

BYLAWS

of

Northern California World Service Area

of

AFG, Inc.

NORTHERN CALIFORNIA WORLD SERVICE AREA OF AFG, INC.

6426 Hidden Creek Drive, San Jose, CA 95120-1919

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PURPOSE

The purpose of this booklet is to allow the distribution of the Bylaws of the Northern California World Service Area of AFG, Inc. to each Al-Anon Family Group and Alateen Group who is registered with the Northern California World Service Area of AFG, Inc. in accordance with the requirements of Article III, Section 3 of these Bylaws, and to allow the purchase of these Bylaws by any interested member of Al-Anon and Alateen at a cost to be determined by NCWSA.

These Bylaws are for distribution within Al-Anon only. Any other interested party may apply with the Secretary of State for a copy of these Bylaws.

PREAMBLE

The Al-Anon Family Groups is a fellowship of relatives and friends of alcoholics who share their experience, strength and hope in order to solve their common problems. We believe alcoholism is a family illness and that changed attitudes can aid recovery.

Al-Anon is not allied with any sect, denomination, political entity, organization or institution; does not engage in any controversy, neither endorses nor opposes any cause. There are no dues for membership. Al-Anon is self-supporting through its own voluntary contributions.

Al-Anon has but one purpose: to help families of alcoholics. We do this by practicing the Twelve Steps, by welcoming and giving comfort to families of alcoholics, and by giving understanding and encouragement to the alcoholic.

A BRIEF HISTORY OF AL-ANON AND ALATEEN IN NORTHERN CALIFORNIA

PROLOGUE

This "brief history" was first written in 1988 and published as part of the Bylaws of NCWSA so that our history would be available to all the Al-Anon Family Groups and Alateen Groups in our area. In the year 2000, the NCWSA Assembly authorized Art B. to write and publish a comprehensive history of the area, called *Journey to Recovery, a Fifty-year History of Al-Anon and Alateen in Northern California*. The area printed 1,500 copies of this 164 page book for its fifty-year anniversary in 2001. 1,200 copies were sold to groups, districts, Intergroups, Al-Anon Information Services, Literature Distribution Centers and individuals. The remaining stock was distributed to the group representatives present at the Fall Assembly in 2005.

When Art B. first wrote this history, little did he know how many times he would return to update it, as he has again this year, in 2008. Shortly after the original version was published in 1988, Ray C., an Al-Anon member since 1951, told him to be sure to include the messy stuff as well as the good that occurred in Al-Anon and Alateen. Art used that principle when he wrote the comprehensive history of the area. It is through the mistakes of our members, groups, and service arms that we learn the value of the Al-Anon Traditions. When our history is not written, much of what has been done by those who went before us will be forgotten and lost. As part of the 2008 update, Art B. corrected errors, made minor modifications to the original Brief History and added several items.

In the Beginning ...

Ever since Alcoholics Anonymous was formed in 1935, their spouses also used the same principles as their alcoholic husbands. Several of these spouses formed non-alcoholic groups in Northern California. Some of these groups attempted to register with AA, believing that the material sent by AA would help them also. While AA collected these letters, they did not register the groups, since they were not meeting for the purpose of staying sober.

In May 1951, Lois W and Anne B, cofounders of Al-Anon Family Groups, received the addresses of these groups from AA and wrote to them. Lois' letter presented the idea of a worldwide organization to establish and preserve the unity of Al-Anon by coordinating its message and naming the

organization which we have come to know as Al-Anon Family Groups. In Northern California, the seeds of Al-Anon's organization began before 1950.

These early groups formed the Al-Anon Northern California Council in December 1952 at the Northern California Conference in San Rafael. It was from this Council that a "delegate" system was tried from time to time in the 1950's. (This term, "delegate", was what is now referred to as the Group Representative.) From the Al-Anon Northern California Council Handbook, published sometime after March 1960, we find the following statements:

"Benefiting from prior trial and error and utilizing all past experiences, the present Delegate System of the Northern California Council of Al-Anon was presented to each group in Northern California with the request that they approve or disapprove by either sending a delegate or a written expression to the Conference. As a result of these procedures, the present Delegate System was adopted at the Fresno Conference in March 1960."

This Handbook continues:

Section II. Purpose

"The Northern California Council of Al-Anon acts as a medium of exchange between member groups for the dissemination of ideas and experiences of mutual interest, and provides whatever other services those member groups may deem advisable."

"One of the important functions of the Council is to plan the agenda for all Northern California Conferences."

Section III. The Conference

"The Northern California Conferences of Al-Anon are held in conjunction with AA's Northern California Conferences. These Conferences convene three times a year in various locations throughout Northern California."

"The Conference provides a place for Al-Anon members all over Northern California to assemble and participate in meetings pertaining to all facets of the Al-Anon program, such as: World Service, Northern California Council, Alateen, various types of workshops and panel meeting, as well as speaker meetings."

"The Conference makes it possible for us to carry the message of Al-Anon to the public as well as at the "grass roots level", in all areas."

Development of the Assembly ...

In 1961, the World Service Office requested that Areas from the United States and Canada send a Delegate to New York to attend a World Service Conference annually for three years as an experiment. California responded and elected a Delegate, Helen B-R, and a Chairman, Al S., who were both from Southern California. At the May 1962 Assembly, the California Assembly recognized that there was little participation by the groups from Northern California. They recognized that costs of travel may have been a factor, though one person commented that if groups set aside just ten cents a day, there would be sufficient funds to attend the Assemblies in Southern California. As a result, the Assembly decided to hold its next meeting in San Francisco. They also decided that the Alternate Delegate should come from the North and elected Ann O as the first Alternate Delegate. While the Delegate herself opposed the splitting of California along the lines of AA's division, she brought the petition to divide to the World Service Conference at the request of the Northern California groups. In 1964, the World Service Conference was made permanent, and at that time, accepted California's petition to divide into two areas.

In 1964, the first Northern California Delegate, Ann O. was elected to the World Service Conference. At the same time, the Chairman of the Assembly, John F. from San Jose was elected. From 1964 to 1970, the Assembly and the Council operated independently, even though three Assemblies were held each year in conjunction with the Conferences sponsored by the Council.

In 1971, the Council voted to merge with the Assembly and transferred its funds to the Assembly. At this time, the name chosen for the Assembly was "Northern California World Service Area (NCWSA). In 1977, the Assembly voted to establish an Area World Service Committee (NCWSC), consisting of the Delegate, Alternate Delegate, Officers, Coordinators, Alateen Liaison and District

Representatives., By 1978, the practice of groups' sending Representatives to three Assemblies per year became too expensive, and in 1979 the Assembly voted to hold one Assembly each year separately from the Northern California Conferences.

When the Area chose to hold one two-day Assembly each year beginning in 1982, they selected February as the time of the annual meeting and held the three Northern California World Service Committee meetings in cooperation with the Northern California Council of Alcoholics Anonymous. During the Bylaws Committee discussions in 1987, the committee learned that the delegate had to turn in agenda items for the World Service Conference by the first of October. As a result, the annual Assembly month was changed to September so that the Delegate could receive concerns that affected AI-Anon as a whole. Because it took so long to hold the election of officers and delegate, about four hours, the Chairperson also chose to have a separate one-day Assembly in October every three years only for that purpose.

Since 2005, succeeding delegates Vicki H. and Sandi C. voiced their concerns that the message of what occurred at the World Service Conference in April was quite dated when reported at the September Assembly. The 2007 Assembly approved the idea of a second, one-day Assembly to be held each year, the intent being for this second Assembly to occur within a month or two after the WSC to allow for a timely Delegate's report. The timing of the Fall Assembly was broadened as defined in the Bylaws from being held in September to reflect that the Fall Assembly may be held in either September or October..

Guidelines and Bylaws ...

The Northern California Council (NCC) Handbook appears to be the first written document outlining election and other procedures and duties of the Assembly. This handbook was written sometime after 1960 and states: "This Handbook will endeavor to reclarify the basic structure voted on at the March 1960 Conference, and incorporate the necessary changes and additions that have made themselves evident and necessary in the intervening years."

Assembly guidelines were written later, basing them on the Council work and the World Service Handbooks then available. In 1981, a Bylaws committee was formed to examine the wisdom and/or necessity to incorporate the Assembly as a Nonprofit Corporation. The committee used the Assembly guidelines, AFG Inc.'s Bylaws, Bylaws of other AI-Anon functions, the World Service Handbooks and the collective wisdom of several interested AI-Anon members as guides. These NCWSA Bylaws were approved by the Assembly at its vote at its regular meeting in February 1983. The California Secretary of State accepted them on October 12, 1983. It was at this point that the new official name for NCWSA became "Northern California World Service Assembly." The Delegate was made an officer in addition to the more traditional officers.

In 1988, the growth of NCWSA and changes to the California Nonprofit Law required several revisions to the Bylaws. Several paragraphs were legally unclear as to intent; voting was inconsistent with the traditional procedures; protection of officers from liability became necessary; the definition of "members" was changed to agree with the traditional practice that members had to be present to vote; an Executive Committee was formed to maintain the policies of NCWSA and to supervise the operation of NCWSA between Assemblies; and the NCWSA removed the Delegate as an officer of NCWSA, because it was felt that the Delegate represents all groups of Northern California rather than only the NCWSA organization. In addition, the Area was divided into three "Sections" to allow the broad representation from the Northern, Central and Southern Sections of NCWSA. The name of NCWSA was also returned to its earlier form. On February 10, 11, and 12, 1989, the regular Assembly meeting held in Modesto approved the 1988 Bylaws revisions by substantial unanimity.

Beginning in 1995 and continuing at the Assembly in September 1996, the Bylaws were substantially revised again. More inconsistencies were corrected, the laws concerning not for profit corporation were reviewed, and where necessary the bylaws were changed. This revision removed one officer position, "Corresponding Secretary." The NCWSC created a new coordinator position, "Group Records Coordinator." This was done in recognition that the task of providing mailing lists to the Chairperson, Delegate, 12 STEPPER and the Alateen Express were not functions of an officer. The committee also found that the NCWSA had established the position as an experiment and then forgotten to review the position three years later. Finally, the section concerning the duties of the officers was changed to avoid some overlapping duties. Coordinator duties were removed from the Bylaws and placed into the NCWSC Guidelines book. Sections concerning the removal and

replacement of the Delegate, officers and coordinators were substantially revised and clarified. The changes in 1998 reflected the removal of the Vice Chairperson title associated with the Alternate Delegate. Modifications were made for filling vacancies.

In 2007, a Bylaws Committee was formed again to tackle the process of changing the Bylaws with a goal of bringing the changes to the 2008 Fall Assembly. Several changes had occurred. In 2002, the position of Financial Assistant was created to assist in the division of Treasurer duties. This position was added to the Bylaws. As a result of a new WSO mandate to add a requirement for Alateen Safety, the Assembly created a new position called "Area Alateen Process Person." This position was made as an "Officer" position so that the area's officer liability insurance would explicitly cover this position. This requirement also mandated that the Bylaws define Al-Anon Family Groups and Alateen Groups differently.

