

SCOPES and PROCEDURES

Lake-Sumter Central Office, Inc. (LSCO)

REVISION HISTORY

Author	Date Revised	Revision
Chairperson	March 19, 2015	Rev 01
Treasurer	May 13, 2026	REV 2026 0513

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PURPOSE

(By-Laws Article 11)

The Central Office follows the principles of the Twelve Steps, Twelve TRADITIONS AND Twelve Concepts of Alcoholics Anonymous (AA). Our purpose is:

1. To establish and maintain a Central AA Service office and a 24/7 Telephone Hotline answered by AA members, to carry the message of AA to those who still suffer from alcoholism.
2. To function as a central clearing house for providing information and literature to AA groups and to the community, in accordance with the Twelve Traditions of AA and Guidelines issued by the General Service Office (GSO) of AA.
3. To promote unity through service among groups in Lake and Sumter Counties Florida and to aid the groups with their common purpose of carrying the message to the alcoholic who still suffers.
4. To purchase and sell approved General Service Conference literature and non-conference approved books, pamphlets, and other recovery items, ensuring they are displayed separately.
5. To support the publishing and distribution of a monthly newsletter
6. Maintain a current updated directory of AA groups in Lake and Sumter Counties with meeting locations, day, and times.
7. LSCO aka Lake -Sumter Intergroup, is organized ~~exclusively for charitable~~ as a 501C3 purposes as directed by Federal, State and Local Laws.
8. ~~As such, any member may have reasonable access to records and documents including financial records of our AA Central Office, after the office staff edits out personal information. The requestor must pay any expenses associated with producing said information, except as the Central Office may otherwise determine.~~

MEMBERSHIP

(By-Laws, Article III)

Membership at LSCO shall be by groups. Any group may become a member by filing with the LSCO Secretary; the group name, GSO group number, contact information, which includes their group's Primary and Alternative Representative (Reps') name, contact numbers and email addresses. Reps of registered groups are eligible to vote (see next section) on all matters of business provided they are in attendance at regularly scheduled meetings. Member groups shall remain traditionally autonomous and in no way be governed by LSCO. To be a member of LSCO, it is suggested that each group follow the guidelines for and AA group set forth in "The AA Group" P-16.

THE CENTRAL OFFICE REPRESENTATIVES

(By-Laws Article IV)

It is suggested that group choose one Primary Rep and one Alternate Rep to serve in this Central Office. An Alternate Rep shall vote at the LSCO Rep's meeting only in the absence of the Primary Rep. To vote, the Rep must be registered with ~~the Records Chairperson~~ LSCO seven (7) days before their first meeting. All Reps shall have knowledge of AA's Twelve Traditions and Twelve Concepts.

MEETINGS

(By-Laws, Article VII)

The Steering Committee meeting and the Rep meeting will be held every month.

~~Robert's Rule of Order, Revised, are to be used as a guide. The LSCO Rep's meetings shall be scheduled for the same time and same day each month. Reps shall be notified 48 hours in advance of all meetings by the Secretary.~~

~~Steering Committee Meetings shall be held a minimum of once per month prior to the regular LSCO monthly Rep's meeting. To conduct business, the Steering Committee must have at least 4 of the 7 voting members in attendance.~~

STEERING COMMITTEE

(By-Laws Article VIII)

The Steering Committee Members shall oversee the business affairs of LSCO. As such, the Committee shall be responsible for the hiring of office staff, outside vendors, and an accountant or lawyer when deemed necessary.

The Office Manager shall be responsible for the performance of, but not limited to, the following duties: receive all funds and contributions, keep receipt vouchers, conduct and record the daily business affairs of the Central Office, and present the above to the Treasurer. The Office Manager's employment shall be administered in accordance with the job description as defined by the said Steering Committee.

All paid employees' work and salaries are to be reviewed and assessed once a year in April by the Steering Committee. No paid employee shall serve as a Central Office Rep, nor on any committees including the Steering Committee.

No Steering Committee Member of LSCO shall hold a salaried position with Central Office, nor receive any monetary or gratuity compensation for services provided as a Central Office member. Reimbursement of expenses necessary for the fulfillment of their duties for Central Office business shall be made with proper documentation and approval by the Chairperson following submission to the Treasurer.

