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T.A.R.A. Corporation By-Laws

Tri-City Alcoholic Rehabilitation (Recovery) Association Incorporated

THESE BY-LAWS ARE FOR MEMBERS' USE ONLY AND SHOULD BE KEPT STRICTLY CONFIDENTIAL.

What T.A.R.A., Inc. does NOT do:

1. Solicit members or try to persuade anyone to join.
2. Provide drying-out or nursing services, hospitalization, drugs or any medical or psychiatric treatment, provide housing, food, clothing, job, money, or other welfare services.

NOTE: An individual T.A.R.A. member may do some of these things on a private, personal basis, but this is not a part of T.A.R.A. membership. Many professionals in the field of alcoholism are also T.A.R.A. members.

T.A.R.A. as such does not profess competence to perform professional services such as those listed above.

As amended: 06-13-76, 12-11-77, 06-10-79, 07-15-79, 12-08-79, 02-01-81, 03-08-81, 06-14-81, 12-13-81, 09-15-82, 06-13-83, 06-30-83, 12-14-86, 03-08-87, 09-10-89, 09-29-91, 01-01-92, 03-10-11, 2021

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BY-LAWS OF TRI-CITY ALCOHOLIC REHABILITATION ASSOCIATION, INC.

ARTICLE I PURPOSE AND OBJECTIVE

- A. The Tri-City Alcoholic Rehabilitation Association (T.A.R.A. Club) is organized and exclusively for Charitable and Educational purposes of 501(c)3 of the Internal Revenue Code of 1986, as amended. The specific purpose and objective of the Corporation shall include, but not be limited to, the following:
1. To aid the recovery of suffering alcoholics who express a willingness to help themselves and follow the program of Alcoholics Anonymous.
 2. To provide a meeting place for Alcoholic Anonymous groups, meetings, and their families, as well as Al-Anon Family Groups and meetings, and Multi-Cultural Groups and Families.
 3. To provide a social service, educational and special activities for members of the Corporation and their guests. (See definition of guest under Article IX-Section 2.)
- B. The Corporation is to operate by and adhere to the Twelve Traditions and Twelve Concepts of Alcoholics Anonymous as closely as possible.

ARTICLE II MEMBERSHIP

- A. Membership in the Corporation is open to all members of Alcoholics Anonymous who have a minimum of ninety (90) days thirty (30) of continuous sobriety.
- B. Each member agrees to abide by and inform guests and unacquainted visitors and members of the By-Laws and Posted Rules of Conduct.
- C. All members must have ninety (90) sixty (60) days of continuous membership in the association before they are eligible to vote, nominate officers and receive access to the building.
- D. Each member shall be provided with a key to access to the building occupied by the Corporation. A key deposit of Five Dollars (\$5.00) Three Dollars and Fifty Cents (\$3.50) is required before a key is issued.
- E. Membership dues shall be Twenty Dollars (\$20) per month, payable by the first day of each month. The dues for one year shall be Two Hundred and Forty Dollars (\$240.00). Ten Dollars (\$10.00=\$120 annually) per month, payable the first day of each month. If a member chooses to pay dues for the entire year, it will be discounted to One Hundred and Fifty Dollars (\$150) for the entire year, a savings of Thirty Dollars (\$30).an annual dues payment the dues fee is One Hundred dollars (\$100).
1. If dues are not paid by the first day of the following month, the member forfeits all voting rights until dues are paid up to date and dues will be considered late

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after seven (7) days.

