

**BYLAWS AMENDED JULY 19, 2014**

**Bylaws of District 15 Al-Anon/Alateen Family Groups  
And Information Services**

A California Nonprofit Public Benefit Corporation

ARTICLE I: OFFICE

- SECTION 1. The name of the Corporation is District 15 Al-Anon/Alateen Family Groups and Information Services (hereafter referred to as D15).
- SECTION 2. The office, for the transaction of business of the corporation, shall be located in the City of San Lorenzo, County of Alameda, State of California, or such place as D15 shall determine.
- SECTION 3. The objectives of the Corporation are:
- A. To promote unity of purpose and growth of Al-Anon and Alateen groups in the East Bay area of Alameda County, bounded by Oakland, Piedmont, Emeryville, Alameda, Hayward, San Leandro, San Lorenzo, and Castro Valley.
  - B. To encourage, assist and serve the families and friends of alcoholics in dealing with the problems concerning alcoholism; to foster their restoration to normal life and to reinforce their efforts to understand the alcoholic; to disseminate information in relation thereto and to conduct and participate in any other classes of service to assist families and friends of alcoholics in dealing with their problems.
  - C. To be guided in all activities by the Twelve Steps, Twelve Traditions and Twelve Concepts of Service of Al-Anon.

SECTION 4. Exclusions:

- A. Al-Anon and Alateen matters of policy and publicity at the assembly, and national or international level, since this is the function and responsibility of Northern California World Service Assembly and Al-Anon Family Groups Headquarters.

ARTICLE II: MEMBERSHIP

- SECTION 1. Any person selected as a Group Representative (GR) or Alternate GR of any registered Al-Anon Family Group in the area bounded by Oakland, Piedmont, Emeryville, Alameda, Hayward, San Leandro, San Lorenzo, and Castro Valley is a member of this corporation. To be registered, a group must complete a group registration form and forward it to D15.

SECTION 2. Al-Anon/Alateen members who are also members of Alcoholics Anonymous may serve in all service positions at the **group** level (i.e. Group Secretary, Group Treasurer, Group Literature Person, etc.), with the exception of GR and Alternate GR. Because of the unique nature of both programs, Al-Anon/Alateen members who are also members of Alcoholics Anonymous do not hold office beyond the group level. These are vital group services, and at all times emphasis should be placed on the Al-Anon interpretation of the program.

Al-Anon members who are also members of Alcoholics Anonymous may serve on any D15 committee but not as chair, Coordinator or Alternate Coordinator.

Active members of Al-Anon who are also members of Alcoholics Anonymous may serve as the sponsors of Alateen groups.

### ARTICLE III: OFFICERS AND COORDINATORS

SECTION 1. The officers of D15 consist of the District Representative (DR), Alternate District Representative (Alternate DR), Secretary and the Treasurer. The officers shall serve as the Directors of the corporation as defined by the California Corporations Code.

SECTION 2. The District Representative, Secretary and Treasurer shall act as the Chairman of the Board, Secretary and Chief Financial Officer, respectively, of the corporation as required by California Corporation Code Section 5213.

SECTION 3. The coordinators of D15 shall be those Al-Anon members elected to edit the newsletter or to unify one of the Al-Anon special services such as Alateen, Archives, Institutions, Insurance, Literature, Monthly Fellowship Event, Office/Answering Service, Public Information/Cooperation with Professional Community or Non-English Speaking Coordinator.

SECTION 4. Some of the officers' duties and responsibilities are defined by the State of California, whereas the duties and responsibilities of the coordinators are defined within the Al-Anon program.

SECTION 5. Officers and Coordinators shall serve without compensation except that they shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their regular duties.

### ARTICLE IV: MEETINGS

SECTION 1. District meetings:

A. These meetings of members of the corporation shall be held the third Saturday of each month at a time and place determined by D15.

SECTION 2. Special meetings:

A. These meetings shall be held when called by an officer. In addition, special meetings may be called by ten percent (10%) or more of the members but not less than three (3) members. In calling a special meeting, the purpose of the meeting must be clearly stated along with the reason the meeting could not be conducted at the regularly scheduled meeting. No business may be conducted at a special meeting except as delineated in the

notice of the meeting. The special meeting must be announced at least thirty (30) days in advance but no more than ninety (90) days in advance of the meeting. The notice of any special meeting, including changes of meeting times, shall state the place, date, time of the meeting and the nature of the business to be transacted.

SECTION 3. Election meetings:

- A. These meetings shall be held in the month of September of every third year, at a date and place determined by D15.

