

Central Office of Albuquerque, Inc.  
By-Laws  
Amended and Restated July 11, 2021

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 and Concepts of Alcoholics Anonymous shall be carefully observed by Central Office.

Article III

Functions

The Central Office shall:

- Handle all inquiries, including but not limited to in-person, telephone, email, and mail concerning the program of Alcoholics Anonymous.
- Serve as a clearinghouse of information relating to all A.A. groups and 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 in Albuquerque and the surrounding area.
- Participate in and support 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, and maintain a website with this information.

- Cooperate with other organizations interested in helping alcoholics, such as hospitals, medical societies, schools, correctional systems, and other interested and appropriate parties.
- Have available for sale A.A. World Services 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 V, "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, Vice Chair, Secretary, Treasurer, Schedule Editor, Accessibilities Chair, Media Librarian, Website Chair, Community Outreach Chair, and Intergroup Liaison. 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. If an Officer has been elected to fill the remaining term of an Officer who resigns or is replaced, the time spent filling the remaining term of office shall not count against the above limits.

The Chair, Vice Chair, Secretary, and Treasurer shall be considered Corporate Officers for purposes of official corporate business such as the signing of tax reports, overseeing the bank accounts, or other such business-related activities. The exemption of liability as described in Article VIII – Liability Claims, shall be in force for all corporate business done in good faith by these Officers.

#### 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 their 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 Chair may appoint a replacement to fill any vacancy subject to the approval of the Intergroup Representatives. However, if the Chair is the person replaced, the Vice Chair 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 the chief executive officer of the Intergroup Representatives and shall preside at all meetings, conducting them in a businesslike and expeditious manner. They 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 proper discussion and calling for votes as outlined in Robert's Rules of Order (Revised) and the A.A. Service Manual (see Article IX).

*The Vice Chair* shall fulfill all the duties of the Chair, if the Chair is unable to be present to fulfill their duties. They shall coordinate with the Chair about any additional duties which may be required.

*The Secretary* shall maintain a roster of Intergroup Representatives attending the Intergroup Rep. meetings, and keep accurate minutes of the meetings.

*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 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 Vice chair, the Treasurer shall preside at meetings.

*The Schedule Editor* shall maintain and publish (both in print and online) a 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 Accessibilities 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.

*The Website Chair* shall oversee the development and maintenance of the Central Office Website. The Website Chair shall manage an email account for each Steering Committee member and provide monthly web-visit reports to the Coordinator and/or Steering Committee. In particular, the Website Chair will coordinate with the Schedule Editor to assure that Central Office publications are available online.

*The Community Outreach Chair* shall facilitate literature and speaker events to respond to non-A.A. entities inquiring about A.A.'s fellowship, program, and traditions. The Community Outreach Chair shall interface with Districts and Area PI and CPC Committees.

*The Intergroup Liaison* represents the Central Office when groups/Districts/other 12-Step groups request contact and assistance for special events and other activities. They will initiate and coordinate an outreach program to inform the groups of the purpose and activities of the Central Office.

## Article VI

### 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 from all persons interested in this "Special Worker" position. In making the selection, the Steering Committee will carefully review all resumes and conduct interviews 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 to 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

- Candidates for the Office of Coordinator shall be members of Alcoholics Anonymous.
- Candidates will very likely have a minimum of five (5) years of continuous sobriety in Alcoholics Anonymous. While it is recognized that length of sobriety is not always a measure of the quality of that sobriety, this office demands significant familiarity with the A.A. message of recovery and the traditions of A.A.
- Candidates will have experience with service at the group, District, or Area level.
- Candidates will have skills necessary to manage a small office, staffed by volunteers and other special workers.

The duty of the Steering Committee in recruiting and hiring the Coordinator is to use judgements of A.A. familiarity and commitment, and evaluate the skill set needed to manage Central Office. The Steering Committee shall retain flexibility in applying these judgements.

The Steering Committee is delegated the responsibility for hiring the Coordinator, but significant deviation from the qualifications shall require approval of the Intergroup.

### 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 their 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 the times 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 twelfth-step workers as well as keep an up-to-date list of twelfth-step workers and their phone numbers.

The Coordinator shall keep an inventory of the literature on hand, order new literature and inventory of merchandise as needed, compile records of the number of phone calls received and their nature, 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 make regular reports about the running of the office to the Steering Committee and to the Intergroup Reps. Any matters of significance shall be subject to the Group Conscience of the Intergroup Reps.

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

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

The term of office of the Coordinator shall be unlimited, but they 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 due to an 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

Candidates for Alternate Coordinator should ideally exhibit the same general qualifications as the Coordinator.

Since the level of responsibility is less for Alternate Coordinator(s), a more flexible judgement of the candidate may be required. The Coordinator (hiring manager) and the Steering Committee may view this position as one that can be grown into.

### 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 and Removal of Alternate Coordinator

The Alternate Coordinator is appointed by the Coordinator of 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 they may be removed at any time by the Steering Committee or the Coordinator for just cause. In the event the office of Alternate Coordinator is vacated, the Coordinator shall appoint, with the Steering Committee's approval, a new Alternate Coordinator.

## Article VII

### Financing

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

## Article VIII

### 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 IX

### Rules of Order

Any procedural matters not specifically dealt with herein shall be governed by Robert's Rules of Order (Revised) or the A.A. Service Manual.

## Article X

### 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 July 11, 2021.

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 \_\_\_\_\_