

OPERATING GUIDELINES OF SUNSHINE OF THE SPIRIT – HIGH DESERT CONVENTION

A California Nonprofit Public Benefit Corporation

**Adopted: September 10, 2026
Supersedes Guidelines Amended May 22, 2023**

ARTICLE I PURPOSE AND AUTHORITY OF THESE GUIDELINES

Section 1 - Purpose

These Guidelines establish the operating structure, service positions, qualifications, responsibilities, and procedures used in planning and conducting the annual Sunshine of the Spirit – High Desert Convention (“SOTS-HDC”).

SOTS-HDC was established in 1985 for the purpose of bringing together members of Alcoholics Anonymous to promote fellowship, unity, service, and recovery through an annual convention and related activities.

SOTS-HDC shall endeavor to conduct its activities in a manner consistent with the Twelve Traditions of Alcoholics Anonymous and the charitable and educational purposes stated in its Articles of Incorporation.

Section 2 - Relationship to Governing Documents

These Guidelines supplement, but do not replace, the Articles of Incorporation or Bylaws.

The order of authority shall be:

1. Applicable federal and California law;
2. Articles of Incorporation;
3. Bylaws;
4. These Guidelines;
5. Standing Rules;
6. Board policies and procedures; and
7. Committee customs and practices.

If a provision of these Guidelines conflicts with a higher authority, the higher authority shall control.

Section 3 - Board and Convention Committee

The Board of Directors retains the legal and fiduciary authority established in the Articles of Incorporation and Bylaws.

The Board delegates the planning and operation of the annual convention and related activities to the SOTS-HDC Convention Committee within:

- The approved annual budget;
 - These Guidelines;
 - The Standing Rules;
 - Board policies; and
 - Any specific authority or limitations established by the Board.
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ARTICLE II CONVENTION COMMITTEE

Section 1 - Participation

Any member of Alcoholics Anonymous residing in the High Desert may be eligible to serve on the SOTS-HDC Convention Committee provided the individual:

1. Meets the qualifications established for the position;
2. Agrees to follow the Articles, Bylaws, Guidelines, and Standing Rules of SOTS-HDC; and
3. Is willing to fulfill the responsibilities of the service position.

A “committee member” shall resign his or her position if they no longer reside in the High Desert.

The term “committee member” refers to participation in the Convention Committee and does not create statutory membership in the Corporation.

Section 2 - Committee Positions

The Convention Committee may include:

- Convention Chairperson
- Convention Co-Chairperson
- Treasurer
- Co-Treasurer
- Secretary
- Co-Secretary
- Registrar
- Co-Registrar
- Al-Anon Chairperson/Liaison
- Archivist
- Carry the Message
- Decorations
- Entertainment
- Fundraiser
- General Service Meeting Representative
- Golf Tournament
- H&I Meeting Representative

- Hospitality
- Hosts/Hostesses
- Long Timers Meeting
- Marathon Meetings
- Poker Run
- Printing
- Programs
- Public Information/Social Media
- Raffle Drawings
- Sobriety Celebration Meeting
- Speaker Host
- T-Shirts/Merchandise
- Volunteers

The Convention Committee may recommend additional operational positions when needed. Positions established in the Articles or Bylaws may not be changed through these Guidelines.

Section 3 - Rotation

The principle of rotating leadership shall be observed.

The normal term for a Convention Committee position is one (1) convention year. It is preferred that an individual not serve in the same position for more than two consecutive terms. A person may continue beyond two terms when no qualified successor is available and leaving the position vacant would be detrimental to the convention.

Section 4 - Multiple Positions

A person occupying a position that constitutes a seat on the Board of Directors shall not simultaneously occupy another Board-designated position.

Whenever practical, other participants should hold only one principal Convention Committee position.

Section 5 - Vacancies and Qualification Exceptions

If a position cannot be filled by a person meeting the stated qualifications, the Convention Committee may recommend a one-time exception to the Board.

Board approval of an exception:

1. Applies only to the current convention cycle;
2. Does not amend the permanent qualifications for the position; and
3. Does not establish a precedent for succeeding years.

