



**Adult Children of Alcoholics**

# **The Big Red Book: Celebrating Its 10th Year Anniversary**

The 29th Annual Business Conference  
of the World Service Organization  
of Adult Children of Alcoholics

**2016 Final Report | Confidential**

**Alcoholic / Dysfunctional Families**



**Adult Children of Alcoholics®/Dysfunctional Families**

**World Service Organization, Inc.**

**Annual Business Conference**

**April 22-23, 2016**

The Duncan Conference Center

Delray Beach, Florida, USA 33484

**2016 ABC Delegate's Binders Contents**

Tab 1. ABC Agenda

Tab 2. Standing Committee Reports

- A. ABC Committee – 2015 ABC Minutes
- B. Finance Committee
- C. Literature Committee
- D. Distribution Oversight Committee
- E. MPS Committee
  - 1) MPS Outreach
  - 2) Hospitals & Institutions (H&I) Sub-Committee
  - 3) Intergroup Liaison Sub-Committee
  - 4) Report of the MPS Special Worker
- F. European Committee
- G. Executive Committee
- H. Website/Database Committee
- I. OPPM Review Committee
- J. Letter from The Chair

## **2016 ABC Delegates Binders Contents**

(continued)

- Tab 3. Group Conscience Survey Ballots
- Tab 4. Operating Policies and Procedures Manual (OPPM)  
Process for Accepting Committee and Caucus Reports  
The Problem  
The Solution
- Tab 5. The By-laws
- Tab 6. The ACA 12 Concepts
- Tab 7. The Commitment to Service
- Tab 8. Statements of Purpose from Each Newly Elected Officer and Trustee
- Tab 9. A Short Guide to Parliamentary Procedure
- Tab 10. Examples of All New Literature Approved in The Last Year
- Tab 11 Book of Motions



*On behalf of the "My Life is Changing" ACA Group and the Florida State Intergroup, we welcome you to Delray Beach, Florida for the 2016 ABC and Inaugural ACA World Convention!*

*We hope you have a wonderful conference experience and our inner children are looking forward to meeting all of you!*

*In service,*

*The 2016 ABC-AWC Host Committee*



Welcome to the Duncan Conference Center; conferences in a retreat setting located on five tropical wooded acres in the heart of Palm Beach County Florida!

We look forward to your stay with us and hope it is comfortable and enjoyable. Our staff will make your stay a truly exceptional experience. The following items will be helpful to you:

- \* You will receive a map of the Duncan Conference Center grounds upon your arrival. On the back is the WiFi password and contact information for the Night Manager.
- \* Your key opens your lodging building, lodging room and meeting space. Lodging rooms include bed or beds, linens, private bathroom (with towels & soap), small closet with hangers, desk & alarm clock. There are no telephones, TV's or hair dryers in the rooms. There are a limited number of hair dryers available to borrow on a first-come, first-served basis.
- \* A 'lounge' is located on the first floor in each lodging building, (rooms 101 and 301). Furnishings include a couch, table, chairs as well as a mini-fridge and microwave for public use.
- \* Free wireless internet service is available throughout the Center. The password is *duncancenter* (all lower case). A computer and printer are located in the Stahl Building for your convenience.
- \* Be sure to Like and Share the Duncan Conference Center Facebook page and 'check-in' while you're on property. We also welcome pictures of your experience that we can post on our Facebook page after your event.
- \* Meals are served cafeteria-style in the Bethesda Refectory (Dining Hall), and are prepared only for the specific number of people and at specific times designated by your Group Leader, so please be prompt. Most menus are chosen by the group leader or designee. The Chef and Duncan Center take great pride in serving high quality, freshly prepared meals.
- \* Doors to the Dining Hall are usually left open after kitchen staff arrive in the morning, but beverages between meals can always be retrieved from your meeting space.
- \* Housekeeping will visit your room each day to replace towels left on the floor, empty trash and tidy beds, unless you post the Do Not Disturb sign outside your door. Checkout is 10 am, or earlier if requested by Duncan Staff.
- \* Coffee, teas and Pure Water dispenser are provided in each meeting space, except the Chapel. There is a drinking fountain in the foyer of the Chapel, but no food or drink is allowed in the Chapel itself.
- \* No wax candles, food or drink are allowed in the Chapel. Thank you for your cooperation.
- \* Our pool and spa are open dawn to dusk. Pool towels are available in the storage bin on the patio. No glass is allowed in the pool area.
- \* We have a charming Gift Shop located in the Administration Building. You are welcome to browse through our unique gifts, Monday – Saturday, 8 am – 4 pm, and you receive a 10% discount on purchases made during your stay.
- \* Additional information can be found in the Lodging Book in your guest room.

On behalf of the entire staff, we look forward to your visit at the Duncan Conference Center.

*Cheryl Phillips Anderson*  
*Conference Coordinator*



**Adult Children of Alcoholics®/Dysfunctional Families**

**World Service Organization, Inc.**

**Annual Business Conference**

**April 22-23, 2016**

The Duncan Conference Center

Delray Beach, Florida, USA 33484

**Agenda**

**Location: Weeks Conference Room**

**Day One: Friday, April 22, 2016**

- 9:00 am Meet and greet, pick up delegate packets
- 10:00 Opening of the 2016 ABC
- \* Call to Order
  - \* Welcome and open with Serenity Prayer
  - \* Read ACA Twelve Traditions, ACA Commitment to Service and Meditation of the Day
  - \* Facility Announcements and Review Agenda
  - \* Elect 2016 ABC Chairperson
- Introductions
- \* ACA WSO Board of Trustees
  - \* Committee Chairpersons and Committee Members in attendance
  - \* Host Committee Chair and Committee Members
  - \* ACA Group and Intergroup Voting Delegates
  - \* Non-voting Attendees
- 11:00 Lunch
- 12:30 pm Read the Twelve Concepts of ACA World Service
- Old Business - Progress Report of ABC Motions
- Presentation of the ACA WSO Annual Reports
- \* Minutes from 2015 ABC for Approval – Ines Z., Secretary
  - \* Finance – Mary Jo L., Treasurer
  - \* Literature – Larry A., Chair
  - \* Office – Mary Jo L., Chair DC Oversight Committee
  - \* Member and Public Service – Bill D., Chair
    - \* Hospitals and Institutions - Joan B., Chair
    - \* Intergroup – Bonnie M., Chair
    - \* Member and Public Service Special Worker Report, Denise
  - \* Europe – Majbrit M., Chair
  - \* Executive Committee – Majbrit M. Vice-Chair

## ANNUAL BUSINESS CONFERENCE AGENDA (continued)

- \* Website and Database Committee Report, Larry A., Chair
- \* Chair's Letter – Larry A., Chair

2:00 30 minute break  
2:30 Committee Reports (continued)  
4:30 Close Day 1 with Announcements and Serenity Prayer  
Evening “Full Moon Fire Ceremony” (Optional \$)

### **Day Two: Saturday, April 23, 2016**

9:30 am Open with Serenity Prayer, Meditation of the day  
Recap of Day 1  
Discussion and voting on approved ballot items. Various Presentations by Board of Trustees:  
12:00 Lunch  
1:30 Discussion and voting on approved ballot items (continued). Various Presentations by Board of Trustees:  
Select site for 2017 ABC  
ABC New Business  
2:00 15 minute break  
3:00 Closing Business items

- Confirm continuing Board Members
- Nominate/elect new board members
- Note those ACA members interested in serving on a Committee
- Announcements

Close 2016 ABC with Serenity Prayer  
3:30 ACA WSO Board of Trustees Meeting (ABC attendees may attend)

- Elect/Affirm 2016 Officers and Committee Chairs
- Review ABC motions for possible action

5:00 Close WSO Board Meeting with Serenity Prayer  
6:00 Dinner



## *The ACA Twelve Concepts*

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

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

**Concept III** – As a means of creating and maintaining a clearly defined working relationship between the ACA meetings, the ACA 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.\*

*\*The right of decision as defined herein refers to:*

*1) the right and responsibility of each trusted servant to speak and vote his/her own conscience, in the absence of any contrary mandate, on any issue regardless of the level of service;*

- 1. 2) the 12 Steps, 12 Traditions, and the Commitment to Service will be followed by trusted servants in decision making;*
- 2. 3) delegates to the Annual Business Conference are trusted servants and therefore equally guided by the 12 Steps, 12 Traditions, 12 Concepts, and the Commitment to Service;*
- 3. 4) standard practice that decisions made by subcommittees are subject to the authority of the service body which creates its mission and defines its parameters.*

**Concept IV** – Throughout our structure, we maintain at all responsible levels a traditional Right of Participation.

**Concept V** – 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 VI** – On behalf of ACA as a whole, our Annual Business Conference 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 Annual Business Conference also recognizes that the chief initiative and the active responsibility in most of these matters would be exercised primarily by the Trustee members of the World Service Organization when they act among themselves as the World Service Organization of Adult Children of Alcoholics.





## *The ACA Twelve Concepts* (continued)

**Concept VII** – The Annual Business Conference recognizes that the Articles of Incorporation and the Bylaws of the Adult Children of Alcoholics World Service Organization are legal instruments: that the Trustees are thereby fully empowered to manage and conduct all of the world service affairs of Adult Children of Alcoholics.

It is further understood that our World Service Organization relies upon the force of tradition and

**Concept VIII** – The Trustees of the World Service Organization act in this primary capacity: with respect to the larger matters of over-all policy and finance, they are the principal planners and administrators. They and their primary committees directly manage these affairs.

**Concept IX** – 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 Adult Children of Alcoholics World Service Organization.

**Concept X** – 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 XI** – 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 XII** – In all its proceedings, Adult Children of Alcoholics World Service Organization 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 Adult Children of Alcoholics, it shall never perform any acts of government; and that, like the fellowship of Adult Children of Alcoholics which it serves, the WSO itself will always remain democratic in thought and action.

# **Progress Report of ABC Motions**

## **2013 Proposal/Ballot items**

01/2013

02/2013 - Find cheaper shipping rates - under review

03/2014 - Develop a Daily Reader - resolved

04/2014

05/2013

06/2013

07/2013 - Develop a book on Traditions using the BRB - no action

08/2013 - Workbook update to Steps 6-12 - referred to Literature Committee - pending

09/2013

10/2013 - Grant Netherlands right to print pamphlets - under review

11/2013 - Grant Netherlands right to print pamphlets - under review

12/2013

13/2013 - Produce and sell ACA Steps and 12 Tradition Banners - no action

14/2013 - Have page navigation on e-BRB - no action

15/2013 - Develop a piece of literature to foster growth of groups - referred to Literature Committee - no action

16/2013 - Facebook issue - resolved

## **2014 Proposal/Ballot items**

01/2014 -

01/2014

03/2014

04/2014 - Basic 5 and Six essential tasks - author refused to surrender copyright to ACA WSO, Inc.

05/2014

06/2014

07/2014

08/2014

09/2014

10/2014

11/2014 - LLWB - circulated for commentary, competed, reviewed and published

## **Progress Report of ABC Motions (continued)**

12/2014  
13/2014  
14/2014  
15/2014  
16/2014 - Add mentally ill families to 25 Questions - completed, published  
17/2014  
18/2014  
19/2014 - H&I guidelines -circulated for commentary, competed, reviewed and published  
20/2014  
21/2014  
22/2014  
23/2014 - ACA Birthday - adopted

### **2015 Proposal/Ballot items**

01/2015  
02/2015  
03/2015 -  
04/2015 - Public Service Announcements - refer to Literature Committee and MPS  
05/2015 - Downloadable trifold - no action  
06/2015 - Downloadable trifold - no action  
07/2015 - Downloadable trifold - no action  
08/2015 - All literature to be considered be submitted be a part of the ballot  
09/2015 - All Board members have experience - Board Service Structure  
10/2015  
11/2015 - Upgrade website - done - no action  
12/2015 - Allow printing abroad - refer to Literature Committee - under review  
13/2015  
14/2015 - Media mail for Hawaii shipments - refer to Literature Committee - under review  
15/2015 - Media mail for Hawaii shipments - refer to Literature Committee - under review  
16/2015 - Media mail for Hawaii shipments - refer to Literature Committee - under review  
18/2015 - 25 Questions and Sponsorship free downloadable - completed

## **Progress Report of ABC Motions**

**(continued)**

### **2016 Ballot items follow up**

- 01/2016 - Online meeting category - 36/37/27 - created - map for orientation  
- referred to Database and Website committee
- 02/2016 - Cost of Cross Talk reduced -46/37/17 - no action
- 03/2016 - All Book as e-version - 55/28/16 - in Literature queue
- 04/2016 - Passed ABC Motions Updated - 53/30/16 - ABC Chair role
- 05/2016 - ABC Report as part of Monthly TC - 45/37/18 - ABC Chair role
- 06/2016 - Literature pricing to be 150% - 41/43/15 - no action
- 07/2016 - OPPM updated with all ABC motions - 40/37/23 - ABC Chair role
- 08/2016 - Board Travel limited to officer - 38/48/14 - no action
- 09/2016 - Organization chart - 42/37/21 - completed and posted
- 10/2016 - No Board to do more than one role - 46/41/13 - no action
- 11/2016 - No cohabiting Board members can be on the Board - 39/49/12 - no action
- 12/2016 - Amend Laundry List to include opposite - 38/53/9 - no action
- 13/2016 - Board directory with personal data - 21/65/14 - no action
- 14/2016 - Amend meeting registration/change to allow for telephone meeting data -58/31/12  
- referred to Database and Website committee
- 15/2016 - Electronic voting at ABC - 44/42/14 - no action
- 16/2016 - Literature for phone meetings - 41/41/17 - in Literature queue - pending review
- 17/2016 - Formation of Telephone Committee of WSO - 27/53/20 - no action
- 18/2016 - How groups list their meetings - 20/50/31 - refer to European Committee f
- 19/2016 - Compilation Literature “True Parent Calls” - 25/54/21 - in Literature queue - pending review
- 20/2016 - Offering different meeting formats - 28/54/17 - no action
- 21/2016 - Group Inventory 28/54/17 - no action
- 22/2016 - Honey, you’re doing just fine - 9/77/14 - in Literature queue - pending review
- 23/2016 - Insure groups 13/73/14 - no action

# **Presentation of the ACA WSO Annual Reports**

## **Presentation of the ACA WSO Annual Reports**

### **Motion to approve the minutes from the 2015 ABC written By Karen R. Past-Secreatry, and submitted by Ines Z., Secretary**

2015 ABC  
April 24-25, 2015  
Meeting Minutes  
St. David's Hospitality Ministry, 301 E. 8th St., Austin, TX 78701  
Hosted by Texas LoneStar Intergroup

**A. Called to Order:** The 2015 Annual Business Conference of the ACA fellowship and WSO was called to order at 10:15 a.m. on Friday, April 24th by being welcomed and reciting the Serenity Prayer, led by Larry A., Chairman of the Board of ACA WSO Trustees

1. Al E., West Great Lakes Intergroup (IG070) read our ACA 12 Traditions
2. Shiloh E., (TX136) read our ACA Commitment to Service
3. Mary Jo L., (IL212) read the reading of the day from Strengthening My Recovery

**B. Facility Announcements** and review of agenda given by Bonnie K M, Co-Chair of City Hosting Committee (TX081)

1. Gratitude to all service committees and volunteers who helped bring this ABC together
2. Greg R, Co-Chair of Hosting Committee (TX081), was nominated and elected as Chairman for the conference.