All decisions of the Steering Committee shall reflect in the Minutes which shall be presented at the next LSCO Reps' Meeting for review.

The establishment and conduct of the Steering Committee are subject to the Articles of Incorporation of Lake-Sumter Central Office, Inc., and its By-Laws, in accordance with all Federal, State and Local laws.

The Steering Committee shall consist of the following members: Chairperson, Vice-Chairperson, Treasurer, Secretary, **three (3)** At-Large Members **and/or Past Chairperson (non-voting)** or a third (3) At-Large Member, shall be Directors at Large. They shall at no time employ such titles, except as may be required for the execution of legal documents or by reason of other provisions of the law. These seven (7) comprise the voting Directors of Lake-Sumter Central Office, Inc.

A Simple majority of the voting Steering Committee members must be in support of any decision made by the Steering Committee. Any decision made shall be considered as made by a substantial majority, with the minority opinion always being heard.

The Steering Committee is required to purchase an Indemnification Insurance policy and keep said policy current and in force. The Steering Committee Members and employees of the Central Office shall be fully indemnified now and hereafter as permitted by law in connection with any actual or threatened action or proceeding (including civil, criminal, administrative, or investigative proceedings) arising out of their service to the Central Office and while under the direction of the Steering Committee.

QUALIFICATION AND TERMS OF OFFICE

(By-Laws Article IX)

As the Steering Committee Members oversee the business of Lake-Sumter Central Office, Inc., it's Members shall have a minimum of four ~~(2)~~ **(4)** years of continuous sobriety to be elected as Chairperson or Treasurer of the Central Office A minimum of two (2) years of continuous sobriety is required to be elected as Vice-Chairperson or Secretary. All At-Large Steering Committee Members must also have a minimum of two (2) years of continuous sobriety. The terms of all offices are two (2) years.

No Steering Committee Member shall succeed in office, unless said officer is fulfilling a vacated term of less than one (1) year. In the spirit of rotation, no Steering Committee Member shall serve on the Steering Committee more than six (6) years out of every twelve (12) years. ~~(Except for the Chairperson who becomes Past Chairperson)~~

~~An empty Past Chairperson Seat shall be filled by a call for volunteers from the last Steering Committee Members, from which pool the present Steering Committee shall pick. That appointment requires no Reps' vote.~~

In the case of a vacated Chairmans's seat, the Vice-Chairperson shall assume the Chairperson's responsibilities (see **DUTIES OF OFFICERS** below). Any other vacated Seat shall remain vacant, and the vacancy shall be announced at the next Central Office Rep's Meeting. The call for immediate volunteers who meet the sobriety requirements and training prerequisites ~~(listed elsewhere in this document) to finish out~~ of the vacant term shall be announced to the body at large to take back to their respective groups. The Seat shall be filled at the next Rep's meeting by a simple majority vote by the Reps present.

NOMINATIONS

(By-Laws, Article X)

At the July Reps' meeting, the Chairperson shall inform the body at large of the upcoming elections and the need for AA members from Lake and Sumter home groups to volunteer for the available positions. ~~Those AA members interested in volunteering to stand shall read the training manual for the position they are interested in so they may better understand what the position entails.~~ Those still willing to stand shall inform the Secretary LSCO and submit their name, home group, most recent sobriety date, and position sought. The information must be received by the Secretary LSCO no less than three (3) days prior to August Reps' meeting.

Said volunteers shall attend the August Reps's meeting, where the body at large shall be presented with the final slate of candidates. Before the slate is finalized for each position, the Chairperson shall ask the body at large to stand; the chairperson shall then ask that of these members, those with the time and energy available and willingness to serve, to please remain standing. The AA members still standing shall be on the ballot for the election. Each candidate's name, home group's name and GSO number, most recent sobriety date and position sought shall be verified by the ~~Records Chairperson~~ LSCO. Nominations shall not be accepted from the floor at the time. All Reps shall take the information back to their respective groups to receive the votes of their Group Conscience.

