

**Second Revision to
District 12 Ventura County
Al-Anon/Alateen Family Groups Bylaws
Adopted October 20, 2020; Revised and Restated
effective January 1, 2023**

This Second Revision Effective on the date adopted:

September 14, 2023

“The idea behind Concept One, both in world service and in our personal lives, can be condensed as this: If something is important to us, we need to do our part-whatever we realistically can do-to make it happen.” How Al- Anon Works for Families and Friends of Alcoholics, p. 129

In the spirit of unity and harmony, the purpose for restating and revising our Bylaws and Guidelines is to continue an ongoing effort to provide relevant information to our membership. Al-Anon members in Ventura County began a Thought Force which evolved into a Task Force to merge Ventura County Al-Anon Information Services, a 501(c)(3) corporation with District 12 Ventura County and to create Bylaws and Guidelines for the surviving corporation with the mindfulness of the Al-Anon/Alateen Twelve Traditions, Twelve Concepts of Service, and current information from the World Service Office (hereafter referred to as WSO) and Southern California World Service (hereafter referred to as SCWS).

As further support of these principles, the leadership of District 12 has established Bylaws and Guidelines reflective of our service area to further assist its local membership in resolving specific situations. In seeking answers and guidance, the Al-Anon/Alateen Service Manual offers first glance resources for members and groups that are based on the experience, strength, and hope of our worldwide membership. It is the “go to” toolbox when seeking answers and guidance and updated versions are maintained on the WSO website. In response to change and growth, revisions to these documents may be initiated by its members as we continue to carry our message to others and practice these principles in all our affairs.

This document is intended for the access, distribution, and use within the Al- Anon/Alateen membership.

Al-Anon Declaration

Let it Begin with Me

When anyone, anywhere, reaches out for help,

let the hand of Al-Anon and Alateen

always be there, and—Let It Begin with Me.

BYLAWS

Table of Contents

ARTICLE I - Name of Organization.....	4
ARTICLE II - Purpose and Principles	4
ARTICLE III - Members.....	5
ARTICLE VI - Voting	7
ARTICLE VII - Elections.....	7
ARTICLE VIII - Committees.....	9
ARTICLE IX - Finances	11
ARTICLE X - Records	12
ARTICLE XI - Amendment of Bylaws	12
ARTICLE XII - Notices	13
ARTICLE XIII - Limitations	13

ARTICLE I - Name of Organization

The name of the organization is **District 12 Ventura County Al-Anon/Alateen Family Groups** (hereafter referred to as **District 12**).

ARTICLE II - Purpose and Principles

This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the California Nonprofit Public Benefit Law for charitable and public purposes:

Section 1: Purpose

- A. To encourage unity of purpose and the growth of Al-Anon/Alateen Family Groups in District 12.
- B. To help Al-Anon fulfill its primary purpose of reaching all those in Ventura County who need Al-Anon's help but who are not yet aware of the existence of our fellowship.
- C. To help family and friends of alcoholics in dealing with the problems related to alcoholism; to reinforce their efforts to understand the alcoholic.
- D. To maintain a supply of Al-Anon Conference Approved Literature (hereafter referred to as CAL) for reference and distribution.
- E. To respond to requests from individuals, families, and institutions seeking help concerning alcohol use in a spouse, parent, child, relative, or friend; to provide information about Al-Anon/Alateen Family Groups meeting locations in District 12.
- F. To publish newsletters, to hold special events, and to conduct conferences, conventions, workshops, and discussion groups in order to educate Al-Anon and Alateen members on the subject of alcoholism as it affects others.
- G. To meet, discuss, and develop policies concerning Al-Anon and Alateen activities and to cooperate with Al-Anon Family Groups Headquarters also known as the World Service Office (hereafter referred to as WSO); to communicate with and participate in the Southern California World Service Area (hereafter referred to as SCWS).
- H. To provide the services to District 12 previously provided by the Ventura County Al-Anon Information Services Intergroup as outlined in the Al-Anon/Alateen Service Manual.

- I. To conduct other business as needed, in keeping with the Twelve Steps, Traditions, and Concepts of Service.

Section 2: Principles

District 12 shall:

- A. Be a link for all groups to participate in the service structure through which Al-Anon/Alateen Family Group conscience speaks in the conduct of its business, refer to SCWS and or WSO guidelines, Al-Anon/Alateen Service Manual, and additional CAL.
- B. At all times adhere to the principles expressed in the Al-Anon Family Group Headquarters, Inc. Twelve Steps, Traditions, and Concepts of Service. In the event of any conflict, the aforementioned principles shall take precedence over adherence to the bylaws.

