

**District 12 Ventura County  
Al-Anon/Alateen Family Groups**

**Revised and Restated Bylaws**

**Adopted October 20, 2022**

**Effective January 1, 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 this revision of 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 a Guidelines for the surviving corporation with the mindfulness of the Al-Anon/Alateen Twelve Traditions, Twelve Concepts of Service, and current information from WSO and 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 solving specific situations. In seeking answers and guidance, the WSO 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**

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## **ARTICLE I - Name of Organization**

The name of the organization is **District 12 Ventura County Al-Anon/Alateen Family Groups** (here after 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, service manuals, and any 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 & Coordinators**

**Section 1:** The Officers consist of the District Representative, Secretary, Treasurer, and their Alternates.

**Section 2:** The 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 their 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 meeting upon majority vote of the GRs in attendance.

## **ARTICLE V - Meetings**

### **Section 1: District Meetings**

- A. District Meetings include General Meetings with all GRs, Service Board Meetings with Coordinators and Special Meetings.
- B. Service Board Meetings shall be held in the odd numbered months and General Meetings shall be held in the even numbered months.
- C. 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 (See Article 5, Section 4)
- D. Shall be held in an orderly manner according to such guidelines as DISTRICT 12 may adopt from time to time; and adhere to Knowledge Based Decision Making (hereafter referred to as KBDM), whenever possible.
- E. Follow guidelines given in the AI-Anon/Alateen Service Manual; and
- F. Shall be focused on the tools based on the three legacies, Steps, Traditions, and Concepts.
- G. Business discussed at such meetings shall be the following, Minutes, written and/or orally given reports from Officers, Coordinators, Group Representatives, their Alternates and Committee members, old and new business, etc.
- H. Each meeting 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])
- I. The principle of Concept 5 shall be followed by allowing the minority opinion(s) to be expressed whenever necessary.
- J. Fifteen (15%) percent of the GRs voting membership shall constitute a quorum for a DISTRICT 12 General 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, Coordinators, and their Alternates shall be held at the DISTRICT 12 October General Meeting.

**Section 3:** A meeting of DISTRICT 12 shall be presided over by the DR or, in his/her 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 each DISTRICT 12 General meeting. These minutes are to be distributed electronically no later than two weeks before the upcoming DISTRICT 12 General Meeting. At such meeting, 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 one vote though he/she serves in more than one capacity (see WSO 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 WSO 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, 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 groups for 3-year terms using any election procedure the 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 should be conducted prior to the General Meeting electing the DR and Alternate DR. The groups should consider electing members with basic understanding of the Al-Anon program.

## **Section 3: Coordinators and Alternate Coordinators**

- A. Any Al-Anon member may be elected to any of the available Coordinator service positions by a majority of GRs in attendance at any General Meeting.
- B. Suggested 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 Coordinators, Group Representatives and their Alternates will be the month and year they are elected.

#### **Section 5: Filling Vacancies**

Each Alternate may assume the Officer/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 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 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 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/Coordinator proposed budget amongst themselves and with the Officers and Coordinators and develop a proposed District 12 budget for the coming year and submit same to the GRs at the October General 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 meeting.
- E. The Budget Committee shall review the current year budget prior to the June General Meeting and submit revisions to allocation or amount to the GRs for approval. Any Officer or

Coordinator may request a revision to their budget at any time due to change of circumstances. An Officer or 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 meeting.

## **Section 2: Finance Committee**

- A. A Finance Committee shall be established and comprised of the DR 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 meeting with copies for GR's reflecting the reconciled bank accounts; assets and liabilities; revenue or receipts; and, expenses and disbursements; and
- I. Be aware of all commitments and obligations of position and follow through appropriately.

## **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 31<sup>st</sup>.

### **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 A.A. 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 WSO 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, Section 1C.).
- B. Expense reports and/or reimbursement vouchers must be submitted with receipts by an Officer, Coordinator, their Alternates, Committee Chairperson, and/or designated representative:
- C. prior to a check being written for reimbursement and following a check being written as an

advance payment.

- D. Written requests for advance payment for expenses can be submitted beforehand as needed by an Officer, Coordinator, their Alternates, Committee Chairperson, and/or designated representative; and
- E. 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 the Finance Committee.
- B. The DR, District Treasurer, and LDC Treasurer and/or their Alternates are authorized to sign checks
- C. 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 Meetings shall be retained permanently, and those of Special Meetings, and Committee Meetings shall be retained 5 years.
- B. All financial documents shall be retained 5 years.
- C. Information pertaining to Officers, 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 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 Al-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 Al-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 Al-Anon and Alateen) 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 update this document were obtained from Al-Anon Conference Approved Literature as of the last revision date

\*\*please refer to resources available at [www.al-anon.org](http://www.al-anon.org), the Service Manual, and various service guidelines