

# BYLAWS

For

Al-Anon Family Groups of Ohio, Inc.

## **ARTICLE I - NAME**

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 II – PURPOSE**

The 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 Bylaws, 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 III – POLICY**

### **SECTION A – POLICY**

1. Adopted the Guideline Motion to proceed with incorporation as Al-Anon Family Groups of Ohio, Inc., and to seek Non-Profit Bulk Mail status with U.S. Postal Service. (*motion 1992/10 - # 01*)
2. Adopted the recommendation to separate the present Bylaws into legal material (all that is there for legal purposes) from all that is procedural, leaving: “Bylaws For Al-Anon Family Groups of Ohio, Inc.” and “Handbook of General and Committee Working Procedures For Al-Anon Family Groups of Ohio, Inc.” maintained by Handbook Committee. (*motion 1992/10 - # 10*), (*motion 2000/10 - # 5*); (*motion 2001/10 - # 5*)
3. In all proceedings, the latest edition of the Al-Anon/Alateen Service Manual will be followed except for deviations found in the Handbook of General and Committee Working Procedures For Al-Anon Family Groups of Ohio, Inc.
4. After adoption, these guidelines of procedures shall be followed by all succeeding Ohio Area Assemblies, until and unless amended.

5. Territorial Definition: Ohio Area Assembly participation is limited to **registered** groups meeting within the boundaries of the State of Ohio, as well as other registered Al-Anon Family Groups that have petitioned by motion, and been accepted to join the Ohio Area. (*motion 2022/05 - # 1*)

## **SECTION B – MEETINGS**

1. The Annual Meeting of the Corporation (hereinafter called the Two-Day Fall Assembly) will be held the second or third week in October. Except for elections years, when it 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 Miami Valley, Districts of Youngstown, Districts of Toledo, Districts of Akron-Canton,** per the Handbook of General and Committee Working Procedures **for Al-Anon Family Groups of Ohio, Inc.**
2. A One-Day Assembly will be held each Spring within approximately one (1) month after the World Service Conference (WSC).
3. ~~If the districts request a report in person from the Delegate, the cost for the expense is borne by metropolitan locale. (*motion 2000/10/— # 6*)~~ **NOTE: Delete and move to Handbook instead as procedural**

## **SECTION C – FINANCING**

1. Financing of the Area Assembly shall be accomplished by the voluntary contributions of the Al-Anon and Alateen Groups in **the State of** Ohio Area 44 to the AFG of Ohio Inc., **Assembly Expense Fund.**
2. The Budget Committee will determine annually what the total budget will be. (*motion 2000/10 – # 7*)
3. Checks shall be made payable to AFG of Ohio Inc., not the Treasurer.
  - a. The words “Al-Anon” or “Alateen” should be deleted from all addresses pertaining to Assembly and Al-Anon / Alateen personnel.
  - b. Anonymity shall remain the keynote in all our correspondence.
4. In case AFG of Ohio, Inc., be defunct, all money should be sent to the Al-Anon 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*)

## **ARTICLE VIII - TWO-DAY FALL ASSEMBLY (ANNUAL MEETING) - HANDBOOK**

### **SECTION A**

The election meetings held every third year (beginning October, 1987) and all One-Day meetings are held in Columbus, OH.

### **SECTION B**

1. The Two-Day Fall Assembly 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 Area Assembly (*motion 2022-05 - # 3*).

|                 |                   |
|-----------------|-------------------|
| 2022 Youngstown | 2028 Cincinnati   |
| 2023 Columbus   | 2029 Columbus     |
| 2024 Toledo     | 2030 Miami Valley |
| 2025 Akron      | 2031 Youngstown   |
| 2026 Columbus   | 2032 Columbus     |
| 2027 Cleveland  | 2033 Toledo       |

2. See the Handbook of General and Committee Working Procedures for Al-Anon Family Groups of Ohio, Inc., for order of rotation.

### **SECTION 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. The agenda for the Two-Day Assembly meetings is prepared by the Area Chairman. Agenda materials are to be sent to the Area Chairman eight (8) weeks prior to the Assembly meeting.

## **ARTICLE IX - PROCEDURE FOR APPROVAL AND AMENDMENT**

- A. Adoption of the Bylaws 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. (*motion 1992/10 - # 10*)

1. See the Handbook of General and Committee Working Procedures for Al-Anon Family Groups of Ohio, Inc., Section III - Amendment Procedures, Article B - Bylaws Amendments, Item #1 for the current quorum\* guidelines as follows:

\*On a five (5) year trial basis, a quorum shall be the number of voting members registered and present at the beginning of each Area Assembly meeting. Effective Immediately. (*motion 2021/10 - # 3*)

- C. 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 X – ALATEEN SERVICE**

### **SECTION A**

1. Motion passed Two-Day Fall Assembly 2004: To adopt the Minimum Safety and Behavioral Requirements mandated by the Trustees at WSO, to keep Alateen in existence in Ohio. (*Ratified October, 2004*)
2. Motion passed Two-Day Fall Assembly 2023: To update the Al-Anon Member Involved In Alateen Service (AMIAS) Packet in the Handbook of General and Committee Working Procedures for Al-Anon Family Groups of Ohio, Inc., to reflect the current procedure and revised AMIAS certification forms. (*motion 2023/10*)
3. Motion passed Two-Day Fall Assembly 2024: To accept the Ohio Area 44 Alateen Safety and Behavioral Requirements (ASBR) as revised by the ASBR Alateen Task Force (per WSO guidelines) and reviewed by Ohio legal counsel. (*motion 2024/10 - # 8*)

### **SECTION B – MINIMUM SAFETY & BEHAVIORAL REQUIREMENTS**

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

1. Involved in Alateen Service form.
2. Obtain new Alateen Group 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 the original form to the Ohio Area Alateen Process Person. (AAPP)
6. Area Alateen Process Person will keep a copy for records and send original to the Al-Anon World Service Organization (WSO) for authorization (*motion 2018/05 – # 07*).

