

# CHARTER FOR THE CENTRAL SERVICE OFFICE OF SOUTHERN COLORADO

**Charter Established October, 1998**

**Revision #27 Approved By Steering Committee May, 3, 2023.**

**Includes Amendment #1, #2, #3, #4, #8, #10 and #11, #12, #13**

*The Central Service Office of Southern Colorado (CSO) is a service branch of Alcoholics Anonymous including Districts 8, 6 & 3 and will be referred in this charter as "CSO". Its primary purpose is to serve in support of Southern Colorado Groups of Alcoholics Anonymous in their common purpose of carrying the message to the alcoholic who still suffers. The CSO office operations are assisted by volunteer personnel whom are guided by the Steering Committee, the Twelve Traditions of Alcoholics Anonymous, and the Twelve Concepts for World Service.*

## **ARTICLE 1. CENTRAL SERVICE OFFICE FUNCTIONS:**

1. **Communications.** Support communications and unity between all AA groups in Southern Colorado using AA guidelines, the Twelve Traditions, and the Twelve Concepts. Serve as a central information exchange and communication office for all AA related matters affecting all AA groups in Southern Colorado.
2. **Answering Service.** Provide a 24-hour telephone answering service for AA related inquiries and "Calls for Help".
3. **Meeting Lists.** Provide updated meeting list of all AA member groups in Southern Colorado.
4. **Cooperation.** Promote cooperation with all AA groups in Southern Colorado.
5. **Contributions.** Collect contributions and maintain a checking account for CSO operations.
6. **Treasurer's Report.** Create monthly treasurer's reports to be available to the AA community.
7. **Prudent Reserve.** Maintain a prudent reserve of \$2,500.00.
8. **Miscellaneous Fund.** Establish a miscellaneous fund for as needed purchases.
9. **Newsletter.** Publish and distribute a Newsletter.

## **ARTICLE 2. MONTHLY BUSINESS MEETINGS:** (usually the 1<sup>st</sup> Wednesday of each month)

1. **Voting.** Each Steering Committee Member, Committee Chairperson, and Group CSO Representative (CSO Rep) shall have **one vote**. Each individual is allowed only one vote. Following discussion of an issue, an initial vote by show of hands will be taken. **Minority opinion** will then be heard and the issue taken to a second vote which determines the outcome. A **simple majority** of voting members present is required for passage of any items. All Southern Colorado AA members may attend these meetings. However, **only one qualified CSO representative from each group may vote.**
2. **Quorum.** A quorum of **three Steering Committee Members** is required on all matters requiring a vote on CSO business.

**ARTICLE 3. STEERING COMMITTEE MEMBERS & FUNCTIONS:** The Steering Committee functions are to coordinate, assist, and oversee CSO daily operations and be responsible for the administrative operations and policies of the Central Service Office of Southern Colorado. Except for decisions upon matters of policy, finance, or AA Traditions liable to seriously affect the area AA groups, the Steering Committee shall have freedom of action in the routine conduct of the business affairs of the CSO. The Steering Committee is accountable to all the AA groups in Southern Colorado. The minimum requirements to serve on the CSO Steering Committee are that the nominee must be a member of Alcoholics Anonymous and should have two (2) years of continuous sobriety. The CSO Steering Committee shall have the following duties and responsibilities:

1. **CSO Chairperson.**

- a) Conducts monthly CSO Business Meetings.
- b) Oversees operations of the CSO with the assistance of Steering Committee Members.
- c) Calls for Interim Elections as required.
- d) Signs checks in the absence of the CSO Secretary/Treasurer or Office Manager. Report on CSO office activities at the monthly meetings.

2. **Vice-Chairperson.**

- a) Assists the Chairperson with all the above duties except he/she cannot sign checks.

3. **Office Manager.**

- a) Responsible for day-to-day upkeep, and security of the office.
- b) Purchases materials and supplies for the office and for committee and program needs.
- c) Issues and signs check in the absence of the Chairperson and Treasurer.
- d) Ensures that the office is staffed by volunteers (ordinarily minimum of 9 months sobriety time) during regular business hours (see amendment #2).
- e) Ensures that phone calls are answered.
- f) Maintains a log of all Calls for Help during office hours.
- g) Maintains an up to date Calls for Help Phone Hotline List.
- h) Cooperates with Chairpersons of all Service Committees to support their efforts to carry the message.
- i) Maintains records, as accurate and current as possible, on volunteers, including Name, Address, Telephone Number and time available for volunteer work.
- j) Keeps the Meeting Directory current; update, coordinate and print the directory.
- k) Helps maintain the CSO Website.
- l) Handles all correspondence and maintain a current filing system. Maintain and store Steering Committee Archives, and forward materials as appropriate to District and Area levels.
- m) Serves as the local Alcoholics Anonymous communications coordinator, issuing information concerning groups and special events, etc.

