

**BY-LAWS**

**DIXIE CENTRAL OFFICE,**

**ST. GEORGE, UTAH**

THESE ORIGINAL BY-LAWS ADOPTED:

27<sup>TH</sup> of July, 2014, by the Dixie Central Office Board of Trustees

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# BY-LAWS OF THE DIXIE CENTRAL OFFICE

(ORIGINAL BY-LAWS ADOPTED The 27<sup>th</sup> of July, 2014)

## PREAMBLE

*General Warranties of the Dixie Central Office Committee: In all its proceedings, the Dixie Central Office Committee shall observe the spirit of A.A. Traditions, taking great care that the Committee never becomes the seat of perilous wealth or power; that sufficient operating funds, plus ample reserve, be its prudent financial principle; that none of the Committee Members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity; that no Committee action ever be personally punitive, or an incitement to public controversy; that though the Committee may act for the service of Alcoholics Anonymous Groups and A.A. Meetings in District #7, it shall never perform any acts of government; and that, like the society of Alcoholics Anonymous which it serves, the Committee itself will always remain Democratic in thought and action.*

(The above is adopted from the A.A. Service Manual of A.A. World Services and A.A. Co-founder Bill W's Twelve Concepts for World Service as was unanimously adopted by the 1955 Conference and was updated by the 1968, 1969, 1975, and 1978 Conferences. This adaptation of copyrighted A.A. material has been approved by the General Service Board.)

## **Statement of Purpose**

The purpose of the Dixie Central Office Committee shall be the administration and coordination of A.A. activities common to the various groups or meetings comprising its membership. These activities may include, but are not limited to: (1) maintaining a Central Office as a communication center for A.A. in this area, (2) publishing and distributing up-to-date meeting lists, (3) exchanging information among groups or meetings, (4) publishing and distributing an A.A. bulletin or newsletter, (5) organizing and managing an A.A. answering service for Twelfth Step calls, and (6) maintaining a website with up-to-date meeting schedule and information on upcoming events in accordance with GSO guidelines. Specifically excluded from the objectives of the Dixie Central Office Committee are: (1) the operation of any club, clubhouse or drying out place, and (2) the endorsement of any public or private projects on alcoholism.

## **1.0 Dixie Central Office**

### **1.1 Source of Authority**

Service Centers or Central Offices have no authority on their own account; they derive their authority from the participating Groups and Meetings. The Groups and Meetings, maintain effective control over the Dixie Central Office operation through their Dixie Central Office Representatives.

### **1.2 Functions**

The basic services of the Dixie Central Office should include, but are not limited to: (1) handling A.A. inquiries, (2) providing a conveniently located office to facilitate Twelfth Step work, (3) providing a central location for the exchange of information among groups or meetings in this area, (4) serving as a clearinghouse for twelve-step literature, (5) helping groups with "special needs services" whenever possible.

## **2.0 Dixie Central Office Committee**

### **2.1 Membership**

The membership of the Dixie Central Office Committee shall consist of: (1) Group Representatives or their elected Alternates from each A.A. group or meeting currently registered with the Secretary of the Dixie Central Office Board of Trustees. Any A.A. group or meeting may become registered with the Dixie Central Office Committee by providing the Dixie Central Office Board of Directors Secretary with the name, location, and time of the meeting and the name, phone number, and address of the Representative and Alternate. Any group not represented at the Dixie Central Office Meeting for 3 or more consecutive months shall be required to re-register in order to be counted as a registered group.

### **2.2 Qualifications**

Membership on the Dixie Central Office Committee shall be limited to A.A. members, and maintenance of sobriety shall be required throughout their terms of office. All members of the committee shall reside within District #7.

### **2.3 Who Has a Voice and Vote?**

Each member of the Dixie Central Office Committee shall have a voice and a vote in all meetings of the Dixie Central Office Board of Trustees.

### **2.4 Regular Meetings**

The Dixie Central Office Committee shall meet monthly, traditionally on the same day of the month as the DCO Board of Trustees meeting.

### **2.5 Special Meetings**

A special Dixie Central Office Committee Meeting may be called at any other time by a simple majority vote of the Dixie Central Office Board of Trustees by a matter of major importance. In this case the Dixie Central Office Board of Trustees shall instruct the Secretary to immediately issue proper notification of the special meeting to all Dixie Central Office Committee Members. Proper notification of special meetings of the Dixie Central Office Committee shall consist of contact by telephone or by written notices mailed at least two (2) weeks prior to the date of the meeting.