SECTION 4. Conduct of meetings:

- A. Meetings of members shall be presided over by the DR, or in his/her absence, by the Alternate DR. If the Alternate DR will not be available either, the DR may appoint either another officer or a Group Representative (GR) to preside over the meeting. The Secretary shall act as secretary of D15, Special and Election meetings. In his/her absence, the presiding officer shall appoint another person to act as secretary of the meeting.
- B. D15 meetings shall be held in an orderly manner according to such guidelines as D15 may adopt from time to time. Adherence to strict parliamentary procedure is not required.

ARTICLE V: VOTING

SECTION 1. District, Election and Special meetings:

- A. Each group registered with D15 shall have one vote. This vote shall be cast by the GR or, in his/her absence, the Alternate GR of each registered Al-Anon/Alateen group.
- B. District officers retain their vote only if they have been selected as GR of a group. This follows the long-standing principle of one vote per group.
- C. A quorum shall consist of 15% of the registered GR membership
- D. Any motion must be approved by a two-thirds vote of the quorum (as defined above) or by a two-thirds vote of the attending GRs, whichever is greater, in order to pass

SECTION 2. Amendment of Bylaws

- A. These Bylaws may be amended/repealed, in part or in whole, at any meeting, by a two-thirds vote of the quorum (as defined above), or by a two-thirds vote of the attending GRs, whichever is greater, provided a copy of the proposed amendment/repeal is presented to each member, in writing, at least four weeks before the meeting at which time the action is to be taken on the amendment/repeal. But, if at such meeting, the proposed amendment/repeal is not adopted, a revised amendment/repeal is referred to the next meeting following the same procedure.

ARTICLE VI: ELECTIONS

SECTION 1. At the District Level:

- A. Election of a DR and Alternate DR.
  - 1. The election of the DR and Alternate DR, from among D15 GRs, takes place in the month of September of every third year. This term of office is three years.

2. The DR who is completing his/her term calls the election meeting in his/her District and notifies each group of the meeting, inviting the new GRs as well as the old GRs and other officers who wish to attend.
3. To stand for DR or Alternate DR, a current or former GR must have attended nine (9) of the last eighteen (18) D15 meetings.

B. Election of Secretary and Treasurer

1. The election of the Secretary and Treasurer takes place in the month of September of every third year. This term of office is three years.
2. Both positions require membership in Al-Anon of at least one year and computer literacy. The Treasurer position requires basic bookkeeping knowledge and a reliable source of personal income.

SECTION 2. At the Group Level:

A. Election of a GR and an Alternate GR

1. The GR is elected by his/her group for a three year term using any election procedure it chooses. To emphasize the need for selecting informed GRs, a special election meeting may be called by the group, with time devoted to the role of the GR in our service structure and his/her work at the District meetings. A group may reelect its GR for another term.

SECTION 3. Coordinators/Alternate Coordinators:

A. Al-Anon members (not necessarily GRs) are elected by D15 to serve as Coordinators as listed in Article III, Section 3. Coordinators usually serve a three-year term.

B. Alateen Coordinators are required to be current Alateen Group Sponsors.

SECTION 4. The installation date for the DR and Officers is January 1<sup>st</sup> of every third year.

SECTION 5. No Al-Anon member who is also a member of Alcoholics Anonymous is eligible to serve as a DR, Officer, Coordinator/Alternate Coordinator, Chair or Co-Chair of any committee.

SECTION 6. Filling Vacancies:

A. In case the DR cannot complete his/her three year term, the Alternate DR automatically becomes the DR for the balance of the term. A new Alternate DR should be elected as soon as possible from the GRs in attendance. Since the District should never be long without the assistance of an Alternate DR, a temporary Alternate DR is at once appointed by the GRs to act until a special District meeting can be called to elect a new Alternate DR.

B. If the GRs of a District are not aware of the DR's failure to attend Area World Service Committee meetings, the Area World Service Committee may request a replacement.

C. If any Officer or Coordinator resigns, a new Officer or Coordinator will be elected as soon as possible.

SECTION 7. Any D15 officer may be recalled at a special meeting held for that purpose. A two thirds (2/3) vote of the GRs present at the special meeting will be required to recall the officer.

SECTION 8. Our leaders are chosen not to govern, but to serve. No member of Al-Anon should direct, assume authority or give advice. Our program is based on suggestion, interchange of experience, and rotation of leadership. We progress in our own way and pace. Any attempt to manage or direct is likely to have disastrous consequences for group harmony.