This corporation is organized exclusively for the charitable purposes within Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law). Notwithstanding any other provision of these Bylaws, this corporation shall not, except to an insubstantial degree, carry on or engage in any activities or exercise any powers that are not in the furtherance of the purposes of this corporation, and the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt for Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law); (b) by a corporation, contributions to which are deductible under Section 179(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE III - Members

Members of District 12 are any persons who are members of any Al-Anon/Alateen Family Group registered with the Group Records Coordinator of District 12.

ARTICLE IV - Officers & Service Coordinators

Section 1: The Officers consist of the District Representative (DR), Secretary, Treasurer, and their Alternates. Each is elected for a three-year term.

Section 2: The Service Coordinators shall be those Al-Anon/Alateen members elected to perform specific duties set forth in the Guidelines.

Section 3: Each Alternate may assume the Officer/Coordinator position if vacated and/or a special

election may be held to fill the vacated position.

Section 4: If an Officer, Coordinator, or their Alternate does not fulfill the duties of his/her position as described in the Guidelines and/or does not attend three (3) consecutive meetings, including workshops and special events; they may be removed at any General Board Meeting upon majority vote of the Group Representatives (GR) in attendance.

ARTICLE V - Meetings

Section 1: District Meetings

- A. Include General Board Meetings with all GRs, Service Coordinator and Officer Committee Meetings (hereafter referred to as SCOC), and Special Meetings.
- B. District General Board Meetings shall be held in the even numbered months and SCOC meetings shall be held in the odd numbered months.
- C. District Special Meetings of any type may be called by the DR or Alternate DR at any time with three days written notice to the GRs.
- D. Shall be held at places within Ventura County at regularly scheduled intervals and are to be called, chaired, and arranged by the DR or Alternate DR.
- E. Shall be held in an orderly manner according to such Guidelines as District 12 may adopt from time to time.
- F. Adhere to Knowledge Based Decision Making (hereafter referred to as KBDM), whenever possible.
- G. Follow guidelines given in the AI-Anon/Alateen Service Manual; and shall be focused on the tools based on the three legacies, Steps, Traditions, and Concepts.
- H. Business discussed at such meetings shall include following, Minutes, written and/or orally given reports from Officers, Service Coordinators, Group Representatives, their Alternates and Committee members, old and new business, etc.
- I. Shall strive for some education (i.e., how to use Public Information, Steps, Traditions, Concepts of Service, and a selection of Conference Approved Literature [CAL]).
- J. The principle of Concept 5 shall be followed by allowing the minority opinion(s) to be expressed whenever necessary.
- K. Fifteen (15%) percent of the GRs voting membership shall constitute a quorum for a District 12

General Board Meeting, except for the Amendment of the Bylaws (as stated in Article XI, Section 1). In the absence of a quorum, the meeting shall be adjourned.

Section 2: Election of Officers, Service Coordinators, and their Alternates shall be held at the District 12 October General Board Meeting.

Section 3: A meeting of District 12 shall be presided over by the DR or, in their absence, by the Alternate DR. In the absence of the DR and Alternate DR, the Treasurer will preside over the meeting. The presiding Officer shall appoint another person to act as Secretary in the absence of the Secretary or Alternate Secretary.

Section 4: The Secretary shall keep minutes during all District 12 Meetings. These minutes are to be distributed electronically no later than two weeks before the applicable upcoming District 12 Meeting. At such meetings, these minutes shall be discussed and submitted for approval.

ARTICLE VI - Voting

Section 1: Eligibility and Procedures

- A. Each group registered with WSO as part of District 12 shall have one vote. Each group may have a registered GR and Alternate GR.
- B. Each GR will have only one vote even though he/she serves in more than one capacity (see Al-Anon/Alateen Service Manual, Group Business).
- C. District Officers vote only if they are a current GR or Alt. GR of a group.
- D. Voting members are the current, registered GRs and Alternate GR. Other members in attendance have voice but no vote.
- E. Members of Al-Anon/Alateen Family Groups who are also members of Alcoholics Anonymous (hereafter referred to as AA) may not serve as a GR, DR, or their Alternates (see Service Participation by Members of Al-Anon Family Groups Who Are also Members of Alcoholics Anonymous, in the Al-Anon/Alateen Service Manual).

ARTICLE VII - Elections

Section 1: District

Election of a DR and Alternate DR:

- A. The election of the DR and Alternate DR takes place in October every third year of the Area Term. District 12's current Area Term ends December 31, 2023.