ARTICLE III GENERAL RESPONSIBILITIES OF COMMITTEE CHAIRS

Unless otherwise provided in these Guidelines, each committee chair shall:

1. Attend scheduled Convention Committee meetings.
2. Provide a progress report when requested.
3. Operate within the approved budget.
4. Obtain approval before exceeding the approved budget.
5. Recruit and supervise volunteers as necessary.
6. Coordinate activities with other committee chairs when appropriate.
7. Maintain accurate records relating to the position.
8. Protect confidential information and respect A.A. anonymity.
9. Account for all SOTS-HDC money, property, equipment, credentials, and materials entrusted to the position.
10. Transfer records, equipment, passwords, and other SOTS-HDC property to the successor at the end of the service commitment.
11. Perform other reasonable duties related to the position as requested by the Convention Chairperson or Board.

No committee chair has authority to bind SOTS-HDC to a contract unless that authority has been specifically granted by the Board.

ARTICLE IV CONVENTION CHAIRPERSON

Section 1 - Qualifications

The Convention Chairperson shall have:

1. Five (5) or more years of current continuous sobriety; and
2. At least three (3) years of service on the SOTS-HDC Convention Committee.

Section 2 - Duties

In addition to responsibilities established by the Bylaws, the Convention Chairperson shall:

1. Coordinate the activities of the Convention Committee.
2. Conduct regular Convention Committee meetings.
3. Assist committee chairs when needed.
4. Coordinate with the Board of Directors.
5. Invite appropriate participation from:
 - Al-Anon;
 - District 19; and
 - High Desert Hospitals and Institutions.
6. Serve as the primary hotel liaison unless the Board designates otherwise.
7. Work with the Co-Chairperson regarding facility negotiations, accommodations, meeting space, and convention arrangements.

8. Ensure contracts requiring Board approval are submitted before execution.
 9. Ensure appropriate convention room arrangements.
 10. Select readers and lead the Saturday Night Speaker Meeting.
 11. Train the Co-Chairperson.
 12. Maintain the Chairperson records and transfer them to the succeeding Chairperson.
 13. Carry out other responsibilities traditionally associated with the position.
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ARTICLE V CONVENTION CO-CHAIRPERSON

Section 1 - Qualifications

The Co-Chairperson shall have:

1. Five (5) or more years of current continuous sobriety; and
2. At least two (2) years of service on the SOTS-HDC Convention Committee.

Section 2 - Election and Succession

Election and succession of the Co-Chairperson shall occur as provided in the Bylaws.

The Co-Chairperson shall train throughout the convention year to assume the position of Convention Chairperson for the succeeding year.

Section 3 - Duties

The Co-Chairperson shall:

1. Assist the Convention Chairperson.
 2. Perform Convention Chairperson duties when the Chairperson is unavailable.
 3. Assist with hotel and facility arrangements.
 4. Coordinate convention set-up and clean-up.
 5. Determine furniture, equipment, room-set-up, and other operational needs with committee chairs.
 6. Coordinate special needs for speakers and guests.
 7. Select readers and lead the Friday Night Meeting.
 8. Coordinate presentation of the traditional outgoing Chairperson gift when authorized.
 9. Select the individual who conducts the Sunday Sobriety Countdown.
 10. Assist in resolving unusual housing, registration, ticket, program, banquet, and convention-operation issues.
 11. Maintain and transfer Co-Chairperson records.
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ARTICLE VI TREASURER AND CO-TREASURER

Section 1 - Treasurer Qualifications

The Treasurer shall have:

1. Five (5) or more years of current continuous sobriety; and
2. Appropriate business, accounting, bookkeeping, or financial experience.

Section 2 - Treasurer Convention Duties

In addition to the corporate responsibilities contained in the Bylaws, the Treasurer shall:

1. Maintain an accounting system corresponding to the Board-approved budget.
2. Maintain accurate records of convention income and expenditures.
3. Present a financial report at each regular Convention Committee meeting.
4. Monitor committee expenditures against approved budgets.
5. Check the SOTS-HDC post office box regularly or arrange for authorized collection of mail.
6. Deposit funds promptly.
7. Process authorized invoices and reimbursements.
8. Require appropriate documentation for reimbursements.
9. Coordinate financial procedures for registration, fundraisers, merchandise, raffles, and other activities.
10. Establish appropriate money-drop procedures during the convention.
11. Prepare the final convention financial report within the period established by the Bylaws or Board.
12. Maintain records needed for the annual financial review and tax reporting.
13. Train the Co-Treasurer.
14. Transfer complete financial records to the successor.

