

# ORDER OF PROCEDURES Operation of the Central Ohio Group Fellowship, Inc.

Amended February 2, 2014

Amended, August 8, 2017

## **I. PREAMBLE**

A. These ORDERS OF PROCEDURES are established to:

1. Assure that the CENTRAL OHIO GROUP FELLOWSHIP (COGF) operates within the guidelines established by the membership.
2. Prescribe the Committees and working groups required to accomplish the details of COGF activities.
3. Provide for the flexibility required by the day-to-day operation of the business office.

B. The ORDERS OF PROCEDURES supplement the BY-LAWS of the COGF as adopted by the membership of July 27, 1967, as subsequently amended. They supersede all previously issued ORDERS OF PROCEDURES for the operation of the Central Ohio Group Fellowship.

## **II. CENTRAL OFFICE**

A. The Central office is established as the “hub” of the activities of member Groups and members in pursuing the purposes of the COGF as prescribed by the By-Laws. The facilities and services of the Central office shall always be equally available to all member Groups.

B. In addition to providing the service prescribed in Article I – Section F of the By-Laws, the Central Office, under the guidance of the Steering Committee will:

B.1. Provide physical facilities to promote a more sympathetic atmosphere for new people, to eliminate distractions which might influence the efficiency of office personnel and to expedite the general purpose for which the Office was established.

B.2. Make space available for special group meetings, and for meetings of committees in furtherance of A.A. activities.

B.3. Maintain equipment and literature for dissemination of A.A. information, and such other items necessary for the good of the fellowship.

B.4. Make the facilities and services of the Central Office available to all reasonable activities of the Area General Service Committee, including the publication of General Service information in the Newsletter.

B.5. Provide a repository for the Permanent Record of the COGF, and the archives of the Fellowship and member groups.

B.6. Receive calls from organizations and activities outside of the A.A. community requesting public information services and provide positive response to these calls.

B.7. Provide all reasonable times to an active member of A.A. at the Central office to counsel in the affairs of Alcoholics Anonymous.

## **III. OFFICE MANAGER**

In addition to the duties prescribed in the BY-LAWS the Office Manager or Interim Office Manager will:

A. See that the responsibilities of the Central office prescribed above are accomplished in a business-like manner.

B. Maintain a literature fund from which AA literature will be obtained and made available for resale to the Groups and individuals. The amount of literature inventory maintained will be at the discretion of the Office Manager, as governed by the Steering Committee. The primary source of this literature will be AA World Services. Secondary sources such as Hazelden, Inc., SMT Guild, Street Printing Co., etc. may be used the

concurrence of the Steering Committee.

C. Receive, receipt for, and deposits to the COGF accounts, as an agent for the Treasurer, monies from Groups, individuals, or other sources, coming to the Central Office.

D. Receive billings for the operations of Central Office, validate their accuracy, and prepare checks as an agent for the Treasurer for their payment. The Office Manager may effect minor purchases (usually \$500.00 or less) for items necessary to sustain the daily operations of the office. These minor purchases, paid for by cash will be appropriately entered in the financial ledger. Purchases exceeding \$500.00, unless expressly approved as part of the annual operating budget, shall require the approval of the Board. In cases where approval of expenditures cannot wait until a Board Meeting and the amount in question is less than \$1,500.00, interim approval may be granted by consensus of the Steering Committee. Such interim approval is always subject to the final approval of the Advisory Board.

E. Cooperate with the Newsletter Editor to assure that all news of interest is available for publication, and to make available the facilities and equipment of the Office to print and distribute the Newsletter. If the Newsletter Editor is someone other than the Office Manager, in accordance with Article IX of the COGF By-laws, the Office Manager shall serve as that person's supervisor as would be the case for the Office Manager with regard to all other employees of COGF.

F. Maintain liaison with each Officer of the Advisory Board, and with each Committee Chairperson to report needs of the Office, matters of interest from member Groups and members, and other matters as indicated to assure a smooth running operation responsive to their needs.

G. Present to the Steering Committee, in cooperation with the Treasurer and the Finance Committee, prior to the first meeting of the Advisory Board, a Central Office budget for the coming year.

H. Have the authority, with the approval of the Steering Committee, to hire, evaluate and discharge personnel to effectively staff the Central Office. In the hiring of personnel, however, he/she will hire active members of AA unless the required skills are not available within the AA Membership.

