



Procedure Guidelines

DENVER AREA CENTRAL COMMITTEE OF
ALCOHOLICS ANONYMOUS

Approved by DACCAA 09/03/2024

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STATEMENT OF PURPOSE:

Established to help carry out functions best served as shared responsibilities common to local AA groups in order to still help the suffering alcoholic, the Denver Area Central Committee of Alcoholics Anonymous¹ (DACCAA) serves AA in the Denver Area. Providing direct communication between the groups, and public relations services for the general public. DACCAA will be the representative group through which all applicable decisions are approved, and in which rests ultimate responsibility for providing service to the AA fellowship as a whole in the Denver Area.

DACCAA, a non-profit corporation 501(c)(3) under the laws of the State of Colorado. DACCAA, is guided by the Traditions and Concepts of Alcoholics Anonymous. These guidelines are not a legal document. These guidelines set forth the means and manner by which DACCAA may best serve the Denver area AA community.

ARTICLE I

A. GROUP QUALIFICATIONS FOR DACCAA

1. Any group of Alcoholics Anonymous, formed in keeping with the Traditions of the fellowship, may become a member of DACCAA, provided that:
2. The group is located within the area boundaries as defined by DACCAA.
3. The group presents the current name, address, phone number (s) of a delegate and alternate to the Central Office, along with the group name, meeting place, meeting times (s) and days.
4. The group expresses a willingness to participate in Twelfth Step opportunities.
5. The group expresses a willingness to participate in 7th Tradition contributions toward DACCAA

ARTICLE II

DACCAA serves, but does not govern, the fellowship of Alcoholics Anonymous in the greater Denver Area. DACCAA consists of Central Office Delegates (C.O.D.), Operating Committee (OC) and Office Staff as further defined below.

B. FUNCTIONS OF DACCAA

COMMITTEE DUTIES:

1. All proceedings of this committee shall be presided over by a chairperson elected in accordance with procedures set forth in these guidelines.
2. It shall be responsible for the review and approval of all expenditures of the Central Office and all committees and activities of the Operating Committee within the guidelines specified within Article III.

¹ Central office or Intergroup are terms used interchangeably

3. This committee shall have responsibility for the review and approval of all actions of the Operating Committee, Central Office staff, and all committees and functions of the Denver Area Central Committee.
4. DACCAA shall develop, implement, and supervise, a policy and procedure guide for operations of the Central Office, DACCAA and all subcommittees.
5. It shall have responsibility for continued implementation of policies and procedures included in this guide until such time as they are properly amended or repealed.
6. DACCAA shall be empowered to delegate specific responsibilities to the Operating Committee provided that the Operating Committee reports all actions at its earliest opportunity to DACCAA for review.
7. Both bodies of DACCAA (COD & OC) shall meet monthly, at a time and place to be set by vote of the committee quorum (two-thirds of entire committee)
8. It shall be the responsibility of this committee to maintain and coordinate communication with the AA community in order to provide an exchange of information, and to provide services to the community in keeping with the traditions of AA and budgetary restrictions.

C. CENTRAL OFFICE DELEGATE (COD)

WHAT IS A COD?

The COD provides an essential service to the A.A. community, linking their individual group conscience with DACCAA and the Central Office.

WHAT DOES A COD DO?

1. Attend the monthly delegates meeting. Attendance at meetings is important so that each group has a voice in reviewing the activities of all the committees and approving actions. The meeting is also attended by officers and committee chairpersons. COD's or their alternates can make motions, second motions and vote. Each group has only one vote.
2. The COD is responsible for reviewing and approving the budget, meeting minutes, financials, and any amendments to this document for operations of the Central Office.
3. Report the results of these meetings to your home groups. Arrange with your group secretary for a few minutes at each group business meeting to keep members informed about what is happening at DACCAA and Central Office.
4. Informing the Central Office staff of home group meeting times, places, and days to keep the published meeting directory up to date.
5. Urging home group participation in the 12 Step List, Night Watch, Bridge the Gap, Last Drop newsletter, Longtimer's luncheon, and other activities & events. All of these activities require volunteers. Most AA members need only be reminded their services are needed.
6. Encourages the home group to observe the 12 Traditions.

