

# **Inland Empire AA Convention**

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# INLAND EMPIRE ALCOHOLICS ANONYMOUS CONVENTION

P.O. Box 12056  
San Bernardino, CA 92423

INLAND EMPIRE  
ALCOHOLICS ANONYMOUS  
CONVENTION COMMITTEE  
RIVERSIDE / SAN BERNARDINO COUNTIES

## **BY-LAWS**

### **1.0 INTRODUCTION**

1.1 In view of over five hundred and thirty (530) weekly meetings of Alcoholics Anonymous in the Inland Empire County areas, as well as general population in the Inland Empire counties, as well as general population growth projections, it is believed that the two counties should have their own AA Convention. This Convention is envisioned to be one, which emphasizes the concept of AA fellowship and service. The event will be of the “weekend Convention” type and will be held in a Riverside / San Bernardino area, the last weekend of October, each year.

1.1.1 Should circumstances or events outside the control of the Convention Board of Directors, Convention Planning Committee or the Convention Facility (Acts of Nature, Fire, Civil Disaster, Unsatisfactory Accommodations, etc.) the annual Convention dates can be changed from the last weekend in October to a date deemed appropriate by the Convention Board of Directors.

### **2.0 CONVENTION LEADERSHIP**

## **BY-LAWS, Continued**

2.1 The principal of rotating leadership will be observed in connection with the AA Convention Committee. Members of the Committee shall be Riverside / San Bernardino.

2.2 If a Convention Chairperson moves from the Riverside / San Bernardino County area, they must vacate their Committee position. The Convention Co-Chairperson will perform the duties of the vacant position and still maintain his/her rotation position as Convention Co-Chairperson.

2.3 The Convention Committee will include a Convention Chairperson, Convention Co-Chairperson, a Secretary, Treasurer, and no more than twenty (20) Committee Chairpersons. Each Committee Chairperson will have responsibility for a specific area such as Registration, Graphics, hotel Coordinator, and the like. **(Amended 12/04/1995\*\*\*)**

2.4 Each Committee Chairperson as well as the Secretary and the Treasurer, shall select a Co-Chairperson to assist and succeed him/her with advice and consent of the Convention Chairperson. **(Amended 12/04/1995\*\*)**

2.5 The Convention Co-Chairperson automatically becomes the following year's Convention Chairperson, unless unable or unwilling to serve. In that event, a Convention Chairperson and Co-Chairperson will be elected at the Annual Business Meeting of the Convention as set forth below. The Co-Secretary, Co-Treasurer, and various Committee Co-Chairperson will, with the consent of the Convention Chairperson succeed the Secretary, Treasurer and respective Committee Chairperson, although this succession is not mandatory. **(Amended 10/23/2005\*\*\*)**

2.6 The responsibilities and duties of the Convention Chairperson, Co-Chairperson, Secretary, Treasurer, and Sub-Committee Chairpersons shall be in the IEACC Committee Assignment and Responsibility section of the By-Laws and that the Board of Directors by majority vote shall have the authority to change the descriptions.

2.7 The Chairperson of the Board of Directors conducts and leads the Annual Business Convention meeting. The Chairperson of the Board of Directors leaves office at the conclusion of the Annual Convention Business meeting. **(Amended 10/23/2005\*\*\*)**

2.8 The Convention Chairperson leaves office and becomes Co-Chairperson on the Convention Board of Directors with the election of the Convention Co-Chairperson at the Annual Convention Business Meeting. **(Amended 10/23/2005\*\*\*)**

2.9 A minimum of two (2) years of continuous sobriety is required to serve as a Convention Committee Chairperson. A minimum of one (1) year continuous sobriety is required to serve as a Convention Committee Co-Chairperson. **(Amended 10/23/2005\*\*\*)**

2.10 If there is an exception for one person or another, it could be decided by the board on a one-time basis.

## **3.0 BOARD OF DIRECTORS**

## **BY-LAWS, Continued**

3.1 The Board of Directors shall consist of seven (7) Directors. The Directors shall be the most recent two (2) Convention Chairpersons, the current Convention Chairperson, and the current Convention Co-Chairperson. The senior member will serve as Board Chairperson and rotate off annually. The remaining three (3) Directors shall consist of the current Secretary, the current Treasurer, and one member to be elected (Member-At-Large) by the Convention Committee each year.

