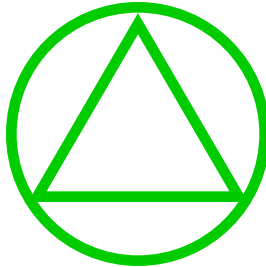


**Chicago AA (Area 19):  
How it works for you.**

*Recovery, Unity & Service*



## The Twelve Steps of Alcoholics Anonymous

1. We admitted we were powerless over alcohol—that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God as we understood Him.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God, as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to alcoholics, and to practice these principles in all our affairs.

# **Chicago AA: How It Works for You**

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Tradition 9 states: “AA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.” Since the 1930s, when the first AA meetings were held, a service structure has gradually evolved that helps sober alcoholics provide help to those still suffering. AA works for all of us through this service structure.

The AA service structure is often pictured as an upside-down triangle. At the top of the triangle are the individual AA groups. Below the groups are district service committees, which serve the groups within district boundaries. The next level down consists of Area assemblies, which serve the districts within a defined area. At the lowest level is the General Service Conference of Alcoholics Anonymous, which serves areas throughout North America.

## **The AA Group**

The basic unit in AA is the local group. An AA group consists of two or more alcoholics who gather together for meetings on a regular basis. The purpose of the AA group is to help alcoholics achieve sobriety through the application of the program of recovery founded on the Twelve Steps.

Each AA group is self-supporting through its own contributions. It has no outside affiliations and has no opinion on outside issues. Each AA group is autonomous except in matters affecting other AA groups or the fellowship as a whole.

Most alcoholics achieve and sustain their sobriety as a result of their participation in AA groups. A group’s responsibility to its members must always come first. But, its responsibility to AA as a whole must follow shortly thereafter.

Alcoholics Anonymous as a whole requires the support of local groups if the benefits of the program are to continue to reach people in need. Cooperation, participation, and financial support

must come from members of the individual groups since AA declines all outside contributions.

## **General Service Representative (GSR)**

Each AA group may become involved in the AA service structure as a whole by selecting one of its members to be its General Service Representative (GSR). The GSR is the link between the individual AA group and AA as a whole. The GSR is the voice of the group's conscience, reporting the group's views to the district service committee. The GSR also reports the group's wishes to the local Area assembly and--through the local Area delegate--to the General Service Conference.

Each AA group in the Chicago area may use any method of its own in selecting its General Service Representative and alternate GSR. The GSR and the alternate GSR serve for two years commencing January 1 of the odd year.

A GSR may be chosen at a group's regular election where there is every opportunity for presenting all available candidates from the group. Since new GSRs keep AA vital and productive, it is suggested that GSRs not succeed themselves.

Each GSR (or alternate GSR) should have AA experience, stability (usually at least two years of continuous sobriety), and the time to perform this service for his or her group and district.

Each GSR is a member of the district service committee for the district to which the group belongs. As a member, the GSR is obligated to attend district committee and CASA meetings.

Each GSR shall present to his or her group a report of what transpired at each committee meeting.

A group shall elect a new GSR to represent it at the district service committee and the Chicago Area Service Assembly when its GSR becomes the chairperson of the district committee or the chairperson of a standing committee.

Each GSR should register with the Chicago Area Service Office (CASO) and with the General Service Office (GSO) in New York as the mail contact for the group.

One unique aspect of Chicago AA is its lack of “intergroups,” which serve in other AA service areas as an intermediate level between the individual AA group and the district. The reason for this difference is rooted in Chicago AA’s history and geography.

## **District Service Committees**

Chicago area Alcoholics Anonymous is composed of city and suburban AA groups from the Chicago metropolitan area, primarily Cook County, and is viewed as Area 19 by the General Service Conference of Alcoholics Anonymous. Area 19 supports the Chicago Area Service Office.

Area 19 is divided into districts based on geography or a common language. A group may choose to belong to a district other than the district in which the group is physically located.

Each GSR within each district is a member of the district’s service committee.

The purpose of the district service committee is to serve the fellowship of Alcoholics Anonymous within its boundaries. The district service committee should conduct the district affairs in the spirit of the Twelve Traditions of Alcoholics Anonymous and the Twelve Concepts for World Service. The duties of the district service committee include, but are not limited to, the following:

- Hold regular meetings of all GSRs in the district. The district service committee should convene at least one week prior to the regular meeting of the Chicago Area Service Assembly.
- Keep GSRs informed about area activities. The district service committee should always be mindful that it is the

liaison between the individual group and Alcoholics Anonymous in Area 19 as a whole.

- Register its groups with the Chicago Area Service Assembly through forms provided by the Chicago Area Service Office. Although a group can be registered to be listed in a meeting directory by having someone willing to be listed at the central office as a mail contact, it must have a GSR in order to have a vote in the Chicago Area Service Assembly.
- Obtain accurate meeting information for the city, suburban, and online meeting directories published by the Chicago Area Service Office. It is suggested that the district review this information to the best extent possible at least twice a year.
- Obtain current information on district participants on the Twelfth Step list, which is a list of AAs who have volunteered to make Twelfth Step calls. It is suggested that the district GSRs review this information to the best extent possible at least twice a year.
- Hold forums on service work. Examples include seminars or workshops on the Twelve Steps, the Twelve Traditions, the Twelve Concepts for World Service, sponsorship, Twelfth Step calls, or being a GSR.

The quorum at any regular or properly called district service committee meeting consists of those GSRs attending. A majority vote of all eligible voters in attendance at a regularly constituted meeting is necessary for the adoption of any motion or resolution.

### ***District Chairperson (DCM)***

The district committee may use any method of its own in selecting its chairperson (commonly referred to as the DCM) and alternate chairperson. The chairperson and the alternate chairperson shall serve for two years commencing January 1 of the odd year.



The district committee may elect other officers that it deems necessary for district affairs. Officers may be chosen at a regular election where there is every opportunity for presenting all available candidates. Since new officers keep the district vital and productive, it is suggested that officers not succeed themselves.

Chairpersons should have several years of sobriety and substantial AA service work experience.

