

BY-LAWS

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 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 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 By-Laws into legal material (all that is there for legal purposes) from all that is procedural, leaving: “By-Laws 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 groups meeting with the boundaries of the State of Ohio.

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.
2. A One-Day Assembly will be held each Spring within approximately one (1) month after the World Service Conference.
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*)

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 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*)

SECTION D – PARTICIPATION

1. All District Representatives shall furnish, to the Area Secretary, the name of each Group Representative and Alternate Group Representative.
 - a. If neither the Group Representative nor the 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 Area Registration Committee.
 - b. Full participation with voice and vote shall be in accordance with the Policy Digest.

2. Each voting representative (Group Representative or Official Alternate) shall pay the Area Treasurer a registration fee as established by AFG of Ohio, Inc.
3. If not a Group Representative, the Distinct Representative's expenses are covered by his/her District.

SECTION E – UNAVOIDABLE ABSENCES

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

SECTION F – THE HANDBOOK

1. All changes and updates to the By-Laws for AFG of Ohio, Inc., or the Handbook of General and Committee Working Procedures for AFG of Ohio, Inc., shall be posted on the Ohio Area Website within two months following each Assembly meeting.
2. Printed sets of the By-Laws for AFG of Ohio, Inc., and the Handbook of General and Committee Working Procedures for AFG of Ohio, Inc., shall be limited to the number of new Group Representatives from the previous year plus ten. (*motion 2017/05 - # 02*)

SECTION G – AGENDA

An agenda for a meeting will be sent to the District Representative for distribution to the Group Representatives. (*motion 2000/10 – # 8*)

ARTICLE IV – OFFICERS

SECTION A – PROTOCOL

1. Except as specifically amended herein, all officers will be governed by the Al-Anon Alateen Service Manual.
2. Refer to the current Handbook of General and Committee Working Procedures for AFG of Ohio, Inc., for succession and election. (*motion 2000/10 – # 9*)

SECTION B – DELEGATE

The Delegate is a member of all committees.

SECTION C – ALTERNATE DELEGATE

The Alternate Delegate acts as Chairman of the Area Assembly in the absence of the Area Chairman.

SECTION D – AREA CHAIRMAN

The Area Chairman chairs all General Assembly and Area World Service Committee meetings.

SECTION E – AREA SECRETARY

The Area Secretary takes minutes of all Assembly and Area World Service Committee meetings and maintains them as specified in the Handbook of General and Committee Working Procedures for Al-Anon Family Groups of Ohio, Inc. (*motion 2017/05 - # 03*)

SECTION F – AREA TREASURER

1. A newly elected Area Treasurer shall not accept the books from the outgoing Area Treasurer until after they have been approved by the Review Committee.
2. The Area Treasurer and Delegate are the only persons authorized to withdraw funds; however, only one (1) signature shall be required on any Area checks. The Delegate is authorized to withdraw funds only in the case of an emergency and only with the agreement of another Area Officer.

SECTION G – PAST DELEGATES

Past Delegates may be appointed as Area Coordinators of a special service, or may fill any position the Delegate or Assembly may desire.

ARTICLE V - ELECTION OF OFFICERS AND ELIGIBILITY

SECTION A - ELECTIONS

Regular elections will be held during the Two-Day Fall Assembly (beginning 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 Area World Service Committee in accordance with the Al-Anon/Alateen Service Manual.

SECTION 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 Assembly meetings. (*motion 1991/10 - # 5*)

SECTION C – ELIGIBILITY

1. Eligibility will be based on the Area Secretary / Registration Committee 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. (*motion 1991/10 - # 2*) (*motion 1995/03 - # 5*)
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. (*motion 1995/05 - # 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 Group 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 Area Standing Committees or Special Standing Committees.

ARTICLE VI – COMMITTEES

SECTION A – STANDING COMMITTEE

Area World Service Committee

SECTION B – SPECIAL STANDING COMMITTEES (*motion 2018/05 – # 06*)

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

1. Area Alateen Process Person (AAPP) (*motion 2004/10 - # 0000*)
2. Budget Committee
3. Handbook Committee
4. Registration Committee (*motion 2011/05 - # 2*)
5. Review Committee
6. Two Day Fall / OAC Advisor (*motion 2000/05 - # 2*)
7. Web Master

SECTION 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 Coordinator

- b. Archives Coordinator
 - c. Forum Coordinator
 - d. Group Records Coordinator
 - e. Literature Coordinator
 - f. Public Outreach Coordinator
2. The World Service Organization has developed, and continues to develop, Guidelines for each of the referenced categories.

ARTICLE VII - EXPENSES

- A. In addition to the Delegate Equalized Expense Fund as described in the Al-Anon/Alateen Service Manual, the Area Treasurer is responsible to follow the Budget Committee recommendations.
- B. All motions previously listed in this section of the Bylaws have been moved to the Handbook of General and Committee Working Procedures for Al-Anon Family Groups of Ohio, Inc. (*motion 2003/05 - # 2*)

ARTICLE VII - 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

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:

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

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.

SECTION D – AREA OFFICER RESPONSIBILITIES

1. Prepare and mail Assembly notice / flier.
2. Approve schedule and plans for the two (2) days.
3. Prepare Agenda
4. Assist with workshops, material and developing.

ARTICLE IX - 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. (*motion 1992/10 - # 10*)
- 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

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*)

SECTION B – MINIMUM SAFETY AND BEHAVIORAL REQUIREMENTS

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.
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 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.
 - 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 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.
 - 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 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 Group Records Coordinator.
4. 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.

5. 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.
6. 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 Al-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.
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 Policies, Application Process, and forms is in the Handbook of General and Committee Working Procedures For Al-Anon Family Groups of Ohio, Inc.

INDEX

Agenda	4
Al-Anon Member Involved In Alateen Service (AMIAS)	9-10
Alateen Service	8-9
Area Chairman	4
Area Secretary	5
Area Treasurer	5
Budget Committee	3
Coordinators and Coordinating Committees	6-7
Delegate	4
Delegate Report	3
Elections	5
Election Eligibility	5-6
Election Procedure	5
Handbook of General and Committee Working Procedures For Al-Anon Family Groups of Ohio, Inc.	2
Minimum Safety and Behavioral Requirements	10-11
Non-Profit Status	2
One-Day Assembly	3
Past Delegates	5
Process for Implementation of Alateen Requirements	9
Proxy	3
Special Standing Committees	6
Standing Committee	6
Two-Day Assembly	3
Unavoidable absences	4