

STANDING RULES OF SUNSHINE OF THE SPIRIT – HIGH DESERT CONVENTION

A California Nonprofit Public Benefit Corporation

Procedures and Recurring Operating Policies

Adopted: September 10, 2026

Supersedes Standing Rules Amended January 5, 2026

PURPOSE

These Standing Rules establish recurring procedures and general operating policies of Sunshine of the Spirit – High Desert Convention (“SOTS-HDC”) that do not require inclusion in the Articles of Incorporation, Bylaws, or Guidelines.

Standing Rules are subordinate to the Articles of Incorporation, Bylaws, and Guidelines.

RULE 1 — ADOPTION, AMENDMENT, AND SUSPENSION

Standing Rules may be adopted or amended by a majority vote of the Board of Directors at a meeting at which a quorum is present, unless the Bylaws require a greater vote.

A Standing Rule may be temporarily suspended by majority vote of the Board for a period not exceeding one (1) year, provided the suspension does not conflict with law, the Articles of Incorporation, or Bylaws.

The Secretary shall maintain the official current copy of the Standing Rules.

RULE 2 — ANNUAL CONVENTION DATE

The Sunshine of the Spirit – High Desert Convention shall ordinarily be held on the **first weekend in June**.

The Board may approve a different date when circumstances involving venue availability, emergencies, contractual requirements, or other significant considerations make a change advisable.

RULE 3 — CONVENTION COMMITTEE MEETINGS

The SOTS-HDC Convention Committee shall ordinarily meet monthly from July through June.

Regular meetings shall ordinarily be held on the **third Thursday of each month**.

The Convention Chairperson shall determine the meeting location or electronic-meeting arrangement.

The June meeting following the convention shall include the annual convention debriefing.

The Chairperson may modify a meeting date when holidays, venue availability, emergencies, or other circumstances make the regular date impractical.

RULE 4 — CONVENTION REGISTRATION AND BADGES

Convention badges indicating registration shall be worn for admission to convention activities for which registration is required.

Marathon Meetings shall traditionally remain open without convention registration unless the Board determines that circumstances require otherwise.

RULE 5 — VOLUNTEER REGISTRATION

Volunteers serving during the convention shall ordinarily be registered convention participants.

A volunteer who is financially unable to pay the registration fee may request a registration scholarship or other approved assistance.

No otherwise-qualified volunteer should be excluded from service solely because of inability to pay the registration fee when an approved scholarship is available.

RULE 6 — PERSONS HANDLING MONEY

Any volunteer entrusted with collecting, counting, transporting, or otherwise handling SOTS-HDC funds shall have at least **one (1) year of continuous sobriety**, unless a greater sobriety requirement applies to the particular service position.

All money-handling volunteers shall follow procedures established by the Treasurer and Board financial policies.

Whenever practical, two persons shall participate in cash counts.

RULE 7 — ONE-TIME QUALIFICATION EXCEPTIONS

When a Convention Committee position cannot be filled by a qualified individual, the Convention Committee may recommend that the Board approve a one-time exception to the stated qualification.

Approval applies only to the current convention cycle.

A one-time exception does not amend the permanent qualification stated in the Guidelines.

RULE 8 — COMPENSATION AND PERSONAL FINANCIAL INTEREST

Convention Committee chairs and subcommittee chairs serve as volunteers.

No Convention Committee or subcommittee chair shall receive compensation, directly or indirectly, for services or merchandise provided to SOTS-HDC through a committee or subcommittee under that person's supervision, except as specifically permitted by the Bylaws, the Corporation's Conflict of Interest Policy, applicable law, and formal Board approval.

This prohibition does not prevent reimbursement of properly authorized and documented out-of-pocket expenses.

RULE 9 — COMMITTEE BUDGETS

Each committee chair shall operate within the budget approved for that committee.

A committee chair shall obtain authorization before incurring an expenditure that would cause the committee to exceed its approved budget.

Unspent advances and supporting receipts shall be returned to the Treasurer promptly after completion of an event or purchase.

RULE 10 — PETTY CASH

The Treasurer may maintain petty cash of up to **\$300**, unless the Board establishes a different amount.