The Bylaws Committee also added a series of endnotes to the Bylaws document in order to explain provisions that seemed obscure in the Bylaws, give explanations to some of the provisions in the Bylaws and to identify those provisions that have been copied without substantive change from the legal document used by the Bylaws Committee. The October 2008 Assembly approved the 2008 Bylaws revisions with substantial unanimity.

Alateen ...

In 1956, an Oakland mother wrote to the Al-Anon Clearing House and asked in reference to a teenage friend, "how old must an alcoholic relative be to attend Al-Anon meetings?" The answer she received was, "there is no age limit set for membership." The following April, a member of the Sacramento Nalano Group (it is believed this meant *Not Alcoholics Anonymous*) asked for help from the Clearing House in starting an Al-Anon group for teens. The reply included a list of three existing meetings, two in Southern California and one in South Africa. In the fall, the Clearing House sent her the new Alateen Traditions that the Pasadena Group had written as well as the August 1956 AA Grapevine article "It's a Teenaged Affair." A 17-year-old Oakland member (2½ years in Alateen), while representing a Hayward group, mentions speaking with three other teens at the Northern California Conference in Pacheco in the fall of 1961 to an audience of 900 AA and Al-Anon members. This teen also mentions that the seven Bay area groups formed an Alateen Intergroup office in San Francisco. The groups sent delegates to these Intergroup meetings. These Alateen groups offered to write an Alateen book. The World Service Office gently suggested that writing a book or pamphlet was a large undertaking, and maybe the groups could assist the WSO in developing its own first Alateen book.

In 1963, the Northern California Conference included their first Alateen group, the San Jose Alateen group. The WSO also asked this group for input to the Alateen portion of the 1965 AA International Convention held in Toronto. The World Service Office surveyed Alateen Groups throughout the 1960's. This survey, filled out by 21 Northern California Alateen Groups, showed there were 16 Al-Anon and 10 AA sponsors and the average group size was ten members. In 1967, the Modesto group reported that the age range for their group was 9 to 13 years.

With 35 people in attendance, the Alateen workshop at the February 1966 Northern California Conference discussed the topic, "Talking in the Meeting." The two page report gives many suggestions about the topic. Alateens formed their own annual conference in 1971, called the Northern California Alateen Conference (NoCAC). It was discontinued in 1974 and began again in 1979. At their 10th annual Conference in 1988, there were 400 teens and sponsors present. In 1983, the NCWSC invited the NoCAC Chairperson to be a member of its committee.

In 1986, the Assembly accepted legal responsibility for NoCAC. NoCAC's finances, though kept separate, are merged with the Assembly's finances for purposes of state and federal non-profit reporting requirements.

Sometime in the late 1960's, the Assembly established the position of Alateen coordinator. In 1977, Irma C, Delegate, appointed Tim H. of San Leandro as the Alateen representative to the NCWSC. The following year, the position of Alateen Liaison was established and selected by the Alateens themselves. Today, the coordinator is an adult who has been or is an Alateen sponsor, and the liaison is a teen selected by the coordinator to directly represent teen issues at the NCWSC committee meetings.

In the mid 1980's, an Area Alateen Committee developed a series of guidelines called Alateen Rights, Alateen Conference Behavior Guidelines and Sponsorship Selection Guidelines. These guidelines were approved by successive Assemblies and formed the basis of some of the topics found in "A Guide to Alateen Sponsorship," WSO's P-86.

A preteen group from Boulder Creek began a newsletter called Alatot News. The October 1968 issue survives in our archives. This newsletter lists a simplified version of the steps and traditions. In 1987, the area teens, with the help of their sponsors, began publishing a newsletter called "Alateen Express." Since then, two to six issues per year have been sent to the area Alateen Groups.

The number of Alateen groups in our Area has changed over the years - beginning in 1956 with the first Alateen group in Sacramento, to the early 60's with 21 Alateen groups, to 1997 with 67 Alateen groups, including about 8 preteen groups, to 2008 with 47 Alateen groups.

In 2004, the Al-Anon Family Groups, Inc. Board of Trustees reviewed their records after receiving many reports of abuse of Alateen members. They also learned that all the major societies offering programs involving teens, including Boy Scouts, Girl Scouts, Little League Baseball, YMCA and YWCA, had taken measures to assure the safety of teens in their care. This prompted the AFG Board to issue a **Minimum Requirement for Alateen Member Safety** and required that all areas comply with this requirement within the year.

The Area Chairperson appointed Vic A. as committee chair and asked his committee to respond. All of the adult members of the committee were current or past Alateen Sponsors. Both the Alateen Liaison and the NoCAC Chair, both teens, were also members. Since the committee didn't know of any abuse in our area, Art B. researched the archives and interviewed members to find out whether this statement was true for our area. This is what he found.

- ◆ The first problem listed in our records came from an 18-year-old Alateen member from Napa who said, "We do not have an Alateen group any more [because] a Mr. S 'would not leave us alone'."
- ◆ An incident in 1984 in South San Francisco occurred where a sponsor left the group when he served a prison term. While incarcerated the group members and the other sponsor wrote letters to the prison asking for his early release. Following his release, he notified the group that as a result of his parole conditions, he was unable to return as a sponsor. He subsequently was convicted again, this time for sexually abusing his own stepdaughter, who was an Alateen member.
- ◆ As a result of the 1984 incident, Alateen members developed a comprehensive guideline in the 1980's in order to help Alateen groups in proper selection of sponsors.
- ◆ About this time, District 5 began the practice of requiring background checks and fingerprints of sponsors in their district. The recovery facility where the Alateen Group met processed the paperwork for the district.
- ◆ In 1995, the delegate became involved in a situation in District 18 where a female sponsor made attempts to keep a teen from returning home to a "bad situation." The district determined that this is not a proper use of sponsorship and prevented the woman from being involved with teens.

Vic's committee worked diligently to meet this new WSO requirement. At the 2004 Fall Assembly, the delegate explained the WSO requirement with the help of a visiting Trustee. The committee presented its proposal as a three-year experiment to work out any difficulties, altogether taking six hours of discussion. The vote was about 83% to accept the proposal. As originally stated, the district process person was charged with checking the accuracy of the statements made by a sponsor applicant. This included using the new California Megan's Law on-line database.

It quickly became apparent to the committee that the California Megan's Law on-line database was defective as a screening tool. Not all persons on the database had photos, often the information included words like, "may not still be residing here," and we also learned that 1/3 of sex offenders were exempted from the database.

The following year the committee proposed that rather than requiring that the district process person do the screening, that NCWSA contract with the California Department of Justice to process a

statewide check and a nationwide Federal Bureau of Investigation check. This new procedure increased the security of personal data since the sponsor applicant gave personal information directly to an authorized fingerprint lab. Only the pass/fail result is given to the Area Alateen Process Person and a fail is sent by the state directly to the individual. The committee also realized that this more closely fit with the 8th Tradition, in that NCWSA now uses professionals to do professional checks.

State costs are paid by NCWSA. The local district, or the area when the district is unable to, pays the fingerprint fee. As of now, there have been over 300 applicants who have been certified through this process.

All Al-Anon functions in the area that include Alateen participation and all Alateen functions now require that the function follow the Area's requirement and place a statement to that effect on their flyers and programs. In 2007, the Area Assembly gave final approval to this requirement for Alateen Safety and made permanent the position of Area Alateen Process Person. Subsequent to the adoption of the requirement, the number of Alateen Groups increased as well as the number of Alateen Sponsors.

Conferences and Conventions ...

The Al-Anon Groups have held three Conferences in conjunction with AA from at least 1952 until 1993. It began in 1952, when the newly formed Al-Anon Council held their Assemblies in conjunction with the Conferences, and continued them when the Council merged with the Assembly. In 1993, the Assembly agreed with the Northern California World Service Committee recommendation to no longer hold the Al-Anon Conference at the same time and city as AA. Instead, the Assembly approved holding one Convention per year, to be held in May, June or July.

In September 1986, NCWSA held the California Statewide Al-Anon Convention (CSC) in Fresno, in cooperation with the Southern California Area. This was the first combined convention held since the Areas divided in 1964. The Chairman of this Conference, Phyllis A, was instrumental in writing the guidelines for this separate convention. It was called the California Statewide Convention and was held every three years, alternating between North and South. In 1989, it was held in Bakersfield, and in 1992 it was held in Fresno again. In 1994, the Southern members asked to hold the convention one year early, since the AA International Convention with Al-Anon participation was planned for San Diego in 1995 and the Al-Anon International Convention was planned for Utah in 1998. The Northern members suggested 1996 and 1999 as the years. No agreement was reached and the idea of holding future CSC's was dropped.

Conference guidelines are also a significant part of the body of experience available. The Northern California Council Handbook printed in 1960 provided the first conference guidelines. New Conference Guidelines were presented to the Assembly and approved in 1984. Then the Assembly delegated the responsibility of updating these guidelines to the Northern California World Service Committee. With the change from supporting the Conferences to supporting the Convention, new guidelines were approved by the Committee in 1994, and its name was changed to "Suggested Convention Committee Manual."

In addition to the Convention, NCWSA supports Al-Anon participation with AA's annual Institutions Conference, which usually is held in April, and the Northern California Alateen Conference (NoCAC), which meets in November. Support includes a small grant, publicity in the 12 STEPPER and Alateen Express, payment of liability insurance, and coordination of the reporting of income and expenses into the required state and federal forms and by providing volunteers.

Newsletters ...

Newsletters have been a means of communication since the beginning of Al-Anon in Northern California. The Non-Alcoholic Family Group of the San Francisco Fellowship of Alcoholics Anonymous began publishing a monthly newsletter, "The Family Club Chronicle" in July 1950. According to the "First Steps, Al-Anon...35 Years of Beginnings," this group changed the name of their monthly newsletter to the "Family Forum" in May 1951. At that time they had a mailing list of about 1,000. Five years later, when the editor stopped publishing this newsletter, Lois W. wrote and received their permission to use the name "Family Forum" for the World Service Office newsletter. Thus, today's "FORUM" has its roots in our own area.

The Northern California Council Handbook states: The Alternate Secretary shall act as news reporter for our N.C.C., making sure that news about our Conference is placed in "GOOD NEWS" both before and after the Conference." This became the second newsletter provided to interested Al-Anon members and groups.

In 1964, the Delegate began the practice of writing to all the groups when necessary. By 1970, the 12 STEPPER was formed and edited by Irma C. As late as 1978, it continued to be a single 8 1/2" x 14" sheet of paper folded in two, appearing as four pages. The 12 STEPPER became the official newsletter of NCWSA, where the minutes, the Treasurer's report and the budget are published. In addition, the 12 STEPPER contains reports from the Delegate, officers, coordinators and the District Representatives. It has been issued six weeks in advance of the three Conferences and the fourth issue and six weeks before the Assembly so that the Al-Anon groups would be informed about Area activities. Today, the 12 STEPPER contains up to 48 pages, is issued three times per year, and has a circulation of about 1,200 copies.

Committees and Coordinators ...