### **2.6 Special Committees**

The Dixie Central Office Committee may elect from its membership chairpersons of special steering, standing committees, or Winter fest Steering Committee who shall work under the guidance and direction of the DCO Board of Trustees to help carry out the various functions and activities of the Dixie Central Office Committee.

## **3.0 Dixie Central Office Board of Trustees**

### **3.1 Membership**

The Dixie Central Office Board of Trustees shall consist of the following members: Chairperson, Co-Chair, Secretary, Treasurer, and Office Manager, and 3 Trustee's from the Dixie Central Office Committee. Trustees are elected to the Dixie Central Office Board of Trustees by vote at the monthly Dixie Central Office Committee or Board of Trustees Meeting.

### **3.2 Purpose**

The general purpose of the Dixie Central Office Board of Trustee's shall be the management of the day-to-day affairs and to provide the leadership and guidance of the Dixie Central Office Committee.

### **3.3 Meetings**

(1)The Dixie Central Office Board of Trustee's shall attend and direct the regular monthly meetings of the Dixie Central Office Committee. In addition, the Dixie Central Office Board of Trustees may elect to meet as a separate body at regular intervals or at such times deemed necessary in order to carry out the responsibilities of the Committee. (2) The minutes of all Dixie Board of Trustee's Meetings will be read into the record at the next Dixie Central Office Committee Meeting. (3) The Dixie Central Office Board of Trustee's shall meet monthly on the 4<sup>th</sup> Sunday of each month at 12:30pm.

### **3.4 Duties and Responsibilities**

The Dixie Central Office Board of Trustee's, through its elected officers shall be responsible to see that the following duties are carried out: (1) organizing and maintaining an effective A.A. telephone answering service and an up-to-date Twelfth Step list for Twelfth Step calls after closing hours, (2) reporting to the Dixie Central Office Committee concerning all matters that greatly affect the operation of Dixie Central Office or the Dixie Central Office Committee as a whole (3) guiding and directing special ad-hoc or standing committees, including the Dixie Central Office Winter fest event and steering committee. Any DCO Board of Trustee's member with three or more unexcused absences from Dixie Central Office Board of Trustee meetings shall be contacted to determine if they still wish to hold their position. A member may be excused by calling either the Dixie Central Office Manager or the Dixie Central Office Board of Trustee's Chairperson.

### **3.5 Formation of**

To form and maintain a Dixie Central Office Board of Trustees, the Dixie Central Office Committee shall elect from those persons meeting the necessary qualifications a Chair, Co-Chair, Secretary, Treasurer, and Office Manager, and three members from the DCO Committee.

### **3.6 Rotation of Leadership**

In keeping with A.A.'s "spirit of rotation" it is suggested that no member of the DCO Board of Trustees except the Office Manager and members of the Dixie Central Office Committee be reelected to serve more than one three-year term in the same position.

However, if there are no other qualified and willing candidates for any of these positions at the time of elections, the members of the DCO Board of Trustees, and/or the Dixie Central Office Committee may vote their conscience and do what they believe to be in the best interest of the Dixie Central Office Committee and DCO Board of Trustees.

## **4.0 Chair and Co-Chair of DCO Board of Trustees.**

### **4.1 Qualifications**

Any present or immediate past member of the Dixie Central Office Committee may be eligible to be elected as Chair or Co-Chair of the Dixie Central Office Board of Trustees. Other qualifications shall include: (1) a suggested two or more years sobriety, (2) the time, energy, and willingness to serve the Dixie Central Office Committee for a three-year term, and (3) a background in A.A. service at the level of the Group, District, or on the Dixie Central Office Committee.

### **4.2 Elections**

A Chair and Co-Chair shall be elected in the manner prescribed in section 14.0 of these by-laws in odd numbered years during the regular Dixie Central Office Committee meeting in March and shall take office at the time of election. Should a currently serving Group Representative be elected as Chair or Co-Chair it is suggested that he/she resign as Group DCO Representative enabling that group to elect a new DCO Representative, thus insuring that all groups are equally represented.

### **4.3 Term of Service**

The Chair and Co-Chair shall serve a two-year term subject to recall by the Dixie Central Office Board of Trustees which he/she serves. If a vacancy occurs during a Chairperson's term of office the Co-Chair shall become the Chair and a new Co-Chair shall be elected. Any person elected to fill a vacancy in the position of Chair or Co-Chair shall serve only to the conclusion of that two-year term. That person would then be eligible to be elected to a subsequent two-year term of his/her own.