I. Designate an Assistant Office Manager to work at such times as may be necessary to assure that an active AA member is available at the Central Office at all hours during which the Office is open (except periodic brief periods when the Office Manager may be elsewhere in the performance of his/her duties).

J. Maintain current written Job Descriptions for all COGF paid employees. The Office Manager is also responsible to review the applicable Job Description with each new employee as a part of that employee's orientation, and to maintain a signed copy of each Job Description in the appropriate Personnel File. Amendments to Job Descriptions should be completed in writing by the Office Manager, and are subject to the review and approval of the Steering Committee.

K. Maintain current written Employee Guidelines, and review these Guidelines with each new employee as part of that employee's orientation period. Amendments to employee Guidelines should be completed in writing by the Office Manager, and are subject to the review and approval of the Advisory Board. In instances where interim approval is required between Board meetings, such approval may be granted by the Steering Committee, subject to the final approval of the Advisory Board.

L. Shall annually conduct Employee Performance Reviews. The purpose of the Performance Review is to assess employee progress and problems and to give the employee the opportunity to express concerns and recommend changes to the Officer Manager and Steering Committee. The review process and format shall be conducted in a manner prescribed by the Steering Committee. Performance Reviews shall be discussed with each paid employee, signed as acknowledgement by the Office Manager and Employee. A copy shall be maintained in the appropriate individual personnel file.

M. For distribution to member Groups a bulletin or announcement shall be from members of member Groups of AA holding an event for members of AA that benefits the primary purpose of AA as defined in Tradition #5.

N. Any non-conference approved literature shall be consistent with and complimentary to the Twelve Steps and Twelve Traditions and shall be approved for sale by the Office Manager.

#### **IV. PERSONNEL**

## **A. Office Manager**

A.1. Salary: Negotiated annually with Steering Committee based on an Annual Performance Review conducted by the Advisory Board Chairperson and the Steering Committee. A.2. Vacation and sick leave is authorized as specified in the approved Employee Guidelines. A.3. The Office Manager will arrange for a suitable replacement during the vacation period.

## **B. Assistant Office Manger**

B.1. Salary: Negotiated annually with the Office Manager, and approved by the Steering Committee based on an Annual Performance Review conducted by the Advisory Board Chairperson and the Steering Committee.)

B.2. Vacation and sick leave is authorized as specified in the approved Employee Guidelines.

B.3. The Office Manager will arrange for a suitable replacement during the vacation period.

## **C. Other**

C.1. COGF employees will be paid at a scale comparable to that prevailing in the local area for the applicable skills. Such pay scales will be reviewed annually by the Steering Committee and are subject to the final approval of the Advisory Board. In no case will COGF employees be paid less than the prevailing minimum wage as prescribed by law.

C.2. Vacation and sick leave is authorized as specified in the approved Employee Guidelines.

## **V. COMMITTEES**

GENERAL GUIDELINES: Committee Chairpersons are appointed by the Chairperson of the Board at his/her pleasure. Such an appointed Chairperson shall not serve in the same position during the next term, a term being that of the term of Officer as described in Article IV, Paragraph B of the By-laws.

1. It is suggested that COGF Committees observe the spirit of cooperation without affiliation when a parallel committee is operational within the Area 53 General Service structure, or within other local Intergroups.

2. Committee Chairpersons shall attend all regular and members meetings of the Advisory Board. They shall also follow the same attendance guidelines as the advisors as specified in the COGF By-laws, Article VI, Paragraph G.

3. All Committees holding COGF events shall be required to receive Advisory Board approval prior to the event and shall submit a financial statement at the next Advisory Board meeting following the vent.

### **A. STEERING COMMITTEE (3 members)**

1. The Steering Committee shall be comprised of three members, in addition to the COGF Office Manager and the COGF Advisory Board Chairperson serving as Ex-officio members.

2. Oversees the operation of Central office by carrying on the duties prescribed in these Orders of Procedures, and by serving as an operating group before which the Office Manager can bring items requiring attention that cannot wait until an Advisory Board meeting. In such special instances, decisions made by the Steering Committee are subject to the final ratification of the Advisory Board.