CANDIDATES FOR COD²

1. It is suggested that delegates have one year of sobriety at the time of election or appointment and be an active member of the group.
2. Each group will be entitled to one vote which may be cast by either delegate or alternate, according to group instruction or agreement.
3. In the spirit of rotation, it is suggested that the term of service be one year for both the delegate and the alternate.
4. It is suggested that the delegate act in accord with the informed group conscience and feel free to exercise the right of decision where appropriate.

² Eligible to stand for Operating committee position after serving as COD

D. ZONE REPRESENTATIVES

1. The purpose of the Zone Rep is to serve on the DACCAA Operating Committee in one of the following roles: Vice Chair, Assistant Secretary, Assistant Treasurer or Delegate at Large.
2. Elections for Zone Representatives will be scheduled for November of each calendar year.
3. Elected Zone Reps will submit service resumes to the Operating Committee. In a reasonable time frame, not exceeding three months, the Operating Committee members will elect a Vice Chairperson, Assistant Treasurer and Assistant Secretary from these newly elected Zone Reps.
4. Candidates for elections should be active in AA service work, and other activities in their area, and have at least two years of continuous sobriety at the time of election.
5. Service resumes shall include sobriety date, home group, relevant AA service experience, non-profit service and work experience.
6. Individuals qualified to be Operating Committee members may also be nominated by sending an AA resume to the Central Office or may be nominated by a registered representative at least one month prior to the elections.
7. Zone Representatives will be voting members of the Operating Committee upon their election by the zone groups they represent.

E. ZONES

For the purpose of the elected Operating Committee selection, divide the Denver Area into four zones, with Broadway as the East-West dividing line and Ellsworth as the North-South dividing line. There shall be two delegates per zone, with each delegate per zone elected on alternating years. These are the zone numbers:

<ul style="list-style-type: none"> • North of Ellsworth and East of Broadway - Zone 1 • South of Ellsworth and East of Broadway - Zone 2 • South of Ellsworth and West of Broadway - Zone 3 • North of Ellsworth and West of Broadway - Zone 4 	4	N ↑	1
	BROADWAY	ELLSWORTH	2
	3		

F. OPERATING COMMITTEE SELECTION

1. Each year, one voting member of the Operating Committee is to be elected from each of the 4 current zones. (Making it so there are consistently two elected delegates from each Zone on the Committee.)
2. Suggested term is one year with presumption to rotate into the secondary position following year (ie. Elected Zone Rep who becomes the Assistant Secretary in their 1st year, rotates to become Secretary year 2)
3. Suggested to have 2 years of continuous sobriety. (365 days, twice, unbroken)
4. A member may serve only one term after serving an expired term.
5. In a reasonable timeframe, not exceeding three months, the Operating Committee members will elect a Vice Chairperson, Assistant Treasurer, Assistant Secretary and member at large from new voting members.
6. Standing Committee Chairs are appointed by the Operating Committee Chair. Standing chairs may be any member willing to serve our fellowship (not an elected Zone Rep). Exception being the Event Chair (See ARTICLE VI A). Standing Committee Chairs serve for one year, concurrent with the term of the OC chairperson. Standing Chairs can serve for a second year at the current Chairperson's discretion.

G. OPERATING COMMITTEE (OC)

WHAT IS THE OPERATING COMMITTEE?

For purposes of more efficient operations of the daily services and functions of the Central Office and committees, there shall be established an Operating Committee which shall function as an executive committee to oversee the daily activities and functions of the office staff and committee proceedings. The Operating Committee consists of elected zone reps who serve as officers, appointed standing committee chairs and office staff. This committee shall be responsible to DACCAA, and report to that committee each month.

WHAT DOES THE OPERATING COMMITTEE (OC) DO?

