

# **ROGUE CENTRAL COMMITTEE BYLAWS**

REVISED APRIL 2011

## **PURPOSE**

The purpose of these guidelines is to provide comprehensive guidance regarding administrative and operational procedures of the Rogue Central Committee (R.C.C.)

Any changes to these guidelines shall require a majority vote of the steering committee and a 2/3<sup>rd</sup> vote of the R.C.C. voting members present.

## **PURPOSE OF THE ROGUE CENTRAL COMMITTEE**

The Committee is a service body, guided by the Twelve Traditions and provides a process to aid the Groups in their common purpose: carrying the A.A. message to the Alcoholic who still suffers.

## **SERVICES**

- 1) Carries on 12<sup>th</sup> step work for all Groups and members of A.A. by acting as a Point of contact with A.A. for the general public, accepting and relaying to the nearest A.A. Group pleas for help from Alcoholics and their families.
- 2) Acts as a clearinghouse for information on A.A. meetings and other activities.
- 3) Provides speakers on the subject of A.A. for outside organizations or for A.A. Groups whenever requested.
- 4) Assists in the organization and establishment of new A.A. Groups whenever requested.
- 5) Publishes and distributes a current meeting list.
- 6) Operates and maintains the Central Office and answering service.
- 7) Publishes and distributes a monthly newsletter.

## **MEMBERSHIP**

- 1) The Rogue Central Committee shall be comprised of A.A. Members that are Elected representatives from the A.A. Groups of Josephine County and Rogue River.
- 2) It is suggested that a Member have two years of continuous and immediate Sobriety.
- 3) Members should be familiar with the Twelve Traditions of Alcoholics Anonymous.
- 4) In the spirit of cooperation, a member should be willing to provide his/her name, address, and phone number for R.C.C. business purpose only.
- 5) A Group (as defined in GSO Guidelines) shall exist for three(3) months before Their Group representative will be eligible to vote on R.C.C. matters.

## **MEETINGS**

Regular meetings shall be held once a month. The Chairperson or a 2/3<sup>rd</sup> majority of elected Group representatives or the Steering Committee may call special meetings.

## **BUSINESS MEETING PROCEDURES**

- 1) Motions

All motions shall go thru the Chair.

Before a motion from the floor is accepted by the Chair, a discussion on the Subject is completed, the Chair may call for the motion. If no 2<sup>nd</sup> is received The motion dies. If a 2<sup>nd</sup> is received the Chair shall ask the Secretary to record the motion.

The motion is read back to the full membership for clarification, any further Discussion shall be heard. Any changes in the motion shall be entered into the Minutes. The Secretary shall read the new motion. Another 2<sup>nd</sup> will be called for and if none is received the motion dies. If the 2<sup>nd</sup> is received the Chair shall call for and up or down vote by the voting members. The majority decides either up or down. The vote is binding and final.

If the Chair refuses to bring a subject up for a vote, a 2/3<sup>rd</sup> majority of the voting members of the R.C.C. present shall be required to table a motion.

2) Elections

If possible, positions to be filled shall be announced prior to the actual election. At the time of election, candidates shall announce their availability to fill the position to the R.C.C., the candidates names shall be recorded by the Secretary. The Chairperson shall announce the candidates to the R.C.C. Committee. The voting members shall vote either by a show of hands or by a closed ballot. The Chairperson and Secretary shall count and record the results. The Chairperson shall report the results to the Committee. The Candidate receiving the majority of votes wins. In case of a tie, a revote shall be taken. If another tie occurs, the names shall be drawn from the hat.

3) A quorum shall consist of at least ten (10) members of the R.C.C.

4) All members shall be entitled to one vote, except the R.C.C. Chairperson, who votes only to break a tie.

## **STEERING COMMITTEE**

The Steering Committee's purpose is to handle administrative activities and any Issues that may affect The R.C.C. or the Central Office's ability to carry out our primary purpose.

- 1) It is suggested that an officer have two years continuous and immediate Sobriety.
- 2) It is suggested that officers not be a Group Representative and have previous time in the R.C.C.
- 3) Officers, excluding and Office Manager, shall be elected by the R.C.C. Membership.
- 4) R.C.C. Steering committee shall consist of the Chairperson, Vice-Chairperson, Secretary, Treasurer and Office Manager and shall be known as the Steering Committee for the Rogue Central Committee.
- 5) It is suggested that the terms of office be two (2) years and staggered. Chairperson and Secretary to be elected in February of odd years. Vice-Chairperson and Treasurer to be elected in February of even years. An un-expired term that is vacated shall be filled by a special election.
- 6) The Office Manager is a paid position and not part of the election process. Hiring and termination of the Office Manager position is within the domain of the Steering Committee's responsibilities. An annual performance evaluation of the Office Manager shall be conducted by the Steering Committee with input from the R.C.C.

A job description shall be furnished to the Office Manager by the R.C.C. Chairperson.

