

By Laws
of the
Southern California Regional Committee
of
Co-Dependents Anonymous

ARTICLE I

A. NAME

The name of the organization shall be the Southern California Regional Committee of Co-Dependents Anonymous, hereinafter also referred to as "SoCalCoDA" or "The Committee."

B. PURPOSE

1. The purpose of SoCalCoDA is to carry the message of experience, strength and hope to co-dependents who still suffer by facilitating the flow of CoDA information in both directions: from individual members through their local meetings and community committees to other regional and state entities and CoDA World Fellowship, as well as from any and all of these back to each individual member.
2. To fulfill this mission, SoCalCoDA will strive to create and utilize every available communications channel, including but not limited to: members and Regional Reps who attend our meetings; Delegates to CoDA World Fellowship and other state and regional CoDA committees; the exchange of newsletters, minutes and other mailings; and annual conferences with assemblies, workshops and meetings.

ARTICLE II

GUIDELINES

The members of The Committee will always be guided by the Twelve Steps and Twelve Traditions of Co-Dependents Anonymous as they continue to work on their own personal recovery.

The Twelve Steps of Co-Dependents Anonymous

1. We admitted we were powerless over others - that our lives had become unmanageable.
2. Came to believe that a power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God as we understood God.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all of these defects of character.
7. Humbly asked God to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people whenever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong, promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God as we understood God, praying only for knowledge of God's will for us and the power to carry that out.
12. Having had a spiritual awakening as a result of these Steps, we tried to carry this message to other co-dependents, and to practice these principles in all our affairs.

The Twelve Traditions of Co-Dependents Anonymous

1. Our common welfare should come first; personal recovery depends on CoDA unity.
2. For our group purpose there is but one ultimate authority - a loving Higher Power as expressed to our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership in CoDA is a desire for healthy and loving relationships.
4. Each group should remain autonomous except in matters affecting other groups or CoDA as a whole.
5. Each CoDA group has but one primary purpose - to carry its message to other co-dependents who still suffer.
6. A CoDA group ought never endorse, finance or lend the CoDA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary spiritual aim.
7. Every CoDA group ought to be fully self-supporting, declining outside contributions.
8. Co-Dependents Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. CoDA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. CoDA has no opinion on outside issues; hence the CoDA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.
12. Anonymity is the spiritual foundation of all our traditions; ever reminding us to place principles before personalities.

SoCalCoDA shall use its best efforts to ensure that these Twelve Traditions are maintained, for it is regarded by the Fellowship of Co-Dependents Anonymous as a custodian of these Traditions.

ARTICLE III

SCOPE

The Southern California Regional Committee of Co-Dependents Anonymous shall provide its services to: all CoDA groups in Southern California through their community committees, and other California regional committees, state or regional committees outside of California, and CoDA World Fellowship.

ARTICLE IV

MEMBERSHIP

Anyone who is a member of a Southern California CoDA group is a member of SoCalCoDA with the right to a voice. Out-of-area CoDA members may participate in discussions only by consensus of The Committee on a meeting-by-meeting or issue-by issue basis.

ARTICLE V

OFFICERS

Officers shall consist of Chairperson, Vice Chairperson, Immediate Past Chairperson, Treasurer, two Delegates (Delegate 1 and Delegate 2) and one Alternate Delegate to CoDA World Fellowship, Recording Secretary, Corresponding Secretary, Hospitals and Institutions Chairperson, Historian, Conference Chairperson, and others as needed. These officers do not govern, they are elected only to facilitate the mission of The Committee.

A. ELIGIBILITY

1. Any member of CoDA in Southern California is eligible to hold office, providing they have one year in CoDA program, a working knowledge of the Twelve Steps and Twelve Traditions and are attending CoDA meetings on a regular basis.
2. Those holding the offices of Chairperson, Delegate, Recording Secretary or Treasurer shall have at least one year of active service at the community or regional level and some experience with SoCalCoDA. It is recommended that all officers meet this requirement. Those holding the office of Immediate Past Chairperson shall have been elected and served as Chairperson in the previous two years.