1. Attend the Monthly COD meeting and the Monthly OC meeting where they have a voice and vote.
2. Exceptions to the vote are the Chairperson, who votes only in case of a tie OR in the case of an officer choosing to abstain from voting rights, on an issue for a stated reason. (ex: conflict of interest)
3. Develop and implement workable job descriptions, a performance review process and compensation schedule for Central Office Staff.
4. The Operating Committee shall be responsible for the preparation, presentation, implementation, review and approval of an annual budget for operations of the Central Office within the guidelines specified in Article III.
5. Provide general supervision and review of office and committee functions to assure compliance with policy and traditions established by DACCAA guidelines.
6. Review appointment of committee chairpersons and recommend confirmation or rejection to DACCAA.
7. Work with staff and committees to establish specific goals, objectives, budget, and procedures to allow maximum coordination of effort and effectiveness in service to the community.
8. Evaluate and recommend specific ways and means for the continued provision of adequate funding and services in keeping with the stated purposes and objectives of DACCAA and Central Office functions within the community.
9. Encourage and review volunteer participation in office functions and committee activity.
10. Be responsible for the development, implementation and systematic review of an accounting and record-keeping system which accurately reflects the financial condition of the office and committees.
11. Establish and implement specific responsibilities and functions of all elected and appointed officers and chairpersons with a periodic review of performance to allow for redefinition as needed.
12. Perform a periodic review of Central Office staff performance.
13. Select, hire, fire, set performance standards, establish specific compensation rates, provide direction, and review performance of the Central Office Manager. It is expressly understood that the Central Office Manager shall be responsible to the Chairperson of this committee and through this process, to the Committee as a whole.
14. Perform such other functions and assume such other responsibilities as may, from time to time, be assigned to it by DACCAA.
15. Provide procedures and guidelines for development and maintenance of the current Twelfth Step referral system. (Night Watch)
16. Meet with the office manager periodically to discuss policies for buying, selling, and/or distributing literature, reference books, placards, displays, brochures, and related materials.
17. Development and implementation of guidelines for the handling of contributions, receipt of donations, fund-raising policies, and related financial development efforts.

CANDIDATES FOR OC

1. It is expressly intended that this Committee shall function under the right of decision (Concept III) in its deliberations with full recognition of the fact that DACCAA is the full group conscience body of the Fellowship structure. Officers and delegates are but trusted servants of the groups they represent.
2. Suggested to have a considerable period of sobriety (two years or more), have completed the 12 Steps (of Alcoholics Anonymous) and have service experience at the Group, Area, District or DACCAA level.

3. Should demonstrate an active interest in DACCAA.
4. Suggested term of one year, with presumption of rotation for any secondary positions.
5. We anticipate that the elected Vice Chair will assume the role of Chairperson after one year, as part of their natural progression within the organization's leadership structure.
6. Any "slip" will automatically disqualify a committee member from serving. (a "slip" is drinking)

H. CENTRAL OFFICE STAFF

WHAT IS THE CENTRAL OFFICE?

The Central Office staff consists of the following members: Office Manager, Office Assistant, AA Volunteers, and Contracted Workers.

DACCAA may authorize establishment and staffing of the Central Office to coordinate and direct services to the Fellowship in the Denver area. The Central Office, upon authorization of DACCAA, shall function under the general direction of DACCAA in keeping with the purposes, principles, Traditions and Concepts of the AA Fellowship.

WHAT DOES THE CENTRAL OFFICE DO?³

The primary purpose of the Central Office shall remain as a service facility which is maintained, supervised, and supported by the AA groups in the Denver area for the common goal of carrying the AA message to the alcoholic who still suffers.

1. Acts as the focal point for Alcoholics Anonymous information
2. Publishes a monthly newsletter
3. Coordinates Twelve Step referral services
4. Provides public information services
5. Distribution and sales of approved literature
6. Answering service for AA inquiries and referral
7. Communicates and cooperates with the community
8. Coordinates services to the Fellowship
9. Publishes meeting lists and other fellowship activities of interest
10. Maintains historical archives.
11. Hosts or coordinates local AA events
12. Responds to inquiries from the fellowship by providing information

I. MEETINGS

ANNUAL BUDGET MEETING

1. The annual budget meeting shall include, but not be limited to, a full disclosure of the financial condition of the DACCAA and all operations under its supervision along with projected financials for the following year.
2. Meeting is held in the second quarter of the year, so that a Draft Budget may be presented to all CODs in a timely manner to take back to their groups for any feedback or ratifications to be approved prior to the beginning of January fiscal year.
3. Also included shall be a report on the activities of all committees, office operations and special projects of the Committee.

COD MEETINGS

1. Participation of AA groups (see Article I) is encouraged.
2. Attendance at the monthly COD meeting is important so that each group has a voice in reviewing the activities of all the committees and approving actions.

