

Western Roundup / Living Sober of San Francisco, Inc. Purpose and Intent Resolution

MISSION STATEMENT

The purpose and intent of Living Sober is to celebrate our sobriety at an annual conference to be held in San Francisco, California, and known as Western Roundup / Living Sober of San Francisco.

Living Sober will provide a sober environment for gay, lesbian, bisexual and transgender members within the fellowship of Alcoholics Anonymous; our purpose is to support individual sobriety and maintain unity.

Living Sober will structure its activities within the *Twelve Traditions* of Alcoholics Anonymous and the *AA Guidelines for Conferences and Conventions*. To this end, the Living Sober General Planning Committee will each year approve a conference budget with an affordable registration fee. It is our intent to provide services so that the conference is accessible to all. It is also our intent that no one will ever be turned away from the conference or any Living Sober event because of a lack of funds.

ORGANIZATIONAL STRUCTURE

Living Sober will be structured with three organizational elements:

- General Planning Committee
- Advisory Board
- Steering Committee

It is our intention that these three elements will operate in a system of checks and balances so that no one element will attain an ascendancy over the others. It is also our intention that the spiritual principles of the *Twelve Traditions*, the *Twelve Concepts*, and the *Six General Warranties* of Alcoholics Anonymous will always be the guidelines for our organization. This will assure that our leaders will always be trusted servants; they will not govern.

The general responsibilities of these organizational elements will be:

GENERAL PLANNING COMMITTEE

General Planning Committee, which consists of all Living Sober volunteers, Subcommittee Co-Chairs, and Subcommittee members; is our basic decision-making body, and will act as the group conscience of Living Sober. The General Planning Committee will meet at least monthly during the planning year, and as

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needed. Guidance for actions of the Steering Committee and the Advisory Board may be initiated by the General Planning Committee.

ADVISORY BOARD

The Advisory Board acts as the Board of Directors for all legal purposes. It is responsible for all legal and fiduciary matters, has final approval over the yearly budget of the Living Sober Conference, and has specific authority to protect the Purpose and Intent of Western Roundup / Living Sober of San Francisco, Inc as spelled out in this document.

SPECIFIC DUTIES OF GENERAL PLANNING COMMITTEE AND ITS SUBCOMMITTEES

In addition to its functions as the basic decision-making body of Living Sober, the other planning functions of the General Planning Committee will be carried out by the formation of subcommittees. Within the guidelines of this document, all subcommittees are autonomous in planning and coordinating their specific activities as outlined for each subcommittee under the **SUBCOMMITTEE DEFINITIONS** section of this document. Subcommittees are to cooperate fully with the General Planning and Steering Committees as well as the Advisory Board, and to adhere to AA and Al-Anon guidelines for participation in an AA conference. Decisions made by subcommittees must be brought to the General Planning Committee for approval by simple majority vote (more than one-half of the votes cast)

SUBCOMMITTEE CO-CHAIRS

The purpose of these positions is to provide the scheduling necessary and to conduct appropriate meetings. The co-chairs facilitate and oversee the subcommittee meeting, and report to the General Planning and Steering Committees at the appropriate meeting times. It is recommended that Subcommittee Co-Chairs have at least two years clean and sober and one year of experience working on Living Sober.

AL-ANON SUBCOMMITTEE

Al-Anon participates in the Living Sober Conference as an invited guest. In subcommittee meetings, any issues dealing with Al-Anon only will be voted on by Al-Anon members only. AA issues will be voted on by AA members only. Those persons who are in both programs may vote on all issues. It is recommended that Al-Anon Subcommittee Co-Chairs have a minimum of two years of recovery in Al-Anon and one year's experience working on Living Sober.

SPECIFIC RESPONSIBILITIES OF THE STEERING COMMITTEE

ELECTION OF THE STEERING COMMITTEE

The General Planning Committee will elect by simple majority at the last meeting of each planning year, a Steering Committee for the next planning year. The Steering Committee will consist of:

- 1 Chair
- 2 Co-Chairs
- 1 Secretary
- 1 Treasurer

It is an established custom that the Chairperson position will alternate each year between a male and a female of the gay, lesbian, bisexual and transgender community, and the Co-Chairs each year will be a male and a female from the same community. It is strongly recommended that the Steering Committee members have at least three continuous years clean and sober in AA and two years experience in working on Living Sober, including one year as a Subcommittee Co-Chair.