#### ARTICLE VII: DUTIES OF D15 MEMBERS

##### SECTION 1. Duties of Officers

###### A. Duties of District Representative (DR):

The DR represents his/her District in the Northern California World Service Area, helping groups to understand world Al-Anon, making the members feel they are a part of a great whole in which they have fellowship with, and even a responsibility toward groups in other places and in other lands. The duties include:

1. calling and chairing District Meetings.
2. helping the Area Delegate in every way possible in disseminating conference information and reports.
3. keeping in touch with the GRs of the District to learn the views of the groups and their problems, reporting those to the Area World Service Committee or the Delegate as appropriate.
4. visiting all the groups in the District, particularly new groups, to make sure they are getting necessary information and help.
5. helping the groups understand and apply the 12 Traditions which guide us in our fellowship activities.
6. preparing and updating a mailing list of the GRs in the District for the Group Records Coordinator (usually the Office Manager).
7. checking the groups' permanent mailing addresses listed in the print-out provided by the Group Records Coordinator with each GR in the District to determine if it is correct.
8. urging every group to complete and promptly return the group data sheets sent out annually by the World Service Office (WSO) to assure accuracy in the meeting information on file in the WSO.
9. making sure that mail from the WSO is reaching the groups and being shared with the members.
10. attending Area World Service Committee meetings and reporting to the Area World Service Committee on activities within his/her district.
11. notifying Area World Service Committee and WSO of groups that have disbanded.
12. every ten (10) years or in the event of a change of office location, preparing and filing the statement of officers, any amendments to the corporation, organization documents and other forms required by the State and Attorney General. The DR serves as the corporation's agent for service of process.
13. assuming the responsibilities of the Alateen Safety Coordinator if there is no Coordinator. At the DR's discretion, this responsibility may be delegated to the Alateen Coordinator.

B. Duties of the Alternate District Representative:

The Alternate DR works along with the DR. The duties include:

1. acquainting himself/herself with all the DR's duties
2. fulfilling the DR's duties, if the DR is unable to finish his/her three-year term
2. assuming the duties of DR when necessary in the DR's absence.
3. assisting the DR whenever necessary.
4. serving as Chairperson for the Budget Committee and other committees when necessary.

C. Duties of the Treasurer:

The Treasurer coordinates and reviews all D15 collections and funds. The duties include:

1. Receiving and accounting for all contributions to D15, including donations from individuals and groups, and from proceeds of the Monthly Fellowship Event and other D15 events
2. Depositing all cash and checks in district account in a timely manner
3. issuing receipts for any contributions made to D15.
4. Reviewing, accounting for, and paying all bills for expenditures approved by D15 in a timely manner.
5. Maintaining a filing system to keep track of all income and expenditures and related receipts in an organized manner.
6. Reconciling district checkbook monthly, prior to preparation of monthly financial report.
7. making monthly written financial reports to D15.
8. making an annual financial report to D15 as of year-end December 31 at January D15 meeting.
9. submitting IRS and state filing by May 15 of the following year.
10. serving on Budget Committee.
11. preparing a special appeal letter, if warranted, to be sent to all groups within D15 asking them to contribute to the treasury to cover D15 expenses.

D. Duties of the Secretary include:

1. taking of minutes at D15 meetings.
2. bringing copies of the minutes to the following D15 meeting for correction/amendments/approval.
3. ensuring that the approved minutes and attendance record are filed at the D15 office.

SECTION 2. Duties of the Group Representative (GR):

A. A GR is a vital link in the continuing function, growth and unity of World Al-Anon.

He/She is a member elected by the group for a three-year term. He/she maintains contact between the group and the District, and the group and Northern California World Service Area. See publication G-11 from WSO for more details about the duties and responsibilities of the GR.

SECTION 3. Duties of Coordinators:

A. A Coordinator or his/her alternate shall attend meetings of D15 and report current monthly activities. In the absence of either person the coordinator shall submit a report in writing for distribution at the D15 meeting.

- B. If a Coordinator determines he/she is unable to perform the complete scope of coordinator duties and alternate coordinator candidate(s) come forward and are elected, the duties of the coordinator may be shared.
- C. Specific responsibilities of the Coordinators are described in Appendix A and can be modified at any time with the approval of the GRs at a D15 meeting.