3.2 The purpose of the Board of Directors is to assist the current Convention Committee as required and shall ensure adherence to the established Guidelines and Resolutions contained within IEAAC By-Laws.

3.3 The Board shall meet once per month.

3.4 The Board Chairperson may call special meetings of the Board of Directors.

3.5 A quorum shall consist of four (4) members of the Board of Directors.

3.6 The Board may declare vacant the office of any Director who fails to attend three (3) meetings of the Board.

3.7 The Board of Directors shall have the power to fill positions on the Board that become vacant during the year.

3.8 By a majority vote of the Board of Directors they may propose changes to the By-Laws.

3.9 A minimum of five (5) years of continuous sobriety is required to serve on the Board. A minimum of four (4) years of continuous sobriety is required to serve as a Board Co-Chair.

## **4.0 AL-ANON INVOLMENT**

4.1 Al-Anon family groups are invited and encouraged to become involved in the Riverside / San Bernardino counties AA Convention, but are encouraged to avoid scheduling events which conflict with AA meetings and events. Al-Anon and Alateen shall be self-supporting.

## **5.0 FISCAL YEAR**

5.1 The fiscal year for accounting and reporting purposes shall end December 31<sup>st</sup>.

## **6.0 FINANCES**

6.1 Operation of the Inland Empire Convention is expected to create surplus funds, after all expenses and other obligations have been paid, any surplus funds will be disbursed as follows:

6.1.1 The amount of five thousand (\$5,000) dollars will be set aside to provide initial funds for the following year's Convention. **(Amended to \$8,000 Oct 2103, Amended \$10,000 Oct 2015, Amended Nov 2018 to \$12,000)**

6.1.2 Any remaining funds are to be distributed as follows:

A) G.S.O.New York—ten (10%) percent **(Amended Nov. 2018 to 10%)**

## **BY-LAWS, Continued**

- B) Mid-Southern California Area—five (5%) percent
- C) Inland Empire Central Office—eighty (80%) percent
- D) Inland Empire Hospitals & Institutions—five (5%) percent **(Amended Nov 2018)**

6.2 Any money derived from special events (50/50 Raffles, etc.) or the sale of mementos will be turned over to the Treasurer.

6.3 Funds collected from Al-Anon or Alateen activities, except registration, will be returned to the Al-Anon Chairperson as soon after the Convention as practicable.

6.4 This organization is organized exclusively for charitable and educational purposes within the meaning of section 501 (c) (3) of the internal Revenue Code.

6.5 Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on:

- (a) by an organization exempt from Federal Income Tax under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law) or
- (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

6.6 Upon winding up and dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a nonprofit fund. Foundation or corporation which is operated exclusively for charitable, educational purposes and which has established its tax exempt status under section 501 (c) (3) of the Internal Revenue Code. If the organization in 6:1.2 qualifies under section 501 (c) (3) of the internal Revenue Code, it is hereby directed that the remaining assets be distributed under section 6:1.2 above.

## **7.0 REGISTRATION**

7.1 The ordinary fee for registration for the Convention will be a minimum of \$20 dollars perThe Convention Board may elect to offer an early registration discount. (Purposed Oct 13, 2013) and passed Oct. 19, 2014 **(Amended 10/19/2014\*\*\*)**

## **8.0 ITEMS OFFERED FOR SALE**

8.1 The Convention meetings will be recorded and available for purchase at the Convention. Sales of recordings will be the sole responsibility of an outside vendor approved by the Board of Directors.

8.2 The General Service Office or the local Central Office of Alcoholics Anonymous must approve literature for sale at the Convention. **(Amended 10/23/2005\*\*\*)**

8.3 Each Convention Chairperson has the right to offer for sale a Convention memento, if such item has the approval of the Convention committee as a whole.

8.4 " No outside vendors allowed or given any convention space (this does not exclude recorders as mentioned in .1)" **(Amended Oct 19, 2014).**

## **9.0 BUSINESS MEETING and ELECTION of CONVENTION CO-CHAIRPERSON**

9.1 During the Convention an open business meeting will take place. The meeting will include the election, by simple majority vote, of a Convention Co-Chairperson for the following year. Candidates will be selected from a group consisting of the past or present Riverside / San Bernardino County Convention Secretary, the past or present Treasurer or past or present Convention Sub-Committee Chairpersons.