Elections for Steering Committee Members shall be held at the September Reps' meeting. There shall be no mail-in voting or voting by proxy. Said candidates must be in attendance, or forfeit. Elections shall follow AA's Third Legacy procedure as defined in the AA Service Manual. The order of elections shall be Chairperson, Vice-Chairperson, Treasurer, Secretary, then each of the ~~two (2)~~ three (3) At-Large Members.

After voting has been completed, if there were insufficient volunteers to fill all Seats, then nominations from the floor shall be accepted.

DUTIES OF OFFICERS

(By-Laws, Article XII)

1.) The **Chairperson** shall preside over all Central Office Steering Committee meetings and all Central Office Reps' meetings. The Chairperson shall perform such duties and acts which are customary and legally required of the Office of Chairperson, as well as responsibilities of supervision of the Central Office, including but not limited to:

- a. Be knowledgeable of AA's Twelve Traditions and Twelve Concepts, ~~LSCO issues and strategies of management effectiveness.~~
- b. **Be** the second Signatory on all bank accounts
- c. Conduct well-organized, timely and effective meetings.
- d. Ensure agendas and presentations are carefully tailored to facilitate responsible communication and decision making.
- e. ~~Foster a proactive role for~~ **Encourage** Service Committee Chairperson in fulfilling their duties and responsibilities.
- f. Assure that issues relating to LSCO are dealt with in a timely manner.
- g. Be a nonvoting member of all Standing and Ad Hoc Service Committees **unless there is a tie.**
- h. Update the **Meeting** Chair App and Where and When pamphlet.
- i. Maintain and update Clover procedures and hardware.

2.) The **Vice-Chairperson's** primary duty is to perform all duties and assume all responsibilities of the Chairperson in their absence. The assumption shall last until such time as the Chairperson returns or, if vacated, a new Chairperson is elected. The Vice-Chairperson shall continue to perform such other duties as usually pertain to, or as are properly required of the Vice-Chairperson by the Steering Committee. If unable or unwilling to do so, the only alternative is resignation.

** In the absence of both the Chairperson and the Vice-Chairperson, the Secretary or Treasurer shall preside.

3.) The Secretary of LSCO shall take the minutes of all the Steering Committee and the Central Office Reps' meetings. Such minutes shall reflect all business conducted at both meetings, including findings, conclusions, action items, and recommendations. Copies of the minutes, when approved by the Steering Committee or the Reps of the Central Office, respectively, shall be a part of the permanent Central Office records. The Secretary shall maintain, and hold said minutes in the Central Office for reference and archival purposes in accordance with all Federal, State and Local laws and regulations.

- a. The Secretary shall issue notice of all meetings where notice of such meetings is required by the By-Laws, or by these Scopes and Procedures.
- b. The Secretary shall file every change of Steering Committee Officers with the Florida Department of State, Division of Corporations. The Secretary shall mail the corporate Annual Report to the Florida Department of State no later than the 1st day of April each year. Additionally, the Secretary shall keep updated the "fictitious name" registration with said Department of State.
- c. The Secretary shall perform such other duties as usually pertain to the office or as are properly required by the Steering Committee.
- d. The Secretary shall maintain a strictly confidential file of names, addresses, email address and telephone numbers of all Group Reps and Alternates.

4.) The Treasurer in conjunction with the Office Assistant ~~Manager~~ shall be responsible for the care and custody of all monies, securities, assets, and financial records of the Central Office. The Treasurer shall keep full and accurate accounts of all monies received by and paid out by the Central Office. All financial records shall be a part of the permanent Central Office records and shall be maintained by the ~~Treasurer~~ Office Manager in the Central Office for reference and archival purposes, and as are legally required by IRS regulations for non-profit corporations, and/or any other Federal, State or Local law.

- a. The Treasurer shall understand generally accepted accounting principles.
- b. The Treasurer shall be the Primary Signatory on all bank accounts.
- c. The Treasurer, in conjunction with the Office Assistant ~~Manager~~, shall produce and sign the Annual Financial Report and present it to the February LSCO Reps' Meeting each year.
- d. The Treasurer shall also produce and sign such reports, statements and instruments as may be required of the Treasurer by the Steering Committee and/or by any Federal, State or Local laws.
- e. The Treasurer shall present the Monthly Financial Report to each regular monthly LSCO Steering Committee Meeting, and each regular monthly Reps' Meeting.