#### **C. Introductions**

**1. ACA WSO Board Members:** Larry A., Chairman of the Board of Trustees; Joan B., Vice Chair; Mary Jo L., Treasurer; Karen R., Secretary; Vonnie G., Trustee; Majbrit M., Trustee; Ines Z., Trustee, and historically the first dial-in through electronic communications of Skype, Martin C., Trustee

**2. Committee Chairpersons and Committee Members in attendance:** Larry A., Chairman of the Literature and Website/Database Committees; Joan B., H & I Committee Chair; Mary Jo L., Finance Committee Chair; Karen R., OPPM Review and Revision Chair; Vonnie G., MPS Committee Chair; Majbrit M., European Committee Chair; Ines Z., Spanish Liaison Subcommittee Chair; Martin C., Chair of Intergroup Liaison Sub-Committee and member of the Finance Committee. Also introduced Robin R, a special worker with the WSO in charge of editorial layouts.

#### **3. Host Committee Chair and Committee Members**

**4. ACA Group and Intergroup Voting Delegates** (list available through ABC Chair, Mary Jo L.)

#### **5. Non-voting attendees**

#### **6. Charlie H (DA092), Guest Speaker**

**D. Quorum established** 24 eligible voting ABC Delegates present for morning session

**E. 12 Concepts of ACA World Service** read by Shannon W (TX141)

#### **F. Presentations of the ACA WSO Annual Reports**

# **Motion to approve the minutes from the 2015 ABC**

**(continued)**

## **1. 2014 ABC Minutes--Karen R., Secretary**

**Motion was made by Bob B., and 2nd, to approve the minutes of the 2014 ABC.**

This motion was discussed. The following amendments were made

a. Amend the list of attendees (attached to the minutes) that Vonnie G. was present to represent ACA meeting # TEL173 as a delegate and that historically, this was the first representation of an ACA Telephone meeting at an ABC.

b. Amend to show objection of Bonnie K M to the wording of item #8 of the minutes.

c. Amend to remove wordings of "brought forward to motion by (name)" on 2014 ABC proposals 1-5 as the motions were brought forward by the groups as documented, not by the people who read them.

d. Amend to correct the spelling of the name of the speaker mentioned under item #7., b. from "Nate" to Nayt.

**The minutes of the 2014 ABC as amended were approved by majority vote.**

Motion 0424151/abc

## **2. Finance Committee--Mary Jo L., Treasurer**

Year end summary of financial picture with included profit and loss statements, balance sheets, audit preparations and year-to-year comparisons

***Break for lunch 11:49 a.m.; Announcement made of historical significance of fellowship members being able to dial in per telephone and listen in to the Annual Business Conference for the first time. Acknowledgement and appreciation expressed to Antony (TX081) who made this happen!***

**The 2015 Annual Business Conference of the ACA fellowship and WSO reconvened from lunch at 1:39 p.m. Continuation of Reports:**

**3. Literature--Larry A.** Recognized Special worker, Robin R for her talents with literature layout; recognized Ines Z with her efforts in translations; discussed year end summary of various literature projects, including the ComLine, the Book Seeding project and progress on various pieces of literature development

## **4. Distribution Office, Sam B, Office Manager (not present)--read by Mary Jo L.**

Year end summary of activities regarding the Distribution Center

**5. Members and Public Service, Vonnie G--**read per the fellowship members in attendance, reported the year end summary of progress and activities regarding public outreach and member service

## **6. Hospitals and Institutions, Joan B.**

Year end summary of activities involving hospital and institution outreach

# Motion to approve the minutes from the 2015 ABC

(continued)

## 7. Intergroup Liaison Sub-Committee, Martin C. (present by Skype)--read by Karen

Year end summary of discussions and participation by registered ACA Intergroups and encouragement for further participation and input regarding the best means to establish those communications

## 8. European Committee, MajBrit

Year end summary and discussion of European outreach and development

*Break at 3:05 p.m.*

*Reconvened 3: 30 p.m. Announced departure of one voting delegate and arrival of three voting delegates:  $24+3=27-1=26$  voting Delegates present.*

## 9. Executive Committee Report--Joan B.

Year end summary of decisions and actions taken by the ACA WSO Executive Board

## 10. Letter from the Chair, Larry A.,

"Rise and Shine" with highlights of visions of future growth by the ACA Chairman

Motion was made by Traci S.(IG17), to approve the reports; passed by majority.

Motion 0424152/abc

**G. Presentation of Social Media Committee's suggested amendment to the Eleventh Tradition of Adult Children of Alcoholics (ACA).**

~~Motion: To change Adult Children of Alcoholics (ACA)'s Eleventh Tradition, which reads, "Our public relations policy is based on attraction rather than promotion; we maintain personal anonymity at the level of press radio, TV, and films." by (1) omitting the word "and," (2) by omitting the period after the word "films" and by (3) inserting a comma after the word films and by (4) adding the words "and other public media of communication" and by inserting a period after the word, "communication."~~ This motion was discussed and an amendment was made to omit the words "of communication". The amended motion is as follows:

**Motion: To change Adult Children of Alcoholics (ACA)'s Eleventh Tradition, which reads, "Our public relations policy is based on attraction rather than promotion; we maintain personal anonymity at the level of press radio, TV, and films." by (1) omitting the word "and," (2) by omitting the period after the word "films" and by (3) inserting a comma after the word "films" and by (4) adding the words "and other public media" and by inserting a period after the word, "media," that the Adult Children of Alcoholics (ACA)'s Eleventh Tradition shall henceforth state: "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."**

Motion 0424153/abc

**Motion carried: ayes: 25, nay: 0, abstain: 1**

**G. Presentation of Group Conscience Survey Ballots approved for discussion**



# Motion to approve the minutes from the 2015 ABC

(continued)

## 1. Proposal 2015-4 submitted by (IG076)

**Issue:** WSO institute a program of planned, phased-in, on-going Public Service Announcements (TV, internet, radio, periodicals) to let the general public know ACA exists, who we are, that we work on personal recovery from growing up in alcoholic and dysfunctional homes, and give a phone number and web address to find meetings in local areas. No faces are to be on the announcements and no promises of outcomes are to be made. *Discussion halted with a motion to adjourn for the day.*

*The 2015 Annual Business Conference of the ACA fellowship and WSO, Day 1, adjourned at 4:35 p.m.*

### Day 2

The 2015 Annual Business Conference of the ACA fellowship and WSO was called to order at 9:35 a.m. on Saturday, April 25th by being welcomed and reciting the Serenity Prayer, led by Greg R (TX081), ABC Chairman.

Meditations on Tradition 2 (pg 502/BRB) and Tradition 5 (pg 517/BRB) were read by Vonnie G (TEL173)

Mary Jo L., (IL212) read the reading of the day from Strengthening My Recovery

Greg introduced 3 non-voting members and did a recap of Day 1's events.

### 1. Discussion resumed on **Issue Proposal 2015-4**

Motion was made by Karen R (TN029), 2nd and discussed:

**Motion to have the ACA Board create and/or approve submissions of ACA PSAs to be made available to the fellowship.**

18 aye, 3 nay, 3 abstentions. **Motion carried.** Motion 0425151/abc

## 2. Proposal 2015-5,6,7 submitted by (IG076, CA1006, CA915)

**Issue:** ~~Move to have WSO upload all tri-folds in unalterable PDF forms in all available translations so members worldwide can download them for free.~~ Discussion held. Motion made by Ro (TX104), 2nd and discussed for an amendment to Proposal 2014-5,6,7, for the motion to read: **Move to have WSO upload all tri-folds in unalterable PDF, etc., forms in all available translations so members worldwide can download them for free.**

15 aye, 4 nay, 3 abstentions **Motion to accept amendment carried.**

Motion 0425152/abc

Discussion resumed on **Issue Proposal 2015-5,6,7** as amended: **Move to have WSO upload all tri-folds in unalterable PDF, etc., forms in all available translations so members worldwide can download them for free.**

11 aye, 11 nay, 3 abstentions

Second vote called on **Issue Proposal 2015-5,6,7** as amended:

11 aye, 11 nay, 3 abstentions Motion 0425153/abc **motion failed to carry.**

## Motion to approve the minutes from the 2015 ABC

(continued)

*Ten minute break called at 11:11 a.m.*

*Meeting reconvened at 11:21 a.m. with announcements of lunch plans and a reminder that we still had several issues to discuss and that the prior item had taken sixty minutes and everyone urged to be mindful and respectful of the time.*

### **3. Proposal 2015-8 submitted by (TX081)**

**Issue:** We propose that copies of any material referenced in a ballot proposal be made available with the ballot or on the WSO website for groups to review before voting. (Exclusive of the 500 word limit.) Motion made by Al E (IG070) and 2nd as proposal stated: **Move that copies of any material referenced in a ballot proposal be made available with the ballot or on the WSO website for groups to review before voting.** Discussion, vote called.

**12 aye, 7 nay, 5 abstained Motion carried.** *Motion 0425154/abc*

### **4. Proposal 2015-9 submitted by (IG600)**

**Issue:** We propose a requiring future WSO Trustees be qualified by at least one year's active service to an Intergroup, Region, or other intermediate-level service body. If needed, this requirement may be implemented incrementally, intending to apply to all trustees by the 2025 ABC. Motion made by Charlie (TX085) and 2nd and discussed as proposal stated: **Move that a requiring future WSO Trustees be qualified by at least one year's active service to an Intergroup, Region, or other intermediate-level service body. If needed, this requirement may be implemented incrementally, intending to apply to all trustees by the 2025 ABC.**

**5 aye, 18 nay, 1 abstain Motion failed.** *Motion 0425155/abc*

*Announced arrival of additional one voting delegate: 26+1=27 voting Delegates present at the Annual Business Conference.*

### **5. Proposal 2015-11 submitted by (IG599)**

**Issue:** We propose that the ACOA website be updated to have better communication with meeting leaders when their meetings are about to be given a "yellow caution warning" signifying outdated information. Issue discussed and ***no motion was brought forward to the assembly.***

**The meeting was adjourned for lunch 12:06 p.m.**

**Day 2 of the 2015 Annual Business Conference of the ACA fellowship and WSO reconvened from lunch at 12:57 p.m.** Announcements of arrival of non-voting guests and continuation of issue proposals.

### **6. Proposal 2015-12 submitted by (IG602)**

**Issue:** We propose that ACA WSO will change the rules of printing and publishing of the translations of ACA fellowship text and Yellow Workbook so it will be allowed to print the

## Motion to approve the minutes from the 2015 ABC

(continued)

translated books in the home countries (without limitation to one-time printing) in the case when costs of printing in the foreign country are significantly lower than printing in the US and shipping to the country of translation language. This is the case of Poland, where printing and publishing of the book is much cheaper than in USA. Of course the income from selling the translated books will still go to the purposes of ACA WSO.

Issue discussed; issue already being investigated with various printing and fulfillment companies. *No motion was brought forward to the assembly.*

### 7. **Proposal 2015-14, 15, 16** submitted by (HI023, HI020, HI204)

**Issue:** ACA/WSO provide Hawaii ACA Meeting Groups with the option to use USPS Media Rate Service when literature orders exceed \$500.

Issue discussed. Being addressed. *No motion was brought forward to the assembly.*

### 8. **Proposal 2015-18** submitted by (IG530)

**Issue:** The 2 Tri-folds, " 25 Questions, am I an Adult Child ", and " ACA Sponsorship: Fellow Travelers" should be provided free by download from the ACA Website.