#### ARTICLE VIII: BUDGET COMMITTEE

- SECTION 1. The Budget Committee is composed of the Alternate District Representative, Treasurer, past Treasurer, and one GR.
- SECTION 2. The Alternate District Representative shall serve as Chairman of the Budget Committee.
- SECTION 3. The Budget Committee shall prepare a proposed annual budget to be presented to the District meeting in October. The budget presented by the Budget Committee will be approved no later than December 31<sup>st</sup> for the next fiscal year.
- SECTION 4. The Budget Committee shall review, or cause to be reviewed, the financial records and accounting procedures of D15 and report its findings every three years, ideally during the second year of the Treasurer's term. Results shall be part of the D15 meeting minutes.

#### ARTICLE IX: SPECIAL COMMITTEES

- SECTION 1: By vote of D15 voting members, committees are formed, as needed, for special purposes/studies.

#### ARTICLE X: CONVENTIONS

- SECTION 1: Conventions
  - A. D15 reserves the right to use D15 funds to organize and publicize one or two day conventions for local Al-Anon members. Such conventions would be for the purpose of increased communication among local Al-Anon members and for public information value.
  - B. Al-Anon and Alateen cooperate with Alcoholics Anonymous in arranging joint local conventions.

#### ARTICLE XI: FINANCES

- SECTION 1. Fiscal Year
  - A. The fiscal year of the corporation shall begin on the first day of January and end on the last day of December in each year.
- SECTION 2. Income
  - A. The Corporation is fully self-supporting through voluntary Al-Anon contributions, declining outside contributions.

- B. Traditionally, groups support the Corporation by donations. This financial support is the main income for the operation of the Corporation.
- C. The sale of Al-Anon Conference Approved Literature to our members provides a significant source of income.

### SECTION 3. Expenditures

- A. Allocation of funds for expenditures is made through the annual budget, approved by a majority vote of the attending GRs.
- B. Officers, Group Representatives, and Coordinators are responsible for insuring that expenditures incurred are within the annual budget. Any expenses incurred on behalf of an Officer or Coordinator must be approved prior to making the expenditure.
- C. Expenditures that will cause the annual budget to be exceeded in any area must have the prior approval of the D15 voting members.
- D. Reimbursement for D15 expenditures are made using the D15 AFG Office Expense Report, available through the Treasurer. Expense Reports must include receipts for each expenditure, and must be submitted to the Treasurer no later than 60 days from the date the expenses are incurred, except that all expenses for the calendar year MUST be submitted by December 15th. If these requirements are not met, the Treasurer may return the Expense Report to the submitter without payment.

### SECTION 4. Checking Accounts

- A. D15 will maintain a checking account for the D15 treasury. The elected officers are authorized to sign checks. Two signatures are required on each check.
- B. D15 will maintain a checking account for the Literature Distribution Center. The elected officers and the Literature Distribution Center Coordinator are authorized to sign checks. Two signatures are required on every check.

### SECTION 5. Individual Contributions and Bequests

- A. The acceptance of donations or other offerings from any source other than Al-Anon members is prohibited, whether for general or specifically designated purposes. However, D15 may accept a one-time legacy from an Al-Anon member up to the amount of ten thousand dollars, or as designated by WSO.
- B. The limit on all individual contributions from individual members of Al-Anon and Alateen to D15 is ten thousand dollars per year, or as designated by WSO.

### SECTION 6. Trusteeship and Investments

- A. D15 shall not act as a trustee of any trust, nor shall any funds be used specifically for investment purposes.

### SECTION 7. Inventory

- A. If required for tax filing, the Budget Committee shall cause an inventory of D15 property to be done in February. Results of the inventory will be reported at the March D15 meeting and used for preparing annual tax filing.

## ARTICLE XII: RULES OF PROCEDURE

### SECTION 1. Parliamentary procedures in general shall act as a guide for the Chair unless otherwise provided for in these Bylaws.



## ARTICLE XV: GENERAL WARRANTIES OF THE CORPORATION

- SECTION 1. In all proceedings D15 shall observe the spirit of the Traditions; that only sufficient operating funds, including an ample reserve, be its prudent financial principle; that no D15 member shall be placed in unqualified authority over other members; that all decisions be reached by discussion, vote and, whenever possible, by unanimity; that no D15 action ever be personally punitive or an incitement to public controversy; that though D15 serves Al-Anon it shall never perform any act of government; and that like the fellowship of Al-Anon Family Groups which it serves, it shall always remain democratic in thought and action.
- SECTION 2. The term Al-Anon includes Alateen. Therefore the above bylaws apply to all registered groups, including Alateen.
- SECTION 3. Should there be any conflict between these Bylaws and WSO requirements, the area of conflict will be brought to the District Meeting for discussion by the GRs to determine the necessary action.