

# **Bylaws**

## **Southern California Al-Anon Family Groups (SCAFG) District 33**

### **A California Unincorporated Nonprofit Association**

#### **Revised and Approved as of 04/10/24**

The idea behind Concept One both in World Service and in our personal lives can be condensed as the following: if something is important to us we need to do our part whatever we realistically can do to make it happen. In *“How Al-Anon Works for Families and Friends of Alcoholics, p.129,”* it states that 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.

As further support of these principles the leadership of SCAFG District 33 has established bylaws and guidelines reflective of our service District to further assist its local membership in solving specific situations. In seeking answers and guidance, the World Service Office (WSO) *Service Manual* offers the first resource 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. The updated version of our Bylaws are maintained on the SCAFG District 33 website. The updated version of the WSO Service Manual is maintained on the Al-Anon Family Groups website.

This Bylaws document is intended for the access, distribution, and use within the SCAFG District 33 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” taken from the *Alanon/Alateen Declaration*.

### **ARTICLE I –Organization Name and Location**

Section 1: The legal name of the organization is **SCAFG District 33**.

Section 2: SCAFG District 33 is organized under California law as an Unincorporated Nonprofit Association. An Unincorporated Nonprofit Association is for individuals or groups formed together for a common goal, for any common lawful purpose. The California registration number is 18682 and the Federal Employer Identification (FEIN) number is 92-0465742.

Section 3: Principal Office - The organization does not maintain a business office but may rent meeting rooms or use electronic means to conduct business meetings.

Section 4: The official mailing address of SCAFG District 33 is P.O. Box 4623, 170 E. College Street, Covina CA 91723.

Section 5: If a real physical address is ever needed, such as for banking purposes, the address of the Distribution Treasurer upon approval of the District 33 Service Board may be used.

Section 6: The Officers may add or change the location of the office or mailing address at any time. Any change of these locations shall be noted by the Secretary on these Bylaws in this section to be amended to state the new location.

## **ARTICLE II – Objectives and Principles**

### **Section 1: Objectives**

- A. To encourage unity of purpose and the growth of Al-Anon/Alateen Family Groups in SCAFG District 33.
- B. To help family and friends of alcoholics in dealing with the problems related to alcoholism and to reinforce their efforts to understand the alcoholic.
- C. To maintain a supply of Al-Anon Conference Approved Literature (CAL) for reference and distribution.
- D. To respond to requests from individuals, families, and institutions seeking help concerning alcohol use by a spouse, parent, child, relative, or friend and to provide information about Al-Anon/Alateen Family Groups meeting locations in SCAFG District 33.
- E. To maintain a website, to publish newsletters and flyers, to hold special events, and to conduct workshops and discussion groups 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 (WSO). To communicate with and participate in the Southern California World Service (SCWS).
- G. To conduct other business as needed in keeping with the Twelve Suggested Traditions and Concepts of Service.
- H. SCAFG District 33 is nonpartisan. No activities of the association shall consist of the publication or dissemination of materials with the purpose of attempting to influence legislation and or participate or intervene in any political campaign on behalf of any candidate for public office or for or against any cause or measure being submitted to the people for vote.
- I. SCAFG District 33 shall not engage in any activities, nor exercise any powers, that are not in furtherance of the purposes described above.

### **Section 2: Principles**

SCAFG District 33 shall:

- A. Be a link for all groups to participate in the service structure through which the Al-Anon/Alateen Family Group conscience speaks.
- B. In the conduct of its business, refer to World Service Office (WSO) and/or Southern California World Service (SCWS) guidelines, service manuals, and any additional Conference Approved Literature (CAL).
- C. 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.

## **ARTICLE III – Members**

Section 1: Members of SCAFG District 33 are any persons who are members of any Al-Anon/Alateen Family Group in a District 33 group registered with the SCWS Group Records Coordinator. SCAFG District 33 group records, in cooperation with SCWS, are maintained by the District 33 Group Records Secretary.

## **ARTICLE IV – Officers and Service Board Positions**

- Section 1: The Officers consist of the District Representative, Alternate District Representative, Disbursements Treasurer, and Contributions Treasurer. These are elected positions.
- Section 2: Other Service Board positions shall be those Al-Anon/Alateen members appointed by the District Representative to perform specific duties. These positions include the Minutes Secretary, Group Records Secretary, Alateen Coordinator, Alateen Co-Coordinator, Archives Coordinator, Institutions Coordinator, Literature Coordinators, Public Outreach Coordinator, and Webhost. Other positions may be added as approved by the Service Board.
- Section 3: The Alathon Chair and Co-Chair are elected annually by the Service Board.
- Section 4: The Alternate District Representative may assume the position of District Representative if the position is vacated. A special election may be held to fill other Officer vacated position. Other Board position vacancies shall be appointed by the District Representative.
- Section 5: If an Officer or Board Member does not fulfill the duties of their position as described in the guidelines and/or does not attend three consecutive meetings, including workshops and special events, they may be removed upon majority vote.
- Section 6: The Al-Anon Alateen Service Manual will be used as guidelines for officer and board member responsibilities.