3. Works with the Membership Committee and Service Committee to contact member Groups and determine their desires concerning the activities of COGF.

4. Receives suggestions from the membership for presentation to the Advisory Board.

### **B. NOMINATING COMMITTEE**

1. Receives throughout the year all recommendations for appointments and nominations.

2. Investigates the potential nominees as to:

a. Qualification per By-laws b. Probable ability c. Availability

3. Reports nominees to the membership at election time or to the Chairperson in case of vacancies

requiring an appointment.

#### **C. SERVICE COMMITTEE (Minimum of 4 members)**

1. Reviews and maintains the 12 Step Call list at Central office for the purpose of providing contact to those who ask for our help. Once per year, or as needed, a notice can be placed in the Secretary Packets asking for volunteers. The guidelines are the same as for a temporary sponsor.
2. Assists the Office Manager in obtaining volunteers for COGF activities.
3. Coordinates special mailings to AA Group secretaries for the purpose of polling the membership regarding COGF functions or activities.
4. Assists the Advisory Board and the Office Manager in maintaining contact with COGF Group representatives.

#### **D. PUBLIC INFORMATION COMMITTEE**

1. Organizes and trains a sufficient staff of able volunteers to serve as speakers for interested organizations and other public interests desiring information about Alcoholics Anonymous.
2. Handles releases to the news media.
3. Furnishes all other public relations activities deemed necessary for the good of the Fellowship's whole.

#### **E. LIAISON COMMITTEE**

1. The Liaison Committee shall consist of an appointed Chairperson and the Officers of the COGF Advisory Board. It is recommended that all COGF Officers participate.
2. Meets approximately five-six times per year with the Liaison Committee of Area 53 General Service and similar groups of representatives from other local Intergroups to update each group on the activities of the others, and to discuss in an open forum those issue is affecting each group for which a common resolution may be possible and advisable.
3. Brings before the COGF Advisory Board any matters requiring action that arises from discussion and interaction at such meetings.
4. Assists the appropriate COGF Committees in coordinating joint projects such as Unity Day.
5. Works to establish and maintain communication between COGF, Area 53 General Service and other local Intergroups and seeks to avoid unnecessary duplication of efforts and conflicts arising from overlapping areas of AA service work.

#### **F. SOCIAL COMMITTEE (Minimum of 5 members)**

1. Oversees and coordinates all social activities of the COGF including picnic, Gratitude Sunday and Open House.

#### **G. AUDIT & FINANCE COMMITTEE**

1. Will arrange for an external auditor who examines the books and records of the COGF at the close of each fiscal year to determine the Accuracy of the statements of account.
2. Conducts unannounced periodic examinations of the COGF books and records to verify receipts, disbursements and balance of the accounts are accurate.

#### **H. MEMBERSHIP COMMITTEE**

1. The Membership Committee has the primary responsibility for contacting member groups of
2. At a minimum, there are three types of meetings which should be visited:
  - a. New meetings which have submitted an application for membership with COGF; b. Meetings which have not provided contributions to COGF; and, c. Meetings about which a report or complaint has been raised with the Central Office, the Advisory Board or any of its members or Standing Committees.
3. When visiting meetings, the Membership Committee should always attempt to make the Secretary and Intergroup Representative aware of the services available through COGF, and the process through which contributions can be provided. The Membership Committee should always be aware of the Twelve Traditions and watch for violations of these Traditions at meetings they visit.
4. In instances where problems exist with violations of the Twelve Traditions, committee members report such problems to the Committee Chairperson. The Committee Chairperson, in turn, attends such meetings and talks with the Secretary and Intergroup representative about the problem, and offers the assistance of COGF. If the meeting is unwilling to adhere to the Twelve Traditions, the Secretary and Intergroup Representative should then be informed that a recommendation be made to the COGF Advisory Board that this meeting should be represented in the COGF Director.
5. In visiting meetings which have not contributed to COGF, committee members should identify themselves with the Secretary and Intergroup Representative, and explain their association with the Membership Committee. Committee members should mention the service available through COGF; ask if the group has any problems with these services, or if there are any problems with which COGF could offer assistance. The Membership Committee should also offer to explain the process through which contributions can be provided.
6. The Committee Chairperson is responsible for providing a written report to the Office Manager and the Advisory Board through proper channels.
7. In all of its affairs, the Membership Committee should be aware of Article II, Item C of the COGF By-laws which states: "While the COGF must of necessity depend upon the member Groups to provide the financial support of the Corporation, such support is fully voluntary and a matter of confidence and ability of the member Group. In no instance shall financial support be construed, in any manner, to be a condition of membership.

