

BY-LAWS

Dixie Central Office

ST. GEORGE, UTAH

THESE ORIGINAL BY-LAWS
ADOPTED:

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BY-LAWS OF THE DIXIE CENTRAL OFFICE

(ORIGINAL BY-LAWS ADOPTED 27 July 2014)

General Warranties of the Dixie Central Office (DCO) Committee: In all its proceedings, the DCO Committee shall observe the spirit of Alcoholics Anonymous (AA) 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 AA 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 AA Service Manual of AA World Services and AA 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 AA material has been approved by the General Service Board.)

Statement of Purpose

The purpose of the Dixie Central Office Committee *is an AA service office that involves partnerships among the local AA groups in District 7 of Area 69 in Utah. DCO supports functions common to all of the groups. DCO shall be a point of administration and coordination of AA activities common to the various groups or meetings including its membership within District 7. These activities may include, but are not limited to:* (1) maintaining a Central Office as a communication center for AA in this area, (2) publishing and distributing up-to-date meeting lists, (3) exchanging information among groups or meetings, (4) publishing and distributing an AA bulletin or newsletter, (5) organizing and managing an AA answering service for Twelfth Step calls or other assistance to AA members or individuals who wish to stop drinking, and (6) maintaining a website with up-to-date meeting schedule and information on upcoming events in accordance with GSO guidelines. The DCO Committee is excluded from: (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 keep effective control over the DCO operation through their DCO Representatives.

1.2 Functions

The basic services of the DCO should include, but are not limited to: (1) handling AA inquiries, (2) providing a conveniently located office to facilitate Twelfth Step work, (3) providing a central location for the exchange of information *and support* 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. (6.) Provide AA answering services and a point for conducting twelve step Calls or other assistance to AA members or those desiring to stop drinking.

2.0 Dixie Central Office Committee

2.1 Membership

The membership of the DCO Committee shall consist of: 1 DCO and Trustees elected to serve on the board. (2) Group Representatives or their elected Alternates from each AA group or meeting currently registered with the Secretary of the DCO Board of Trustees. Any AA group or meeting may become registered with the DCO Committee by providing the DCO 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 DCO Meeting for 3 or more consecutive months shall be required to re-register in order to be counted as a registered group. (3) DCO volunteers who volunteer for service at the DCO office.

2.2 Qualifications

Membership on the DCO Committee shall be limited to AA members, and maintenance of sobriety shall be required throughout their terms of office. All members of the committee shall live within District 7.

2.3 Who Has a Voice and Vote?

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

2.4 Regular Meetings

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

2.6 Special Committees

The DCO Committee may elect from its membership chairpersons of special steering, standing committees, or a Winterfest 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 DCO Committee.

3.0 Dixie Central Office Board of Trustees

3.1 Membership

The DCO Board of Trustees shall consist of the following members: Chairperson, Co-Chair, Secretary, Alternative Secretary, Treasurer, Alternative Treasurer, Office Manager, and three Trustees from the DCO Committee. Trustees are elected to the DCO Board of Trustees by vote at the monthly DCO Committee meeting.

3.2 Purpose

The general purpose of the DCO Board of Trustees shall be the management of the day-to-day affairs and to provide the leadership and guidance of the DCO Committee.

3.3 Meetings

(1) The DCO Board of Trustees shall attend and direct the regular monthly meetings of the DCO Committee. In addition, the DCO 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 Trustees Meetings will be read into the record at the next DCO Committee Meeting. (3) The DCO Board of Trustees shall meet monthly on the 4th Sunday of each month at 12:30pm.

3.4 Duties and Responsibilities

The DCO Board of Trustees, through its elected officers shall be responsible to see that the following duties are carried out: (1) organizing and maintaining an effective AA 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 DCO or the DCO Committee as a whole (3) guiding and directing special ad-hoc or standing committees, including the DCO Winterfest event and steering committee. Any DCO Board of Trustees member with three or more unexcused absences from DCO Board of Trustees meetings shall be contacted to determine if they still wish to hold their position. A member may be excused by calling either the DCO Manager or the DCO Board of Trustees Chairperson.

