

**BY-LAWS OF**  
**THE SAN DIEGO COUNTY COMMUNITY COMMITTEE**  
**OF CO-DEPENDENTS ANONYMOUS**

***ARTICLE I***

**NAME**

The name of the committee serving the San Diego community shall be called "The San Diego County Community of Codependents Anonymous Committee" (hereinafter referred to as the "Committee").

**PURPOSE**

The Committee has but one purpose, that of serving the fellowship of Co-Dependents Anonymous (CoDA). Its goals are to carry the CoDA message to those who still suffer from codependency, and to offer healthy support of the continuing growth of those recovering from codependency. The Committee serves the San Diego CoDA community in three principal ways: (i) Although it has no authority or control over individual groups or CoDA as a whole, the Committee serves as an inter-group coordinator and facilitator of communication between CoDA groups at all levels for the purpose of sharing the message of recovery from codependency; (ii) The Committee serves as the voice of the groups it represents in communicating with other CoDA community committees and with State and National CoDA organizations; and (iii), the Committee encourages and provides new groups with CoDA information and CoDA starter materials.

***ARTICLE II***

**SCOPE**

The Committee shall provide its services to all registered CoDA groups in San Diego County and its support to neighboring CoDA groups, encouraging them to follow the Steps and Traditions of CoDA and to read the following CoDA conference approved literature at each CoDA regular meeting: the Preamble, Welcome, Twelve Steps, Twelve Traditions and Promises.

***ARTICLE III***

**PRINCIPLES AND GUIDELINES**

The Committee shall at all times be directed in its efforts by the principles and guidelines of the Twelve Steps and the Twelve Traditions of Co-Dependents Anonymous, as adapted from Alcoholics Anonymous.

## ***ARTICLE IV***

### **MEMBERSHIP**

The voting membership of the Committee shall consist of elected representatives of every CoDA group (hereinafter called "Group Representatives") which is registered with the National Service Office of CoDA, and listed with the Committee ("CoDA Group") as well as certain officers and sub-committee chairpersons elected by the Committee (see ARTICLE V and ARTICLE VI). The Committee shall encourage each CoDA Group to elect a Group Representative and one or more Alternate Group Representatives.

### **TERMS OF GROUP REPRESENTATIVES**

The suggested term for a Group Representative and Alternate Group Representative is two years. The number of terms a Group Representative or Alternate may serve shall be at the discretion of the CoDA Group that such representatives serve.

### **VOTING**

On issues that come before the Committee, each CoDA Group shall have one vote, cast by the Group Representative or Alternate Group Representative elected by such CoDA Group. In addition, officers elected by the Committee (except as limited by ARTICLE V, Section G) and Standing Sub-Committee Chairpersons shall each have one vote. However, at no time shall one person have more than one vote.

## ***ARTICLE V***

### **OFFICERS**

The Officers of The Committee shall consist of the following:

1. Community Representative
2. Alternate Community Representative
3. Regional Representative
4. Alternate Regional Representative
5. Recording Secretary
6. Treasurer
7. Parliamentarian

### **TERMS OF OFFICE**

1. The term of the above named offices shall be for two calendar years. No officer shall hold the same office for more than one full term. No officer shall hold more than one office at any one time. No person shall serve for any combination of positions for more than four consecutive years. After one year in a non-officer capacity, full eligibility for holding office is reinstated.
2. The Alternate Community Representative and Alternate Regional Representative shall be considered Acting Community Representative and Acting Regional Representative, and shall move into those positions for the remainder of the un-expired term in the event the seat is declared vacant.

### **ELECTION OF OFFICERS**

1. Election of the Community Representative, Regional Representative and Treasurer shall be by hand or voice vote, to take place at the January meeting of the Committee, in every even numbered year. Election of the Alternate Community Representative, Alternate Regional Representative, Parliamentarian and Recording Secretary shall take place by hand or voice vote at the January meeting of the Committee, in every odd numbered year.
2. The nominee with the most votes shall be elected; the sitting Community Representative may vote to elect an officer only if necessary to break a tie.

3. At least one month prior to the elections, notice of positions open for election shall be extended to all CoDA Group Representatives.

### **NOMINATIONS**

A Nominating Committee may be established for the purpose of facilitating nominations, however, any qualified CoDA member may be nominated from the floor, or may volunteer for office at the time of the elections.

### **QUALIFICATIONS OF OFFICERS**

Any member of a CoDA Group may hold elective office on the Committee, provided such member has: (i) at least one year of being active in the CoDA program; (ii) a working familiarity with, and a commitment to, practicing the Twelve Steps and Twelve Traditions; (iii) attended at least four of the last six Committee meetings prior to the election.

