

**NORTHERN CALIFORNIA COUNCIL  
OF  
ALCOHOLICS ANONYMOUS**

**PURPOSE  
STRUCTURE  
FUNCTIONS**



**Revised August 2015**

# **Functions of the Northern California Council of Alcoholics Anonymous**

## **CONFERENCES**

Conferences are held for one purpose:

### **TO CARRY THE MESSAGE.**

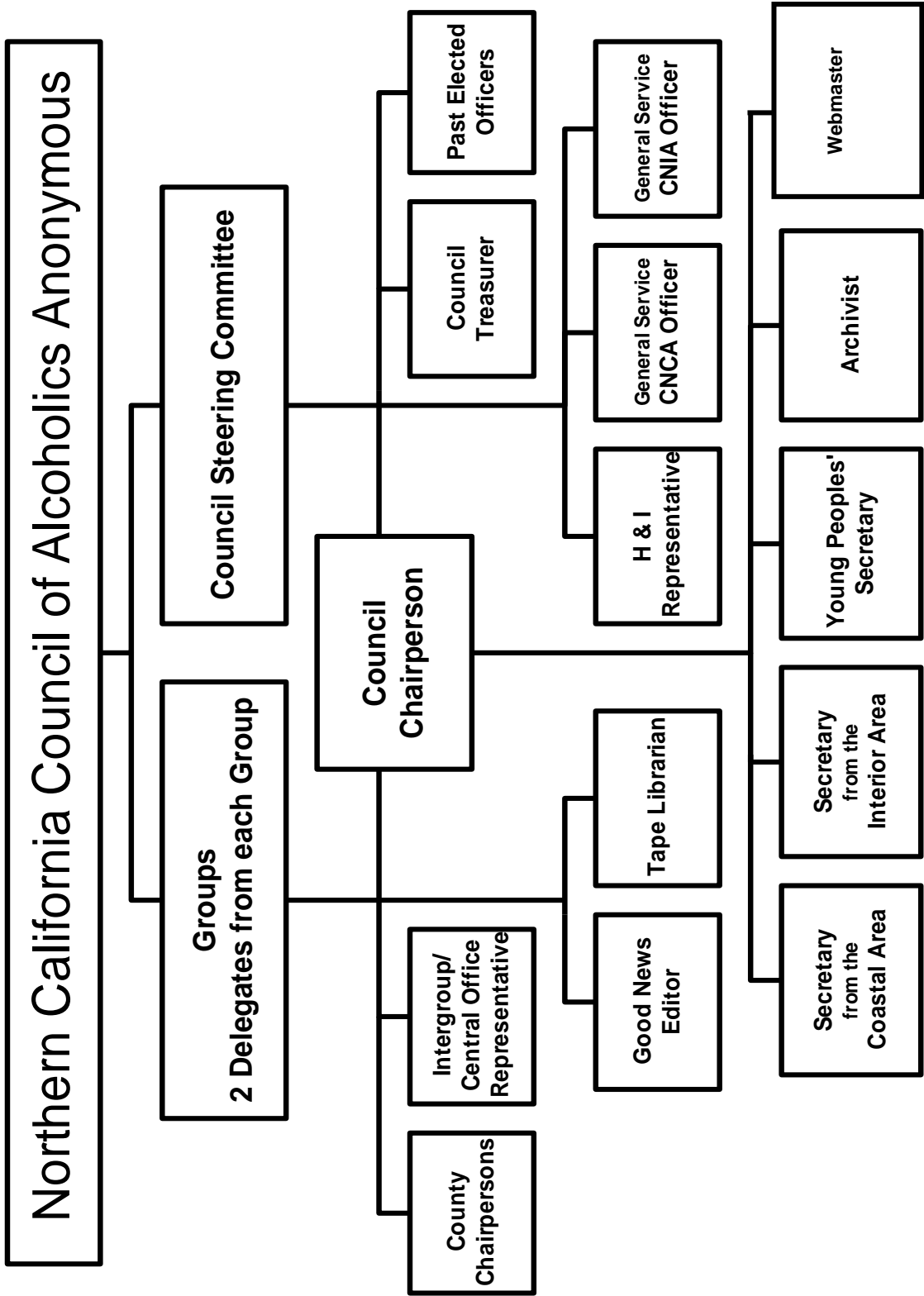
We believe that those who attend and participate in our Conferences have a more positive attitude toward their solution to their problem with alcoholism and are aided in acquiring the knowledge needed to arrest this devastating disease.