DUTIES OF THE STEERING COMMITTEE

The Steering Committee bears responsibility for signing bids and contracts as necessary for events and for the conference. The Steering Committee must approve all written materials bearing the Living Sober name and/or logo, with the exception of those generated by the Advisory Board. The Steering Committee customarily designates the Secretary as the individual responsible for these signatory duties. Each Steering Committee member will serve as liaison to specific Subcommittees, providing assistance and guidance. Liaison assignments are to be decided by the Steering Committee at the beginning of each planning year.

CHAIR

Duties of the Chair include chairing and facilitating Steering Committee meetings, Subcommittee Co-Chair meetings and General Planning Committee meetings. These meetings will be guided by *Robert's Rules of Order, Newly Revised*, 10th ed. (Cambridge, Mass.: Perseus Publishing, 2000) The Chair will function as official liaison to the Advisory Board and is required to attend Advisory Board meetings or to designate a Steering Committee member as acting liaison, if unable to attend. The chair may assign or redesignate duties to Steering Committee members as necessary.

CO-CHAIRS

Duties of the Co-Chairs include, but are not limited to, substituting for the Chair as requested and acting as liaison to subcommittees as assigned.

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TREASURER

Duties of the Treasurer include, but are not limited to, responsibility for preparation of monthly financial statements, handling of cash at all Living Sober events, overseeing all bookkeeping functions of Living Sober and coordinating the preparation of the annual Living Sober budget.

At the close of each planning year, the treasurer will provide to the secretary an archival package copy of the following documents:

- the approved conference budget
- a summary profit and loss statement
- a detailed profit and loss statement (including actual versus budget totals)
- a balance sheet

The treasurer will additionally submit a copy of the Detailed Profit and Loss Statement and the Balance Sheet to the Board treasurer to aid in the completion of tax documents.

SECRETARY

Duties of the Secretary include, but are not limited to, recording and presenting minutes of the General Planning Committee meetings, handling of routine business correspondence, maintaining routine business files, signing for Living Sober on all bids and contracts if assigned and approving all written materials bearing the Living Sober and /or Western Roundup of San Francisco, Inc. name and/or logo, as assigned by the Steering Committee.

The secretary shall maintain routine business files, and at the close of the planning year submit an archival package copy of the following items:

- General Planning agendas
- General Planning approved minutes
- Contracts
- Supporting documentation of items approved by the steering and/or planning committee (i.e. flyers, committee guidelines, logo, commemorative items list, etc.)
- Treasures archival package copy

SUCCESSION

If the Chair is unable to complete the term for which elected, the Co-Chair of the same gender will ascend to the Chair. A replacement Co-Chair will be elected at the next General Planning Committee meeting. Any other Steering Committee vacancy will be filled by election at the next General Planning meeting.

REMOVAL OF ANY STEERING COMMITTEE MEMBER OR SUBCOMMITTEE CO-CHAIR

Removal of any Steering Committee member or Subcommittee Co-Chair may result when such person does not comply with the *Purpose and Intent Resolution* of Living Sober. Such removal may occur when a member of the General Planning Committee submits a confidential written request to the Steering

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Committee. The Steering Committee will be responsible for advising all parties involved, and request a hearing to be conducted by the Advisory Board. A majority vote of the Steering Committee is needed to bring the request to General Planning and a confidential 2/3 vote of the General Planning Committee is needed for removal.

ORGANIZATION, RESPONSIBILITIES AND AUTHORITY OF THE ADVISORY BOARD

RESPONSIBILITIES OF THE ADVISORY BOARD

The Advisory Board will be in charge of all legal affairs, will have fiduciary accountability, and will have responsibility for final approval of the yearly conference budget. The Board will have a responsibility to uphold the *Twelve Traditions* of Alcoholics Anonymous as they affect the Living Sober organization as a whole and will also have a responsibility to uphold this document as it outlines the principles of the organization, and will have the right and responsibility to veto any action, which violates the *Purpose and Intent Resolution*. In addition, the Board will have overall authority and responsibility for maintaining the non-profit status of Living Sober, assuring compliance with applicable laws, and maintaining appropriate loss and liability insurance coverage for the organization.

RELATIONSHIP OF THE ADVISORY BOARD TO GENERAL PLANNING AND STEERING COMMITTEES

The Board will not be involved in the day-to-day decision-making process, which properly belongs to the Steering and General Planning Committees. The relationship between the Board and the General Planning and Steering Committees should always be mutually supportive with the Board offering experience, strength and hope based on continuity of service for Living Sober. The Board will always have a representative at General Planning, the Steering Committee will always have a representative (Chair or designate) at Board Meetings. All Board meetings will be open to members of the General Planning Committee. No Board member may serve concurrently as a Steering Committee member or Co-Chair of a Living Sober Subcommittee.

