

# **Al-Anon Family Groups District 19**

## **Bylaws**

*Serving Fresno, Madera,  
Kings, and Tulare counties*

**(Adopted April or May 2021)**

***“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 the update of our Bylaws and Guidelines is to continue an ongoing effort to provide relevant information to our membership. District 19 began a Thought Force which evolved into a Task Force to edit and update these documents with the mindfulness of the Al-Anon/Alateen twelve Traditions, twelve Concepts of service, and current information from WSO and NCWSA.

As further support of these principles, the leadership of District 19 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. 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. It is the “go to” toolbox when seeking answers and guidance. Updated versions are maintained on the WSO website.

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

***“When anyone, anywhere, reaches out for help, let the hand of Al-Anon and Alateen always be there, and--Let It Begin with Me” Al-Anon/Alateen Declaration***

# Bylaws

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## **ARTICLE I Name of Organization**

The name of the organization is Northern California District 19 Al-Anon/Alateen Family Groups (here after referred to as D19)

## **ARTICLE II Objectives and Principles**

### Section 1: Objectives

- A. To encourage unity of purpose and the growth of Al-Anon/Alateen Family Groups in D19
- B. To help family and friends of alcoholics in dealing with the problems related to alcoholism; to reinforce their efforts to understand the alcoholic
- C. To maintain a supply of Al-Anon Conference Approved Literature (hereafter referred to as CAL) for reference and distribution
- D. 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 D19
- E. 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
- F. 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 Northern California World Service Area (hereafter referred to as NCWSA)
- G. To conduct other business as needed, in keeping with the Twelve Suggested, Traditions, and Concepts of Service

### Section 2: Principles

#### **D19 shall:**

- A. be a link for all groups to participate in the service structure through which Al-Anon/Alateen Family Group conscience speaks

- B. in the conduct of its business, refer to WSO and/or NCWSA guidelines, service manuals, and any additional CAL
- C. at all times adhere to the principles expressed in the AI-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

### **ARTICLE III Members**

Section 1: Members of D19 are any persons who are members of any AI-Anon/Alateen Family Groups registered with the Group Records Coordinator of D19

### **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 AI-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 upon majority vote

### **ARTICLE V Meetings**

Section 1: District Meetings

- A. Shall be held at places within the four counties (Madera, Fresno, Kings, and Tulare) at regularly scheduled intervals, and are to be called, chaired, and arranged by the DR. (See Article 5, Section 4)
- B. Shall be held in an orderly manner according to such guidelines as D19 may adopt from time to time
- C. Adhere to Knowledge Based Decision Making (hereafter referred to as KBDM), whenever possible to conduct its meetings

- D. Follow guidelines given in WSO Service Manual
- E. Shall be focused on the tools based on the three legacies, Steps, Traditions, and Concepts
- F. 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.
- G. 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])
- H. The principle of Concept 5 shall be followed by allowing the minority opinion(s) to be expressed whenever necessary

Section 2: Election of Officers, Coordinators, and their Alternates shall be held at the D19 September business meeting

Section 3: A meeting of D19 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 D19 business meeting. These minutes are to be distributed electronically no later than two weeks before the upcoming D19 business 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 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 service manual, Group Business, Voting at the Meeting)
- 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, Alternate GRs, or their designated representatives. Other members in attendance have voice

- E. Members of Al-Anon/Alateen Family Groups who are also members of Alcoholics Anonymous (hereafter referred to A.A.) 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, pgs. 86-87)

## **ARTICLE VII Elections**

### Section 1: District

#### A. Election of a DR and Alternate DR

1. The election of the DR and Alternate DR takes place in September every third year. The term of office is 3 years
2. 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
3. To stand for DR or Alternate DR, the member shall be an incoming, outgoing, active past GR (*see service manual, Elections, At the Group Level, Election of a Group Representative [GR] and an Alternate*)
4. 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)
5. If the GRs of the district are not aware of the DR's lack of participation at the NCWSA Committee meetings, the NCWSA may request a replacement