- B. The term of office is 3 years.
- C. The DR who is completing his/her term calls the election meeting and notifies each group of the meeting, invites newly elected GRs, current GRs, Officers, Service Coordinators and their Alternates.
- D. To stand for DR or Alternate DR, the member shall be an incoming, outgoing, or active Past GR (see Al-Anon/Alateen Service Manual, Elections, At the District Level, Election of a District Representative [DR] and Alternate).
- E. If the DR resigns, proves to be inactive in his/her district, or for any other reason is unable to serve, the Alternate DR may assume the role and choose to complete the term (see Article IV, Section 3). In the absence of an Alternate DR the District Secretary, any other Officer, or current GR, should request the GRs elect a replacement DR and Alternate DR.

Section 2: Group

Election of GR and Alternate GR

- A. GRs and Alternate GRs are elected by their groups for 3-year terms beginning the month they were elected, using any election procedure their group chooses (see Al-Anon/Alateen Service Manual, Elections, At the Group Level, Election of a Group Representative [GR] and an Alternate). The group elections may be held at any time. The groups should consider electing members with basic understanding of the Al-Anon program.

Section 3: Service Coordinators and Alternate Service Coordinators

- A. Any Al-Anon member may be elected to any of the available Service Coordinator positions by a majority of GRs in attendance at any General Board Meeting.
- B. Suggested Service Coordinator positions are, but are not limited to: Alateen Coordinator; Alateen Member Coordinator; District Alateen Liaison; Archives Coordinator; Cooperating with the Professional Community Coordinator; Group Records Coordinator; Institutions Coordinator; Literature Distribution Center (LDC) Chairperson; Public Information Coordinator; Round Robin Coordinator; Scoop Editor Coordinator; Social Media Coordinator; Spanish Liaison Coordinator; and Website Coordinator.

Section 4: Installation

The installation date for Service Coordinators, GRs and their Alternates will be the month and

year they are elected.

Section 5: Filling Vacancies

Each Alternate may assume the Officer/Service Coordinator position if vacated and/or a special election may be held to fill the vacated position (See Article IV, Section 3).

ARTICLE VIII - Committees

Section 1: Budget Committee

District 12 operates pursuant to a budget approved by the GRs in the October General Board Meeting of each calendar year.

- A. A Budget Committee shall be established and comprised of at least: the DR or Alternate DR; the Treasurer or Alternate Treasurer; a past Treasurer, if available, and two GRs. The GRs shall be elected at the December General Board Meeting. Every year, one of the GR's positions on the Budget Committee will come up for re-election. This will guarantee that there is always an experienced majority on the Committee. The Treasurer shall be responsible for coordinating the Budget Committee.
- B. The primary function of the Budget Committee is to see that District 12 remains solvent.
- C. Each Officer and Service Coordinator shall be responsible to determine their activities planned for the coming year and to submit a summary of proposed activities and associated budget to the Budget Committee prior to the August Budget Committee meeting of the current year.
- D. The Budget Committee will discuss each Officer/ Service Coordinator proposed budget amongst themselves and with the Officers and Service Coordinators and then develop a proposed District 12 budget for the coming year and submit same to the GRs at the October General Board Meeting. The proposed budget shall contain a reserve of funds for operations equal to the amount of the proposed budget plus twenty percent (20%), excluding the cost of Literature purchased for resale. The GRs shall be emailed or otherwise distributed a copy of the proposed budget at least two weeks prior to the October General Board Meeting.
- E. The Budget Committee shall review the current year budget prior to the June General Board Meeting and submit revisions to allocation or amount to the GRs for approval. Any Officer or Service Coordinator may request a revision to their budget at any time due to change of circumstances. An Officer or Service Coordinator may exceed their budget by 10% without further approval. The Budget Committee may on its own motion and vote to approve such

revisions not to exceed 20% of the requestor's original budget.

- F. The Budget Committee shall review and monitor the actual expenditures compared to the budgeted amounts and report same to each General Board Meeting.

Section 2: Finance Committee

- A. A Finance Committee shall be established and comprised of the DR and/or Alternate DR & Treasurer.
- B. District 12 is a California corporation and is a recognized IRS 501(c)(3) corporation. The Treasurer is responsible for maintaining those statuses in good standing.
- C. District 12 reports financially on a 'cash basis' and its fiscal year is January 1 to December 31.
- D. The Finance Committee shall utilize the provided Quickbooks Online software as may be updated.
- E. Be responsible for deposit of monies and payment of bills.
- F. Balance the books at the end of each month.
- G. Reconcile the bank statements each month.
- H. Submit written financial reports at each Budget Committee meeting and each District 12 General Board Meeting with copies for GR's reflecting the reconciled bank accounts; assets and liabilities; revenue or receipts; and, expenses and disbursements; and be aware of all commitments and obligations of position and follow through appropriately.
- I. The Finance Committee may establish the position of Assistant Treasurer and choose a Member to function as such to help them with the technical aspects of bookkeeping. QuickBooks data entry, report generation, etc.