### **4.4 Duties and Responsibilities - Chair**

It shall be the responsibility of the Chair to: (1) plan and prepare the agenda for and to conduct the meetings of the Dixie Central Office Committee. (2) Call special meetings of the Dixie Central Office Committee or DCO Board of Trustees when needed, (3) monitor all of the duties and responsibilities of the DCO Committee, (4) recommend the formation of special ad-hoc or standing committees as necessary to help carry out the functions and activities of the Dixie Central Office Committee, (5) be one of the co-signers on all bank accounts, and (6) communicate to the DCO Office Manager all direction and advice coming from the DCO Committee.

### **4.5 Duties and Responsibilities - Co-Chair**

The responsibilities of the Co-Chair are: (1) to assist, participate, and share in the responsibilities of the Chairperson, and (2) to assume all of the duties and responsibilities of the Chair in that person's absence.

## **5.0 Secretary and Treasurer DCO Board of Trustees**

### **5.1 Qualifications**

Any present or immediate past member of the Dixie Central Office Committee may be eligible to be elected as Secretary or Treasurer of the DCO Board of Trustees. Other qualifications shall include: (1) a suggested five or more years sobriety for the Treasurer, (2) and two or more years for the Secretary. (3) the time, energy, and skill to serve the Dixie Central Office Committee in these positions, and (4) a background in A.A. service at the Group or District level, or on the Central Office Committee.

### **5.2 Elections**

A Secretary and Treasurer shall be elected in the manner prescribed in these by-laws in odd numbered years during the regular Dixie Central Office Committee Meeting in March and shall take office at the time of election. Should a currently serving Group Representative be elected as Secretary or Treasurer it is suggested that he/she resign as Group Representative enabling that group to elect a new Representative, thus insuring that all groups are equally represented.

### **5.3 Term of Service**

The Secretary and Treasurer shall serve a two-year term subject to recall by the Dixie Central Office Board of Trustees which he/she serves. If a vacancy occurs during any Secretary or Treasurer's term of office, an election shall be held at the next regularly scheduled Dixie Central Office Board of Trustees meeting following the announcement of any qualified candidate's decision to stand for the position. Any person elected to fill a vacancy in the Secretary or Treasurer's position shall serve only to the conclusion of that two-year term. That person would then be eligible to be elected to a subsequent two-year term of his/her own.

### **5.4 Duties and Responsibilities - Secretary**

It shall be the responsibility of the Secretary to: (1) take and keep minutes of all meetings of the Dixie Central Office Committees, (2) keep an up-to-date list of all Dixie Central Office Representatives, their addresses and phone numbers, and groups or meetings registered with the Dixie Central Office Committee and notify members of upcoming meetings and events and (3) type, copy, distribute and keep records of all proposed and/or approved amendments to these by-laws in the manner prescribed in section 14.0 of the by-laws. (4) Provide digital copies of all records to the DCO Manager on a timely basis.

### **5.5 Duties and Responsibilities - Treasurer**

It shall be the responsibility of the Treasurer to: (1) create and maintain accurate financial records of all contributions to and expenditures of Dixie Central Office, (2) make regular monthly financial reports to the Dixie Central Office Committee, (3) be responsible for all required bank accounts and to be one of the co-signers thereon, and (4) submit a annual financial summary at the regular January meeting of the Dixie Central Office Board of Trustees and Committee. (5) Provide digital or printed copies of all records to the Dixie Central Office Manager on a monthly basis (6) When occasional projects or activities occur such as Winter fest, separate lines are maintained for expenditures and income for these events.



At the conclusion of these events or within one month, these lines will be integrated into the regular financial report.

## **6.0 Dixie Central Office 12 Step Committee Chairperson**

### **6.1 Qualifications**

The qualifications shall include: (1) a suggested two or more years sobriety, (2) the time, energy, and skill to serve the Dixie Central Office Committee in this position, and (3) a background in A.A. service at the Group or District level, or on the Dixie Central Office Board of Trustees Committee.

