

Central Office of Albuquerque, Inc.  
By-Laws  
Amended and Restated, March 2012

Article I

Name and Purpose

The name of the organization shall be the "Central Office of Albuquerque, Inc.," hereafter referred to as "Central Office." Its purpose is to coordinate the work of groups of Alcoholics Anonymous in and around the Albuquerque area and to assist other such offices and groups within the State of New Mexico as requested. Our primary purpose is to carry the message of Alcoholics Anonymous.

Article II

Traditions

The letter and spirit of the Traditions of Alcoholics Anonymous shall be carefully observed by Central Office.

Article III

Functions

The Central Office shall:

- Maintain an "Alcoholics Anonymous" listing in local telephone books and handle all telephone and mail inquiries concerning the program of Alcoholics Anonymous.
- Serve as a clearinghouse of information relating to all A.A. groups and issue bulletins that report group activities and events of area wide interest as well as changes in group servants, group mailing addresses, etc.
- Provide lists of meeting locations and times for all A.A. groups.
- Arrange for various intergroup functions and encourage broad A.A. group participation.
- Make available literature, schedules of meetings, a media library, and other such informative material pertaining to the A.A. program to anyone interested.
- Cooperate with other organizations interested in helping alcoholics such as hospitals, medical societies, schools, correctional facilities, and other interested and appropriate groups.
- Have available for sale A.A. World Service Literature and Grapevine material.
- Actively cooperate with New Mexico Area 46.

## Article IV

### Intergroup Meetings

#### Section 1: Governing Body

The primary governing body and final authority of and for the Central Office shall be the Intergroup, a meeting of Representatives (sometimes referred to as the Intergroup Reps) from member Alcoholics Anonymous groups listed with the Central Office. An Intergroup rep shall be one designated representative from each listed group. Each Representative is allowed one vote on motions addressed at Intergroup meetings.

A group may also, at its option, elect an alternate representative who may vote in the absence of the duly elected representative. Each member of the Steering Committee (see Article V) shall be allowed one vote.

#### Section 2: Meetings of Intergroup Representatives

It is suggested that the Intergroup Representatives shall meet at least once a month at a regularly stated time and place. Special meetings may be called by the Chair or by any three members of the Steering Committee (see Article VII "Steering Committee"). All officers and representatives shall be given at least one week notice of any special meetings.

#### Section 3: Quorum

A quorum shall consist of the Intergroup Reps present and at least three (3) members of the Steering Committee.

#### Section 4: Majority Vote

In all matters except as specifically stated herein, a simple majority vote of members present shall be sufficient to carry the issue.

## Article V

### Steering Committee

The Steering Committee shall be composed of the duly elected officers of the Intergroup Representatives and shall meet prior to the regularly scheduled meeting of the Intergroup Representatives. Its purpose shall be to monitor and support the overall operations of the Central Office and make necessary proposals to Intergroup Representatives.

#### Section 1: Officers

The officers of the Intergroup Representatives should be the Chair, Secretary, Treasurer, Newsletter Editor, Schedule Editor, Special Needs Chair, Media Librarian, Website Chair, Community Outreach Chair, Intergroup Liaison, and a Member-at-Large. All steering committee

members shall be elected by the Intergroup Representatives for a term of two years, with elections held each year for half of the members ("staggered" terms). Officers shall be eligible for reelection to the same office for one succeeding two-year term.

## Section 2: Eligibility for Office

Any member of Alcoholics Anonymous with previous or current experience with the Central Office and with at least two years of continuous sobriety shall be eligible for office.

## Section 3: Removal from Office

Any officer, servant, or special worker who breaks his/her sobriety during tenure shall be automatically removed from office. Further, any officer or servant may be removed from office for just cause by two-thirds majority of the Steering Committee.