Committees have also played an important part in the development of the NCWSA structure. The Al-Anon Northern California Council had a Hospital and Institution Chairman, one of whose duties was listed as follows:

"The H & I Chairman should have a working knowledge of H & I meetings from actual attendance and interest, in order to create interest among others in this type of activity." This position is now called Institutions Coordinator. In 1986, the Assembly accepted the responsibility of supporting the Al-Anon portion of the annual AA Institutions Conference.

Sometime in the mid sixties, the position of Alateen Coordinator was established.

The Public Information Coordinator position was established at the time of the merging of the Council and the Assembly in 1971. In 1982 the Assembly set up its own Literature Depot to provide Al-Anon Conference Approved Literature at the conferences sponsored by NCWSA.

By 1987, the growth of Spanish speaking groups was such that NCWSA established the position of Spanish Speaking Coordinator. One result has been the regular holding of Spanish speaking meetings at NCWSA's Conferences and Conventions. Another has been the NCWSA's actively supporting the establishment of Spanish meetings throughout Northern California. There are now over thirty Spanish speaking groups, including several Spanish Alateen meetings within NCWSA. In 1991, NCWSA changed the name of the coordinator position to "Non-English". This was in consideration that there are several other languages spoken in addition to that of Spanish. Although there have been no meetings begun in any other languages, the coordinator maintains a listing of Al-Anon members who speak other languages, including French, Italian, German, Farsi, Japanese, Hindu, Tamil, Russian and someone who signs. In 2007, the assembly voted to provide translation equipment for use by Spanish Groups at Area Assemblies.

Web Site Committee ...

In 1994 Don R., a district representative from Concord, demonstrated a new method of communicating with the use of computers across telephone lines, which became known as the World Wide Web, to the World Service Office Director and a few other staff members during a Regional Service Seminar in Denver, CO. A few weeks later, someone from Russia, having seen Don's web site, contacted the WSO asking for help with his family's drinking. This established the idea that a new form of communication was emerging. At the 1996 Area Assembly the Delegate, Art B., presented the following motion: *That the NCWSA establish an ad hoc committee to determine the feasibility of establishing a world wide web site on the Internet.* At the time, the Assembly learned that only three members had been on the Internet. This motion passed almost unanimously. After his term as Delegate, Art B. became the chair of the Web Site Committee. Composed of six people, the members decided what information should be presented, found someone with experience with web pages, and contracted with Net Wizards, Inc. for the domain name www.ncwsa.org and web space. To give perspective, the company Netscape, which popularized the world wide web, had not yet become a public company.

The primary purpose of the NCWSA web site is to provide information to members, potential members and the public about Al-Anon and the potential for recovery from the disease of alcoholism.

Each page has information for the viewer to find literature and find meetings. The pages dealing with location of meetings include a page with a county map of California. Viewers can click on the county and find meetings in their community. This page was developed in cooperation with California's southern area. Every community in Northern California is on a list that includes a link to a district's meeting list. Some districts have developed and monitor their own district's page. NCWSA provides the space on the web site. This allows free access for the district.

Newsletters are listed, notably the 12 STEPPER newsletter, Alateen Express and La Antorcha, the Spanish groups' newsletter. The NCWSA Bylaws, Guidelines and forms are listed here and is the primary source for them. Having these guidelines on the web site allows the viewer to examine and download the latest version without having to maintain their own "guidelines" book. Minutes, as well as a list of committee and assembly motions are also posted. This web site has become the most often looked at Al-Anon web site in the world. In April 2008, the number of hits for the previous 12 months was more than 2,500,000. Currently the NCWSA web site has over 500 pages of materials and consumes over 100MB of disk space at a cost of less than \$300 per year.

Finances ...

With the growth of Al-Anon came the funds to support NCWSA. In 1971, total revenue of NCWSA was \$2,107 and expenses \$2,205, with a balance of \$847. A formal budgeting process began in 1979. By 1980, revenue was \$13,281, expenses \$13,199, with a balance of \$5,906. In 1988, a CPA examined our books for the first time. Revenue was \$86,696, expenses \$86,657 and balances were \$20,628. While revenues declined somewhat over the next several years, the NCWSA also controlled its expenses in acceptance of the reality of static and slightly declining numbers of groups. In 1996, total revenues were \$79,192 and total expenses were \$68,952.

In 1989, NCWSA established a formal Reserve Fund, to be used only when severe financial circumstances required it. The Assembly asked that funds be placed into this reserve as finances permitted until ½ year's NCWSA expenses were set aside. Twice since the beginning, the NCWSC committee requested that the Assembly allow the removal of funds for the business of NCWSA. In 1996, most of the funds were returned and a balance of about \$15,000 was in this reserve fund. In 2005, income soared from \$43,238 in 2003 to \$76,562 while expenses increased from \$50,598 in 2003 to \$52,453 in 2005.

Growth of Groups ...

In 1952, the first "World Group Directory of Al-Anon Family Groups" (NY) listed 27 Al-Anon Family Groups in California, 10 of which are in NCWSA's existing boundaries. The cities where these groups met are Berkeley, Eureka, Fresno, Modesto, Monterey, Napa, Roseville, Sacramento, Salinas, San Francisco and San Jose. The 1964 directory listed 218 groups in California. In Northern California, there were 69 Al-Anon groups, 6 Alateen groups, 1 Intergroup in San Francisco, and 1 lone member in Napa. This was the year, 1964, that California split into two areas. The Assembly split the new area into 12 Districts and developed their first map showing their locations.

By 1981, there were 350 groups and 24 districts. Since 1981, three new districts were formed. District 25 (South San Francisco and southern cities) split from District 12 (San Francisco), District 26 (Berkeley and other cities nearby) split from District 15 (Oakland) and District 27 (Stockton and other nearby cities) split from District 18 (Modesto). In 1989, there were approximately 900 groups. Today in 1997, there are a total of 754 groups, of which there are 67 Alateen groups, 30 Spanish-speaking groups, and 6 Institutions groups in three Sections and 27 Districts.

In 2008, there are a total of 724 groups, of which there are 47 Alateen groups, 48 Spanish-speaking groups, and 19 Institutions groups in three Sections and 27 Districts.

The Bylaws committee is truly grateful for the opportunity to serve Al-Anon in this manner. Applying the spiritual principles of the Steps, Traditions, and Concepts has allowed us all to understand more clearly how our Higher Power works in all areas of our lives.

**Articles of Incorporation
of
Northern California World Service Area
of
AFG, Inc.**

A California Nonprofit Public Benefit Corporation
(revision approved February 11, 1989)

Article I

The name of this corporation is changed to Northern California World Service Area of AFG, Inc.

Article II

- A. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes.
- B. The specific purposes of this corporation are to engage in any lawful act or activity for which a corporation may be organized under such law.
- C. The purposes of this corporation are to encourage, assist and serve the families and friends of alcoholics in dealing with the problems concerning and attendant on alcoholism; to reinforce their efforts to understand the alcoholic and to foster his or her restoration to normal life; to disseminate information in relation thereto and to conduct, and participate in, any other classes of service to assist families and friends of alcoholics in dealing with their problems.

The objectives of this corporation are:

- 1. To promote unity of purpose and growth of Al-Anon and Alateen in Northern California.
- 2. To serve as the communication for the member group with respect to matters of local area policy, publicity, attraction and interest.
- 3. To be guided in all activities by Al-Anon's Twelve Steps, Traditions and Concepts of Service.

Article III

The name and address in the State of California of this Corporation's initial agent for service of process is:

Name and address deleted for on-line version.

Article IV

Notwithstanding any of the above statements of purposes and powers, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in the furtherance of the specific purposes of this corporation.

Article V

This corporation is organized and operated exclusively for charitable purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

Article VI

No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

Article VII

The property of this corporation is irrevocably dedicated to charitable purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501 (c) (3) of the Internal Revenue Code.

Dated: July 1, 1989 Original Signed by:
Name Deleted

I hereby declare that I am the person who executed the foregoing Articles of Incorporation, which execution is my act and deed.

Original Signed by: Name Deleted
Signature of Incorporation

**BYLAWS
of
Northern California World Service Area
of
AFG , Inc.**

A California Nonprofit Public Benefit Corporation

*(revisions approved September 1995, September 1996, September 1998, September 2002, &
October 2008)*

ARTICLE I. OFFICES

Section 1. Name of Corporation

The name of the Corporation is Northern California World Service Area of AFG, Inc. (hereafter referred to as NCWSA).

Section 2. Principal Office

The principal office of NCWSA for the transaction of its business is located in Santa Clara County, California.

Section 3. Change of Address

The county of NCWSA's principal office can be changed only by amendment of these Bylaws and not otherwise. The initial office address is:

NORTHERN CALIFORNIA WORLD SERVICE AREA OF AFG, INC.
c/o Santa Clara Valley Al-Anon Family Groups Intergroup
Campbell Community Center, Room #44
1 West Campbell Avenue
Campbell, CA 95008

The NCWSA members may, however, change the principal office from one location to another within the named county by noting the changed address and effective date below, and such changes of address shall not be deemed an amendment of these Bylaws:

6426 Hidden Creek Drive, San Jose, CA 95120-1919 (changed in October, 1993)

_____ Dated: _____, 19__

_____ Dated: _____, 19__

Section 4. Other Offices

NCWSA may also have offices at such other places, where it is qualified to do business, as its business may require and as the NCWSA members may, from time to time, designate. NCWSA restricts its business to Northern California. For purposes of these Bylaws, Northern California includes the Counties of Monterey, Kings, and Tulare, and the California counties north of Monterey, Kings, and Tulare, and excludes the Counties of Inyo and Mono.

ARTICLE II. PURPOSES

Section 1. Internal Revenue Code Section (501)(c)(3) Purposes *

This corporation is organized exclusively for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code.

Section 2. Objectives and Purpose

The objectives of NCWSA are:

- A. To encourage unity of purpose and the growth of Al-Anon and Alateen Family Groups in Northern California.
- B. To encourage, assist, and serve the families and friends of alcoholics in dealing with the problems concerning and attendant on alcoholism; to reinforce their efforts to understand the alcoholic; to foster their restoration to normal life; to disseminate information in relation thereto; and to conduct and participate in any other classes of service to assist families and friends of alcoholics in dealing with their problems.
- C. To purchase Al-Anon Conference Approved Literature (C.A.L.) 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 regarding Al-Anon Family Group and Alateen Group meeting locations in their area.
- 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 and the public 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 Group Headquarters, Inc. [also known as the World Service Office] (hereafter referred to as WSO) and to send Delegate(s) to the Al-Anon World Service Conference (hereafter referred to as WSC) as required.
- G. To maintain a central business office as a clearinghouse for Al-Anon and Alateen activities and information.
- H. To conduct other business as needed, in keeping with the Twelve Suggested Steps, Traditions and Concepts of Service. (See Appendix A)

Section 3. Principles of Operation

- A. **Adherence to Al-Anon Principles:** NCWSA shall at all times adhere to the principles expressed in Al-Anon's Twelve Steps, Traditions and Concepts of Service. (See Appendix A.) In the event any Bylaw conflicts with Al-Anon's Twelve Steps, Traditions and Concepts, application of the Steps, Traditions and Concepts shall take precedence over adherence to the Bylaw.
- B. **Additional References:** In the conduct of its business, NCWSA shall refer for guidance to the California Nonprofit Public Benefit Corporation Law; NCWSA guidelines; Northern California World Service Committee (hereafter referred to as NCWSC) guidelines; and to literature, memoranda, procedural manuals, and guidelines published by the WSO.
- C. **Relationship to Al-Anon Family Groups and Alateen Groups:** NCWSA is not directly connected to, assumes no responsibility for, and exercises no control over any other element of Al-Anon including individual Al-Anon Family Groups, Alateen Groups, Districts, Information Services (Intergroups), and WSO. NCWSA serves all Al-Anon Family Groups, Alateen Groups, Information Services (Intergroups), and Districts which participate in its functions. NCWSA

provides a link for all groups to participate in the .service structure through which Al-Anon's group conscience speaks.