KIND AND DEGREE OF AUTHORITY OF THE ADVISORY BOARD

Authority of the Advisory Board shall be guided by the Six Warranties (Source: *Concept 12 – World Service Manual*). We state them here for clarity:

1. The Living Sober Conference shall never become the seat of perilous wealth or power.
2. Sufficient operating funds plus an ample reserve should be its prudent financial principle.
3. None of the Board members shall ever be placed in a position of unqualified authority over any of the others or over members of the Living Sober Steering or Planning Committees.

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4. All Important decisions should be reached by discussion, vote and, wherever possible, by substantial unanimity.
5. No Board action shall ever be personally punitive or an incitement to public controversy.
6. Though the Board may act for the service of Living Sober, and thus for Alcoholics Anonymous, it shall never perform any acts of government, and that, like Living Sober and the Fellowship of Alcoholics Anonymous, which it serves, the Board itself will always remain democratic in thought and action.

NON-LIABILITY OF DIRECTORS AND OFFICERS

Directors and officers shall not be held individually liable for any debts, contracts, liabilities or engagements of the corporation and shall be indemnified by the corporation for any liabilities or costs incurred or imposed by them arising out of the proper exercise of their duties as such. The corporation shall have the duty to defend any Director or Officer in any suit arising out of the proper exercise of his/her duties as a member of the Board of Directors.

CHECKS AND BALANCES BETWEEN THE ADVISORY BOARD, THE GENERAL PLANNING COMMITTEE, AND THE SUBCOMMITTEES

The system of checks and balances between the three organizational elements of Living Sober will be based on the division of responsibility and authority.

The General Planning Committee serves as the group conscience of the entire organization and its Subcommittees are charged with the actual planning and carrying out of the conference and other functions of Living Sober.

The Steering Committee is charged with the day-to-day decision-making, and with responsibility for the creation of and adherence to the annual Conference budget.

The Advisory Board has ultimate and fiduciary responsibility, has final approval of the annual budget, and is particularly charged with oversight of matters such as insurance and non-profit status which require continuity of vision and execution.

The most important guiding principle in these matters is Warranty Six: democratic in thought and action, "We expect our conference always to try to act in the spirit of mutual respect and love – one member to another."

PROCEDURE TO MODIFY THE PURPOSE AND INTENT RESOLUTION

The procedure for modifying this document shall be as follows:

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1. Any proposed amendment of the *Purpose and Intent* shall be initially presented to the General Planning Committee. The General Planning Committee shall discuss the proposal and vote on whether or not to refer the proposal to an ad hoc committee for consideration. The decision to submit the proposal to the ad hoc committee will require a simple majority of the votes cast.
2. The ad hoc committee shall be composed of members of the General Planning Committee and members of the Advisory Board. The ad hoc committee shall be directed to write the language and propose a timeline of enactment for the amendment of the *Purpose and Intent* for presentation to the General Planning Committee.
3. Approval by the General Planning Committee will require a 2/3 vote in order to present the proposed amendment to the Advisory Board. If a 2/3 majority is not achieved by the General Planning Committee, General Planning may vote to resubmit the proposed amendment to the ad hoc committee for revision, or it may table or withdraw the amendment.
4. If the General Planning Committee approves the amendment of the *Purpose and Intent*, the amendment will be submitted to the Advisory Board at its next meeting following the approval of the amendment by the General Planning Committee. If the Advisory Board approves the amendment by a 2/3 majority, the amendment is considered approved and final.
5. If the Advisory Board does not approve the amendment, the amendment is returned to the General Planning Committee for reconsideration. The General Planning Committee will at its next meeting following the Advisory Board's decision, notify the membership of the General Planning Committee that a second vote will be taken on the proposed amendment at the next meeting of the General Planning Committee. Approval will require a 2/3 vote of the membership at the next meeting of the General Planning Committee, and a vote for approval will override the Advisory Board's vote. If the required 2/3 vote for approval is obtained, the amendment will be final.

PROCEDURE FOR GENERAL PLANING TO OVERRIDE AN ADVISORY BOARD VETO

If the Advisory Board vetoes a decision made by the General Planning Committee, the General Planning Committee can override the Board's veto of that decision with a 2/3 majority at the next two consecutive General Planning Committee meetings following the veto.