Section 3 - Co-Treasurer Qualifications

The Co-Treasurer shall have:

1. Four (4) or more years of current continuous sobriety; and
2. Appropriate business or financial experience.

Section 4 - Co-Treasurer Duties

The Co-Treasurer shall:

1. Train under and assist the Treasurer.
2. Perform authorized Treasurer duties when the Treasurer is unavailable.
3. Maintain records of SOTS-HDC equipment distributed to committee participants.
4. Assist with financial operations during convention events.
5. Maintain and transfer Co-Treasurer records.

ARTICLE VII SECRETARY AND CO-SECRETARY

Section 1 - Secretary Qualifications

The Secretary shall have at least three (3) years of current continuous sobriety.

Section 2 - Secretary Convention Duties

In addition to corporate duties established in the Bylaws, the Secretary shall:

1. Record Convention Committee minutes.

2. Assist with Board minutes as required.
3. Distribute approved minutes.
4. Maintain a current committee roster.
5. Coordinate meeting notices.
6. Maintain current copies of the Bylaws, Guidelines, and Standing Rules.
7. Assist the Convention Chairperson with correspondence and documentation.
8. Maintain and transfer Secretary records.
9. Train the Co-Secretary.

Section 3 - Co-Secretary Qualifications

The Co-Secretary shall have at least two (2) years of current continuous sobriety.

Section 4 - Co-Secretary Duties

The Co-Secretary shall:

1. Train under and assist the Secretary.
2. Perform operational Secretary duties when the Secretary is unavailable.
3. Assist with meeting documentation.
4. Maintain and transfer Co-Secretary records.

ARTICLE VIII REGISTRAR AND CO-REGISTRAR

Section 1 - Qualifications

The Registrar and Co-Registrar should:

1. Have appropriate computer and data-management skills;
2. Be familiar with spreadsheet and word-processing applications;
3. Have preferably five (5), but at least three (3), years of continuous sobriety; and
4. In the case of the Registrar, have prior registration experience or training whenever practical.

Section 2 - Registrar Duties

The Registrar shall:

1. Maintain accurate convention registration records.
2. Coordinate preregistration and on-site registration.
3. Coordinate with the Printing Chairperson regarding registration materials, tickets, programs, badges, and related items.
4. Arrange registration packets and name badges.
5. Recruit and schedule Registration Desk volunteers.
6. Ensure volunteers handling money comply with SOTS-HDC requirements.
7. Coordinate all registration receipts and money drops with the Treasurer.
8. Maintain records of scholarships and gratis registrations.
9. Provide appropriate registration reports.
10. Protect registrants' personal information.
11. Maintain and transfer Registrar records.
12. Train the Co-Registrar.

Section 3 - Co-Registrar Duties

The Co-Registrar shall assist and train under the Registrar and perform Registrar duties when the Registrar is unavailable.

ARTICLE IX AL-ANON PARTICIPATION

SOTS-HDC may invite an Al-Anon Chairperson or liaison to participate in Convention Committee meetings for purposes of coordination.

The Al-Anon representative shall:

1. Attend appropriate SOTS-HDC meetings.
2. Report regarding Al-Anon convention activities.
3. Coordinate scheduling and facility requirements with SOTS-HDC.

Al-Anon shall remain separately self-supporting and responsible for costs associated with its meetings, speakers, and activities unless otherwise expressly approved.

Specific Al-Anon responsibilities shall be governed by Al-Anon Convention Committee documents.

ARTICLE X ARCHIVIST AND CARRY THE MESSAGE

Section 1 - Archivist

A suggested sobriety requirement for Archivist is two (2) or more years.

The Archivist shall:

1. Preserve the history of SOTS-HDC.
2. Maintain appropriate historical agendas, minutes, financial reports, programs, photographs, and other significant materials.
3. Retain records according to SOTS-HDC's record-retention requirements.
4. Coordinate appropriate archive displays.
5. Receive committee records when no successor has been identified.
6. Protect confidential or anonymity-sensitive historical materials.
7. Maintain and transfer committee materials and records.

Section 2 - Carry the Message

The Carry the Message Chairperson shall:

1. Maintain appropriate convention outreach lists.
2. Update returned or obsolete contact information.
3. Coordinate distribution of convention information throughout the High Desert.
4. Provide convention information to appropriate A.A. Central Offices, Intergroups, Alano Clubs, convention committees, and other recovery-related contacts.
5. Coordinate electronic distribution when appropriate.