When a GSR becomes the chairperson of a district committee, the group represented by the GSR shall select a new GSR to represent it on the committee.

The district chairperson shall be a member of the Chicago Area Service Assembly. The chairperson is obligated to attend the assembly meetings. The chairperson shall present to his or her district a report of what transpired at each assembly meeting.

### ***Delegates to the Service Committees***

Each district service committee also selects delegates to represent the district on the various standing committees of the Chicago Area Service Assembly. The committees cover most kinds of AA activities. This structure adheres to the Twelve Traditions of Alcoholics Anonymous, which state that each group is autonomous but may appoint service boards or committees to serve in areas affecting other groups or Alcoholics Anonymous as a whole.

The committees are the main source of service work for Area 19 as a whole. Through participation in the service committees, as set forth in this manual, all groups have the opportunity to help fulfill our primary purpose – to carry the message to the alcoholic who still suffers. The district is allowed one delegate and alternate delegate for each standing committee of the Chicago Area Service Assembly.

The district committee may use any method of its own in selecting its delegates and alternate delegates to the various committees of the Chicago Area Service Assembly. With the

exception of the Finance Committee, the delegates (and the alternate delegates) to the committees shall serve for two years, usually commencing January 1 of the odd year. Committee delegates may be chosen at a regular election where there is every opportunity for presenting all available candidates. Since new delegates keep the committees vital and productive, it is suggested that committee delegates not succeed themselves.

The delegate is obligated to attend the meetings of a committee of which he or she is a member. The delegate shall present to his or her district a report of what transpired at each committee meeting.

The delegate shall serve the whole district.

### ***Redistricting***

A new district may be composed of a geographical area from existing districts, from a new geographical area, or a language. A new district should be established only when its creation would:

- Benefit AA members and better serve and represent groups within the proposed geographical area or language grouping.
- Not cause adverse effects on existing districts or Alcoholics Anonymous in the Chicago area as a whole.
- Strengthen the Chicago area service structure and promote individual and group participation in AA service work.

A new district must be either a contiguous geographical area within specific boundaries or linguistic in nature. A substantial majority of the groups within such area must indicate their desire to be represented by and participate in the new district. Groups may choose to be represented by and participate in another district.

The procedure for establishing a new district is as follows:

1. A new district “Organizing Committee” shall prepare a written document that includes:
  - a. The reasons for forming the district.

b. The objectives of the district

c. Information that shows how the district meets the guidelines established above.

2. Copies of the written document will be forwarded to the affected district chairpersons, who will present it for consideration at their next scheduled district service committee meetings. A vote to approve or reject the proposal for formation of the new district will be taken at the next scheduled district service committee meetings thereafter. Suggestions or objections of districts will be promptly forwarded to the chairperson of the Organizing Committee.

3. At the next meeting of the Chicago Area Service Assembly after passage at the district service committee meetings--outlined in paragraph 2 above--the Organizing Committee chairperson shall appear and request recognition of the new district, which shall require a two-thirds vote of the assembly.

A new district shall immediately establish a service structure fulfilling the same purposes as the other districts in Area 19.

## **Chicago Area Service Assembly (CASA)**

The purpose of the Chicago Area Service Assembly (CASA) is to serve the fellowship of Alcoholics Anonymous within Area 19. The assembly should conduct area affairs in the spirit of the Twelve Traditions of Alcoholics Anonymous and the Twelve Concepts for World Service

The Chicago Area Service Assembly has the sole authority to make all decisions for and affecting Alcoholics Anonymous, as such, in Area 19. It may delegate the performance of such authority to other committees or individuals.

The Chicago Area Service Assembly elects one of its members to preside over the assembly as chairperson.

The Chicago Area Service Assembly elects one of its members to serve as the Chicago Area Delegate to the General Service Conference.

The Chicago Area Service Assembly, through its Finance Committee, oversees the Chicago Area Service Office (also known as CASO or the central office).

The membership of the Chicago Area Service Assembly is composed of the following persons:

- The GSRs (or their alternates), provided they have been registered with the Chicago Area Service Office for at least thirty (30) days. If both the GSR and the alternate GSR are present at a meeting of the Assembly, only the GSR has a vote.
- The district chairpersons (or their alternates). If both the chairperson and the alternate chairperson from a specific district are present at a meeting of the Assembly, only the chairperson has a vote.
- The chairpersons of standing and special committees (or their alternates). If both the chairperson and the alternate chairperson of a committee are present at a meeting of the Assembly, only the chairperson has a vote.
- The delegate, the alternate delegate, and past delegates to the General Service Conference.
- The chairperson, the alternate chairperson, and past chairpersons of the Chicago Area Service Assembly.
- The recording secretary and alternate recording secretary of the Chicago Area Service Assembly.
- The at-large member of the Board of Directors of CASA.
- The manager of the Chicago Area Service Office.

The Chicago Area Service Assembly accepts the GSRs upon registration of their names at the Chicago Area Service Office. The assembly accepts the district chairpersons (and their alternates) and

the chairpersons of the standing and special committees (and their alternates) upon their election to office.

Regular meetings of the assembly shall be held during every odd month on Saturday or Sunday whenever possible. Responsibility for hosting CASA will rotate among the districts. The CASA chair will be responsible for notifying each district of its hosting duties six to nine months in advance. If a district is unable or unavailable to host, the next district on the list will be asked to do so. Districts will serve in this order: 15, 12, 25, 10, 5 & 20, 8, 2, 11, 22, 13, 6 & 21, 24, 3, 1, 14, 18 & 19, 16, 7, 9 & 17, 4. The CASA chairperson may call special meetings.

A quorum at any regular meeting or properly called meeting is a majority of the members who have been registered at the Assembly as in attendance, irrespective of whether some may have departed. A majority vote of all eligible voters in attendance at a regularly constituted meeting is necessary for the adoption of any motion or resolution, except as otherwise noted herein.