## **I. FINANCE COMMITTEE**

1. The purpose of the Finance committee is to assist the Treasurer and Co-Treasurer in the performance of their regular duties as specified in the Orders of Procedures and By-laws for COGF.
2. The Finance Committee shall assist the Audit Committee in the performance of any audit of COGF, Inc. financial records or matters as deemed necessary and proper by the Advisory Board.
3. The Finance Committee shall assist the Office Manager in the performance of any budget of COGF, Inc. as deemed necessary and proper by the Advisory Board.
4. The Treasurer should be the Chair of the Finance Committee, and in his or her absence, death, or disability, the Co-Treasurer should be the Chair of the Finance Committee. The Chairperson of the Advisory Board, Chairperson of the Steering Committee, and the Office Manager shall be ex-officio members.
5. The Finance Committee shall meet at least once a month, or as deemed necessary by the treasurer and Co- Treasurer.

## **J. ARCHIVES COMMITTEE**

1. The purpose of the Archives Committee is to receive, catalog, and preserve all relevant material considered to have historical importance to Central Ohio Group Fellowship and Alcoholics Anonymous

in Central and Southeastern Ohio.

2. The Archives Committee will maintain a dedicated, separate, locked and secure office to organize and store the archives for accessibility to A.A. members and other committee- approved researchers.
3. Upon request, the Archives Committee will make available a portable archives display to committee- approved events such as Unity Day, Gratitude Sunday, Spring Round-Up, etc.
4. The Archives Committee Chairperson will select a responsible A.A. member as an Archivist responsible for assuring the physical integrity of the archives. The Archivist is a member of and reports to the Archives Committee.

## **VI. NEWSLETTER**

Written Guidelines shall be maintained which allow flexibility, but also provide general outline for the format within which the Newsletter Editor shall be responsible for the monthly COGF Newsletter. Compilation of these Guidelines should include input from the Office Manager and Newsletter Editor. Any amendments to the Newsletter Guidelines shall require approval of the Advisory Board.

## **VII. ATTACHMENTS**

Attachments to these Orders of Procedures shall include: (a) The Employee Guidelines, (b) The Newsletter Guidelines, (c) Written Communication Requiring Action, and, (d) Prudent Reserve Guidelines.

## **EMPLOYEE GUIDELINES**

1. Read and sign your Position Description of duties and responsibilities with knowledge.
2. Read this description of employer expectations of your behavior, wearing apparel, personal consideration of your fellow employees, and mutual consideration of your employer, and sign, if agreeable.
3. Dress apparel shall not include tank tops, short shorts, flip flops, or any revealing clothing.
4. Each employee shall conduct themselves in a business-like manner when representing COGF in the workplace.
5. The employer and each employee are entitled to request a conference regarding concerns with each other.
6. Any lack of fulfillment of the attached duties shall be dealt with on a verbal basis. This action shall be taken if tardiness and/or absenteeism become excessive. If this course fails to resolve the situation, said employee will then be placed on a 90 day probationary period at which time proper monitoring will be done. If the situation is not corrected within the aforementioned 90 DAYS, employment may be terminated at the time at the discretion of the Office Manager.
7. Each full time employee will be entitled to 1 day of vacation for each full calendar month worked in the first calendar year of employment (10 days maximum). These day(s) must be taken in the first calendar year or they are forfeited. In calendar years 2 through 4, each full time employee is entitled to 10 days of vacation. In calendar years 5 and above, each full time employee is entitled to 15 days of vacation. All vacation must be taken in the calendar year it is earned or it is forfeited. Employees resigning prior to December 31st will lose a proportionate share of the earned vacation for that calendar year based on the resignation date divided by the number of days in that calendar year. Part time employees will receive a prorated share of the days noted above based on average number of hours worked per week divided by 40.
8. Salaried employees shall receive comp time for any hours worked in excess of 40 hours per week.
9. Each employee, upon completion of their initial 90 day probationary period, shall be entitled to 10 paid sick days per calendar year, or a prorated number of days if a full calendar year has not been worked. There is no carry over of unused sick days from year to year.
10. Each employee shall be expected to work on holidays, except the following: Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas, and New Year.
11. All full-time and part-time staff employees should have two (2) years of continuous sobriety and be an active member of Alcoholics Anonymous.