Some A.A.'s have a special knack of giving us a message in a way we can understand. Therefore, the speakers, chairperson and moderators at the Conference are carefully selected to meet this requirement. Through Conferences we are able to hear speakers that we would never hear otherwise; thus, we get a new perspective of our problem.

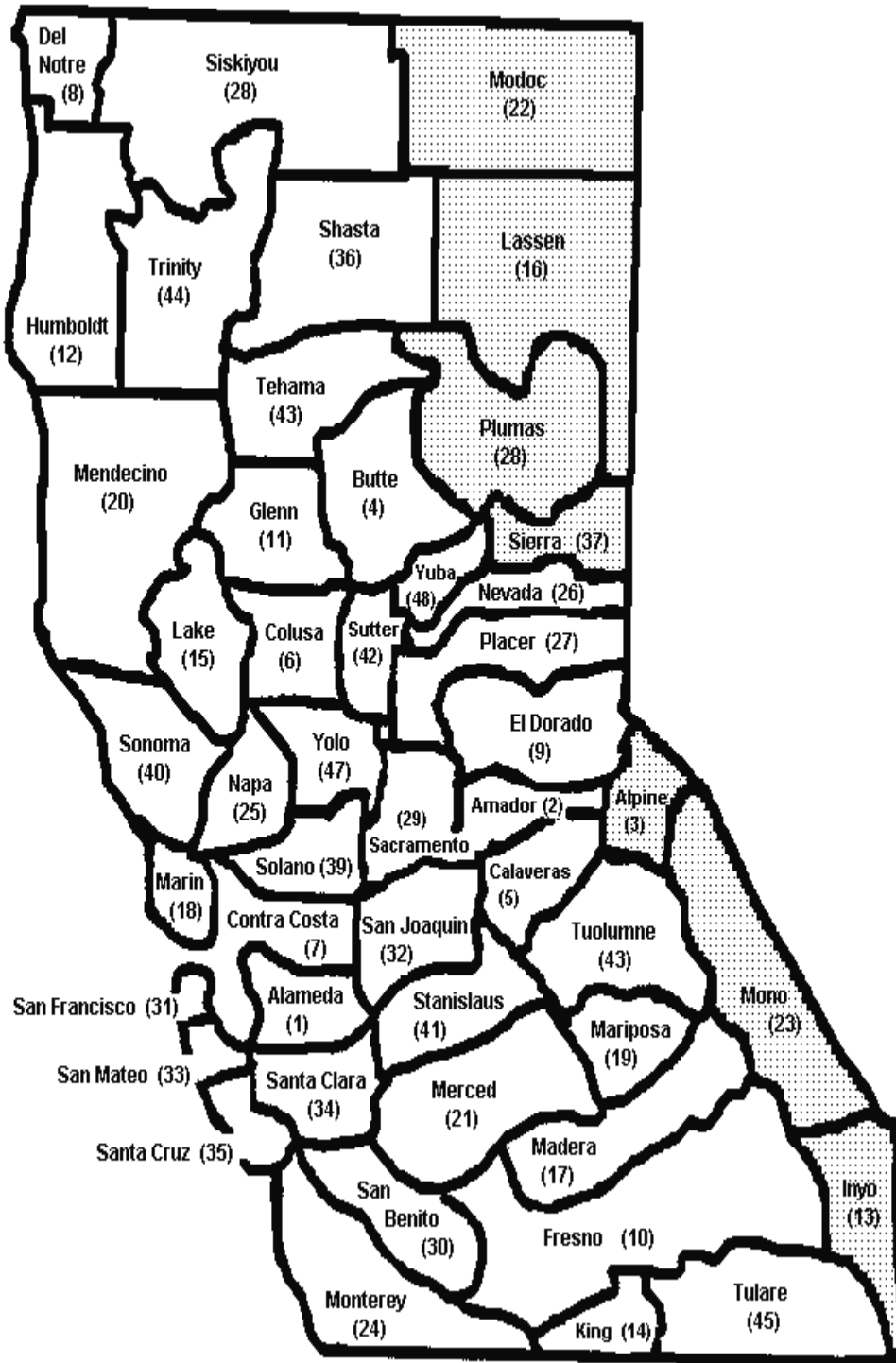
Conferences help us attain the "freedom from anxiety" which we did not have during our drinking careers. We learn how to gain a release from tension by learning to overcome the causes of tension. You can get the same results that we have. At Conferences we make new friends and get new ideas. As we apply these new ideas to ourselves as individuals, they infiltrate their way into our groups and a better group harmony develops. Finally, intergroup unity becomes a reality. The result is a greater attraction to AA and for those who still suffer. This may sound like a long way around the main point; for we surely come back to the individual because we are enabled to better "Carry the Message."