If the CASA chairperson is unable to preside over a meeting of the Chicago Area Service Assembly, the alternate CASA chairperson shall fill this role. If the alternate CASA chairperson is also unable to chair the Assembly meeting, then the following order shall be used in determining who shall chair the meeting:

- Finance Committee chairperson
- Alternate Finance Committee chairperson
- General Service Conference delegate
- General Service Conference alternate delegate

### ***Parliamentary Authority***

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Chicago Area Service Assembly in all cases to which they are applicable and in which they are not inconsistent with this service structure, the Twelve Traditions of Alcoholics Anonymous, the Twelve Concepts for World Service, and any special rules Area 19 may adopt.

## Area Officers

Area 19 has six area-wide officers who serve two-year terms: CASA chairperson, alternate CASA chairperson, GSC delegate, alternate GSC delegate, recording secretary, and alternate recording secretary. Each officer has one vote in the Assembly. As noted in Tradition 2, “Our leaders are but trusted servants; they do not govern.”

The Assembly elects officers in an even year by the following procedure:

- The Chicago Area Service Assembly will accept nominations from the floor at the July meeting.
- Resumes of the nominees shall be mailed to all eligible voters.
- In the event a nominee declines service before the election, the chairperson, at his or her discretion, may reopen the nominations.
- The Chicago Area Service Assembly will conduct the election at the September meeting by written ballot. A two-thirds majority vote is required for election. The “Third Legacy Procedure” as described in *The AA Service Manual* shall be followed to complete the election.

Candidates for the alternate chairperson position shall be presumed to include candidates for the chairperson position. Candidates for the alternate GSC delegate position shall be presumed to include candidates for the GSC delegate position. Candidates for the alternate recording secretary position shall be presumed to include candidates for the recording secretary position.

Those elected shall serve for two years commencing January 1 of the odd year, and an officer cannot succeed him- or herself in the same position to which he or she had been elected. An officer shall not hold any other office during his or her term. If a vacancy

appears in any of the offices, a special election shall be held to fill the vacancy.

The officers shall be *ex officio* members of every standing, special, or ad hoc committee.

### **CASA Chairperson**

Candidates for chairperson should have considerable years of sobriety and significant AA service work experience. Candidates should also have the time to engage in the AA service activity required of this position.

The chairperson should also be chosen for his or her ability to preside over the Assembly. It is the duty of the chairperson at an Assembly meeting to:

- Open the meeting at the appointed time.
- Announce in proper order the business that comes before the Assembly.
- Recognize members who are entitled to speak.
- State and put to a vote all questions that legitimately come before the Assembly as motions and to announce the results of each vote; or, if a motion that is not in order is made, to rule it out of order.
- Expedite business in every way compatible with the rights of members.
- Respond to inquiries of members relating to information bearing on the business of the Assembly.
- Authenticate by his or her signature all acts, orders, and proceedings of the Assembly.
- Declare the meeting adjourned when the Assembly so votes.

The chairperson is also expected to attend district and service committee meetings to provide an area-wide perspective.

### ***Alternate CASA Chairperson***

Candidates for alternate chairperson should have the same qualifications as the chairperson. .

If the chairperson should be absent, the alternate chairperson shall preside over the Assembly. If the office of the chairperson should become vacant before the end of the two-year term, the alternate chairperson shall fill the vacancy for the remainder of the chair's term and a special election shall be held to fill the office of the alternate chairperson.

The alternate chairperson is expected to attend district and service committee meetings to provide an area-wide perspective on the proceedings.

### ***Delegate to the General Service Conference***

The Chicago area, as Area 19, sends a delegate to the General Service Conference (GSC), which is the decision making body for Alcoholics Anonymous in North America. The activities of the Chicago Area GSC Delegate shall be in conformity with the General Service structure of Alcoholics Anonymous.

Candidates for GSC delegate should have considerable years of sobriety and significant AA service work experience. Candidates should also have the time to engage in AA service activity required of this position.

The duties of the delegate include, but are not limited to, the following:

- Attend the General Service Conference in April prepared to vote intelligently on matters affecting AA as a whole.
- Report back to the area on matters discussed at the General Service Conference.
- Attend all area and state conferences and assemblies.



- Cooperate with the General Service Office in obtaining information about Area 19, such as the membership survey and current GSR registration.
- Provide AA leadership in solving local problems involving AA Traditions.
- Visit groups, districts, and service committee meetings whenever possible, being sensitive to area needs and reactions.
- Assume added responsibility if the area chairperson and alternate chairperson are unable to serve.

### ***Alternate GSC Delegate***

Candidates for alternate GSC delegate should have the same qualifications as the GSC delegate.

If the office of the delegate should become vacant between elections, the alternate delegate shall fill the vacancy for the remainder of the term. A special election shall be held to fill a vacancy in the office of the alternate delegate.

The alternate delegate is expected to attend district and service committee meetings to provide an area-wide perspective.

### ***Recording Secretary***

Candidates for recording secretary should have considerable years of sobriety and significant AA service work experience.

Candidates should also have the time to engage in the AA service activity required of this position.

The recording secretary should be chosen for his or her ability to take the minutes of Assembly meetings and arrange for their production and distribution to members in a timely manner.

The recording secretary is also expected to attend district and service committee meetings to provide an area-wide perspective.

## ***Alternate Recording Secretary***

Candidates for alternate recording secretary should have the same qualifications and duties as the recording secretary.

Candidates should also have the time to engage in the AA service activity required of this position.

The alternate recording secretary is also expected to attend district and service committee meetings to provide an area-wide perspective on the proceedings.

## **Assembly Service Committees**

The various service committees of the Chicago Area Service Assembly correspond closely to the committees of the General Service Conference.

Each committee is directly responsible to the Chicago Area Service Assembly. The chairperson or a designated representative of each committee shall present a report, orally and in writing, at each regular meeting of the Chicago Area Service Assembly.

A report of a committee is an official statement submitted in the name of the committee informing the Assembly of action taken or recommended. Informational reports shall be presented separately from recommendations, resolutions, and other action items.

A recommendation or other action item that relates to the general policy of the Chicago Area Service Assembly shall be presented in the form of a proposed resolution. Each action item shall be voted up or down on the basis of its own merits and shall be binding upon passage by an affirmative vote of the Assembly.