## Section 4: Replacement of Officer During Tenure

The Chairman may appoint a replacement to fill any vacancy subject to the approval of the Intergroup Representatives. However, if the Chairman is the person replaced, the Secretary shall assume the Chairmanship if the remainder of the term of office is less than a year. If the remainder of the term of office is more than one year, a special election shall be held by the Intergroup Representatives.

## Section 5: Duties of Officers

*The Chair* shall be chief executive officer of the Intergroup Representatives and shall preside at all meetings conducting them in a businesslike and expeditious manner. He/she shall call for reports from all officers and outstanding committees as well as both old business and new, entertaining appropriate motions, seconds, as well as permitting proper discussion and calling for votes as outlined in "Robert's Rules of Order" (see Article XI).

*The Secretary* shall maintain a roster of listed groups, Intergroup Representatives attending the Intergroup Rep. meetings, keep accurate minutes of the meetings, and preside at meetings in the absence of the Chair.

*The Treasurer* shall receive and disburse funds as directed by the Intergroup and shall maintain adequate financial records furnishing monthly written reports to both the Steering Committee (see Section VII below) and the Intergroup Representatives. The Treasurer shall maintain a prudent reserve as directed by the Steering Committee. In the absence of both the Chair and the Secretary, the Treasurer shall preside at meetings.

*The Schedule Editor* shall maintain and publish (both in print and online) detailed and up-to-date listing of all A.A. meetings in the Albuquerque and surrounding area together with their time and place. These schedules shall be available to all groups and individuals interested in such information.

*The Special Needs Chair* shall develop and coordinate programs for carrying the A.A. message to alcoholics with special needs.

*The Media Librarian* shall maintain the Media Library, add new media, maintain lists of media available, and keep the Fellowship informed as to the progress of the Library following the "Guidelines" adopted by the Steering Committee and filed with the Central Office.

*The Member-at-Large* shall attend all meetings of the Steering Committee and Intergroup Representatives and shall be a voting member of both bodies and should be available for service as needed.

*The Newsletter Editor* shall publish (both in print and online) the Intergroup newsletter on a regular basis. The newsletter shall carry items deemed to be both informative and interesting to the A.A. Fellowship in this area. The editor shall be responsible that all items printed in the newsletter have to do with alcoholism and be within the spirit of the traditions. All other matters dealing with the publication shall be left to the discretion and good judgment of the editor.

*The Website Chair* shall oversee the development and maintenance of the Intergroup web site, following the "Guidelines" adopted by the Steering Committee and filed with the Central Office. The Website Chair shall manage an email account for each Steering Committee member and provide monthly web-visit reports to the Coordinator. In particular the website chair will coordinate with the newsletter and schedule editors to assure that Central Office publications are available online.

*The Community Outreach Chair* shall use literature and speaker events to respond to non-A.A. entities inquiring about A.A.'s fellowship, program, and traditions.

*The Intergroup Liaison* represents the Central Office when groups/Districts/other 12-step groups request contact and assistance for special events and other activities. He/she keeps an area-wide calendar so the Intergroup can avoid date conflicts while planning.

## Article VII

### Special Workers

#### Section 1: Selection

The Steering Committee shall select a Coordinator as a "Special Worker" after having made prior announcement to the Intergroup Representatives that a selection is about to take place and after having given adequate time to receive resumes of all persons interested in this "Special Worker" position. In making the selection, the Steering Committee will carefully review all resumes received and interview each candidate privately and individually always remembering our tradition of "Principles before Personalities."

The Steering Committee shall recommend to the Intergroup Representatives the amount of salary to be paid the Coordinator and may, as the need arises, authorize the hiring of such additional paid assistants to the Coordinator as it may find necessary.

#### Section 2: Coordinator

Qualifications for Office. The Coordinator must have at least five (5) years of continuous sobriety, be a member of a listed A.A. Group, have previous work with the Central Office and have a thorough understanding of its overall structure as well as the structure and traditions of A.A. as they apply in everyday situations.