- n) Handles day-to-day sales of literature and materials in accordance with policy established by the Steering Committee. Work with the Steering Committee Members to manage ordering, stocking, pricing, and inventory control of literature. Receives and records monies and makes deposits.
- o) Ensures that all bills are reviewed and placed in the Treasurer's folder.
- p) Prepares a Report to be examined at the monthly Steering Committee meetings
- q) Notifies the Chairperson or Vice-Chairperson of assistance needed to carry out any the above tasks or new tasks, so volunteers can be assigned to assist with these tasks.
- r) There will be a \$200 maximum for any out of pocket non-monthly expenditures from any Steering Committee Member for CSO supplies. If it is over \$200 it must be approved verbally by at least two other Steering Committee Members.

4. **Secretary/Treasurer.**

- a) Records minutes at the monthly Business Meetings and makes copies available in a timely manner for distribution.
- b) Responsible for the required notification of proposed amendments or recall actions as provided in the Charter.
- c) Notifies the Steering Committee Members of upcoming meetings.
- d) Signs checks and oversees records of all monetary transactions of the CSO.
- e) Signs and sends checks to pay bills incurred by CSO.
- f) Ensures all required city and state taxes are paid in a timely manner using the proper forms.

**OTHER SERVICE POSITIONS:**

**Technology Chair**

- a) Organizes & Hosts CSO Zoom Meetings and outreach to Districts 3, 6 & 8.
- b) Works with Office Manager to maintain and update website.

**Newsletter Chair:**

- a) Develops Newsletter
- b) Works with Office Manager to distribute to Groups via print and website.

**Pueblo OcSoberfest Chair:**

- a) Forms a committee to plan and execute the event within budget
- b) Provides regular reports to CSO

**Activities Chair:**

- a) Forms a committee to plan and execute events within the budget
- b) Provides regular reports to CSO

**CSO/District 8 Liaison** (Appointed by the CSO Steering Committee and approved by District 8)

- a) Attends the District 8 Business Meetings to inform them about CSO business and also attends CSO Business Meeting to inform them about District 8 business.
- b) Compiles Bridging the Gap Volunteer List for Calls for Help – from treatment facility to AA meeting.

**District 3, 6 Representatives.** (Appointed by the respective District)

- a) Attends CSO Business Meetings to inform CSO about District business.
- b) Works with Steering Committee Members to help with CSO operations.

**ARTICLE 4. STEERING COMMITTEE MEMBER ELECTIONS:**

1. **Elections.** Elections for Steering Committee Members; and Other Service Positions shall be conducted at the Annual March Business/Election Meeting. All AA member groups will be reminded starting in January of the Annual Election Meeting. All elections will be completed at this meeting.
2. **CSO Representatives.** All CSO Representatives, elected by their groups, of all Southern Colorado AA groups registered with the CSO are eligible to vote in the election. To be eligible to vote the CSO Representative must have had attended a **minimum of four (4) Business Meetings during the fiscal year of the election.** The fiscal year starts April 1, of the previous year, through March of the election year.
3. **Term.** The term of office for all members is **one fiscal year.** To honor the AA spirit of rotation, Steering Committee members may serve a **maximum of two consecutive terms in any given office and a maximum of three consecutive years as a Steering Committee Member** in any capacity. After 3 years of service a member is eligible to serve again as a Steering Committee member after one year of inactive Steering Committee service.
4. **Office Manager.** In order to promote the continuity of the CSO, the Office Manager (OM) position will not have any consecutive term limitation or restriction. Rather, the OM will serve a tenure of one fiscal year (April 1 to March 31) but if there is no person running against the OM he/she may be reinstated for another one year term by majority vote of all the eligible members. If there is someone running against the OM, a written ballot election with all eligible members will be held to determine the next OM.
5. **Candidate's Presence at Meeting.** Candidates should be present at the time of the election.
6. **Proxy Vote.** An absent Steering Committee Member shall have the right to submit a written proxy vote for their candidates of choice and this proxy vote cannot be changed.
7. **Single Candidate.** In the event that there is only one candidate for any position, he/she must

receive affirmative votes, cast by written ballot or show of hands, from two-thirds of the voting members in order to be elected.

8. **Vote Verification**. Two (2) Steering Committee Members must verify the vote count on all written ballot elections.

#### **ARTICLE 5. NOMINATIONS FOR STEERING COMMITTEE MEMBERS:**

1. **Nominee Requirements**. All nominees should have a **minimum of two (2) years** of continuous sobriety.
2. **Nominations**. It is strongly recommended that there be a slate of at least two nominees for each vacancy. CSO Reps and Steering Committee Members are responsible for identifying candidates who are willing and eligible to stand for election as a Steering Committee Member and for encouraging them to do so. Currently serving Steering Committee Members are urged to take this opportunity for further service. Any member group of the CSO may submit a group member's name for nomination to the Steering Committee. Names of nominees should be submitted to the Chairperson of CSO in time to be announced at the February meeting. Candidates may also be nominated from the floor at the March Business/Election Meeting.

