

CLA WSO Bylaws: Article VI: Procedures and Responsibilities

Approved 2018

Section 1. Nominations

Nominations to the Board of Trustees shall be made from the floor at the January and February meetings. Persons who wish to be nominated but who cannot attend the January or February meetings may make their desire known to the chairperson prior to the February meeting. Persons may self-nominate. No later than one week following the February meeting, nominees may present a summary of their qualifications for the position. At that time, this information shall be posted on the CLA WSO website, as well as emailed to the General Assembly, so that groups can make an informed decision through their delegates. A Nominating Committee may also be formed at the discretion of the CLA WSO Executive Committee. Elections will be held at the March meeting.

Section 2. Method of Election

A. Elections shall be held annually or as needed to fill vacancies at a meeting specified for that purpose.

B. To be eligible for election to the Board of Trustees (Officers), the nominee must:

1. Meet all qualifications as defined in Article VI, Section 3. Exceptions may be made by majority vote by the General Assembly. If a nominee does not meet all requirements in Article VI, Section 3, Item D, he or she may state where they are lacking, and then state a time bound intention to address plans to be in compliance.

2. Understand responsibilities of the position as defined in Article VI, Section 6.

D. *[sic]* In order to be elected to the Board of Trustees (Officers), a nominee must receive a majority vote (51%) of the CLA delegates and Executive Committee members present. Each person shall have only one vote. Proxies must be made in writing to the chairperson 24 hours prior to the meeting.

E. *[sic]* Any Board member may be removed by the Board of Trustees after two (2) consecutive and unexcused absences from WSO meetings, or if evidence of gross misconduct is presented to the members of Board of Trustees.

Section 3. Board of Trustees (Officers) Qualifications

A. Currently working the Twelve Steps of CLA with a sponsor, with a group, or other recovery mentor and making progress in decluttering

B. Observing the CLA Twelve Traditions and Alcoholics Anonymous' "The Twelve Concepts for World Service"

C. Regularly attending an active group for a period of at least one year, as well as having held a service position such as delegate, WSO committee member, or meeting moderator for at least six months, and having attended at least two consecutive WSO meetings in the last six months

D. Endorsing and consistently demonstrating application of the CLA Code of Conduct

E. Being willing to ask for help and receive help whenever needed

F. Specific requirements for various positions:

1. Chairperson & Vice Chairperson

a. Must become familiar with Roberts Rules of Order

b. Must have access to a computer and the Internet

c. Must have access to a phone

d. Must have the ability and willingness to chair service meetings in accordance with the group

conscience and the Twelve Traditions of CLA

2. Recording Secretary

- a. Must have access to a phone, computer, and the Internet
- b. Must be able to manage email mailing list
- c. Must be available to sign as Secretary on corporate and bank forms
- d. Must be able to circulate minutes to members at least ten days before meetings
- e. Must have good writing and spelling skills
- f. Must be able to distribute meeting agendas and associated documents/information

3. Corresponding Secretary (Storekeeper)

- a. Must have access to a phone , computer, printer, and the Internet
- b. Must have ability to make regular trips to the post office & bank
- c. Must maintain accurate records and report monthly to WSO and Executive Committee
- d. Must be able to fill literature orders in a timely manner
- e. Must be available to sign as Secretary on corporate and bank forms

4. Treasurer & Assistant Treasurer

- a. Must be able to prepare financial reports
- b. Must become familiar with financial accounting software
- c. Must have access to a computer and the Internet
- d. Must have access to a phone

5. Voicemail Correspondent

- a. Must have access to a phone, computer, and the Internet
- b. Must be able to speak in a clear, concise and pleasant manner
- c. Must have excellent 'people skills

6. Webmail Correspondent

- a. Must have access to a phone, computer, and the Internet
- b. Must be able to write in a clear, concise, and friendly manner
- c. Must be familiar with resources within our own website and able to provide hyperlinks to these
- d. Must have an ability to coordinate inquiries with resources within the Fellowship

7. Archivist

- a. Must have access to a phone, computer, and the Internet
- b. Must have knowledge of storage and retrieval of files
- c. Must be able to become familiar with Cloud storage and utilize it effectively

~~8. Public Information Officer*~~

- ~~a. Must have access to a phone, computer, and the Internet~~
- ~~b. Must be well grounded in CLA's Twelve Traditions, including a firm grasp of the Anonymity Traditions~~
- ~~c. Must have excellent communication skills~~

Section 4. Terms of Office

- A. Board members shall be elected to serve for a period of one (1) term, with the exception of the Treasurer, who shall serve for a term of two (2) years.
- B. Board members shall serve no more than two (2) consecutive terms for the same office.
- C. It is recommended that the term of any committee chairperson not exceed one year.
- D. After an interval of one (1) year, said board members or committee chairpersons may be eligible again for election or appointment to the same position.

