

# ACA Sacramento and Northern California By-Laws

**MISSION STATEMENT:** To serve the ACA members in our area under the guidelines of The Twelve Steps, The Twelve Traditions, and The Twelve Concepts as listed on pages 8-11.

## **Article 1 Purpose**

The ACA Sacramento and Northern California Intergroup 640 purpose is to provide a link between local meetings and the ACA World Service Organization (WSO). The Intergroup has a board consisting of the District Committee Member (DCM), Treasurer, Secretary, Public Information Chair, Literature Chair, Events Chair, and Hospitals and Institutions Chair.

## **Article 2 Service Positions**

District Committee Member (DCM) and Alternate DCM

Recovery: 2 years                      Term: 2 years

- a) Conducts monthly intergroup meetings. Prepares and distributes the agenda and DCM report. Presents Intergroup issues to the Region meetings.
- b) Receives Monthly General Service Representative (GSR) Reports
- c) Organizes Workshops, Service Activities, and Group Discussions
- d) Organizes GSR information and education
- e) Keeps Alternate DCM informed of current events and information
- f) Visits meetings regularly to stay informed of their needs and to offer literature, events, workshops and WSO information.
- g) Encourages members to get involved with the ACA service work.

Delegates Recovery: 2 years Term: 2 years

Each Intergroup (or if your city has no intergroup, then a single meeting or a fellowship - a group of meetings at the same address) shall elect a Delegate to represent their area and send them to the Annual Business Conference (ABC) and the ACA World Conferences. Delegates are trusted servants guided by The Twelve steps, Twelve Traditions and Twelve Concepts and have a commitment to service.

Delegates read the WSO proposals to the group, records their votes and vote the way their meetings want them to the ACA Annual Business Conference.

General Service Representatives (GSR) and Alternate GSR

Recovery: 1 year Term: 1 year

GSR's are the link between the meetings and the ACA Intergroup. GSR's bring information to the meetings in order that the group can reach an informed group conscience. Let us demonstrate patience, love and tolerance as we listen to others. Let us have courage to speak up when we have something to share, and wisdom to do what is right for our group and ACA as a whole.

GSR's read the WSO proposals to the group and records their votes and thus votes their group at the Intergroup and or the ACA ABC.

Treasurer Recovery: 1 year Term: 1 year

Collect money and make deposits into ACA bank account. Pay rent, supplies, literature, and any other Intergroup expenses. Keeps a record of all transactions and provides a monthly report to the intergroup.

Secretary Recovery: 1 year Term: 1 year

Records brief monthly Intergroup minutes and emails them to Intergroup members. Keep a binder with all Intergroup meetings for reference.

Public Information Chair Recovery: 1 year Term: 1 year

Provide ACA educational information and material to meetings, schools, professionals, and businesses. Maintains a list of PI volunteers. Create and maintain an ACA Intergroup Website.

Literature Recovery: 1 year Term: 1 year

Keep up on new ACA books and pamphlets. Make recommendations on which literature the Intergroup should have, check inventory and provide monthly report to Intergroup.

Events Chair Recovery: 1 year Term: 1 year

Gather suggestions for events, propose events at Intergroup meetings, and obtains Intergroup votes for events. Event planning including, reserving a place, arranging for tables and chairs, finding and organizing volunteers, asking the treasurer for funds, printing up flyers and distributing them to Intergroup members and meetings including passing them on to AA and Al-Anon meetings. Arranging for donation of food and prizes for events.

### Intergroup Finance Committee

Consists of DCM, Treasurer, P&I, Events, H&I, Hotline, and Literature Chair. The finance committee meets during the odd months of the year to amend the budget and propose an annual budget. The finance committee presents the budget to the Intergroup in September, votes on it in October and implements it in January.

### Hospitals and Institutions (H&I) Chair

Recovery: 1 year Term: 1 year

Take literature and meetings into hospitals, jails and institutions.

Newsletter Chair Recovery: 1 year Term: 1 year

Make an ACA Sacramento and Northern California Newsletter, include information about the WSO newsletter Comline and email the ACA Sac. newsletter every month.

Office Coordinator                      Recovery:            1 year                      Term: 1 year

Runs the office. Makes sure office is open during scheduled office hours. Keeps supplies, literature, coffee and chocolate stocked.

Hotline Chair                              Recovery:            1 year                      Term: 1 year

Maintain 24 hour ACA Hotline. Find, train and schedule volunteers to man the phones.

### **Article 3 Membership**

All may attend, but only officers, delegates, and GSR's may vote. At any time a group conscious can be called to remove a disruptive person.

### **Article 4 Intergroup Procedures**

a) Intergroup meetings are held the first Saturday of the month from 10-12 pm. Meetings are no longer than 2 hours and any unfinished business shall be carried over to next month's meeting.

b) Voting members shall be all officers, delegates, and GSR's. All may attend but only those mentioned may vote.

c) Robert's Rules of Order shall be followed.

d) A simple majority (51%) is required to pass a Motion.