The workshops and AA meetings are designed for the individual - to give each member working tools in the effort to stay sober and live a contented life.

# Structure



# County Map



Shaded areas denotes counties considered by G.S.O. to be serviced by Nevada Service Area

# NORTHERN CALIFORNIA COUNCIL OF ALCOHOLICS ANONYMOUS

## COUNTIES

Each County is numbered alphabetically.

<b>1 Alameda</b>	<b>13 Inyo *</b>	<b>25 Napa</b>	<b>37 Sierra *</b>
<b>2 Amador</b>	<b>14 Kings</b>	<b>26 Nevada</b>	<b>38 Siskiyou</b>
<b>3 Alpine *</b>	<b>15 Lake</b>	<b>27 Placer</b>	<b>39 Solano</b>
<b>4 Butte</b>	<b>16 Lassen *</b>	<b>28 Plumas *</b>	<b>40 Sonoma</b>
<b>5 Calaveras</b>	<b>17 Madera</b>	<b>29 Sacramento</b>	<b>41 Stanislaus</b>
<b>6 Colusa</b>	<b>18 Marin</b>	<b>30 San Benito</b>	<b>42 Sutter</b>
<b>7 Contra Costa</b>	<b>19 Mariposa</b>	<b>31 San Francisco</b>	<b>43 Tehama</b>
<b>8 Del Norte</b>	<b>20 Mendocino</b>	<b>32 San Joaquin</b>	<b>44 Trinity</b>
<b>9 El Dorado</b>	<b>21 Merced</b>	<b>33 San Mateo</b>	<b>45 Tulare</b>
<b>10 Fresno</b>	<b>22 Modoc *</b>	<b>34 Santa Clara</b>	<b>46 Tuolumne</b>
<b>11 Glenn</b>	<b>23 Mono *</b>	<b>35 Santa Cruz</b>	<b>47 Yolo</b>
<b>12 Humboldt</b>	<b>24 Monterey</b>	<b>36 Shasta</b>	<b>48 Yuba</b>

\* Denotes counties considered by G.S.O. to be serviced by  
Nevada Service Area

## **NORTHERN CALIFORNIA COUNCIL COUNTY CHAIRPERSON AND GROUP DELEGATES**

*(Adopted at the August 2014 steering committee in Stockton CA)*

The Northern California Council of Alcoholics Anonymous is a fellowship of all the groups in Northern California north of a line through the southern boundaries of Monterey, Kings, Tulare and Inyo Counties. Not a part of our current fellowship are seven counties that belong to the Nevada Service Area for geographic reasons: Alpine, Inyo, Lassen, Modoc, Mono, Plumas and Sierra Counties.