Section 3: Special Committees

- A. Special Committees may be formed as needed for special purposes and studies at the direction of the DR and a majority vote of the GRs.
- B. Special Committees shall have the purpose clearly stated before a vote is taken to form the committee; and shall have a specific timetable and when tasks are completed, they dissolve.

ARTICLE IX - Finances

Section 1: Fiscal Year

The fiscal year of District 12 shall be January 1st to December 31st.

Section 2: Income

- A. In keeping with Tradition Seven, District 12 ought to be fully self-supporting, declining outside contributions.
- B. Individual contributions and bequests will be accepted from members only, whether for general or specifically designated purposes.
- C. Individuals may make contributions through the "Birthday Plan" where members contribute an amount for each year's membership.
- D. Memorial contributions may be made by members in memory of a deceased person.
- E. All regular contributions are allocated to the general fund unless otherwise recommended by the District 12 Budget Committee and voted upon by the GRs.
- F. Contributions received from AA conferences/conventions that are offered to Al-Anon as acknowledgement of participation in these functions may be accepted.
- G. District 12 may accept a one-time bequest from an Al-Anon member's estate or trust in any amount.
- H. There is a \$1,000.00 one time limit on individual contributions from Al-Anon and Alateen members to District 12 (refer to the Al-Anon/Alateen Service Manual Financial Matters, Contributions to the WSO).

Section 3: Expenditures

- A. Allocation of funds for expenditures is made through the annual budget approved by a majority vote of attending GRs (see Article VIII).
- B. Expense reports and/or reimbursement vouchers must be submitted with receipts by an Officer, Service Coordinator, their Alternates, Committee Chairperson, and/or designated representative prior to a check being written for reimbursement and following a check being written as an advance payment.
- C. Written requests for advance payment for expenses can be submitted beforehand as needed by

an Officer, Service Coordinator, their Alternates, Committee Chairperson, and/or designated representative; and the Treasurer or DR or in their absence, their Alternates, can consent to payment of these from the respective accounts.

Section 4: Bank Accounts

- A. District 12 bank accounts shall be maintained by the Treasurer and/or the Alternate Treasurer. Requested changes in accounts, banks, locations, etc. are to be discussed and determined by a majority of voting members of the Finance Committee.
- B. The DR and District 12 Treasurer and/or their Alternates are authorized to sign checks.
- C. The LDC Chair and LDC Treasurer are authorized to sign the checks from the LDC bank account.
- D. Only one (1) signature shall be required on a check.

ARTICLE X - Records

Section 1: Maintenance of District 12 Records.

The following records are to be included in the District 12 Archives:

- A. Minutes and related materials of all District 12 General Board Meetings shall be retained permanently, and those of Special Meetings and SCOC Meetings shall be retained 5 years.
- B. All financial documents shall be retained 5 years.
- C. Information pertaining to Officers, Service Coordinators, GRs and groups shall be retained 10 years.
- D. Past and present Bylaws and Guidelines shall be retained permanently.

ARTICLE XI - Amendment of Bylaws

Section 1: These bylaws may be amended/repealed, in part or in whole, at any District 12 General Board Meeting with no less than four (4) weeks written notice accompanied with copies of the topics or documents to be discussed to all GRs and with two-thirds vote by voting members in attendance.

Section 2: Bylaws, Guidelines and proposed changes thereto shall be made available to any AI-Anon member upon request.

ARTICLE XII - Notices

Any notice and/or document herein required to be delivered in writing may also be delivered electronically with attachments via email or facsimile or such other electronic method.

ARTICLE XIII - Limitations

- A. **Political Activity.** No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, (including the publishing or distribution or statements in connection with) any political campaign on behalf of any candidate for public office.
- B. **Property.** The property, assets, profits and net income are dedicated irrevocably to the purposes of AI-Anon and Alateen as set forth in Article II above. No part of the profits or earnings of this corporation shall ever inure to the benefit of any of its Directors, Officers, Employees, Members or to the benefit of any private individual.
- C. **Dissolution.** Upon the winding up and dissolution of this corporation after paying or adequately providing for the corporation, the remaining assets of this corporation shall be distributed to a nonprofit fund, foundation or corporation of similar purpose (dedicated to the maintaining of AI-Anon/Alateen Family Groups) which is organized and operated exclusively for charitable purposes and which has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United State Internal Revenue Law).

Resources used to revise this document were obtained from AI-Anon Conference Approved Literature as of the last revision date. Please refer to resources available at www.al-anon.org, the AI-Anon/Alateen Service Manual and various AI-Anon Guidelines.