

BY-LAWS

of the OHIO AREA ASSEMBLY
FOR
AL-ANON FAMILY GROUPS

The name of the Corporation shall be AL-ANON FAMILY GROUPS OF OHIO, INC., however, in keeping with Tradition 11 of the Al-Anon Family Groups Headquarters, Inc., this name shall be abbreviated as AFG of Ohio, Inc. (Motion # 2016/11-01)

ARTICLE I - PURPOSE

The purpose or purposes for which said corporation is formed are as follows:

AL-ANON FAMILY GROUPS OF OHIO, INC. is an organization to encourage, assist and serve the relatives and friends of alcoholics in dealing with the problems concerning and attendant to alcoholism: to reinforce their efforts to understand themselves and the alcoholic; and to foster their restoration toward a more normal life. This is accomplished through the dissemination of information pertaining to the AL-ANON FAMILY GROUPS FELLOWSHIP and through performing services for the Al-Anon Family Groups which they cannot do independently. It is to serve as a guardian of the 12 Traditions of Al-Anon/Alateen. It is a service body, not a governing body, and has no authority over the individual members or Groups. This organization shall, under its By-Laws, conduct the Ohio Area Assembly and the Ohio Area Convention. The corporation may engage in any lawful act or activity which furthers these stated purposes and which is permitted by the laws of the State of Ohio governing non-profit corporations.

Further, said corporation is organized exclusively for and its activities limited to charitable, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the IRS Code or corresponding section of any future federal tax code.

ARTICLE II - POLICY

A. Policy

Recommendation adopted to proceed with: Incorporation as Al-Anon Family Groups of Ohio, Inc., 501(c)(3) Non-Profit Status and Non-Profit Bulk Mail status with U.S. Postal Service. (10/92)

Accepted recommendation to separate the present By-Laws into legal material (all that is there for legal purposes) from all that is procedural, leaving: "By-Laws of the Corporation, Al-Anon Family Groups of Ohio, Inc." and "Handbook of General and Committee Working Procedures" which will be maintained by the Handbook Committee. (10/92)(changed from Secretary to Handbook & Guidelines Committee 10/00 motion #5)-(10/01 - motion #10 Guidelines Committee changed to Handbook Committee)

1. In all proceedings, the latest edition of the Al-Anon/Alateen Service Manual will be followed except for deviations found in the Ohio Area Assembly Handbook.
2. After adoption, these guidelines of procedures shall be followed by all succeeding Ohio Area Assemblies, until and unless amended.
3. Territorial Definition: Ohio Area Assembly participation is limited to groups meeting with the boundaries of the State of Ohio.

B. Meetings

1. The Annual Meeting of the Corporation (hereinafter also called the Two-Day Fall Assembly) will be held the second or third week in October. Except for elections years, when is to be held in the Districts of Columbus, the Two-Day Fall Assembly will rotate in the following order: Districts of Cleveland, Districts of Cincinnati, Districts of Dayton, Districts of Youngstown, Districts of Toledo, Districts of Akron-Canton. Guidelines per Handbook of General and Committee Working Procedures.
2. One (1) One Day Assembly will be held each Spring within approximately one (1) month after the World Service Conference.
3. If districts request a report in person from the Delegate, the cost for expenses is borne by metropolitan locale. (10/00 – motion #6)

C. Financing

1. Financing of the Ohio Area Assembly shall be accomplished by the voluntary contributions of the Al-Anon and Alateen Groups in the State of Ohio to the Ohio Area Assembly Expense Fund.
2. The Budget Committee will determine annually what the total budget will be. (10/00 – motion #7)
3. Checks shall be made payable to the Ohio Area Assembly, not the Treasurer. The words “Al-Anon” or “Alateen” should be deleted from all addresses pertaining to Assembly and Al-Anon/Alateen personnel. Anonymity shall remain the keynote in all our correspondence.
4. In Case the Ohio Area Assembly be defunct, all money should be sent to the World Service Office.
5. The Fiscal Year for Al-Anon Family Groups of Ohio, Inc shall be January 1 to December 31 inclusive. (Motion #2016/11-3)

D. Participation

1. All District Representatives shall furnish to the Ohio Area Assembly Secretary the name of each Group Representative and Alternate.
 - a. If neither Group Representative nor Alternate Group Representative can attend, a written proxy from the Group Secretary and/or Group Representative shall accompany the person representing the group and be given to the Ohio Area Assembly Registrar.
 - b. Full participation with voice and vote in accordance with the Policy Digest.
2. Each voting representative (Group Representatives or Official Alternate) shall pay the Ohio Area Treasurer a registration fee as established by the Ohio Area Assembly.
3. If not a Group Representative, the Distinct Representative’s expenses are covered by his/her District.