³ For more information, please see GSO document MG2 or AA Service Manual for more information about Central Office or Intergroup

3. COD's, their alternates, or OC members can make motions, second motions and vote. Each group has only one voting representative..
4. Two-thirds of the committee shall constitute a quorum.
5. COD meetings typically occur on the first Tuesday of each month

OPERATING COMMITTEE MEETINGS

1. The Operating Committee shall meet once each month in advance of the COD meeting.
2. Two-thirds of the committee is a Quorum.
3. Special meetings may be called upon seven days' notice by the Chairperson or three members of the Operating Committee.
4. All members of the OC committee have a voice and vote.
5. Exceptions to the vote are the Chairperson, who votes only in case of a tie OR in the case of an officer choosing to abstain from voting rights, on an issue for a stated reason. (i.e. conflict of interest)
6. Operating Committee meetings typically occur on the last Tuesday of each month

SPECIAL MEETINGS

1. Special meetings of DACCAA may be called with notice to each delegate five calendar days in advance of the meeting.
2. Specific items to be addressed shall be stated on the notice.
3. Such meetings shall be restricted to discussion and action upon only those items included in the notice unless a two-thirds majority of registered delegates present agree to include additional items.
4. Special meetings may be called by the Chairperson or DACCAA or on the written request of delegates representing ten percent of registered groups.

ARTICLE III

J. CONTRIBUTIONS AND FINANCIAL SUPPORT

1. DACCAA will maintain the guidelines for accepting contributions to DACCAA and its operations in conformance with GSO guidelines.
2. Members and/or groups are encouraged to follow AA Traditions in providing the financial support needed to carry out the functions of the office and its committees.
3. Consistent with the AA Traditions, and of AA as a whole in the Denver area, any DACCAA activities need to receive prior approval of DACCAA in a regular or special meeting.
4. Similar to what is found in our AA Service Manual, DACCAA is to maintain a prudent reserve sufficient to cover 12 months operating expenses. One full calendar year will be used to collect the prudent reserve. If funds exceed the suggested 12 months prudent reserves, a second calendar year will be given to the committee to formulate actions to adjust the reserves to 12 months operating expenses.

ARTICLE IV

K. RECALLS AND VACANCIES

1. DACCAA delegates have the power to recall any voting member of the Operating Committee. To initiate the recall process, a petition signed by at least three delegates must be presented at a regular meeting, and the petition will be voted on at the next regular meeting. For the recall to be successful, a two-thirds majority of the delegates present, and voting must vote in favor of it. If the petition fails to carry by such a majority, it fails.
2. If a recall is successful, a new member will be elected by the delegates of the zone previously represented by the removed member to serve the remaining term. In the case of a vacancy in the position of a voting member for any reason, the delegates from the zone represented will elect a replacement member at the next regular delegate meeting to serve for the remaining portion of the term left vacant.
3. If there is any vacancy in an Operating Committee office, the Operating Committee will elect an officer from among its members to serve for the remainder of the term left vacant.

4. DACCAA delegates have the authority to recall any voting member of the Operating Committee. Such recall can be initiated by the endorsement of three delegates and presented during any regular meeting. The petition for recall will be put to vote at the subsequent regular meeting.
5. For a recall to be successful, a two-thirds majority of the present and voting delegates must vote in favor of the recall. If the petition fails to secure this required majority, the recall attempt will be unsuccessful.
6. Upon a successful recall, delegates from the zone previously represented by the removed member will hold an election to choose a replacement who will serve the unexpired term.
7. In case of a vacancy for any reason in the position of a voting member, delegates from the respective zone will convene at the next regular delegate meeting to elect a new member who will serve the remaining duration of the vacant term.
8. Any officer or committee chairperson who misses three consecutive regular or properly called special meetings shall be deemed to have vacated that office and vacancy procedures will be adopted for replacement. The exception to this policy shall be an excused absence voted upon and accepted by a majority of the committee on which the officer or chairperson serves. Such excused absences are to be recorded in the minutes of the proceedings.
9. The elected individuals, as outlined in Article IV, will form the voting members of the Operating Committee, and they will convene monthly. These monthly meetings will also include the presence of the Central Office Manager and the Chairpersons of the Central Office Standing Committees, who will serve as ex officio, non-voting members of the Operating Committee.