9.2 Copies of the Treasurer reports and Minutes of the Business meeting from the previous year's Convention will be made available to those attending the Business meeting. \*Convention By-Laws may be amended by a two-thirds majority vote of those in attendance at any Annual Business Meeting of the Riverside / San Bernardino County Convention. **(Amended 12/04/1995\*\*)** A motion for change may be made and voted on at the same Business Meeting (there is no wait time required. **(Amended Nov 2018)**)

# IEAA Convention Committee Assignments and Responsibilities

## Convention Chairperson

### **Assignments:**

- Get started in February, most important, be a leader and be available.
- Form a convention committee of approximately 20 committee chairpersons (the less the better) positions are selected not elected. If possible, select from all areas within the Riverside / San Bernardino counties. Past experience is most helpful. One year of previous service is required of the position of Treasurer.
- Each Sub-Committee Chairperson can best select his/her own Co-Chairperson, but the Convention Co-Chairperson should be involved in the choice.
- Develop a working relationship and outline the duties of the committee Chairpersons. Familiarize yourself with all the Chairperson duties. Get them involved. Let them run their own committees. You will be surprised at how capable they will become.
- Develop a budget with the help of the Treasure and past Chairperson (they can be very helpful). Use past records as a helpful guideline and give each Committee their budget.
- Establish a convention committee meeting schedule and maintain it throughout the year. Work with Hotel Coordinator to reserve a meeting room for committee meetings.
- Organize and lead the Saturday night banquet meeting including Benediction, Anonymity Statement, Chapter 5, and the 12 Traditions.

**Budget:** Chairperson receives a complimentary room, banquet ticket and will have all reasonable miscellaneous expenses paid. These should be spelled out on the Treasurer's Report.

## **Convention Co-Chairperson**

Only elected position. Each year at the Convention annual Business meeting the Convention Committee elects a Convention Co-Chairperson to serve as next year Convention Co-Chairperson. Once elected, the Convention Co-Chairperson automatically succeeds to the position of Convention Chairperson when the current Convention Chairperson term expires. **(Amended 10/23/2005\*\*\*)**

### **Functions:**

- The primary duties are to assist the Convention Chairperson in any way requested. Stay involved which will make your year as Convention Chairperson much easier.
- Choose the person to conduct the "Sobriety Countdown" that is conducted during the Sunday morning meeting.
- Designate and/or identify storage locations for convention banners, signs, logo, decoration supplies, etc. Coordinate timely delivery of above items to convention site and inform the Convention Board when maintenance or replace of above items is required. **(Amended 10/23/2005\*\*\*)**
- Contact representatives from the area archives committee to invite them to participate in the convention. **(Amended 10/23/2005\*\*\*)**
- Contacts Inland Empire General Service, H&I and Inter Group committees and request they provide Chairperson and Co-Chairperson to serve on IEAAC convention committee. **(Amended 10/23/2005\*\*\*)**
- Procures any and all licenses required by the hotel and/or Government Agencies. **(Amended 10/23/2005\*\*\*)**
- Serves as Chairperson for the Chairman's dinner prior to the convention opening. Coordinate with hotel Coordinator size, choice of meal and determine attendance.
- Assist in conducting planning meetings.
- Make decision when the convention chairperson is unavailable.
- Help develop subjects.
- Take charge of overseeing certain committee functions.
- Work closely with Hotel Coordinator to insure facilities are informed of Convention needs. Make sure hotel has scheduled room for planning meetings throughout the year.
- Must get involved with all committee activities in order to gain as much knowledge as possible in preparation for the following year's Convention. Keep notes of all activities.

**Budget:** Usually receives a complimentary room and may have miscellaneous expenses such as telephone, postage, etc.

### **Misc:**

- Plan convention committee meetings and Chairperson's dinner.
- Leads Sunday Morning meeting and chooses readers for the Sunday morning meetings. Readings to include the "Statement of Anonymity".
- Take care of any unusual housing, registration, and program, banquet, and ticket problems during the convention.
- Keep abreast of all that is happening in the Chairperson position to assist in decision making if necessary.