- f. As the corporation is on a calendar year financial basis, the Treasurer shall file whichever tax form 990 is required for the Central Office that year with the I.R.S no later than February 15th of each year.
- g. The Treasurer shall perform such other duties as usually pertain to the office or as are required by the Steering Committee.

~~5.) Each member of the Steering Committee shall assist their replacements on the incoming Steering Committee for one (1) month, or as long as reasonably needed. The duties of any Officer may be temporarily delegated. In the case of the absence of any officer of the Steering Committee, the Chairperson may delegate, temporarily, the duties of any officer to any other officer or to any other Service Committee Chairperson.~~

The Chairperson of the Steering Committee, Office Assistant Manager and the Secretary have access to logon accounts, passwords, and data that is used by the Office or any Service Committee Chairperson.

MONIES

(By-Laws, Article XIV)

Funds required to operate LSCO are generated from AA groups, individual AA members, the sale of merchandise, and scheduled fundraisers. Individual contributions shall not exceed AA General Service Conference guidelines. ~~The operating account shall have a maximum balance to be set by the Steering Committee before April 1st annually.~~ All monies over the maximum set by the Steering Committee in the operating account shall be transferred to an interest-bearing account. Withdrawal from the interest-bearing account shall be only after such withdrawal is authorized by a regular or special meeting of the LSCO Reps **Steering Committee**. The Office Assistant **Manager** shall administer a petty cash account not to exceed two hundred (\$200.00) dollars. A prudent reserve shall be maintained to cover six (6) months of operating expenses. The Chairperson shall have \$200 per month for office expenses.

COMMITTEES

(By-Laws, Article XV)

~~All AA members from home groups within Lake and Sumter counties shall be eligible to stand to serve as Chairperson of a Service Committee (Steering Committee members~~

~~excluded). Each prospective candidate shall read the duties and meet the pre-requisites listed below for the Committee they are interested in Chairing prior to standing. Before the new Steering Committee election (every 2 years) at the September Reps' Meeting, the Steering Committee Chairperson shall send out the call, thru the body at large, for qualified volunteers to stand for election as Service Committee Chairpersons at the October Reps' Meeting.~~

~~The remaining Committee membership may also consist of any AA member from home groups within Lake and Sumter counties, (except Steering Committee Members) and serves at the discretion of each Committee Chairperson.~~

~~The Steering Committee may appoint ad hoc Service Committees as it may deem necessary and shall appoint willing and qualified AA members as Chairpersons for those ad hoc Committees.~~

~~All Service Committee Chairpersons shall give a concise written report each month to the Steering Committee Secretary no later than seventy two (72) hours before the regular monthly Reps' meeting.~~

~~All Service Committee Chairpersons shall also present a brief verbal synopsis report each month to the regular Reps' meeting and shall stand ready to answer any questions. They shall keep the Resources and Training Manual updated for their position and their Committee.~~

~~Additionally, said Service Committee Chairpersons and their Committee Members' further duties are as listed in the chart below:~~

EVENTS CHAIRPERSON COMMITTEE	• Organize activities such as Bikefest, golf tournament, roundups, workshops, and Christmas Party. • Organize fundraisers. • Prepare a written Budget for each event and present to the Steering Committee and the Finance Chairperson.
MERCHANDISE CHAIRPERSON COMMITTEE	• Select merchandise for sale at Events and at Central Office. • Create and maintain a traveling literature display for use at area functions and

	events. • Ensure that non-Conference approved literature is displayed separately from conference approved literature and is marked as such. • Perform quarterly physical inventory. • Provide a quarterly Budget Proposal to the Finance Committee and the Steering Committee.
NEWSLETTER CHAIRPERSON COMMITTEE	• Prepare and print the monthly publication of the Serenity News for Lake-Sumter district. • Reports, such as the Treasurer Report, Office Activity Report, Group Monthly Donations, Reps' Meeting attendance, and any other noteworthy reports shall be published. • Send Newsletter to the Webmaster for publication on the Website.
WEBSITE/TECHNOLOGY CHAIRPERSON (Webmaster) COMMITTEE	• Shall have a working, up to date computer. • Shall have an understanding of the Internet and browsers, and the different devices that can access our website. • Shall have an understanding of file types used to store and share data. • Become familiar with the website layout. • Add and update Events and monthly Committee Reports on the Website. Develop ideas and programs to increase use and awareness of the Website and the Central Office tools. • Assist and maintain customer service communications. • Establish and maintain a corporate Central Office email system.