The Council is led by a Steering Committee comprised of the 41 county chairpersons, representatives from the Intergroup/Central Offices, a representative from the Hospitals and Institutions Committee and from CNIA and CNCA General Service Committees, Al-Anon Family Groups, Spanish liaison and the elected and appointed Officers of the Council. The *Good News* Editor, the Tape Librarian, the Archivist and all past chairperson and treasurers are also part of the Steering Committee. The Steering Committee decides on all housekeeping matters and shares with the group delegates at the Open Delegates' Meeting all items of importance that need to be voted upon such as future conference sites and the election of the Council Chairperson and the Council Treasurer.

A.A. Groups in Northern California are entitled to two NCCAA Delegate Representatives who may vote on matters brought to the NCCAA Delegate business meeting. The NCCAA Delegate registrar (Young Peoples Secretary) maintains a list of Group Delegates. If the listed Group Delegate cannot attend, another group member may register in their place as long as the group does not exceed two Delegates.

NCCAA Group Delegates terms are generally two years and ought to coincide with the rotation of the NCCAA Officers but each group is free to decide their own group Delegates rotation.

NCCAA holds three Conferences per year: Spring, Summer and Fall. Any city in Northern California may submit a bid, meeting the criteria set forth by NCCAA. If the bid meets the minimum Conference requirements, it is then forwarded to the Group Delegate meeting for approval. Instructions and forms for submitting a bid are available on the NCCAA website at [ncc-aa.org](http://ncc-aa.org) or [norcalaa.org](http://norcalaa.org).

NCCAA Conference business meeting are held on Saturday of the Conference. The Steering Committee meeting meets at 8AM Saturday morning. The Steering Committee consists of NCCAA Officers, County and Intergroup representatives. The meeting is open to anyone who wishes to attend, but only Steering Committee may vote. The Steering Committee addresses in-house matters and the Committee receives and discusses recommendations and motions presented for Conference changes and

reviews Conference bids. The Steering Committee only decides which motions or bids will be forwarded to the Delegates meeting for approval.

The Delegates meeting is held Saturday morning at 11am. The Delegates meeting is facilitated by the NCCAA Chairperson. The meeting agenda includes Steering Committee Officer Reports, old and new business items. A motion introduced at a Delegates Meeting will not be voted on until the following Conference to allow the Delegates to bring the motion to their groups for guidance.

### What are the Benefits to being an NCCAA Delegate?

Being an NCCAA Group Delegate is an exciting opportunity to meet other members, listen to speakers from outside your local area, and to learn about the various service entities in Alcoholics Anonymous. This includes learning about the two General Service Areas, California Northern Coastal Area 06 (CNCA 06), and California Northern Interior Area 07 (CNIA 07) that was born from out of the NCCAA Conference. Each year a General Service Delegate and/or Alternate Delegate from one of the two areas give a report on the most recent General Service Conference at the Summer, or mid-year NCCAA Conference.

To summarize: The NCCAA Delegate position covers attending the three Conferences a year, distributing flyers to your group or local area, talking to your group about upcoming Conferences and voting on NCCAA business.

In recent years, county chairpersons have been encouraged to participate by the Council Chairperson because they showed an enthusiastic and committed interest in the welfare of NCCAA. In the counties that host conferences, sometimes the county chairperson is elected by the committee that has hosted the conference. This person is often the chairperson of the next conference to be hosted by the county. The county chairperson, along with the intergroup/central office representative, is the vital link between what goes on at the conference and the groups in his/her home county. They attend the six Steering Committee Meetings and the three Open Delegates' Meetings held each year, participate by discussion and vote, and then carry all the information back to the groups in their county. Other representatives to the Steering Committee are selected by their respective committees.

Group Delegates should keep their County Chairperson and the Council Chairperson informed of any mailing address changes so that corrections may be made by the Council Recording Secretary. This keeps the NCCAA mailing list up to date and saves the Council the costs of returned mail.

## **Officers of the Council**

The Officers of the Northern California Council of Alcoholics Anonymous are: The Council Chairperson, the Council Treasurer, the Secretary from the Coastal Area, the Secretary from the Interior Area and the Young People's Secretary. The Council Chairperson and the Council Treasurer are ELECTED offices. The Council Chairperson SELECTS the secretaries with the approval of the Steering Committee and the Council Delegates.