ARTICLE V

L. OFFICERS AND THEIR DUTIES

These officers are Chairperson, Vice-Chairperson, Treasurer, Assistant Treasurer, Recording Secretary, and Assistant Secretary who shall serve as trusted servants in keeping with the traditions of AA.

CHAIRPERSON

1. Facilitate DACCAA meetings and primary point of contact for the Operating Committee.
2. Nominate chairpersons for any approved standing or special committees, subject to confirmation by DACCAA.
3. Call or arrange special meetings of DACCAA or the Operating Committee in accordance with the procedures specified in the guidelines.
4. Provide direct supervision and guidance to the Central Office Manager and committee chairpersons, acting as the delegated representative of the Operating Committee.
5. Offer leadership and coordinate the efforts of DACCAA, its staff, and committees.
6. Collaborate with fellow officers and staff to strategize and implement initiatives aimed at enhancing and expanding essential services.
7. Hold the right and obligation to cast a vote in DACCAA meetings and Operating Committee meetings solely in the event of a tie vote, and only after a second ballot on any given issue.
8. Serve as an ex-officio member of all standing and special committees, without voting rights, and attend such meetings at their discretion.
9. Be accountable to the Operating Committee for providing reports on office and committee activities, while also having specific responsibilities to DACCAA for the proper performance of their duties.

VICE-CHAIRPERSON (ONE YEAR WITH PRESUMPTION OF SUCCESSION TO CHAIRMANSHIP)

1. Act as the Chairperson in the absence or unavailability of the Chairperson.
2. Serve as an ex-officio member of standing and special committees of DACCAA upon approval by the Chairperson, without voting privileges.
3. Coordinate special events and activities organized by DACCAA, such as information seminars and new member orientation meetings. This coordination is aimed at preventing confusion and duplication of efforts.

4. Dedicate time to prepare for the Chairmanship role by becoming familiar with the history, needs, and financial parameters of both the office and DACCAA. Additionally, the study of the Traditions and Concepts of Alcoholics Anonymous and understanding the service objectives of the Committee are important aspects of this preparation.
5. Following a satisfactory completion of the term as Vice-Chairperson, the individual will assume the role of Chairperson for the subsequent year. This arrangement is intended to provide continuity and informed leadership to the Fellowship in the Denver area. "Satisfactory completion" involves a review of the Vice-Chairperson's performance by other members of the Operating Committee, and if deemed unsatisfactory, the matter will be referred to a vote by DACCAA.

TREASURER (ONE YEAR)

1. Oversee, and be specifically responsible for, reporting of the accounting and recordkeeping system established and approved by the Operating Committee.
2. Provide periodic reports to the Operating and DACCAA on the financial condition and adherence to procedures of the office and committees.
3. Evaluate and recommend changes for financial and record keeping methods as the need for changes may arise.
4. Look at transactional records or general ledger on a semiannual basis to confirm financial data before presenting those findings to the OC and COD.
5. In cooperation and coordination with the Chairperson, assist the office manager and staff in the preparation and submission of the monthly financial reports to the Operating and Central Committees at the regular monthly meetings.
6. In coordination with special events chairpersons, arrange for and designate specific persons to handle financial transactions for these functions, including the proper and timely deposit and accounting report of receipts and expenditures.
7. Chair annual budget meeting⁴ including consideration of cost of living adjustments (COLA) attended by one other operating committee member, the office manager and two appointed committee members with expertise in finance.

ASST TREASURER (ONE YEAR WITH PRESUMPTION OF SUCCESSION AS TREASURER)

1. Assume duties and responsibilities of the Treasurer in case of absence or incapacity.
2. Work with the Treasurer in preparation of reports and activities review to familiarize themselves with responsibilities of the office.
3. Upon satisfactory completion of term of office, this officer shall assume the duties of Treasurer for the next term. "Satisfactory completion" shall be the same as for the Vice Chairperson.

RECORDING SECRETARY (ONE YEAR)

1. Attend all meetings of DACCAA and the Operating Committee.
2. Keep full and complete minutes of proceedings of these meetings with verbatim records of motions passed and resolutions adopted.
3. Provide copies of these minutes to the Central Office Manager within five days of the meeting date for distribution at monthly meetings.
4. Make corrections and additions as directed by DACCAA to minutes presented for approval at monthly meetings.
5. Keep complete files of corrected minutes and maintain this file on a monthly basis with copies readily available in the Central Office for examination by any delegate or member of the Fellowship.