	• Manage and maintain Microsoft, Google, online meetings, and other tools. • Develop and maintain a calendar of renewal dates for all licenses and accounts. • Assist and train committees and groups to set up on-line meetings. • Provide a monthly Budget Proposal to the Finance Committee and the Steering Committee.
GROUP LIASON CHAIRPERSON COMMITTEE	• Serve as a liaison to the members and their groups. • Meet with the groups to encourage broader participation in the workings of the Central Office. • Inform groups of the Third Legacy of Service. • Be available to help solve group problems. • Inform groups of special events, and any Steering or Service Committee needs
FINANCE CHAIRPERSON COMMITTEE	• Assist Treasurer and offer recommendations. • Work with the Treasurer to write all financial procedures for all monies. • "VIEW ONLY" on bank accounts. • Provide checks and balances of the relationship between them and the Treasurer. • Provide quarterly proposed budgets and projections of expenses to the Steering Committee, as well as copies of all Service Committee budgets and financial requests. • Work in tandem with the Treasurer on W-

	2s and whichever Form 990 tax return is required that year. • Minimum of 4 years continuous sobriety.
HOTLINE COMMITTEE CHAIRPERSON	• Promote and oversee the committee activities to make certain that the voice answering the LSCO the Hotline is always that of an AA Member. • Recruit volunteers from AA groups to answer calls outside of normal Central Office business hours. • Train phone volunteers as to their responsibilities, procedures, and requirements. • Develop and continually update training procedures and information manuals in conjunction with the Office Assistant. • Maintain & update who are willing to 12th Step call list.

Any Committee Chairperson who fails to report for three (3) consecutive regular LSCO Reps' meetings may be replaced.

CODE OF CONDUCT

All volunteers and office staff shall practice common courtesy with others. They should be "good service leaders" as described in Concept IX.

All visitors shall refrain from the use of foul, threatening, or obscene language. Any visitor to the office who creates a disruption of any kind to those working there shall be asked to leave or shall be removed.

CONFLICT OF INTEREST

All persons serving LSCO in any capacity must abide by the requirement of AA's First Tradition that states "...our common welfare comes first." They shall also abide by all Federal, State, Local laws, and their moral obligations to place the good of this

corporation above their own self-interest or the interest of any other individual within this corporation.

Additionally, no one may use the position they hold at LSCO to promote their own business or for personal ambition. No one may Chair or serve on a committee who has a private interest in the outcome of that committee's work.

Failure to abide by these directives is grounds for dismissal and opens the door to prosecution.

AMENDMENTS TO SCOPES AND PROCEDURES

These Scopes and Procedures may be amended via a proposition to amend in writing signed by not less than three Group Reps and presented at the LSCO Reps' Meeting, except where they would conflict with Federal, State or Local laws. The Secretary of the Central Office shall enter the proposition into the minutes for action by the Reps at the second following Central Office Reps' Meeting after submission of the proposition. A two thirds (2/3) affirmative vote of the Reps present shall be required. For passage. If passed, the Secretary shall then file the amendment with the Florida Department of State, Division of Corporations. For our purposes, the date of passage shall be the effective date of the amendment.

Each Amendment shall include a cover page indicating how many times the original Document, dated 3/19/2015, has been amended, and the dates of all duly passed prior amendments.

(Adapted from HOW THE CONFERENCE OPERATES)

How the Central Office Meeting Operates Modified Robert's Rules of Order

Generally speaking, we adhere to Robert's Rules of Order, Revised, and with any luck, the whole Meeting proceeds on as informal a basis as possible, consistent with the rights of all concerned.