## **COGF NEWSLETTER GUIDELINES**

### **CONSCIOUS CONTACT**

The general format for the COGF Newsletter should remain flexible in order to meet the needs of the AA community. These guidelines are provided to accommodate the need for flexibility, while outlining basic considerations which should provide a framework within which the newsletter can be compiled on a monthly basis.

The newsletter compilation and preparation should be completed primarily by the COGF Secretary or Newsletter editor, and supervised by the COGF Office Manager. Other individuals may become involved in this process as deemed appropriate and designated by the COGF Office Manager.

1. The cover page should be the “eye-catcher” which includes the months and year of the current edition, the organization name (Central Ohio Group Fellowship, Inc.) address and phone number, the newsletter name (Conscious Contact) and a table of contents. Wherever appropriate graphics can and should be used on the front page, at the discretion of the Newsletter Editor and Office Manager. It is suggested that the cover page be printed on colored paper, and that the color be alternated on a monthly basis whenever possible.

2. Information contained in the body of the newsletter should be organized and compiled by sections. The following sections are to be included whenever applicable, although others may be involved as needed:

- a. Table of Contents
- b. COGF News
- c. Conscious Contact Subscription Blank
- d. Area 53 News
- e. A section thanking those groups who have contributed to the financial support of COGF during a specified time period
- f. AA Group Leads
- g. New AA Meetings and AA Meeting changes (i.e. time, location, etc.)
- h. AA Anniversaries
- i. Special Events – AA Groups sponsored
- j. Availability of meeting spaces
- k. Something for the AA newcomer
- l. Calendar of Events

3. Although COGF news and related items should typically come first, the exact ordering of these and other categories of information should be at the discretion of the Editor and Office Manager.

4. Area 53 should supply the information to be included in the “Area 53 News.” Such information must conform to the guidelines established for this newsletter.

5. Selected reprints from Conference Approved literature or other newsletters may be included at the discretion of the Editor and the Office Manager.

6. Fillers such as quotes, jokes or cartoons should be AA related and used in such a way as to not detract from the primary communication purpose of the newsletter. Filler material should not be used merely for the sake of occupying blank space.

7. Each page should be numbered in such a way as to correspond to the Table of Contents.

8. Efforts should be made to utilize a layout, or for format, that is appealing and helps to communicate the material contained in the body of the newsletter.

### **PRUDENT RESERVE GUIDELINES**

1. The prudent reserve of Central Ohio Group Fellowship, Inc. shall be located in an FDIC-insured, interest bearing savings account.

2. The initial amount of the prudent reserve shall be \$30,000.00, and additional annual increases and/or decreases should be at the discretion of the advisory board, with recommendations from the Finance and Steering Committees.

3. The procedure for using the prudent reserve begins with the Office Manager, then is discussed and voted on by the Steering Committee, and then discussed and voted on by the Advisory Board.

4. Two (2) signatures are required for any withdrawal from the prudent reserve. These signatures should be from a designated officer of the Advisory Board and the Office Manager.

### **WRITTEN COMMUNICATION REQUIRING ACTION GUIDELINES**

Suggested procedure for processing letters from AA members of COGF Member Groups that constitute a



“complaint” or which request or propose some action by the Central Office staff, the Advisory Board or one of its Committees or member groups that is controversial in the sense of representing a significant departure from normal procedures or policies.

1. On receipt of such a letter and review by the Office Manager and Chairperson of the Advisory Board, copies will be sent to all Board members for their consideration, with the request that the content be treated as confidential.
2. The originator of the letter will be told by the Chairperson of the Board that the letter’s contents will be reviewed by the board at its next meeting, after which a written response will be issued. The originator or representative must attend this Board meeting.
3. At its next meeting the Board will address the issue(s) raised in the letter, take whatever action seems appropriate and request the Secretary to communicate this action to the originator in writing. If the originator (or a representative) is not present the Chairperson shall table the subject for further consideration.