

NOTICE

PURSUANT TO ARTICLE VI, SEC. 3

THE TRI-CITIES ALANO CLUB BYLAWS

TO: Members, Tri-Cities Alano Club
From: The Tri-Cities Alano Club Board of Directors
DATE: Wednesday, September 18, 2024
RE: Proposed Building Operational Policies Pursuant to
Article VI, Sec. 3 of the Tri-Cities Alano Club Bylaws

1. Attached to this Notice please find a written copy of Proposed Building Operational Policies Pursuant to Article VI, Sec. 3 of the Tri-Cities Alano Club Bylaws.
2. The attached proposed policies shall be presented for Tri-Cities Alano Club Board of Directors (Board) approval at the Board's next regularly scheduled meeting on Tuesday October 15, 2024 from 6:00 p.m. until 7:00 p.m.
3. The Board invites any Member, as defined in the Tri-Cities Alano Club Bylaws, to attend the cited meeting and make a statement regarding the proposed policies.

RECITATION OF PURPOSE

September 17, 2024

A. TRI-CITIES ALANO CLUB PURPOSE:

1. To own and provide:
 - a. Premises,
 - b. Facilities,
 - i. To be used solely for the activities of
 1. Alcoholics Anonymous;
 2. Alanon;
 3. Alateen, and
 4. Narcotics Anonymous. (*See, Bylaws of the Tri-Cities Alano Club, Article II; See also, Bylaws of the Tri-Cities Alano Club, Club Rules and Guidelines.*)
2. In order to effectuate the Tri-Cities Alano Club purpose, the Tri-Cities Alano Club Board of Directors may:

- a. Adopt operational policies for the Board and Corporation. (See, *Bylaws of the Tri-Cities Alano Club, Article VI, Sec. 3.*)
3. In order to effectuate the Tri-Cities Alano Club purpose, the Tri-Cities Alano Club Board of Directors has reserved the power to delegate or intercede in any situation where the Tri-Cities Alano Club Board of Directors has determined that a person's actions are:
 - a. NOT consistent with the purposes of the Tri-Cities Alano Club. (See, *Bylaws of the Tri-Cities Alano Club, Article III, Sec. 3.*; See also, *Alcoholics Anonymous Tradition 4*, which states: "With respect to its own affairs, each A.A. group should be responsible to no other authority than its own conscience. But when its plans concern the welfare of neighboring groups also, those groups ought to be consulted. And no group, regional committee, or individual should ever take any action that might greatly affect A.A. as a whole without conferring with the trustees of the General Service Board. On such issues our common welfare is paramount.")

B. AA, ALANON, ALATEEN AND NARCOTICS ANONYMOUS AUTONOMOUS GROUP PURPOSE:

1. The primary purpose of AA, Alateen and Narcotics Anonymous is to:
 - a. Help individuals struggling with alcoholism or drug addiction to
 - i. Achieve; and
 - ii. Maintain sobriety. (See, *AA Preamble, NA Preamble.*)
2. The primary purpose of Alanon is to:
 - a. Help families and friends of alcoholics. (See, *Alanon Preamble.*)
3. AA, Ala-non, Alateen, and Narcotics Anonymous are:
 - a. Responsible for their own affairs;
 - b. Submits to no other authority other than its own conscience. (See, *AA Tradition 4; See also, Alanon's Twelve Concepts of Service, See also, Twelve Concepts of NA Service.*)
4. This means:
 - a. Each group that conducts autonomous meetings at the Tri-Cities Alano Club is responsible for policing and managing its own meeting attendees and other operational actions. (See, *AA Tradition 4; See*

also, Al-anon's Twelve Concepts of Service, See also, Twelve Concepts of NA Service.)

- b. Each group may request operational assistance from the Tri-Cities Alano Club Board of Directors when the Tri-Cities Alano Club Board of Directors has determined that the autonomous group is in need of operational assistance due to the fact that a person's actions are NOT consistent with the purposes of the Tri-Cities Alano Club. (See, AA Tradition 4; See also, Al-anon's Twelve Concepts of Service, See also, Twelve Concepts of NA Service.)