B. ELECTIONS

1. Elections will be held at the annual assembly.
2. At the SoCalCoDA meeting prior to the annual Assembly, the Immediate Past Chairperson may appoint an *Ad Hoc* election committee to establish procedures for the election and to nominate members to fill any or all of the open offices. Further nominations may be made from the floor of the Assembly, and members may also volunteer for office at that time.
3. The Chairperson, Recording Secretary, Treasurer, Delegate 1, and H & I Chairperson are to be elected on even-numbered years; Vice Chairperson, Corresponding Secretary, Delegate 2, Alternate Delegate, Historian, and any other officers are to be elected on odd-numbered years. A Conference Chairperson will be elected annually.

C. GENERAL DUTIES

1. CHAIRPERSON: Prepares the agenda for SoCalCoDA meetings and annual Regional Assemblies, presides over same and serves as member-at-large of all standing and *Ad Hoc* committees.
2. VICE CHAIRPERSON: Presides over SoCalCoDA meetings and Regional Assemblies in the absence of the Chairperson and when requested by the Chair. Serves as member-at-large of all standing and *Ad Hoc* committees. In absence of both Chair and Vice Chair, SoCalCoDA meetings and Regional Assemblies shall be presided over in the order that officers are listed in this Article.
3. IMMEDIATE PAST CHAIRPERSON: Shall perform such duties as may be assigned by the Chairperson or Board of Trusted Servants. Shall serve as Chairperson of the Nominating Committee.
4. TREASURER: Responsible for the receipt, disbursement and proper accounting of all funds for which The Committee has jurisdiction, including but not limited to: Assembly, Regional Conference, Committee sponsored functions and normal operations (except when a separate account has been established - see ARTICLE IX, SECTION A., paragraph 6 below). Maintains proper and accurate records of all receipts and disbursements; prepares and presents a written report of the status of the SoCalCoDA account not less than quarterly and whenever additionally requested by The Committee. Shall ensure that funds are only disbursed for items either approved herein, by The Committee as a whole, or by previous action of The Committee or Regional Assembly. Shall not be authorized as signatory on any bank account held by The Committee.

5. DELEGATE 1 and DELEGATE 2: Representative to CoDA World Fellowship as directed by the group conscience of the Regional Assembly and The Committee. It is recommended that a DELEGATE serve previously as ALTERNATE DELEGATE.
6. ALTERNATE DELEGATE: Attends the CoDA World Fellowship Conference and serves in the absence of either DELEGATE.
7. RECORDING SECRETARY: Records and transcribes minutes of all business meetings, and submits coherent copy to CORRESPONDING SECRETARY and CHAIRPERSON within 21 days of a meeting of The Committee.
8. CORRESPONDING SECRETARY: Distributes minutes of meetings and other information to: SoCalCoDA officers and sub-committee chairpersons, each CoDA member attending the most recent regional committee meeting, all Southern California Community Committees and others as directed by The Committee.
9. HOSPITALS AND INSTITUTIONS CHAIRPERSON: Chairs the committee responsible for providing guidelines and assistance to Community Committees to aid them in implementing the Coda World Fellowship H & I Service Manual in their local area.
10. HISTORIAN: Maintains an historical record including: the minutes of every SoCalCoDA meeting and Regional Assembly, Treasurer's reports, sub-committee reports, mailings and other appropriate materials. Accumulates photos, information, memorabilia, etc. relating to SoCalCoDA including events, people, conventions, assemblies, workshops, etc.
11. CONFERENCE CHAIRPERSON: Plans, implements and evaluates the annual SoCalCoDA Conference; responsible for the selection and design of the Conference program, the staff and the management of the Conference; provides SoCalCoDA with a written evaluation of the Conference for use by the next Conference committee.

D. TERMS OF OFFICE

1. Terms shall be for two years, with the exception of the conference chairperson, which shall be for one year. A year shall be considered as the time elapsed between meetings of the Annual Assembly.
2. Terms shall commence at the end of the business session in which elections were held. Outgoing officers shall supply information and

materials to their successors and cooperate to ensure the smoothest possible transition.

3. Persons filling a vacant office for one year or less may be considered for a subsequent full 2-year term at the completion of the incomplete term.
4. No position shall be filled for more than three consecutive years by the same person for any reason.
5. No person shall serve in any combination of the positions of Chair, Treasurer or Delegate for more than six years continuous service.
6. After one year's absence from the positions of Chair, Treasurer or Delegate, full eligibility for holding office will be reinstated.