## **The Council Chairperson**

The Council Chairperson is elected at the Spring Conference of the EVEN numbered years and serves a two (2) year term. This office is restricted to no more than two (2) consecutive terms, four (4) years.

It is recommended that the Council Chairperson have a minimum of five (5) years continuous sobriety and a service background.

The Council Chairperson should have the time available to perform the duties of **conducting the business of the Council in presenting the three Conferences each year** and work closely with the Treasurer and the Secretaries.

The Council Chairperson may delegate any, or all, of the Chairperson's responsibilities to one or any of the Secretaries, or in cases of necessity to any responsible A.A. member. The Council Chairperson shall, however, assume full responsibility for any functions so delegated. If the Chairperson is unable to assume the duties of the Council, one of the Secretaries will act as Chairperson until a special election can be held.

## **The Secretaries**

The newly elected Chairperson will have a reasonable period of time after the election, not to exceed thirty (30) days, to select the Secretary from the Coastal Area, the Secretary from the Interior Area and the Young People's Secretary. It is recommended that the secretaries have a minimum of two (2) years continuous sobriety and a service background.



The Secretaries shall assist the Chairperson by: (1) maintaining a roster of Steering Committee Members and taking roll at Steering Committee Meetings; (2) recording and maintaining the minutes of all NCCAA Steering Committee and Delegates' Meetings; (3) registering NCCAA Delegates and maintaining a roster of same; (4) mailing Conference Flyers and Hotel Lists to NCCAA Delegates before each Conference; (5) serving on the Speaker Recommendation Committee which screens the tapes of potential speakers for the main speaker meetings at upcoming Conferences and makes recommendations to the Steering Committee; (6) attending Host Conference Committee Meetings to share information and to lend support to those Committees; (7) purchasing prizes for the free drawing held at each Conference; (8) selecting readers for the Main Speaker Meetings; (9) disseminating written information about upcoming Conferences to newspapers, TV and radio stations, Box 459 and the Grapevine; (10) assisting the Chairperson during Conferences. The duties and responsibilities of the Secretaries are not restricted to those listed above - they may be changed or expanded at the discretion of the Chairperson.

### **The Council Treasurer**

The Council Treasurer is elected at the Spring Conference of the ODD numbered years, and serves a two (2) year term. This office is restricted to no more than two (2) consecutive terms.

It is recommended that the Council Treasurer have a minimum of five (5) years continuous sobriety, a service background, and experience in accounting or bookkeeping.

The Treasurer should have the time available to be responsible for all Council funds and to work very closely with the Council Chairperson. **A Financial Report** of each Conference is to be prepared and presented at the Pre/Post Conference meeting following the Conference and at the next Conference Steering Committee meeting.

A **Financial Statement** as June 30 and December 31 of each year is to be prepared. Each of these financial statements will be reviewed and approved at a meeting of all of the officers of the Northern California Council, as soon as possible after completion, and each is to be **published in the next available issue of the *Good News***.

The books of the Council shall be available to any AA member or group for inspection at anytime.

The Treasurer may delegate any, or all, of the above responsibilities to one or any of the Secretaries, or in case of necessity, to any responsible AA member. The Treasurer shall, however, assume full responsibility for any functions so delegated. If the Treasurer is unable to assume the duties of the Council, a temporary Treasurer will be selected by the Chairperson until a special election can be held.

## **Finances**

The Northern California Council of Alcoholics Anonymous is a non-profit organization whose primary purpose is "To Carry the Message." It is understood, however, that there are certain expenses which have to be paid. Funds to meet these expenses are supplied by registration donations for the Conferences and by following the Seventh Tradition during the meetings at Conferences.

The expenses incurred for the Northern California Council obligations by the Council Chairperson, Council Treasurer and the Secretaries will be reimbursed by the Treasurer upon receiving the receipts for said items.