### **SECTION C – PROCESS FOR IMPLEMENTATION OF ALATEEN REQUIREMENTS**

1. Definition of Al-Anon Member Involved In Alateen Service: 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.
2. Responsibilities of the Area Alateen Process Person (AAPP): (*motion 2018/05 – # 06*)
  - a. The Ohio Area Alateen Process Person will serve as the Area Authorized Signature of the “Al-Anon Member Involved in Alateen Service” (AMIAS) form.

- b. 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.
  - c. The AAPP, who will receive AMIAS forms from the DRs, will:
    - i. Acknowledge receipt of the form by sending a memo to that affect to the AMIAS.
    - ii. Sign the form as the Area Authorized Signature, make a copy for the AAPP records, and send the form to the AI 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.
    - iii. Send a second memo to the AMIAS informing the member of the completion of the certification process and the ID# assigned by the WSO.
- 3. The AAPP, who receives "Alateen Registration/Group Record Changes" from new and current groups, will verify the certification of all 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 Group Records Coordinator.
- 4. 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.
- 1. 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.
- 2. 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, e.g., provide the Group ID# or group name, check the change (Sponsor, CMA, etc.), and fill in the new information.

## **SECTION D – MINIMUM SAFETY AND BEHAVIORAL REQUIREMENTS**

- 1. Every AI Anon Member Involved In Alateen Service (AMIAS) 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.
  - e. Provide a set of fingerprinting impressions for the purpose of securing a criminal records check. *(motion 2011/05 – # 01) see #8 below – duplicate)*
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 the parent/legal guardian whenever any Alateen member is transported to/from any out of town Al-Anon / Alateen meeting or event.
    - a. 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.
    - b. A copy of the consent form must be kept in possession of the person who is providing the transportation or acting as chaperone. *(motion 2005/05 – # 10B)*
  8. All Al-Anon Members Involved in Alateen Service will provide a set of fingerprinting impressions for the purpose of securing a criminal records check. *(motion 2011/05 – # 01)*

## **SECTION E**

The Application Packet for Al-Anon Members Involved in Alateen Service is in the Handbook of General and Committee Working Procedures For Al-Anon Family Groups of Ohio, Inc.

## **SECTION B**

The complete ASBR guidelines for having Alateen in Ohio Area 44 is found in the APPENDIX of the Handbook of General and Committee Working Procedures for Al-Anon Family Groups of Ohio, Inc.

**INDEX WILL BE UPDATED AS NEEDED**

# HANDBOOK

of

General and Committee Working Procedures

For

Al-Anon Family Groups of Ohio, Inc.

## 5. Area Treasurer

- a. Handles all Assembly funds, paying expenses approved by the Bylaws for Al-Anon Family Groups of Ohio, Inc., the Handbook of General and Committee Working Procedures For Al-Anon Family Groups of Ohio, Inc., and the Budget Committee. (*motion 2013/10 - # 6*)
- b. Presents a brief written report of the status of accounts at all meetings and a complete written detailed accounting of all transactions quarterly.
- c. Sends an Appeal Letter to all groups twice a year.
- d. Is a member of, and works closely with, the Budget Committee to bring recommendations to the Assembly on the use of excess funds.

## **SECTION VII – JOB DESCRIPTIONS & RESPONSIBILITIES - AREA OFFICERS**

**A. Delegate** - the Delegate is a channel through which information flows. Delegate brings to the Conference the viewpoint of the Area on matters affecting the entire fellowship and returns to the Area with a broader perspective of Al-Anon worldwide. The Delegate is the bridge of understanding which links the groups in the Area with world Al-Anon/Alateen to help them continue to function in unity. The Delegate is the servant of Al-Anon as a whole.

Responsibilities: (*motion 2018/05 – # 2*)

1. Delegate represents all Al-Anon/Alateen members in the Area, and performs all duties listed in the Al-Anon / Alateen Service Manual.
2. Becomes familiar with all current Al-Anon / Alateen Service Manuals, Guidelines, and collected Ask-it-Basket questions in order to pass on correct information, and to work according to Al-Anon principles.
3. The Area Assembly, at the Election Meeting, elects the Area Coordinators. If no candidate is available, the Delegate, with officers of AWSC, makes appointments. (*motion 1998/10 – # 3*)
4. Shares Area experience at three (3) annual World Service Conferences. Returns and shares the views and spirit of world-wide Al-Anon with the Area and is prepared to share further with any Group, District (or Districts) who request it, at their expense.
5. As a result of experience, and from sharing with other Delegates, the Delegate will originate and present to the Assembly, plans and policies to improve the Fellowship within the Area (which may be debated, modified, vetoed, or implemented by the Assembly).
6. With the Alternate Delegate, conducts an Information Session / Group Representative Orientation one hour before each Assembly meeting on: World Service Office service and structure, how the Concepts are applied, and on current issues before the Assembly, for the benefit of all incoming Group Representatives, or others who may wish to attend. (*motion 1990/04 - # 2*)
7. Keeps the Alternate Delegate informed as much as possible.
8. Writes a message to all Al-Anon / Alateen members in the Area for each issue of the Al-A-Notes newsletter.
9. If the Districts request a report in person from the Delegate, the cost for the expense is borne by the metropolitan locale. (*motion 2000/10 - #6*) (*motion 2025/10 - # ???*)