3.5 Formation of DCO Board of Trustees

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

3.6 Rotation of Leadership

In keeping with AA's "spirit of rotation" it is suggested that no member of the DCO Board of Trustees except the Office Manager and members of the DCO Committee

be re-elected to serve more than one two-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 DCO Committee may vote their conscience and do what they believe to be in the best interest of the DCO Committee and DCO Board of Trustees.

4.0 Chair and Co-Chair of Dixie Central Office Board of Trustees

4.1 Qualifications

Any present or immediate past member of the DCO Committee may be eligible to be elected as Chair or Co-Chair of the DCO Board of Trustees. Other qualifications shall include: (1) a suggested two or more years sobriety, (2) the time, energy, and willingness to serve the DCO Committee for a three-year term, and (3) a background in AA service at the level of the Group, District, or on the DCO 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 DCO 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 ensuring 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 DCO Board of Trustees which he/she serves. If a vacancy occurs during the 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 DCO Committee, (2) Call special meetings of the DCO 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 DCO Committee, and (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 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 DCO 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 DCO Committee in these positions, and (4) a background in AA 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 DCO 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 ensuring 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 DCO 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 DCO 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 DCO Committees, (2) keep an up-to-date list of all DCO Representatives, their addresses and phone numbers, and groups or meetings registered with the DCO 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, and (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 DCO, (2) make regular monthly financial reports to the DCO Committee, (3) be responsible for all required bank accounts and will be the primary signatory, (4) submit an annual financial summary at the regular January meeting of the DCO Board of Trustees and Committee, (5) provide digital or printed copies of all records to the DCO Office manager monthly, and (6) when occasional projects or activities occur, such as Winterfest, separate lines are maintained for expenditure res 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 DCO Committee in this position, and (3) a background in AA service at the Group or District level, or on the DCO 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 DCO 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 ensuring 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 DCO 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 DCO 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 list, (2) provide to the DCO Manager an updated copy of the 12 Step call list, (3) record up to date 12 Step call information on the DCO answering machine, and (4) Compile 12 Step call statistics from the answering machine and report monthly to the DCO Committee. Any 12 Step Chairperson with three or more unexcused absences from DCO 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 DCO Manager or the DCO Chairperson.

7.0 Dixie Central Office Winterfest Responsibilities and Guidelines

7.1 Duties and Responsibilities

The purpose of the Annual Winterfest Event is to raise funds to help the DCO operate during the year, and to offer a fun AA event for all that attend. (1) It shall be the responsibility of the DCO Board of Trustees and the Chair of the Winterfest Committee to select the Month and Weekend to convene the Annual Winterfest event. *The scheduling of this Event will not, if at all possible, conflict with Area and District events.* (2) The DCO Board of Trustees shall also be responsible to Assist the Winterfest Committee to choose a suitable venue site for the annual Winterfest event based on costs, availability, affordability, and previous experiences with the host venue site. (3) DCO owns the Winterfest Website 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 Winterfest Committee and should convene at least 10 months prior to the weekend of the Winterfest event. (5) The Winterfest Committee shall not schedule monthly Winterfest Committee Meetings which may conflict with the

Monthly DCO Board of Trustees or Committee meetings. (6) The DCO Winterfest Event Activity Committee Worksheet Updated shall be the DCO Board of Trustees guidelines to assist the DCO Winterfest Committee in the performance of their individual job responsibilities. (7) The DCO Winterfest Committee will be responsible in gathering/compiling all data from the year's event and providing that information to the DCO Board of Trustees Secretary no later than two months after the closure of the event. (8) Any decisions by the Winterfest Committee that affect the DCO 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 Winterfest Committee to ensure that guidelines outlined in the DCO Winterfest Budget Activity Worksheet are being followed that may affect the financial balances of all DCO and Winterfest bank accounts, as well as events during Winterfest.

8.0 Dixie Central Office Newsletter Chairperson

8.1 Qualifications

The qualifications shall include: (1) a suggested sobriety of two or more years, (2) the time, energy, and skill to serve the DCO Board of Trustees in this position, and (3) a background in AA service at the Group or District level, or on the DCO 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 ensuring that all groups are equally represented. Anyone can volunteer to fill this position by attending a DCO 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 DCO 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 DCO 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 DCO 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 DCO District Liaison. (3) A member may be excused by calling either the DCO Manager or the Dixie Central Office Chairperson. (4) Provide the DCO Manager with digital copies or printed copies of the newsletter monthly.