## **Convention Secretary**

Co-Secretary required

### **Functions:**

- Record and distribute Convention Committee Planning minutes.
- Provide general clerical assistance to the Convention Chairperson.
- Maintain volunteer lists for Convention Committee Chairpersons.
- Record, duplicate and distribute minutes of Convention Business Meeting to board members no later than one month after conclusion of Annual Convention Business meeting.
- Provide 50 copies of previous year's Convention Business Meeting.
- Supply a complete set of minutes to the next year's Convention Chairperson (current Convention Co-Chairperson).
- Advertise Convention Planning Meetings in Central Office newsletter each month.

### **Budget**

- Minimal telephone expenses
- Postage
- Printing / Duplicating

### **Misc.**

- Co-Secretary required with duties of recording, duplicating and distributing minutes from the Board of Directors meetings.

## **Convention Treasurer**

Co-Treasurer required

In order to maintain historical information and records, the convention checking account shall not be changed from the existing bank and branch location without prior approval of the Convention Board. **(Amended 10/23/2005\*\*\*)**

### **Functions:**

- Track and safeguard all monies relating to the Convention.
- Develop and monitor operating budgets.
- Set-up interest earning checking account with “Prudent Reserve” from previous year Convention.
- Retain existing P.O. Box number at current location. Submit annual application and/or payment of fees. P.O. Box must not be changed without prior approval of the Convention Board of Directors. **(Amended 10/23/2005\*\*\*)**
- Determine and formalize authorized signatures required for checking account access. All checks require two signatures (Treasurer, Convention Chairperson or Co-Chairperson). **(Amended 10/23/2005\*\*\*)**
- Organize accounting system for various expenditures (maintain historical records)
- Establish operating budget (with Convention Chairperson, special Event, and all related committees).
- Process invoices and reimbursements.
- Assist registration and Ticket Chairperson with money receipts and recording of transactions.
- Keep Convention Chairperson informed on a regular basis on status of finances with comparisons to operating budget.
- Maintain financial records on same basis as operating budget.
- Maintain filing and record-keeping system for auditing purposes.
- Arrange bonds, insurance as required.
- Control all money activities during Convention.
- Prepare a final financial statement and distribute funds as directed by the Convention Guideline.
- Contact Central Office at least one month prior to convention to establish proper distribution of any monies to be donated to Central Office.
- Provide 100 copies of previous year’s financial statements for Convention Business Meeting.

### **Budget**

- Postage
- Endorsement Stamps
- Check/Monthly charges
- Telephone
- Office Supplies

**Misc.** Un-collectible bad checks must be budgeted and charged against Treasurer’s committee. Estimated: 0.5% of projected revenues.

## **Member-At-Large**

Elected at Annual Business meeting held during convention. Must be in person at Business meeting in order to be nominated and accept that nomination. Becomes a voting member of Board of Directors.

### **Criteria must meet to hold position:**

Minimum 5 years sobriety on day elected.

Must have been a co-chair of sub-committee for a full one year of convention.

Must have been a chair of a sub-committee for a full one year of convention.

### **Responsibilities: \_**

- Be familiar with By-Laws and be source to answer questions involving By-Laws.
- Retrieve convention banner from storage (at AA Central Office) and have dates of convention and the convention number (such as 29<sup>th</sup>) updated at print business.
- Coordinate timely delivery of newly updated banner at the hotel (typically on morning of start of convention) so hotel can hang the banner in hotel ballroom.
- Retrieve the AA medallion from storage (at AA Central Office) and Coordinate timely delivery of medallion to the hotel (typically on the morning the convention) begins so hotel staff can hang it in ballroom.
- Return the banner and medallion to AA Central Office for storage at the end of the convention after hotel staff have taken down form display.
- Notify Board of Directors should maintenance, repair, or replacement of the medallion or banner be needed.
- Be continuously aware and informed of committee activities in order to be up-to-date with progress so to be able to step in to help a sub-committee should the need arise with a chair being unable to continue.
- Be prepared to step into any position in the convention should the need arise.
- Other duties as required/ needed.

Budget: \$100

Dec 2018