STANDARD OPERATING PROCEDURES

C. SOP Members (Article III, Sec. 3):

- a. All issues relating to operational matters shall be referred to the autonomous group authorized to use the Tri-Cities Alano Club.
 - i. The autonomous group shall conduct all operational matters subject to the Purpose and Bylaws of the Tri-Cities Alano Club.
 - ii. Should the autonomous group need operational assistance from the Tri-Cities Alano Club Board of Directors, the governing body of the autonomous group shall request assistance from the Tri-Cities Alano Club, in writing (unless the Tri-Cities Alano Club Board President or the President's Proxy waives a writing), specifically outlining the details related to the autonomous group's request for assistance.
- b. Should the Tri-Cities Alano Club Board of Directors assume responsibility for assisting an autonomous group related to allegations of a meeting attendee's misconduct, and as authorized pursuant to the Tri-Cities Alano Club's Bylaws, the Tri-Cities Alano Club Board of Directors shall:
 - i. At the next regularly scheduled meeting of the full Tri-Cities Alano Club's Board of Directors:
 - 1. Determine if the meeting attendee is a member of the Tri-Cities Alano Club;
 - 2. Preliminarily Identify the Misconduct:
 - a. Determine if a member's conduct is inconsistent with the enunciated

purpose of the Tri-Cities Alano club,
either:

- i. On the premises; or
 - ii. At a Tri-Cities Alano Club sponsored event.
- ii. If an emergency circumstance exists:
1. Call a special meeting of the Tri-Cities Alano Club Board of Directors:
 - a. Authorization for Special Meeting:
 - i. Must be called by the Tri-Cities Alano Club President of the Board of Directors; OR
 - ii. By three (3) Tri-Cities Alano Club Board of Directors.
 - b. Notice:
 - i. Provide at least forty-eight (48) hours' notice;
 - ii. Notice must include:
 1. DATE of the special meeting;
 2. TIME Of the special meeting;
 3. LOCATION of the special meeting;
 4. PURPOSE of the special meeting.
 - iii. Notice may be made:
 1. In WRITING;
 2. Via EMAIL;
 3. Via TELEPHONE;
 4. Via PERSONAL CONTACT.
 - c. Agenda:
 - i. An agenda shall outline the intended purpose of the special meeting.
 - d. Conduct:
 - i. The special meeting shall follow the normal course of the order of business:
 1. Roll Call;
 2. Reading of Minutes;
 3. Treasure's Report;
 4. Officer's Report;
 5. Committee's Report;
 6. Unfinished Business;
 7. New Business;

8. Adjournment:

- ii. However, any portion of the normal course of the order of business may be suspended at the President's or the President's proxy's discretion in order to efficiently effectuate the agenda of the special meeting.
- iii. The Tri-Cities Alano Club Board of Directors shall then, by **MAJORITY VOTE**, decide to:
 1. Take no action;
 2. Suspend the member;
 3. Condition the member's continued membership and appearance at the Tri-Cities Alano Club;
 4. Terminate the member's privileges at the Tri-Cities Alano Club.
- iv. Should the Tri-Cities Alano Club Board of Directors decide to take action through suspension, conditions, or termination, the Tri-Cities Alano Club Board of Directors shall:
 1. Provide the member with written notice detailing:
 - a. The reasons for the suspension, conditions or termination. The written notice must include:
 - i. The specific defaults or misconduct;
 - ii. Specific information regarding the process regarding the member's right to request a hearing regarding the Tri-Cities Alano Club Board of Director's actions, at the next regular board meeting.
- v. If a member requests a hearing, the Tri-Cities Alano Club Board of Directors shall:
 1. Hear any statement and / or evidence from the member at the next regular meeting of the Board of Directors.
- vi. Upon completion of the hearing, the Tri-Cities Alano Club Board of Directors shall:
 1. Confirm the suspension, conditions, or termination;
 2. Modify the terms of the suspension, conditions, or termination;

3. Rescind the suspension, conditions, or termination.
- vii. If, following the hearing, the Tri-Cities Alano Club Board of Directors leaves in place any suspension, condition or termination of the member's privileges; the Board shall:
 1. Inform the member of the process of appealing the Tri-Cities Alano Club Board of Director's decision to the general membership.
 2. All appeals to the general membership will generally be by special meeting of the membership; and
 - a. The process for calling that special meeting shall be followed as outlined in the Tri-Cities Alano Club Bylaws.

D. SOP NON-MEMBERS (Article III, Sec. 4):

- a. All issues relating to operational matters shall be referred to the autonomous group authorized to use the Tri-Cities Alano Club.
 - i. The autonomous group shall conduct all operational matters subject to the Purpose and Bylaws of the Tri-Cities Alano Club.
 - ii. Should the autonomous group need operational assistance from the Tri-Cities Alano Club Board of Directors, the governing body of the autonomous group shall request assistance from the Tri-Cities Alano Club, in writing (unless the Tri-Cities Alano Club Board President or the President's Proxy waives a writing), specifically outlining the details related to the autonomous group's request for assistance.
- b. Should the Tri-Cities Alano Club Board of Directors assume responsibility for assisting an autonomous group related to allegations of a meeting attendee's misconduct, and as authorized pursuant to the Tri-Cities Alano Club's Bylaws, the Tri-Cities Alano Club Board of Directors shall:
 - i. At the next regularly scheduled meeting of the full Tri-Cities Alano Club's Board of Directors:
 1. Determine if the meeting attendee is a NON-member of the Tri-Cities Alano Club;
 2. Preliminarily Identify the Misconduct:

- a. Determine if a NON-member's conduct reasonably:
 - i. Poses a threat to the physical safety of persons lawfully present on the Tri-Cities Alano Club's premises;
 - ii. Poses a threat to the emotional well-being of persons lawfully present on the Tri-Cities Alano Club's premises;
 - iii. Is repeatedly disruptive to the:
 1. Peace;
 2. Purposes;
 3. Good Order
 - a. of the Tri-Cities Alano Club.
- ii. If an emergency circumstance exists:
 1. Call a special meeting of the Tri-Cities Alano Club Board of Directors:
 - a. Authorization for Special Meeting:
 - i. Must be called by the Tri-Cities Alano Club President of the Board of Directors; OR
 - ii. By three (3) Tri-Cities Alano Club Board of Directors.
 - b. Notice:
 - i. Provide at least forty-eight (48) hours' notice;
 - ii. Notice must include:
 1. DATE of the special meeting;
 2. TIME Of the special meeting;
 3. LOCATION of the special meeting;
 4. PURPOSE of the special meeting.
 - iii. Notice may be made:
 1. In WRITING;
 2. Via EMAIL;
 3. Via TELEPHONE;
 4. Via PERSONAL CONTACT.
 - c. Agenda:
 - i. An agenda shall outline the intended purpose of the special meeting.

d. Conduct:

i. The special meeting shall follow the normal course of the order of business:

1. Roll Call;
2. Reading of Minutes;
3. Treasure's Report;
4. Officer's Report;
5. Committee's Report;
6. Unfinished Business;
7. New Business;
8. Adjournment:

ii. However, any portion of the normal course of the order of business may be suspended at the President's or the President's proxy's discretion in order to efficiently effectuate the agenda of the special meeting.

iii. The Tri-Cities Alano Club Board of Directors shall then, by **MAJORITY VOTE**, decide to:

1. Take no action;
2. Ban the NON-member from the physical presence of the Tri-Cities Alano Club.

iv. Should the Tri-Cities Alano Club Board of Directors decide to take action through banning the NON-member, the Tri-Cities Alano Club Board of Directors shall:

1. Provide the NON-member with written notice detailing:
 - a. The specific defaults or misconduct leading to the banning of the NON-member;
 - b. The time period of the banning;
 - c. The conditions, if any, of the banning;
 - d. The method of reauthorization for the banned person to return to the premises of the Tri-Cities Alano Club or to authorized Tri-Cities Alano Club activities;
 - e. Any other reasonable terms or conditions that are to be provided to the banned NON-Member as authorized by

- a MAJORITY VOTE of the Tri-Cities Alano Club Board of Directors; AND
- f. Notice that there shall be NO appeal by the NON-Member from a decision made pursuant to Article III, Sec. 4.

PLEASE NOTE THAT ARTICLE VI, SECTION 3, AUTHORIZES THE TRI-CITIES ALANO CLUB BOARD OF DIRECTORS TO ADOPT THE ABOVE PROPOSED OPERATIONAL POLICIES. HOWEVER, CERTAIN PROCEDURES SHOULD BE FOLLOWED TO TAKE THAT ACTION AS CITED BELOW:

E. SOP, BUILDING OPERATIONAL POLICIES (Article VI, Sec.3.):

- a. A Tri-Cities Alano Club Board of Director may, pursuant to Article VI, Sec. 3 propose operational policies by:
 - i. Proposal of Policies:
 - 1. Written Form:
 - a. All proposed policies shall be in written form;
 - 2. Meeting Presentation:
 - a. The proposing Board Member shall present the proposed policy at a regular or special Board meeting.
 - ii. Review Period:
 - 1. Posting:
 - a. The Tri-Cities Alano Club Board of Directors shall post a written copy of the proposed policy in a conspicuous place within the Club House.
 - 2. Notice Period:
 - a. The Tri-Cities Alano Club Board of Directors shall ensure that the proposed policy is posted no later than ten (10) calendar days before the final Board action.
 - iii. Board Approval:
 - 1. Discussion:
 - a. The Tri-Cities Alano Club Board of Directors shall discuss the proposed policy at the next regular Board meeting.
 - 2. Voting:

- a. The Tri-Cities Alano Club Board of Directors shall vote on the proposed policy.
- b. A majority vote of the Tri-Cities Alano Club Board of Directors is required for adoption of the proposed policy.

iv. Implementation:

1. Documentation:

- a. The Tri-Cities Alano Club Board of Directors shall document the approved policy and communicate the implementation of the adopted policy to all relevant stakeholders through established procedures.

2. Monitoring:

- a. The Tri-Cities Alano Club Board of Directors shall regularly review and update adopted policies as needed.