Motion was made, 2nd and discussed: **Move to have the two tri-folds, "25 Questions, Am I an Adult Child" and "ACA Sponsorship: Fellow Travelers" be provided by WSO in unalterable PDF, etc., forms in all available translations so members worldwide can download them for free.**

13 aye    5 nay    6 abstain    **Motion carried.**    *Motion 0425156/abc*

9. Motion was made by Larry A (NY084), 2nd and discussed: **Move to approve to post the "H & I Information" booklet" on the WSO Website for 90 days, for fellowship commentary, to receive and incorporate edits, and to place for sale thereafter at price TBD.**

21 aye    2 nay    2 abstained    **Motion Carried.**  
*Motion 0425157/abc*

10. Motion was made by Larry A (NY084), 2nd and discussed: **Move to approve to post the "Intergroup Set-Up Guidelines" on the WSO Website for 90 days, for fellowship commentary, to receive and incorporate edits, and to place for sale thereafter at price TBD.**

18 aye    3 nay    3 abstained    **Motion Carried.**    *Motion 0425158/abc*

## Motion to approve the minutes from the 2015 ABC

(continued)

11. Motion was made by Larry A (NY084) and 2nd: **Move to approve to post a piece of literature titled, "To the Beginner In All of Us" on the WSO Website for 90 days, for fellowship commentary, to receive and incorporate edits, and to ~~incorporate it into the current "Newcomers" booklet and to later~~ have it publish as a stand-alone piece for sale thereafter at a price TBD.** *Motion 425159/abc*

This motion was discussed and a motion was made by Traci (NYIG17) to amend the motion as general consensus stated was that the current "Newcomers" booklet needs no addition.  
**18 aye 4 nay 3 abstained**

**The motion to amend was approved.** *Motion 04251510/abc*

The amended motion reads: **Move to approve to post a piece of literature titled, "To the Beginner In All of Us" on the WSO Website for 90 days, for fellowship commentary, to receive and incorporate edits, and to have it publish as a stand-alone piece for sale thereafter at a price TBD.**

**23 aye 1 nay 3 abstain Motion 425159/abc as amended, carried.**

### H. Short discussion/presentation of "Laundry Lists and Their Flip Sides"

**I. 2016 Site Selection:** A call for volunteers to host the 2016 ABC brought forward no volunteers t this time, although it was suggested there might be interest by an Intergroup in service in Canada.

**I. Call for New Business** none brought forward

**Break at 2:15 p.m. Reconvened at 2:30 p.m.**

### J. Speaker Introduction

Charlie H. from D.C. shared personal experience, strength and hope of the ACA fellowship. He gave basic evolution and history of the ACA program and references a Newsweek article from the 80's titled, "It Will Never Happen to Me," indicating how the dysfunctional environment (i.e., being raised in an alcoholic family) can cause lasting damage. He discussed the rise of the books on best seller lists and information available and then described the freefall of ACA ten years later. He gives encouragement and suggestions on how meetings can keep that from happening again. He suggests that with the publication of the Big Red Book, ACA is now in the phase of "Rebuild." His share was very well received among those present.

### K. Closing Business Items

1. Acknowledge Trustees rotating off WSO Board Service: Joan B., Vice Chair and Trustee, Vonnice G., MPS Chair and Trustee, Karen R., Secretary and Trustee
2. Confirming continuing Board Members: Larry A., Chairman and Trustee, Mary Jo L., Treasurer and Trustee, Majbrit M., Trustee, Ines Z., Trustee, Martin C., Trustee
3. Nominate/elect new board members: none brought forward at this time

## **Motion to approve the minutes from the 2015 ABC**

**(continued)**

4. Membership volunteers interested in committee service: Bonnie K-M (TX081), Greg R (TX131), Shannon W (TX141), Traci S. (IG17Greater NY)

5. Website demonstration by Larry A and Vonnie G

6. Announcements

### **L. Adjourn**

The 2015 Annual Business Conference of the ACA fellowship and WSO was closed with the ACA Serenity Prayer at 3:58 p.m.

\* NOTE: These minutes are humbly submitted for review by the outgoing Secretary and Trustee, Karen R; They will not be "accepted or approved" until they come before the ACA ABC assembly in 2016. It has truly been an honor to serve.



***Adult Children of Alcoholics - World Service Organization***

1400 East 33rd Street      Signal Hill, CA 90755      (562) 595-7831

**Treasurer's Report**

**2016 Annual Business Conference – Delray Beach, Florida**

To serve in the capacity of Treasurer for this Fellowship continues to be a great honor for me. My goal, as it should be, is to do what I can to help WSO remain in good financial standing and make sound financial decisions.

For fiscal year 2015 I have included the Balance Sheet and the Profit and Loss (P&L) Statement. These documents compare 2015 to the year-end figures for 2014. There is also a column that does the math to show the differences. Additionally, the financials for 1Q 2016 are part of this report, as well as a list of all 7<sup>th</sup> Tradition Contributions for 2015 and 1Q 2016.

**2015 Comparative Balance Sheet**

WSO continues to do well financially, with an increase in Net Assets for 2015 of \$72,710. With overall assets of \$518,528. Part of that figure is the new WSO website that was built during 2014 and 2015. That specific cost is shown under Intangible Assets, and as is the norm, it will be amortized over the next several years as it is considered a depreciating asset.

Healthy organization maintain funds to help prepare for future growth. And we know there is a purpose for all of the funds that we have. We are building an infrastructure.

**2015 Comparative Profit and Loss Statement**

There are two cost centers: the Distribution Center (DC) in Signal Hill, California, and WSO Admin – which is meant to include all operations that do not directly impact the Distribution Center.

Starting with the DC cost center, we can see that Gross Sales for 2015 were \$473,410. This is the income before any cost of goods sold and overhead is subtracted. While that figure is important, the bottom line figure for the Distribution Center alone is the Net Income of \$118,924 – shown halfway down the page.

Some expenses that increased for 2015 are for Accounting, which has risen with the new shopping cart. The costs for additional website and shopping cart fixes are shown under Technology (IT). Of note is what looks like an increase in rent. However, it was lower in 2014 because of a credit: we had not been receiving the free month per year that was in our lease.

Under the WSO Admin cost center we had a large translation cost in 2015. We also now have a section for Special Workers, all of whom are part-time. We hired both Robin for the Literature Committee and Denise for MPS in 2015. Robin previously worked for us as a consultant, which was part of the Committee expense in 2014. Additionally, Gloria at the DC is included here because she primarily supports the Board and the website.

The bottom line of the P&L shows that the overall Net Income for 2015 was \$72,235. This closely matches the increased Net Assets on the Balance Sheet.

## **Treasurer's Report 2016 Annual Business Conference – Delray Beach, Florida**

### **7<sup>th</sup> Tradition Contributions**

The list of all 7<sup>th</sup> Tradition contributions for both 2015 and 1Q 2016 are included in this report. If at any time a group has a question or sees an error, they should contact me directly or send a message through the Contact feature on the website.

### **1Q 2016 Financials**

The last line of the Profit and Loss Statement for the first quarter of 2016 shows an increase in Net Income of \$53,272. These funds will be part of what helps WSO hire new Special Workers and expand programs, especially into non-US countries.

### **The Future**

We are contemplating adding other Cost Centers, starting with one for Europe.

As WSO explores the more efficient and affordable sales of literature outside of the U.S., we will track that separately so we know how effective those efforts are.

I liken our situation to that of an entrepreneur who is expanding and needs to adapt to that growth. The Status Quo is changing as the fellowship grows, and I am confident that we will be prepared to deal with it.

Respectfully Submitted,

Mary Jo L., Chicago, IL

ACA WSO Treasurer and Board Trustee

Email address: [treasurer@adultchildren.org](mailto:treasurer@adultchildren.org)

**Adult Children of Alcoholics World Service Organization Inc**

**Balance Sheet Prev Year Comparison**

As of December 31, 2015

	Dec 31, 15	Dec 31, 14	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
Chase-Checking	\$ 200	\$ -	\$ 200
Chase-Savings	59,802	0	59,802
Checking, Amazon Fulfillment	276	100	176
Checking General Operating	11,105	17,655	(6,550)
Total Savings 4377	200,213	188,302	11,911
Total Pay Pal Account	16,704	11,159	5,545
Total Checking/Savings	\$ 288,300	\$ 217,216	\$ 71,084
<b>Accounts Receivable</b>			
Consignment Sales	512	0	512
Total Accounts Receivable	512	0	512
<b>Other Current Assets</b>			
<b>Prepaid Expenses</b>			
2016 ABC Expenses	2,526	0	2,526
Merchandise Credit Memo	0	896	(896)
Prepaid Payroll Liability	0	3,934	(3,934)
Total Prepaid Expenses	2,526	4,830	(2,304)
Total Inventory Asset	75,909	60,926	14,983
Historical Archives	442	0	442
Petty Cash	18	18	0
Merchandise Down Payments	4,167	16,775	(12,608)
Total Other Current Assets	83,062	82,549	513
Total Current Assets	371,874	299,765	72,109
<b>Fixed Assets</b>			
<b>Fixed Assets</b>			
Computers	4,541	3,987	554
Total Equipment	3,914	2,694	1,220
Total Furniture & Fixtures	2,063	2,562	(499)
Accumulated Depreciation	(4,955)	(2,882)	(2,073)
Total Fixed Assets	5,563	6,361	(798)
<b>Intangible Assets</b>			
Total Computer Software	1,882	1,486	396
Copyright	4,719	4,159	560
Trademark	1,299	1,299	0
Website Development	144,868	133,276	11,592
Accumulated Amortization	(11,677)	(528)	(11,149)
Total Intangible Assets	141,091	139,692	1,399
Total Fixed Assets	146,654	146,053	601
<b>TOTAL ASSETS</b>	<b>\$ 518,528</b>	<b>\$ 445,818</b>	<b>\$ 72,710</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Total Other Current Liabilities	\$ 510	\$ -	\$ 510
Total Current Liabilities	510	0	510
Total Liabilities	510	0	510
<b>Net Assets</b>			
Unrestricted Net Assets..	445,780	266,397	179,383
Net Income	72,238	179,421	(107,183)
Total Net Assets	518,018	445,818	72,200
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 518,528</b>	<b>\$ 445,818</b>	<b>\$ 72,710</b>



**Adult Children of Alcoholics World Service Organization Inc**  
**Profit & Loss Prev Year Comparison**  
January through December 2015

	Jan - Dec 15	Jan - Dec 14	\$ Change
<b>Distribution Center Income/Expense</b>			
<b>Distribution Center Sales</b>			
Chips/Medallion Sales	\$ 12,747	\$ 9,378	\$ 3,369
Fellowship Textbook Sales	204,753	187,549	17,204
Laundry List Workbooks	22,542	0	22,542
Literature Sales-Other	39,355	32,124	7,231
Meditation Book Sales	82,356	91,542	(9,186)
Workbook Sales	111,657	99,392	12,265
<b>Total Sales</b>	<b>473,410</b>	<b>419,985</b>	<b>53,425</b>
Shipping And Handling	103,204	96,458	6,746
Shrinkage	171	201	(30)
Defective Inventory Disposed	0	(54)	54
Bang Merchandise Returned	0	(505)	505
<b>Total Distribution Center Sales</b>	<b>576,785</b>	<b>516,085</b>	<b>60,700</b>
<b>Total COGS</b>	<b>138,983</b>	<b>117,541</b>	<b>21,442</b>
<b>Gross Profit</b>	<b>437,802</b>	<b>398,544</b>	<b>39,258</b>
<b>Distribution Center Expense</b>			
Accounting-Distribution Center	20,674	15,950	4,724
Total Freight Out	100,869	90,489	10,380
Lodging/Travel	4,527	3,473	1,054
Total Merchant Fees	16,462	14,941	1,521
Total Office Expenses	9,722	8,896	826
Total Payroll	115,127	84,573	30,554
Repairs & Maintenance	1,936	390	1,546
Total Rents	18,857	12,730	6,127
Total Sales Tax	1,110	1,303	(193)
Total Technology (IT)	18,357	993	17,364
Warehouse Pack/Ship Supplies	11,237	11,065	172
<b>Total Distribution Center Expense</b>	<b>318,878</b>	<b>244,803</b>	<b>74,075</b>
<b>Net Distribution Center Income</b>	<b>118,924</b>	<b>153,741</b>	<b>(34,817)</b>
<b>World Service Organization Income/Expense</b>			
<b>World Service Organization Income</b>			
7th Tradition Contributions	68,207	65,703	2,504
Audio books	9,128	0	9,128
EBooks	16,869	21,947	(5,078)
Bank Interest	64	81	(17)
Total Seeding Program	451	4,766	(4,315)
Miscellaneous Income	1,240	658	582
<b>Total World Service Organization Income</b>	<b>95,959</b>	<b>93,155</b>	<b>2,804</b>
<b>World Service Organization Expense</b>			
Accounting-WSO	9,211	7,957	1,254
Amortization Expense	11,149	184	10,965
Total Conferences/Meetings	20,618	27,000	(6,382)
Total Committees	21,641	14,226	7,415
Depreciation Expense	2,628	1,657	971
Total Insurance	1,553	2,548	(995)
License & Permits	85	0	85
Total Programs/Projects	1,453	1,714	(261)
Total Special Workers	74,110	10,851	63,259
Total Tax	0	85	(85)
Web and Support	200	1,252	(1,052)
<b>Total World Service Organization Expense</b>	<b>142,648</b>	<b>67,474</b>	<b>75,174</b>
<b>Net World Service Organization Income</b>	<b>(46,689)</b>	<b>25,681</b>	<b>(72,370)</b>
<b>Net Distribution Center and World Service Organization Income</b>	<b>\$ 72,235</b>	<b>\$ 179,422</b>	<b>\$ (107,187)</b>