The Council shall maintain a prudent reserve. The amount of the prudent reserve is determined and approved by the Council Steering Committee and the Council Delegates and is currently \$30,000.00. Any moneys in excess of the prudent reserve shall be sent to the General Service Office in New York annually at the end of the Council's fiscal year, December 31.

## **Steering Committee**

NCCAA shall have a Steering Committee which shall consist of:

The **Council Chairperson, Council Treasurer** and the **Secretaries**. The Council Chairperson will also serve as Chairperson of the Steering Committee

The **Chairperson** of each County

The **Tape Librarian**

The **Archivist**

The **Webmaster**

The **Good News**

All past elected Officers of the Council

Plus **one representative** from the following:

**Hospital & Institution Committee**

**General Service, California Northern Coastal Area and Interior Area** and each **Central Office or Intergroup**

**Al-Anon Family Groups**

**Spanish Liaison**

**The Primary purpose of the Steering Committee is to conduct the business of the Council.** Any AA Member may attend any Council Steering Committee Meeting but does not have a vote. Only members of the Steering Committee are to present motions and vote on these motions. Any business to be discussed at the meeting should be brought to the attention of the Council Chairperson in advance to allow time to prepare the agenda for the Steering Committee Meetings. **Any action of the Steering Committee, including motions passed by this Committee, is brought to the OPEN DELEGATES' MEETING at the same Conference for approval or disapproval by the Council Steering Committee and Delegates.**

### **Election Procedures**

The Steering Committee of the Council will sit as a Nominating Committee for the purpose of accepting nominations for the election. The roll will be called of all Steering Committee Members who may or may not place a name in nomination. After the roll of the members has been called, the nominations are considered closed. The Nominating Committee will then discuss the qualifications of the nominees and select a slate of nominees, recommended to be **at least three (3)**. Those nominees selected will then be voted on by the Council Steering Committee and Delegates at an election held at the NCCAA Open Delegates' Meeting of this same annual Spring Conference.

**Steering Committee Members and all registered NCCAA Delegates are eligible to vote in this election.** Fifty-one percent (51%) of the total vote will elect. Balloting will be by secret ballot. If after two (2) ballots, no nominee has fifty-one percent (51%) of the total vote, the nominee with the least votes will be eliminated and voting will continue until one nominee has fifty-one percent (51%) of the total vote cast; in other words, a majority of the total will elect.

### **Speaker Recommendation Committee**

This is a committee of nine (9) members: the five (5) officers of the Council, and four (4) AA members chosen by the Council Chairperson. The Committee listens to tapes of different speakers, evaluates their talks, and makes recommendations as to which speakers to invite to our Conferences. They then present their recommendations at the Steering Committee Meeting held after each Conference. The Steering Committee decides which speakers to invite to future Conferences. The Tape Librarian acts in an advisory capacity at the Tape Selection Committee Meeting.

## **Tape Librarian**

The Multimedia Librarian maintains an NCCAA audio, visual, Library of the speakers at the Conferences. The cd's are available, at nominal cost, to AA groups and members who desire them. The audio, visual Librarian shall be contracted by the Council and shall serve at the pleasure of the Council. The audio librarian documents and maintains our audio history, and makes available to members and researchers.

## **Archivist**

The Archivist will establish and maintain a history of the Northern California Council of Alcoholics Anonymous, collecting, preserving and storing important documents as well as making sure that NCCAA history is recorded and saved. These relevant documents include Steering Committee minutes, agendas, conference flyers and programs. The Archivist is appointed by the Council Chairperson. The Archivist will arrange for an archives display at all conferences. The Archivist will work with the Webmaster to update historical content on the NCCAA website.

## **Good News**

The *Good News* is the newspaper of the Northern California Council of Alcoholics Anonymous and is published quarterly. Its editor is appointed by the Council Chairperson. It reports the activities of the Council, Hospitals & Institutions Committee, General Service, and other articles of interest to AA members. News is written about the Conferences for the benefit of members unable to attend. There is a subscription price which is set to help cover part of the cost of printing and mailing.