## **COMMITTEE CHAIRPERSONS**

- 1) Committee chairpersons shall consist of Public Information Chairperson (PI), Cooperation with the Professional Community Chairperson (CPC), Literature Chairperson, Newsletter Chairperson, and Corrections Coordinators.
- 2) It is suggested that the terms of office shall be two (2) years and staggered.
- 3) Cooperation with the Professional Community, Literature Chairperson, Roundup Liaison, Woman's Jail Coordinator, Bridge Program Coordinator shall be elected in odd years.
- 4) Public Information Chairperson, Newsletter Editor, Men's Jail Coordinator, OYA Coordinator, and Treatment Facilities Coordinator shall be elected in even years.
- 5) Any officer or committee chairperson shall maintain membership unless she/he has two (2) consecutive unexcused absences, or she/he drinks.

## **DUTIES OF THE STEERING COMMITTEE**

- 1) Chairperson
  - A) Shall conduct R.C.C. business meetings as guided by the R.C.C. Guidelines.
  - B) Has a vote on all matters that come before the Steering Committee and may state the rationale for the vote to the R.C.C.
  - C) May make appointments as necessary to ad hoc committees or to fill unexpected or unfilled vacancies.
  - D) Shall coordinate the functions of R.C.C.
- 2) Vice- Chairperson
  - A) Shall act in the absence of the Chairperson and retain his/her vote.
  - B) Shall assist the Chairperson in his/her duties.
  - C) Shall act as liaison between District 7 and R.C.C.

3) Secretary

- A) Shall be responsible for correspondence and minutes of R.C.C.
- B) Shall keep attendance records and determine eligibility of membership.
- C) Shall be responsible to notify members of meetings.

4) Treasurer

- A) Shall keep financial records and maintain R.C.C. bank account.
- B) Shall be one of two co-signers on R.C.C. bank account checks.
- C) Shall be responsible for filing all required legal forms and monitor tax filings.

5) Office Manager

- A) Shall be responsible for the functions of the Central Office According to the Office Manager's job description.
- B) Shall be on duty at the Central Office no more than (40) forty hours per month.
- C) Shall be responsible to keep the Central Office open between the hours of 10:00 a.m. and 4:00 p.m., Monday through Friday.
- D) Shall coordinate A.A. member volunteers to staff the Central Office when the Office Manager is off duty.
- E) Shall serve subject to the action of the Steering Committee.

## **DUTIES OF COMMITTEE CHAIRPERSONS**

- 1) Public Information (PI) Chairperson shall oversee the (PI) Committee in accordance with GSO guidelines.]
- 2) Cooperation with the Professional Community (CPC) Chairperson shall oversee the CPC Committee in accordance with GSO guidelines.
- 3) Newsletter Chairperson
  - A) Shall oversee the Newsletter Committee.
  - B) Shall decide, together with the Newsletter Committee members, on format and content of each issue of the newsletter.
  - C) Shall be familiar with GSO Newsletter packet and position guidelines.
  - D) Shall make a monthly report to the Rogue Central Committee.
- 4) Literature Chairperson
  - A) Shall purchase literature from A.A. World Services.
  - B) Shall keep financial records and maintain literature bank account.
  - C) Shall make monthly written reports to R.C.C.
  - D) Shall oversee Literature Committee.
  - E) Shall be familiar with GSO Literature packet and guidelines.
- 5) Corrections Coordinators
  - 1) Men's Jail Coordinator
  - 2) Woman's Jail Coordinator
  - 3) O.Y.A. Coordinator
  - 4) Bridge Program Coordinator
  - 5) Treatment Centers Coordinator

Corrections Coordinators shall be entitled to a vote in R.C.C. matters provided membership requirements are met. (See Membership 5)

## **ROGUE ROUNDUP LIASON**

A) Shall exchange information between R.C.C. and the Rogue Roundup Board or Committee. If elected by R.C.C. Representative shall be entitled to vote on R.C.C. matters providing Membership requirements are met.

## **ROGUE CENTRAL COMMITTEE CENTRAL OFFICE MANAGER**

### **Draft Job Description**

- a) Shall be responsible for the functions of the Central Office according to this job description.
- b) Shall answer the phone, provide information and arrange 12<sup>th</sup> Step help for those in the local community who contact Central Office seeking help with alcoholism. May refer callers to other agencies in the local area, to meetings of Alcoholics Anonymous, or to other 12-Step groups.
- c) Shall coordinate information for the Answering Service, such as maintaining an updated list of volunteer's members of AA to answer calls during or after office hours.
- d) Shall be responsible to keep the office and meeting room clean and orderly.
- e) Shall keep a written log of activities, including drop-in visitors, out-of-area visitors, literature requests, 12<sup>th</sup>-Step calls, requests for information, requests for help, referrals to other agencies, meeting list distributions.
- f) Shall be responsible for ordering office supplies and daily maintenance of office equipment.
- g) Shall receive and answer mail for District 7 and pay the bills.
- h) Shall be responsible to record all transactions for bills, literature and contributions.
- i) Shall coordinate information from Alcoholics Anonymous World Services -- (GSO) in New York.
- j) Shall report to the Rogue Central Committee a the monthly RCC business meeting.
- k) Shall be on duty at Central Office no more than forty 940) hours per month.
- l) Shall be responsible to keep Central Office open between the hours of 10:00 a.m. and 4:00 p.m., Monday through Friday.
- m) Shall coordinate AA member volunteers to staff the Central Office whe Office Manager is off duty.
- n) Shall serve subject to the action of the Steering Committee, which is responsible for hiring and termination of the Office Manager.

