

Central Service Office Victoria

PLAN OF PROCEDURE

Amended 2021

**OUR LEADERS ARE BUT TRUSTED SERVANTS;
THEY DO NOT GOVERN. GOD AS HE MAY
SPEAK IN OUR GROUP CONSCIENCE, IS OUR
SOLE AUTHORITY.**

CENTRAL SERVICE OFFICE VICTORIA

PLAN OF PROCEDURE

(Amended 2021. Removal of references to RUSVIC and CSO name change.)

THE TWELVE TRADITIONS

1. Our common welfare should come first; personal recovery depends upon AA unity
2. For our group purpose there is but one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants – they do not govern
3. The only requirement for AA membership is a desire to stop drinking
4. Each group should be autonomous except in matters affecting other groups or AA as a whole
5. Each group has but one primary purpose – to carry its message to the alcoholic who still suffers
6. An AA group ought never endorse, finance or lend the AA name to any related facility or outside enterprise lest problems of money, property and prestige divert us from our primary purpose
7. Each AA group ought to be fully self-supporting, declining outside contributions
8. Alcoholics Anonymous should remain forever nonprofessional, but our service centres may employ special workers
9. AA, as such, ought never be organised but we may create service boards or committees directly responsible to those they serve
10. Alcoholics Anonymous has no opinion on outside issues; hence the AA name ought never be drawn into public controversy
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities

CONTENTS

	PAGE
OBJECTS	4
NOT FOR PROFIT CLAUSE	4
DEFINITIONS	4
DELEGATES' BODY	5
CENTRAL SERVICE COMMITTEE	7
GENERAL SECRETARY	9
STATE TRUSTEE	10
HONORARY ACCOUNTANT	11
AMENDMENT TO PLAN OF PROCEDURE	12
DISSOLUTION CLAUSE	12
PUBLICATIONS	12
DONATIONS AND BEQUESTS	13

1. NAME

Central Service Office Victoria is comprised of:

- (a) Affiliated Groups
- (b) The Delegates' Body
- (c) The Central Service Committee

2. OBJECTS

The objects of this Plan of Procedure are:

- (a) To assist the expansion and development of the Fellowship of Alcoholics Anonymous in Victoria in accordance with the Traditions and Concepts exemplified by the Fellowship in the USA and in Australia.
- (b) To facilitate service to and liaison with Affiliated Groups within the State of Victoria.
- (c) To ensure co-operation between affiliated groups which may emerge within Alcoholics Anonymous in Victoria in the future.
- (d) To give adequate and fitting expression to the collective Alcoholics Anonymous group conscience in Victoria.

NOT FOR PROFIT CLAUSE

Addendum 1: Amendment November 15, 2009

The assets and income of the organisation shall be applied solely in furtherance of its above mentioned objects and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.

3. DEFINITIONS

- (a) Traditions means the Twelve Traditions of Alcoholics Anonymous.
- (b) Affiliated Group means any group of Alcoholics Anonymous registered with Central Service Office Victoria.
- (c) Delegate. An eligible Delegate means a person appointed by the members of an Affiliated Group to represent that group at a meeting of the Delegates' Body. This includes any alternate Delegate appointed to represent a Delegate in his/her absence.
- (d) Delegates' Body means the persons attending a Delegates' Meeting duly convened and comprising Delegates from Affiliated Groups.

- (e) Central Service Committee means the Central Service Committee elected in accordance with this Plan of Procedure.
- (f) Gender. Words which imply the male gender shall also include the female gender and vice versa.
- (g) Fellowship. Any reference to the Fellowship is to be construed as a reference to Alcoholics Anonymous as a whole.
- (h) Trustee means any person elected as a Trustee for a specific purpose by the Delegates' Body.
- (i) A "Class A" Trustee is a Trustee who is not a member of Alcoholics Anonymous.
- (j) A "Class B" Trustee is a Trustee who is a member of Alcoholics Anonymous