ARTICLE III. MEMBERS

Section 1. Definition of Members

- A. **Members:** Members of NCWSA are any persons selected as a Group Representative (GR) (as specified in Section 4 of this Article) of any .Al-Anon Family Group or Alateen Group registered with the Group Records Coordinator of NCWSA and who attends any duly authorized regular, special, or election meeting of NCWSA members (hereafter referred to as Assemblies).¹
- B. **Termination:** Notice is hereby given that any GR who does not attend any regularly scheduled Assembly shall be considered a terminated member of NCWSA for that Assembly only. Any GR who will not be attending the regularly scheduled Assembly who wishes to lodge an objection to his or her termination must do so, preferably in writing, not later than 5 days before the scheduled Assembly.¹
- C. **NCWSA Officers and Executive Committee Members:** NCWSA officers, as defined in Article VI, Section 1, and the Executive Committee Members, as defined in Article V, Section 1 are also members of NCWSA.

Section 2. Determination and Rights of Members *

NCWSA shall have only one class of members and, except as provided in or authorized by the Articles of Incorporation or Bylaws of NCWSA, all memberships shall have the same rights, privileges, restrictions and conditions. Each Group Representative may represent only a single group, and shall cast only one vote, even if he or she might otherwise be eligible for multiple votes. No individual shall hold more than one membership in NCWSA.

Section 3. Eligibility of Registered Groups

- A. **Participation in NCWSA:** Participation in NCWSA by any Al-Anon Family Group or Alateen Group shall be voluntary.
- B. **Al-Anon Family Group Criteria for Eligibility:**² For purposes of these Bylaws, an Al-Anon Family Group meets the following criteria:
 - 1. Is registered with the World Service Office and has received a WSO registration number.
 - 2. Registers with NCWSA and provides the WSO registration number to the NCWSA Group Records Coordinator,
 - 3. Calls itself an Al-Anon Family Group,
 - 4. Is guided in all activities by Al-Anon's Twelve Steps, Traditions and Concepts of Service. (See Appendix A.)
- C. **Alateen Group Criteria for Eligibility:**² For purposes of these Bylaws, an Alateen Group meets the following criteria:
 - 1. Has a minimum of one certified Al-Anon Member involved in Alateen Service as their group sponsor.³
 - 2. Is registered with the World Service Office and has received a WSO registration number,
 - 3. Does not meet until the WSO Registration process is complete,
 - 4. Registers with NCWSA and provides the WSO registration number to the NCWSA Group Records Coordinator,
 - 5. Calls itself an Alateen Group,

6. Is guided in all activities by Alateen's Twelve Steps, Traditions and Concepts of Service.
(See Appendix A.)

D. **Registered Group List:** NCWSA shall keep a *confidential* registered group list containing the name and address of each registered group.

E. **Termination of Group Registration:** Registration of a registered group shall terminate when one of the following conditions occurs:

1. The Al-Anon Family Group or Alateen Group gives notice to the NCWSA Group Records Coordinator of their resignation, or

2. The Al-Anon Family Group or Alateen Group has been disbanded and notice has been given to the NCWSA Group Records Coordinator.

Section 4. Eligibility of Members

A. Any person selected as Group Representative by a registered .Al-Anon Family Group or Alateen Group is eligible for membership in NCWSA. The method of selection is up to the group conscience of the particular group, except that the current policies of the World Service Conference must also be followed.

B. No Group Representative of a group registered with the Group Records Coordinator of Northern California shall be refused membership in NCWSA when the Group Representative meets the membership requirements of these Bylaws.

C. The record of names and addresses of the registered groups signed by the NCWSA members at a duly called Assembly shall constitute the membership list of NCWSA. Such membership list shall be kept at NCWSA's principal place of business and shall be available for inspection by any Executive Committee member, officer or member of NCWSA during regular business hours. It shall not be used, in whole or part, by any person for any purpose not related to their responsibilities as a member of NCWSA.

Section 5. Fees, Dues and Assessments

There are no dues, fees or assessments required for membership in NCWSA. Contributions by participating Al-Anon Family Groups and Alateen Groups are encouraged, but are entirely voluntary.

Section 6. Number of Members

There is no limit on the number of members that NCWSA may admit. However, each Al-Anon Family Group or Alateen Group is limited to one member.

Section 7. Non-Liability of Members

A member of NCWSA is not, as such, personally liable for the debts, liabilities, or obligations of NCWSA. WSO and the .Al-Anon Family Groups, Alateen Groups, Districts, and Information Services (Intergroups) who participate in NCWSA also are not liable for the debts, liabilities, or obligations of NCWSA.

Section 8. Rights on Termination of Membership

All rights of a member of NCWSA shall cease on termination of membership as herein provided.

Section 9. Amendments Resulting in the Termination of Memberships *

Notwithstanding any other provision of these Bylaws, if any amendment to the Articles of Incorporation or to the Bylaws of NCWSA would result in the termination of all memberships or any

class of memberships, then such amendment or amendments shall be effected only in accordance with the provisions of Section 5342 of the California Nonprofit Public Benefit Corporation Law.

ARTICLE IV. MEETINGS OF NCWSA MEMBERS

Section 1. Place of Meetings

Meetings of NCWSA members (hereafter referred to as Assemblies) shall be held at places within Northern California as may be designated from time to time by the NCWSA Chairperson.

Section 2. Election, Annual and Other Regular Assemblies

The NCWSA Members shall meet during the fourth quarter of every third year beginning with 1964 at a time and place determined by the Chairperson for the purpose of electing officers and a delegate.⁴ The NCWSA Members shall also meet during September or October of each year for the purpose of any NCWSA business at a time and place determined by the Chairperson. The NCWSA Chairperson may choose to conduct any NCWSA business at other times during the year by designating other Assembly times and locations and properly notifying all registered groups of this Assembly.

Section 3. Special Assemblies

Special Assemblies for any lawful purpose may be called by the officers, the NCWSA Chairperson, the Executive Committee, five percent (5%) or more of the members, or by twenty five (25) or more of the Group Representatives from Al-Anon Family Groups and/or Alateen Groups registered with NCWSA, as long as at least five are from each of three (3) districts. In calling a special Assembly, the purpose of the Assembly must be clearly stated, along with the reason the business could not be conducted at the regularly scheduled Assembly. No business may be conducted at a special Assembly, except as delineated in the notice of the Assembly. Special Assemblies must be held at a convenient location within 200 miles of the principal office.

Section 4. Notice of Assemblies

- A. **Manner of giving notice:** To the extent that notice of changes of meeting times, notice of special Assemblies, or any other notice is given, adequate notice shall be deemed to have been given if it is announced at a regular Assembly, or given verbally in person or by telephone, or by mail, addressed to the Al-Anon Family Group or Alateen Group at the address given to NCWSA for purpose of notice.
- B. **Time of notice:** Notice of special Assemblies must be given at least thirty-five (35) days, but not more than ninety (90) days, prior to the Assembly.
- C. **Contents of notice:**
 - 1. The notice of any regular Assembly shall state the place, date, and time of Assembly.
 - 2. The notice of any special Assembly shall state the place, date, time of the Assembly, and the nature of the business to be transacted.⁵
 - 3. In the written notice of any Assembly, the contents of Article III, Section 1.B. shall be stated.
- D. **Notice of Assemblies Called by Group Representatives:** If a special Assembly for any lawful purpose is called by Group Representatives as authorized by these Bylaws, the request for the Assembly shall be submitted in writing, specifying the nature of the business proposed to be transacted, and shall be delivered personally or sent by registered mail to the NCWSA Chairperson. The NCWSA Chairperson shall cause notice to be given to the registered groups that a special Assembly will be held. The date for such Assembly shall be not less than thirty-five (35) and not more than ninety (90) days after the receipt of the request by the officer. If notice is not given by the NCWSA Chairperson within twenty (20) days after receipt of the request, the persons calling the Assembly may give the notice themselves.

E. **Special Notice Rules for Approving Certain Proposals ****: If action is proposed to be taken or is taken with respect to the following proposals, such action shall be invalid unless unanimously approved by those entitled to vote or unless the general nature of the proposal is stated in the notice of Assembly or in any written waiver of notice:

1. Removal of Executive Committee members without cause;
2. Filling of vacancies so created by NCWSA members;
3. Amending the Articles of Incorporation; and
4. An election to voluntarily dissolve NCWSA.

Section 5. Majority Action as NCWSA Membership Action **

Every act or decision done or made by a majority (more than 50%) of the NCWSA voting members present at a duly held Assembly is the act of the NCWSA members, unless the law, the Articles of Incorporation of NCWSA, or these Bylaws require a greater number.

Section 6. Voting at Annual, Regular, Election, and Special Assemblies

Each registered group is entitled to one vote on each matter submitted to a vote. This vote shall be cast in person by the Group Representative. Election of officers shall be by written ballot. Voting on other matters at duly held Assemblies may be by voice vote. Except as otherwise required by law, officers and Executive Committee members do not vote at Assemblies.

Section 7. Conduct of Assemblies **

Assemblies shall be presided over by the NCWSA Chairperson, or in his or her absence, by the most Immediate eligible Past Delegate. The Secretary of NCWSA shall act as secretary of all Assemblies, provided that in his or her absence, the NCWSA Chairperson shall appoint another person to act as Secretary of the Assembly. Assemblies shall be held in an orderly manner according to such rules as NCWSA may adopt from time to time. Strict adherence to parliamentary procedure is not required.

Section 8. Record Date for Assemblies *

The record date for purposes of determining the NCWSA members entitled to notice, voting rights, or any other right with respect to an Assembly or any other lawful membership action, shall be fixed pursuant to Section 5611 of the California Nonprofit Public Benefit Corporation Law.

ARTICLE V. EXECUTIVE COMMITTEE

Section 1. Number

NCWSA shall have five (5) directors and collectively they shall be known as the Executive Committee. The number may be increased by a majority vote of the members of NCWSA.

Section 2. Responsibilities

- A. Subject to the provisions of the California Nonprofit Public Benefit Corporation Law and any limitations in the Articles of Incorporation and Bylaws relating to action required or permitted to be taken or approved by the members of NCWSA, the business activities and affairs of NCWSA shall be conducted and all corporate powers shall be exercised by or under the direction of the Executive Committee. *
- B. For the purposes of the California Nonprofit Public Benefit Corporation Law, the Executive Committee is the Board of Directors of NCWSA.

- C. The Executive Committee was created by and is directly responsible to the members of NCWSA.

