

**CENTRAL OFFICE OF WESTERN COLORADO  
BY-LAWS**

This version dated November 11, 2017 with amendments through January 29, 2004 incorporated into the text as appropriate.

**Statement of Purpose**

**THE CENTRAL OFFICE EXISTS TO AID THE GROUPS IN THEIR COMMON PURPOSE OF CARRYING THE  
A.A. MESSAGE TO THE ALCOHOLIC WHO STILL SUFFERS**

**ARTICLE I**

**Membership in the Corporation:**

The membership in the corporation shall be made up of the current representatives of the various groups and districts of A.A. in Western Colorado. The corporation shall consist of an Intergroup of a representative from each group, officers of the Intergroup, and a member-at-large from each district. All actions of the corporation shall be guided by The Twelve Traditions, The Twelve Concepts, and the A.A. Service Manual.

**ARTICLE II**

**Offices:**

The principal offices of the corporation shall be in Grand Junction, Colorado; County of Mesa, and are presently located at 1005 North 12<sup>th</sup> Street, Suite 107, Grand Junction, Colorado 81501.

**ARTICLE III**

**Intergroup Functions and Elections:**

The Intergroup is responsible for decisions regarding matters of policy, finance, and/or the A.A. Traditions which may impact the services the Central Office of Western Colorado provides to member groups and districts. Each Intergroup Representative is elected by an A.A. group within Western Colorado. The normal term of service for Intergroup Representatives is two (2) years.

**ARTICLE IV**

**Steering Committee Functions and Elections:**

The Steering Committee of the Intergroup shall consist of the following thirteen (13) members:

Chair  
Vice Chair  
Secretary

**CENTRAL OFFICE OF WESTERN COLORADO  
BY-LAWS**

Treasurer  
Member-At-Large District 1  
Member-At-Large District 2  
Member-At-Large District 5  
Member-At-Large District 14  
Member-At-Large District 17  
Member-At-Large District 18  
Member-At-Large District 20  
Central Office Coordinator (not-elected)  
Assistant Office Coordinator (not-elected) (May vote only in the absence of the Office Coordinator.)

The Steering Committee coordinates, assists, and oversees the daily operation of the Central Office. It is responsible for the administrative operations and policy of the Central Office of Western Colorado. The Steering Committee shall have the freedom of action in the routine conduct of the business affairs of the Central Office.

The term of office for Steering Committee Members shall be for two (2) years. Elections of Officers shall be held at the November meeting of the Intergroup, newly elected officers to assume duties in January of the following year Notice of election meetings shall be posted or published in newsletters or newspapers of common circulation in the A.A. community. Elections will be conducted according to Third Legacy procedure outlined in the A.A. Service Manual. No individual Committee Member shall serve two consecutive full terms or return to the same positions on the Steering Committee. Individuals may be elected for a full term, after completing a partial term in that office. Two (2) years of sobriety and some service experience are recommended for eligibility for Steering Committee office. Candidates for office must be present at elections. Officers shall be elected by the membership in alternate years as follows:

- 1) In even numbered years, the Chair, and Treasurer.
- 2) In odd numbered years, the Vice-Chair, and Secretary.

Members-at-Large shall be elected or appointed by their respective districts in alternative years as follows:

- 1) In even numbered years, Districts 1, 14, 18, and 20.
- 2) In odd numbered years, Districts 2, 5, and 17.

**ARTICLE V**

**CENTRAL OFFICE OF WESTERN COLORADO  
BY-LAWS**

**Duties of Officers:**

See "Policies and Procedures" for specific duties.

**ARTICLE VI**

**Meetings:**

The Steering Committee shall meet monthly on the second Saturday of each month to 'handle the administration of the' Central Office and deal with 'general policy and plans' for the Central Office (A.A. Guidelines for Central Office and Intergroup Offices, p. 3). Special meetings of the Steering Committee may be held at the call of the Chair.

