

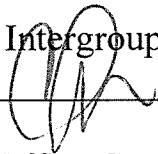
ORANGE COUNTY INTERGROUP ASSOCIATION OF  
ALCOHOLIC ANONYMOUS

**Orange County Intergroup Association  
of  
Alcoholics Anonymous**

**Central Office Committee  
Guidelines**

Approved by the Orange County Intergroup Association Service Board

Original Edition: \_\_\_\_\_

 7/12/23

Orange County Intergroup Central Office Committee Chair \_\_\_\_\_

**ORANGE COUNTY INTERGROUP ASSOCIATION OF  
ALCOHOLIC ANONYMOUS**

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**ORANGE COUNTY INTERGROUP ASSOCIATION OF  
ALCOHOLIC ANONYMOUS**

**ARTICLE I**

**Name**

The name of this Committee shall be the Orange County Intergroup Association Central Office Committee.

**ARTICLE II**

**Purpose**

Section 1. Central Office Committee Purpose. The Central Office Committee provides guidance and direction to the Central Office.

Section 2. Functions.

a. Coordination and Communications. The Central Office Committee Chair functions as the primary Channel of information and communications between the Central Office and the Intergroup and Service Board. The Central Office Committee Chair may appoint or select ad hoc committees to support Central Office Committee tasks.

b. Policies. The Central Office Committee reviews Central Office policies and documentation to ensure they reflect the purpose and mission of Alcoholics Anonymous and the Orange County Intergroup Association.

c. Business. The Central Office Committee Chair may appoint or select ad hoc committees to support Central Office Committee tasks.

d. Guidance. The Central Office Committee Chair ensures that Central Office activities are conducted within the guidelines of applicable Federal and California laws and regulations; the *Twelve Traditions of Alcoholics Anonymous*; and the *Twelve Concepts for World Service* including the *General Warranties of World Service*.

**ORANGE COUNTY INTERGROUP ASSOCIATION OF  
ALCOHOLIC ANONYMOUS**

**ARTICLE III  
Members**

Section 1. Membership. Members of the Central Office Committee are appointed by the Central Office Committee Chair.

Section 2. Sobriety Requirement. Central Office Committee members should have a suggested minimum of one year of continuous current sobriety.

**ARTICLE IV  
Meetings**

Section 1. Central Office Committee Meetings. The Central Office Committee meets as needed at the Central Office at a time set by the Committee Chair.

**ARTICLE V  
Responsibilities**

Section 1. Primary Responsibility. The Central Office Committee is autonomous under the provisions of Concept X of the *Twelve Concepts for World Service*. However, the Committee is directly responsible to the Service Board of the Orange County Intergroup Association and subsequently responsible to the Intergroup Representatives.

Section 2. Administrative Responsibility. The Central Office Committee will provide administrative guidance and oversight to Central Office Management.

Section 3. Operational Responsibility. The Central Office Manager will provide operational guidance to Central Office personnel.

Section 4. Intergroup Web Site Responsibility. The Central Office Committee will provide guidance and oversight of the Intergroup Web Site.

**ORANGE COUNTY INTERGROUP ASSOCIATION OF  
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**ARTICLE VI  
Financial Matters**

Section 1. Funding. The Intergroup provides funding for the Central Office.

Section 2. Budget. The Central Office Budget is the responsibility of the Intergroup Treasurer. The Intergroup Service Board is responsible for approval or modification of the budget.

Section 3. Seventh Tradition. The Central Office only accepts funds in accordance with the Seventh Tradition.

**ARTICLE VII  
Parliamentary Authority**

Section 1. Parliamentary Rules. The Central Office Committee meetings shall be governed by the current addition of *Robert's Rules of Order Newly Revised*, in all cases to which they are applicable and in which they are consistent with these Guidelines, the Twelve Traditions of Alcoholics Anonymous, the Twelve Concepts for World Service and any special rules of order the Orange County Intergroup Association may adopt.

**ARTICLE VIII  
Annual Guidelines Review**

Section 1. Purpose of Annual Guidelines Review. The purpose of the annual review is to keep the Guidelines up to date. The report should be due the last day of March for review by the Intergroup Service Board in April.

Section 2. Preparation of Report.

- a. Conduct an overall review and prepare any proposed changes.
- b. Prepare and submit a written report to all members of the Committee including the Chair.

**ORANGE COUNTY INTERGROUP ASSOCIATION OF  
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**ARTICLE IX  
Guidelines Amendment Process**

Section 1. Amendment Proposal. Any member of the Central Office Committee may make a proposal to amend the Committee's Guidelines.

Section 2. Proposal Format. The proposal shall be typed, clearly worded, and use the exact language that will appear in the Guidelines. Deleted text and new text shall be clearly identified. The reason for the change should be stated.

Section 3. Proposal Procedure

a. Presentation. The proposal shall be presented at a meeting of the Orange County Central Office Committee. The proposing member is responsible for the proposal being in the proper format and the distribution of copies to the Committee.

b. Review period. The Committee will have until the following meeting to study the proposal.

c. Voting. When the proposal has been reviewed and discussed and there are no outstanding questions, it may be brought up for a vote. Approval requires a two-thirds majority of those present and voting.

Section 4. Administrative Action. When a proposed guidelines amendment is approved by the Central Office Committee, the Committee Chair is responsible for publishing and distributing revised copies of the Guidelines to the Intergroup Service Board.

**ARTICLE X  
Guidelines Change History**

May 2008 New, Approved by the Orange County Intergroup Service Board  
October 2012 Revised, Approved by the Orange County Intergroup Service Board  
May 2020 Revised, Approved by the Orange County Intergroup Service Board  
June 2022 Revised, Approved by the Orange County Intergroup Service Board