- E. **Unavoidable absences** of Area Officers: Advance notice should be given to the Delegate and/or Chairman in order to appoint a temporary substitute.

- F. **The Handbook**, updated, shall be made available for distribution at all 2-day Fall Assemblies.

Motion: To print complete sets of Handbook & Bylaws every 3 years. For the in-between years only the changes from those two intervening years will be printed. (passed 10/21/05) (Note: Complete sets of the Bylaws and Handbook will be passed out at the 2005 2-day Fall Assembly.)

- G. **An agenda** for a meeting will be sent to the District Representative for distribution to the Group Representatives. (10/00 – motion #8)

ARTICLE III - OFFICERS

- A. **Protocol**
Except as specifically amended herein, all officers will be governed by the Al-Anon/Alateen Service Manual. Refer to current Handbook for succession and election. (10/00 – motion #9)
- B. **Delegate** The Delegate is a member of all committees.
- C. **Alternate Delegate** The Alternate Delegate acts as Chairman of the Area Assembly in the absence of the Chairman.
- D. **Chairman** Chairs all General Assembly and Area World Service Committee meetings.
- E. **Treasurer**
1. A newly elected Treasurer shall not accept the books from the outgoing Treasurer until after they have been approved by a Reviewing Committee.
 2. The Area Treasurer and Area Delegate are the only persons authorized to withdraw funds: however, only one (1) signature shall be required on any Assembly checks. The Delegate is authorized to withdraw funds only in the case of an emergency and only with the agreement of another Ohio Area Assembly officer.
- F. **Secretary**
Takes minutes of all Assembly and Area World Service Committee meetings and records the minutes in permanent minute book, which is passed on to successors.
- G. **Past Delegates**
May be appointed as Area coordinators of a special service, or may fill any position the Delegate or Assembly may desire.

ARTICLE IV - ELECTION OF OFFICERS, ELIGIBILITY

- A. **Regular elections** will be held during the Two-Day Fall Assembly - (1987 and each three (3) years thereafter) and those elected will take office January 1 of the following year. Special elections to fill vacancies may be requested by the World Service Committee in accordance with the Al-Anon/Alateen Service Manual.
- B. **Procedure**
- 1) The latest edition of the Al-Anon/Alateen Service Manual shall be followed in the election of the Delegate and all other officers.
 - 2) A Temporary Election Chairman will be appointed by the Assembly Officers at the Assembly meeting prior to the Two-Day Fall Assembly at which elections are to be held.
 - a) The temporary Chairman will preside only during the election process.
 - b) The nominees shall leave the room during the counting of the ballots.
 - c) If after two (2) ballots no one has been elected, only the two (2) leading candidates will be thereafter voted upon.
 - 3) The outgoing Group Representative has the vote at State Assembly meetings. (10/91)

C. **Eligibility**

1. Eligibility will be based on the Secretary/Registrar's records of attendance.
2. Any active District Representative, Assembly Coordinator active in their local district, or Area Officer is eligible for any office providing they have attended or provided an alternate, three (3) out of four (4) meetings annually in the three (3) year period between elections. (3/95)
3. Any Group Representative with three (3) years active experience and attendance at five (5) out of six (6) assembly meetings or provide an alternate, in the three (3) year period between elections, is eligible for the office of Area Secretary or Area Treasurer. (5/20/95 – motion #2)
4. The Delegate and all other officers shall serve for a three (3) year period and shall not succeed themselves in the same office, but are eligible for any other office even if not currently a Groups Representative or District Representative.
5. Al-Anon/Alateen members who are also AA members do not hold office beyond the group level: Group Representatives (GRs), District Representatives (DRs), Area Coordinators, Newsletter Editors, Delegates, Chairman, etc. and/or any of their alternates, nor do they sit on the Ohio Area Assembly Standing Committees or Special Standing Committees.