#### **ARTICLE 6. INTERIM VACANCIES ON STEERING COMMITTEE:**

1. **Special Election**. Interim vacancies may be filled by special election, which will be held at the regular CSO Meeting on the month following the meeting at which the interim vacancy is announced. Groups will be advised of the pending election by their CSO representative and through notification in the newsletter or flyer published prior to the date of election.
2. **No Candidate Options**. In the event that no candidate has been proposed by the date of the special election, the Chairperson may postpone the election until the following month, or ask the Steering Committee for authority to appoint a person to fill the interim vacancy for the remainder of the term. Such authority shall be granted by a simple majority vote of Steering Committee members present. (See Concept Three - Right of Decision).
3. **Future Term Eligibility**. Any person whom fills an interim vacancy will be eligible to be nominated for that position in the following two (2) March elections but can only serve three (3) consecutive years total on the Steering Committee.

#### **ARTICLE 7. RECALL OF STEERING COMMITTEE MEMBERS:**

1. **Just Cause**. Any CSO Representative or any Steering Committee Member may initiate the removal of any Steering Committee Member from the duties of office "for just cause" by simple recall.
2. **Motion**. The recall procedure shall be initiated by making a motion at a Steering Committee meeting, with clear presentation of cause. The motion to recall must be approved by a simple majority of the Steering Committee Members. Before a recall vote is taken at the next business meeting, the recalled person has the right to present why they should not be recalled.
3. **Vote**. The recall vote shall be taken by paper ballot at the next CSO monthly meeting and shall require a two-thirds (2/3) majority vote of all eligible members present for removal. **The vote tally must be verified by two (2) Steering Committee members.** If the vote is two thirds (2/3) majority for removal, the removal is effective immediately.

## **ARTICLE 8. DISSOLUTION OF THE CSO:**

1. **Retain Counsel/CPA.** If for any reason the dissolution of the CSO becomes necessary, appropriate counsel (legal/CPA) will be retained to properly dissolve and wind-up its affairs, including satisfaction of all debts and other contingent liabilities.
2. **Distribution of Assets.** Any assets remaining after all debts have been paid will be converted to cash and given to the District 8 Treasurer with the suggestion that they continue the Answering Service and Newsletter so the message of AA can continue to be carried.

## **ARTICLE 9. AMENDMENTS TO THE CSO CHARTER:**

1. **Who May Amend.** Any CSO Representative of any Southern Colorado group or any Steering Committee Member may propose an Amendment to this Charter.
2. **Written Proposal.** The proposed amendment shall be submitted in writing to the Steering Committee Chairperson with a copy provided to the Secretary. Proposed changes (additions and/or deletions) shall be written as an amendment and should reflect the specific Article and Section of this Charter in which the proposed amendment is to be made.
3. **Meeting Agenda.** Upon receipt of the written proposal, the Chairperson shall include it in the agenda for the next business meeting, if possible. The author of the proposed amendment shall be allowed to present it to the Steering Committee for consideration.
4. **Vote.** A motion and a seconded motion will precede a discussion on the proposal. A vote will be taken and any minority opinion will be heard before a second and final vote. If affirmed by a simple majority vote, the amendment will be accepted.

## **PRIOR AMENDMENTS TO THE CHARTER**

### **AMENDMENT # 1 - Formation of a Newsletter Committee**

- Formation of the Newsletter Committee was approved at the February 1, 2001 Steering Committee Meeting. Its function is to advise and guide the Newsletter editor to insure that the Newsletter follows all AA traditions and carries the AA message of recovery to all the AA population in Southern Colorado.

### **AMENDMENT #2 - Change Minimum Sobriety Time for Office Help**

- Voted on and approved at the January 5, 2005 Steering Committee meeting to increase the minimum sobriety time for volunteers helping in the CSO office from 6 months to 9 months of continuous sobriety.

### **AMENDMENT #3 - Relatives Serving at the Same Time on the Steering Committee**

- Starting with the March 2008 election meeting no two related persons (siblings, married persons, cohabitating persons, mother and progeny, father and progeny) may serve on the Steering Committee at the same time. This is to prevent nepotism, favoritism, loss of two members in event of death and also prevent two persons from controlling the Steering Committee. This amendment was voted on and approved at the March 2007 Business Meeting.