A Meeting Quorum

All registered Reps (those signed-in in attendance) - are required to conduct business.

General Rules of Debate

People who wish to speak will raise their hands and are called on in order.

Each person may speak for two minutes. No speaker may speak for a second time on a topic until all who wishes to speak has spoken for the first time. Voting is by a show of hands for or against a motion.

Substantial Unanimity

All matters of policy (Advisory Actions) require substantial unanimity - or a two-thirds vote. Additionally, any actions that affect an Advisory Action, or a motion that might result in such an action, also require a two-thirds majority.

Because the number of members present in the room during the Central Office meeting varies from time to time, the phrase "two-thirds vote" is taken to mean two-thirds of the members in attendance.

After the establishment or rejection of any matter of policy by a two-thirds vote, the minority will always be given the opportunity to speak to its opposition.

Calling the Question

Motion to 'Call the Question' must be made in turn and be the only comment of the speaker.

Requires a second. It is not debatable. Requires a two-third vote. If passed, debate on the issue ceases, and the members immediately vote. If not passed, the debate continues.

To Table a Discussion (Postpone to a later time during the same session)

Requires a motion and a second. Requires only a simple majority vote (51%).

Minority Opinion

After any non-unanimous vote, the Chairman will ask if the minority wishes to speak. Any person who voted on the minority side may speak to the issue voted on. This ensures fairness and proper consideration of all opinions. If a minority opinion provides information that causes a person voting on the prevailing side to change their mind, "Reconsideration" may occur.

Request to Reconsider

Must be made in the form of a motion by someone who had voted with the winning side and now, after further consideration, wishes to change his/her vote.

It requires only a simple majority to cause reconsideration. If passed, the decision is put aside,

and debate begins again on the motion. The decision on the reconsidered motion is final. No action may be reconsidered twice.

Departure from the Agenda

It requires a two-third vote of the members in attendance to depart in a significant way from the agenda during the meeting.

Motions from the voting Central Office Representatives

Motions may be made by any voting member of the Central Office Meeting. The motion must be seconded by a voting member other than the one making the motion. After a second is made the motion is open for discussion by the "**General Rules of Debate**"

Third Legacy Procedure (Elections)