ARTICLE V – COMMITTEES

A. **Standing Committee**

Area World Service Committee

B. **Special Standing Committees**

Area officers will seek volunteers and/or appoint all Chairman and Committee members for the following Standing Committees whose terms coincide with those of the Area Officers.

1. Budget Committee
2. Handbook
3. Review Committee
4. Two Day Fall/OAC Advisor (5/00 - motion #2)
5. Compliance Liaison (10/01 – motion #7 & 5/03 – motion #3)
6. Web Master
7. Registration Committee (05/11- motion #2011-2)

C. **Coordinators and Coordinating Committees**

1. Any active member, not necessarily a Group Representative or District Representative, elected at the Election meeting, to unify special services in the following areas.
 - a. Alateen
 - b. Archives
 - c. Public Outreach Coordinator
 - d. Group Records Coordinator
 - e. Literature
 - f. Forum
2. World Service has developed and continues to develop Guidelines for each of the reference categories.

ARTICLE VI - EXPENSES

In addition to the Delegate Equalized Expense fund as described in the Al-Anon/Alateen Service Manual, the Area Treasury is responsible to follow the Budget Committee recommendations.

All motions previously listed in this section of the Bylaws have been moved to the Handbook. (Motion #2 – passed 5/03)

ARTICLE VII - TWO-DAY FALL ASSEMBLY (Annual Meeting) - Handbook

- A. **The election meetings** held every third year (10/87) and all one-day meetings are held in the Assembly Center (Columbus, OH).
- B. **The Fall two-day** meetings between election years, to be held either the second or third Saturday in October, will be in the other Districts of this Area, by automatic rotation set by the Assembly:

Districts of Cleveland	2009	2018
Districts of Cincinnati	2010	2019
Districts of Dayton	2012	2021
Districts of Youngstown	2013	2022
Districts of Toledo	2015	2024
Districts of Akron-Canton	2016	2025

- C. **Agenda**
Assembly meetings are working-time for members to receive reports and conduct business of Al-Anon World Service Headquarters, and the Area Districts. Agenda for the two-day meetings prepared by the Chairman. Material sent to the Area Chairman eight (8) weeks prior to the Assembly meeting.
- D. **Area Officers Responsibilities**
 1. Prepare and mail Assembly notice/flyer.
 2. Approve schedule and plans for the two (2) days.
 3. Prepare Agenda
 4. Assist with workshops, material and developing.

ARTICLE VIII - PROCEDURE FOR APPROVAL AND AMENDMENT

- A. Adoption of the By-Laws will require the approval of two-thirds (2/3) of those voting at the Assembly at which the proposals are presented for adoption.
- B. Proposed amendments will also require the approval of two-thirds (2/3) of those voting at the Assembly at which the proposals are presented and at which a quorum of fifty (50) Group Representatives are present. (10/92) Group Representatives and District Representatives shall be notified at least one (1) month in advance of a meeting at which an Amendment is expected to be considered.

ARTICLE IX – ALATEEN SERVICE

Motion passed 2-day Fall 2004: To adopt the Minimum Safety and Behavioral Requirements mandated by the Trustees at WSO, to keep Alateen in existence in Ohio. (Ratified 10/04)

Instructions for implementing the Minimum Safety and Behavioral Requirements prior to 12/31/04. Districts Representatives should:

1. Obtain "Al-Anon Member Involved in Alateen Service form. (Included here)
2. Obtain new Alateen Group Re-registration form. (available from Group Records Coordinator)
3. Obtain copy of Minimum Requirements. (Included here)
4. Have Alateen sponsor or other Al-Anon member, involved in Alateen service fill out and sign the form.
5. DR must sign the form and keep a copy and send original form to the Ohio Area Alateen Process Person (AAPP)
6. Compliance Liaison will keep a copy for records and send original to WSO for authorization.

A. Ohio Area 44 Processes for Implementation of Alateen Requirements.

Definition of Al-Anon Member involved in Alateen: Any adult Al-Anon member involved in Alateen service, whether a permanent or interim sponsor; and any adults transporting, chaperoning, or responsible, in any way, for Alateens at an Al-Anon/Alateen function.