## **Webmaster**

Maintain the Website files and the domain name on the server at Freeservers.com. Maintain the site integrity by NOT posting any files or links that are not approved by the AA Traditions as well as the NCCAA Steering Committee Advisory Board and Delegates Committee. Update web files with flyers and programs before every Conference. Work with Committee Chairperson, Good News Editor, Tape Librarian and Archivist to get new information regularly for the site. Attend NCCAA Steering Committee Meetings six times a year and report as to the progress of the site and updates.

## **Hospitals & Institutions Committee (H & I)**

*(Adopted at the H&I Area committee meeting June 2015, and voted on at the August 2015 steering committee in Stockton CA.)*

This Committee accepts the responsibility of carrying the message of Alcoholics Anonymous to the alcoholic who is confined in hospitals and institutions. H&I is an independent Ninth Tradition service committee of A.A. which operates in full cooperation with NCCAA. The H & I Committee participates in the Conferences and donates the 7<sup>th</sup> Tradition contributions collected at its NCCAA Conference meetings to the Council to help with the Conference expenses.

## **General Service**

The Council, through the Council Chairperson, shall work closely with the General Service Committees of the California Northern Coastal and Interior Areas, arranging for programming of meetings for General Service at each of the Conferences. General Service Committees donate the 7<sup>th</sup> Tradition contributions collected at their NCCAA Conference meetings to the Council to help defray the Conference expense incurred by the Council on behalf of General Service.

## **Al-Anon Participation**

*(A.A. Guidelines) Adopted for NCCAA at the steering committee April 2015, and was voted on June 2015 at the Auburn Conference.)*

BE IT RESOLVED, that Alcoholics Anonymous recognizes the special relationship which it enjoys with the Al-Anon Family Groups, a separate but similar fellowship. And be it further resolved that Alcoholics Anonymous wishes to recognize, and hereby does recognize, the great contribution which the Al-Anon Family Groups have made and are making in assisting the families of alcoholics everywhere.

The relationship and the financial arrangements usually follow one of **two** patterns:

When an A.A. convention committee invites Al-Anon to participate with its own program, A.A. may pay all expenses (for meeting rooms, coffee, etc.) and keep all income from registrations, etc., in a single fund used to pay all convention bills, after which any excess income reverts back to A.A.

Alternatively, Al-Anon may have a separate registration and pay its own direct expenses, plus a proportionate share of common expenses of the convention. Al-

Anon, in this case, receives its own share of the registration income and also shares in any losses that may be incurred.

### **Bid Procedures for Conferences**

To avoid conflicts with the regularly scheduled meetings of other AA service organizations, the Steering Committee strongly recommends that bids be accepted at **March** Conferences for the **second** weekend of **March** three years hence, at **June** Conferences for the **first** or **second** weekend in **June** three years hence, and at **October** Conferences for the **first** or **second** weekend in **October** three years hence. A Host Committee may not present a bid for a conference while it is hosting the present conference. At the Conference where the bid is presented, NCCAA bid forms must be filled out and any pertinent hotel and convention center information included, and copies must be given to the Chairperson. New conference sites *must be inspected by the Chairperson at least three months before the Conference where the bid is to be presented.*

*The following is the ORIGINAL RESOLUTION resulting in the Northern California Council of Alcoholics Anonymous in 1945.*

**“Resolution of Purpose of Northern California-Nevada Council of A.A.”**

**Whereas, it is believed that the interest of the work of Alcoholics Anonymous in Northern California and Nevada can be furthered by the creation of a Council which will act as a medium of exchange between member groups for the dissemination of ideas and experiences of mutual interest and to provide whatever services those member groups may deem advisable.**

**Whereas, membership in the Council will be open to all A.A. groups in Northern California and Nevada who indicate in writing their desire to participate, and that representation in the Council will consist of two representatives from each member group.**