4. THE DELEGATES' BODY

- (a) Delegates
Each Affiliated Group is entitled to be represented by a Delegate.
- (b) Meetings
Meetings shall be convened and chaired by the Chairperson of the CSC and Delegates are given at least twenty-one days notice of the meeting by the General Secretary at the direction of the Chairperson together with a copy of the proposed Agenda.
- (c) Quarterly Meetings
 - (i) The Delegates' Body shall meet with the Central Service Committee each February, May, August and November.
- (d) Special Meetings
Special meetings of the Delegates' Body may be convened as follows:
 - (i) At the request of a two-thirds majority of the Central Service Committee.
 - (ii) By petition to the Chairperson of the Central Service Committee by at least twenty Affiliated Groups.
 - (iii) By resolution passed at a regular meeting of the Delegates' Body.
 - (iv) Not less than twenty-one days notice of the intention to hold a Special Meeting shall be given to Affiliated Groups. The meeting shall be held within a period of five weeks from the date of the request for such a meeting being received by the General Secretary.
- (e) Business of Special Meetings
The business of Special Meetings shall be solely that raised in the request for the meeting.

- (f) Quorum (Amendments May 3, 1992 and August 4, 2013)
The quorum for any meeting of the Delegates' Body shall consist of the number of Delegates that equals or exceeds one third of the total of Affiliated Groups in the Metropolitan Area. All eligible Delegates present at any Delegates' Meeting shall be counted for quorum purposes. For the purpose of quorum calculation only, metropolitan groups shall be those affiliated groups that are held within a 45 kilometre radius of Melbourne GPO.
- (g) Delegates Qualifications
It is recommended that each Delegate should have at least six months continuous sobriety on taking up his or her duties.
- (h) Notification of Delegates to Central Office
Each Affiliated Group is requested to advise the Central Office of the name of their Delegate as he/she is elected.
- (i) Delegate's Term
It is recommended that the term of office of a Group's Delegate should not exceed two years. Each group shall have an absolute right of appointment/replacement of its Delegate.
- (j) Delegates' Meetings Agenda
The business of all Delegates' Meetings (other than Special Meetings) shall include:
- (i) Reception of Apologies
 - (ii) Reception, discussion & adoption of Minutes
 - (iii) Business Arising
 - (iv) General Secretary's Report & Correspondence
 - (v) Treasury Report & presentation of financial statement
 - (vi) Reports from Central Service Committee members
 - (vii) Business of which due notice has been given
 - (viii) General Business
- (k) Notice of Motion
An Affiliated Group or a Delegate may give Notice of a Motion and the following procedure shall be the method of dealing with such a motion:
- (i) The motion shall be in writing and received by the General Secretary at least two months before the Delegates' Meeting at which the proposer wishes the motion to be considered.
 - (ii) If the required notice is not given, then consideration of the motion shall be deferred until the subsequent Delegates' Meeting.
 - (iii) The motion is to be accompanied by a written statement setting out the reasons for the motion.
 - (iv) On receipt of Notice of Motion, the General Secretary shall refer the motion to the next meeting of the Central Service Committee. The Committee shall consider whether the motion accords with the Twelve Traditions.

- (v) The Central Service Committee may, if it deems appropriate, prepare a written report.
- (vi) Following the decision of the Central Service Committee, the General Secretary shall circulate the Motion, the supporting statement and the report of the Central Service Committee (if any) to all Affiliated Groups with the Notice of the next Delegates' Meeting.
- (vii) A Notice of Intent to submit a written Notice of Motion may be advised to the Delegates' Body at a Quarterly Meeting, providing above procedure is subsequently followed.

(l) Voting

- (i) Voting other than to amend this Plan of Procedure (see Clause 9) shall be decided by a simple majority of eligible Delegates present.
- (ii) Members of the Central Service Committee may participate at a Delegates' Meeting, but shall not have the right to vote.
- (iii) The State Trustee may participate at a Delegates' Meeting and shall have the right to vote.
- (iv) Any motion lost shall not be resubmitted for twelve months.
- (v) The Chairperson, with the consent of the meeting, may determine whether the vote shall be taken by way of show of hands or by secret ballot.
- (vi) In the event of a secret ballot the meeting shall appoint scrutineers.

