

CENTRAL OFFICE OF WESTERN COLORADO BY-LAWS

This version dated September 10, 2022, was originally adopted on December 1, 1989; and amended on May 31, 1990; December 17, 1998; July 27, 2000; January 30, 2004 and January 13, 2018 incorporated into the text as appropriate.

Statement of Purpose

**THE CENTRAL OFFICE EXISTS TO AID THE GROUPS IN THEIR COMMON
PURPOSE OF CARRYING THE ALCOHOLICS ANONYMOUS (AA) 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 (Alcoholics Anonymous) (AA) 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 (Alcoholics Anonymous) (AA) 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 740 Gunnison Ave. Suite 106 Grand Junction, Colorado 81501.

ARTICLE III

Intergroup Functions and Elections:

The Intergroup is responsible for decisions regarding matters of policy, finance, and/or the Alcoholics Anonymous (AA) 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 Alcoholics Anonymous (AA) group within Western Colorado. The normal term of service for Intergroup Representatives is two (2) years.

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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

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 (Chair, Vice Chair, Secretary, and Treasurer) 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 published in the Western Slope Notes [newsletter in](#) the Alcoholics Anonymous (AA) community. Elections will be conducted according to Third Legacy procedure outlined in Alcoholics Anonymous (AA) Service Manual. No individual Officer 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 in person or via virtual meeting platform at elections. Officers shall be elected by the membership in alternate years as follows:

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

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Members-at-Large shall be elected or appointed by their respective districts. The normal term of service for Member-at-Large is two (2) years.

ARTICLE V

Duties of Officers:

See "*Central Office of Western Colorado Steering Committee/Intergroup Policies & Procedures*" revised _____ for specific duties.

ARTICLE VI

Meetings:

The Steering Committee shall meet monthly on the second Saturday of each month in conjunction with Intergroup to handle the administration of the Central Office and deal with general policy and plans for the Central Office. Special meetings of the Steering Committee may be held at the request of the Chair.

The Intergroup shall meet at least monthly on the second Saturday of each month in conjunction with the Steering Committee 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.

The Steering Committee shall also meet once a quarter, independent of the Intergroup, for the purpose of reviewing and discussing any pertinent issues that need attention prior to being presented to Intergroup.

ARTICLE VII

Quorum:

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

A quorum of Intergroup shall consist of all voting Steering and Intergroup Committee members present with a minimum of six (6) members.

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ARTICLE VIII

Voting:

For Steering Committee matters, each officer (Chair, Vice Chair, Treasurer and Secretary), Member-at-Large for Districts 1,2,5,14,17, 18 & 20 and Central Office Coordinator shall have one (1) vote. If not in attendance, an Alternate Member-at-Large or Assistant Central Office Coordinator may vote in their absence. No individual may cast more than one vote.

For Intergroup matters, each officer (Chair, Vice Chair, Treasurer and Secretary), Member-at-Large for Districts 1,2,5,14,17, 18 & 20, Intergroup Representatives, Central Office Coordinator and Service Committee Chairpersons shall have a voice and one vote when present. If not in attendance, an Alternate Member-at-Large, Alternate Intergroup Representative, Service Committee Co-Chair or Assistant Central Office Coordinator may vote in their absence. No individual may cast more than one vote.

The Chair shall have the latitude to determine whether a motion is administrative or substantive in nature during Steering Committee and Intergroup Meetings.

Voting on administrative motions during Steering Committee and Intergroup Meetings requires a simple majority. Voting on substantive motions during Steering Committee and Intergroup Meetings requires a two-thirds (2/3) vote for approval. Minority opinion shall be heard for both administrative and substantive motion votes.

Amendments to these By-Laws is vested with members of the Intergroup and requires two-thirds (2/3) vote for approval of amending these By-Laws.

ARTICLE IX

Annual Report:

The Treasurer with the assistance of the Central Office Coordinator shall make a written year-end summary which lists the assets and liabilities of the corporation including a year-end Balance Statement and Profit & Loss Statement.

ARTICLE X

Vacancy in Office:

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Vacancy in the office of Chair will be filled automatically by the Vice Chair. Vacancy in the office of Treasurer will be filled by the Vice Chair 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. Details of Special Elections will be forwarded to Steering Committee members, Intergroup Representatives and Alcoholics Anonymous groups in Western Colorado via email and Central Office website.

Recall procedures against Steering Committee officer may be initiated by any voting member of Steering Committee or Intergroup. 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 include: Three (3) or more consecutive absences without a prior excuse, loss of sobriety, or actions detrimental to the local Alcoholics Anonymous 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:

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The financial affairs of the Central Office 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 applicable 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, 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 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 Steering Committee shall then comply with C.R.S. 7-40-105, as amended, as to such amendments.

These By-laws were originally adopted by the Steering Committee on the 1st day of December, 1989; and amended on May 31st, 1990; December 17, 1998; July 27, 2000; January 30, 2004 and January 13, 2018 by the Intergroup. This revision, incorporating said amendments, was adopted by the Intergroup on _____.

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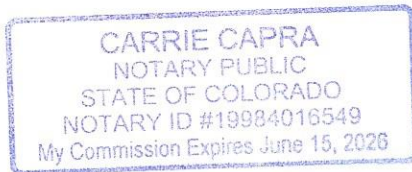
Sue Brookman
Chairman

Harry Smith
Secretary

STATE OF COLORADO
County of Mesa

Subscribed and Sworn to before me this 10th day of June 2023,
on page seven (7) of the foregoing document, consisting of seven (7), by the duly
elected Chairman and Secretary.

Witness my hand and official Seal:



Carrie Capra
Notary Public

My Commission expires:

6/15/26