Section 3. Election

NCWSA shall, by a majority vote of the District Representatives, Delegate and Officers then in office, elect Executive Committee members from among those persons eligible.⁶

Section 4. Duties

It shall be the duty of the Executive Committee to manage the business affairs of NCWSA. Without limiting the generality of the preceding sentence, the Executive Committee shall have the following responsibilities, including but not limited to:

- A. Maintaining the policies of the NCWSA members;
- B. Authorizing expenditures in excess of approved budget;
- C. Approving budget revisions when necessary;
- D. Performing any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation of NCWSA, or by these Bylaws;
- E. Appointing and removing, employing and discharging, and except as otherwise provided in these Bylaws, prescribing the duties and fix the compensation, if any, of all agents and employees of NCWSA;
- F. Supervising all officers, agents, and employees of NCWSA to assure that their duties are performed properly;
- G. Meeting at such times and places as required by these Bylaws;
- H. Registering their addresses with the Group Records Coordinator of NCWSA,

Responsibilities *not* granted to the Executive Committee are:

- A. Approving any action which, under law or the provisions of these Bylaws, requires the approval of the members of NCWSA;
- B. Filling vacancies on the Executive Committee;
- C. Fixing compensation for the Executive Committee;
- D. Amending or repealing the Bylaws or adopting new Bylaws;
- E. Amending or repealing any resolution of the Assembly which by its express terms is not so amendable or repealable;
- F. Appointing committees of the Assembly or the members thereof;
- G. Approving any transaction to which NCWSA is a party and in which one or more of the Executive Committee has a material financial interest, except as expressly provided in Section 5233(d)(3) of the California Nonprofit Public Benefit Corporation Law.

Section 5. Terms of Office

The terms of office of the Executive Committee members shall be eighteen months, commencing January 1, 1994, and every eighteen calendar months thereafter. Each Executive Committee member shall hold office until the next Executive Committee shall be elected and assumes office, or his or her earlier death, resignation or removal in the manner hereafter provided.

Section 6. Eligibility

Past Delegates and officers and current and past District Representatives of NCWSA are eligible for election to the Executive Committee.

Section 7. Compensation *

Executive Committee members shall serve without compensation except that they may be allowed reasonable advancement or reimbursement for expenses incurred in the performance of their regular duties as specified in these Bylaws.

Section 8. Meetings

- A. **Time and Place:** Meetings shall be held within the geographical area designated as NCWSA as needed, but at least annually, to manage the business and affairs of NCWSA. Any meeting may be held by conference call, e-mail, or similar communications device, as long as all the Executive Committee members have access.
- B. **Calling Regular Meetings:** Regular meetings of the Executive Committee shall be fixed by the Executive Committee.
- C. **Calling Special Meetings:** Special meetings of the Executive Committee may be called by the Chairperson of the Executive Committee, the NCWSA Chairperson, Alternate Delegate or Secretary, or any two (2) members of the Executive Committee. Special meetings require at least four (4) days notice by First Class mail or 48 hours notice by telephone.
- D. **Quorum:** A quorum shall consist of one-fourth (1/4) but not less than three (3) of the Executive Committee members.
- E. **Conduct of Meetings:** Meetings of the Executive Committee shall be presided over by a Chairperson chosen by the members of the Executive Committee. A Secretary shall also be chosen from among the members of the Executive Committee.

The Executive Committee shall keep regular minutes of its proceedings, cause them to be filed with the corporate records, and report the same to the NCWSA members from time to time as the NCWSA members may require.

Executive Committee meetings shall be held in an orderly manner according to such rules as the Executive Committee may adopt from time to time. Strict adherence to parliamentary procedure is not required.

Section 9. Vacancies

Vacancies on the Executive Committee shall exist (1) on the death, resignation or removal of any Executive Committee member, and (2) whenever the number of authorized Executive Committee members is increased.

The Executive Committee may declare vacant the position of an Executive Committee member who has been declared of unsound mind by a final order of the court, or convicted of a felony, or been found by a final order or judgment of any court to have breached any duty under Section 5230 and following of the California Nonprofit Public Benefit Corporation Law.

Any Executive Committee member may resign at any time by giving written notice to the NCWSA Chairperson or the Executive Committee Chairperson. Any such resignation shall take effect at the date of the receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective provided that no Executive Committee member may resign if NCWSA then would be left without an Executive Committee quorum to conduct the affairs of NCWSA.

Vacancies on the Executive Committee will be filled by NCWSA, in accordance with the provisions of Section 3 of this Article. A person elected to fill a vacancy as provided in this Section shall hold office

until the next Executive Committee shall be elected and assumes office or until his or her earlier death, resignation or removal from office.

Section 10. Removal From Office

If any Executive Committee member fails to perform the responsibilities of that office, or does not attend any two (2) successive meetings, including Executive Committee, Assembly and NCWSC meetings, the NCWSA members may remove him or her by a majority vote of the District Representatives, Delegate and officers then in office.

The NCWSA members may, with or without cause, by a majority vote, instruct their District Representatives, Delegate and officers then in office to elect a new Executive Committee to replace the current Executive Committee. At their discretion, the members of NCWSC may require that this be accomplished at the next regular NCWSC meeting, or may instruct that a special NCWSC meeting be called for the purpose.

Section 11. Non-Liability of Executive Committee Members *

The members of the Executive Committee, as directors of NCWSA, shall not be personally liable for the debts, liabilities, or other obligations of NCWSA.

Section 12. Insurance for Corporate Agents *

Except as may be otherwise provided under provisions of law, the Assembly may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of NCWSA (including a director, officer, employee, or other agent of NCWSA) against liabilities asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not NCWSA would have the power to indemnify the agent against such liability under the articles of incorporation, these bylaws, or provisions of law.

ARTICLE VI. DELEGATE, OFFICERS, AND FINANCIAL ASSISTANTS

Section 1. Number of Officers

The officers of NCWSA shall be the Chairperson (who for purposes of the California Nonprofit Public Benefit Corporation Law shall be the President), the Alternate Delegate, the Treasurer (who for purposes of the California Nonprofit Public Benefit Corporation Law shall be the Chief Financial Officer), the Secretary, and the Area Alateen Process Person.⁷

Section 2. Eligibility to Serve

- A. **Officers:** An Al-Anon member who is serving, or who has served, as a District Representative is eligible to serve as an officer.
- B. **Area Alateen Process Person:** An Al-Anon member who is serving, or who has served, as a District Representative and who is a certified Al-Anon Member Involved in Alateen Service is eligible to serve as Area Alateen Process Person.
- C. **Delegate:** An Al-Anon member who is serving, or who has served, as a District Representative is eligible to serve as Delegate.
- D. **Financial Assistant(s):** An Al-Anon member.

Section 3. Election Procedures

Cumulative voting for the election of Delegate and Officers shall not be permitted. Each voting member shall cast one vote, with voting done by written ballot only, in accordance with Article IV. Sections 2 and 6.

- A. **Delegate, Alternate Delegate, and NCWSA Chairperson:**
 - 1. The first candidate to receive a two-thirds (2/3) vote is elected.
 - 2. In the event no one has received a two-thirds (2/3) vote after several ballots have been taken, the Election Assembly Chairperson may place the names of the candidates into a hat in accordance with Concept V. The person whose name is drawn is elected.
- B. **Other Officers:** The first candidate to receive a majority vote is elected to the office.

Section 4. Term of Office

- A. The term of office for Delegate and Officers shall be three years. This term begins on January 1 of every third year beginning 1964.
- B. Financial Assistants shall serve for the term of the Event for which they are responsible or as designated by the Executive Committee.

Section 5. Office Restrictions

- A. Neither the Secretary nor the Treasurer may serve concurrently as the NCWSA Chairperson.
- B. The Delegate may not hold concurrently any other office beyond the group level within the Area.
- C. No AI-Anon member may hold an NCWSA office if the member also holds an office at the Area level in an area outside of Northern California.

Section 6. Vacancies

- A. **Delegate:** If the Delegate cannot complete his or her three year term, the Alternate Delegate automatically becomes the Delegate for the balance of the term. If the Delegate cannot attend the World Service Conference for any reason, the Alternate Delegate will attend in the Delegate's place. If the Alternate Delegate also cannot attend the World Service Conference, the following persons will be asked, in turn, to attend: NCWSA Chairperson, former Delegate beginning with the most recent, until someone is able to attend.
- B. **Officers:** If any officer cannot complete his or her term of office, the NCWSA Chairperson appoints another person from among those eligible to fill the office until the next regular Assembly. If the NCWSA Chairperson resigns, the most Immediate eligible Past Delegate acts as NCWSA Chairperson until the next regular Assembly. At the next regular Assembly, any vacated positions are filled using the eligibility and voting requirements established for a regular election of officers.
- C. **Other Vacancies:** If a vacancy as to an officer arises and cannot be filled by the above procedures, the Executive Committee fills the vacancy from among those eligible for that position, until the next Assembly.

Section 7. Resignation or Removal and Replacement *

- A. The Delegate or any officer except the Chairperson may resign at any time by giving written notice to the NCWSA Chairperson. The Chairperson may resign at any time by giving written notice to the Executive Committee Chairperson, and such resignation shall take effect at the date of the receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

- B. If the Delegate or an officer does not fulfill the duties of that office as described elsewhere in these Bylaws, or does not attend two successive meetings including Assembly and NCWSC meetings, the NCWSA members may remove and replace that Delegate or officer, upon a vote equal to the vote required to elect that Delegate or officer.

Section 8. Compensation **

The Delegate, Officers and Financial Assistants shall serve without compensation except that they may be allowed reasonable advancement or reimbursement for expenses incurred in the performance of their regular duties as specified in these Bylaws.

Section 9. Duties of the Delegate, Officers, and Agents/Employees

A. Duties of the Delegate

The Delegate:

1. Shall be the link between the Area and WSO;⁸
2. Shall attend each meeting of the WSC;
3. Shall attend all Assembly and NCWSC meetings;
4. Shall send, or cause to be sent, the names and addresses of all NCWSC members to the Conference Administrator at WSO;⁹
5. Shall be available to all Area Groups, Districts and Information Services (Intergroups);
6. Shall submit a report of the WSC to NCWSA;
7. May attend seminars, conferences and meetings as authorized by NCWSA;
8. Shall perform all duties incident to the office of Delegate and such other duties as may be required by law, by the Articles of Incorporation of NCWSA, or by these Bylaws, or which may be assigned to him or her from time to time by NCWSA.

B. Duties of the Alternate Delegate

The Alternate Delegate:

1. Shall become the Delegate upon a vacancy in the office of Delegate,;
2. May assist the Delegate in the performance of his or her duties;
3. Shall attend all Assembly and NCWSC meetings;
4. Shall attend the WSC if the Delegate is not available to attend;
5. Shall serve as Chairperson for the NCWSA Budget Committee;
6. May attend seminars, conferences and meetings as authorized by NCWSA;
7. Shall perform all duties incident to the office of Alternate Delegate and such other duties as may be required by law, by the Articles of Incorporation of NCWSA, or by these Bylaws, or which may be assigned to him or her from time to time by NCWSA.