### **AMENDMENT #4 - Newsletter Editor Term and Election Process**

- Starting with the March 2009 elections, the Newsletter Editor position will have a term of one fiscal year. The term of office will be from April 1 of the elected year through March 31 of the following year. This will be an elected position with the same method of election and provisions as the Steering Committee positions. See Article 4, Section 6.

**AMENDMENT #8 – Activities Chairperson Term of Office and Election Process**

- Starting with the March, 2013 elections the Activities Chairperson will have a term of 1-fiscal year beginning on April 1 of the elected year through March 31 of the following year. This will be an elected position with the same method of elections as the Steering Committee positions. See Article 4, Section 5.

**AMENDMENT # 10 – Changes in the Selection of the Office Manager Position**

- The Office Manager (OM) position will not have any consecutive term limitation restrictions and will not be subject to the 3-year consecutive terms rule as per the latest Charter page 2. The OM will serve a tenure of one fiscal year (April 1 to March 31). At the March Election if there is no person running against the OM he/she may be reinstated as OM to another tenure of one fiscal year by vote of all the eligible members through the election process. If there is someone running against the OM, a written ballot election with all eligible members will be held to determine the next OM. This Amendment will become effective immediately after a majority vote to approve it on September 3, 2014. See Article 4, Section 4.

**AMENDMENT #11 - Formation of a Bridging the Gap Committee**

- The Steering Committee voted at the August 5, 2015 Business Meeting to form a Bridging the Gap Committee to assist newcomers from treatment and detention facilities to find the nearest group / meeting of Alcoholics Anonymous, in order to effectuate our primary purpose.

**AMENDMENT #12 – Changes of Steering & Other Committee Members**

- Establishes CSO (4) Steering Committee Members needing a quorum of 3 Steering Committee Members to conduct Business. Other Service Positions will be Technology Chair; CSO/District 8 Liaison and Districts 3 & 6 Representatives. See Articles 1, 2, 3, 4.

**AMENDMENT #13 – Changes Other Committee Members & Election**

- Establishes Newsletter Chair; OcSoberfest Chair and Activities Chair who will be elected annually. See Articles 3, 4.

**APPENDICES**

These Appendices serve to supplement and clarify the terms of this Charter. Any Steering Committee Member or CSO Representative of any Southern Colorado group may propose an Amendment to the Charter or to these Appendices in accordance with Article 9. The proposed amendment should be presented in writing to the Chairperson and the Secretary before a regular Business Meeting to be added to the agenda. A motion and a seconded motion will precede a discussion on the proposal. The Chairperson shall decide when that discussion should end. A vote will be taken and any minority opinion will be heard before a second and final simple majority vote will decide the issue.

**APPENDIX I. STANDING COMMITTEES** - The CSO has the following Standing Committees:

- **Newsletter Committee:** See Page #6, Amendment #1, and #4. The Newsletter Editor is the Newsletter Committee Chairperson.
- **Activities Committee:** See Page #7, Amendment #8. The Activities Committee is responsible to oversee the Longtimers Roundup and the July 4 Picnic and any other CSO sponsored events.
- **Bridging the Gap Committee:** See Page #7, Amendment #11. The Bridging the Gap Committee will consist of the CSO Bridging the Gap Chairperson and will be responsible for working with treatment and detention facilities as well as with District 8 Treatment and Corrections chairpersons to familiarize and introduce newcomers to AA.
- **Pueblo OcSoberfest Committee:** See Page #7, Amendment #13. The Pueblo OcSoberfest Committee is responsible for planning and executing the annual event.

**APPENDIX II. CSO** – The CSO has the following Membership Requirements:

- **Individuals.** In order for an individual to be a member of the CSO, they must be an AA member in Southern Colorado and simply say they are a member of CSO.
- **Groups.** Any Alcoholics Anonymous group in Southern Colorado is a member of CSO by simply stating that they are a member. While a group can be a member with or without contributing, it is suggested that all member groups support the CSO. Each member group is eligible to have one voting CSO Representative attend the monthly CSO Meetings, provide input and take the message back to their group.

**APPENDIX III. USE OF OFFICE** – The CSO may be used as follows:

- **Monthly Meetings.** Formal and informal meetings of the Steering Committee Members.
- **Other Functions.** Other AA related functions, after normal business hours, with the permission of two Steering Committee Members, including for District 8 Monthly Meetings provided at least one Steering Committee Member is present at each such meeting.

**THIS CHARTER SHALL BE REVIEWED AND MAY BE AMENDED ANNUALLY AFTER THE MARCH ELECTIONS BUT IT MAY ALSO BE AMENDED AT ANY TIME IN ACCORDANCE WITH THE PROVISIONS SET FORTH IN ARTICLE 9.**

**THIS REVISED CHARTER SUPERSEDES ALL PREVIOUS CSO PROCEDURES, GUIDELINES AND CHARTERS.**