## **ARTICLE V – Meetings**

- Section 1: District Meetings
- A. Will be held at places within the Los Angeles County/East San Gabriel Valley area at regularly scheduled intervals and are to be called, chaired, and arranged by the District Representative.
  - B. Adhere to Knowledge Based Decision Making (KBDM), whenever possible to conduct its meetings.
  - C. Follow guidelines given in the WSO Service Manual.
  - D. Shall be focused on the tools based on the three legacies including the Steps, Traditions and Concepts.
  - E. Business discussed at such meetings shall be the following: Minutes; written and/or orally given reports from officers, Board members, group representatives and committee members; old and new business; etc.

- F. Each meeting shall strive for some education, i.e., how to use public information, 12 Steps, 12 Traditions, Concepts of Service and/or a selection of Conference Approved Literature (CAL).
- G. The principle of Concept 5 shall be followed by allowing the minority opinion(s) to be expressed.

Section 2: Election of officers shall be held at the SCAFG District 33 November District 33 Meeting. Newly appointed Board Members will be announced at the January District 33 Meeting.

Section 3:

- A. The meetings of SCAFG District 33 shall be presided over by the District Representative (DR) or in his/her absence by the Alternate District Representative (ADR). In the absence of the DR and ADR, the Disbursements Treasurer will preside over the meeting.
- B. The DR shall appoint another person to act as Minutes Secretary in the absence of the Minutes Secretary.

Section 4: The secretary shall keep minutes during each SCAFG District 33 meeting. These minutes are to be distributed electronically no later than one week after the meeting and resent by the 6<sup>th</sup> of each month prior to the next the meeting. At that meeting, corrections to the minutes shall be discussed, amended as needed, and submitted for approval by majority vote.

## **ARTICLE VI – Voting**

Section 1: Eligibility and Procedures

- A. Each group registered with WSO within District 33 shall have one vote at SCAFG District 33 meetings. Each group may have a registered Group Representation (GR) and Alternate Group Representative (AGR).
- B. For voting at the District Level, each GR will have one vote though he/she serves in more than one capacity (see Service Manual, Group Business and Voting at the meeting).
- C. District Officers and Board Members have a vote if they are not a GR or AGR.
- D. Other members in attendance have a voice but not a vote.
- E. Members of Al-Anon/Alateen Family Groups who are also members of Alcoholics Anonymous (AA) may not serve at the District level as an Officer or Board Member. (See Service Participation by Members of Al-Anon Family Groups who are also Members of AA, Service Manual pages 86-87.)

## **ARTICLE VII – Elections**

Section 1: District

Election of Officers

- 1. The election of the District Representative (DR), Alternate District Representative (ADR), Disbursements Treasurer, and Contributions Treasurer takes place in November every third year. Officers are elected by majority vote. 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 and invites current Officers and Board Members and Group Representatives (GRs).
3. To stand for an Officer position, the member shall be an incoming, outgoing, or past GR (See Service Manual on Elections at the Group Level).
4. If the DR resigns or proves to be inactive in his/her role or for any other reason is unable to serve, the ADR may assume the role and choose to complete the term.
5. If the Board members and GRs of the District are aware that the DR is not fulfilling their responsibilities, a vote can be taken to ask the DR to resign.

#### Section 2: Groups

- A. Election of Group Representative and Alternate Group Representative
  1. Elected by his/her group for a 3-year term using any election procedure the group chooses. (See Service Manual on Elections at the Group Level, Election of a GR and Alternate)

#### Section 3: Board Members

- A. Any Al-Anon member within District 33 may be appointed to any of the available Board Member positions as appointed by the DR.

### **ARTICLE VIII Records**

#### Section 1: Maintenance of SCAFG District 33 Records

- A. The following records are to be included in the SCAFG District 33 Archives:
  1. Minutes and related materials of all SCAFG District 33 meetings, special meetings and committee meetings.
  2. All financial documents.
  3. Information pertaining to officers, board members, GRs and groups.
  4. Past and present bylaws and guidelines.
- B. The above information is also posted on the SCAFG District 33 website.

### **ARTICLE IX - Dedication of Assets**

Section 1: The properties and assets of SCAFG District 33 are irrevocably dedicated for charitable purposes. No part of the net earnings, properties, or assets of this association, on dissolution or otherwise, shall inure to the benefit of any private person or individual or any member of this association. On liquidation or dissolution, all properties and assets and obligations shall be distributed and paid over to the three service arms, known as Southern California World Service, Al-Anon Family Groups of Greater Los Angeles, and the World Service Office.

### **ARTICLE X – Amendment of Bylaws**

Section 1: These bylaws may be amended/repealed in part or in whole at any SCAFG District meeting with two-thirds vote by voting members in attendance.

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

The Service Manual and various guidelines can be found on the Al-Anon Family Group World Service Office website at [www.alanon.org](http://www.alanon.org).

Approved 04/10/24