SUBCOMMITTEE DEFINITIONS

THE MUSICAL SUBCOMMTTEE

1. Produces a musical based on the Steps, Traditions and principles of Alcoholics and Al-Anon.

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2. Production format will be that of a musical story consisting of one act and lasting for one hour.
3. The Musical is open to participation by all gay, lesbian, bisexual and transgender members of AA and Al-Anon.
4. The Steering Committee and the Al-Anon Subcommittee Co-Chairs shall review the script for each year's Musical.
5. It is suggested that one Co-Chair be a member of Al-Anon and one Co-Chair be a member of Alcoholics Anonymous.

AL-ANON SUBCOMITTEE

1. Operates within the guidelines of the Living Sober *Purpose and Intent Resolution*, and is autonomous in planning and coordinating the Al-Anon activities and participation at the conference.
2. Cooperates fully with the Living Sober General Planning Committee while adhering to the Al-Anon Traditions and Al-Anon guidelines for participation in an AA conference.
3. Creates Al-Anon conference workshops, obtains gay, lesbian, bisexual and transgender Al-Anon speakers and workshop leaders and provides Al-Anon outreach and publicity.

ARCHIVES SUBCOMMITTEE

1. Provides a means of documenting the conference in the following areas:
 - a. Collecting and storing all pertinent information.
 - b. Producing and annual historical display at the Living Sober Conference.
 - c. Maintaining a Living Sober reference library.
2. Assures that collection, storage and usage of all information is performed in an anonymous manner in accordance with the *Twelve Traditions* of Alcoholics Anonymous.

ART SUBCOMITTEE

1. Organizes and coordinates art exhibits and performance art at the Living Sober Conference. These exhibits are intended as the creative expression of recovering people that are non-commercial.
2. Establishes guidelines for entries for art exhibits and performances, and does outreach to the community. The recommended guidelines will make clear that sales are prohibited and commercial presentations are inappropriate.
3. Works in cooperation with the Operations and Program Subcommittees in selecting and setting up of art exhibit rooms.
4. Organizes, installs, and breaks down art exhibits.
5. Staffs art exhibit rooms.
6. Coordinates an annual Living Sober logo contest.
7. Coordinates color choice process for logo with final color choices to be voted on by General Planning Committee.
8. Works in cooperation with other subcommittees regarding appearance of all items bearing the Living Sober logo, including:

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- a. Newsletters – Information Subcommittee
- b. Commemorative Items – Commemoratives Subcommittees
- c. Program – Program Subcommittee
- d. All flyers for fundraising, musicals and other events – Fundraising, Speaker, The Musical, and other Subcommittees.
- e. All Signs – Operations, Fundraising, and other Subcommittees.
- f. Badges and Buttons – Registration Subcommittee

COMMEMORATIVES SUBCOMMITTEE

1. Develops and implements a plan for the production and sale of commemorative items using the approved Living Sober logo.
2. Works with the Art Subcommittee regarding final appearance of all commemorative items bearing the Living Sober logo.
3. Staffs the Commemoratives Booth at the conference.
4. Sells surplus commemorative items from previous years.
5. Cooperates with the Treasurer regarding appropriate security for cash handling at the Commemorative Items booth.

CONFERENCE SERVICES SUBCOMMITTEE

1. Creates an environment to welcome the registrants to the Living Sober Conference.
2. Provides hospitality rooms for “arm’s length” discussion.
3. Coordinates the names of people needing housing and those willing to provide it for those attending the Living Sober Conference.
4. Provides hotel and motel information for those attending the conference.
5. Creates and implements programs to provide and simplify access to the conference and to other Living Sober events for attendees/registrants with special needs. These services include, but are not limited to:
 - a. Childcare
 - b. ASL Interpretation for the Hearing Impaired
 - c. Wheelchair accessibility at all events; and wheelchairs at the conference.
 - d. Quiet rooms at the conference as needed.
 - e. Night-owl meetings.
6. This subcommittee, in cooperation with the Steering Committee and the Advisory Board, will act as advocates to insure that no one is turned away from the Conference or any Living Sober event for lack of funds.

FUNDRAISING SUBCOMMITTEE

1. Prepares and presents an overall plan for fundraising to the General Planning Committee for approval at the beginning of the planning year.
2. Creates and implements events to raise money for the conference.
3. Works in cooperation with the Conference Services Subcommittee to insure that all events are accessible to all.

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4. Obtains permits and arranges insurance for events working in cooperation with the Steering Committee and/or the Advisory Board.
5. Works in cooperation with the Operations Subcommittee to obtain security for all events.
6. Conducts raffles at the conference.

