Article VII—Committees

Section 1. Standing Committees
A. The following standing committees have been established by WSO:
1. Bylaws Committee
   Maintains Bylaws document and updates same as necessitated by WSO vote
2. CLArity Committee
   Produces and sells quarterly newsletter, both print and electronic versions and related publications. Maintains its own bank account.
3. Convention Committee
   Plans and implements the annual CLA convention. Maintains its own bank account.
4. Finance Committee
   Prepares and submits annual proposed budget for approval by WSO. Prepares and submits regular financial reports to the board and WSO. Audits all financial processes. The CLA Treasurer and Assistant Treasurer are ex officio members of the Finance committee, but they cannot serve as the Finance Committee Chair or Vice-Chair.
5. IT Committee
   Acts as the liaison between Executive Committee members and the webmaster. Acts as the portal to make changes to the webpage.
6. Literature Committee
   Is responsible for creating, reviewing, and editing literature that is submitted for Fellowship approval, including authorizing and overseeing translations of CLA literature.
7. Registration Committee
   Maintains the CLA Meeting Directory (the official listing of meetings and activity sessions), as well as the contact information of current WSO delegates.

Section 2. Other Committees
A. Ad hoc committees deemed necessary to carry on special work may be appointed by WSO or by the CLA Chairperson on his or her own authority. A limited and well-defined mission will be assigned to the ad hoc committee at the time of appointment.

Section 3. Committee Procedures
A. Each committee may prescribe its own rules for calling and holding meetings and its method for procedures, subject to the guidelines of the Twelve Traditions, and to the principles illustrated in AA’s Twelve Concepts for World Service.
B. The chairpersons of the standing committees shall be elected by their respective committee members. The chairperson of a newly-established ad hoc committee is initially appointed by the CLA Chair and has the task of recruiting members and convening the first meetings of the ad hoc committee. After the third regular meeting of the ad hoc committee, the committee members may elect the committee Chair.
C. Unless a committee has formulated its own specific procedures, the term of office of a trusted servant starts on the first day of the month following the election. If the office had been vacant, the newly elected trusted servant may take office immediately.
D. On termination of the committee, all pertinent information shall be turned over to the CLA Archivist.

Section 4. Committee Responsibilities
A. Each committee chairperson shall submit a monthly report to the CLA Recording Secretary, and shall present the report to the WSO General meeting, either in person or through a representative.
B. Each committee chairperson is responsible for submitting projected expenses and a brief justification for them to the Finance Committee as part of the budget preparation process.
C. Each committee chairperson is responsible for ensuring that the committee's activities be adequately documented for the benefit of the integrity of the record and transparent access to CLA history. Adequate documentation includes at least a record of the meeting and a copy of the committee's products.
D. Each committee chairperson is responsible for ensuring that all files and reports be turned over to the CLA Archivist monthly, either directly or through the committee's Recording Secretary.

Section 5. Budget
A proposed yearly budget is prepared by the Finance Committee, after soliciting input and expense items from all Committees and Officers. The proposed budget is submitted to WSO for approval as a motion of the Finance Committee. Expenditures exceeding an approved line item by 10% or more must be cleared ahead of time through the Executive Committee. An amendment to the budget is raised as an Executive Committee motion to WSO.