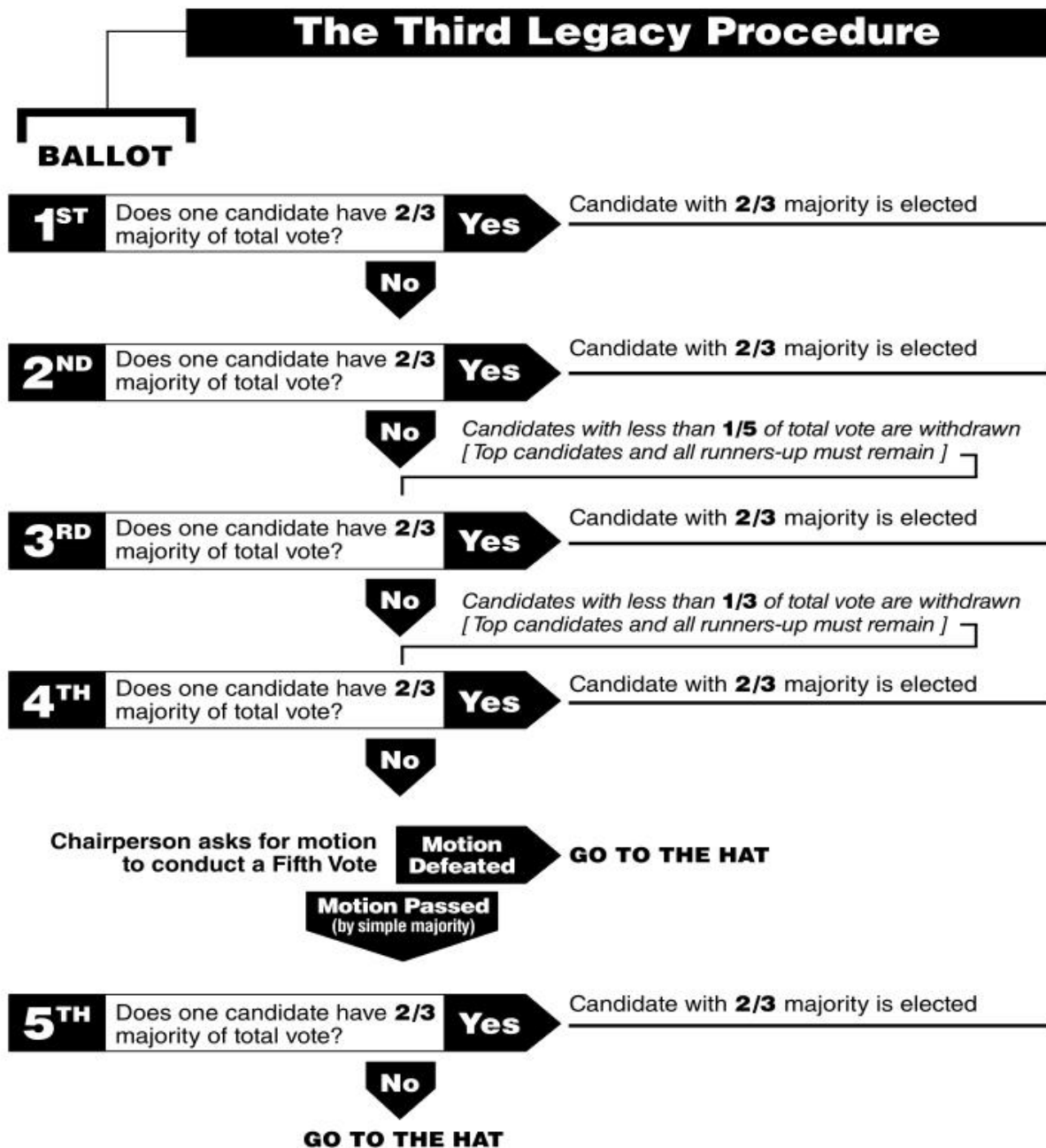
Third Legacy Procedure is a special type of electoral procedure that appears to be unique to AA. In practice, it has proved successful in removing political influence. Third Legacy Procedure is as follows for each position:

- 1.) All eligible candidates are polled. The names of all willing to stand are posted on a board. All voting members cast written ballots, one choice to a ballot. The tally for each candidate is posted on the board.
- 2.) The first candidate to receive two-thirds of the total vote is elected.
- 3.) Withdrawals start after the second ballot. If any candidate has less than one-fifth of the total vote, his or her name is automatically withdrawn - except that the top two candidates must remain. (In the case of a tie for second place, the top candidate and all tied runners-up remain as candidates.)
- 4.) After the third ballot, candidates with less than one-third of the total vote will be automatically withdrawn - except that the top two candidates must remain. (In the case of a tie for second place, the top candidate and all tied runners-up remain as candidates.)
- 5.) After the fourth ballot, if no candidate has two-thirds of the total vote, the candidate with the smallest total is automatically withdrawn - except that the top two candidates must remain. In the case of a tie for second place, the top candidate and all tied second place candidates remain. At this point, the chairman asks for a motion, second, and a simple majority of hands on conducting a fifth ballot. If this motion is defeated, balloting is over and the choice is made by lot - "going to the hat" - immediately. If the motion carries, a fifth ballot is conducted
- 6.) If after the fifth ballot no election occurs, the chairperson announces that the choice will be made by lot (from the hat). At this point, the two top candidates remain. In case there

are ties for first place, all tied first place candidates remain. In case there are no ties for first place, the top candidate and all tied second place candidates remain.

7.) Lots are then drawn, and the first one "out of the hat" is the elected person.

(See also chart below)



APPROVAL AND SUBMITTAL

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First Restatement Approved: March 10, 2015

First Restatement Filed with state of Florida: February 10, 2021

Second Restatement Approved: June 12, 2024

Approved by LSCO Groups Representatives on May 13, 2026.

APPROVAL SIGNATURES

Chairperson: _____

Treasurer: _____

Committee: _____

Member: _____