E. VACANCIES

1. Vacancies of less than one year (therefore to expire at the next Assembly) may be filled:
 - a. temporarily by appointment of the Chairperson of SoCalCoDA, subject to ratification by The Committee.
 - b. by election of The Committee should the Chair choose not to make an appointment, or should the committee not ratify an appointment by the Chair.
2. If the unexpired term is for more than one year, it may be temporarily filled as above, but an election must be held at the next Assembly to fill the vacancy and complete the unexpired portion of the term.

F. REMOVAL FROM OFFICE

1. Any officer can be removed from office by a majority vote of the Regional Assembly or two-thirds the SoCalCoDA members present and voting at either a quarterly meeting or a special meeting called for that purpose, provided that in any of the above cases, the officer subject to removal, and all members of The Committee have been informed at least 30 days in advance.
2. Failure to attend two consecutive scheduled meetings of SoCalCoDA without prior notification and/or without reasonable cause shall be sufficient grounds for immediate removal from office of any officer, or any position elected or appointed by SoCalCoDA or the Assembly. Such removal requires a simple majority of The Committee members present.

ARTICLE VI

SOUTHERN CALIFORNIA REGIONAL ASSEMBLY

A. SCHEDULE AND LOCATION

The Annual Regional Assembly shall convene no later than July 1 of each year. Date and location of the following Assembly shall be established by the current Assembly and SoCalCoDA.

B. MEMBERSHIP AND VOTING

Any CoDA member from the Southern California Region is a member of the Assembly, with the rights to address the Assembly, submit motions and vote. Other CoDA members and non-CoDA members may attend and may be allowed to address the Assembly, time permitting.

C. GUIDELINES AND PROCEDURES

The Assembly, with the aid of SoCalCoDA, shall establish their own procedures and guidelines within the frame work of (1) the Twelve Steps and Twelve Traditions, (2) these By Laws and (3) *Robert's Rules of Order*. An organization-recognized parliamentarian may be engaged to ensure adherence to the above. Should a member of CoDA serve as parliamentarian they shall forfeit their right to vote at any meetings for which they are engaged.

ARTICLE VII

REGIONAL COMMITTEE MEETINGS

A. SCHEDULE AND LOCATION

Regular committee meetings shall be held no less than quarterly at a location that is convenient to public transportation, services and facilities.

B. PROCEDURE

Questions of procedure shall be decided in accordance with *Robert's Rules of Order*, unless otherwise specified herein.

C. AGENDA

The Chairperson shall provide an agenda. Whenever possible agenda items shall be submitted to the chair at least 30 days prior to meetings. Additional items may be added under "new business" during the meeting, to be dealt with on a time permitting basis.

D. SPECIAL MEETINGS

Any officer of the Regional Committee may request a special meeting, which requires agreement by a simple majority of the Regional Officers, polled by phone contact. Thirty days written notice shall then be given to all committee members prior to said meeting.

E. SERVICE BOARD

The Committee may in the future establish a board of trusted servants to expedite business matters.

F. VOTING

1. Voting at SoCalCoDA quarterly meetings is limited to elected officers, sub-committee chairpersons, and Southern California Community Reps or their alternates.
2. Alternate Community Reps may vote when their Rep is not voting, or when their Community Rep has a vote due to holding one of the above positions.
3. No person shall have more than one vote.
4. To vote, members must be in attendance, there shall be no voting by proxy.
5. The Regional Chairperson shall vote only in the case of a tie or the possibility of a tie.
6. All others are encouraged to attend and discuss issues.

G. QUORUM

At all meetings of SoCalCoDA a simple majority of elected officers and standing sub-committee chairpersons shall be sufficient to constitute a quorum.

ARTICLE VIII

SUB-COMMITTEES

SoCalCoDA may establish Standing and *Ad Hoc* Sub-Committees as it deems necessary, granting the needs of the Committee.

A. SUB-COMMITTEE CHAIRPERSONS

1. Standing sub-committee chairpersons who are not elected by the Regional Assembly shall be elected by the Regional Committee or appointed by the Regional Chair and ratified by The Committee in the same manner as set forth in Article V, Section B of this document regarding officers. Standing Sub-Committee Chairpersons shall be considered officers of SoCalCoDA.
2. *Ad Hoc* Sub-Committee Chairpersons shall be appointed by the sitting Chairperson of SoCalCoDA and may be removed by the Chair. *Ad Hoc* Sub-Committee Chairs shall serve until completion of the particular need for which the sub-committee was established.

