolution to amend the Articles of Incorporation or the Bylaws by Substantial Unanimity of the Zone Delegates present and voting.
 - (ii) The vote to adopt a resolution under this paragraph may be conducted by electronic mail to all active Zone Delegates.
- c. Resolution by Intergroup.
 - (i) CSRs may at any time adopt a resolution to amend the Articles of Incorporation or the Bylaws at an Intergroup meeting. Any resolution proposed by a CSR shall set forth, in writing, the name of the CSR and member group so proposing.
 - (ii) Approval of any CSR’s resolution to amend the Articles of Incorporation or the Bylaws by the CSRs shall be by Substantial Unanimity of the CSRs present and voting at the Intergroup meeting.
- d. Notice.
 - (i) Notice of the approved resolution proposing an amendment to the Articles of Incorporation or the Bylaws, whether initiated by the Central Service Committee or Intergroup, shall be submitted by the initiating body to the Central Office Manager within five (5) days of approval. The Office Manager shall then forward such notice to the counterpart Intergroup or Central Service Committee body, within five (5) days of receipt, by mail or electronic means, including e-mail. An email to all Zone Delegates or CSRs, as applicable, for whom email addresses are on file at the time with Central Office will be sufficient to comply with this paragraph.
 - (ii) The notice shall include the text of the proposed amendment, in both clean and blackline versions, and the proposed amendment shall then be considered and voted on at the next meeting of the receiving counterpart body.
 - (iii) Any proposed amendment shall be available to any individual A.A. member for review at Central Office during regular business hours.

SECTION XVI – RECORDING SECRETARY

Subject to the approval of the Central Service Committee, the Trustee shall hire a qualified person (the “Recording Secretary”) to record and have transcribed the minutes of all Intergroup Association and Central Service Committee meetings. Being a compensated person, the Recording Secretary may or may not be a member of Alcoholics Anonymous.

The Recording Secretary has the following duties and responsibilities, including, but not limited to, the following:

- a. Keep the attendance records and provide no less than quarterly attendance updates to the Office Manager and Executive Committee members; and
- b. If a Zone remains unrepresented by its delegate or alternate delegate at three (3) consecutive Intergroup Association and Central Service Committee meetings, notify the Vice-Chair and the Central Service Committee that the Zone is considered inactive.

SECTION XVII – PUBLIC INFORMATION

The purpose of the Public Information Committee is to train speakers to carry the message of AA to medical, clergy, and educational professionals as well as to the community through the use of media and public speakers.

The Central Service Committee shall select a Public Information Chair from candidates who are not members of the CSC. The Public Information Chair shall serve a two-year term commencing on February 1st and terminating two years later on January 31st. The Public Information Chair shall have at least three (3) years of sobriety.

The Public Information Chair is authorized to form a committee to assume any responsibilities that he or she may delegate. The Public Information Chair has the following duties and responsibilities, including, but not limited to, the following:

- a. Report at Intergroup Association and Central Service Committee meetings on the work performed during the preceding month;
- b. Maintain and develop a list of venues, contacts, and speakers for Central Office’s records in order to expand and continue Central Office’s outreach abilities;
- c. Compile a list of AA members trained and available to speak at these venues; and
- d. Respond to and correct misconceptions about AA, explaining the 11th Tradition as it applies in public venues and all media.

SECTION XVIII – WEBSITE

The primary purpose of the Website Committee is to enhance and improve the website www.lacoaa.org. The committee shall focus on continued development of the website to ensure that newcomers feel welcomed and that all A.A. members may easily obtain the information they seek. The Website Committee shall be proactive in consistently updating and improving the design and accessibility of the website in the service of attracting alcoholics to a life in recovery.

The Central Service Committee shall select a Website Committee Chair from candidates who are not members of the CSC. The Website Committee Chair shall serve a two-year term commencing on February 1st and terminating two years later on January 31st. The Website Committee Chair shall have at least three (3) years of sobriety.

The Website Committee Chair is authorized to form a committee to assume any responsibilities that he or she may delegate. The Website Committee Chair has the following duties and responsibilities, including, but not limited to, the following:

- a. Report at Intergroup Association and Central Service Committee meetings on the work performed during the preceding month.

SECTION XIX – A.A. SPEAKER LIST

The Speaker List Committee is responsible for compiling and maintaining a list of current AA speakers who are willing and able to speak and carry a strong message of recovery from alcoholism through the 12 steps. The Central Service Committee shall establish the criteria for the speakers who can be included on the A.A. speaker list (the “Speaker List”).

The Central Service Committee shall select a Speaker List Chair from candidates who are not members of the CSC. The Speaker List Chair will serve a two-year term commencing on February 1st and terminating two years later on January 31st. The Speaker List Chair shall have at least three (3) years of sobriety.

The Speaker List Chair is authorized to form a committee to assume any responsibilities that he or she may delegate. The Speaker List Chair has the following duties and responsibilities, including, but not limited to, the following:

- a. Report at Intergroup Association and Central Service Committee meetings on the work performed during the preceding month;
- b. Ensure that the Speaker List contains the following information on each speaker: name, contact information, sobriety date, willingness to drive distances, and ability to speak on short notice; and
- c. Give the Speaker List to meeting secretaries and other AA members who are seeking speakers.

SECTION XX – ARCHIVES

The Archives Committee is responsible for the organization, documentation, and preservation of the archival materials collected and stored at Los Angeles Central Office. The long-term intent is to protect these treasures as well as make them available for educational purposes and display.

The Central Service Committee shall select and vote on an Archives Chair who will serve a two-year term commencing on February 1st and terminating two years later on January 31st. The Archives Chair shall have at least three (3) years of sobriety.

The Archives Chair is authorized to form a committee to assume any responsibilities that he or she may delegate. The Archives Chair has the following duties and responsibilities, including, but not limited to, the following:

- a. Report at Intergroup Association and Central Service Committee meetings on the work performed during the preceding month and the Archives Committee's future activities;
- b. Seek out donated archival material from AA meetings, groups, conferences, conventions, and other sources in the Southern California area to expand Central Office's collection; and
- c. Inventory all the archival material currently stored at Central Office.

SECTION XXI – SPECIAL EVENTS AND FUND RAISING

The Central Service Committee may create ad hoc committees to consider and plan special events, including participation with other organizations, local conventions, or any other event that will involve Central Office within the AA community or the community at large, provided the event does not conflict with our traditions.

SECTION XXII – MAINTENANCE OF CORPORATE RECORDS

The Corporation shall keep at its principal office the following documents and records:

- a. The minutes of all meetings of the Intergroup Association and the Central Service Committee and their respective sub-committees;
- b. Accurate books and records of accounts, including accounts of its properties and business transactions, monthly financial reports, annual audits and accounts of its assets, liabilities, receipts, disbursements, and gains and losses;
- c. A copy of the Corporation's Articles of Incorporation and Bylaws, as amended to date.

SECTION XXIII – CORPORATE SEAL

Central Office shall utilize its corporate seal, located in the office safe.

SECTION XXIV – OTHER FELLOWSHIPS

Central Office may cooperate, but not affiliate, with other fellowships or organizations.

Bylaws originally adopted by the Los Angeles Area Intergroup Association November 26, 1967. Bylaws amended November 10, 1968; March 31, 1972; November 29, 1974; November 7, 1976; May 7, 1978; November 10, 1982; November 11, 1987; November 9, 1989; May 13, 1992; November 3, 1994; November 8, 1995; November 5, 1998; May 12, 2005; November 13, 2014; May 11, 2017; November 8, 2018; February 8, 2020; and March 12, 2020.