### **DUTIES OF OFFICERS**

1. The COMMUNITY REPRESENTATIVE shall set the agenda for, and shall chair, the monthly meetings of the Committee, and shall conduct the meetings in accordance with the Twelve Traditions, the Committee's group conscience and established parliamentary procedure, and shall serve as a liaison between the Committee and neighboring community committees, and shall be responsible for providing a written report to the Committee when attending another community committee meetings. . If a Group Representative is elected to the office of Community Representative, he/she shall resign his/her position as Group Representative.
2. The ALTERNATE COMMUNITY REPRESENTATIVE shall serve in the absence of the Community Representative and shall perform the duties of the COMMUNITY REPRESENTATIVE in the absence of the COMMUNITY REPRESENTATIVE.
3. The RECORDING SECRETARY shall be responsible for taking and transcribing the minutes of the monthly Committee meetings, which shall include all announcements and all motions made, whether carried or not. The Recording Secretary shall distribute the minutes and other materials as the Committee may designate. The minutes of a monthly meetings shall be distributed to each Group Representative, Committee Officer, sub-committee chair, and affiliated chairs prior to the date of the following meeting.
4. The TREASURER shall be responsible for the receipt and disbursement of all Committee funds and shall provide a formal written monthly accounting to the Committee. The Treasurer shall be authorized as a signatory on any bank account held by the Committee. At any given time, there shall be three authorized signatories on the Committee's operating bank account, with two signatures being required for each check. The authorized signatories shall be the Community Representative,,the Alternate Community Representative and the Treasurer. It shall be the responsibility of the signatories to verify the validity of each disbursement.
5. The REGIONAL REPRESENTATIVE shall represent the Committee at State, National, and International business functions, and report those events in writing to the Committee.
6. The ALTERNATE REGIONAL REPRESENTATIVE shall fill the above responsibilities in the absence of the Regional Representative, and shall attend functions with the Regional Representative whenever possible.
7. The PARLIAMENTARIAN ensures that the Committee's meetings are conducted in accordance with the Twelve Traditions, The Committee's group conscience, and parliamentary procedures established by the Committee.

Each Community Officer shall be responsible for contacting the COMMUNITY REPRESENTATIVE or ALTERNATE COMMUNITY REPRESENTATIVE ahead of time if unable to attend a community meeting.

### **VOTING BY OFFICERS**

Each Officer shall be entitled to one vote on matters requiring a vote by the Committee; provided, however, that the Parliamentarian shall not have a vote; and the Community Representative who is currently chairing the meeting shall not vote except to break a tie. The fact that a Group Representative is elected to any office shall not entitle them to an additional vote.

### **VACANCIES AND RESIGNATIONS**

If an officer of the Committee fails to attend two consecutive meetings without prior notice, their office may be declared vacant by a majority of those members present and voting. Any officer may resign at any time by giving notice to the Community Representative.

### **REMOVAL FROM OFFICE**

Any officer of the Committee can be removed from office by a majority vote of the Committee members present and voting at either a Special Meeting called for that purpose (see ARTICLE VII, Section 0), or at the first regular monthly meeting subsequent to a meeting at which intent to request removal of said officer was announced, and such announcement carried in the minutes of that meeting (see ARTICLE V, Section 0, Paragraph 0).

### **FILLING OF VACANCIES**

Vacancies shall be filled by a majority vote at the meeting at which the vacancy occurs. Such persons chosen to fill said vacancies shall serve the remainder of the un-expired term and be eligible to be elected for the next full term. If the vacancy occurs in between meetings or a quorum has not been reached at a meeting where members are voting to fill a vacancy, the Community Representative shall make a temporary appointment until the next meeting at which a quorum is present, at which time an election shall occur as stated above.

When vacant, the Recording Secretary position shall be rotated among volunteers on the Board until the position is filled.

### **EXPENSES**

Reimbursement of expenses for any member of the Committee may be authorized by the Committee at its discretion. The Committee shall reimburse only pre-approved travel and lodging expenses for the Regional Representative to attend CoDA business meetings and/or conventions. Reimbursement of additional expenses may be authorized by the Committee at its discretion.

## ***ARTICLE VI***

### **SUB-COMMITTEES**

The Committee may establish Standing and Ad Hoc Sub-Committees, as it deems necessary, to carry out its purposes in the most effective and efficient manner.

### **SUB-COMMITTEE CHAIRPERSONS**

1. Standing Sub-Committee Chairpersons shall be elected at the same time in the same manner as Committee Officers (see ARTICLE V, Section 0), shall have the same terms of office (see ARTICLE V, Section 0), and meet the same qualifications (see ARTICLE V, Section 0).
2. Ad Hoc sub-committee chairpersons shall be appointed by the sitting Community Representative, and shall meet the requirements for office indicated in (see ARTICLE V, Section 0). Such Chairperson shall serve until completion of the particular need for which the committee was established. Ad Hoc Sub-Committee chairpersons do not have voting rights.

### **FORMAL SUB-COMMITTEE CHAIR POSITIONS**

1. Workshops, Seminar and Panels Chair creates and coordinates Super Seminar Saturday and other events which raise funds for the CoDA Community.
2. Public Info-Mail Chair picks up the CoDA Community mail at the Post Office Box, directs mail as indicated, sends out requests for meeting schedules..
3. Public Info-Phone Chair updates the CoDA information phone line, checks and forward messages, returns messages when necessary.