C. Duties of the NCWSA Chairperson

Since the position of Chairperson of NCWSA was created by and is directly responsible to the members of NCWSA, the NCWSA Chairperson:

1. Shall be the President of NCWSA for purposes of the California Nonprofit Public Benefit Corporation Law;¹⁰

2. Shall supervise the affairs of NCWSA and the activities of the officers and coordinators subject to the supervision of the Executive Committee;
3. Shall preside at all Assemblies;
4. Shall allow the most Immediate eligible Past Delegate to chair the meeting when the Chairperson has a conflict of interest on any item presented for discussion and/or vote;
5. Shall execute in the name of NCWSA such deeds, mortgages, bonds, contracts, checks, or other instruments which may from time to time be authorized by NCWSA, except as otherwise expressly provided by law, by the Articles of Incorporation, or by these Bylaws;
6. Shall attend the World Service Conference if the Delegate and the Alternate Delegate are not available to attend;
7. May attend seminars, conferences and meetings as may be authorized by NCWSA;
8. Shall perform all duties incident to the office of NCWSA Chairperson and such other duties as may be required by law, by the Articles of Incorporation of NCWSA, or by these Bylaws, or which may be assigned to him or her from time to time by NCWSA.

D. Duties of the Treasurer

The Treasurer:

1. Shall be the Chief Financial Officer of NCWSA for purposes of the California Nonprofit Benefit Corporation law
2. Shall be responsible for all funds and securities of NCWSA and delegate to the Financial Assistant(s) the deposit of all such funds in such banks, trust companies or other depositories as shall be approved by the Executive Committee;¹¹
3. Shall record the deposit of, and provide acknowledgement for all funds received, and document all money due and payable to NCWSA from any sources whatsoever;
4. Shall disburse, or cause to be disbursed, the funds of NCWSA as may be authorized by the members of NCWSA and directed by the Executive Committee, taking proper vouchers for such disbursement;
5. Shall keep and maintain adequate and correct accounts of NCWSA's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses;
6. Shall render to the officers and Executive Committee, whenever requested, an account of any and all of his or her transactions as Treasurer and of the financial condition of NCWSA;
7. Shall prepare, or cause to be prepared, and provide the quarterly and annual financial statements, consisting of regular bank reconciliation, month-end balance sheets, income/expense statements and cash flow reports to the Chairpersons of the Executive and Budget committees;
8. Shall provide a budget status report quarterly, and an annual report;
9. Shall keep a copy of and cause to be prepared by an independent Certified Public Accountant or Certified Tax Preparer the required local, county, state and federal tax returns/payments, and submit them on or before the deadlines; copies to be sent to the Chairpersons of the Executive and Budget committees;
10. Shall keep a copy of and prepare, or cause to be prepared, the required local, county and state sales tax reports/payments, and submit them on or before the deadlines; copies to be sent to the Chairpersons of Executive and Budget committees;
11. Shall be a member of the NCWSA Budget Committee;

12. Shall send out, or cause to be sent out, appeals to all registered Al-Anon Family Groups and Alateen Groups in Northern California for voluntary support at least annually;
13. Shall attend all Assembly and NCWSC meetings;
14. Shall provide the Financial Assistants all necessary materials for their duties;
15. May attend seminars, conferences, and meetings as may be authorized by NCWSA;
16. Shall perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the Articles of Incorporation of NCWSA, or by these Bylaws, or which may be assigned to him or her from time to time by NCWSA.

E. Duties of the Secretary

The Secretary:

1. Shall certify and keep at the NCWSA office, the original, or a copy of these Bylaws as amended;
2. Shall keep a book of minutes of all annual, regular, special, and election Assemblies, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the Assembly, and the proceedings thereof;
3. Shall see that all notices are given in accordance with the provisions of these Bylaws or as required by law;
4. Shall handle correspondence that is not channeled to a specific committee or coordinator;
5. Shall send, or cause to be sent, the names and addresses of all NCWSC members to the Conference Administrator at WSO if requested by the Delegate;
6. Shall attend all Assembly and NCWSC meetings;
7. May attend seminars, conferences, and meetings as may be authorized by NCWSA;
8. Shall perform all duties incident to the office of Secretary and such other duties as may be required by law, by the Articles of Incorporation of NCWSA, or by these Bylaws, or which may be assigned to him or her from time to time by NCWSA.

F. Duties of the Area Alateen Process Person

The Area Alateen Process Person:

1. Shall be responsible to certify Alateen Sponsor Candidates;¹²
2. Shall register and keep a record of all qualified Alateen Groups within NCWSA;
3. Shall keep a record of certified Alateen Sponsor Candidates consistent with the requirements of NCWSA, the World Service Office and the California State Department of Justice;
4. Shall notify the World Service Office of Area Sponsor Candidates and qualified Alateen Groups;
5. Shall attend all Assembly and NCWSC meetings;
6. May attend seminars, conferences, and meetings as may be authorized by NCWSA;
7. Shall perform all duties incident to the office of Area Alateen Process Person and such other duties as may be required by law, by the Articles of Incorporation of NCWSA, or by these Bylaws, or which may be assigned to him or her from time to time by NCWSA.

G. Duties of the Financial Assistant(s)

The Financial Assistant(s):

1. Shall be responsible for the receipt and deposit of all NCWSA funds except those of NoCAC;
2. Shall report the deposits to the Treasurer and Chairpersons of the Executive and Budget Committees at least monthly.
3. Shall perform all duties incident to the position of Financial Assistant and such other duties as may be required by these Bylaws or which may be assigned to him or her from time to time by NCWSA.

Section 10. Duties of the Immediate Past Delegate

The most Immediate eligible Past Delegate:

1. Shall become the Chairperson and serve as an Officer upon the vacancy of the office of NCWSA Chairperson, until the election of a new Chairperson at the next regularly scheduled Assembly.
2. Shall serve as Acting Chairperson when the NCWSA Chairperson is not available.¹³
3. Shall attend all Assemblies and NCWSC meetings.
4. Shall attend the WSC if the Delegate, Alternate Delegate, or Chairperson are not available to attend.
5. May attend seminars, conferences and meetings as may be authorized by NCWSA.
6. Shall perform all duties incident to the position of Immediate Past Delegate and such other duties as may be required by these Bylaws or which may be assigned to him or her from time to time by NCWSA.

ARTICLE VII. COORDINATORS

Section 1. Eligibility and Selection:

- A. Al-Anon members, not necessarily members of NCWSA, may serve as a Coordinators, except that the Alateen Coordinator must have served as an Alateen sponsor and is a certified Al-Anon Member Involved in Alateen Service.
- B. The NCWSC elects Coordinators and Alternate Coordinators. Any such election shall be by majority vote.¹⁴

Section 2. Coordinator Committees

Coordinators may form committees to aid in the fulfillment of their duties.

Section 3. Vacancies:

- A. Any Coordinator may resign at any time by giving written notice to the NCWSA Chairperson and such resignation shall take effect at the date of the receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

- B. If a Coordinator does not fulfill the duties of their position as described in the NCWSC guidelines or does not attend any two (2) successive meetings, including Assembly and NCWSC meetings, the NCWSC may remove that Coordinator, upon a majority vote.¹³
- C. If any Coordinator cannot complete his or her term of office, the Alternate Coordinator automatically becomes the Coordinator. If there is no Coordinator or Alternate Coordinator, the Chairperson may appoint an interim Coordinator. An election should be held at the next NCWSC meeting to fill the vacant position.

Section 4. Creation or Elimination of Coordinator Positions

If the need arises for a new Coordinator position or there is no longer a need for an existing Coordinator position, that action shall be initiated by NCWSC and approved by a majority vote of the NCWSA Members.

ARTICLE VIII. COMMITTEES

Section 1. Northern California World Service Committee (hereafter referred to as NCWSC)

A. Functions:

In furtherance of the objectives and purpose outlined in Article II, the NCWSC shall:

1. Serve in an advisory capacity to NCWSA;
2. Plan for the general improvement of NCWSA;
3. Provide a forum for the discussion and resolution of problems and concerns submitted by members of NCWSA.

B. Responsibilities:

The NCWSC shall:

1. Study problems and concerns submitted by NCWSA members, submitting those which cannot be resolved by the Assembly to the WSC prior to its stated deadline;
2. Review the proposed budget prior to its submission to the NCWSA for approval;
3. Study the needs of NCWSA, initiate projects, and present the results to NCWSA;
4. Accept requests from the District Representatives for the division of an existing district and, when determined advisable, recommend approval to NCWSA;
5. Conduct other business as may be required by law, by the Articles of Incorporation of NCWSA, or by these Bylaws, or which may be assigned to it by NCWSA.

C. Meetings: Meetings are called and chaired by the NCWSA Chairperson.

D. Definition of NCWSC Members:

1. Voting Members:

- a) As to all matters other than the election of the Executive Committee, the voting members of NCWSC are the NCWSA Delegate, immediate past Delegate, Officers and Coordinators (or the Alternate Coordinators if the Coordinator is unable to attend), District Representatives, multi-district Information Service (Intergroup) Liaisons,

Alateen Liaison, and Executive Committee members not otherwise members of NCWSC.

- b) Voting members for the election of the Executive Committee are those listed in that Article of these Bylaws.
 - c) Each voting member of this committee is entitled to one vote and the vote shall be cast in person.
2. **Non-Voting Members:** All other Past Delegates and any person appointed to chair an event or committee, including but not limited to the NoCAC Chair and the NCWSA Convention Chair.

E. Terms of NCWSC Membership

Persons who hold the offices listed in Section D.1. above, are NCWSC members by virtue of the office held. Their term as NCWSC member coincides with their term of office. The term of office for Delegate, Officers, and Coordinators shall be three (3) years. This term begins on January 1 of every third year commencing 1964. The term of office for Alateen Liaison shall be two (2) years, beginning on January 1 of every second year commencing 1981. The term of office for the Executive Committee shall be eighteen months, beginning on the first day of every eighteenth month commencing January 1, 1994.

F. Methods of Selection To NCWSC Membership:

All districts and Al-Anon Information Services (Intergroups) have autonomy in choosing the methods by which they select their representatives to the NCWSC. The method of selecting the Alateen liaison is up to the group conscience of the Alateen groups. All others are members of NCWSC by virtue of having been selected to serve some other NCWSA function, such as current Delegate, officer, Executive Committee member, coordinator, special committee chairperson, or past Delegate; selection processes for those offices are described elsewhere in the appropriate sections of these Bylaws.

G. Duties of District Representatives and Liaisons:

The duties of all District Representatives and Liaisons include cooperating with all other members of NCWSC and attending all NCWSC meetings. In addition, all voting members of NCWSC shall attend all Assemblies.

District Representatives and Liaisons serve as the link between the NCWSC and the entities they represent, bringing their progress, problems and concerns to NCWSC attention, and reporting NCWSC information back to those they represent.

Section 2. Budget Committee

- A. **Members:** Shall consist of the Alternate Delegate, the Treasurer, a past Treasurer or a past Alternate Delegate, and a currently serving District Representative from each Section: North, Central, and South. District Representatives are to be elected by caucus of their section.