Each committee may use any method of its own in selecting its chairperson and alternate chairperson.

Any committee may form subcommittees to deal with specific issues within its area of responsibility. Subcommittees are directly responsible to their parent committees.

**Standing committees** perform a continuing function and remain in existence permanently. With the exception of the Finance Committee, members of standing committees serve for a term corresponding to that of the officers of the Assembly. The chairperson (and the alternate chairperson) for each standing committee shall serve for two years commencing on January 1 of the odd year.

**Special committees** also perform a continuing function but need not be composed of delegates from each district. Instead, members of special committees are persons who are interested in the committee's area of service. The chairperson (and alternate chairperson) may serve terms not corresponding to the officers of the assembly.

**Ad hoc committees** are appointed by the Chicago Area Service Assembly chairperson to carry out a specific task, for example, investigating a controversy. Ad hoc committees are dissolved upon completion of their assigned tasks.

In all standing committees except the Finance Committee, a quorum at any regular or properly called meeting is a majority of the members who have registered at the committee meeting as in attendance, irrespective of whether some may have departed.

In the Finance Committee, a quorum at any regular or properly called meeting is a majority of the district delegates (or their alternates).

In a special or ad hoc committee, the quorum at any regular or properly called meeting consists of those members in attendance.

In any committee, a majority vote of all the eligible voters in attendance at a regular constituted meeting is necessary for the adoption of any motion or resolution. Any interested AA member may attend meetings of standing, special, or ad hoc committees.

Through the use of the service committees, as set forth in this manual, all AA groups and AA members have the opportunity to help fulfill our primary purpose – to carry the message to the alcoholic who still suffers.

## **Standing Committees**

### ***Conferences (COC)***

The purpose of this standing committee is to ensure proper participation of Area 19 in state and area conferences, forums, workshops, and events, including cooperation with other state and delegate areas. The Committee on Conferences (COC) also assists with the All Chicago Open meeting and performs such other services as deemed necessary by the Chicago Area Service Assembly.

The membership of this committee is composed of one delegate from each of the districts of Area 19. District delegates shall serve for a period of two years commencing January 1 of the odd year.

Membership also includes chairpersons of committees planning conferences and events—which are, in effect, subcommittees of the Committee on Conferences. Membership also includes the office manager, past chairpersons of CASA, and past delegates to the General Service Conference.

The committee chairperson may appoint special members.

### ***Cooperation with the Professional Community (CPC)***

The purpose of this standing committee is to provide information about AA on request to those non-alcoholics who have contact with alcoholics through their profession. Examples are: physicians,

nurses, lawyers, judges, social workers, union leaders, and industrial managers, as well as those working in the field of alcoholism. The committee provides information about what AA can do and what AA cannot do. The committee establishes cooperation between Alcoholics Anonymous and the professional community.

The membership of this committee is composed of one delegate from each of the districts of Area 19. Delegates shall serve for a period of two years commencing January 1 of the odd year. The committee chairperson may appoint special members.

### ***Correctional Facilities (CFC)***

The purpose of this standing committee is to cooperate with all correctional institutions in or serving the Chicago area, explaining AA's role in assisting the inmates who seek help. The committee helps coordinate AA meetings and other activities in the facilities within the scope and traditions of the fellowship.

The membership of this committee is composed of volunteers who assist at meetings in correctional facilities. There shall also be one delegate from each of the districts of Area 19. Delegates shall serve for a period of two years commencing January 1 of the odd year. The committee chairperson may appoint special members.

### ***Finance***

The purpose of this standing committee is to be responsible for all matters relating to office management, records, personnel, finances, and expenditures of Area 19. This committee may delegate that portion of this authority to the manager of the Chicago Area Service Office as it sees fit, subject to the approval of the Chicago Area Service Assembly.

The committee makes recommendations to the Chicago Area Service Assembly on all matters pertaining to the finances and

expenditures of Area 19 service committees and to the administration and operation of the Chicago Area Service Office. Each September the Committee presents a budget for the following year to the Assembly, which must be approved before taking effect on January 1. The Finance Committee shall employ a firm of certified public accountants to make periodic audits and prepare tax returns.

The membership of this committee is composed of one delegate from each of the districts of Area 19, who shall serve for a period of three years, and it is suggested they not succeed themselves. Election of district delegates shall be staggered in a manner determined by the Finance Committee in consultation with the districts so that one-third of the delegates rotates off of the committee each year.

The committee is responsible for the selection and supervision of the manager of the Chicago Area Service Office.

### ***Grapevine***

The purpose of this standing committee is to acquaint all AA members with the *Grapevine* and *La Vina* publications. The committee presents the *Grapevine* and *La Vina* as useful tools in maintaining individual and group sobriety through its many attractions.

The membership of this committee is composed of one delegate from each of the districts of Area 19. Delegates shall serve for a period of two years commencing January 1 of the odd year. The committee chairperson may appoint special members.

### ***Hospital and Treatment Facilities (HTF)***

The purpose of this standing committee is to cooperate with hospitals and treatment/rehabilitation facilities in the Chicago area regarding AA's relationship with such facilities. The committee helps coordinate AA meetings in such facilities.

The membership of this committee is composed of one delegate from each of the districts of Area 19. Delegates shall serve for a period of two years commencing January 1 of the odd year. The committee chairperson may appoint special members.

### ***Literature***

The purpose of this standing committee is to encourage AA groups to provide AA literature. It ensures that AA literature is available at area events and conferences. It recommends approval or disapproval of availability of non-conference-approved items not already carried in the CASO Bookstore. The recommendation shall be presented to CASA and voted upon at the following CASA.

The membership of this committee is composed of one delegate from each of the districts of Area 19 and one representative appointed by the manager of the Chicago Area Service Office. Delegates shall serve for a period of two years commencing January 1 of the odd year. The committee chairperson may appoint special members.

### ***Public Information (PI)***

The purpose of this standing committee is to carry the message of Alcoholics Anonymous to the alcoholic who still suffers through the use of the media and public speakers. This committee serves as the central source of information that is made available to the public in the Chicago area regarding Alcoholics Anonymous. The committee ensures that any information the public receives is correct and is given within the guidelines of the Twelve Traditions of Alcoholics Anonymous.