INFORMATION SUBCOMMITTEE

1. Maintains ongoing correspondence with out-of-town liaisons.
2. Coordinates information from all the subcommittees of Living Sober for newsletters and press releases.
3. Works with Art Subcommittee on final appearance of newsletters.
4. Coordinates the mailing of the newsletters.
5. Maintains the Living Sober mailing list.
6. Coordinates mailing list exchanges with other gay, lesbian, bisexual and transgender AA-related conferences.
7. Provides AA literature.
8. Establishes and maintains a liaison network for distribution of various flyers and other information.
9. Maintains the Living Sober web site: *livingsober.org*.

OPERATIONS SUBCOMMITTEE

1. Negotiates for, secures and coordinates the use of necessary space, equipment and personnel to run the conference, including the following:
 - a. Security: Contracts for security for conference and fundraising events.
 - b. Lighting and Sound: Contracts for and schedules lighting and sound for the conference.
 - c. Furniture: Works in cooperation with other subcommittees, such as Conference Services and Steering, to obtain contracts for furniture and equipment and services within budgets as approved for various subcommittees.
 - d. Banners and Slogans: Hangs banners and slogans at conference site as directed by General Planning Committee vote.
 - e. Vendors: Coordinates with conference site for food and beverage vendors for the conference.
 - f. Flowers: Contracts for floral arrangements for main stage and as needed in cooperation with other subcommittees.
 - g. Communications: Contracts for communications equipment to be used during the conference as directed by Steering Committee.
 - h. Nurse: Contracts for nurse on duty at the conference site as required.
 - i. Coat Check: Contracts for provision of coat check services as necessary during conference.
 - j. Permits and Waivers: Secures from Steering Committee or the Advisory Board copies of permits, insurance waivers and other paperwork, and presents them as required by the conference site.

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- k. Miscellaneous Liaison: Acts as liaison with all subcommittees, vendors, and conference site staff as necessary for problem resolution during conference.
2. Is responsible for the appearance and production of each year's Living Sober banner.
3. Coordinates the move-in of items prior to conference and move-out after the conference; including scheduling use of loading docks at conference site, and pick-up and return of items from storage.
4. Acts as key contact with conference site on all questions regarding space, equipment, labor and other requirements, including coordinating walkthroughs and volunteer nights.

PROGRAM SUBCOMMITTEE

1. Plans the program for the Living Sober Conference.
2. Creates AA workshop topics.
3. Presents the program recommendations to the General Planning Committee for approval.
4. Establishes criteria for AA workshop leaders, obtains and assigns workshop leaders and establishes guidelines for conducting AA workshops.
5. Determines the need for professional resource workshops, secures professional resources and establishes guidelines for conducting professional resource workshops.
6. Prepares written program for printing, makes appropriate arrangements for printing and has program printed.
7. Works in cooperation with the Art Subcommittee regarding final appearance of the program cover.
8. Works in cooperation with Operations Subcommittee on all aspects of scheduling for the Conference, including opening and closing of Conference, room assignments, equipment, meetings, workshops, dances and other special events.

REGISTRATION SUBCOMMITTEE

1. Designs the format for the registration form, in cooperation with other subcommittees, such as Information and Conference Services.
2. Works with the Art Subcommittee regarding final appearance of registration forms, badges, and buttons.
3. Processes registrations as they are received.
4. Acknowledges receipt of registration forms.
5. Produces name tags for the registrants.
6. Staffs the registration booths at the conference.
7. Cooperates with the Treasurer regarding appropriate security for cash handling at Registration booths.

SPEAKER SUBCOMMITTEE

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1. Speaker Subcommittee Co-Chairs will reach out to insure that a full cross-section of the gay, lesbian, bisexual and transgender recovery community is represented on the Speaker Subcommittee.
2. Establishes protocol of speaker selection. The protocol for the selection of the speakers will always include outreach to all parts of the gay, lesbian, bisexual and transgender recovery community.
3. There will be speakers from the People of Color communities every year.
4. There will be an equal number of men and women speakers every year.
5. There will be speakers who are representative of our diverse community.
6. Speaker Subcommittee will present speaker recommendations to the Steering Committee for approval, and then to General Planning Committee for final approval.
7. Working in cooperation with the Operations Subcommittee, the Speaker Subcommittee coordinates the staging of the main meetings at the conference.
8. Makes recommendations to the Steering Committee regarding travel and accommodation expense for speakers. The Steering Committee will determine payment of such expenses on a case-by-case basis. The amount of the expenses will be decided by the Steering Committee and will be included in the Steering Committee's budget.