### Section 3: Duties of Coordinator

The Coordinator shall keep the telephones of Central Office staffed at all times—day and night—making sure that, if possible, a “live” alcoholic answers the phone who is able and willing to share his/her experience, strength, and hope with the suffering alcoholic who calls for help. Alcoholics staffing the phones should also be competent to give appropriate information about the program and time and locations of meetings.

The Coordinator will have the authority to make decisions on all matters of immediate importance pertaining to the smooth and efficient operation of the Central Office and will establish guidelines for desk and twelve step workers as well as keep an up-to-date list of twelve step workers and their phone numbers.

The Coordinator shall keep an inventory of the literature on hand, order new literature and chips as needed, compile records of the number of phone calls received and their nature, and make regular reports to both the Steering Committee and Intergroup Reps. and perform such other duties as necessary to maintain a businesslike and orderly office.

The Coordinator shall serve as a voting member of the Steering Committee except in matters pertaining directly to his/her job performance or salary.

### Section 4: Term of Office and Removal of Coordinator

The term of office of the Coordinator shall be unlimited but he/she may be removed at any time by the Steering Committee for just cause again remembering our tradition of “Principles before Personalities.”

Should the Coordinator be removed in some kind of emergency such as (1) Sudden and grave illness, (2) Death, (3) Broken sobriety and such, the Chair shall, after consulting with the Steering Committee, appoint an Acting Coordinator until a new Coordinator can be selected by the process herein described.

### Section 5: Alternate Coordinator

Qualifications for Office: The Alternate Coordinator must have five (5) years continuous sobriety, be a member of a listed A.A. group, have previous experience working at Central Office, have a good understanding of its overall structure as well as the structure and traditions of A.A. as they apply in everyday situations.

Duties of Alternate Coordinator: The Alternate Coordinator’s primary purpose is to assist the Coordinator in the administration of the Central Office of Albuquerque, Inc. These duties can vary from Coordinator to Coordinator, from week to week, depending upon the needs of the

Albuquerque area A.A. Fellowship.

Term of Office/Removal of Alternate Coordinator: The Alternate Coordinator is appointed by the Coordinator of the Central Office, and approved by the Steering Committee of the Central Office, automatically becoming a voting member of the Steering Committee.

The term of office of the Alternate Coordinator shall be unlimited but, he/she may be removed at any time by the Steering Committee, or the Coordinator, for just cause. In the event the office of the Alternate Coordinator is vacated the Coordinator shall appoint, with the Steering Committees approval, a new Alternate Coordinator.

## Article VIII

### Financing

The activities of the Central Office shall be financed by voluntary contributions from member groups, direct contributions from individual A.A. members, profit sales of A.A. related literature and birthday chips, and fundraising through special events by and for A.A. members. All financial activities should be carried out within the spirit of the keeping in mind our Seventh Tradition.

## Article IX

### Liability Claims

Personal and Real Property of the Officers, Intergroup Representatives, and their agents shall be exempt from liability of claims against this Corporation.

## Article X

### Rules of Order

Any procedural matters not specifically dealt with herein shall be governed by ROBERTS RULES OF ORDER (REVISED).

## Article XI

### Amendments

These By-Laws may be amended by the proposal of any Intergroup Representative. Such proposal shall be submitted to the vote of the Intergroup Reps at the next duly constituted meeting of the Intergroup Representatives. Ratification of any proposed amendment to these By-Laws shall require a two-thirds (2/3) majority of the attending representatives.

We hereby certify that the foregoing is an exact copy of the By-Laws of the Central Office of Albuquerque, Inc., adopted at a meeting of the Intergroup Representatives on \_\_\_\_\_.

Signed \_\_\_\_\_  
Chair

Signed \_\_\_\_\_  
Coordinator

STATE OF NEW MEXICO

COUNTY OF BERNALILLO

Subscribed and sworn to before me, a Notary Public in and for the State and County aforesaid.

Signed before me this \_\_\_\_\_

Signed \_\_\_\_\_  
NOTARY

My Commission Expires \_\_\_\_\_