The membership of this committee is composed of one delegate from each of the districts of Area 19. Delegates shall serve for a period of two years commencing January 1 of the odd year. The committee chairperson may appoint special members.

## **Special Committees**

### ***24-hour Telephone Answering***

The purpose of this special committee is to maintain a 24-hour answering service using volunteer members of AA from the Chicago area. The service is provided for those times that an alcoholic is unavailable to answer the telephone in the Chicago Area Service Office.

Membership on this committee is open to any interested AA member who meets the committee's sobriety requirements.

### ***Archives***

Bill W. thought it important to maintain records of AA history so that there would be a way to conduct accurate research on the fellowship's past. Chicago AA, which was the first area to have its own central office, has a long history and extensive archives.

The purpose of this special committee is to gather and preserve historical data and other memorabilia pertinent to Alcoholics Anonymous in the Chicago area, including, but not limited to, oral and written histories, correspondence, newspaper articles, and literature.

Membership on this committee is open to any interested AA member.

### ***Here's How Editorial Board***

The purpose of the editorial board is to oversee the publication of *Here's How*, the area newsletter.

Policies regarding the newsletter (such as frequency of publication, subscription base, financing, content, and so forth) shall be the responsibility of the editorial board with the concurrence of the Finance Committee. The editorial board has the option of taking any differences with the Finance Committee to the Chicago Area Service Assembly for final resolution.



The editorial board shall consist of six members of AA selected by the Chicago Area Service Assembly. Each member shall serve a two-year term beginning January 1, with half taking office in the odd year and half in the even year. Three new members will be selected each year to succeed the three retiring members.

Nominations for board membership shall be taken from the floor at the September meeting of the Chicago Area Service Assembly, and voting shall occur at the November Assembly. In the event of a vacancy, a replacement may be elected to fill the balance of the term at any regular meeting of CASA where there is every opportunity for presenting all available candidates. The only qualification for membership is a desire to assist with the publication of *Here's How*.

The editorial board may use any method of its own in selecting its chairperson and alternate chairperson. The chairperson of the editorial board or a designated representative shall present a report, orally and in writing, at each regular meeting of the Chicago Area Service Assembly.

The editorial board shall select a managing editor, who is responsible for the ongoing publication of *Here's How*. No one shall serve simultaneously as a board member and as managing editor. The managing editor reports to and is under the supervision of the editorial board.

### ***Sharing Session***

The purpose of this special committee is to allow district chairpersons and service committee chairpersons to get acquainted with each other and to discuss problems occurring within the districts and committees. The gathering is also used to present and discuss new ideas to improve service in Area 19.

Membership includes district chairpersons, committee chairpersons, the delegate and alternate delegate to the General Service Conference, the chairperson and alternate chairperson of

the Chicago Area Service Assembly, the recording secretary and alternate recording secretary of the Chicago Area Service Assembly, and the office manager.

### ***Special Needs***

The purpose of this special committee is to provide information about AA to alcoholics who have physical disabilities or other special needs. The committee helps coordinate AA meetings for people with special needs.

Membership on this committee is open to any interested AA member.

### ***Structure***

The purpose of this special committee is to review and suggest modification of the Area 19 service structure as required by continuing growth and changes in the fellowship. Any suggested modification shall be presented to the Chicago Area Service Assembly for approval.

Membership is comprised of the chairperson and past chairperson of the Chicago Area Service Assembly, the delegate and past delegates to the General Service Conference, the chairperson of the Finance Committee, the office manager, and any other interested AA member.

### ***Website***

The purpose of this special committee is to create website policy and to manage the Chicago Area Service Office website.

Membership on this committee is open to any interested AA member.

## **Manager, Chicago Area Service Office**

The purpose of this position is to supervise and assist the paid staff and the volunteers in carrying out the daily service operations of the Chicago Area Service Office and to cooperate with and assist groups, districts, and committees throughout Area 19 in the conduct of their affairs.

The manager reports to and is under supervision of the Finance Committee. The manager has the option of taking any differences with the Finance Committee to the Chicago Area Service Assembly for final resolution.

The manager is responsible for purchase of literature, supplies, and services. The manager also recommends equipment and facility changes or purchases. Other responsibilities may be assumed as directed by the Finance Committee or the Chicago Area Service Assembly.

The manager serves as a liaison between Alcoholics Anonymous in the Chicago area and the public, including agencies and institutions working in the field of alcoholism within the framework of our traditions, but does not act as the voice of Alcoholics Anonymous in the Chicago area.

The manager shall devote full time to this position and not have outside employment. The manager shall attend all regular meetings of the Chicago Area Service Assembly. The manager shall attend meetings of standing committees when possible.

The qualifications for and selection of the manager are the responsibility of the Finance Committee.

## **Service Structure Amendments or Revisions**

This service structure may be revised or amended by the following procedure:

- A motion is made on the floor of the Chicago Area Service Assembly to amend or revise the structure manual.
- The Chicago Area Service Assembly, by majority vote, must recommend the amendment or revision.
- The recommendation shall then be mailed to each registered GSR for his or her group's consideration.
- GSRs shall discuss their group's opinion at their next district service committee meeting. The district shall reach a consensus. Members of the district service committee shall then carry that consensus to the next Chicago Area Service Assembly meeting.
- The Chicago Area Service Assembly shall vote on the proposed amendment or revision. It shall require an approval of two-thirds of the eligible voters in attendance for the amendment or revision to become effective.

# APPENDIX 1

## Bylaws of the Chicago Area Service Assembly

These bylaws are written solely to fulfill and comply with the requirements of the Illinois Compiled Statutes Business Organizations General Not For Profit Corporations Act of 1986. 805 ILCS 105.

### **ARTICLE I: Offices**

The Corporation shall continuously maintain in the State of Illinois a registered office and a registered agent whose business office is identical with such registered office and may have other offices within or without the state.