### Section 2: Groups

#### A. Election of GR and Alternate GR

1. Elected by his/her group for a 3-year term to coincide with the Area term using any election procedure the group chooses. (*see service manual, Elections, At the Group Level, Election of a Group Representative [GR] and an Alternate*)

### Section 3: Coordinators and Alternate Coordinators

- #### A. Any Al-Anon member may be elected to any of the available service positions



Section 4: Installation

- A. The installation date for Officers, Coordinators, Group Representatives and their Alternates will be every third year beginning January of 1997

Section 5: Filling Vacancies

- A. 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

A. Purpose

1. The primary function of the Budget Committee is to see that the district remains solvent
2. Shall be responsible for recommending financial policies to the district
3. Review bank reconciliations periodically

B. Members

1. The Budget Committee is composed of the DR and/or Alternate DR, Treasurer, Alternate Treasurer, past Treasurer, and four GRs
2. Every year, one of the GRs positions on the Budget Committee will come up for re-election. This will guarantee that there is always an experienced majority on the Committee
3. Treasurer shall coordinate the annual Budget Committee for financial planning meeting which shall take place no later than August 31<sup>st</sup> of each calendar year

C. Annual Budget

1. The Treasurer will submit the Budget Committee's proposed budget at the D19 meeting within the last quarter of each calendar year
2. D19 officers, coordinators, liaisons and eligible committee chairpersons shall submit their proposed changes to the Treasurer by mid-July

3. D19's prudent reserve shall be one year's operating expenses, excluding literature, based on the prior year's financial report (see Reserve Fund Guideline, G-41)]
4. When appropriate, the Budget Committee may recommend that the district set aside sums in the reserve with assurance of the immediate availability of said funds
5. The Committee shall submit a copy of the proposed budget prior to the GRs voting to approve the budget
6. At mid-year, the Budget Committee will submit budget revisions as necessary

#### D. Financial Reports

1. Reviews financial records of D19
2. Shall contain the following information in appropriate detail:
  - a. The assets and liabilities
  - b. The revenue or receipts
  - c. The expenses and disbursements

#### Section 2: Business or Steering Committees

- A. Shall be responsible for issues regarding:
  1. questions of policy and local public outreach
  2. any internal problems that arise between the district's regular business meetings

#### Section 3: Special Committees

- A. are formed as needed for special purposes and studies
- B. shall have the purpose clearly stated before a vote is taken to form the committee
- C. shall have a specific timetable and when tasks are completed, they dissolve

### **ARTICLE IX Finances**

#### Section 1: Fiscal Year

- A. The fiscal year shall be January 1st to December 31st

#### Section 2: Income

- A. In keeping with Tradition Seven, D19 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 are made by members in memory of a deceased person
- E. All regular contributions are allocated to the general fund unless recommended by D19 and voted upon by 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. D19 may accept a one-time bequest from an Al-Anon member’s estate or trust in any amount
- H. There is no limit on individual contributions from Al-Anon and Alateen members to D19

### 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 VI, Section 1C.**)
- B. Expense report and reimbursement vouchers must be submitted with receipts by the Officer, Coordinator, their Alternates, Committee Chairperson, and/or designated representative:
  - 1. prior to a check being written for reimbursement
  - 2. written request for advance payment for expenses can be submitted beforehand as needed
  - 3. can consent to payment from their respective accounts

### Section 4: Bank Accounts

- A. D19 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 (**see Article VI, Section 1C.**)
- B. The DR, Treasurer, Secretary, and/or their Alternates are authorized to sign checks
- C. Two signatures are required per check

## ARTICLE X Records

### Section 1: Maintenance of D19 Records

A. The following records are to be included in the D19 Archives:

1. Minutes and related materials of all D19 meetings, Special meetings, and Committee meetings
2. All financial documents
3. Information pertaining to Officers, Coordinators, GRs and groups
4. Past and present Bylaws and Guidelines

## ARTICLE XI Amendment of Bylaws

Section 1: These bylaws may be amended/repealed, in part or in whole, at any D19 meeting with two-thirds vote by voting members in attendance (***see Article VI, Section 1C.***)

Section 2: Bylaws, guidelines and proposed changes shall be made available to any Al-Anon member upon request

***\*\*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***