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 sobriety time of five or more years, (2) a working knowledge of the operations and functions of an AA Central Office, (3) the communication, public relations, and office skills required by the position, and (4) knowledge of AA's Traditions, Twelfth Step work, and A.A 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 DCO 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 DCO 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 DCO with the help and direction of the DCO Board of Trustees, and the DCO 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 DCO 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 Web Coordinator

10.1 Qualifications

The qualifications of the DCO Web Coordinator are: (1) familiarity of web-based content and development for publishing the DCO website or the willingness and ability to learn these skills. (2) A suggested sobriety of one year or more, (3) The time, willingness, and commitment to serve on the DCO Board.

10.2 Elections

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

10.3 Term of Service

The Web Coordinator shall serve a two-year term subject to recall by the DCO Committee which he/she serves. If a vacancy occurs during any Web Coordinator's term of office, an election shall be held at the next regularly scheduled DCO 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 Web Coordinator 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 DCO Board of Trustees Meeting and standing to qualify for this position.

10.4 Duties and Responsibilities

It shall be the duty of the Web Coordinator to (1) Act as the webmaster for the DCO website, (2) coordinate and maintain the DCO website. (3) Post, edit and update the DCO website as directed by the DCO Board, Report and give advice to the board on Best Practices as to the conduct of the DCO website as necessary.

11.0-Dixie Central Office Representatives and Alternates

11.1 Purpose of

The DCO Group Representatives represent the local groups and meetings of the district 7 local area. They make up the group conscience for the DCO Committee and maintain effective control over the operation of the DCO Committee.

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

11.2 Qualifications

The qualifications of a DCO 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.

11.3 Elections

It is suggested that each group or meeting elect a DCO 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.

11.4 Term of Service

DCO 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.

11.5 Duties and Responsibilities - Group Representatives

The duties of the Central Office *Group* Representative are: (1) to represent his/her group or meeting on the DCO Committee and to bring that group's conscience to the DCO Board of Trustees, (2) to carry information back to the group from the DCO Board of Trustees meeting concerning finances, meeting schedules, Twelfth Step lists, AA 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 DCO, and being willing to serve on the Winterfest Steering Committee, etc.

11.6 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.

12.0 Dixie Central Office Winterfest Liaison Committee

12.1 Qualifications

The qualifications of a DCO Liaison Committee are: (1) a suggested minimum two years of sobriety, and (2) the time, willingness, and commitment to serve on the DCO Committee for a Two-year term. (3) Should have the knowledge and experience of the Winterfest event and have experience working with or on the Winterfest Committee or a senior position on the Committee. The Liaison will consist of a minimum of two members. These members will speak for the board in the absence of a formal board meeting and then report their decisions back to the Board at the next meeting.

12.2 Elections

The Dixie Central Board of Trustees will solicit and nominate the Winterfest Liaison Candidates or select them from the Board of Trustees members. The Liaison Committee candidates shall be elected in the manner prescribed in section 14.0 of these by-laws in even numbered years during the regular DCO Board of Trustees Meeting in March and shall take office at the time of election. Should a currently serving Group Representative be elected to the Winterfest Liaison Committee it is suggested that he/she resign as Group Representative enabling that group to elect a new Representative, thus ensuring that all groups are equally represented.

12.3 Term of Service

DCO Winterfest Liaison serves for a two-year term. (2) In the event that a Committee member is unable to complete his/her term of office, it is suggested that the position be filled by the Board of Trustees.

12.4 Duties and Responsibilities

DCO Winterfest Liaison Committee shall be responsible (1) Assist the Winterfest Committee on the Location selection and date of the Event (2) to update the district DCO Committee on a monthly basis. (3) Ensure that any Issues will be Brought to the Boards attention will be done at the Monthly meeting or for critical issues via phone or email. During the event they will speak for the DCO Board of Trustees and inform the board at the earliest opportunity

13.0 Board of Trustees Liaison to District 7

13.1 Board of Trustees Liaison to District 7 Responsibilities.

The duties of DCO Liaison of the DCO Committee shall *(consist of the following:* (1) To act as the communication link between the DCO Central Office Board of Trustees and the District Committee. (2) The DCO Liaison shall be responsible for attending DCO Committee Meetings each month. (3) 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.