### **ARTICLE II: Corporate Purposes and Limitations**

#### **SECTION A. NAME.**

The Corporation shall be named the Chicago Area Service Assembly. It shall also be referred to herein by its acronym, "CASA," and as "The Assembly." The Assembly constitutes Area 19 of the structure of Alcoholics Anonymous, referred to herein as "A.A."

#### **SECTION B. GENERAL PURPOSE.**

The Corporation has but one purpose as set forth in the Articles of Incorporation as follows: To assist ill alcoholics in their recovery from alcoholism in the City of Chicago, Illinois, and its adjoining suburbs.

The Corporation is in effect an agency created and designated by the Chicago area fellowship of Alcoholics Anonymous to maintain services for those who should be seeking, through Alcoholics Anonymous, the means for arresting the disease of alcoholism through the application to their own lives, in whole or in part, of the Twelve Steps that constitute the recovery program upon which the fellowship of Alcoholics Anonymous is founded.

These Twelve Steps are as follows:

1. We admitted we were powerless over alcohol – that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God as we understood Him.

4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to alcoholics, and to practice these principles in all our affairs.

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### SECTION C. POWERS AND LIMITATIONS.

1. The Corporation in its deliberations and decisions shall, unless superseded by the laws of the state, adhere to the booklet, *Chicago AA: How it works for you*, as it may be revised from time to time.
2. The Chicago Area Service Assembly recognizes that the Articles of Incorporation and these Bylaws are legal instruments: that the Directors are thereby fully empowered to manage and conduct all of the affairs of CASA. It is further understood that *Chicago AA: How it works for you* itself is not a legal document: that it relies instead upon the force of A.A. Tradition and the power of the A.A. purse for its final effectiveness.
3. The Corporation in its deliberations and decisions shall be further guided by the Twelve Traditions of Alcoholics Anonymous, hereinafter referred to as the “Traditions,” which are as follows:

1. Our common welfare should come first; personal recovery depends upon A.A. 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 A.A. membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole.
5. Each group has but one primary purpose – to carry its message to the alcoholic who still suffers.
6. An A.A. group ought never endorse, finance, or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
7. Every A.A. group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. A.A., as such, ought never be organized; 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 A.A. 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.

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4. Within the scope of the above “Traditions” the Corporation may make distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Laws).

5. No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to its Directors, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Section B above.
6. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office or any political party or organization.
7. Notwithstanding any other provision of these articles, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Laws), or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Laws).
8. Upon dissolution of the Corporation, the Board of Directors after paying or making provision for the payment of all the liabilities of the Corporation, shall distribute all assets, both real and personal, to another such organization or organizations organized and operated exclusively for the purpose of serving the Fellowship of Alcoholics Anonymous as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Laws), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the appropriate court of law of the county in which the principal office of the Corporation is then located, exclusively for such purpose or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for exempt purpose.

### **ARTICLE III: Membership**

The members of the Corporation shall be the members of the Chicago Area Service Assembly as stated in *Chicago AA: How it works for you*. The organization shall be governed, except as provided below, by a Board of Directors.



## **ARTICLE IV: Board of Directors**

### **SECTION A. GENERAL POWERS.**

The affairs of the Corporation shall be managed under the direction of the members of Chicago Area Service Assembly (CASA) as it is governed by the structure book *Chicago AA: How it works for you* as it may be amended from time to time. The Board of Directors is formed as a matter of law and has only that authority as may be required by the Illinois Compiled Statutes Business Organizations General Not For Profit Corporations Act of 1986. 805 ILCS 105. The Board of Directors cannot establish compensation for their services nor the services of any other officers.

### **SECTION B. NUMBER, TENURE, AND QUALIFICATIONS.**

The number of directors shall be 7. The Directors shall be made up of the following persons: (1) The Chicago Area Service Assembly Chairperson (CASA Chair), (2) the Chicago Area Service Assembly Alternate Chairperson (CASA Alternate Chair), (3) Chicago Area 19 Delegate to the General Service Conference of Alcoholics Anonymous (CASA GSC Delegate), (4) Chicago Area 19 Alternate Delegate to the General Service Conference of Alcoholics Anonymous (CASA GSC Alternate Delegate), (5) the Chair of the CASA Finance Committee, (6) the Office Manager of the Chicago Area Service Office (CASO), and (7) a seventh, at-large, board member elected by the other directors. Each director shall hold office until the next annual meeting of the Board and until his or her successors shall have been elected and qualified. Directors need not be residents of Illinois. The number of directors may be decreased to not fewer than three or increased to any number from time to time by amendment of this section, unless the articles of incorporation provide that a change in the number of directors shall be made only by amendment of the articles of incorporation. No decrease shall have the effect of shortening the term of an incumbent director.

### **SECTION C. REGULAR MEETINGS.**

A regular annual meeting of the Board of Directors shall be held without other notice than these bylaws. The Board of Directors may provide, by resolution, the time and place for the holding of additional regular meetings of the board without other notice than such resolution.

### **SECTION D. SPECIAL MEETINGS.**

Special meetings of the Board of Directors may be called by or at the request of any two directors. The persons authorized to call special meetings

of the Board may fix any place as the place for holding any special meeting of the Board called by them.

SECTION E. NOTICE.

Notice of any special meeting of the Board of Directors shall be given at least 10 days previous thereto by written notice to each director at his or her address as shown by the records of the Corporation except that no special meeting of directors may remove a director unless written notice of the proposed removal is delivered to all directors at least 20 days prior to such meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. Notice of any special meeting of the Board of Directors may be waived in writing signed by the person or persons entitled to the notice either before or after the time of the meeting. The attendance of a director at any meeting shall constitute a waiver of notice of such meeting, except when a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the board need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these bylaws. Notwithstanding the above provisions of this paragraph, the notice requirements may be satisfied by sending a facsimile or email communication in a timely manner.

SECTION F. QUORUM.

Unless otherwise stated herein with regard to specific actions by the Board, a majority of the directors of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors, provided that if less than a majority of the directors is present at said meeting, a majority of the directors present may adjourn the meeting to another time without further notice.

SECTION G. MANNER OF ACTING.

The act of a majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by statute, these bylaws, or the articles of incorporation. No director may act by proxy on any matter.