6. Provide flyers or promotional materials to committee participants.
 7. Protect personal information contained in historical registration or mailing lists.
 8. Maintain and transfer committee materials and records.
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ARTICLE XI DECORATIONS, ENTERTAINMENT, AND HOSPITALITY

Section 1 - Decorations

The Decorations Chairperson shall:

1. Develop decorations consistent with the approved theme and budget.
2. Coordinate facility requirements with the Co-Chairperson.
3. Recruit decorating and clean-up volunteers.
4. Coordinate any distribution of centerpieces or decorations at the conclusion of events.
5. Maintain and transfer committee materials and records.

Section 2 - Entertainment

The Entertainment Chairperson shall:

1. Develop proposed entertainment consistent with the approved budget.
2. Coordinate facility and equipment requirements.
3. Submit proposed contracts for appropriate approval before execution.
4. Provide approved contracts to the Chairperson, Co-Chairperson, Treasurer, and Secretary.
5. Provide program information according to established deadlines.
6. Maintain and transfer committee materials and records.

Section 3 - Hospitality

The Hospitality Chairperson shall:

1. Recruit and coordinate Hospitality Room volunteers.
 2. Operate within the approved budget.
 3. Coordinate food and beverage requirements with the facility.
 4. Ensure donations are accepted only in accordance with SOTS-HDC policy and A.A. principles.
 5. Maintain and transfer committee materials and records.
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ARTICLE XII FUNDRAISING AND RAFFLES

Section 1 - Fundraiser Chairperson

The Fundraiser Chairperson shall have at least one (1) year of continuous sobriety when handling money.

The Fundraiser Chairperson shall:

1. Present proposed fundraising activities to the Convention Committee.

2. Obtain any Board approval required.
3. Recruit subcommittee participants and volunteers.
4. Coordinate money handling with the Treasurer.
5. Operate within the amount authorized for the event.
6. Submit receipts and return unused advances.
7. Report event income and expenses.
8. Maintain and transfer committee materials and records.

Section 2 - Raffle Drawings

SOTS-HDC may conduct lawful charitable raffle drawings only after the Board determines that:

1. SOTS-HDC is legally eligible to conduct the raffle;
2. Required California registrations have been completed;
3. The proposed raffle complies with applicable law;
4. Appropriate financial and recordkeeping procedures are in place; and
5. The raffle is consistent with SOTS-HDC's charitable purposes.

The Raffle Chairperson shall:

1. Coordinate approved donated prizes.
2. Recruit volunteers.
3. Coordinate ticket procedures with Printing and the Treasurer.
4. Maintain and transfer committee materials and required records.
5. Coordinate drawing times with the Convention Chairperson.
6. Provide all financial information required for regulatory reporting.

SOTS-HDC shall not conduct a traditional 50/50 drawing unless it becomes legally eligible to do so under applicable California law.

ARTICLE XIII GOLF TOURNAMENT AND POKER RUN

Section 1 - Golf Tournament

The Golf Tournament Chairperson shall:

1. Research appropriate facilities and pricing.
2. Present proposed contracts for approval before execution.
3. Recruit volunteers.
4. Arrange approved trophies or awards.
5. Coordinate publicity and registration information.
6. Provide reports to the Convention Committee.
7. Maintain and transfer committee materials and records.

Section 2 - Poker Run

The Poker Run Chairperson shall:

1. Plan an appropriate route and event format.
2. Operate within the approved budget.

3. Coordinate promotion with Printing.
 4. Recruit and schedule volunteers.
 5. Coordinate financial procedures with the Treasurer.
 6. Provide appropriate water and safety support.
 7. Obtain Board approval before including any chance-based cash or raffle prize.
 8. Maintain and transfer committee materials and records.
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ARTICLE XIV GENERAL SERVICE AND H&I MEETINGS

Section 1 - General Service Meeting Representative

The General Service representative shall:

1. Represent District 19 or the appropriate General Service entity.
2. Coordinate the General Service Speaker Meeting.
3. Determine appropriate readings and program format.
4. Recruit readers.
5. Contact prospective speakers.
6. Communicate approved speaker arrangements and limitations.
7. Coordinate program information.
8. Arrange an informational table when appropriate.
9. Maintain and transfer committee materials and records.

The participating General Service entity is expected to remain self-supporting regarding its meeting and speaker expenses unless otherwise agreed.

Section 2 - H&I Representative

The H&I representative shall:

1. Represent the participating Hospitals and Institutions Committee.
2. Coordinate the H&I Speaker Meeting.
3. Recruit readers and volunteers.
4. Contact prospective speakers.
5. Communicate approved speaker arrangements.
6. Coordinate speaker registration.
7. Greet and assist the speaker.
8. Maintain and transfer committee materials and records.