### **6.2 Elections**

A 12 Step Chairperson shall be elected in the manner prescribed in section 14.0 of these by-laws in even numbered years during the regular Dixie Central Office Board of Trustees Meeting in March and shall take office at the time of election. Should a currently serving Group Representative be elected as 12 Step Chairperson it is suggested that he/she resign as Group Representative enabling that group to elect a new Representative, thus insuring that all groups are equally represented.

### **6.3 Term of Service**

The 12 Step Chairperson shall serve a two-year term subject to recall by the Dixie Central Office Committee which he/she serves. If a vacancy occurs during any 12 Step Chairperson's term of office, an election shall be held at the next regularly scheduled Dixie Central Office Board of Trustees meeting following the announcement of any qualified candidate's decision to stand for the position. Any person elected to fill a vacancy in the 12 Step Chairperson position shall serve only to the conclusion of that two-year term. That person would then be eligible to be elected to a subsequent two-year term of his/her own.

### **6.4 Duties and Responsibilities**

It shall be the responsibility of the 12 Step Chairperson to: (1) prepare and distribute a quarterly 12 Step call sign-up sheet, (2) provide to the Dixie Central Office Manager an updated copy of the 12 Step call list, (3) record up to date 12 Step call information on the Dixie Central Office answering machine, and (4) Compile 12 Step call statistics from the computer answering machine and report monthly to the Dixie Central Office Committee. Any 12 Step Chairperson with three or more unexcused absences from Dixie Central Office Steering Committee meetings shall be contacted to determine if they still wish to hold their position. A member may be excused by calling either the Dixie Central Office Manager or the Dixie Central Office Chairperson.

## **7.0 Dixie Central Office Winter fest Responsibilities and Guidelines.**

### **7.1 Duties and Responsibilities**

The purpose of the Annual Winter fest Event is to raise donated funds to help the DCO operate during the year, and to offer a fun event for all that attend. (1) It shall be the sole responsibility of the DCO Board of Trustees to select the Month and Weekend to convene the Annual Winter fest Fundraiser based on Area and District events that will not conflict. (2) The DCO Board of Trustees shall also be responsible to choose a

suitable venue site for the annual Winter fest event based on costs, affordability, and previous experiences with the host venue site. (3) The Winter fest Website is owned by the Dixie Central Office and shall have direct responsibility to ensure that the site is up and operational prior to the event. (4) The DCO Board of Trustees shall announce the formation of the Winter fest Steering Committee and should convene at least 7 months prior to the weekend of the Winter fest event. (5) The Winter fest Steering Committee shall not schedule monthly Winter fest Steering Committee Meetings which may conflict with the Monthly DCO Board of Trustees or Committee meetings. (6) The DCO Winter fest Event Activity Committee Worksheet Updated shall be the DCO Board of Trustees guidelines to assist the DCO Winter fest Steering Committee in the performance of their individual job responsibilities. (7) The DCO Winter fest Steering Committee will be responsible in gathering/compiling all data from the year's event and provide that information to the DCO Board of Trustees Secretary no later than two months after the close of the event. (8) Any decisions by the Winter fest Steering Committee that affects the Dixie Central Office financial balances or accounts shall be reviewed by the sitting DCO Board of Trustees prior to implementing or allotting those funds. (9) The DCO Board of Trustees reserves the right to review any decisions made by the Winter fest Steering Committee to ensure that guidelines outlined in the DCO Winter fest Budget Activity Worksheet are being followed that may affect the financial balances of all DCO and Winter fest bank accounts, as well as events during Winter fest.

## **8.0 DCO Newsletter Chairperson**

### **8.1 Qualifications**

The qualifications shall include: (1) a suggested two or more years sobriety, (2) the time, energy, and skill to serve the Dixie Central Office Board of Trustees in this position, and (3) a background in A.A. service at the Group or District level, or on the Dixie Central Office Committee. (4) Knowledge in computer programs such as Word, Excel, etc.

### **8.2 Elections**

A Newsletter Chairperson shall be elected in March and shall take office in odd numbered years. Should a currently serving Group Representative be elected as Newsletter Chairperson it is suggested that he/she resign as Group Representative enabling that group to elect a new Representative, thus insuring that all groups are equally represented. Anyone can volunteer to fill this position by attending a Dixie Central Office Board of Trustees Meeting and standing to qualify for this position.