ASSISTANT SECRETARY (ONE YEAR WITH PRESUMPTION OF SUCCESSION AS SECRETARY)

⁴ For mor information about meetings see Article II, Section I

1. Assume duties and responsibilities of Recording Secretary in case of absence or incapacity.
2. Work with the Recording Secretary to familiarize himself or herself with duties of the office.
3. Upon satisfactory completion of term of office, this officer shall assume the duties of Recording Secretary for the next term. "Satisfactory completion" shall be as defined for the Vice Chairman.

DELEGATE AT LARGE

1. Elected Zone representative that sits on the operating committee and fills any roles necessary to help maintain the function of the OC, and/ or ad hoc committees.
2. They also attend the OC meeting and delegate meetings.
3. The Delegate at large should be well versed in all aspects of the Operating Committee roles.

M. OPERATING COMMITTEE VOTING RIGHTS

It is the responsibility of the operating committee members to attend all OC and Delegate meetings of DACCAA and to vote on all items brought before the Committee. Exceptions are the Chairperson, who votes only in case of a tie OR in the case of an officer choosing to abstain from voting rights, on an issue for a stated reason. (Ex: conflict of interest)

ARTICLE VI

N. STANDING SERVICE COMMITTEES

All service committees, except the Operating Committee, may be formed at the direction of DACCAA, or upon suggestion of the Chairperson of DACCAA with approval of a majority of DACCAA delegates voting at any regular meeting of the Central Committee.

STANDING COMMITTEES:

- Night Watch
 - Last Drop
 - Bridging the Gap
 - Tech Committee
 - Archives
 - Events⁵
 - Ad Hoc
1. Unless otherwise stated, standing committee chairs will serve for one year with a second year option, concurrent with the term of the OC chairperson and at their discretion.
 2. The OC chairperson of DACCAA will appoint, with confirmation, the Chairperson for each Standing committee.
 3. No standing or special committee of DACCAA shall have the power, authority, or permission to obligate or speak publicly for DACCAA, without documented consent approved by DACCAA.
 4. Standing Committee Chairpersons may use special workers when necessary.
 5. All such members of these standing committees are subject to confirmation by DACCAA.
 6. DACCAA retains the right to limit and specifically direct the activities of any committee for the purpose of avoiding duplication, misdirection, or controversy.

ARTICLE VII

O. AMENDMENTS

Amendments to this document can be adopted after a two-thirds majority vote to ensure transparency, and participation for the voting delegate members.

⁵ Chair of this committee is the Elected Vice Chairperson of the Operating Committee

ARTICLE VIII

P. GENERAL WARRANTIES

In all its proceedings, DACCAA, the Operating Committee and its service committees shall observe the spirit of all the AA Traditions and Concepts. Taking great care that these committees should never become a seat of power, that none of its committee members shall ever be placed in a position of unqualified authority over any of the others and that all important decisions be reached by discussion, vote and, wherever possible, substantial unanimity.

ARTICLE IX

REQUIRED NON-PROFIT ADHERENCE

No part of the new contributions or receipts of DACCAA shall inure to the benefit of or be distributed to, its member groups, individual AA members or other private persons, except that the DACCAA through the Operating Committee may authorize and pay reasonable compensation to the Central Office Staff as provided in Article VI.

No substantial part of the activities of DACCAA shall be the carrying on of propaganda or otherwise attempting to influence legislation, participate in any political campaign on behalf of any candidate for public office, as provided by the established Traditions of Alcoholics Anonymous. Notwithstanding any other provision of these articles, DACCAA shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income Taxes.

DISSOLUTION

Upon the dissolution of the DACCAA, whether such dissolution shall be a result of voluntary action on the part of that committee, court order or any other reasons, no part of the remaining assets of DACCAA after discharge of all individual or Alcoholics Anonymous groups. After paying or making provision for the payment of all liabilities of DACCAA, then all remaining assets should be converted to the cash by sale and such proceeds, together with all cash in bank and on hand shall be contributed directly to the General Service Office of Alcoholics Anonymous in New York. In the event this organization will not or cannot accept this contribution, the remaining assets shall be distributed to any organization or organizations which are exempt from Federal Income Taxes under Section 501(C)(3) of the Internal Revenue Code.