Section 5. Responsibilities of the Board of Trustees (Officers)

A. Chairperson (For legal purposes, the Chairperson may also be known as the President.)

- 1. Shall preside at all regular and special meetings of WSO, the Executive Committee, and the Board of Trustees
- 2. Shall be responsible for establishing the agenda for all WSO meetings, along with the Vice-Chairperson and the Recording Secretary
- 3. May appoint special ad hoc committees, as long as they do not interfere with existing committees
- 4. Shall keep order and focus in the meeting or delegate that task to another
- 5. The chair may convene a special meeting of the Board of Trustees as needed

B. Vice-chairperson

- 1. Shall serve in the absence of the chairperson
- 2. Shall assist the chairperson whenever needed

C. Recording Secretary

- 1. Shall keep minutes of all WSO meetings
- 2. Shall prepare minutes and distribute them to the WSO members, along with the agenda, Treasurer's report, and any other documents which may be needed prior to the WSO meeting
- 3. Shall take roll call at all WSO meetings
- 4. Shall notify board members of special meetings

D. Corresponding Secretary (Storekeeper).

- 1. Shall maintain and send correspondence, literature, and other items
- 2. Shall maintain and distribute the meeting directory; or, if unable to do so, shall temporarily cede this duty to another individual
- 3. Shall maintain literature and CD supplies, report inventory levels to WSO, and reorder as necessary with approval by Finance Committee and notification to the Treasurer
- 4. Shall collect mail from the post office in a regular and timely manner
- 5. Shall prepare regular deposits and make details available to the Treasurer
- 6. Shall prepare annual inventories of literature

E. Treasurer

- 1. Shall maintain a checking and/or savings account for disbursement of WSO funds
- 2. Shall submit financial reports at WSO meetings. Shall be prepared to state the actual balance to the chairperson at other times upon request
- 3. Shall be a signer on all WSO bank accounts
- 4. Shall be responsible for monitoring debit card use and will see that all bills are paid

5. Shall issue receipts to donors in accordance with IRS rules
6. Shall issue Form 1099 as required by IRS rules
7. Shall arrange for annual tax return filing

F. Asst. Treasurer

1. Shall serve in the absence of the Treasurer
2. Shall assist the Treasurer whenever needed

G. Voicemail Correspondent

1. Shall respond to phone messages
2. Shall maintain a record of all such contact
3. Shall refer inquiries and comments to the appropriate officer or committee
4. Shall make reports to WSO

H. Webmail Correspondent

1. Shall respond to email messages and "Contact Us" inquiries
2. Shall maintain a record of all such correspondence
3. Shall refer inquiries and comments to the appropriate officer or committee
4. Shall make reports to WSO

I. Archivist

1. Shall maintain financial reports and records, as well as meeting minutes, agendas, and committee reports
2. Shall maintain meeting recordings
3. Shall make such records available as needed

J. Public Information Officer*

- ~~1. Shall respond to inquiries from groups and individuals in the professional community, as well as the general public~~
- ~~2. Shall field and answer inquiries concerning possible interpretations of the Traditions, after performing appropriate research~~
- ~~3. Shall make reports to WSO~~

*(Note: A motion to change Public Information from an Officer position to a Committee was voted on and approved at the June 26, 2021 WSO meeting. Though the motion was not made as a motion to change the Bylaws, it is anticipated that it will be approved as part of the bylaws update currently in progress (10/12/21). The motion from the Public Information Officer was as follows:

Jane from CA made a motion to change the Public Information Officer position to a Public Information Committee. The motion was seconded by Marge from NC. Discussion ensued. There were no objections, so the motion passed by general consent.)