

CHARTER FOR THE CENTRAL SERVICE OFFICE OF SOUTHERN COLORADO

Charter Established October 1998

Revision #28 Approved by Steering Committee

September 2, 2026

The Central Service Office of Southern Colorado is a service branch of Alcoholics Anonymous (AA) supporting Districts 3, 6 & 8 and will be referred to in this charter as "CSO". Its primary purpose is to serve AA groups and AA members in their common purpose of carrying the message to the alcoholic who still suffers. The CSO is staffed by volunteer personnel who are guided by the Steering Committee, the Twelve Traditions of Alcoholics Anonymous, and the Twelve Concepts for World Service. The CSO maintains an IRS non-profit designation, under Section 501(c)(3).

1. Article 1. Functions and Services

a. Who the CSO serves:

AA groups and their members within Area 10 (state of Colorado) covered by Districts 3, 6 & 8, and any member of the public inquiring about AA. Refer to Appendix A.

b. What the CSO does: General Functions

- i. **AA Inquiries** — Support those seeking help with a drinking problem; referring them to a nearby AA group or meeting or other AA resources. Answer general inquiries.
- ii. **Office Facilities** — Maintain an office located in Pueblo, CO, from which volunteers can coordinate local AA services. Space can be made available where AA groups or other AA organizations can meet.
- iii. **Meeting Lists and Other Literature** — Publish and distribute current lists of meetings and other information about local AA services. Maintain and make available for purchase AA World Service and AA Grapevine literature for the convenience of local groups.
- iv. **Information Exchange** — Serve as a clearinghouse for the circulation and exchange of information among all the AA groups in the community.
- v. **Local Committees on Public Information (PI) and Cooperation with the Professional Community (CPC)** — Be available to coordinate PI and CPC activities and events within Area 10, Districts 3, 6 & 8 and local groups.
- vi. **AA in Correctional and Treatment Facilities** — Support the Bridging the Gap (BTG) Programs.
- vii. **Local AA Events** — Coordinate or facilitate local events for the AA community including the annual OcSoberfest fellowship event.
- viii. **Newsletter** — Publish the CSO's monthly newsletter.

- ix. **Accessibilities** — To the extent the CSO is able, assist individuals with disabilities, including those with vision, hearing, or mobility limitations, in accessing AA services.
- x. **Website** — Maintain and manage content on the CSO website <https://www.puebloaa.org>.
- xi. **Business Meeting** — Conduct monthly business meetings overseen by the Steering Committee (see Article 3). The meeting provides an update on the status of CSO operations, financials, policy, and events. One of the purposes of the meeting is to ensure that groups are represented and have an opportunity to be heard. Voting members may introduce business items which may be voted upon for acceptance and implementation.
 - 1. **Voting on Business Items** — Each Steering Committee Member, Functional Committee Chair, 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. If applicable, minority opinion will then be heard, and the issue taken to a second vote which determines the outcome. Passage of any item requires a simple majority of the voting members who are present.
 - 2. **Quorum** — A quorum comprises a minimum of 3 Steering Committee Members in attendance at the monthly meeting (remote via Zoom or other video conference app is acceptable). A quorum is required at any meeting where CSO business items will be voted on.

2. **Article 2. Participation**

Any AA group in Districts 3, 6 & 8 qualifies as a member of CSO and is invited to participate by simply stating that they are a member and designating a CSO Rep. While a group can be a member with or without contributing, it is suggested that all member groups support the CSO. Each group is encouraged to have a CSO Rep attend the monthly CSO business meetings, provide input and take information back to their group.

3. **Article 3. Steering Committee**

The Steering Committee coordinates, assists, and oversees CSO functions, administrative operations and policies. Except where it is counter to AA Traditions, the Steering Committee shall have freedom of action in the conduct of the business affairs of the CSO. The Steering Committee is accountable to all the AA groups in Districts 3, 6 & 8.

a. **Steering Committee Roles**

The CSO Steering Committee shall comprise the Chair, Vice Chair, Secretary, Treasurer, Office Manager and Assistant Office Manager. Their duties are as follows:

i. CSO Chair (Chair)

