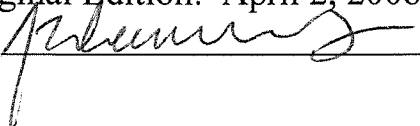


Orange County Intergroup Association  
of  
Alcoholics Anonymous

**Special Events Committee  
Guidelines**

Approved by the Orange County Intergroup Association Service Board  
Original Edition: April 2, 2008  
Orange County Intergroup Special Events Committee Chair  
/s/ Debbie M.

Approved by the Orange County Intergroup Association Service Board for  
posting on the Intergroup's Internet Web-Page: [www.oc-aa.org](http://www.oc-aa.org)

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 Special Events Committee Chair

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**ORANGE COUNTY INTERGROUP ASSOCIATION OF  
ALCOHOLICS ANONYMOUS**

Special Events Committee  
Guidelines

**ARTICLE I  
Name**

The name of this Committee shall be the Orange County Intergroup Association Special Events Committee.

**ARTICLE II  
Purpose**

Section 1. The purpose of this Committee shall be to plan and conduct Intergroup special events authorized by the Service Board.

**ARTICLE III  
Functions**

Section 1. Select Special Events. Identify and select special events for scheduling. Provide recommendations to the Service Board for consideration.

Section 2. Plan Special Events. Develop and maintain a plan for each type of special event. Information to include: Tasks to be performed; locations available; special events team members required; projected expenses; required funding and supplies; estimated attendance and alternate plans as needed. Coordinate with the Central Office Manager.

Section 3. Form Special Events Teams. Recruit and form Special Event Teams to participate in the planning and preparation to conduct the special events.

Section 4. Conduct Special Events. Conduct the special event in accordance with the plan.

Section 5. Maintain Special Events File. Prepare a report on the special event including recommendations. Maintain the file for future Special Event Team training.

**ARTICLE IV  
Special Events**

Section 1. Definition. Special events are Intergroup sponsored gatherings of A.A. members to participate in activities to foster A.A. fellowship and familiarization with the Central Office.

Section 2. Type Events. Some examples of special events are: Central Office open house, A.A. Founder's Day, family picnic, chili cook-off, holidays and recognition of A.A. historical events.

ARTICLE V  
Members

Section 1. Membership. Membership in the Special Events Committee is open to all members of the Orange County Intergroup Association.

Section 2. Minimum Continuous Sobriety Requirements. Committee Chair, two years; volunteers, two months.

Section 3. Selection of Standing Committee Chairs. Each year the new Service Board elects from its ranks for one year terms the Chair, Vice Chair, Secretary and Treasurer. The new Chair—with Service Board approval—appoints five of the six Standing Committee Chairs: Central Office Committee, Group Relations Committee, Lifeline Committee, Public Information Committee and Special Events Committee. [The Hospital and Institutions Committee Chair position is automatically filled by the Director of the Orange County H.&I Committee.] Individual desires to chair specific committees are accommodated to the extent it is possible.

Section 4. Staffing Committees. Intergroup Standing Committee Chairs are responsible for staffing their committees.

ARTICLE VI  
Meetings

Section 1. Special Events Committee Meetings. The Special Events Committee shall meet monthly at a time and location set by the Committee Chair. The meeting information shall be announced at the monthly Intergroup business meeting and published in the *Lifeline*—the Orange County Intergroup newsletter. Additional meetings shall be held for special events planning and operations as needed.

ARTICLE VII  
Responsibilities

Section 1. The Special Events Committee is autonomous under the provisions of Concept X of the *Twelve Concepts for World Service*. However it is directly responsible to the Service Board of the Orange County Intergroup Association and ultimately responsible to the Intergroup Representatives of the registered groups of A.A. within the boundaries of the Orange County Intergroup Association.

ARTICLE VIII  
Duties

Section 1. Special Events Committee Chair.

- a. Attend the Intergroup Service Board meeting each month.
- b. Attend the Intergroup business meeting each month.
- c. Conduct Special Event Team meetings; plan, organize and conduct special events.

Section 2. Special Events Team Members.

- a. Attend Special Event Team meetings.
- b. Participate in planning, organizing and conducting special events.

ARTICLE IX  
Financial Matters

Section 1. Funding. The Intergroup provides funding to the Special Events Committee.

Section 2. Budget. A budget request and proposal shall be submitted to the Intergroup Service Board each year in January. The Intergroup Service Board is responsible for approval or modification of the budget.

Section 3. Seventh Tradition. In accordance with the Seventh Tradition, the Special Events Committee only receives funds from group and individual contributions to the Orange County Intergroup Association.

ARTICLE X  
Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Special Events Committee in all cases to which they are applicable and in which they are not inconsistent with these guidelines, the *Twelve Traditions of Alcoholics Anonymous*, the *Twelve Concepts for World Service* including the *General Warranties of World Service* and any special rules of order the Orange County Intergroup Association may adopt.

ARTICLE XI  
Guidelines Amendment Process

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

Section 2. Proposal Format. The proposal shall be typed, clearly worded, legible 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 shall be stated.

Section 3. Proposal Procedure.

a. Presentation. The proposal shall be presented at a meeting of the Orange County Special Events Committee. The proposing member is responsible for the proposal being in the proper format and that sufficient copies are on hand.

b. Review Period. The Committee will have until the next 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 vote of those present and voting.

Section 4. Administrative Action. When a proposed guidelines amendment is approved by the Special Events Committee, the Committee Chair is responsible for publishing and distributing revised copies of the Guidelines to the Intergroup Service Board and other related activities. The Special Events Committee Chair will be responsive to any written comments by the Intergroup Board.

ARTICLE XII  
Annual Guidelines Review

Section 1. Purpose of Annual Guidelines Review. The purpose of the annual review is to keep the Guidelines up-to-date. Each year the Special Events Committee Chair will appoint a Committee member to conduct a review of the Public Information Committee Guidelines during the month of February. The report back is due the last day of March. A mandatory written report is required.

Section 2. Preparation of Report.

- a. Conduct an overall review and prepare any suggested changes.
- b. Examine references for current dates. If any of the references in the Guidelines are outdated, procure the current edition of the document and determine if the quotation used is still valid. If not, write change proposals to update the text where needed.
- c. Prepare and submit a written report—including typed recommended changes, additions or deletions. One change proposal per sheet of paper. (Proposals may be voted on individually or all at one time.)

Section 3. Delivery of Report. The reviewer will deliver the report and proposals for revisions to the Special Events Committee Chair who will review them and take appropriate action.

ARTICLE XIII  
Guidelines Change History

Apr 2, 2008 New. Approved by the Orange County Intergroup Service Board.