The Intergroup shall meet at least once a quarter to afford Intergroup Representatives sufficient opportunity to 'maintain effective control over central office operations' and keep a 'two-way flow of information going between the central office and the groups' (A.A. Guidelines for Central and Intergroup Offices, p. 3).

**ARTICLE VII**

**Quorum:**

A quorum of the Steering Committee shall consist of all voting members present with a minimum of three (3) members.

A quorum of Intergroup shall consist of all voting Intergroup members present with a minimum of three (3) members.

**ARTICLE VIII**

**Voting:**

Each Intergroup member shall have one (1) vote. No individual may cast more than one (1) vote. In all matters a two-thirds (2/3) majority shall be required for approval. Minority opinions shall be heard and additional votes taken as necessary.

**ARTICLE IX**

**CENTRAL OFFICE OF WESTERN COLORADO  
BY-LAWS**

**Annual Report:**

The Treasurer shall make a written year-end summary which lists the assets and liabilities of the corporation.

**ARTICLE X**

**Vacancy in Office:**

Vacancy in the Office of Chairman will be filled automatically by the Vice Chairman. Vacancy in the Office of Treasurer will be filled by the Vice Chairman and vacancy in the Office of Secretary will be filled by one of the Members-At-Large until an election can be held.

Special elections will be held at the regular Intergroup meeting one month following the meeting at which the vacancy is announced.

Recall procedures may be initiated by any voting member. Such motions must be supported by a clear statement of cause. The recall vote shall be by written ballot and requires a two-thirds (2/3) vote for removal. Some reasons for recall: Two (2) or more consecutive absences without a prior excuse, loss of sobriety, or actions detrimental to the local A.A. community.

**ARTICLE XI**

**Fiscal Year:**

The fiscal year of the corporation shall coincide with the year of the calendar. January 1 – December 31.

**ARTICLE XII**

**Authority of Officers:**

Any officer of the corporation or combination of officers, may be authorized by resolution of the Steering Committee to sign, execute, and deliver any and all contracts, instruments, or transfer, lease, or other legal documents required to carry out the purposes of the corporation. There shall be a special resolution required for expenditures of two hundred and fifty dollars (\$250.00) except for reoccurring expenses.

**ARTICLE XIII**

**Fiscal Responsibility:**

**CENTRAL OFFICE OF WESTERN COLORADO  
BY-LAWS**

The financial affairs of the Central Officer of Western Colorado are the financial affairs of the corporation, which bears the fiscal responsibility and accountability both to the membership and as prescribed by application state, local and federal law.

**ARTICLE XIV**

**Dissolution:**

No dividend or distribution of corporate property shall be made except upon final dissolution and surrender of corporate organization and name, and then only in compliance with C.R.S. 7-40-107, as amended and 7-26-102, et. seq.

In the event of dissolution, no corporate property or proceeds resulting from dissolution shall be given to individuals. Any property or proceeds shall only be given to non-profit organizations.

**ARTICLE XV**

**Additional Powers:**

The exercise of any corporate function, poser, duty, right or privilege shall be governed solely by the Certificate of Incorporation and these by-laws.

**ARTICLE XVI**

**Amendments:**

Authority to amend these By-laws and the Articles of Incorporation is vested in the representatives of Intergroup and any such amendment must be by vote of two-thirds (2/3) of the voting members voting in favor of the change or amendment The committee shall then comply the C.R.S. 7-40-105, as amended, as to such amendments.

These By-laws originally adopted by the Steering Committee on the XX<sup>t</sup> day of XXXXX, 2018; and amended on May 31<sup>st</sup>, 1990; December 17, 1998; July 27, 2000; and January 30, 2004 by the Intergroup. This revision, incorporating said amendments, was adopted by the Intergroup on xxxxxx, 2018.

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Chairman

Secretary

**CENTRAL OFFICE OF WESTERN COLORADO  
BY-LAWS**

STATE OF COLORADO  
County of Mesa

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 2018, on page five (5) of the foregoing documents, consisting of five (5) pages, by the duly elected Chairman and Secretary.

Witness my hand and official Seal:

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_