SECTION H. VACANCIES.

Any vacancy occurring in the Board of Directors or any directorship to be filled by reason of an increase in the number of directors, except a

vacancy of the at-large board member, shall be filled by the Chicago Area Service Assembly as it is governed by the structure book *Chicago AA: How it works for you* as it may be amended from time to time, unless the articles of incorporation, a statute, or these bylaws provide that a vacancy or a directorship so created shall be filled in some other manner, in which case such provision shall control. A vacancy in the at-large board membership will be filled by a vote of the remaining directors. A director elected or appointed, as the case may be, to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office.

**SECTION I. RESIGNATION AND REMOVAL OF DIRECTORS.**

A director may resign at any time upon written notice to the Board of Directors. A director may be removed with or without cause, as specified by statute.

**SECTION J. INFORMAL ACTION BY DIRECTORS.**

The authority of the Board of Directors may be exercised without a meeting if a consent in writing, setting forth the action taken, is signed by all of the directors entitled to vote.

**SECTION K. COMPENSATION.**

No director shall receive compensation for serving as a director of the Corporation. No resolution by the Board of Directors may be made to pay the expenses of the directors.

**SECTION L. PRESUMPTION OF ASSENT.**

A director of the Corporation who is present at a meeting of the Board of Directors at which action on any Corporation matter is taken, shall be conclusively presumed to have assented to the action taken unless his or her dissent shall be entered in the minutes of the meeting or unless he or she shall file his or her written dissent to such action with the person acting as the secretary of the meeting before the adjournment thereof, or shall forward such dissent by registered or certified mail to the secretary of the Corporation immediately after the adjournment of the meeting. Such right to dissent shall not apply to a director who voted in favor of such action.

**ARTICLE V: Officers**

**SECTION A. OFFICERS.**

The Corporation shall have four officers. The CASA Chair shall be the President; the CASA GSC Delegate shall be Vice President; the CASA Alternate Chair shall be Secretary; and the CASA Finance Chair shall be

Treasurer. These officers, whose authority and duties are prescribed in Article V, Sections D, E, F and G of these bylaws, shall have the authority and perform the duties prescribed, from time to time, by the Board of Directors. No new offices may be created or filled by the Board of Directors.

#### SECTION B. ELECTION AND TERM OF OFFICE.

The officers of the Corporation shall be elected as stated in *Chicago AA: How it works for you*. The election of the at-large member shall take place as early in the odd year as practicable, but not later than February 1st and shall serve until the end of the next even year. The officers shall hold office until their successors shall have been duly elected and shall have qualified or until their death or until they shall resign or shall have been removed in the manner hereafter provided. The election of an officer shall not of itself create contract rights.

#### SECTION C. REMOVAL.

Any officer elected or appointed by the Board of Directors may be removed by a two-thirds vote of the Board of Directors at a meeting at which two-thirds of the Board is present whenever in its judgment the best interests of the Corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed.

#### SECTION D. PRESIDENT

The President shall preside over the meetings of the Board of Directors and shall ensure that its decisions, resolutions, and directives are carried into effect unless the Board of Directors shall assign such responsibility to another. In general, the President shall discharge all duties incident to the office of president and such other duties as prescribed by the Board of Directors.

#### SECTION E. VICE PRESIDENT

The Vice President shall assist the President in the discharge of his or her duties as the President may direct and shall perform such other duties as from time to time may be assigned by the President or the Board of Directors. In the absence of the President or in the event of the President's inability or refusal to act, the Vice President shall perform the duties of President and, when so acting, shall have all the powers of and be subject to all the restrictions on the President.

#### SECTION F. SECRETARY

The secretary shall (a) record the minutes of the meetings of the Board

of Directors in one or more books provided for that purpose; (b) see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; (c) be custodian of the corporate records and of the seal of the Corporation; (d) keep a register of the post office address of each Director; and (e) perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to him or her by the Board of Directors.

#### SECTION G. TREASURER

The Treasurer shall have the responsibility of reporting on and overseeing the financial affairs of the Corporation. The Treasurer shall undertake such other duties and responsibilities as may, from time to time, be assigned the Treasurer by the Board of Directors.

#### SECTION H. SALARIES.

No officer of the Corporation shall be compensated for his or her services. The Board of Directors shall not pass any resolution fixing the compensation of any officer or employee of the Corporation. No resolution by the Board of Directors may be made to reimburse the expenses of the officers.

### **ARTICLE VI: Committees, Commissions, and Advisory Boards**

#### SECTION A. COMMITTEES.

The Board of Directors shall not pass any resolution designating any committee. All committees will be designated by and in conformance with the structure book *Chicago AA: How it works for you* as it may be amended from time to time.

#### SECTION B. COMMISSIONS OR ADVISORY BODIES.

The Board of Directors shall not pass any resolution designating any commissions or advisory bodies. All commissions or advisory bodies will be designated by and in conformance with the structure book *Chicago AA: How it works for you* as it may be amended from time to time.

### **ARTICLE VII: Contracts, Checks, Deposits, and Funds**

#### SECTION A. CONTRACTS.

The Board of Directors has no authority to authorize any officer or officers, agent or agents of the Corporation, other than the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation. The sole

authority to authorize any officer or officers, agent or agents of the Corporation, other than the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation rests with the Chicago Area Service Assembly in conformance with the structure book *Chicago AA: How it works for you* as it may be amended from time to time.

**SECTION B. CHECKS, DRAFTS, ETC.**

All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation shall be signed by such agent or agents of the Corporation designated and in conformance with the structure book *Chicago AA: How it works for you* as it may be amended from time to time.

**SECTION C. DEPOSITS.**

All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depositories designated and in conformance with the structure book *Chicago AA: How it works for you* as it may be amended from time to time.

**SECTION D. GIFTS.**

The Board of Directors may accept on behalf of the Corporation any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the Corporation, as long as that contribution, gift, bequest, or devise is in conformity with the “Traditions” stated above, and the policies of the General Service Conference of Alcoholics Anonymous and the General Service Board of Alcoholics Anonymous.