1. Conducts monthly business meeting.
2. Creates agenda for the monthly business meeting.
3. Calls for interim elections as required.
4. Signs checks in the absence of the Treasurer or Office Manager.

ii. CSO Vice Chair (Vice Chair)

1. Assists the Chair with all their duties except they cannot sign checks.
2. Conducts the monthly business meeting if the Chair is absent.
3. Assumes the role of interim Chair if the Chair becomes incapacitated or is otherwise unable to serve.

iii. Secretary

1. Records minutes at the monthly business meetings and makes copies available in a timely manner for distribution.
2. Notifies the Steering Committee Members of the date of next business meeting and any upcoming ad hoc meetings.
3. Serves as an authorized signatory on the CSO Charter.

iv. Treasurer

1. Oversees transactions and financial records of the CSO. Ensures obligations are paid in a timely manner.
2. Creates a monthly financial report and distributes it at the monthly business meeting
3. Verifies required city and state taxes are paid.
4. Works with the Office Manager to prepare an annual budget.

v. Office Manager

1. Responsible for day-to-day operations and security of the office.
2. Purchases materials and supplies as needed.
3. Issues and signs checks.
4. Ensures that the office is staffed by volunteers during regular business hours.
5. Maintains a log of all calls received during office hours.
6. Maintains a Hotline Phone List.
7. Cooperates with Functional Committee Chairs to support their efforts in carrying the message.
8. Maintains contact lists for volunteers, Steering Committee, Functional Committee Chairs, and designated CSO Reps.
9. Keeps the online and printed Meeting Directory current.
10. Helps maintain the CSO Website.

11. Handles all correspondence and maintains a current filing system. Maintains and stores Steering Committee Archives, and forward materials as appropriate to District and Area levels.
12. Serves as the local AA communications coordinator, issuing information concerning groups and special events, etc.
13. Handles day-to-day sales of literature and materials in accordance with policy established by the Steering Committee. Works with the Steering Committee Members to manage ordering, stocking, pricing, and inventory control of literature. Receives and records monies and makes deposits.
14. Forwards financial records to the Treasurer for review.
15. Prepares a report to be presented at the monthly business meetings.
16. Notifies the Chair or Vice-Chair of assistance needed in carrying out any of the above tasks or new tasks.
17. Any expense over \$200 must be approved verbally by at least two other Steering Committee Members.

vi. Assistant Office Manager

1. Learns how to perform all duties of the Office Manager.
2. Assists the Office Manager in the performance of their duties.
3. Acts as interim Office Manager, when the Office Manager is unavailable.
4. Assists Functional Committees as necessary.

b. Steering Committee Elections

i. Nominations

1. **Nominee Requirements.** It is recommended that all nominees have a minimum of two years of continuous sobriety.
2. **Nominations.** At least two nominees per vacancy are preferred. Steering Committee Members, Functional Committee Members, and CSO Reps are responsible for identifying eligible and willing candidates for Steering Committee elections and encouraging them to run. Current Steering Committee Members are encouraged to continue their service by standing for nomination. Any CSO member group may nominate one of its members. All nominee names must be submitted to the CSO Chair early enough to be announced at the January meeting, though additional nominations may still be made from the floor at the February meeting.

ii. Elections

1. **Elections.** Annual elections for Steering Committee Members shall be conducted at the February business meeting. All CSO member groups will be reminded starting in December of the annual elections.
2. **Vote.** All Steering Committee Members, Functional Committee Chairs and the CSO Reps are eligible to vote. To be eligible to vote, the AA group must have attended a minimum of four business meetings during the fiscal year in

which the election is held. The fiscal year starts April 1st and runs through March 31st.