Responsibilities of the Area Alateen Process Person (AAPP)

1. The Ohio Area 44 Compliance Person will serve as the Area Alateen Process Person (AAPP).
2. The Ohio Area Alateen Process Person (AAPP) will serve as the Area Authorized Signature of the "Al-Anon Member Involved in Alateen Service" (AMIAS) form.
3. The AAPP will keep on-going and current records of the AMIAS certifications and Alateen group registrations and changes. The AAPP will keep the Ohio Alateen Coordinator up-to-date on all AMIAS records by periodically sending him/her a current list of AMIAS certifications. In this way, the Alateen Coordinator will have accurate and current information when contacting approved members in November each year to verify their continuing service.
4. The AAPP, who will receive AMIAS forms from the DRs, will:
 - a. acknowledge receipt of the form by sending a memo to that affect to the AMIAS.
 - b. sign the form as the Area Authorized Signature, make a copy for the AAPP records, and send the form to the Al-Anon World Service Office. The WSO will verify the Area Authorized Signature, process the AMIAS form by assigning an ID# and returning the form to the AAPP.
 - c. Send a second memo to the AMIAS informing the member of the completion of the certification process and the ID# assigned by the WSO.
5. The AAPP, who receives "Alateen Registration/Group Record Changes" from new and current groups, will verify the certification of

the sponsors and the CMA (Current Mailing Address) and send the forms to the WSO after making copies for the AAPP records. The AAPP will make copies of the processed forms received back from the WSO and send them to the Ohio Alateen Coordinator and the Ohio Records Coordinator.

6. The AAPP will receive from the members the annual AMIAS re-certifications from January 1 through May 31. While renewals for AMIAS certification will be received throughout the year, forms received by the AAPP after May 31 will not be included in the annual recertification paperwork sent to WSO.
 - a. The AAPP will coordinate all AMIAS records on an on-going basis in order to comply with the WSO deadline of July 1 for the annual re-certification process.
 - b. The AAPP will complete a "Status Change" form for any AMIAS who has not completed the Ohio Area re-certification process and send it to the WSO along with the Annual Re-certification paperwork.
7. The AAPP will keep a record of the "Alateen Annual Update" form which each Alateen group receives from the WSO in the Spring, completes with group information, and returns to the AAPP. The AAPP will make note of any new and/or changed group information and forward these forms to the WSO. After receiving these forms back from the WSO, the AAPP will send to the Alateen Coordinator and the Records Coordinator copies of the "Alateen Annual Update" forms which reflect changes to any groups.
8. The AAPP will send AMIAS forms and Alateen group registrations and changes to WSO throughout the year. For the "Alateen Registration /Group Record Changes", only the changed information needs to be filled in, eg. provide the Group ID# or group name, check the change (Sponsor,CMA, etc.), and fill in the new information.

B. Minimum Safety and Behavioral Requirements

1. Every Al-Anon member involved with Alateen service must:
 - a. be an Al-Anon member regularly attending Al-Anon meetings.
 - b. be at least 21 years old.
 - c. have at least two years in Al-Anon, in addition to any time spent in Alateen.
 - d. not have been convicted of a felony, and not have been charged with child abuse or any other inappropriate sexual behavior, and not have demonstrated emotional problems which could result in harm to Alateen members.
2. There must be at least one Alateen sponsor at every Alateen meeting.
3. The area requirements must prohibit overt or covert sexual interaction between any adult and Alateen member.
4. The area requirements must prohibit conduct contrary to applicable laws.

5. The area requirements must contain procedures for parental permission and medical care when applicable.
 6. The area requirements must be reviewed by local counsel.
 7. Consent forms must be signed by parent/legal guardian whenever any Alateen member is transported to/from any out of town Al-Anon/Alateen meetings or event. A notarized consent/medical form is required for any out of town Al-Anon/Alateen event. The form must be for the sole purposes of a specific event. A copy of the consent form must be kept in possession of the person who is providing the transportation or acting as chaperone. (passed 05/21/05)
 9. All Al-Anon Members Involved in Alateen Service will provide a set of fingerprinting impressions for the purpose of securing a criminal records check. (05/11 – motion #2011-01)
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**The Application Packet for
Al-Anon Members Involved in Alateen Service
Policies, Application Process, and Forms
is in the
Handbook of General and Committee Working Procedures
For the Ohio Area Assembly Meeting**

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