5. THE CENTRAL SERVICE COMMITTEE

(a) Composition

The Central Service Committee shall consist of ten members, one of whom shall be the General Secretary. The nine remaining members elected by and from the Delegates' Body shall provide for:

- (i) Chairperson
- (ii) Vice Chairperson
- (iii) Remaining Committee members to administer other duties of the Committee

(b) Succession of Vice Chairperson

On completion of the Chairperson's term of office he/she shall be succeeded by the Vice Chairperson.

(c) Qualification

It is recommended that Delegates elected to the Central Service Committee should have at least twelve months continuous sobriety.

(d) Term of Office

Except in the case of the General Secretary the term of office for a member of the Central Service Committee shall be two years, except as provided for in Clause 5(i) Casual Vacancies.

(e) Meetings

- (i) The Central Service Committee shall meet at least once every month at a meeting convened and chaired by the Chairperson of CSC.
If required additional meetings can be convened by a majority vote of CSC members present or polled.
- (ii) The Secretary and Chairperson of CSC, shall compile the Agenda for forthcoming meetings.

(f) Quorum

Six members of the Central Service Committee are required to form a quorum.

(g) Non-Attendance

A member of the Central Service Committee who is absent from more than two successive meetings duly convened (without leave of the Committee) shall be deemed to have resigned from the Committee and the vacancy so caused shall be filled in the manner set out in Clause 5(i).

(h) Election

Members of the Central Service Committee shall be elected each November at the quarterly Delegates' Meeting, to replace retiring members. Delegates shall indicate their availability for election during a roll call.

(i) Casual Vacancies

If a vacancy occurs on the Central Service Committee, a replacement Committee member shall be elected at the next Delegates' Meeting, and the person elected shall serve the balance of the term of the retiring member.

If the balance of the term of the retiring member is less than one year, the person elected to fill the vacancy shall be eligible to stand for election to the Committee at the next election, and shall be eligible to serve a full two year term, notwithstanding the provision of Clause 5(d).

A retiring member of the Committee, and/or a person who has been elected to fill a casual vacancy with more than one year of the original member's term remaining, shall not be eligible for re-election for a period of two years.

(j) Voting

All members of the Central Service Committee are eligible to vote. All questions are to be decided by a simple majority except in relation to Clause 6(a).

(k) Sub-Committees

The Central Service Committee may form Sub-Committees for such purposes as it deems appropriate, with such members as are required from the membership of the Fellowship.

A member of the Central Service Committee shall chair each Sub-Committee.

The Chairperson and Vice Chairperson of the Central Service Committee, the General Secretary and the State Trustee shall be, ex officio, members of all Sub-Committees.

(l) Duties

The Central Service Committee shall be responsible for:

- (i) The maintenance and administration of the Central Service Office.
- (ii) Ensuring provision of literature to Groups as required.
- (iii) Ensuring provision and maintenance of a telephone service to Alcoholics Anonymous members and the public.
- (iv) The establishment and supervision of services approved by the Delegates' Body to promote the Objects of this Plan of Procedure.
- (v) The maintenance of Archives.
- (vi) The appointment of the General Secretary and other staff and the determination of their remuneration.
- (vii) The opening and maintenance of necessary accounts in the name of Central Service Office Victoria and the authorization of suitable persons to operate such accounts.
- (viii) Publication of "Box 136" or any similar publication [see Clause 11(a)].

(m) Authority

The Central Service Committee shall at all times act in accordance with the Traditions. As the servant of the Groups, it must accord with the collective Group Conscience expressed through the Delegates' Body.

(n) Special Purpose Funds

The Central Service Committee may open special purpose accounts. Funds unused for special purposes shall be brought to account in the General Account. The opening and closing of special accounts shall be reported to Delegates' Meeting.

6. THE GENERAL SECRETARY

(a) Appointment

A General Secretary shall be appointed by the Central Service Committee.

The services of the General Secretary may be terminated by a two thirds majority of the Central Service Committee.