### **8.3 Term of Service**

The Newsletter Chairperson shall serve a two-year term subject to recall by the Dixie Central Office Committee which he/she serves. If a vacancy occurs during any Newsletter Chairperson's term of office, an election shall be held at the next regularly scheduled Dixie Central Office Board of Trustees meeting following the announcement of any qualified candidate's decision to stand for the position. Any person elected to fill a vacancy in the DCO Newsletter Chairperson Position shall serve only to the conclusion of that two-year term. That person would then be eligible to be elected to a subsequent two-year term of his/her own.

Anyone can volunteer to fill this position by attending a Dixie Central Office Board of Trustees Meeting and standing to qualify for this position.

#### **8.4 Duties and Responsibilities**

It shall be the responsibility of the DCO Newsletter Chairperson to: (1) collect and prepare items for the monthly newsletter in compliance with GSO guidelines, and (2) publish and copy newsletter for distribution at monthly Dixie Central Office Committee meetings and through the Dixie Central Office District Liaison. (3) A member may be excused by calling either the Dixie Central Office Manager or the Dixie Central Office Chairperson. (4) Provide the Dixie Central Office Manager with digital copies or printed copies of the newsletter on a monthly basis.

### **9.0 Dixie Central Office Manager**

#### **9.1 Qualifications**

Any member of Alcoholics Anonymous having the professional skills required for the job is eligible to be elected to the position of Office Manager. Qualifications for the position should include: (1) a suggested five or more years continuous sobriety, (2) a working knowledge of the operations and functions of an A.A. Central Office, (3) the communication, public relations, and office skills required by the position, and (4) knowledge of A.A.'s Traditions, Twelfth Step work, and Principles.

#### **9.2 Elections**

To elect or reelect an Office Manager or to fill a vacancy in the Office Manager position, the Central Office Committee shall bring the name(s) and qualifications of the candidate(s) interested in the position to Dixie Central Office Board of Trustees to be voted upon in the manner prescribed in section 14.0 of these by-laws in March on odd numbered years.

#### **9.3 Term of Service**

An Office Manager shall serve for a two-year term and may be reelected at the end of each two-year term to serve an indefinite number of terms in accordance with the conscience and vote of Dixie Central Office Committee. Any person elected to fill a vacancy in the Office Manager's position shall serve to the conclusion of that two-year term. That person would then be eligible to be elected to (a) subsequent two-year term(s) of his/her own.

#### **9.4 Duties and Responsibilities**

It shall be the duty of the Office Manager to: (1) manage the day-to-day functions and operations of the Dixie Central Office with the help and direction of the Dixie Central Office Board of Trustees, and the Dixie Central Office Volunteers. (2) Perform all duties that are listed in the job description for the Office Manager's position. The Office Manager shall also be one of the co-signers on all bank accounts. *In keeping with the guidelines of G.S.O., the Dixie Central Office Board of Trustees and/or Committee should always be mindful that authority and responsibility are related and that no responsibilities should be assigned to the Office Manager without also giving commensurate authority.*

## **10.0 Dixie Central Office Representatives and Alternates**

### **10.1 Purpose of**

Central Offices have no authority on their own account; they derive all their authority from the participating groups. It is only through the *Dixie Central Office Representatives* who make up the Dixie Central Office Committee that the group conscience is able to maintain effective control over the operation of the Dixie Central Office.

Whenever a group or meeting has an inactive Dixie Central Office Representative or no Representative at all, this essential link giving the authority to the groups has been broken.

### **10.2 Qualifications**

The qualifications of a Dixie Central Office Representative-Alternate are: (1) a suggested minimum one year sobriety, and (2) the time, willingness, and commitment to serve on the Central Office Committee for a one-year term.

### **10.3 Elections**

It is suggested that each group or meeting elect a Dixie Central Office Representative and an Alternate Central Office Representative. (1) Only the groups should have the authority to nominate and send a DCO Rep. with less than 1 year of sobriety.

### **10.4 Term of Service**

Dixie Central Office Representatives serve for a one year term. In the event that a Representative is unable to complete his/her term of office, it is suggested that the position be filled by the Alternate, and that a new Alternate be elected. At the conclusion of that one year term the Alternate may then be elected to a subsequent one year term of his/her own.