**Whereas, in conformity with the Principles of A.A. it shall be incumbent upon the Council to provide maximum usefulness with a minimum of organization, and that at no time will the Council take any action that will be mandatory, conflicting or in any way restrictive of the complete freedom of the participating member groups as indicated in points 2 and 4 of the Twelve Points of Tradition of Alcoholics Anonymous which states:**

**(2) “For our group purpose there is but one ultimate authority - a loving God as he may express Himself in our group conscience.”**

**(4) “With respect to its own affairs, each A.A. Group should be responsible to no other authority than its own conscience. But, when its plans concern the welfare of neighborhood Groups also, those Groups ought to be consulted. And no Group, regional committee, or individual should ever take action that might greatly affect A.A. as a whole without conferring with the Trustees of The Alcoholic Foundation. On such issues our common welfare is paramount.”**

**NOW, THEREFORE, BE IT, AND IT IS HEREBY RESOLVED that a Northern California-Nevada Council of Alcoholics Anonymous is hereby created under the terms and conditions heretofore set forth; We all came to A.A. with one objective, to learn how to overcome and control our drinking problem. While there are some “Loners” who find sobriety through A. A., the great majority are unable to attain that which we all seek, without the help of others. Therefore, we have banded together “Groups” and hold Group**

**meetings. But we also learn that Groups, as isolated units, are often unable to solve problems such as conflicts in personalities, dissension, type and handling of meetings, etc. The solution to these problems is often beyond the abilities of the Group within its own membership. We know that our Group future will be fashioned in accord with today’s unity or discord.**

**As a result we take another big step forward. We learn that the solution is in sharing Group Experiences, Strength and Attainments with each other. We can be eternally grateful that there were a few wise members who realized the importance to the individual of intergroup relations and took steps to develop this relationship.**

**During the year 1945 all the groups in Northern California, about thirty, sent delegates to a meeting in Oakland. This was the first Group Conference in Northern California. Later the Groups in Nevada were invited to participate.**

**These group delegates found that each Group, through a Group conference, could share their experience, faith and hope with each other, and in this manner were able to solve the common problems which presented themselves in the course of the life and growth of a Group in the Alcoholic fellowship called Alcoholics Anonymous.**

**We have found no mechanical device through which an A.A. member or group of members can project his individual or collective experience into another member or group of members. Experience is the result of time spent in any objective endeavor. We can share the result, but we are limited to words to describe to our listener. If he listens with an open mind and believes us when we tell him that the stove is hot, he may avoid the burned hands that left scars, the price we paid for our experience.**

**With slight retrospection we can clearly see that the Northern California Group Conference of Alcoholics Anonymous is but an enlarged picture of the problems which confront the individual alcoholic in his relation to his own group. Through the exchange of ideas our individual understanding is mutually increased. The success of the individual is measured by the love or dissension he brings to his Group. The Group is but an enlarged picture of the individuals who compose it. The Northern California Council is a further enlargement of the same picture of the Group who participates in this Council.**



*Individually and collectively*

**“THERE IS A DESTINY THAT MAKES MEN BROTHERS**

**NONE GOES HIS WAY ALONE**

**ALL THAT WE SEND INTO THE LIVES OF OTHERS**

**COMES BACK AGAIN INTO OUR OWN.”**

### **CONCLUSION**

**THE SUCCESS OF THE NORTHERN CALIFORNIA COUNCIL OF ALCOHOLICS ANONYMOUS IN FULFILLING ITS PRIMARY PURPOSE OF “CARRYING THE MESSAGE” WILL BE IN DIRECT PROPORTION TO THE ENTHUSIASM AND DEVOTION OF EVERY AA MEMBER, COUNCIL DELEGATE AND COUNTY CHAIRPERSON IN NORTHERN CALIFORNIA. THE COUNCIL BELONGS TO ALL OF US AND WE SHOULD SUPPORT THE COUNCIL IN ALL OF ITS ACTIVITIES. IN THIS MANNER WE CAN AGAIN EXPRESS OUR GRATITUDE FOR THAT WHICH WE HAVE RECEIVED FROM THE FELLOWSHIP OF ALCOHOLICS ANONYMOUS.**