(b) Qualifications

The General Secretary shall have at least five years continuous sobriety and, in the opinion of the Central Service Committee, have the necessary qualifications and experience to fulfil the duties as set out in Clause 6(c).

(c) Duties

The General Secretary shall:

- (i) be responsible to the Central Service Committee for the employment, supervision and allocation of duties of all paid employees of the Central Service Office;
- (ii) be responsible to the Central Service Committee for the allocation and supervision of all work performed by volunteers in the Central Service Office;
- (iii) in co-operation with the Treasury be responsible to the Central Service Committee for the collection and banking of all monies and the maintenance of proper and adequate books of account.
- (iv) be responsible for the recording of Minutes of all meetings of CSC and Delegates' Body and arrange circulation of Minutes to all Groups.
- (v) act as public spokesperson for the Fellowship unless otherwise directed by the Central Service Committee;
- (vi) if the Central Service Committee is unable to function, the General Secretary and the State Trustee (or either if one is unable to fulfil his/her role) shall immediately call a meeting of the Delegates' Body to elect a new Central Service Committee.

Until a new Central Service Committee is elected the General Secretary and the State Trustee (or either if one is unable to fulfil his/her role) shall be responsible for the continuity of operation of the Central Service Office and shall operate the banking accounts.

7. THE TRUSTEE (CLASS B) OF ALCOHOLICS ANONYMOUS
(VICTORIA) "THE STATE TRUSTEE"

(a) Appointment

The State Trustee shall be appointed by the Delegates' Body in accordance with the following procedures:

- (i) Unless the office of State Trustee becomes immediately vacant, the Central Service Committee shall call for nominations for the office from Affiliated Groups six months prior to the end of a term of office.
- (ii) In the case of an immediate vacancy the Central Service Committee shall call for nominations from Affiliated Groups as soon as possible after the vacancy occurs.
- (iii) Nominations shall be signed by the nominee. The Secretary and/or Delegate of his/her group shall submit a summary of the nominee's experience in, and service with the Fellowship.
- (iv) The Central Service Committee shall interview all nominees and submit a short list of no more than three candidates to the Delegates' Body.
- (v) The Delegates' Body shall by secret ballot elect or ratify one of the persons submitted for consideration by the Central Service Committee to the position of State Trustee.

- (vi) The appointment shall be effective immediately the State Trustee is appointed by the Delegates' Body.

(b) Term

The State Trustee shall be appointed for one term of four years, and is ineligible for reappointment in the future.

If the State Trustee does not serve the full four year term a new Trustee shall be appointed to serve a full four year term.

(c) Qualifications

It is recommended that the State Trustee should be a member of the Fellowship with at least ten years continuous sobriety and have been active in service to the Fellowship.

(d) Duties

- (i) The State Trustee is entitled to be present, speak and vote at all meetings of the Delegates' Body, the Central Service Committee and Sub-Committees. For quorum and voting purposes, when the State Trustee is in attendance at a Central Service Committee meeting or a sub committee meeting, the State Trustee will be considered a member of the Central Service Committee.
- (ii) The State Trustee should be a person whose service in the Fellowship will place him/her in a position to offer guidance to those who serve in positions of responsibility. The State Trustee should be kept fully informed of all activities current and proposed by the Delegates' Body and the Central Service Committee.
- (iii) If the Central Service Committee is unable to function, the State Trustee shall act in conjunction with the General Secretary in the terms of Clause 6(c)(v).

(e) Other Trustees

The Central Service Committee shall, at the Delegates request, or may with the Delegates' Body approval, appoint Trustees for any other purpose.

8. HONORARY ACCOUNTANT

(a) Appointment

An Honorary Accountant may be elected annually at each August Delegates' Meeting.

(b) Duties

The Honorary Accountant shall assist the Central Service Committee and General Secretary with the Treasury of Alcoholics Anonymous Victoria. The Honorary Accountant may audit the books of account of the Central Service Office and, if so, shall provide his/her report to the Delegates' Meeting annually. He/She may at all times communicate directly with the Central Service Committee through the Chairperson and/or the General Secretary.