B. SUB-COMMITTEE MEMBERSHIP

Any person who is a member of a CoDA group within the scope of these By Laws may serve on a sub-committee. The only requirement for membership is a willingness to serve.

C. SUB-COMMITTEE PROCEDURES

Each sub-committee may prescribe its own rules for calling and conducting meetings and its own method for procedures, subject to the guidelines of the Twelve Traditions of CoDA and the group conscience of SoCalCoDA.

D. SUB-COMMITTEE RESPONSIBILITIES

Each sub-committee chairperson shall submit a written report to each meeting of the Regional Committee. If any moneys are expended, a detailed and itemized report with receipts shall be included.

E. VACANCIES AND REMOVAL FROM OFFICE

An Assembly elected Standing Sub-Committee Chairperson can be removed from office in the same manner designated in Article V, Section F. Vacancies may be filled as in Article V, Section G. Sub-Committee Chairpersons appointed by either the SoCalCoDA Chair or elected by The Committee may be removed as selected.

ARTICLE IX

BUDGET, FINANCES AND REIMBURSEMENT

A. BUDGET

1. Each year a sub-committee shall be established by The Southern California Regional Committee to prepare a budget for the following year.
2. No less than one quarter prior to the annual Assembly, the proposed budget shall be presented to and endorsed by the Regional Committee.
3. It shall be delivered to the Community Committees of the Region for their consideration at least 6 weeks prior to the Assembly.
4. At the annual Assembly, the budget, which may be discussed and revised as necessary, must be approved by a simple majority.
5. The final budget shall cover the period from October 1 to September 30 each year.

B. MONETARY POLICY

1. To fully support accountability to the CoDA membership as a whole, all moneys distributed by the Southern California Regional Committee of Co-Dependents Anonymous shall require the concurrence of at least two officers of The Committee.
2. At any given time there shall be three authorized signatories on the SoCalCoDA account(s). It is suggested that these be the Chairperson, Vice Chairperson and one other officer as selected by vote of The Committee.
3. Generally, the Treasurer shall draw up all checks or drafts, but shall never have the power to sign. If the Treasurer is unable or unavailable to draw a check, it must be drawn by one signatory and signed by another.
4. The Treasurer or officer who draws and the one who signs each check shall be responsible for ensuring that it is an appropriate disbursement.
5. No signatory may sign a check payable to themselves; no checks shall be made payable to cash, unless it states on the check that it may not be drawn for more than \$25.
6. The Committee may authorize sub-committees (e.g. the Conference Sub-Committee) to establish separate bank accounts.

- a. Handling and operation of such accounts shall strictly follow all of the above requirements and guidelines, except that the sub-committee shall elect a treasurer and two or three signatories to fulfill the responsibilities and meet the criteria outlined above for SoCalCoDA officers.
- b. The names of those selected as treasurer and signatories shall be made known to SoCalCoDA. The SoCalCoDA chair and the sub-committee chair shall jointly ensure that all the requirements and procedures called for in the MONETARY POLICY section are met.
- c. Monthly statements shall be supplied to the Chairperson of SoCalCoDA in a timely manner.

C. WHO IS REIMBURSED

1. Normally, only Southern California Regional Committee Officers are reimbursed by SoCalCoDA for committee related travel and living expenses.
2. The Committee may vote to reimburse others in certain situations.

D. RESPONSIBILITY

1. All officers are personally responsible to arrange their own reservations and other needs.
2. All SoCalCoDA expenses incurred should be done with a spirit of frugality.
3. The Treasurer shall review all submitted expenditures for appropriateness. If an inappropriate expense is presented for reimbursement, the Treasurer shall withhold payment. Final decision as to appropriateness shall lie with The Committee.
4. Questions of appropriateness should be brought to the Treasurer or The Committee in advance, if possible.

E. AIRLINE GUIDELINES

1. All reimbursable travel in Southern California should be done via ground transportation; air travel should only be considered outside of the Region.
2. All efforts should be made to secure the lowest fare available, including advance bookings for the most reduced rates.