13.2 Qualifications

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

13.3 Elections

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

13.4 Term of Service

The Board of Trustees 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.

13.5 Duties and Responsibilities

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

14.0 Workshop Committee

14.1 Qualifications

The qualifications of the Workshop Committee Chairperson shall include: (1) a suggested two or more years of sobriety, (2) the time, energy, and skill to serve the DCO Committee in this position, (3) background in AA service at the Group or District level, and/or on the DCO Board of Trustees Committee, and (4) familiarity and knowledge of the principles of facilitating a workshop and putting it on for AA members.

14.2 Elections:

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

14.3 Term of Service

The Workshop Committee Chairperson shall serve a two-year term subject to recall by the DCO Committee which he/she serves. If a vacancy occurs during any Workshop Committee Chairperson's term of office, an election shall be held at the next regularly scheduled DCO 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 Workshop Committee 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.

14.3 Duties and Responsibilities

It shall be the responsibility of the Workshop Committee Chairperson to: (1) solicit local AA groups and members about future workshop topics, (2) work with groups in the district wishing to sponsor a specific workshop, (3) locate adequate facilities to host the workshop, (4) insure that the principles of facilitation are used in each workshop and all who participate are given a voice, if they wish, (5) put on the workshop with assistance from groups or individuals in AA, (6) arrange for any refreshments or meals to be included in the workshop, and (7) work with the DCO Board of Directors on costs associated with the workshop. Any Workshop Committee Chairperson with three or more unexcused absences from the DCO 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 DCO Manager or the DCO Chairperson.

15.0 Financial Guidelines

15.1 Support of Central Office

It shall be the goal of the DCO Committee that all functions of the DCO 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 Winterfest Fundraisers, as may be authorized by the DCO Board of Trustees and/or the DCO Committee.

15.2 Contributions

To conform with the general practice of Alcoholics Anonymous and Twelve Traditions, the DCO Committee may only accept donations from AA members, AA groups or AA 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 DCO Committee shall not accept the responsibility of trusteeship for or enter the distribution or allocation of any fund or funds set up outside of the DCO Committee except to act as a forwarding agency for another AA service entity.

15.3 Prudent Reserve

In keeping with the principles of Alcoholics Anonymous as described in the Preamble to these By-laws, the DCO should maintain a Prudent Reserve of approximately one year (12 months) operating expenses (a minimum of \$15,000.00.) This prudent reserve shall be maintained for the express purpose of meeting the regular and necessary monthly expenses required to keep the DCO open and to provide its basic level of

services in the event of an unexpected shortfall in income becomes a reality and for the purpose previously described, funds may be withdrawn only by a 2/3 majority vote of the DCO Committee

15.4 Bank Accounts

The DCO 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 DCO Board of Trustees.

16.0 Voting Guidelines

16.1 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 DCO Board of Trustees and/or committee. (2) For the regular and routine business of the committee, a motion shall pass with a simple majority vote of eligible Dixie Central Office Board of Trustees and/or Committee members present. (3) Voting on all extraordinary and important matters shall require DCO Representatives from at least 51% of the groups or meetings registered with the Secretary of the DCO 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 DCO Board of Trustees (b) withdrawing funds from the prudent reserve, and (c) voting out of office any member of the DCO Committee. (5) All motions to be brought before the DCO Board of Trustees should be submitted in writing, one week before the DCO Board of Trustees Meeting. (6) Motions may be sent to either the DCO Board of Trustees Chairperson or the DCO Manager. This is to ensure that there is adequate time for the motions to be put on the agenda.

16.2 Vote to Table

Important decisions affecting the groups or meetings served by DCO, or affecting AA as a whole, may be tabled for thirty (30) days by the DCO 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 DCO Committee through their Group Representatives.

17.0 Amending These By-laws

17.1 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 DCO Board of Trustees at their regular meeting one month prior to the vote, and (3) that the DCO 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-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 DCO Committee.

17.2 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 DCO Board of Trustees Meeting. (1) This committee shall consist of the DCO Board of Trustees and three added members of the DCO Committee. (2) Updating the DCO 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.