9. AMENDMENT OF THIS PLAN OF PROCEDURE

(a) Notice of Proposed Amendment

Notice of a proposal to amend this Plan of Procedure may be given by an Affiliated Group through its Delegate or by the Central Service Committee by resolution at a duly convened meeting of the Committee.

(b) Procedure

The procedure in Clause 4(k) shall apply to a notice of motion to amend this Plan of Procedure, except that a majority of two thirds of Delegates present or having submitted a written vote shall be required to pass the amendment.

Affiliated Groups unable to be represented personally by a Delegate at the Delegates' Meeting at which a proposed amendment to the Plan of Procedure is to be voted upon may lodge a vote in writing, delivered either by post or by hand to the Central Service Office by 5pm on the Wednesday preceding such meeting.

The General Secretary will maintain cause a register to be kept of postal votes received and, on the day of the meeting, a register of Delegates present. At the time of the ballot, where a postal vote from an Affiliated Group has been registered as well as the attendance of a Delegate from the same Affiliated Group then the postal vote for that Group shall not be counted.

10. DISSOLUTION CLAUSE
Addendum 2: Amendment November 15, 2009

In the event of the organisation being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes which is not carried on for the profit or gain of its individual members.

11. PUBLICATIONS

- (a) The Central Service Committee shall publish "Box 136" or any similar publication as required to advise Affiliated Groups of forthcoming events and other news of interest.

Editorial content of Box 136 or any similar publication shall be the responsibility of the General Secretary, acting on behalf of the Central Service Committee.

- (b) "The News" shall not publish any item likely to cause disharmony in the Fellowship.
- (c) The Central Service Committee may invite the Editor of "The News" to attend their meetings.
- (d) A member of the Central Service Committee shall be appointed to proof read all copy prior to printing "The News".

- (e) If the proof reader doubts whether any material should be published and the Central Service Committee and the Editor are unable to reach agreement on the matter, the State Trustee shall examine the material and report his or her views to the Central Service Committee. The Central Service Committee should then by simple majority make a decision binding on the Editor.
- (f) The Editor shall be permitted to attend and address a Central Service Committee meeting on matters solely relating to “The News” provided that sufficient notice is given for the matter to become an Agenda item.

12. DONATIONS AND BEQUESTS.
Addendum 3: Amendment May 20, 2018

- (a) The General Secretary or State Trustee on behalf of the CSC shall not accept donations or bequests:
 - (i) From individual AA members which exceeds \$10,400 per annum.
 - (ii) From a deceased estate which exceed \$26,000 per annum.
- (b) The General Secretary or State Trustee on behalf of the CSC may accept annual bequests from a deceased estate trust fund in accordance with clause 12 (a)(ii).
- (c) The Delegate Body shall review clause 12(a)(i) and clause 12(a)(ii) at the August Delegates Meeting. A Notice of Motion to Amend the Plan of Procedure shall be circulated to all Affiliated Groups with any recommended changes to clause 12. The Delegate Body shall vote on the amendments at the November Delegates Meeting per Clause 9 and Clause 4(k).

THE TWELVE CONCEPTS FOR WORLD SERVICE

As adopted by the 12th Annual General Service Conference
of Alcoholics Anonymous on April 26, 1962

1. Final responsibility and ultimate authority for AA world services should always reside in the collective conscience of our whole Fellowship.
2. The General Service Conference of AA has become, for nearly every practical purpose, the active voice and the effective conscience of our whole Society in its world affairs.
3. To ensure effective leadership, we should endow each element of AA – the Conference, the General Service Board and its service corporations, staffs, committees, and executives – with a traditional “Right of Decision”.
4. At all responsible levels, we ought to maintain a traditional “Right of Participation” allowing a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our structure, a traditional “Right of Appeal” ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.
6. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board.
7. The Charter and Bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the AA purse for final effectiveness.
8. The trustees are the principal planners and administrators of over-all policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.
9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.
10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
11. The trustees should always have the best possible committees, corporate service directors, executives, staffs, and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.
12. The Conference shall observe the spirit of AA tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and, whenever possible, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government, and that, like the Society it serves, it will always remain democratic in thought and action.