B. Functions:

The Budget Committee shall:

1. Prepare a proposed annual budget to be presented to NCWSA for discussion and approval;
2. Review or cause to be reviewed annually the financial records of NCWSA, and report its findings to the NCWSA members at the next regular Assembly;
3. Review NCWSA bank reconciliations periodically.

Section 3. Northern California Alateen Conference Committee (hereafter referred to as NoCAC Committee)

- A. **Function:** The NoCAC Committee shall plan and execute periodic conferences known as NoCAC.
- B. **Restrictions:** The NoCAC Committee shall meet or exceed the current version of the NCWSA Requirement for Teen Safety, in accordance with the mandate of the World Service Conference and state that they meet this requirement in all flyers and announcements of their events.

Section 4. Other Committees

The NCWSA Chairperson may, from time to time, create committees or appoint persons who shall have specific limited authority to deal with a particular function, event or issue.

Section 5. Committee Chairpersons

- A. **Duties:** All committee chairpersons shall attend Assembly and NCWSC meetings and shall prepare a written report annually of their activities and present the report to NCWSA.
- B. **Vacancies:** If any committee chairperson cannot complete his or her function, the alternate committee chairperson automatically becomes the committee chairperson. The NCWSA Chairperson appoints another person to fill the position of alternate committee chairperson from among those eligible.
- C. **Removal:** If a committee chairperson does not fulfill the duties of their position as described in the NCWSC guidelines, or does not attend any two (2) successive meetings, including Assembly and NCWSC meetings, the NCWSA Chairperson may remove that committee chairperson.
- D. **Resignation:** Any committee chairperson may resign at any time by giving written notice to the NCWSA Chairperson and such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

ARTICLE IX. EXECUTION OF INSTRUMENTS, DEPOSITS AND FUNDS *

Section 1. Execution of Instruments *

The NCWSA members, except as otherwise provided in these Bylaws, may authorize any officer or agent of NCWSA to enter into any contract or execute and deliver any instrument in the name of and on behalf of NCWSA, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind NCWSA by any contract or engagement to pledge its credit or to render it liable monetarily for any purpose or in any amount.

Section 2. Checks and Notes *

Except as otherwise specifically determined by the NCWSA members, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other signs of indebtedness of NCWSA shall be signed by both the Treasurer and one other officer, or, in the Treasurer's inability to discharge the duties of office, by any two officers.

Section 3. Deposits *

All funds of NCWSA shall be deposited from time to time to the credit of NCWSA in banks, trust companies, or other depositories. NCWSA shall not act as a trustee of any trust, nor shall any funds be used specifically for investment purposes.

Section 4. Gifts *

Officers and Executive Committee members may accept on behalf of NCWSA any contribution, gift, bequest, or device for the charitable or public purposes of NCWSA. Contributions are accepted only from Al-Anon Family Groups and Alateen Groups, from recognized Al-Anon and Alateen activities, and from individual Al-Anon and Alateen members. The maximum contribution accepted from any individual member, or in a bequest from an Al-Anon or Alateen member, shall be in accordance with the recommendation of WSO.

ARTICLE X. NCWSA RECORDS AND REPORTS

Section 1. Maintenance of NCWSA Records *

NCWSA shall keep:

- A. Minutes of all Assemblies, and all meetings of the Executive Committee, indicating the time and place of holding such meetings, whether regular or special, how called, the notice given, the names of those present and the proceedings thereof;
- B. Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains and losses;
- C. A record of its members, indicating their names, groups they represent, group addresses and, if applicable, the termination date of any membership;
- D. A copy of NCWSA's Articles of Incorporation and Bylaws as amended to date, which shall be open to inspection by members of NCWSA at all reasonable times during office hours.

Section 2. Annual Report *

The officers shall cause an annual report to be published not later than one hundred and twenty (120) days after the close of the fiscal year. The annual report shall be made available to the members of the NCWSC, to each registered Al-Anon Family Group and Alateen Group, and, where practical, to those groups which made a monetary contribution in the immediately preceding year. The annual report shall contain the following information in appropriate detail:

- A. Assets and liabilities of NCWSA as of the end of the fiscal year;
- B. Principal changes in assets and liabilities during the fiscal year;
- C. Revenue or receipts of NCWSA, both unrestricted and restricted to particular purposes, for the fiscal year;
- D. Expenses or disbursements of NCWSA, for both general and restricted purposes, during the fiscal year.

The annual report shall be accompanied by the auditor's report.

Section 3. Executive Committee Members' Inspection Rights *

Every Executive Committee member shall have the absolute right at any reasonable time to inspect and copy all books, records, and documents of every kind and to inspect the physical properties of NCWSA and shall have such other rights to inspect the books, records, and properties of NCWSA as may be required under the Articles of Incorporation, other provisions of these Bylaws, and provisions of law.

The membership list is confidential. Prior to inspection of the *confidential* membership list, the Executive Committee member shall sign a statement agreeing to maintain the anonymity of those listed.

Section 4. Members' Inspection Rights *

Every member shall have the inspection rights outlined below, for a purpose reasonably related to such person's interest as a member. The membership list is confidential. Prior to inspection of the *confidential* membership list, the officer or NCWSA member shall sign a statement agreeing to maintain the anonymity of those listed.

The members' inspection rights are:

- A. To inspect and copy the record of all members' names, addresses, and voting rights, at reasonable times, upon written demand on the Secretary of NCWSA, which demand shall state the purpose for which the inspection rights are requested.
- B. To obtain from the Secretary of NCWSA, upon written demand on, and payment of a reasonable charge to, the Secretary of NCWSA, a list of the names, addresses, and voting rights of those members entitled to vote for the election of directors as of the most recent record date for which the list has been compiled or as of the date specified by the member subsequent to the date of demand. The demand shall state the purpose for which the list is requested. The membership list shall be made available within a reasonable time after the demand is received by the Secretary of NCWSA or after the date specified therein as of which the list is to be compiled.
- C. To inspect at any reasonable time the books, records, or minutes of proceedings of the members or of the board or committees of the board, upon written demand on the Secretary of NCWSA by the member, for a purpose reasonably related to such person's interests as a member.

Members shall have such other rights to inspect the books, records, and properties of NCWSA as may be required under the Articles of Incorporation, other provisions of these Bylaws, and provisions of law.

Section 5. Right To Copy and Make Extracts *

Any inspection under the provisions of this article may be made in person or by agent or attorney and the right to inspection shall include the right to copy and make extracts.

ARTICLE XI. FISCAL YEAR *

The fiscal year of NCWSA shall begin on the first day of January and end on the last day of December in each year. *

ARTICLE XII. AMENDMENT OF BYLAWS *

These Bylaws may be amended at any time by a majority of the NCWSA members present at any regular or special Assembly, provided a copy of the proposed amendment has been submitted to each registered group at least forty-five (45) days before the Assembly at which a vote is scheduled on the amendment. *

Article XIII. IRS 501(c)(3) Tax Exemption Provisions *

Section 1. Limitations on Activities *

No substantial part of the activities of NCWSA shall be the carrying on of propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Section 501(h) of the Internal Revenue Code), and NCWSA shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office.

Notwithstanding any other provisions of these Bylaws, NCWSA shall not carry on any activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

Section 2. Prohibition Against Private Inurement *

No part of the net earnings of NCWSA shall inure to the benefit of, or be distributable to, its members, directors, or trustees, officers or other private persons, except that NCWSA shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of NCWSA.

Section 3. Distribution of Assets *

Upon the dissolution of NCWSA, its assets remaining after payment, or provision for payment, of all debts and liabilities of NCWSA shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or shall be distributed to the federal government, or to a state or local government, for a public purpose. Such distribution shall be made in accordance with all applicable provisions of the laws of this state.

ARTICLE XIV. RESTRICTION REGARDING INTERESTED PERSONS

Notwithstanding any other provision of these Bylaws, not more than forty-nine percent (49%) of the persons serving as officers or Executive Committee members may be interested persons. For purposes of this Section, "interested persons" means either:

1. Any person currently being compensated by NCWSA for services rendered it within the previous twelve (12) months, whether as full or part-time employee, independent contractor, or otherwise; or
2. Any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of any such person.

APPENDIX A

The Twelve Steps

Suggested Al-Anon Preamble to the Twelve Steps

The Al-Anon Family Groups are a fellowship of relatives and friends of alcoholics who share their experience, strength, and hope in order to solve their common problems. We believe alcoholism is a family illness and that changed attitudes can aid recovery. Al-Anon is not allied with any sect, denomination, political entity, organization, or institution; does not engage in any controversy; neither endorses nor opposes any cause. There are no dues for membership. Al-Anon is self-supporting through its own voluntary contributions.

Al-Anon has but one purpose: to help families of alcoholics. We do this by practicing the Twelve Steps, by welcoming and giving comfort to families of alcoholics, and by giving understanding and encouragement to the alcoholic.

Suggested Alateen Preamble to the Twelve Steps

Alateen, part of the Al-Anon Family Groups, is a fellowship of young people whose lives have been affected by alcoholism in a family member or close friend. We help each other by sharing our experience, strength, and hope.

We believe alcoholism is a family disease because it affects all the members emotionally and sometimes physically. Although we cannot change or control our parents, we can detach from their problems while continuing to love them.

We do not discuss religion or become involved with any outside organizations. Our sole topic is the solution of our problems.. We are always careful to protect each other's anonymity as well as that of all Al-Anon and AA members.

By applying the Twelve Steps to ourselves, we begin to grow mentally, emotionally, and spiritually. We will always be grateful to Alateen for giving us a wonderful, healthy program to live by and enjoy.

1. We admitted we were powerless over alcohol—that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God as we understood Him.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these Steps, we tried to carry this message to others, and to practice these principles in all our affairs.

The Twelve Traditions – Al-Anon

The Traditions that follow bind us together in unity. They guide the groups in their relations with other groups, with AA, and the outside world. They recommend group attitudes toward leadership, membership, money, property, public relations, and anonymity.

The traditions evolved from the experience of AA groups in trying to solve their problems of living and working together. Al-Anon adopted these group guidelines and over the years has found them sound and wise. Although they are only suggestions, Al-Anon's unity and perhaps even its survival are dependent on adherence to these principles.

1. Our common welfare should come first; personal progress for the greatest number depends upon unity.
2. For our group purpose there is but one authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants—they do not govern.
3. The relatives of alcoholics, when gathered together for mutual aid, may call themselves an Al-Anon Family Group, provided that, as a group, they have no other affiliation. The only requirement for membership is that there be a problem of alcoholism in a relative or friend.
4. Each group should be autonomous, except in matters affecting another group or Al-Anon or AA as a whole.
5. Each Al-Anon Family Group has but one purpose: to help families of alcoholics. We do this by practicing the Twelve Steps of AA *ourselves*, by encouraging and understanding our alcoholic relatives, and by welcoming and giving comfort to families of alcoholics.
6. Our Al-Anon Family Groups ought never endorse, finance or lend our name to any outside enterprise, lest problems of money, property and prestige divert us from our primary spiritual aim. Although a separate entity, we should always cooperate with Alcoholics Anonymous.
7. Every group ought to be fully self-supporting, declining outside contributions.
8. Al-Anon Twelfth-Step work should remain forever non-professional, but our service centers may employ special workers.
9. Our groups, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. The Al-Anon Family Groups have no opinion on outside issues; hence our name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, and TV. We need guard with special care the anonymity of all AA members.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles above personalities.