2. If membership dues become three (3) months delinquent, the membership is suspended, and the access code will be deactivated by T.A.R.A. Club.
 - a. After a member has been suspended, the amount of unpaid back dues to be paid to be for reinstatement re-entry shall be determined by the Tara Club Officers Board of Directors.
 - b. For each AA group or meeting formed in the TARA Club, there must be at least one TARA Club member in good standing and these groups or meetings must be open to all parties in recovery.
 - c. The TARA Club defines an AA Group as a group that has officers, support the AA Service structure, shall pay rental fees for meeting space, and must have at least one TARA Club member in good standing as a member.
 - d. The TARA Club defines an AA Meeting as a meeting that does not have officers, does not support the AA Service structure, shall pay rental fees for meeting space, and must have at least one TARA Club member in good standing as a member.
- F. Absentee membership shall be available to any member of Alcoholics Anonymous whose permanent residence is outside the greater Atlanta area.
 1. Dues shall be Twenty Dollars (\$20.00) Ten Dollars (\$10.00) per month from date of acceptance payable by the first day of each month. The dues for one year shall be Two Hundred and Forty Dollars (\$240.00). If a member chooses to pay dues for the entire year, it will be discounted to One Hundred and Fifty Dollars (\$150) for the entire year, a savings of Thirty Dollars (\$30).
- G. Absentee members shall have no voting privileges, and shall not be issued a key to the building, however, Absentee member will be granted building access when in town, as long as, all dues are current. Honorary Life Membership can only be given to a Member of the Corporation that the Board of Directors approve. Approval is based on virtue of service and/or contribution to the Corporation. may be given to any member of the Corporation that the membership considers deserves by virtue of service and/or contribution to the
 1. By-Laws Article 11- C and Membership Article II-E will not be applicable to Honorary Life Members.
 2. Honorary Life Membership shall be treated as an honor. Honorary Membership cannot be awarded without Board of Director's approval.
 3. All other Bylaws and Rules of conduct still apply.
 4. If an Honorary Member resumes drinking, said membership is thereby revoked immediately and membership is again required acquired as a paying new member of the Corporation.
 5. Lifetime membership will no longer be offered, and current Lifetime members are grandfathered in.

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6. Elected Officers (President, Vice-President, Treasurer, Secretary, and Assistant Secretary), are not required to pay dues during their time of service. Additionally, the President will not be required to pay dues for the period of one (1) year following his or her term of Service.

ARTICLE III MEMBERSHIP DISMISSAL

- A. Any member who resumes drinking is automatically disqualified from membership in the Corporation and said membership shall be terminated.
1. The members who are disqualified for this reason are most welcome to rejoin the Corporation when they, again, meet the requirements of Article II of the Bylaws.
 2. Any dues and donations already paid to the Corporation are non-refundable.
- B. Any violations of the Rules of Conduct by a member shall be handled dealt with as follows:
1. For first violation, the Member will receive a verbal warning from the President or the Board of Directors Chair.
 2. For the second violation, the Member will receive a written warning and a thirty (30) day suspension, and all privileges forfeited and building access denied including attending AA meetings here at the Tara Club. For the Member to be reinstated, Member must bring Sponsor to meet with President for reinstatement.
 3. For the third violation, the Member will receive dismissed a 90-day suspension from the Corporation for a minimum of one (1) year, and the building access denied including attending any AA meetings key will be access retrieved from the Member. Reinstatement will be with the approval of the Board of Directors. For the Member to be reinstated, Member must bring Sponsor to meet with President for reinstatement.
 4. For the fourth violation, the Member will receive one (1) year suspension from the Corporation and the building access denied including attending any AA meetings. For the Member to be reinstated, Member must bring their Sponsor to meet with President for reinstatement.
 - a. Member has a right to appeal the suspension decision to the Board of Directors. shall have the authority to enforce the above until the next regular quarterly Business Meeting of the Membership, at which time the action taken must be approved or disapproved by a majority votes of members.

ARTICLE IV MEMBERSHIP REINSTATEMENT

- A. Any member who is terminated or disqualified from the Corporation due to violations of the Rules of Conduct (see Article V) is prohibited from reinstatement for a period of one (1) year, and even then, reinstatement must be with the approval of the Board of Directors. Depending on the severity of the offense.

ARTICLE V RULES OF CONDUCT FOR MEMBERS, VISTORS AND GUESTS

- A. No person under the influence of alcohol or drugs and conducting themselves in an improper manner will be permitted on the premises. Any member bringing a person under the influence of alcohol or drugs is responsible for that person's actions as

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follows:

1. No alcoholic beverages, drugs, firearms, or pocketknives, with blades exceeding four inches, are permitted in the building or on the grounds of the Corporation. Grounds are defined as the back porch, front entrance, under the awning, and in the parking lot.
2. Vulgarity, profanity, abusive language and or fighting are all prohibited.
3. No gambling or game games indicating gambling is allowed.
4. A member must stay with the person they bring in for recovery purposes (see definition of "Guest in Article XI XI-H B11).
5. No member shall use the building for any purpose other than its stated purpose. Prohibitions under this Article include:
 - a. No overnight sleeping.
 - b. No Sexual relations in the Clubhouse.
6. All Members are responsible for maintenance of the building and grounds, dumping trash and helping in the general cleaning and upkeep of the Corporation facility.
7. It is the responsibility of all Members to assist in the enforcement of the Rules of Conduct for any Guests, Visitors and to advise Guests of violations of the Rules of conduct.
8. No pets with the exception of the Guide Support Animals for the sight and hearing impaired, shall be brought into the building. The Person must provide appropriate documentation to the front office personnel for verification.
9. Any person(s) caught removing any properties article(s) without the approval of the President an officer or members of the board of directors and two (2) members of the Board of Directors is subject to or stealing any property or monies belonging to T.A.R.A., Inc. or any of the 12 Step Program meetings there here, shall may be prosecuted to the full extent of the Law and be. This person will be immediately dismissed from the membership of the Corporation including meeting attendance with no further warning.
10. When a Guest or visitors violates the Rules of Conduct after notification of said violation, members are authorized to ask them to leave and summon the Hapeville Police as needed.
11. Definition of a Guest of the Corporation shall be:
 - a. Spouse
 - b. Out of town Visitor
 - c. Someone brought in the same vehicle with a Member.
 - d. Someone who does not have thirty (30) days of continuous sobriety.
12. A Guest must be accompanied by a Member at all times. Responsibility for a Guest is not assignable by another Member.

**ARTICLE VI ELECTED OFFICERS AND BOARD OF DIRECTORS:
TITLES, TERMS, QUALIFICATIONS, AND DUTIES. AND STIPENDS**

- A. The OFFICERS of the Corporation shall be:
1. President
 2. Vice-President
 3. Secretary
 4. Assistant to the Secretary

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5. Treasurer

B. QUALIFICATIONS of Elected Officers:

1. Must have at least one (1) year of Sobriety.
2. Must provide a background report to Board of Directors at least two weeks before announcing candidacy for any offices. be able to successfully pass a Background Check.
3. Must have computer knowledge.
4. Must not have any pending felonies.
5. Must be able to communicate with others.

C. OFFICER TERM LENGTHS:

1. President: To serve two (2) years beginning July 1.
2. Vice-President: To serve two (2) years beginning January 1 July 1.
3. Secretary: To serve two (2) years beginning January 1 July 1.
4. Assistant Secretary: To serve two (2) years beginning July 1.
5. Treasurer: To serve two (2) years beginning July 1.

D. DUTIES OF OFFICERS:

A. The Duties of President:

1. To preside over all regular and special meetings and attend Board of Directors meetings and direct day-to-day operation of the Corporation.
2. To enforce the Bylaws and Rules of Conduct of the Corporation.
3. To call Special Membership meetings when necessary:
4. Call meetings which requires that all members must be notified by mail text or email at least three (3) days in advance of the meeting. Quarterly Business meetings will be announced on the white board in the lobby, website at least ten (10) days in advance.
5. To act as temporary Secretary or Treasurer in their absence.
6. To appoint from membership special duties or activities.
7. Attend special meetings including municipalities and/or community meetings.
8. Seek to raise donations and contributions for the Corporation through outside organizations and/ or companies in collaboration with the Board of Directors.
9. Must not miss more than three (3) consecutive business, special meetings, or board meetings.

B. The Duties of Vice President

1. To attend all regular and special meetings and Board of Directors meetings.
2. To actively assist the President in all areas of activities and decisions concerning the corporation.
3. To act for the President in his or her absence.
4. Must not miss more than three (3) consecutive business, special meetings, or board meetings without notifying the President within 48 hours verbal or written notice.
5. Preside and direct day-to-day operation of the Corporation in the absence of the President.
6. To enforce the Bylaws and Rules of Conduct of the Corporation.

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C. The Duties of Secretary

1. To assist the President in all areas of activities and decisions concerning the corporation.
2. Assist the President with creating the agenda for quarterly business and special meetings.
3. Take minutes at all meetings, distribute minutes to members via email and distribute copies at quarterly business meeting and special meetings.
4. Be in charge of all records of the corporation (other than excluding financials).
5. Maintain membership records to keep confidential, true, and accurate record of each member's name, mailing address, email address, phone number, and status with respect only to the payment of dues, conduct and sobriety. To maintain, prepare and give report on membership activity to the President, upon request and to the membership at each quarterly meeting.
6. Must not miss more than three (3) consecutive business, special meetings, or board meetings without notifying the President within 48 hours verbal or written notice.
7. Assist Treasurer with financial records in his or her absence as requested.