# Adult Children of Alcoholics World Service Organization Inc

## Balance Sheet

As of March 31, 2016

Mar 31, 16

### ASSETS

#### Current Assets

##### Checking/Savings

Chase-Checking 2,996

Chase-Savings 94,011

Checking, Amazon Fulfillment 10,399

Checking General Operating 35,379

Total Savings 4377 207,530

Total Pay Pal Account 22,913

Total Checking/Savings 373,228

##### Accounts Receivable

Consignment Sales 512

Total Accounts Receivable 512

##### Other Current Assets

Total Inventory Asset 45,049

Historical Archives 473

Petty Cash 18

Merchandise Down Payments 5,103

Total Other Current Assets 50,643

Total Current Assets 424,384

#### Fixed Assets

Computers 4,541

Total Equipment 3,979

Total Furniture & Fixtures 2,324

Accumulated Depreciation (2,327)

Total Fixed Assets 8,517

#### Intangible Assets

Total Computer Software 1,882

Copyright 4,719

Trademark 1,299

Website Development 144,868

Accumulated Amortization (528)

Total Intangible Assets 152,241

Total Fixed Assets 160,758

**TOTAL ASSETS 585,142**

### LIABILITIES & EQUITY

#### Current Liabilities

Total Other Current Liabilities 10

Total Current Liabilities 10

Total Liabilities 10

#### Equity

Unrestricted Net Assets.. 531,860

Net Income 53,272

Total Equity 585,132

**TOTAL LIABILITIES & EQUITY 585,142**

**Adult Children of Alcoholics World Service Organization Inc**  
**Profit & Loss YTD Comparison**

March 2016

	<b>Mar 16</b>	<b>Jan - Mar 16</b>
<b>Distribution Center:</b>		
<b>Total COGS</b>	25,360	56,519
<b>Gross Profit</b>	45,583	133,836
 <b>Distribution Center Expense</b>		
Accounting-Distribution Center	2,147	6,470
Total Freight Out	12,080	30,322
Total Merchant Fees	1,627	5,058
Total Office Expenses	740	2,403
Total Payroll	8,428	22,322
Total Rents	1,655	4,992
Total Sales Tax	(648)	117
Total Technology (IT)	1,236	5,456
Warehouse Pack/Ship Supplies	70	2,198
<b>Total Distribution Center Expense</b>	27,335	79,338
<b>Net Distribution Center Income</b>	18,248	54,499
 <b>World Service Organization Income/Expense</b>		
<b>World Service Organization Income</b>		
7th Tradition Contributions	6,268	20,814
Audio books	1,036	2,794
Ebooks	1,647	4,575
Bank Interest	9	24
Miscellaneous Income	-	125
<b>Total World Service Organization Income</b>	8,961	28,332
 <b>World Service Organization Expense</b>		
Accounting-WSO	800	1,969
Conferences/Meetings		
Total 2016 ABC	2,812	2,355
2016-European Conference/Riga	310	754
Trustee Annual/Stratic Meetings	-	88
Total Conferences/Meetings	3,122	3,197
Total Committees	360	1,737
Total Insurance	-	2,198
Total Programs/Projects	205	205
Total Special Workers	7,822	20,253
<b>Total World Service Organization Expense</b>	12,309	29,559
<b>Net World Service Organization Income</b>	(3,348)	(1,227)
 <b>Net Distribution Center and World Service Organization Income</b>	<b>14,900</b>	<b>53,272</b>

## ACA WSO 7<sup>th</sup> Tradition Contribution for 2015

### January 2015

Anonymous	
Fort Mojave, AZ	25.00
Tombstone, AZ	10.00
Camino, CA	50.00
Signal Hill, CA	1.25
Simi Valley, CA	51.00
New Hartford, CT	47.00
Jacksonville, FL	75.00
N. Palm Beach, FL	56.00
Elmwood Park, NJ	500.00
Mercerville, NJ	119.00
Levittown, NY	35.00
Tulsa, OK	5.00
Pendleton, OR	1.00
Philadelphia, PA	5.00
Philadelphia, PA	5.00
Carrollton, TX	20.00
Spring City, UT	400.00
Springfield, VA	10.00
Virginia Beach, VA	2.02
West Allis, WI	40.00
AZ096, Tucson, AZ	20.00
CO037, Golden, CO	48.55
CA200, Huntingtn Beach, CA	20.00
CA477, Palo Alto, CA	40.00
CA612, Berkeley, CA	300.00
CA719, Thousand Oaks, CA	300.00
CA898, La Jolla, CA	130.00
CA993, Petaluma, CA	50.00
CA996, Petaluma, CA	50.00
CA1031, Riverside, CA	130.00
CA1074, N Hollywood, CA	37.00
CA1138, Riverside, CA	77.00
CA1144, Reseda, CA	40.00
CA1175, Laguna Beach, Ca	247.00
CAN141, Halifax, NS, CN	324.60
GA021, Marietta, GA	228.00
HI020, Kihei, HI	24.00
HI023, Kihei, HI	8.00
ID039, Boise, ID	66.00
IG056, Edina, MN	20.00
IG594, Queensland, AU	375.00
IL193, Downers Grove, IL	65.60
IL196, Tinley Park, IL	30.00
IN075, Evansville, IN	100.00
KY013, Berea, KY	23.09
MA028, Arlington, MA	75.00
MA036, Shrewsbury, MA	30.00
ME022, Rockport, ME	10.00

MI062, Dearborn, MI	30.00
MN100, Minnetonka, MN	127.00
NJ016, Maple Shade, NJ	40.00
NJ130, Glen Rock, NJ	93.24
NM015, Albuquerque, NM	900.00
NM033, Albuquerque, NM	44.00
NV041, Henderson, NV	50.00
NY083, New York, NY	403.28
NY109, Brooklyn, NY	176.00
OR095, Portland, OR	120.00
RUS034, Moscow, RU	30.00
TEL008, Virginia Beach, VA	1.08
TEL045, Camden, SC	20.00
TEL106, Minneapolis, MN	10.00
TEL107, Virginia Beach, VA	1.07
TEL157, Virginia Beach, VA	1.57
TEL171, Virginia Beach, VA	1.71
TEL237, Virginia Beach, VA	2.37
TEL238, Virginia Beach, VA	2.38
TN045, Nashville, TN	100.00
TX083, Houston, TX	45.00
TX092, Houston, TX	65.37
TX096, Nassau Bay, TX	70.00
TX104, San Antonio, TX	24.00
TX111, Houston, TX	148.40
UT029, Salt Lake City, UT	640.77
WI076, Madison, WI	200.00
<b>TOTAL</b>	<b>7,673.35</b>

### February 2015

Anonymous	
S. Glastonbury, CT	20.00
Jacksonville, FL	75.00
Eppelheim, Germany	15.00
Hungary	367.00
Temple, Hills, MD	30.09
St. Louis, MO	100.00
Goldvein, VA	200.00
Leesburg, VA	10.00
Springfield, VA	10.00
Oshkosh, WI	100.00
AL022, Vestavia, AL	9.00
CA066, Mission Viejo, CA	72.00
CA1020, Oakland, CA	314.73
CA1078, Santa Brbra, CA	200.00
CA1125, Missn Viejo, CA	300.00
CA1162, Dana Point, CA	10.00
CAN289, Vancouver, BC	152.06
CO052, Loveland, CO	139.00
FL127, Hollywood, FL	100.00
FL139, Miami, FL	50.00
FL167, Maitland, FL	200.00

FL174, Plm Bch Grdns, FL	120.00
IA031, Des Moines, IA	40.00
IG056, Edina, MN	20.00
IL005, La Grange, IL	250.00
IL172, Deerfield, IL	40.00
LA016, Lake Charles, LA	75.00
MN121, Edina, MN	60.00
NJ125, Liberty Corner, NJ	80.00
NM023, Albuquerque, NM	50.00
NV056, Las Vegas, NV	50.00
OH045, Canton, OH	30.00
OH059, N Royalton, OH	200.00
OH060, Bay Village, OH	100.00
OR095, Portland, OR	113.00
OR096, Portland, OR	30.00
PA041, Abington, PA	70.00
RUS028, Moscow, Russia	137.00
TEL-Misc., Virginia Bch, VA	12.54
TEL012, Woodbridge, VA	15.00
TEL040, Manvel, TX	5.00
TEL045, Camden, SC	10.00
TEL138, Brooklyn, NY	10.00
TEL162, Minneapolis, MN	10.00
TEL173, Pittsburg, KS	10.00
TN055, Memphis, TN	100.00
TX083, Houston, TX	125.00
VA019, Leesburg, VA	50.00
WA150, Ellensburg, WA	270.00
WA151, Vancouver, WA	49.00
WI067, Madison, WI	100.00
<b>TOTAL</b>	<b>4,705.42</b>

### March 2015

Anonymous	
Carmel, IN	83.50
Garland, TX	120.00
Las Vegas, NV	2,000.00
Munchen, Germany	42.00
Santa Barbara, CA	45.00
Springfield, VA	10.00
Waterport, NY	25.00
Westport, CT	1.00
Rexford, MT	20.00
AL022, Vestavia, AL	12.00
AR005, Fayetteville, AR	45.00
AZ086, Scottsdale, AZ	42.00
CA837, Costa Mesa, CA	146.50
CA901, Westlake Vlg, CA	250.00
CA967, San Francisco, CA	75.00

CA988, Los Altos Hills, CA	400.00
CA1019, Westlake Vlg, CA	170.00
CA1050, San Francisco, CA	75.00
CA1124, Costa Mesa, CA	22.40
CA1138, Riverside, CA	117.00
CA1162, Dana Point, CA	10.00
CA1164, San Francisco, CA	75.00
CO025, Fort Collins, CO	80.00
CO032, Fort Collins, CO	80.00
FIN038, Jyvaskyla, Finland	105.00
FL157, Fort Myers, FL	20.00
FL180, Fort Myers, FL	20.00
FL209, Sebastian, FL	10.00
GA027, Glynn, GA	166.44
GA029, Glynn, GA	166.44
IA029, Davenport, IA	100.00
IL147, Elk Grove Village, IL	35.00
IL206, Chicago, IL	30.00
IN066, Elkhart, IN	45.00
LA019, New Orleans, LA	77.00
LA026, Lafayette, LA	25.00
ME022, Rockport, ME	10.00
MI061, Westland, MI	140.00
MI108, Canton, MI	7.69
MN115, Edina, MN	29.02
NM033, Albuquerque, NM	35.00
NM039, Albuquerque, NH	40.00
NOR017, Oslo, Norway	480.00
NV038, Las Vegas, NV	68.84
NV043, Las Vegas, NV	200.00
NY093, Staten Island, NY	40.00
NY119, Philmont, NY	100.00
OR079, Portland, OR	25.00
OR110, Gresham, OR	75.00
OR112, Port Orford, OR	20.00
PA078, New Hope, PA	80.00
TEL-Misc., Virginia Bch, VA	6.55
TEL111, Virginia Beach, VA	10.11
TEL173, Pittsburgh, KS	5.00
UT032, Bountiful, UT	34.00
WA160, Seattle, WA	90.00
WI084, Wisc Dells, WI	50.00
<b>TOTAL</b>	<b>6,292.49</b>

#### April 2015

Anonymous	
Tucson, AZ	20.00
Niceville, FL	10.00
Athens, Greece	15.00
Waltham, MA	100.00

Bozeman, MT	5.00
Charlotte, NC	10.00
Roosevelt, NJ	50.00
Newburgh, NY	24.00
Cincinnati, OH	12.00
Goldvein, VA	250.00
Springfield, VA	10.00
Virginia Beach, VA	24.50
AZ065, Prescott, AZ	116.36
AZ093, Tucson, AZ	88.50
CA837, Costa Mesa, CA	50.45
CA1002, Ojai, CA	100.00
CA1010, San Anselmo, CA	40.00
CA1015, Palo Alto, CA	50.00
CA1025, Riverside, CA	26.00
CA1031, Riverside, CA	151.13
CA1078, Santa Barbara, CA	82.37
CA1175, Laguna Beach, CA	200.00
CA714, Modesto, CA	200.00
CA719, Thousand Oaks, CA	200.00
CA829, San Diego, CA	100.00
Can307 Duncan, B.C. Canada	200.00
CT057, Mystic, CT	50.00
CO033, Aspen Park, CO	221.00
FL159, North Palm Beach, FL	250.00
GA021, Marietta, GA	158.91
HI016, Kurtistown, HI	37.90
HI023, Kihei, HI	25.00
IL164 Chicago, IL	124.00
IL204, Chicago, IL	30.00
IL206 Chicago, IL	70.00
KY013, Berea, KY	23.30
LA016, Lake Charles, LA	75.00
MA057, Worcester, MA	102.00
MN089, Roseville, MN	100.00
MN100, Minnetonka, MN	64.00
MN144, Mahtomedi, MN	40.00
NJ016, Westmont, NJ	53.00
NJ019, Hoboken, NY	150.00
NV041, Henderson, NV	150.00
OK025, Oklahoma City, OK	255.00
PA076, Oaks, PA	100.00
TEL Misc., Bronx, NY	50.00
TEL160, San Antonio, TX	10.00
TX083, Houston, TX	150.00
TX121, Austin, TX	88.00
WA144, Bothell, WA	151.21
WI067 Madison, WI	35.00
<b>TOTAL</b>	<b>4,698.63</b>