The participating H&I Committee is expected to remain self-supporting regarding its meeting and speaker expenses unless otherwise agreed.

ARTICLE XV HOSTS, HOSTESSES, AND VOLUNTEERS

Section 1. Hosts and Hostesses

Hosts and Hostesses shall:

1. Recruit welcoming volunteers.
2. Develop volunteer schedules.
3. Staff entrances to principal meetings and ticketed activities as appropriate.
4. Assist with tickets, seating, directions, and participant questions.
5. Coordinate appropriate volunteer identification or attire.
6. Maintain and transfer committee materials and records.

The functions may be administered jointly as a single Hosts/Hostesses committee when appropriate.

Section 2 - Volunteers Chairperson

The Volunteers Chairperson shall:

1. Assist all committee chairs needing volunteers.
 2. Maintain a master volunteer schedule.
 3. Coordinate volunteer assignments.
 4. Be familiar with requirements for volunteers handling funds.
 5. Coordinate volunteer service associated with registration scholarships when applicable.
 6. Provide current volunteer schedules to the Convention Chairperson and Registration Desk.
 7. Maintain and transfer committee materials and records.
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ARTICLE XVI

LONG TIMERS, MARATHON, AND SOBRIETY COUNTDOWN MEETINGS

Section 1 - Long Timers

For SOTS-HDC purposes, a Long Timer is traditionally an A.A. member with thirty (30) years or more of sobriety.

The Long Timers Chairperson shall:

1. Recruit Long Timer readers and panelists.
2. Coordinate the Long Timers program.
3. Provide participant information to Registration.
4. Coordinate any approved complimentary registration.
5. Maintain and transfer committee materials and records.

Section 2 - Marathon Meetings

The Marathon Meetings Chairperson shall:

1. Develop meeting topics using appropriate A.A. literature.
2. Recruit meeting leaders.
3. Confirm leaders before the convention.
4. Coordinate schedules and program information.
5. Monitor meetings during the convention.
6. Provide appropriate signage and meeting materials.
7. Coordinate the traditional signed Big Book presentation when continued by the Convention Committee.

8. Maintain and transfer committee materials and records.

Section 3 – Sobriety Countdown Meeting

The Sobriety Countdown Meeting Chairperson shall:

1. Serve as meeting leader.
 2. Recruit readers and timer.
 3. Purchase cakes and supplies (plates, forks, napkins) prior to convention.
 4. Have sign-up at door for those wishing to share.
 5. Recruit volunteers (call those to share, cake station, set up/clean up)
 6. Maintain and transfer committee materials and records.
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ARTICLE XVII PRINTING AND PROGRAMS

Section 1 - Printing

The Printing Chairperson shall:

1. Coordinate with committee chairs concerning required information.
2. Prepare drafts of registration materials, programs, tickets, name tags, and other printed materials.
3. Submit proof copies for approval.
4. Establish production deadlines.
5. Obtain competitive pricing when practical.
6. Ensure purchases remain within the approved budget.
7. Promptly report anticipated budget overruns.
8. Maintain and transfer committee materials and records.

Section 2 - Programs

The Programs Chairperson shall:

1. Prepare meeting-leader materials for principal convention meetings.
 2. Coordinate appropriate A.A. readings and formats.
 3. Provide materials to Marathon Meetings.
 4. Ensure leader materials are available before meetings.
 5. Replenish water pitchers and supply glasses for speaker, leader, and readers.
 6. Coordinate podium and speaker needs with the facility as appropriate.
 7. Maintain and transfer committee materials and records.
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ARTICLE XVIII PUBLIC INFORMATION AND SOCIAL MEDIA

The Public Information/Social Media Chairperson shall:

1. Maintain appropriate technical skills for SOTS-HDC's website and social media.
2. Coordinate public information with appropriate committee chairs.
3. Submit press releases or major public communications for approval.