D. The Duties of Assistant Secretary

1. To assist the President in all areas of activities and decisions in day to day operation of the corporation.
2. Assist the Secretary in all areas of activities and decisions concerning the corporation.
3. Assist the Secretary with creating the agenda for quarterly business and special meetings.
4. Assist the Secretary take minutes at all meetings, distribute minutes to members via email and distribute copies at quarterly business meeting and special meetings.
5. Assist the Secretary with all records of the corporation (other than excluding financials).
6. Assist the Secretary with maintaining membership records to keep confidential, true, and accurate record of each member's name, mailing address, email address, phone number, and status with respect only to the payment of dues, conduct and sobriety. Assist with maintaining, preparing and giving report on membership activity to the President, upon request and to the membership at each quarterly meeting.
7. Must not miss more than three (3) consecutive business, special meetings, or board meetings without notifying the President within 48 hours verbal or written notice.
8. Assist the Secretary and Treasurer with financial records in his or her absence as requested.
9. Assist Secretary with any other activities needed for the corporation.

E. The Duties of Treasurer

1. To assist the President in all areas of activities and decisions concerning day to day of the corporation.
2. To perform all the functions pertaining to the account receivables, accounts payable and corporate checking account, certificate of deposit and savings account.
3. Purchase and deliver all supplies, condiments, equipment necessary for the

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corporation to pursue its purpose and objective.

4. Keep or cause to be kept, a true and accurate record of all transactions in accordance with general accounting principles. numbered receipt book, which shall contain a minimum of the following information: date, name, amount of transaction (numerical and literally), the purpose of the transaction and the signature of the person receiving the proceeds.
5. To record and track daily, on a master excel spreadsheet, all funds/ income and expenses paid out by cash, check or corporation credit card attaching receipts of the corporation. Receipts should be kept in files and labeled by month and year.
6. To provide financial statements including monthly income and expenditures. Financial statements must be supported by Wells Fargo Corporation monthly bank statements including receipts and vouchers.
7. Must not miss more than three (3) consecutive business, special meetings, or board meetings without notifying the President within 48 hours verbal or written notice.

ARTICLE VII BUSINESS MEETING DATES AND ELECTION DATES.

- A. Regular Business Meetings shall be held every three (3) months (quarterly) on the second Saturday of the month at 1:00 p.m.
 1. If a holiday falls on the second Saturday of the Quarterly Business Meeting, the meeting will be held on the third Saturday.
- B. Officers Offices of President, Vice President, Treasurer and Secretary will be elected at the regular Quarterly Business Meeting in June and December. The President, Vice President, Treasurer and Secretary are elected at the June Quarterly Business Meeting. The Vice President and Assistant Secretary will be elected at the December Business Meeting. Elections are held in this manner to avoid changing all Officers at one time and also provides the opportunity to train the newly appointed Officers.
- C. No meeting of the Corporation shall interfere with any scheduled meeting(s) of Alcoholics Anonymous.
- D. Stipends will be given to Officers based on the financial availability and grant funding of the Corporation. Stipend amount will be determined by the Board of Directors and the Treasurer of the Corporation.

ARTICLE VIII ELECTED BOARD OF DIRECTORS:

TITLES, TERMS, QUALIFICATIONS, AND DUTIES. START

- A. **The Board of Directors:**
 1. The Chair~~man~~ of the Board shall be elected or appointed at the Quarterly Business Meeting or a special meeting.
 2. **The Board of Directors** will be composed of no less than five (5) nor more than nine (9) members. The Vice-Chair~~man~~, Secretary, and all other Board members ~~will~~ ~~may~~ be appointed by the Chair~~man~~ of the Board ~~or the membership may elect~~ Board members. The names of the Board of Directors will be communicated to the membership at the Quarterly Business Meeting.
 3. **The Terms of Office for the Board of Directors** shall be:
 - a. Members of the Board of Directors shall serve four (4) years and shall be eligible for reappointment for a total of no more than three (3) consecutive terms.