#### May 2015

Anonymous	
Atlanta, GA	264.00

Boise, ID	54.00
Budapest, Hungary	10.00
Carmel, IN	100.00
Cary, NC	100.00
Charlotte, NC	3.00
Cincinnati, OH	10.00
Cincinnati, OH	5.00
Dearborn Heights, MI	60.00
Ellensburg, WA	20.00
Fitzroy, Australia	40.00
Louisville, CO	200.00
San Antonio, TX	10.00
Santa Barbara, CA	68.00
Springfield, VA	10.00
Maumee, OH	25.00
AZ086, Scottsdale, AZ	150.00
CO037, Golden, CA	54.00
CA066, Mission Viejo, CA	76.00
CA1019, Westlake Vlg, CA	297.47
CA1024, Ojai, CA	150.00
CA612, Berkeley, CA	300.00
CA837, Costa Mesa, CA	95.00
CA920, Westlake Village, CA	300.00
CA986, Long Beach, CA	50.00
CAN020, Toronto, Ont CN	200.00
CO030, Wheat Ridge, CO	97.20
CT095, East Lyme, CT	60.00
FL149, Jacksonville, FL	100.00
FL157, Fort Myers, FL	20.00
FL180, Fort Myers, FL	20.00
FL187, Ft Lauderdale, FL	289.20
HI020, Kihei, HI	150.00
IG002, Detroit, MI	40.00
IL172, Deerfield, IL	40.00
IN078, Indianapolis, IN	100.00
MO012, St. Louis, MO	50.00
NM015, Albuquerque, NM	720.00
NM023, Albuquerque, NM	33.00
NY084, New York, NY	30.00
NY087, Hicksville, NY	100.00
OH059, North Royalton, OH	78.00
OH071, Cincinnati, OH	20.00
OK019, Tulsa, OK	110.00
RUS034, Moscow, Russia	40.00
TEL108, Virginia Beach, VA	10.80
TN036, Franklin, TN	200.00
TN045, Nashville, TN	100.00
TX111, Houston, TX	71.54
UT029, Murray Park	75.20
WA151, Vancouver, WA	44.00
WI081, Madison, WI	240.00
<b>TOTAL</b>	<b>5,490.41</b>

**June 2015**

Anonymous	
Los Angeles, CA	1.00
Weed, CA	6.00
Loveland, CO	40.00
Eastford, CT	25.00
Stratford, CT	3.00
New Castle, DE	25.00
Sarasota, FL	2.00
Aachen, Germany	50.00
Royal Oak, MI	100.00
Somerset, NJ	50.00
Levittown, NY	20.00
Cincinnati, OH	15.00
West Linn, OR	100.00
Alexandria, VA	50.00
Goldvein, VA	125.00
Springfield, VA	10.00
Virginia Beach, VA	10.01
AZ103, Flagstaff, AZ	27.68
CA012, Torrance, CA	50.00
CA510, Pasadena, CA	325.00
CA719, Thousand Oaks, CA	200.00
CA865, Palo Alto, CA	75.00
CA865, Thousand Oaks, CA	200.00
CA898, La Jolla, CA	115.00
CA901, Westlake Vlg, CA	200.00
CA1019, Westlake Vlg, CA	127.50
CA1089, Sebastopol, CA	80.00
CA1138, Riverside, CA	200.00
CO022, Englewood, CO	42.40
CO046, Denver, CO	147.00
DC018, Washington, DC	41.00
FL139, Miami, FL	152.00
FL157, Fort Myers, FL	30.00
FL172, Jacksonville, FL	200.00
FL180, Fort Myers, FL	30.00
FL215, Daytona Beach, FL	30.00
HI023, Kihei, HI	25.00
IG569, Sweden	500.00
IL206, Chicago, IL	70.00
IL219, Barrington, IL	37.00
ME022, Rockport, ME	10.00
MT025, Missoula, MT	100.00
NJ130, Glen Rock, NJ	82.48
NM026, Edgewood, NM	97.00
NM033, Albuquerque, NM	41.00
NM037, Albuquerque, NM	176.25
NY093, Staten Island, NY	33.00
NY109, Brooklyn, NY	6.76
OR085, Medford, OR	100.00
TEL, Beacon, NY	25.00
TEL, Louisville, CO	50.00
TEL173, Pittsburgh, KS	5.00

TEL270, Virginia Beach, VA	12.70
TX096, Nassau Bay, TX	28.00
WA144, Seattle, WA	90.36
WI067, Madison, WI	50.00
WI105, Oshkosh, WI	45.00
<b>TOTAL</b>	<b>\$4,275.78</b>

**July 2015**

Anonymous	
Camden, SC	20.00
Eagan, MN	100.00
Lakewood, CO	1.00
Los Angeles, CA	261.29
Loveland, CO	100.00
Saint Paul, MN	100.00
Salem, OR	20.00
San Jose, CA	25.00
Springfield, VA	10.00
Staunton, VA	1.00
Teaneck, NJ	100.00
Thousand Oaks, CA	34.00
AL022, Vestavia, AL	23.50
AL025, Huntsville, AL	50.00
AL029, Vestavia, AL	23.50
CA1004, La Jolla, CA	50.00
CA1025, Riverside, CA	62.00
CA1031, Riverside, CA	143.08
CA1162, Dana Point, CA	30.00
CA1175, Laguna Beach, CA	95.00
CA825, La Jolla, CA	50.00
CA988, Los Altos Hills, CA	400.00
CA993, Petaluma, CA	75.00
CA996, Petaluma, CA	75.00
CAN306, London, Ont., CN	200.00
CAN312, St John's, Newfndlnd, CN	148.12
FL136, Sebring, FL	60.00
FL139, Miami, FL	113.00
FL159, North Palm Beach, FL	400.00
FL169, West Palm Beach, FL	78.75
FL209, Sebastian, FL	5.00
GA030, Atlanta, GA	75.00
IL 191, Arlington Heights, IL	50.00
IL164, Chicago, IL	100.00
KS023, Pittsburg, KS	5.00
KY013, Berea, KY	23.28
LA025, West Monroe, LA	50.00
MA057, Worcester, MA	70.00
MD051, Frederick, MD	50.00
MI115, Traverse City, MI	64.00
MN100, Minnetonka, MN	78.00
MN115, Edina, MN	80.00
MT026, Great Falls, MT	10.00

NC053, Hendersonville, NC	100.00
NJ016, Westmont, NJ	35.00
NJ142, Pennington, NJ	45.00
NM015, Albuquerque, NM	218.00
NM039, Albuquerque, NM	15.00
NY043, Goshen, NY	25.00
NY054, Goshen, NY	25.00
NY075, New York, NY	20.50
NY118, New York, NY	400.00
NY126, Bay Shore, NY	40.00
OH052, Dayton, OH	80.00
OH071, Cincinnati, OH	57.56
PA078, New Hope, PA	111.33
PA091, Exton, PA	250.00
Rus001, St Petersburg, Russia	35.00
TEL173, Pittsburg, KS	5.00
TEL173, Staten Island, NY	25.00
TEL176, Daly City, CA	1.00
TEL268, Virginia Beach, VA	12.68
TX111, Houston, TX	50.00
WA151, Vancouver, WA	80.00
WA168, Sea Tac, WA	17.08
WA169, Seattle, WA	60.76
WEB011, Russia Online	28.00
WI067, Madison, WI	40.00
<b>TOTAL</b>	<b>\$5,286.43</b>

**August 2015**

Anonymous	
Bellflower, CA	25.00
Canton, OH	30.00
Cleburne, TX	50.00
Geyserville, CA	13.00
Goldvein, VA	200.00
Hartington, NE	10.00
Houston, TX	30.00
Huntington Beach, CA	200.00
Nashville, TN	100.00
Springfield, VA	10.00
Springville, NY	10.00
West Linn, OR	100.00
San Francisco, CA	94.00
Vero Beach, Florida	20.00
AK020, Anchorage, AK	212.50
AK021, Anchorage, AK	212.50
CO012, Aspen, CO	246.00
CA1022, Blue Lake, CA	20.00
CA1020, Oakland, CA	543.79
CA1144 Reseda, CA	50.00
CA1162, Dana Point, CA	5.00
CA719, Thousand Oaks, CA	128.00
CA993, Petaluma, CA	75.00
CA996, Petaluma, CA	75.00

FL 157, Fort Myers, Florida	40.00	CA1002, Ojai, ca	200.00	Church Point, LA	40.00
FL127, Hollywood, FL	70.00	CA1144, Agoura Hills, CA	125.00	Royal Oak, MI	71.00
FL134, Miami, FL	50.00	CA1162, Dana Point, CA	10.00	Whiting, NJ	3.00
FL139, Miami, FL	25.00	CA1170, Santa Cruz, CA	50.00	Hamburg, NY	15.00
FL170, Plm Bch Grdns, FL	450.00	CA1219, San Pedro, CA	50.00	Springfield, VA	10.00
FL172, Jacksonville, FL	80.00	CA719, Thousand Oaks, CA	61.00	Staunton, VA	7.00
FL172, Jacksonville, FL	135.00	CO037, Golden, CO	82.00	AL022, Vestavia Hills, AL	148.44
FL180, Fort Myers, Florida	40.00	CT057, Mystic, CT	40.00	AZ086, Scottsdale, AZ	91.65
FL209, Sebastian, FL	5.00	FL139, Miami, FL	25.00	CA612, Berkeley, CA	461.65
FL213, Winter Park, FL	40.00	FL144, Naples, FL	100.00	CA719, Thousand Oaks, CA	100.00
GA021 Marietta, GA USA	180.36	FL158, Ft. Lauderdale, FL	200.00	CA901, Westlake Village, CA	200.00
HI023, Kihei, HI	25.00	FL166, Lake Worth, FL	100.00	CA961, Orange, CA	40.00
IA031, Des Moines, IA	50.00	FL209, Sebastian, FL	5.00	CA993, Petaluma, CA	75.00
ID039, Boise, ID	68.00	IA033, Bettendorf, IA	200.00	CA996, Petaluma, CA	75.00
IG605, Denver, CO	80.00	IL164, Chicago, IL	75.00	CA1025, Riverside, CA	66.00
IL199, Macomb, IL	10.00	IL172, Deerfield, IL	40.00	CA1040, Mission Viejo, CA	120.00
IL204, Chicago, IL	10.00	IN063, Indianapolis, IN	150.00	CA1162, Capo Beach, CA	96.00
IL206, Chicago, IL	100.00	IN078, Indianapolis, IN	50.00	CA1168, Ventura, CA	70.00
IL226, Chicago, IL	10.00	KS020, Prairie Village, KS	390.00	CA1175, Laguna Beach, CA	66.36
IN066, Elkhart, IN	45.00	KS023, Pittsburg, KS	5.00	CA1181, Orcutt, CA	40.00
KS023 Pittsburg KS	5.00	MA050, Natick, MA	100.00	CT100, Middletown, CT	20.00
LA016, Lake Charles, LA	75.00	MA064, Framingham, MA	30.00	DC014, Washington, DC	180.00
MA030, Hingham, MA	50.00	ME022, Rockport, ME	20.00	FL167, Maitland, FL	200.00
MA058, Whitman, MA	50.00	MN103, Minneapolis, MN	20.00	FL172, Jacksonville, FL	85.00
NH00I, Keene, NH	50.00	MN144, Mahtomedi, MN	40.00	FL208, Jacksonville Beach, FL	38.41
NV038, Las Vegas, NV	118.80	MO012, St Louis, MO	50.00	FL222, Dunedin, FL	100.00
NY119, Philmont, NY	30.00	NJ140, Voorhees, NJ	18.80	HI023, Kihei, HI	25.00
OR099, Portland, OR	100.00	NM023, Albuquerque, NM	50.00	IL219, Barrington, IL	40.00
RUS001, St. Petersburg, RUS	11.50	NM033, Albuquerque, NM	44.00	IN080, Mishawka, IN	100.00
TEL0277, Virginia Beach, VA	8.07	NY070, New York City, NY	40.00	KS023, Pittsburg, KS	5.00
TEL0279, Virginia Beach, VA	10.30	NY080, Blooming Grove, NY	100.00	KY013, Berea, KY	20.93
TEL173 Pittsburg KS	5.00	NY082, Staten Island, NY	40.00	MA036, Shrewsbury, MA	345.00
TN026, Nashville, TN	1,723.50	NY095, New Paltz, NY	25.00	MA063, Leominster, MA	10.00
TN028, Nashville, TN	1,723.50	NY131, Manhattan, NY	50.00	MA064, Framingham, MA	40.00
TX083, Houston, TX	150.00	OH077, Lima, OH	25.00	ME022, Rockport, ME	10.00
TX120, Houston, TX	100.00	OK019, Tulsa, OK	71.79	MI061, Westland, MI	150.00
TX121 Austin TX USA	180.24	OK025, Tulsa, OK	100.00	MI062, Dearborn, MI	30.00
TX144, Austin, TX	40.00	PA078, New Hope, PA	146.77	MII00, Canton, MI	10.00
UT029, Murray Park, UT	166.00	RUS035, Moscow, Russia	30.00	MN089, Roseville, MN	40.00
WA171, Battle Ground, WA	16.00	TEL0277, Virginia Beach, VA	8.07	MN089, Roseville, MN	100.00
<b>TOTAL</b>	<b>\$8,586.06</b>	TEL040, Staunton, VA	5.00	MN121, Edina, MN	60.00
<b>September 2015</b>		TEL052, Sherman Oaks, CA	5.00	MNI00, Wayzata, MN	68.00
Anonymous		TEL173, Pittsburg, KS	5.00	NJ016, Westmont, NJ	36.00
Albany, NY		TX144, Austin, TX	100.00	NJ142, Pennington, NJ	81.00
Dayton, OH		WA160, Seattle, WA	100.00	NY109, Brooklyn, NY	23.36
Houston, TX		WA169, Seattle, WA	40.00	NY075, New York, NY	31.00
Manheim, PA		WI067, Madison, WI	50.00	NY093, Staten Island, NY	33.00
Polina, Greece		<b>TOTAL</b>	<b>\$3,631.98</b>	OH047, Toledo, OH	160.00
Richmond, CA		<b>October 2015</b>		OH053, Dayton, OH	115.30
Springfield, VA		Anonymous		PA095, Yardley, PA	100.00
Tacoma, WA		Tucson, AZ		PA123, Philadelphia, PA	133.60
Chicago, IL		Geyserville, CA		TEL173, Pittsburg, KS	5.00
AUS055, Vienna, Austria		West Hills, CA		TEL178, New York, NY	20.00
				TEL268, Virginia Beach, VA	5.68