4. Maintain accurate convention information online.
 5. Submit convention information to appropriate A.A. publications and calendars.
 6. Coordinate authorized local publicity.
 7. Protect the anonymity of A.A. members in public media.
 8. Coordinate recording vendors when authorized.
 9. Maintain SOTS-HDC digital accounts in accordance with Board security policies.
 10. Transfer passwords and access credentials to the successor.
 11. Maintain and transfer committee materials and records.
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ARTICLE XIX SPEAKER HOST

The Speaker Host shall:

1. Work with the Convention Chairperson to contact prospective principal speakers.
2. Confirm accepted speakers in writing.
3. Communicate the approved hospitality package and reimbursement limitations.
4. Coordinate speaker registration.
5. Confirm arrival information.
6. Prepare approved welcome baskets or speaker materials.
7. Prepare speaker itineraries.
8. Greet and assist speakers.
9. Maintain and transfer committee materials and records.

Specific speaker hospitality benefits shall be determined through the annual budget or Standing Rules rather than permanently fixed in these Guidelines.

ARTICLE XX T-SHIRTS AND CONVENTION MERCHANDISE

The T-Shirts/Merchandise Chairperson shall:

1. Coordinate proposed designs with the Convention Committee.
 2. Obtain competitive bids when practical.
 3. Place orders only after appropriate approval.
 4. Recruit sales volunteers.
 5. Coordinate all receipts with the Treasurer.
 6. Maintain beginning and ending inventories.
 7. Report sales and remaining inventory following the convention.
 8. Maintain and transfer committee materials and records.
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ARTICLE XXI REGISTRATION AND CONVENTION ACCESS

The Board shall establish annual convention registration fees and may authorize early-registration pricing.

Registration requirements for convention activities shall be established in the Standing Rules.

SOTS-HDC may provide scholarships or gratis registrations consistent with its charitable purposes and procedures approved by the Board.

Registration and attendance policies shall be administered in a manner consistent with the purpose of carrying the A.A. message.

ARTICLE XXII FINANCIAL OPERATING PROCEDURES

All committee chairs shall operate within Board-approved budgets.

Requests for reimbursement shall include appropriate supporting documentation and an explanation of the convention purpose of the expenditure.

All money received on behalf of SOTS-HDC shall be promptly accounted for and transferred to the Treasurer according to established procedures.

Whenever reasonably practical:

1. Significant cash receipts shall be counted by two persons;
2. An income or cash-count form shall accompany funds;
3. Money shall be transferred promptly to the Treasurer; and
4. Deposits shall be made promptly.

No SOTS-HDC funds shall be deposited in or commingled with a personal account.

The prudent reserve, use of surplus funds, annual financial review, bank-authority requirements, and other corporate financial matters shall be governed by the Bylaws and Board financial policies.

ARTICLE XXIII RECORDS, PROPERTY, AND TRANSITION

All records, equipment, electronic accounts, passwords, supplies, mailing lists, artwork, registrations, financial information, and other materials created or maintained for SOTS-HDC are property of the Corporation.

Each outgoing committee chair shall promptly transfer Corporation property to the successor or another person designated by the Convention Chairperson or Board.

Personal information collected from convention participants shall be used only for legitimate SOTS-HDC purposes.

Committee records shall be retained according to the Corporation's document-retention policy.

ARTICLE XXIV ANNUAL BUSINESS MEETING

An open Business Meeting shall be held during the annual convention in accordance with the Bylaws.

The Business Meeting shall include:

1. Election of the succeeding Convention Co-Chairperson;
2. Availability or presentation of current financial information; and
3. Other appropriate convention business.

Election procedures and succession shall be governed by the Bylaws.

The Business Meeting is a service and group-conscience meeting and is not a statutory membership meeting of the Corporation.

ARTICLE XXV AMENDMENT OF GUIDELINES

Proposed amendments to these Guidelines shall be processed and approved in accordance with the Bylaws.

Before a proposed amendment materially affecting a Convention Committee service position is adopted, the Convention Committee should be given reasonable opportunity to review and comment upon it.

The Secretary shall maintain the official current copy of these Guidelines and record the date of each amendment.

ARTICLE XXVI
PARLIAMENTARY AND SERVICE PRINCIPLES

Robert's Rules of Order Newly Revised shall serve as parliamentary authority to the extent provided in the Bylaws.

SOTS-HDC shall endeavor to encourage:

- Informed group conscience;
 - Full and fair discussion;
 - Consideration of minority opinion;
 - Substantial unanimity when practical;
 - Rotation of leadership; and
 - Service rather than personal authority.
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CERTIFICATION

These Guidelines were adopted by the Board of Directors of **Sunshine of the Spirit – High Desert Convention** on:

Date: 9/10/2020

Board Chairperson: Ruth Philib

Secretary: Sandra Bannister