

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

ARTICLE I

A. 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”).

B. 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

A. 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

A. 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

A. MEMBERSHIP

The voting membership of the Committee shall consist of elected representatives of every CoDA group (hereinafter called “Group Service Representatives” or “GSR”) 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 Service Representative and one or more Alternate Group Service Representatives.

B. TERMS OF GROUP SERVICE REPRESENTATIVES

The suggested term for a Group Service Representative and Alternate Group Service Representative is two years. The number of terms a Group Service Representative or Alternate may serve shall be at the discretion of the CoDA Group that such representatives serve. The Group Service Representative or Alternate serves as the link between the CoDA group and the Committee. Ideally, a GSR is an established member of the group, with experience, knowledge, and understanding of CoDA's *Twelve Steps* and *Twelve Traditions*...and

- Attends the local Committee business meetings
- Carries the group conscience to the local Committee business meetings; and then reports to the group on the outcomes.
- Notifies the group of any local or CoDA updates, announcements, and flyers.

C. VOTING

On issues that come before the Committee, each CoDA Group shall have one vote, cast by the Group Service Representative or Alternate Group Service 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

A. OFFICERS

The Officers of The Committee shall consist of the following:

1. Community Representative (elected in even numbered years)
2. Alternate Community Representative (elected in odd numbered years)
3. Regional Representative (elected in even numbered years)
4. Alternate Regional Representative (elected in odd numbered years)
5. Recording Secretary (elected in odd numbered years)
6. Treasurer (elected in even numbered years)
7. Parliamentarian (elected in odd numbered years)

B. TERMS OF OFFICE

1. The term of the above named officers 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.

C. ELECTION OF OFFICERS

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.

1. 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.
2. At least one month prior to the elections, notice of positions open for election shall be extended to all CoDA Group Service Representatives.

D. 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.

E. 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.

F. 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, 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. The Community Representative shall be authorized as a signatory on any bank account held by the Committee. If a Group Representative is elected to the office of Community Representative, he/she shall resign his/her position as Group Service 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 meeting shall be distributed to each Group Service 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.

G. VOTING BY OFFICERS

Each Officer shall be entitled to one vote on matters requiring a vote by the Committee; the Parliamentarian shall not have a vote. The Community Representative who is currently chairing the meeting shall not vote except to break a tie. The fact that a Group Service Representative is elected to any office shall not entitle them to an additional vote. All motions require a break of a few moments to get in touch with our Higher Power before voting.

H. 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.

I. 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 3).

J. 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.

K. 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

A. 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.

B. 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.

C. 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. (elected in even numbered years)
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. (elected in odd numbered years)
3. Public Info-Phone Chair updates the CoDA information phone line, checks and forwards messages, returns messages when necessary. (elected in even numbered years)
4. Public Info-Internet Chair, also known as the *Webmaster*, will keep the San Diego CoDA Community web page updated. (elected in odd numbered years)
5. Literature Chair conducts and coordinates the sale and purchase of literature from CoDA Resource Publishing, Inc. (CoRe Publications) for the benefit of the San Diego CoDA Community at the Community meetings and other CoDA events. The funds for the purchase of CoDA literature is provided by the Committee's general bank account; however, the Literature Chair is to provide a separate financial accounting of all expenses. (elected in even numbered years)
6. Outreach Chair Coordinates the activities of committees which facilitate community outreach by participating at fairs and other local events, and which spread awareness through communication with mental health professionals, creation of classified announcements for the local media, bulletin board flyers, etc (elected on odd years)
7. Newsletter Chair Edits and publishes the Newsletter and Community Meeting list in time for the Community Committee meetings in accordance with CoDA guidelines; maintains the Community Meeting List for accuracy; coordinates with the Webmaster; maintains the E-edition Newsletter Subscriber email list and emails newsletter to subscribers; and provides, at least one month prior to the annual election of officers, notice of positions open for election so they may be extended to all CoDA Group Representatives in accordance to the Bylaws Article V, Section C, Subsection 2 (elected on odd years)
8. Hospitals and Institutions Chair coordinates the activities of the H & I Committee. (elected in even numbered years)
9. Activities Chair meets and coordinates activities for fellowship events within the CoDA Community. (elected in even numbered years)

D. 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.

E. 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.

F. 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 original receipts.

G. 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.

H. 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, 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

A. 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.

B. 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 (see Addendum A) is read before every community meeting.

C. SPECIAL MEETINGS

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

D. CONDUCT OF MEETINGS

All meetings of the Committee shall be conducted in the spirit of the Twelve Steps and follows 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.

E. 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 present at the meeting 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 members withdraw from the meeting and the quorum is no longer met. All motions require a quorum and must have at least a majority vote for the motion to pass.

F. 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 Service Representative or Alternate Group Service Representative with full voting privileges in the absence.

ARTICLE IX

A. 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

A. 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 _____, 2010.

Signed: _____
Recording Secretary

Date: _____