4. Public Info-Internet Chair, also known as the *Webmaster*, will keep the San Diego CoDA Community web page updated.
5. Literature Chair conducts and coordinates, from a separate literature bank account, the sale and purchase of literature between Region and National for the benefit of the San Diego CoDA Community at the Community meetings.
6. Outreach Chair answers phone inquiries about CoDA; provides help in forming new meetings; and acts a liaison between the CoDA Community to individuals that require information regarding CoDA events and meeting schedules and times.
7. Newsletter Chair publishes printed the newsletter in time for the Community Committee meetings; sends e-mail newsletter to E-edition subscribers and coordinates the distribution and sale of CoDA Community newsletter.
8. Hospitals and Institutions Chair coordinates the activities of the H & I Committee.
9. Activities Chair meets and coordinates activities for social events within the CoDA Community.

#### **SUB-COMMITTEE MEMBERSHIP**

Sub-committee membership shall include any person who is a member of a CoDA Group. The only requirement for membership is a willingness to serve.

#### **SUB-COMMITTEE PROCEDURES**

Each sub-committee shall prescribe its own rules for calling and conducting meetings, and its own methods of procedure, subject to the guidelines of the Twelve Traditions of Co-Dependents Anonymous, and the Committee.

#### **SUB-COMMITTEE RESPONSIBILITY**

Each sub-committee chairperson shall submit an oral report at each monthly meeting of The Committee. If any monies are expended, a detailed and itemized report shall be included along with copies of receipts.

#### **REMOVAL**

Removal of a Standing sub-committee chairperson can be made in the same manner as indicated in Article V, Section I. Ad Hoc sub-committee chairpersons may be removed by the vote of the members present at a Committee meeting.

#### **VACANCIES**

Should a vacancy, resignation, or removal occur in the case of any sub-committee chairperson, all pertinent information shall be delivered to either the Community Representative or Alternative Community Representative, or to their designees before or at the next regular Committee meeting. Vacancies requiring election shall be handled as designated in Article V, Section H. Other vacancies shall be filled by appointment of the Community Representative at the earliest opportunity.

### ***ARTICLE VII***

#### **OPEN MEETINGS**

The meetings of The Committee shall always be open, and any member of CoDA who wishes to attend will be welcome. Any member of CoDA may address the Committee at the monthly Community meetings, however, only a voting member may offer or second a motion.

### **REGULAR MEETINGS**

The Committee shall meet on the third Saturday of each month from 10:00 AM until 12:00 Noon, unless otherwise voted by the Committee. An INTENTION STATEMENT to be read before every community meeting.

### **SPECIAL MEETINGS**

A Special Meeting may be called at any time deemed necessary by the Community Representative or Alternate Community Representative. Notification and reason for Special Meeting must be extended to every registered group, Officer, and sub-committee chairperson.

### **CONDUCT OF MEETINGS**

All meetings of the Committee shall be conducted in the spirit of the Twelve Steps and following the guidelines of the Twelve Traditions. Parliamentary procedure of the meetings, unless otherwise specified herein, shall be guided by Robert's Rules of Order and as established by the Committee.

### **QUORUM**

The presence of thirty percent (30%) of voting members of the Committee shall constitute a quorum for all meetings of the Committee. If a quorum is present, any action approved by a majority of voting members then present at a meeting at which a quorum is present shall be the act of the members. If a quorum is present at the beginning of the meeting, the members may continue to transact business even if there is a withdrawal of enough members to leave less than a quorum, if the action is approved by a least a majority of the number of members required to constitute a quorum.

### **PROXIES**

Voting members of the Committee shall not have the authority to designate, either verbally or in writing, another voting member to vote on their behalf in their absence. This provision shall not, however, limit the rights of a CoDA Group to designate a substitute for their Group Representative or Alternate Group Representative with full voting privileges in the absence.

## ***ARTICLE IX***

### **MONETARY POLICY**

All monies collected or spent by the Committee or any of its members on behalf of the Committee shall be accounted for by the Treasurer and the Community Representative, or their assignees, in writing on a monthly basis.

## ***ARTICLE X***

### **AMENDMENTS TO THE BY-LAWS**

These by-laws may be changed in the following manner:

1. A proposed amendment must be introduced at a monthly meeting of the Committee and approved for distribution to the voting members by a simple majority of voting members present.
2. Such amendment must be distributed to all voting members of the Committee with notice that it will be voted on at the next meeting or at such other specific time.
3. At a meeting at which a quorum is present, such amendment shall not be valid unless it is approved by a majority of voting members

CERTIFICATION BY RECORDING SECRETARY

These by-laws were revised by the affirmative vote of the members of the Community Meeting at a meeting held on \_\_\_\_\_, 2004.

Signed: \_\_\_\_\_

Recording Secretary

Date: \_\_\_\_\_