The Twelve Traditions – Alateen

Our group experience suggests that the unity of the Alateen Groups depends upon our adherence to these Traditions.

1. Our common welfare should come first; personal progress for the greatest number depends upon unity.
2. For our group purpose there is but one authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is that there be a problem of alcoholism in a relative or friend. The teenage relatives of alcoholics, when gathered together for mutual aid, may call themselves an Alateen Group, provided that, as a group, they have no other affiliation.
4. Each group should be autonomous, except in matters affecting other Alateen and Al-Anon Family Groups or AA as a whole.
5. Each Alateen Group has but one purpose: to help other teenagers of alcoholics. We do this by practicing the Twelve Steps of AA *ourselves* and by encouraging and understanding the members of our immediate families.
6. Alateens, being part of Al-Anon Family Groups, ought never endorse, finance or lend our name to any outside enterprise, lest problems of money, property and prestige divert us from our primary spiritual aim. Although a separate entity, we should always cooperate with Alcoholics Anonymous.
7. Every group ought to be fully self-supporting, declining outside contributions.
8. Alateen Twelfth-Step work should remain forever non-professional, but our service centers may employ special workers.
9. Our groups, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. The Alateen Groups have no opinion on outside issues; hence our name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, and TV. We need guard with special care the anonymity of all AA members.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles above personalities.

The Twelve Concepts

Carrying the message, as suggested in the Twelfth Step, is Service, Al-Anon's Third legacy. Service, a vital purpose of Al-Anon, is *action*. Members strive to *do* as well as to *be*.

Anything done to help a relative or friend of an alcoholic is service: a telephone call to a despairing member or sponsoring a newcomer, telling one's story at meetings, forming groups, arranging for public outreach, distributing literature, and financially supporting groups, local services, and the World Service Office.

1. The ultimate responsibility and authority for Al-Anon world services belongs to the Al-Anon groups.
2. The Al-Anon Family Groups have delegated complete administrative and operational authority to their Conference and its service arms.
3. The right of decision makes effective leadership possible.
4. Participation is the key to harmony.
5. The rights of appeal and petition protect minorities and insure that they be heard.
6. The Conference acknowledges the primary administrative responsibility of the Trustees.
7. The Trustees have legal rights while the rights of the Conference are traditional.
8. The Board of Trustees delegates full authority for routine management of the Al-Anon Headquarters to its executive committees.
9. Good personal leadership at all service levels is a necessity. In the field of world service the Board of Trustees assumes the primary leadership.
10. Service responsibility is balanced by carefully defined service authority and double-headed management is avoided.
11. The World Service Office is composed of selected committees, executives and staff members.
12. The spiritual foundation for Al-Anon's world services is contained in the General Warranties of the Conference, Article 12 of the Charter.

General Warranties of the Conference

In all its proceedings the World Service Conference of Al-Anon shall observe the spirit of the Traditions:

1. that only sufficient operating funds, including an ample reserve, be its prudent financial principle;
2. that no Conference member shall be placed in unqualified authority over other members;
3. that all decisions be reached by discussion, vote, and whenever possible, by unanimity;
4. that no Conference action ever be personally punitive or an incitement to public controversy;
5. that though the Conference serves Al-Anon it shall never perform any act of government; and that like the fellowship of Al-Anon Family Groups which it serves, it shall always remain democratic in thought and action.

ENDNOTES

The Bylaws Committee has provided these endnotes to help the Assembly understand certain provisions of the Bylaws that aren't intuitively obvious. These explanations are not part of the Bylaws and have no legal meaning.

The first two endnotes are specific to legal requirements as specified in Nolo Press Documents and recur throughout the Bylaws. All references marked with an * or an ** are explained by the first two notes below:

* Do not change this verbiage unless the Nolo Press language changes.

** Consult Nolo Press Documents if a change is desired.

1. "Members as defined in Sections 1, A and B. are a legal definition in order 1) to meet the requirement that that the Assembly has a quorum, and 2) to meet the Service Manual guideline that those who vote at Assembly be present at the Assembly. Sections 1, A and B also have the meaning that the Assembly always has a legal quorum and that all Group Representatives present have the right to vote.

The mechanism to "terminate membership" is the legal term for stating that members from a previous Assembly are not members of the present Assembly unless they are present at this Assembly. This legal definition only applies to voting members (Group Representative). It does not remove any Group Representative from their position as Group Representative and does not affect their election, time served, length of their term, duties or responsibilities as Group Representatives of their group. When group representatives attend an Assembly, they automatically become members of the Assembly they attend when they register as a Group Representative for that Assembly."

2. The WSO Service Manual is our guide for deciding whether an association is an AI-Anon Family Group or an Alateen Group. The registration requirements of the WSO, listed in the service manual, are now different for AI-Anon Family Groups and Alateen Groups. Based on these statements, the Bylaws Committee separated the eligibility requirements of AI-Anon Family Groups and Alateen Groups. In addition, since the WSO reserves to itself the naming right of a group by giving them a registration number, NCWSA does not recognize a group until the group provides the WSO registration number. However, unlike an Alateen Group, an AI-Anon Family Group that has applied for their WSO registration number may meet even though they haven't yet received their registration number. The following is the text used as the basis of the NCWSA definition: Starting an AI-Anon Family Group: P-24/27 (2007 – 2009), page 31 " ... After the WSO registration process is completed the group contacts the local District or AI-Anon Information Service (AIS) to be included in the local meeting directory and the Area Web site. Some Areas and AIS's may require a second, separate registration form." How to Start an Alateen Group: P-24/27 (2007 – 2009), page 34: ... "Alateen groups do not meet or appear on local meeting schedules until the registration process is complete."

3. A certified AI-Anon Member Involved in Alateen Service is required for all Alateen Groups. Adults may choose to begin an Alateen Group when there are currently no teens present. In this case, at least one certified AI-Anon Member Involved in Alateen Service must be among the group founders. When the Alateen Group begins to function, then the group may select a certified AI-Anon Member Involved in Alateen Service or certified Alateen Sponsor of their choosing to serve as their group sponsor.

4. The California Non Profit Corporation Law requires a meeting of members for the purposes of electing its officers. NCWSA calls this the Election Assembly. Election of the delegate and officers has been held every three years since 1964, when the area was divided from Southern California and had its first election of Delegate. In 1961, the World Service Conference determined the length of the term of delegate to be three years. In 1964, the World Service Conference accepted the California proposal to divide into two areas. Since 1952, the area held three assemblies each year at a time and place selected by the Northern California Council of Alcoholics Anonymous. In 1979, NCWSA chose to hold their annual meeting in September to allow the Assembly, through the delegate, to have some input into the World Service Conference agenda. Annual assemblies also review the annual report, vote on the budget for the following year and conduct other legal and traditional business. In 2007, the Assembly voted to hold a second Assembly in the spring to allow the Delegate's Report from the WSC meeting to be timely.

5. This requirement prevents precipitous action by a small minority. Should a Special Assembly be called to remove someone from their position, they may do so provided that this agenda item is in the Assembly notice.

6. For purposes of electing Executive Committee members, the law requires that the persons who vote are NCWSA members (GR's) or are NCWSC members who have been elected directly by the GR's. The NCWSC members who have been directly elected by the GR's are District Representatives (at their district

meetings) and the Delegate and Officers (at Assembly). Consequently, for the purpose of electing the Executive Committee only, voting is restricted to the DR's, the Delegate and the Officers. GR's do not directly elect other NCWSC members, including coordinators, committee chairs and past delegates. Consequently, these NCWSC members are restricted from voting to elect Executive Committee members.

7. The officer position of Area Alateen Process Person was created at the 2007 Assembly.

8. The use of "Area" rather than "NCWSA" in this statement recognizes that the Delegate serves all the groups in Northern California, not just those groups who register with NCWSA. The distinction is that NCWSA is the legal entity and the Area is the Traditional Entity.

9. It is WSO policy to ask the Delegate for this information. It is the Delegate's option to ask the Secretary to collect this information and present it to the Delegate or mail it to the WSO.

10. The title President is the common use for legal business. The title Chairperson is traditionally used for AI-Anon business.

11. The NCWSA has separated the receipt and disbursement of funds into two functions. The Treasurer disburses funds and prepares the financial reports required by law and these Bylaws. While the Treasurer also is responsible for the receipt of NCWSA funds, the Treasurer delegates the collection and deposit of all funds to the Financial Assistants. Financial Assistants are used wherever funds are collected. This includes the person(s) who 1) receive donations from groups, 2) receive funds from ongoing events and 3) any other functions sponsored by NCWSA where funds are collected.

12. The terms "AI-Anon Member Involved in Alateen Service" (AMIAS) and "Alateen Sponsor Candidate" are both used throughout the Area. The differences are as follows:

An Alateen Sponsor Candidate is an Alateen Sponsor applicant who has been certified and added to the Area Sponsor Candidate List.

An AI-Anon Member Involved in Alateen Service is an AI-Anon member who is on the Sponsor Candidate List who occasionally or repetitively has direct contact and responsibility for the care of Alateen members in any capacity including but not limited to 1) sponsoring an Alateen meeting, 2) attending an Alateen Conference, 3) being responsible for the Alateen portion of a District or Area function, including Day in AI-Anon, Assembly, Conventions or similar activities, or 4) traveling with Alateen members to or from an AI-Anon or Alateen function.

13. Should the Immediate Past Delegate chair an Assembly or Committee meeting, the Immediate Past Delegate has the power to act as Chairperson both traditionally and legally. However, the absence of the NCWSA Chairperson at any meeting does not remove him or her from office.

14. Majority vote for NCWSA is defined as a vote of a minimum of $\frac{1}{2}$ of the members present plus a $\frac{1}{2}$ vote at the meeting at which the vote is taken. For example should there be 99 members, $49 \frac{1}{2}$ plus $\frac{1}{2}$ equals 50 which is the vote count to pass. Should there be 98 members present, the majority is also 50, since there is no $\frac{1}{2}$ voter and 49 would be a tie vote.

For purposes of determining a majority, abstentions count as a "NO" vote. This helps to prevent early termination of discussion where many members have not yet understood the issue and abstain.

Sometime a Group Representative attends two or more groups. They may even have been asked to represent more than one group. While the GR can bring information back from Assembly to all groups the GR attends, the GR has only one vote at Assembly. It is the GR who is the Assembly member, not the group

No one is allowed to carry a proxy vote, send in an absentee ballot, vote for someone who is absent or vote for a group that has no representative present at Assembly.

A majority vote is done for most items and does not require a written ballot. In the case of an election of the Delegate, Alternate Delegate and Chairperson, the Bylaws require a $\frac{2}{3}$ vote, where the vote to pass equals $\frac{2}{3}$ of the total members present.

The members may by a $\frac{2}{3}$ majority choose to use a $\frac{2}{3}$ majority for particular items brought to the Assembly.

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