

A.A. at Fairview Riverside  
Board of Trustees  
OPERATING RULES  
February 9, 2011

PURPOSES:

A.A. at Fairview Riverside: To conduct A.A. meetings to support the recovering alcoholic. To provide an initial A.A. experience for people in treatment at Fairview Riverside Rehabilitation Center.

A.A. Board of Trustees: To serve the Groups of A.A. at Fairview Riverside as a common voice in matters concerning the A.A. membership and other groups, Fairview Riverside Rehabilitation Center, the A.A. community in Minnesota, and the A.A. community at large.

Executive Council: To serve as elected officials of the A.A. Board of Trustees conducting pre-described administrative duties and directives of the Board of Trustees.

Article I  
Membership-Anonymity

1.1 Membership

A member of A.A. at Fairview Riverside is eligible for election to the Board of Trustees in the month of December following one year (12 months) of sobriety.

1.2 Anonymity

No member shall disclose the name of any other member attending or seen in attendance at a meeting of any Group of A.A. at Fairview Riverside.

1.3 Service

The member elected must express a willingness to serve as a Trustee, be guided by the Operating Rules, and abide by the twelve traditions of A.A.

Article II Elections

2.1 Each Group of A.A. at Fairview Riverside will elect a Trustee to serve for one (12 months) year.

2.2 The election of the trustee shall be held in each Group during their first regular December meeting.

2.3 [Suspended Feb. 9, 2011]. A member may serve only two consecutive year terms as a trustee. The member may serve again following a years absence from the Board of Trustees.

2.4 If the Trustee resigns or breaks sobriety, the Group shall elect another Trustee for the

remainder of the year.

- 2.5 If the elected Trustee cannot attend a regular Board meeting the Trustee may appoint an alternate from the Group for the specific meeting.
- 2.6 If the elected Trustee is not available, the Group Leader may appoint the alternate.

Article III  
Board of Trustee Officers  
AKA Executive Council

- 3.1 The newly elected Board of Trustees will elect officers from the elected Trustees at the February meeting with the prior year's Chairperson presiding.
- 3.2 At the January meeting the Chairperson will appoint a Nominating Committee of no less than three (3) trustees.
  - 3.2.1 The Nominating Committee shall canvas the newly elected Board for candidates that are interested and qualified to serve as officers.
  - 3.2.2 The Nominating Committee will introduce the candidate at the February meeting. The Chair will accept nomination from the floor.
  - 3.2.3 The election of officers of the Board of Trustees will be held at the regular February meeting.
- 3.3 The positions to be filled by election are:
  - Chairperson
  - Vice Chairperson
  - Treasurer
  - Secretary
  - Twelfth Step Coordinator
- 3.4 The officers will be elected by secret ballot. Votes of the majority of the Trustees present are required to win the election.
- 3.5 Officers of the Board of Trustees assume the duties of their office at the regular February meeting following election and serve until the same time the following year.
- 3.6 The Chairperson remains a member of the Executive Council for one additional year.
- 3.7 In March the 'old' Executive Council is requested to meet with the 'new' Executive Council at their regular meeting to assure that relevant issues are conveyed to the new Council.

Article IV Meetings

- 4.1 All official actions of the A.A. at Fairview Riverside's Board of Trustees and it's

Officers must have approval of the Board signified by a recorded majority vote of a quorum.

- 4.2 To conduct official business of the Board, a quorum must be present. A quorum shall be defined as Trustees, or their alternates, from thirty (30/o) percent of the Active Groups at Fairview Riverside.
- 4.3 A Group shall be considered an Active Group if: a.) it meets regularly at a pre-appointed place and time; and b.) has contributed either money or twelfth step activity in the previous ninety (90) days and c.) has elected a Trustee to represent the Group on the Board of Trustees.
- 4.4 The Treasurer shall announce at the start of each Board meeting how many Active Groups exist and if a quorum is present on that meeting date to allow official business to be conducted.
- 4.5 The regular meetings of the A.A. at Fairview Riverside's Board of Trustees shall be held on the second Sunday of each month at 6:00 PM.
- 4.6 Special meetings of the Board of Trustees may be called by the Chairperson after giving the Trustees seven (7) days of notice.

#### Article V Duties and responsibilities

- 5.1 It is the duty and responsibility of each Group at Fairview Riverside to elect and send a Trustee to each Board of Trustee's meeting.
- 5.2 It is the duty and responsibility of each Trustee to attend all regular Board meetings.
- 5.3 The Board of Trustees shall fulfill their responsibilities in the following areas of activity:
  - 5.3.1 AA meeting requirements:
    - \* Space and facilities
    - \* Equipment and refreshment
    - \* Open or closed meetings
    - \* Instructor and classes
    - \* Seminars
    - \* General meetings
  - 5.3.2 AA Record keeping
  - 5.3.3 Relationships with Institutions
    - \* St. Mary's Hospital Association
    - \* Intergroups
    - \* G.S.O.

- 5.3.4 Twelfth Step Programs
- 5.3.5 Financial Matters
  - \* Budget
  - \*Donations and Gifts
  - \*Contributions
- 5.3.6 Social Action
  - \* Membership activities
- 5.3.7 Board of Trustee conduct
  - \* Operating rules review
  - \* Executive Council
  - \* Operating rule changes
- 5.3.8 Board communication with the
  - \* Membership
  - \*Other AA Institutions
  - \* Fairview Riverside
- 5.3.9 The Board may establish and appoint temporary and/or permanent committees from the membership at large to perform specific duties. (ie Newsletter).

Article VI  
Officers and their duties

- 6.1 Chairperson
  - 6.1.1. Preside at all meetings at AA at Fairview Riverside and the Executive Council.
  - 6.1.2 Perform tasks on behalf of the Board and the Executive Council.
  - 6.1.3 To serve ex-officio on all Board committees.
- 6.2 Vice Chairperson
  - 6.2.1 To serve as the Chairperson in the absence of the Chairperson.
  - 6.2.2 To be responsible for maintaining ongoing communications with the individual Groups.
- 6.3 Secretary
 

To record all official actions of the Board of Trustees. To write correspondence as directed by the Chairperson, on behalf of the Board. To provide copies of all minutes of Board meetings and the Treasurer's report to each active group.
- 6.4 Treasurer
 

To receive all monies given AA at Fairview Riverside and deposit same in a bank account designated for AA at Fairview Riverside. To keep a record of all monies handled. To provide a monthly record of receipts, deposits, expenditures and a

comparison with the current budget. To execute checks against the deposits, as authorized by the Board of Trustees.

6.5 Twelfth Step Coordinator

6.5.1 To oversee twelfth step activities at Fairview Riverside.

6.5.2 To seek twelfth step opportunities in the community and to coordinate these opportunities with the AA Groups that wish to participate.