TEL Misc., Lakewood, CO	50.00
TEL Misc., Virginia Beach, VA	10.92
TN036, Franklin, TN	100.00
TX096, Nassau Bay, TX	52.00
TX111, Houston, TX	75.00
UT029, Murray Park, UT	97.00
UT036, Murray Park, UT	20.00
W1084, Wisconsin Dells, WI	34.00
WA144, Bothell, WA	114.37
WA151, Vancouver, WA	64.00
<b>TOTAL</b>	<b>\$4,894.67</b>

#### **November 2015**

Anonymous	
Bellflower, CA	25.00
Geyersville, CA	10.00
Pacifica, CA	86.40
Riverside, CA	37.00
Evergreen, CO	196.71
Hillierod, Denmark	50.00
Largo, FL	50.00
Chicago, IL	50.00
Indianapolis, IN	100.00
Milton, MA	10.00
Whitefish, MT	10.00
Albany, NY	5.00
Brooklyn, NY	12.00
Jewett, NY	100.00
Akron, OH	100.00
Newtown Square, PA	250.00
Nashville, TN	100.00
Goldvein, VA	200.00
Springfield, VA	10.00
Staunton, VA	5.00
Virginia Beach, VA	11.15
Tacoma, WA	13.00
Jackson, WY	10.00
AUS047, Cairns, AUS	117.00
AUS056, Cairns, AUS	70.00
CA012, Torrance, CA	40.00
CA719, Thousnd Oaks, CA	68.00
CA993, Petaluma, CA	75.00
CA996, Petaluma, CA	75.00
CA1024, Ojai, CA	100.00
CA1031, Riverside, CA	98.68
CA1050, San Frncsco, CA	100.00
CA1093, Hollywood, CA	50.00
CA1138, Moreno Vly, CA	80.00
CAN289, Vncvr, B.C., CN	271.91
FIN0052, Vantaa, Finland	36.00

FL127, Hollywood, FL	50.00
FL172, Jacksonville, FL	390.00
GA021, Atlanta, GA	98.88
HI001, Honolulu, HI	80.00
IG569, Sweden	500.00
LA016, Lake Charles, LA	75.00
MA036, Shrewsbury, MA	250.00
MA044, Sturbridge, MA	3.50
MA064, Framingham, MA	35.00
MD051, Frederick, MD	30.00
MEX030, Ajijic, MEX	61.00
MN045, Minneaplis, MN	700.00
MO012, St. Louis, MO	50.00
NJ135, Englishtown, NJ	50.00
NJ140, Voorhees, NJ	22.12
NM033, ALBQ, NM	75.00
NY119, Philmont, NY	50.00
OK024, Warr Acres, OK	200.00
OR095, Portland, OR	48.00
PA041, Abington, PA	35.00
PA093, Glenmoore, PA	320.00
RI002, Providence, RI	50.00
SD002, Valley Springs, SD	50.00
TEL108, Branson, MO	10.80
TEL197, Guildford, UK	10.00
TX081, San Antonio, TX	22.42
WA157, Shoreline, WA	175.00
Refund for MN089	(40.00)
<b>TOTAL</b>	<b>6,024.57</b>

#### **December 2015**

Anonymous	
Boulder, CO	10.00
Brooklyn, NY	100.00
Campbell, CA	31.00
Cincinnati, OH	150.00
Dayton, OH	20.00
Doraville, GA	5.00
Fitchburg, WI	1,000.00
Goldvein, VA	99.00
Houston, TX	250.00
Nampa, ID	100.00
Rock Hill, SC	500.00
Springfield, VA	10.00
Westby, WI	20.00
Yuba City, CA	20.00
AL025, Huntsville, AL	320.00
C0037, Golden, CO	96.50
C0049, Denver, CO	250.00
CA477, San Jose, CA	25.00
CA719, Calabasas, CA	55.00

CA898, La Jolla, CA	131.50
CA901, Westlake Village, CA	100.00
CA903, Carmichael, CA	65.00
CA1078, Santa Barbara, CA	115.00
CA1127, San Francisco, CA	187.31
CA1162, Capo Beach, CA	5.00
CA1177, Fresno, CA	50.00
CA1178, San Jose, CA	50.00
IL172, Deerfield, IL	40.00
IL191, Arlington Hts, IL	100.00
IL204, Chicago, IL	50.00
IN078, Indianapolis, IN	100.00
MA036, Shrewsbury, MA	78.00
MA050, Natick, MA	200.00
MA056, Mattapoisett, MA	100.00
MA057, Worcester, MA	40.00
MA060, Mashpee, MA	100.00
MA064, Framingham, MA	40.00
MA067, Northampton, MA	45.00
MD051, Frederick, MD	45.00
MI055, Ann Arbor, MI	17.50
MN096, Burnsville, MN	50.00
MN115, Edina, MN	69.20
MN126, St Paul, MN	36.00
MN143, St Paul, MN	18.00
NC053, Hendersonville, NC	100.00
NJ125, Liberty Corner, NJ	75.00
NV038, Las Vegas, NV	111.57
NY075, New York, NY	17.00
NY118, New York, NY	120.00
NY129, Brooklyn, NY	15.00
OH071, Cincinnati, OH	48.20
OK019, Tulsa, OK	72.45
OR102, Salem, OR	20.00
PA078, New Hope, PA	123.00
PA131, Philadelphia, PA	55.00
RUS001, St Petersburg, Russia	8.00
RUS034, Moscow, Russia	18.00
TEL0286, Virginia Beach, VA	14.14
TEL055, St. Petersburg, FL	50.00
TEL216, Virginia Beach, VA	16.00
TX023, Carrollton, TX	350.00
WA144, Bothell, WA	26.51
WI076, Madison, WI	300.00
<b>TOTAL</b>	<b>6,433.90</b>



# ACA WSO 7<sup>th</sup> Tradition Contribution for 1Q 2016

## January 2016

Anonymous	
Eagan, MN	100
Geyersville, CA	10
Jersey City, NJ	30
Medina, OH	109
Nome, AK	10
Norway	5
Philadelphia, PA	12
Roosevelt, NJ	50
San Clemente, CA	80
Springfield, VA	10
Thousand Oaks, CA	37
Canton, OH	30
Sudbury, MA	4
AZ096, Tucson, AZ	20
CA1002, Ojai, CA	60
CA1019, Westlake Village, CA	77
CA1020, Oakland, CA	212
CA1025, Riverside, CA	90
CA1047, Walnut Creek, CA	45
CA1093, Hollywood, CA	60
CA1106, North Hollywood, CA	25
CA1144, Resedal, CA	139
CA1162, Capo Beach, CA	5
CA1175, Laguna Beach, CA	30
CA1181, Orcutt, CA	40
CA218, San Francisco, CA	144
CA510, Pasadena, CA	264
CA714, Modesto, CA	50
CA719, Thousand Oaks, CA	80
CA988, Los Altos Hills, CA	400
CA993, Petaluma, CA	75
CA996, Petaluma, CA	75
CT112, West Hartford, CT	51
DC014, Washington, DC	160
DE006, Yorklyn, DE	40
FL170, Palm Beach Gardens, FL	406
FL172, Jacksonville, FL	365
FL209, Sebastian, FL	25
HI020, Kihei, HI	100
IA031, Des Moines, IA	50
IG40, Denmark	1,438
IL147, Elk Grove Village, IL	35
IL193, Downers Grove, IL	52
IL219, Barrington, IL	46
KS023, Pittsburgh, KS	25
KY013, Berea, KY	26
MA036, Shrewsbury, MA	275

MA064, Framingham, MA	38
MA070, Framingham, MA	24
MI115, Traverse City, MI	58
MN100, Wayzata, MN	100
MN111, Maple Grove, MN	50
MN144, Mahtomedi, MN	40
NC053, Hendersonville, NC	100
NET010, Netherlands	14
NJ135, Englishtown, NJ	30
NM034, Santa Fe, NM	150
NM044, Albuquerque, NM	53
NOR0026, Tonsberg, Norway	215
NV056, Las Vegas, NV	50
NY087, Hicksville, NY	25
NY093, Staten Island, NY	37
NY109, Brooklyn, NY	41
NY119, Hillsdale, NY	50
NY129, Brooklyn, NY	60
OH057, Toledo, OH	190
OR115, Salem, OR	35
TEL277, Virginia Beach, VA	5
TEL058, Virginia Beach, VA	4
TEL077, Lakewood, CO	10
TEL173, Pittsburgh, KS	25
TX0150, Houston, TX	40
TX083, Houston, TX	150
TX111, Houston, TX	90
VA109, Leesburg, VA	173
WI084, Wisconsin Dells, WI	75
<b>TOTAL</b>	<b>\$7,633</b>

## February 2016

Anonymous	
Cedar Creek, TX	15
Goldvein, VA	230
Half Moon Bay, CA	100
Henderson, NV	155
Kurtistown, HI	17
Maumee, OH	10
Mechanicsburg, PA	10
Mentor, OH	100
Mesa, AZ	50
Ontario, CAN	4
Oslo, Norway	5
Rapid City, SD	10
Richmond, MI	10
Santa Monica, CA	1,000
Springfield, VA	10
Virginia Beach, VA	7

AK020, Anchorage, AK	135.00
AK021, Anchorage, AK	135
AZ073, Flagstaff, AZ	400
AZ082, Scottsdale, AZ	38
CA477, Palo Alto, CA	25
CA612, Berkeley, CA	1,030
CA719, Thousand Oaks, CA	80
CA865, Thousand Oaks, CA	150
CA1094, Santa Barbara, CA	80
CA1125 Mission Viejo, CA	150
CA1138, Riverside, CA	65
CA1162, Capo Beach, CA	5
CA1170, Santa Cruz, CA	40
CA1181, Santa Barbara, CA	40
CA1205, Santa Barbara, CA	64
CAN079, Victoria, CAN	35
CO032, Fort Collins, CO	60
FL127, Hollywood, FL	40
IA033, Bettendorf, ID	250
IL196, Tinley Park, IL	30
IL199, Macomb, IL	10
IN075, Evansville, IN	55
MA036, Shrewsbury, MA	125
MA044, Sturbridge, MA	13
MA057, Worcester, MA	120
ME022, Rockport, ME	20
MI054, Ann Arbor, MI	25
MO012, St Louis, MO	50
NC012, Asheville, NC	120
NC048, Cary, NC	150
NJ142, Pennington, NJ	90
NM034, Santa Fe, NM	150
NM037, Albuquerque, NM	100
NV061, Boulder City, NV	100
NY082, Staten Island, NY	40
NY083, New York, NY	74
NY095, New Paltz, NY	50
NY126, Bay Shore, NY	40
OH082, Dayton, OH	95
PA089, Philadelphia, VA	100
RI005, Providence, RI	50
RUS001, St. Petersburg, Russia	10
RUS028, Moscow, Russia	59
RUS034, Moscow Russia	35
TEL058, Virginia Beach, VA	6
Tel157, Virginia Beach, VA	5
TEL197, Gullford, UK	20
TEL, Kapaa, HI	4
TN045, Nashville, TN	80

WA151, Vancouver, WA	56
WA178, Port Townsend, WA	16
WI084, Wisconsin Dells, WI	17
<b>TOTAL</b>	<b>6,469</b>

### **March 2016**

Anonymous	
Big Pine Key, FL	100
Boston, MA	500
Cincinnati, OH	10
Damascus, OR	53
Des Moines, IA	50
Evansville, IN	8
Frankfurt, Germany	213
Goldvein, VA	100
Grand Haven, MI	23
Greenwich, NY	100
Gresham, OR	53
Guelph, CAN	4
Huntington, NY	40
Irvine, CA	7
Las Vegas, NV	300
Napa, CA	6
Santa Monica, CA	300
Springfield, VA	10
Tucson, AZ	100
Westlake Village, CA	200
AL029, Vestavia Hills, AL	125
CA142, Glendale, CA	100
CA1010, San Anselma, CA	97
CA1031, Riverside, CA	70
CA1123, Pacifica, CA	40
CA1162, Capo Beach, CA	45
CA1177, Fresno, CSA	50
CAN141, Halifax, NS, CAN	290
CAN312, St. John, CAN	145
CZE001, Prague, Czech Rep	15
FL203, Key West, FL	112
FL209, Sebastian, FL	15
IA029, Davenport, IA	300
IL005, La Grange, IL	539
IL206, Chicago, IL	300
IL226, Chicago, IL	10
IL229, Chicago, IL	10
KS023 Pittsburg KS	5
MA063, Leominster, MA	50
MA064, Framingham, MA	40
MI144, Bloomfield Hills, MI	25
MN103, Minneapolis, MN	36
MN143, St Paul, MN	31
NC057, Durham, NC	171

NM020, Gila, NM	120
NM023, Albuquerque, NM	43
NV038, Las Vegas, NV	130
NV056, Las Vegas, NV	71
NY075, New York, NY	45
NY140, East Aurora, NY	25
OH060, Bay Village, OH	71
OH073, Cincinnati, OH	150
OK019, Tulsa, OK	43
OK023, Oklahoma City, OK	184
OR102, Salem, OR	20
RUS028, Moscow, Russia	35
TEL173 Pittsburg, KS	5
TN055, Memphis, TN	100
TX083, Houston, TX	200
TX144, Austin, TX	120
UT032, Bountiful, UT	57
WA152, Port Angeles, WA	40
WEB053, Collierville, TN	13
<b>TOTAL</b>	<b>6,268</b>

## Report of the Literature Committee Larry A., Chair

In keeping with the **2013 ABC Motion**, the Board is rolling out a third party fulfillment service in Europe to reduce the cost of shipping.