- b. All members of the Board of Directors should be a member of the TARA Club with one (1) year of continuous sobriety, have computer knowledge, and have no pending felonies. **Membership with the TARA Club is highly recommended.**
4. **Qualifications and Duties of Board of Directors:**
- a. A Board Member must demonstrate an interest in the purposes and activities of the Corporation and must be interested in donating his or her time, advice, skill, **money**, energy, and support in furtherance of the Corporation and its purposes and activities.
5. **Duties of Board:**
- a. The Board of Directors shall have all the powers and duties necessary and appropriate for the administration of the affairs of the Corporation and for the management and operation of the Corporation's property and activities as stated in the Articles of Incorporation, **and or** these Bylaws. Any member of the Board of Directors or Officers **shall not cannot** enter into any contract, on behalf of the Corporation, concerning purchase, sell, or **authorize** a lien against the property that may potentially jeopardize the Corporation or its purpose.

Additional duties shall include, but are not limited to:

1. Establishing and defining the Mission and Vision for the Corporation.
 2. Establishing and defining priorities for the Corporation and its operations.
 3. Ensuring adequate resources for operation of the Corporation; helping to identify, cultivate, find prospective donors, acknowledge donors, as well as grant funding.
 4. Establishing and overseeing adequate accounting and financial procedures.
 5. Promoting the goals and purposes of the Corporation and evaluating the Corporation against such goals and purposes to ensure plans and programs are implemented.
 6. **Approving Honorary Memberships.**
6. **Compensation:** Members of Board of Directors shall serve without compensation, except that they shall be allowed **reasonable** reimbursement **for board approved of** expenses incurred **on behalf of** performance of their duties for the Corporation.
7. **Resignation:** Any Board Member may resign at any time by giving written notice quite **Chairman** of the Board of Directors who shall announces the resignation at the next **Board Meeting** and Quarterly Business Meeting.
8. **Vacancies:** Any vacancy on the Board of Directors by reason of resignation, removal, death, or otherwise shall be filled by the affirmative vote of a majority of the remaining members of the Board of Directors and/or **Members of the Corporation.**
9. **Removal of Chairman of Board or Board Member:** **Chairman** or Board Member may be removed from office without assignment of cause by the vote of at least two-thirds of the entire Board of Directors **and/or** **Members of the Corporation.**
10. **Board Members Meeting Attendance:** If a Board Member misses three (3) consecutive meetings without excuse or notification **to the Chair or Vice Chair within forty-eight (48) hours of meeting date**, such absences shall be deemed to constitute such individual's tender of his or her resignation from the Board of Directors. The **Chairman** should have the authority to accept or reject said **termination resignation.**

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11. Number of Board Meetings: Board of Director shall meet at least once each month which is twelve times each year.

12. Board Training: All Board of Directors shall attend an annual board training at least ninety days after becoming a member of the board.

13. Open Board Meetings: All Board of Directors meetings shall be open to the members, except when discussing personnel issues in Executive Session.

ARTICLE IX Advisory Board

A. The purpose of the Advisory Board is:

1. To provide oversight and accountability in managing the Corporation and its financials expenditures that exceed the 1000-dollar spending limit.
2. Board of Directors shall have the authority to appoint an Advisory Board to assist the Board with the matters concerning the operation of the Corporation.
3. Members of the Advisory Board need not be members of the Corporation.
4. Members of the Advisory Board shall not have any voting rights or other privileges offered the members.
5. Advisory Board shall consist of not more than five (5) members and shall serve a term of not more than one (1) three (3) years.

ARTICLE X STIPENDS

A. Stipends will be given to Officers based on the financial availability and grant funding of the Corporation. Stipend amount will be determined by the Board of Directors and the Treasurer of the Corporation, after all capital improvements, based on availability. To be reviewed quarterly.

ARTICLE XI AA GROUPS

- A. An AA group is defined as three legacy with a service structure, officers, and appointed volunteers.
- B. Groups are charged twenty-five dollars (\$25) per hour, or portion thereof, by TARA Club for use of a room.

ARTICLE XII AA MEETINGS

- A. An AA meeting is defined as a group of AA members who meet for the one hour time slot, and it usually doesn't organize activities for the group outside the meeting time.
- B. Meetings donate all contributions, made by any person in attendance, to the TARA Club.