Petty cash expenditures shall be documented in accordance with SOTS-HDC financial procedures.

RULE 11 — REGISTRATION MATERIAL TIMELINE

The Convention Committee should endeavor to have registration information available approximately **six (6) months before the convention**.

Programs, tickets, badges, ribbons, and similar final convention materials should be substantially completed sufficiently in advance of the convention to permit orderly production and correction.

Exact deadlines may be established annually by the Convention Chairperson in consultation with the affected committee chairs.

RULE 12 — SPEAKER HOSPITALITY

Hospitality provided to principal convention speakers shall be established annually through the Board-approved budget.

Unless the Board determines otherwise for a particular convention, authorized hospitality may include:

- Up to two convention registrations;
- Lodging for Friday and Saturday;
- Up to two tickets to designated Friday and Saturday convention events;
- Up to two Saturday Night Banquet tickets; and
- Admission to other official convention events as approved.

Transportation, room service, personal telephone charges, and other personal expenses shall not be reimbursed unless specifically approved in advance.

Speaker hospitality is intended to support participation in the convention and is not compensation for carrying the A.A. message.

RULE 13 — CHAIRPERSON AND TREASURER CONVENTION EXPENSES

Subject to the approved annual budget, SOTS-HDC may provide the Convention Chairperson with:

- Up to two convention registrations;
- Lodging for Friday and Saturday;
- Up to two tickets to designated Friday and Saturday convention events;
- Up to two Saturday Night Banquet tickets; and
- Admission to other official convention events as approved.

Subject to the approved annual budget, SOTS-HDC may provide the Treasurer with:

- Lodging for Friday and Saturday.

These provisions recognize the on-site responsibilities of the positions and do not constitute compensation for service.

RULE 14 — GRATIS REGISTRATIONS AND SCHOLARSHIPS

Gratis registrations and scholarships are provided to individuals in need, speakers, approved panel participants, or others when doing so furthers the charitable and service purposes of SOTS-HDC.

The Registrar shall maintain an appropriate record of gratis registrations and scholarships.

The Board may establish an annual limit or budget for such registrations.

RULE 15 — RAFFLES

No raffle, opportunity drawing requiring payment for a chance to win, or other game of chance shall be conducted until the Board confirms that SOTS-HDC:

1. Is legally eligible to conduct the activity;
2. Has completed required registration;
3. Has established legally compliant ticket-sale and financial procedures; and
4. Will complete all required reporting.

Online sale of raffle tickets shall not be permitted unless expressly authorized by applicable California law.

SOTS-HDC shall **not conduct a traditional 50/50 raffle** unless applicable California law changes or SOTS-HDC becomes specifically eligible to conduct one.

RULE 16 — EXTERNAL DONATIONS

Material donations from businesses or other outside entities shall be accepted only when consistent with:

- SOTS-HDC's charitable purposes;
- Applicable law; and
- Policies adopted by the Board.

Acceptance of donated goods or services shall not be represented as an endorsement of the donor or its business.

RULE 17 — DIGITAL ACCOUNTS AND PASSWORDS

SOTS-HDC websites, social-media accounts, email accounts, electronic-payment platforms, cloud storage, and other digital accounts are property of the Corporation.

Passwords and administrative access shall not be held exclusively by one person when reasonably avoidable.

Outgoing trusted servants shall promptly transfer all account credentials and access information to their successors or another person designated by the Board.

RULE 18 — COMMITTEE RECORDS

Each committee chair shall maintain sufficient records to permit the succeeding committee to continue its work without unnecessary reconstruction.

At completion of the service term, records and Corporation property shall be transferred to:

1. The successor;
2. The Convention Chairperson; or
3. The Archivist if no successor has been identified.

RULE 19 — ANONYMITY AND PUBLIC MEDIA

SOTS-HDC shall respect personal anonymity at the public-media level.

Public websites, social-media posts, press releases, photographs, recordings, and other public communications shall not identify a person as a member of Alcoholics Anonymous without appropriate consideration of A.A. anonymity principles and applicable authorization.

CERTIFICATION

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

Date: 9/10/2020

Board Chairperson: Dave Phillips

Secretary: Sandra Bannister