3. Only coach or similar accommodations will be reimbursed.
4. Travel to additional destinations or staying additional days will not be reimbursed.

F. HOTEL GUIDELINES

1. Hotel accommodations will only be reimbursed when an overnight stay is required.
2. Only the minimum number of nights possible for any event or assignment will be reimbursed.
3. Discretion is requested in all expenses; "add-ons" will not be reimbursed (i.e. unnecessary room service, non-CoDA related phone calls, in-room movies, etc.)

G. GROUND TRANSPORTATION

1. Ground transportation will only be reimbursed for travel from the officer's home to the event location and return.
2. Personal automobile use will be reimbursed at the actual cost of the expenditures, supported by a receipt for purchase of fluids required for the reasonable and customary operation of the vehicle.
3. Car rental will not be reimbursed for quarterly or ad hoc SoCalCoDA meetings or the Regional Assembly. For other SoCalCoDA activities, car rentals may be reimbursed only if the cost of the rental would be equal or less than the cost of personal auto use.
4. Bus and cab fares outside of the Southern California Region will be reimbursed at full fare; if courtesy buses are available at a function, they must be used. Cabs are strongly discouraged due to their high cost.
5. Parking costs outside the Southern California Region will be reimbursed.

H. OTHER EXPENSES

1. Any member incurring approved copying, printing and other such costs will be reimbursed.
3. Costs for meals during SoCalCoDA and sub-committee meetings will not be reimbursed, with the exception of multi-day events where the officer/member cannot travel back and forth from their primary residence

- each day. While participating in a SoCal CoDA business event/meeting outside of the SoCal Region, reimbursement will be up to \$30.00 per diem.
3. Phone use is reimbursed for CoDA business only. A copy of the phone bill with other calls blacked out shall be submitted.

I. REIMBURSEMENT PROCEDURES

1. All requests for reimbursement must be accompanied by the standard reimbursement form (available from the Treasurer) and receipts for all expenses.
2. There will be no reimbursement for unauthorized expenditures or for items not supported by receipts.
3. All completed forms and receipts should be sent directly to the Treasurer.
4. A duplicate reimbursement form must be submitted by anyone wishing an itemization of reimbursement.
5. Reimbursement forms and receipts will become property of the treasury, available for inspection by officers or members of SoCalCoDA.
6. Allow 30 days for processing and issuance of a check. For earlier payment the Treasurer must be alerted.
7. Receipts and forms not submitted within 30 days from conclusion of the event/activity will not be considered for reimbursement, without prior notification of the Treasurer and/or The Committee.

J. PREPAYMENT OF EXPENSES

1. In the spirit of the Traditions, an individual's inability to prepay for reimbursable expenses is not sufficient cause to exclude them from a service position. An itemized written request for advance of reasonable and customary costs will be honored by The Committee, with subsequent delivery of receipts required for final settlement.
2. Request for an advance shall be delivered to the Treasurer 45 days before the scheduled event or activity.
3. Within thirty days of the completion of a function for which an advance was paid, an expenditure form shall be submitted, accompanied by receipts for all appropriate expenses. If the advance payment was greater than the actual costs incurred, the difference shall be forwarded with the

report; if additional funds are owed to the member they will be paid within 30 days of receipt of the report.

ARTICLE X

CHANGES TO THE BY LAWS

- A. All changes in the By Laws of the Southern California Regional Committee of CoDA, be they additions or amendments, require a two-thirds majority vote of the Regional Assembly.
- B. Additions and amendments may be proposed in any of the following ways:
 - 1. Submittal to SoCalCoDA by any member of CoDA in the Southern California Region.
 - 2. Motion at a SoCalCoDA quarterly business meeting.
 - 3. Motion on the floor of the Regional Assembly; simple majority approval shall require ratification at the following annual meeting.
- C. Changes proposed in Section B, paragraphs 1 and 2 shall be reviewed by The Committee with a simple majority necessary to present them at the following annual Assembly. The Committee may implement, by two-thirds majority vote, any of the above-proposed changes throughout the working year, subject to approval by two-thirds majority of the Regional Assembly at the next annual meeting.

Amended and ratified by Regional Assembly June 23, 2012