### **10.5 Duties and Responsibilities - Representatives**

The duties of the Central Office Representative are: (1) to represent his/her group or meeting on the Dixie Central Office Committee and to bring that group's conscience to the Dixie Central Office Board of Trustees, (2) to carry information back to the group from the Dixie Central Office Board of Trustees meeting concerning finances, meeting schedules, Twelfth Step lists, A.A. activities, workshops, etc. (3) to encourage his/her group or meeting to support the services provided by Dixie Central Office through the 7th Tradition and through personal donations, (4) to become familiar with the services and literature provided by the Dixie Central Office and to pass this information on, especially to newcomers, and (5) to become actively involved with the Dixie Central Office Committee by volunteering to help on special committees, supporting the activities of the Dixie Central Office, and being willing to serve on the Winter fest Steering Committee, etc.

### **10.6 Duties and Responsibilities - Alternates**

The duties of the Alternate Central Office Representative are: (1) to assist, participate, and share in the responsibilities of the Representative, (2) to fill in at meetings and activities the Representative is unable to attend, (3) to accept the Representative position if that person is unable to complete his/her term.

## **11.0 DCO Liaison Committee Meeting Schedule Chair**

### **11.1 Qualifications**

The qualifications of a Dixie Central Office Liaison Meeting Schedule Chair are: (1) a suggested minimum one year sobriety, and (2) the time, willingness, and commitment to serve on the Dixie Central Office Committee for a one year term. (3) Should have the working skill and knowledge of a computer, Word, or other programs.

### **11.2 Elections**

It is suggested that each group or meeting elect a Dixie Central Office Liaison Meeting Schedule Chair. (1) Only the groups should have the authority to nominate and send a DCO Rep. with less than 1 year of sobriety.

### **11.3 Term**

Dixie Central Office Liaison Meeting Schedule Chair serves for a one year term. (2) In the event that a Liaison Meeting Schedule Chair is unable to complete his/her term of office, it is suggested that the position be filled by the Alternate, and that a new Alternate be elected. At the conclusion of that one year term the Alternate may then be elected to a subsequent one year term of his/her own.

### **11.4 Duties and Responsibilities**

Dixie Central Office Liaison Meeting Schedule Chair shall be responsible to maintain and update the District #7 Meeting Schedule on a monthly basis. (2) Ensure that any changes are forwarded to the District #7 Secretary, Area Registrar; Area Communications Chair, and the Area 69 Meeting Updates. (3) Assist the DCO Board of Trustees/Volunteers in the printing and folding of the meeting schedule (4) delivery of at a minimum 150 copies to District #7 Committee Meetings via the DCO Liaison, PCF Jail, and posting as required through our District and DCO chairs, DCO Website and Newsletter.

## **12.0 Board of Trustees Liaison to District #7**

### **12.1 DCO Liaison Responsibilities.**

The duties of the DCO Liaison of the Dixie Central Office Committee shall be: to act as the communication link between the DCO Central Office Board of Trustees and the District Committee. (1) The DCO Liaison shall be responsible in attending DCO Committee Meetings each month. (2) Provide to the DCO Committee, copies of current Newsletters, Meeting Schedules, a DCO Liaison Report, and any other pertinent information that can be important to the committee and groups.

### **12.2 Qualifications**

(1) Be able to maintain the monthly Liaison meeting schedule and report, (2) have knowledge and understanding of computer programs.

### **12.3 Term if Service**

The DCO Liaison shall serve for a period of 1 year subject to recall by the DCO Committee. Can be elected by the Committee for another full 1 year term.

#### **12.4 Duties and Responsibilities**

The District #7/DCO Committee Liaison Chair should maintain communication and contact with the District #7 DCM's. (1) Ensure that copies of the updated meeting schedules and newsletters are delivered in time for the Monthly District Meeting, the 2<sup>nd</sup> Saturday of each month. (2) Attend monthly DCO Board of Trustee's Meetings held on the 4<sup>th</sup> Sunday of each month at 12:30pm at the DCO.

### **13.0 Financial Guidelines**

#### **13.1 Support of Central Office**

It shall be the goal of the Dixie Central Office Committee that all functions of the Dixie Central Office be financed primarily by the contributions of its member groups and secondarily from the sale of literature and related items and such occasional projects or activities, including the Winter fest Fundraisers, as may be authorized by the Dixie Central Office Board of Trustees and/or the DCO Committee.

#### **13.2 Donations**

To conform with the general practice of Alcoholics Anonymous and the Twelve Traditions, the Dixie Central Office Committee may only accept donations from A.A. members, A.A. groups or A.A. meetings. Personal donations cannot be accepted that exceed \$3,000.00 or the amount currently approved by G.S.O. The solicitation or acceptance of donations from any outside source is expressly prohibited. The Dixie Central Office Committee shall not accept the responsibility of trusteeship for, or enter into the distribution or allocation of any fund or funds set up outside of the Dixie Central Office Committee except to act as a forwarding agency for another A.A. service entity.