The **2014 ABC Motion** to add “families with mental illness” to Am I an Adult Child, was implemented. The Laundry Lists Workbook was posted for commentary, edited and published.

In conformance with the **2015 ABC Motions**, the 25 Questions and Fellow Traveler trifold are now available for free download, and the words “and other social media” have been added to all references to the 11th Tradition in all ACA literature. In addition, the H & I guidelines, To the Beginner in All of Us and the Intergroup Guidelines were posted for comment. The H & I guidelines and To the Beginner in All of Us were edited, laid out, and are published. The Intergroup Set-up Guideline is now being edited.

---

**Local Literature Distribution Network** – The WSO now offer a 30% discount price plan for ACA literature – this discount is exclusively for registered ACA Intergroups. This discount will allow ACA Intergroups to service their local groups’ literature needs while providing the Intergroups an opportunity to generate a small revenue stream to fund outreach efforts and their operations. It will also hopefully attract newcomers to the meetings where they can buy literature inexpensively, and possibly be inspired to stay for a meeting. It may also help reduce the number of small orders received by the Literature Distribution Center. We will have winners all around! For more information on the Special Intergroup Discount and minimum purchase requirements, see (<http://www.repository.adultchildren.org/outreach-committee/519-special-intergroup-discount-roll-out>).

**Book Seeding Project** – Several international registered International ACA Groups and ACA Intergroups participate in this project to achieve savings in shipping costs.

**International Fulfillment** – To further address high international shipping costs, we have established a third party fulfillment account in Europe to reduce the costs for overseas fulfillment options. This looks to be the most viable solution to reducing the literature shipping cost to adult children throughout the world.

All literature available for sale on the ACA website has been machine translated into Finnish, Danish, Spanish, and Russian, and is being formatted and barcoded prior to printing and delivery to the third party fulfillment service provider.

**ComLine** –The *ComLine* is being offered quarterly, with the focus of each issue as follows:

- 1 · January – March (1st Quarter), Steps 1, 2, 3 and Traditions 1, 2, 3
- 2 · April – June (2nd Quarter) Steps 4, 5, 6 and Traditions 4, 5, 6
- 3 · July – September (3rd Quarter), Steps 7, 8, 9 and Traditions 7, 8, 9

## Report of the Literature Committee (continued)

· October – December (4th Quarter) Steps 10, 11, 12 and Traditions 10, 11, 12

We are encouraging all adult children to share their stories of experience, strength, and hope through their writings, drawings, photos, and poems. Letter from the *ComLine* Editor:

*The ACA ComLine as of this April will be celebrating its one year anniversary of renewal. We are sending it out quarterly. As with most new adventures, there have been some changes and improvements. Patti H has taken over the cut and paste so the newsletter is looking better and better. She is experienced in this so it's good to have her expertise. Robin from the Literature Committee has been heading up a lot of work for us and is always helpful when we need it. The committee members are always willing to proof to make sure all the T's are crossed and the I's dotted. We do have hopes that more people will be willing to send in their articles concerning their strength, hope, and experience for their ACA path so it will be easier to print the ComLine. Please think about writing for the ComLine and sending it to the Literature committee at [litstaff@adultchildren.org](mailto:litstaff@adultchildren.org)*

*Sincerely, Phyllis R.*

*Editor*

**a-BRB** – This unabridged recording is 22 hours and 17 minutes long, and comprises the entire content of the Fellowship Text. It is downloadable from Audible, iTunes, and Amazon, and the links can be found on our website, [adultchildren.org](http://adultchildren.org). To date, we have sold 1,052 a-BRBs.

**e-BRB** – All totaled, we have sold 6,900 e-BRBs.

**H&I Guidelines** – This is published as a free download, free as part of the New Meeting Packet, and as a standalone book available for purchase from the shopping cart.

**Spanish BRB** – Ines Z., Spanish Translation/Group Liaison Trusted Servant is in final stages of coordinating the translations among the volunteers who are working on the Spanish BRB. We expect layout to commence in 2016. The Spanish Mediation Book is also being worked on by Ines and Jorge.

**Japanese BRB** – The BRB is now in Japanese, thanks to the service of Hiroko I. and the Japanese translation group. They are currently finalizing the index. After the index is complete and the book is vetted, this book can go into production.

**Polish BRB** – The first Polish intergroup and translation team who contacted us in June have translated a big part of the BRB into Polish.

**Greek BRB** – The first Greek intergroup and translation team has contacted us; they have received five copies of the BRB, and they are translating the BRB and the Meditation Book into Greek.

## Report of the Literature Committee (continued)

**Finnish WB** – Layout of the Finnish workbook is complete; it is now in the editorial revision stage. **French BRB** – The translation group in Quebec, Montreal is leading the effort to translate the BRB into

French. Native French speaking members who reside in Arizona and Florida are offering assistance.

**Russian BRB** – Thanks to the efforts of Nastya and the Russian translation group, we have received the entire contents of the BRB in Russian. It is now in the verification stage prior to production.

***The Laundry Lists Workbook: Integrating Our Laundry List Traits*** – This book seeks to expand the Fellowship Text’s brief description of the “Other” or Opposite Laundry List. *The Laundry Lists Work-*

---

*book* outlines characteristics of how adult children may be acting out the effects of the original Laundry List traits. The “Flip Sides” to both laundry lists were part of a presentation titled “Completing the Cir-

cle in the Cycle of Violence” presented at the 2008 ACA Convention. The preproduction draft was made available via the Internet for fellowship review and commentary. Adult children, groups, and Intergroups contributed valuable insights and commentary and suggestions, all of which were incorporated wherever possible. *The Laundry Lists Workbook* was released in the 3rd quarter of 2015 and is now in its third printing.

**Summary** – The Literature Committee’s current workload consists of approximately 60% translation work, with 40% logistical support for other projects, including the *ComLine* and the overseas distribu- tion effort. We currently offer literature in nineteen languages. Though we have established a baseline process for getting literature in the queue, we are keenly aware of the rest of the world’s need for litera- ture and desire for translated materials.

Existing literature is heavily weighed in newcomer material. “To the Beginner in All of Us”, published late 2015, is geared towards adult children who have been in the program for a while.

---

Among the current Twelve Step Programs, ACA is on the cutting edge of trauma recovery.

We would like to dedicate the resources of the literature committee to the core work that’s been articulated in existing ACA literature.

With translations, we are expanding the appeal base of our offerings. Having a wider base, and expanding global distribution channels will help to reduce overseas shipping costs. The primary area in which we are lacking is person hours. Expanding our language base will contribute to our financial security.

## **Report of the Literature Committee (continued)**

In order to ensure the best quality ACA literature and to make sure that ACA literature remains consistent, current and relevant, we suggest that literature offerings be conversant in 12 Step individual and group recovery topics. We suggest that those wanting to contribute literature should be thoroughly familiar with the existing ACA Literature, the body of work on trauma recovery by the mental/body health professionals, the wealth of knowledge by theologians and spiritual practitioners, and that the offered literature be globally applicable and sensitive.

We realize that some literature will have to be written from scratch. Literature should be written with a couple of essential questions: *Who would be the target audience? Where on the existing spectrum of ACA recovery literature would this piece fit?*

**Gratitude** – With great appreciation for the support received from each Board member, past and pre- sent, the outstanding dedicated office staff, and all the wonderful volunteers who have assisted the Lit- erature Committee’s work, we are...

Deeply in your debt,

The Literature Committee

***From a space of love, I give service in ACA so that every adult child seeking recovery may find a safe place.***

# **Report of the Literature Distribution Center Oversight, Mary Jo. L.**

# **Member and Public Service Committee Annual Report**

**April 1, 2015 – March 1, 2016**

The purpose of Member and Public Services (MPS) in ACA is to support ACA Members in becoming responsible for their own well-being through ACA-related materials, and to provide information for the Public and professionals by providing ACA-related resources and services.

## **From the Incoming MPS Chair,**

Although I was just appointed to Chair the MPS Committee a week and a half ago I am already envisioning innovative ways we can reach potential ACA members who are still caught up in a life of dysfunction and addictive behavior due to childhood neglect, abandonment, abuse, and trauma. Our goal is to make ACA as visible to the world as we can so no one misses their opportunity to recover.

Even though we are a program of attraction and not promotion, in order to attract others, we need to be visible and accessible. It is my hope every person who needs ACA will be able to find it and not have to endure a lifetime of dysfunction before beginning their journey from hurting to healing.

I am looking forward to a productive year with the sub-committee chairs and with our special worker Denise!

In loving service,

Bill D.

MPS Chair 2016-2017



## **WSO MPS Committee Outreach**

### **Special Worker, Denise**

*“ACA members accepting the call of service work provide the energy we need to do the good work of ACA around the globe. There could easily be 300 million adult children in the world, so the work ahead remains steady. But we make progress each day.” BRB p.536*

----- **Teamwork:** I am very grateful for my year as MPS Special Worker. I am thankful for all who have helped me transition into this position, which includes Vonnie, the Office Workers, Committee Chairs, and the WSO Board of Directors. I am so appreciative to be able to carry the message for MPS to all the Adult Children all across the globe. It has been awesome to see a Board of Directors who work so hard to ensure that the message of ACA is here for all who want to recover.

----- **From the fellowship:** Most common emails are about Finding Meetings, Meeting Changes, How to start New Meetings, and Literature Order Information. Most Voicemails are about Finding Meetings, Meeting Changes, Literature and Order Information. There were a lot of newcomers this year asking for assistance about ACA and meeting information. There were even more members of the fellowship asking how start meetings in their area.

### **Calls for Help and Outreach Statistics**

April 1, 2015 – March 1, 2016

- **Emails Received: 6,984**
- **Emails Sent: 8,019**
- **Vonage Voice Mails: 1,190**

### **International connections made:**

Argentina Australia Austria Belgium Bolivia Canada Chile China Columbia Costa Rica Czech Republic Denmark Dominican Republic Ecuador Egypt Estonia Faroe Islands Fiji Finland France Germany Greece Haiti Hong Kong Hungary India Ireland Israel Italy Japan Kenya Korea Latvia Lithuania Mexico Moscow Netherlands New Zealand Norway Nova Scotia Panama Prague Poland Portugal Puerto Rico Russia Serbia Siberia Slovakia Slovenia South Africa Spain Sweden Switzerland Taiwan Thailand Turkey UK Venezuela Zaire Zambia

### **Lights On Initiative**

Faroe Islands

## **Report of the Hospital and Institution Subcommittee Trusted Servant Joan B.**

Many fellowship texts and workbooks were sent out again in the past year mostly to inmates. Occasionally a treatment center requested and received damaged fellowship texts also. Both of these areas fall under the auspices of Hospitals and Institutions.

Again it has been gratifying to see some of the requests for ACA literature from inmates as many of them express finally having found the 12-Step program that will help them turn their lives around for the better. Some thank you letters were received from inmates also, filled with gratitude for having been given the books they cannot buy themselves.

A survey was sent out in October 2015 to Intergroups seeking information on the level of H&I work going on in their Intergroups and groups. The quantity of survey responses were small, but the general indication was that the group was too new to start H&I work yet, and if H&I work was considered by the Intergroup or group, there were not enough volunteers to do the work.

I remind ACA members through this report that doing H&I work falls under the 12<sup>th</sup> Step, ... *trying to carry this message to others who still suffer....* People in various institutions do not have access to meetings outside the institution, so any literature or meetings that can be brought into the institution by ACA volunteers is greatly needed and appreciated.

Again for 2015 there has been an increase in people wanting to start Hospitals and Institutions for their Intergroups or groups and requesting information on how to do so. Recently the H&I Handbook, called *Guidelines for H&I Meetings*, has been posted on the website resource listing for Hospitals and Institutions. This is where you should go to get information on how to go about setting up your own program of outreach to prisons, jails, treatment centers, professionals, etc.

More requests have also been received for starting ACA Teen. Little information is available on starting such a meeting, but the BRB has information on doing so. Always remember that an ACA Teen group must be sponsored by an adult ACA group.

Please remember the expansive nature and simplicity sometimes involved in doing H&I work. This applies to taking trifolds and/or BRBs to therapists, BRBs to public libraries, giving trifolds for display in doctor's offices, giving trifolds to chaplains and church pastors.

It has been a pleasure to serve the fellowship through the H&I Committee. I hope the knowledge and activity involved in carrying the ACA message continues to grow.

Humbly submitted by Joan B; H&I Committee

## **Report of the Intergroup Liaison Subcommittee**

### **Trusted Servant Bonnie K-M**

**The IGSC was formed "to coordinate communications between established Intergroups in order to provide support for one another, enable Intergroups to provide support more directly with the understanding of and participating in the support of the World Service Organization structure, and to explore how leadership and support from the WSO Board might better serve the fellowship via Intergroup activity"**

This year the IGSC has sought to raise our visibility to the fellowship as a resource for Intergroups. There has been increased registration of new Intergroups. The expected launch of the Intergroup Literature discount seems to motivate meetings to organize new Intergroups. This generated many queries to WSO. In the past 12 months we received almost 200 emails about everything from the group affiliation process to how to open a bank account. We have worked with Intergroup leaders to address common concerns, such as registration and listing process, meeting affiliations, literature procurement, and communications.