### **Article 5 Reimbursement**

When attending meetings, the Intergroup shall reimburse (when funds are available) voting members. Due to financial constraints, non-voting members may attend, but cannot be reimbursed.

When attending conferences, Alternates will be able to attend but there is no reimbursement unless they are the representative.

Reimbursement is as follows:

- a) Mileage .50 cents per mile.
- b) Registration Full cost
- c) Lodging Full cost of one room
- d) Meals Saturday night dinner
- e) Airfare Full Cost
- f) Printing .10 cents per page

All reimbursements should be submitted in writing to the Treasurer.

Items not covered in these By-Laws  
should be referenced to the ACA World Service Office.

# THE TWELVE STEPS

1. We admitted we were powerless over the effects of alcoholism or other family dysfunction, 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 understand 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 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 wherever 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 understand 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 others who still suffer, and to practice these principles in all our affairs.

# THE TRADITIONS

1. Our common welfare should come first; personal recovery depends on ACA unity.
2. For our group purpose there is but one ultimate authority - a loving God as expressed in our group conscience. Our leaders are but trusted servants, they do not govern.
3. The only requirement for ACA membership is a desire to recover from the effects of growing up in an alcoholic or dysfunctional family.
4. Each group is autonomous except in matters affecting other groups or ACA as a whole. We cooperate with all other 12-Step programs.
5. Each group has but one primary purpose - to carry its message to the adult child who still suffers.
6. An ACA group ought never endorse, finance or lend the ACA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
7. Every ACA group ought to be fully self-supporting, declining outside contributions.
8. Adult Children of Alcoholics should remain forever non-professional, but our service centers may employ special workers.
9. ACA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Adult Children of Alcoholics has no opinion on outside issues; hence the ACA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we maintain personal anonymity at the level of press, radio, TV, films, and other public media.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

# THE TWELVE CONCEPTS OF ACA

## **Concept 1**

The final responsibility and the ultimate authority for ACA World Services should always reside in the collective conscience of our whole fellowship.

## **Concept 2**

Authority for the active maintenance of our world services is hereby delegated to the actual voice, the effective conscience for our fellowship.

## **Concept 3**

As a means of creating and maintaining a clearly defined working relationship between the ACA meetings, the ACA World Service Office (WSO) Board of Trustees, and its staff and committees, and thus ensuring their effective leadership, it is herein suggested that we endow each of these elements of service with the traditional Right of Decision.

## **Concept 4**

Throughout our structure, we maintain a traditional Right of Participation.

## **Concept 5**

Throughout our structure, a Right of Petition prevails, thus assuring us that minority opinion will be heard and that petitions for the redress of grievances will be carefully considered.

## **Concept 6**

On behalf of ACA as a whole, our Annual Business Conference (ABC) has the principal responsibility for the maintenance of our world services, and it traditionally has the final decision respecting large matters of general policy and finance. But the ABC also recognizes that most of these matters would be exercised primarily by the Trustee members of the WSO.

## **Concept 7**

The ABC recognizes that the Articles of Incorporation and the By-laws of the ACA WSO are legal instruments: that the Trustees are thereby fully empowered to manage and conduct all of the world service affairs of ACA. It is further understood that our WSO relies upon the force of tradition and the power of the ACA purse for its final effectiveness.

## **Concept 8**

The Trustees of the WSO act in this primary capacity: they are the principal planners and administrators.

## **Concept 9**

Good service leaders, together with sound and appropriate methods of choosing them, are, at all levels, indispensable for our future functioning and safety. The primary world service leadership must necessarily be assumed by the Trustees of the ACA WSO.

## **Concept 10**



Every service responsibility should be matched by an equal service authority—the scope of such authority to be always well defined whether by tradition, by resolution, by specific job description, or by the Operating Policy and Procedures Manual and bylaws.

### **Concept 11**

While the Trustees hold final responsibility for ACA's World Service administration, they should always have the assistance of the best possible standing committees, corporate trustees, executives, staffs, and consultants. Therefore the composition of these underlying committees and service boards, the personal qualifications of their members, the manner of their induction into service, the systems of their rotation, the way in which they are related to each other, the special rights and duties of our executives, staffs and consultants, together with a proper basis for the financial compensation of these special workers, will always be matters for serious care and concern.

### **Concept 12**

In all its proceedings, ACA WSO shall observe the spirit of the ACA Twelve Traditions, taking great care that the conference never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Conference members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion vote and whenever possible, by substantial unanimity; that no WSO action ever be personally punitive or an incitement to public controversy; that though the WSO may act for the service of ACA, it shall never perform any acts of government; and that, like the fellowship of ACA which it serves, the WSO itself will always remain democratic in thought and action.