#### **13.3 Prudent Reserve**

In keeping with the principles of Alcoholics Anonymous as described in the Preamble to these by-laws, the Dixie Central Office should maintain a Prudent Reserve of approximately six (6) months operating expenses (a minimum of \$6,000.00.) This prudent reserve shall be maintained for the express purpose of meeting the regular and necessary monthly expenses required to keep the Dixie Central Office open and to provide its basic level of services in the event of an unexpected shortfall in income. In such an eventuality, and for the purpose previously described, funds may be withdrawn only by a 2/3 majority vote of the Dixie Central Office Committee

#### **13.4 Bank Accounts**

The Dixie Central Office shall maintain an interest bearing savings account for its Prudent Reserve which requires two signatures to withdraw or transfer funds. All additional funds above the Prudent Reserve amount required by these guidelines shall be designated as "operating funds" and shall be kept in a single checking account requiring two signatures to cash checks or withdraw funds.

The signers on both the savings account and the checking account shall be the Office Manager, Treasurer, and chairperson of the Dixie Central Office Board of Trustees.

## **14.0 Voting guidelines**

### **14.1 Quorum Defined**

(1) At any regular meeting or special meeting held upon proper notification, those Group Representatives present shall constitute a quorum for conducting the regular and ordinary business of the Dixie Central Office Board of Trustees and/or committee. (2) To conduct the regular and ordinary business of the committee, a simple majority vote of those Dixie Central Office Board of Trustees and/or Committee members present eligible to vote shall be sufficient for a motion to pass. (3) Voting on all extraordinary and important matters shall require Dixie Central Office Representatives from at least 51% of the groups or meetings registered with the Secretary of the Dixie Central Office Board of Trustees to be present, and shall require a 2/3 majority. (4) Extraordinary matters requiring the above mentioned voting requirements shall include, but not be limited to: (a) electing members of the Dixie Central Office Board of Trustees (b) withdrawing funds from the prudent reserve, and (c) voting out of office any member of the Dixie Central Office Committee. (5) All motions to be brought before the Dixie Central Office Board of Trustees needs to be submitted in writing, one week before the Dixie Central Office Board of Trustees Meeting. (6) Motions may be submitted to either the Dixie Central Office Board of Trustees Chairperson or the Dixie Central Office Manager. This is to ensure that there is adequate time for the motions to be put on the agenda.

### **14.2 Vote to Table**

Important decisions affecting the groups or meetings served by Dixie Central Office, or affecting A.A. as a whole, may be tabled for thirty (30) days by the Dixie Central Office Board of Trustees by a simple majority vote of those present and referred back to the member groups for discussion and consideration so that their recommendations may be brought back to the Dixie Central Office Committee through their Group Representatives.

## **15.0 Amending These By-Laws**

### **15.1 Amending By-Laws**

These by-laws may be amended at any time by a 2/3 majority vote of the Dixie Central Office Board of Trustees and/or Committee when the following provisions have been met: (1) that Groups Representatives from at least 51% of the groups or meetings registered with Dixie Central Office are present to vote, (2) a copy of the proposed amendment has been made available to all members of the Dixie Central Office Board of Trustees at their regular meeting one month prior to the vote, and (3) that the Dixie Central Office Board of Trustees has made a reasonable effort to furnish a copy of the proposed amendment(s) to all groups or meetings whose Dixie Central Office Representative was not present at the aforementioned meeting.

(4) All amendments to these by-laws shall be typed and copied by the Secretary of the Dixie Central Office Board of Trustees, and a copy of all amendments shall be attached to each of the two (2) permanent copies of these by-laws which are to be stored in at least two safe and secure locations accessible to the members of the Dixie Central Office Committee.

### **15.2 Review of By-Laws**

A By Laws Committee to review these by-laws and recommend changes shall be appointed in odd numbered years during the March Dixie Central Office Board of Trustees Meeting. (1) This committee shall consist of the Dixie Central Office Board of Trustees and three additional members of the Dixie Central Office Committee. (2) Updating the Dixie Central Office By-Laws allows trusted servants to work more effectively for the groups. (3) The current By-Laws will be posted in the download section of the DCO website, as well as the DCO.