**ARTICLE VIII: Books and Records**

The Corporation shall keep correct and complete books and records of account. It shall also keep minutes of the proceedings of its Board of Directors and committees designated by and in conformance with the structure book *Chicago AA: How it works for you* and shall keep at the registered or principal office a record of the names and addresses of the Directors entitled to vote.

**ARTICLE IX: Fiscal Year**

The fiscal year of the Corporation shall be fixed by resolution of the Chicago Area Service Assembly.

## **ARTICLE X: Seal**

The corporate seal shall have inscribed thereon the name of the Corporation and the words “Corporate Seal, Illinois.” The seal may be used by causing it or a facsimile thereof to be impressed or affixed or in any other manner reproduced, provided that the affixing of the corporate seal to an instrument shall not give the instrument additional force or effect, or change the construction thereof, and the use of the corporate seal is not mandatory.

## **ARTICLE XI: Waiver of Notice**

Whenever any notice is required to be given under the provisions of the Illinois Compiled Statutes Business Organizations General Not For Profit Corporations Act of 1986. 805 ILCS 105 or under the provisions of the articles of incorporation or the bylaws of the Corporation, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice. Attendance at any meeting shall constitute waiver of notice thereof unless the person at the meeting objects to the holding of the meeting because proper notice was not given.

## **ARTICLE XII: Indemnification and Insurance**

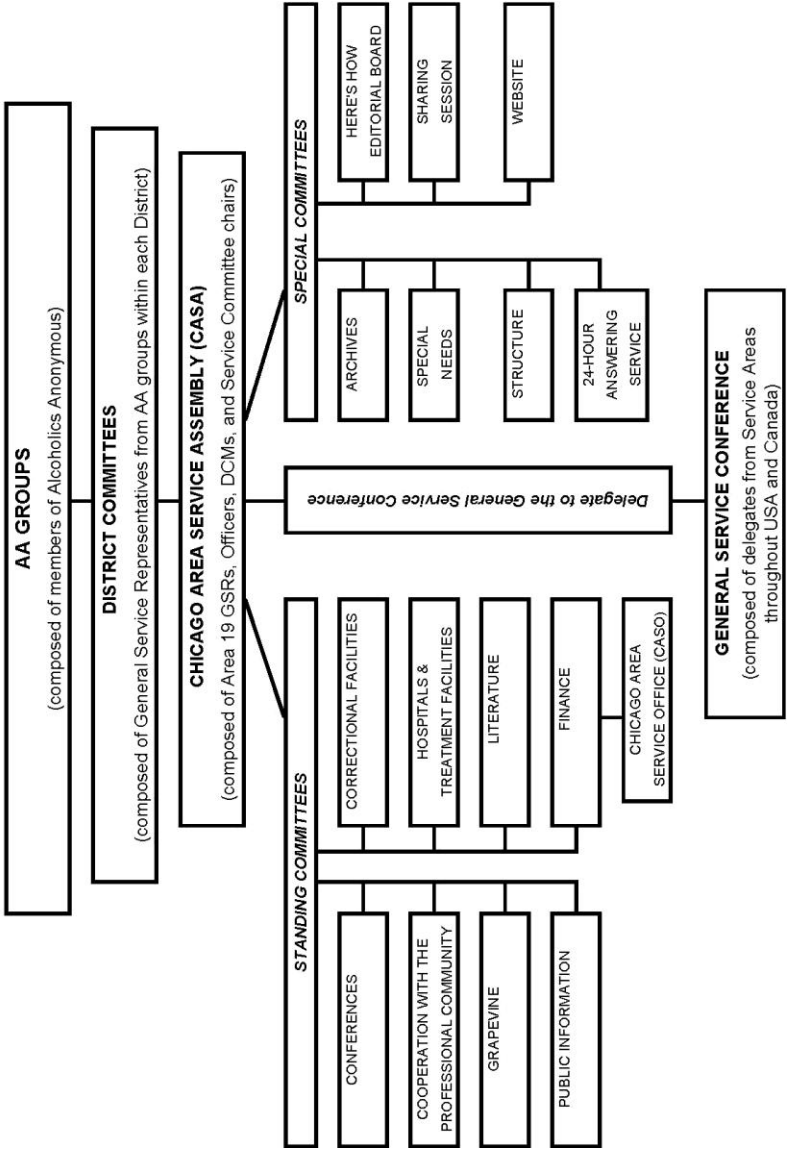
The Corporation may purchase and maintain insurance on behalf of any person who is or was a director, officer, employee, or agent of the Corporation, or who is or was serving at the request of the Corporation as a director, officer, employee, or agent of another corporation, partnership, joint venture, trust or other enterprise, against any liability asserted against such person and incurred by such person in any capacity, or arising out of his or her status as such, whether or not the Corporation would have the power to indemnify such person against such liability under the provisions of these bylaws.

## **ARTICLE XIII: Amendments**

The power to alter, amend, or repeal the bylaws or adopt new bylaws shall be vested in the Chicago Area Service Assembly in conformity with the structure book *Chicago AA: How it works for you* as it may be amended from time to time, and in the same manner as the section “Service Structure Amendments or Revisions” in the publication *Chicago AA: How it works for you* as it may be amended from time to time. The bylaws may contain any provisions for the regulation and management of the affairs of the Corporation not inconsistent with law or the articles of incorporation.

# APPENDIX 2

## Structure of Service Boards & Committees for Area 19





## The Twelve Traditions of Alcoholics Anonymous

1. Our common welfare should come first; personal recovery depends on AA unity.
2. For our group purpose there is 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. Every AA group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. AA, as such ought never be organized; 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 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.

I am responsible...

*When anyone, anywhere,  
Reaches out for help, I want  
The hand of AA always to be there.  
And for that: I am responsible.*

*Further information about the  
Work of Alcoholics Anonymous may  
Be obtained by contacting:*

**Chicago Area Service Office (CASO)**

180 N Wabash, Ste 305

Chicago, IL 60601

(312) 346-1475

Fax (312) 346-5477

[www.ChicagoAA.org](http://www.ChicagoAA.org)

\$1.00

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