

Bylaws of SCAFG District 33

A California Unincorporated Nonprofit Association

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. "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 bylaw and guidelines is to continue an ongoing effort to provide relevant information to our membership. SCAFG District 33 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 SCWS.

As further support of these principles the leadership of SCAFG District 33 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 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" taken from 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 2: The official mailing address of SCAFG District 33 is P.O. Box 4623, 170 E. College Street, Covina CA 91723.

Section 3: If a real physical address is ever needed, such as for banking purposes, any of the Officer's home address may be used.

Section 4: 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 opposite this section or this section may be amended to state the new locations.

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 in 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 publish newsletters, hold special events, and 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 – 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 substantial part of the activities of the association shall consist of the publication or dissemination of materials with the purpose of attempting to influence legislation and shall not 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 Al-Anon/Alateen Family Group conscience speaks.
- B. In the conduct of its business, refer to WSO and/or 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 and that group is registered with the Group Records Coordinator of SCAFG District 33.

ARTICLE IV – Officers and Coordinators

Section 1: The Officers consist of the District Representative, Minutes Secretary, Disbursements Treasurer, Contributions Treasurer and their alternates. These are elected positions.

Section 2: The Coordinators shall be those Al-Anon/Alateen members elected to perform specific duties as set forth in the guidelines. Coordinators are appointed by the District Representative.

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 consecutive meetings, including workshops and special events, they may be removed upon majority vote.

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 DR (see Article 5, section 4).
- B. Shall be held in an orderly manner according to such guidelines as SCAFG District 33 may adopt from time to time.
- C. Adhere to Knowledge Based Decision Making – KBDM, whenever possible to conduct its meetings.
- D. Follow guidelines given in the 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 and 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, 12 Steps, 12 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 SCAFG District 33 September business meeting.

Section 3:

- A. The meeting 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 presiding officer shall appoint another person to act as Minutes Secretary in the absence of the Minutes Secretary or Alternate Minutes Secretary.

Section 4: The secretary shall keep minutes during each SCAFG District 33 business meeting. These minutes are to be distributed electronically no later than two weeks before the upcoming SCAFG District 33 business meeting. At such meetings, these minutes shall be discussed and submitted for approval by majority vote.

ARTICLE VI – Voting

Section 1: Eligibility and Procedures

- A. Each group registered with WSO shall have one vote at the Southern California World Service Assembly. Each group may have a registered GR and alternate GR.
- 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, Voting at the meeting).
- C. District Officers vote only if they are a current GR or alternate GR of a group.
- D. Voting members are the current, registered GRs, alternate GRs, or their designated representatives. Other members in attendance have a voice.
- E. Members of Al-Anon/Alateen Family Groups who are also members of Alcoholics Anonymous – AA may not serve as a GR, DR, or alternates. See Service Participation by Members of Al-Anon Family Groups who are also Members of AA – pages 86-87.

ARTICLE VII – Elections

Section 1: District

- A. Election of a DR and alternate DR.
 1. The election of the DR and ADR 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 and invites newly elected Group Representatives (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 on Elections at the Group Level, Election of a GR and an alternate).
 4. If the DR resigns or 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 DRs lack of participation at the Southern California World Service (SCWS) committee meetings, the SCWS 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 on Elections at the Group Level, Election of a GR and alternate.

Section 3: Coordinators and alternate Coordinators

- A. Any Al-Anon member may be elected to any of the available Officer positions or appointed by the DR to any other Coordinator or Service position.

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, coordinators, GRs and groups.
 - 4. Past and present bylaws and guidelines.

ARTICLE IX - Dedication of Assets

Section 1: The properties and assets of SCAFG District 33 are irrevocably dedicated to charitable purposes. No part of the net earnings, properties or assets of this association, on dissolution or other 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 SCWS, AISLA, and WSO.

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 (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.alanon.org, the Service Manual, and various service guidelines.