3. **Term.** The term of office for Steering Committee Members is one fiscal year. 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 three years of service a member must step down but is eligible to serve again as a Steering Committee Member after one year of being inactive.
 - a. **Exception for Office Manager Term.** To promote the continuity of the CSO, the Office Manager position will not have any consecutive term limitations or restrictions. If there is no candidate for Officer Manager, the current Office Manager may be reinstated for another fiscal year by majority vote of all the eligible members.
4. **Candidate's Presence at Meeting.** Candidates should be in attendance, in person or online, at the time of the election.
5. **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. Proxy votes shall be submitted to the Chair at least 24 hours prior to the election.
6. **Single Candidate.** If there is only one candidate for any position, they must receive a simple majority of approval votes.

iii. Interim vacancies

1. **Special Election.** Interim vacancies may be filled by special election, which may be held at the monthly business meeting following the meeting at which the interim vacancy is announced. Groups will be advised of the pending election by their CSO Rep and through notification in the newsletter or website prior to the date of election.
2. **No Candidate Options.** If no candidate has been proposed by the date of the special election, the Chair will postpone the election until the following month. Any person may volunteer to serve monthly in a position but has no voting rights unless they are already a voting member.
3. **Future Term Eligibility.** Any period served in an interim capacity is excluded when calculating the two- or three-year term limits discussed in Article 2 (b)(ii)(3).

iv. Recall

1. **Just Cause.** Any Steering Committee Member, Functional Committee Chair, or CSO Rep may initiate a simple recall to remove a Steering Committee Member for just cause. Just cause may include, but is not limited to, unexplained absence from three consecutive monthly meetings, failure to perform assigned duties, or malfeasance.

2. **Motion.** The recall procedure shall be initiated by making a motion at a monthly business meeting, with clear presentation of cause. The motion to recall must be approved by a simple majority of the Steering Committee Members. Generally, before a recall vote is taken, the recalled person has the right to present why they should not be recalled. If circumstances necessitate immediate action, the Steering Committee may call a special meeting.
3. **Vote.** The recall vote shall be taken by paper ballot and shall require a two-thirds majority vote of all eligible Steering Committee Members present for removal. The vote must be verified by two Steering Committee members. If affirmed, the removal is effective immediately.

4. **Article 4. Functional Committees**

Functional Committee Chairs shall be nominated by a Steering Committee Member and affirmed by simple majority. They shall report on their activities at monthly business meetings. It is recommended that after two or three years of service that a Functional Committee Chair step down; however they are eligible to serve again as a Functional Committee Chair after one year of being inactive.

a. **Activities**

- i. Forms a committee to plan and execute events (workshops, social events, etc.) subject to planned budget.

b. **Newsletter**

- i. Collects content, edits and produces monthly newsletters.
- ii. Works with Office Manager to distribute to AA groups and members via email and website.

c. **Technology**

- i. Organizes and hosts CSO online meetings.
- ii. Works with the Office Manager to maintain and update website.
- iii. Supports CSO and its respective district's technology initiatives.

d. **OcSoberfest**

- i. Forms a committee to plan and execute the annual OcSoberfest event subject to planned budget. This is a self-supporting event.

e. **Bridging the Gap:**

- i. Maintains Bridging the Gap Volunteer List – from treatment facility to AA meeting.

5. **Article 5. District Liaisons**

a. **District Liaison Function**

Responsible for attending their respective District business meeting to inform about CSO activities, particularly those that impact that respective District and attend the CSO monthly

business meeting to update on their respective District activities. This is a non-voting position.

b. **District Liaison Selection**

The Chair will nominate an individual for this position, and the nomination may be approved by a simple majority of the Steering Committee Members. This position carries no term limit.

6. **Article 6. Dissolution of CSO**

If for any reason the dissolution of the CSO becomes necessary, appropriate counsel (legal/CPA) will be retained to properly dissolve and wind down its affairs, including satisfaction of all debts and other contingent liabilities. The CSO will work the AA General Service Office, AA Area 10 and/or other AA Intergroups in Colorado to determine the appropriate transfer and stewardship of any remaining assets and continuance of limited CSO services.

7. **Article 7. Amendments to this Charter**

- a. **Who May Amend.** Any voting member. See Article 1(b)(xi) for description of voting members.
- b. **Written Proposal.** The proposed amendment shall be submitted in writing to the Steering Committee Chair with a copy provided to the Secretary. Proposed changes 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.
- c. **Meeting Agenda.** Upon receipt of the written proposal, the Chair shall include it in the agenda for the next business meeting, if possible. The author of the proposed amendment must be in attendance to present it at the next business meeting for consideration.
- d. **Vote.** A motion and a second will precede a discussion on the proposal. There will be a minimum of one month after presentation of amendment until the vote. 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.