As a committee we have had several more people step forward and brainstorm with us on Intergroup issues, mostly through email. As of this writing we are looking forward to our first teleconference. (March 26, 2016) We stalled a bit this year as we changed leadership, but we will continue to seek ways to facilitate communication between Intergroups for mutual support. The committee continues its service to aid communication from Intergroups to WSO and vice versa, and among Intergroups. Each Intergroup has its own Experience, Strength and Hope, and can share that with others.

There has been some confusion about an Intergroup's membership scope. As new IGs form we remind the fellowship that in this electronic age Intergroups need not be defined solely by geography. A new Telephone Intergroup has formed to serve telephone meetings based in the U.S. European IGs often serve groups of expatriates using their language in other countries. Some serve different language groups in the same area, as Canada does with French and English IGs. We also remind the fellowship that IG is completely autonomous entities created to serve the groups that support them. We strongly urge groups that are served by an Intergroup to formalize their affiliation by updating their registration. This imposes no obligation on a group. WSO and IGSC may exercise neither authority nor control over any Intergroup.

We look forward to continued growth of Intergroups to assist groups in carrying the message of recovery. In service,

Bonnie K-M  
IGSC Chair

## **Report of the European Committee**

### **Chair Majbrit M.**

The European fellowship is on the move and growing each month. This year we turned the ACA light on in Greenland, The Faeroe Islands, Switzerland, and recently in Portugal. Since the annual ACA European event that was held last August in Helsinki, a number of countries have also signed agreements with the WSO to translate our literature. I'd like to think that my sharing about what our Danish Big Red Book (BRB) meant for our understanding of ourselves helped. To quote my predecessor: "My inner child does not speak English."

The Russian BRB has also been translated and is now awaiting approval. This is going to have a huge impact on the fellowship in the Commonwealth of Independent States (CIS) and some former Soviet countries, because many people speak Russian. For example, when I was in Riga, I was told less than 1% of the people speak English, but almost all speak Russian. The Greeks, who signed their agreement last year, have finished translating the Daily Meditations book. But their fellowship is small and ordering books from the US is still expensive because of their economic situation and shipping costs.

Looking at the ACA fellowship in Europe we encounter many different challenges that are not seen in the US. The main ones are: translating, printing, shipping, and distributing literature in up to fifty different countries that speak almost as many different languages. These demographics and diversity of cultures and languages makes the challenges of the European Committee unique among WSO committees. Imagine how much more difficult this makes it for us to carry the message to the adult child who still suffers?

We have looked into many of these challenges to try and estimate what needs to be done. And what we have come to know in the past year, by visiting or being in contact with more than twenty-eight countries, is that the transition from having non-approved literature and the translation of the BRB are slow and ongoing processes. Sometimes a translation is moving forward with tremendous speed, like in Greece, which is out of necessity because the previous ACA fellowship there folded in 2000. Almost every country has a local variation of an adult child fellowship, where many are using the step work of the AA's Big Blue Book, because this is translated into a local language.

## **Report of the European Committee (continued)**

The transition is slow for some fellowships in Europe: getting approved literature, using the BRB and calling themselves ACAs instead of AAL, AK, VB. This is because the translation process is slow (i.e. done by volunteers) but also there is a lack of understanding of the power of the BRB. Instead some groups operate under the maxim “if it (i.e. local literature) works for us then why change it”. This might be a misunderstanding of the term “autonomous” when groups are set up. I learned this in Helsinki where I was told by members from some countries that they were working with non-approved literature but calling themselves ACA. This was one of the reasons I asked for the Handbook from the BRB (p. 557) as a separate piece of literature, even just as a pdf.

A major challenge for many groups in Europe remains the costly, cumbersome, and often slow process of ordering literature from the US. Unlike in the US, Europeans have to reckon with uncertain shipping costs – which can be as much as the price of the literature, and may have to be paid after the order – local sales tax (called Value Added Tax) and customs. But we are finally confronting this issue by investigating local printing/fulfillment. This has an impact on many 7<sup>th</sup> tradition contributions from Europe because their limited resources for literature has to factor in an equal amount (if not more) for shipping and taxes. There is also a lack of understanding regarding 7<sup>th</sup> tradition contributions, whether intentional or otherwise, due in part to being so far removed from the WSO. Hence the need for the BRB Handbook to be more freely available and are visibility and presence.

Sharing my experience in person as a Board member doing service – how the WSO is set up and how it works – has brought many of the European fellowships closer together. For example, one of the things that came out of Riga’s recent annual ACA event, held in February, was that the Baltic countries (Estonia, Latvia, Lithuania) would now organize themselves to jointly order literature to save shipping and distribution costs. My presence also helped increase turnout to the event: 80 people showed up! This is huge for a small country like Latvia similar in size to West Virginia. This underscores the importance of a face-to-face presence in the European context at key local annual events, and highlights the central difference with the fellowship in the US,

## **Report of the European Committee**

**(continued)**

which in contrast is self-contained in one cultural, fiscal and legal unit, fully supported by a local WSO. This is why we also attending the annual Dutch ACA event in The Netherlands in early April.

Carrying the message should be easy. But only the recipients of the Lights On Project get a free starter kit with all the tri-folds. This doesn't help if meetings in the same country have never heard of each other or if they haven't found a way yet to interact. For example, in Greece, it took enormous effort to establish contacts across the country through a Skype meeting. This is important because at some point they need to coordinate and pool resources to translate literature. English speaking countries do not have this challenge. That is why we are trying to create an informal mechanism that connects more European members and groups together. It also makes no sense that European meetings should have to buy tri-folds shipped from the US, which can cost three times as much as what American members pay. This cycle is repeated and exasperated when countries translate tri-folds which are then printed and shipped from the US, overpaying again for something they translated for free. This slows down and puts an unnecessary burden on carrying the message. Instead, fellowships in Europe should be allowed to print and distribute A4 tri- folds locally and at their own cost. This would help raise the low profile that ACA has outside the US and explain how we are different from other 12-step fellowships. This would also free up limited resources to buy more books or make 7<sup>th</sup> tradition contributions.

One of the biggest developments for the EC this year, is that we are putting together our first annual plan and a budget for 2016, which will be presented at the ABC in Florida. It will outline how we intend to develop reporting structures and communication systems to more efficiently support the development of the fellowship in Europe. For example, we envision having non-committee advisors to act as country representatives to be our eyes and ears on the ground in each country. We also envision creating a simple web site to share lots of local information about what is happening with the fellowship in Europe, connect the right people for cross-border sponsorship and other support initiatives, and establish a closer connection with the WSO. Included in this plan will also be European financial information that is being analyzed for the

## **Report of the European Committee (continued)**

first time such as: Literature sales (hard copy and electronic), shipping costs, and 7<sup>th</sup> tradition contributions. This will help illuminate financial bottlenecks so that they can be addressed and reduced.

In addition, our monthly European Committee call has been upgraded from Skype to a teleconference service, which provides local dial-in numbers for 33 different European countries. It is still held at 14:00 Central European Time (CET) on the first Saturday of the month and more information about how to dial in should soon be available on [www.adultchildren.org](http://www.adultchildren.org) under: NEWS / EUROPEAN COMMITTEE. Alternatively, please contact any of the committee members listed below.

Aside from all of these challenges, the European Committee is grateful for the opportunity to serve and participate in this historic phase of development for the fellowship, and witness how local groups in Europe are growing and maturing as a result of our efforts.

Respectfully submitted by the European Committee:

**Majbrit M.**, (Denmark), Chair of the European Committee, Vice-Chair of the WSO, and Trusted servant.

Contact: [eu@acawso.com](mailto:eu@acawso.com)

**Jeffrey F.**, (Czech Republic), Chair of the European Finance and Literature Sub- Committees, Board Member of the WSO, and Trusted servant.

Contact: [eu-finance@acawso.com](mailto:eu-finance@acawso.com)

## **Board Of Trustees Executive Committee Report**

**April 2015:** Executive Committee: **(Joan B):** no written report, but expresses appreciation for the opportunity to be of service to ACA by serving in the role of Vice Chairperson for the past two-years.

**May:** Executive Committee Report: Mary Jo reported repurchase of soft-cover meditation books, workbooks, and newcomers pamphlets.

**June:** Executive Committee Report: Mary Jo reported repurchase of soft-cover meditation books, workbooks, and newcomers pamphlets.

**July:** Executive Committee Report: No report this month

**August:** Executive Committee Report: Majbrit Approvals for this month was 1,200 Hardcover Meditation book, chips re-order, order of Tri folds and new meeting insert

**September:** Nothing to report

**October:** The Executive Committee has approved the purchase of 100 Workbooks used for H & I. It's not a larger quantity than ordered in the past; the purchase of approximately \$2,600 in chips and medallions, these quantities are less than previously approved; and approved to send 30 books for BBI in October for West Great Lakes Intergroup for the Social Workers Conference they have been invited to participate in.

**November:** The Executive committee: Larry read from the agenda: Board approval to order Big Red Book perfect bound version. Bang is moving its facility in Valencia and these need to be ordered before they start their move.

**December:** Executive Committee: Majbrit did not have any information at the time but Ines added that nothing had been done for the Executive Committee for this month.

**January 2016:** The Executive Committee: Majbrit reported there were some approvals regarding the barcodes but was not sure if it should be included now or in next month's meeting. Mary Jo suggest that she was going to bring the barcode thing up as a motion because it was over \$500 as well there was a motion that was under \$500 that should be included in the executive committee matters (\$260 for the website).

### **February:**

Approval to order of 2,000 more Laundry Lists Workbooks. An order of 2000 workbooks was just received a week ago, but there were some pent-up demand, so 450 workbooks have already been sold. It takes up to 6 weeks from start to finish for an order. Approval for the purchase of 5 unlimited email accounts for use by the WSO board members to conduct WSO work. The costs were \$191.76. They used to be sold in multiples of 10 but since the last purchase, it is reduced to 5



## **Executive Committee Report (continued)**

**March:** Executive Committee, Majbrit M.: Approval for 1200 HC Meditation Books. This order is not greater than a previous maximum order. The Executive Board approves anything less than a previous maximum order. If we are exceeding a previous maximum, a formal motion is made otherwise, only approval is required.

Respectfully submitted  
Majbrit M  
Vice Chair Board of Trustee

## Website and Database Committee

Of the nearly 580,000 sessions on our website, over 355,000 users are visiting the site for the first time (61.28%)

The predominant language of the users is English 92% and the United States has the greatest numbers of users at 83%.

Sessions	Users	Page views	Pages/Sess	Avg. Session Duration	Bounce Rate	% New
579,391	358,410	1,523,8912	2.63	00:02:31	57.74%	61.24%

### Percent of First time Visitors by Continents

Asia 78%    Oceania 70%    Africa 72%    Europe 67%    60% Americas.

More details can be found on the online report.

In service,

Larry A., Chair

# **OPPM Review Committee Report, Marty Jo. L., Chair**

## **The Power of Sharing: The Sum is Greater than the Parts**

*There* are individual groups of adult children of alcoholics meeting somewhere in the world 365 days a year. In our groups, we are invited to share our recovery experience, strength and hope. When the meeting is over, we usually feel that we received more than what we gave. That is the power of sharing - we get back more than we share.

The same is true when the basket is passed. Each member's voluntary contribution begins a sequence of unimaginable events that is greater than their individual contribution. Seventh Tradition contributions to our groups helps keep the meeting doors open by paying for the group's expenses so that all adult children will have a place to gather and recover. After the group's expenses are met, the funds left over are split between WSO and the local Intergroup, if one exists.

The funds going to the local Intergroup pay for books and materials to carry the message through Hospitals and Institutions Committees, Public Information efforts in the immediate community, and the purchase of literature for local distribution. These Intergroup efforts enhance the likelihood that other adult children in the community will find their way to our fellowship.

At the WSO level, the contributions made by members and groups are pooled together to help fund world-wide fellowship expenses. When those small contributions are added together the WSO can afford to:

- Design and upgrade a new modern and robust website
- Verify translated materials are suitable for publication
- Machine translate trifold and booklets
- Upload and refine the multilingual web pages
- Create New Literature
- Hire Special Workers, administrative staff
- Implement international printing and/or shipping protocols
- Send 400 books annually to therapists and institutions for free
- Turn the "Lights On" by sending a complimentary Meeting Starter Kit to a country without any meetings.
- Fund the Book Seeding program allowing non-US based groups and Intergroups to receive discounted books and shipping.

# **The Power of Sharing: The Sum is Greater than the Parts**

(continued)

Those contributions by individuals at the group level allow the ACA message to reach more people in more parts of the world than we can name.

The number of meetings has grown to over 1,500 and Intergroups are forming in record numbers. Sales of books are climbing, and it seems that attendance at our meetings is growing. The attraction to our program's message is increasing steadily.

As we look forward, there are some real indicators that the fellowship is going to grow at an increasingly accelerated pace. For example, up until April 2015, we had hovered around 1,400 meetings for a couple of years. Today we have over 1,500 meetings, which is a 7% growth rate over last year, and a watershed moment of particular importance to all adult children.

At this rate by 2026, we will probably have 3,000 meetings worldwide and can reasonably expect, that the demand for literature, service and staff will increase even more than these numbers indicate.

With this growth comes the need for more effective and efficient means of distributing literature and more service and administrative staff.

Thanks to the people who volunteer their time and Seventh Tradition contributions, the WSO's overhead is kept low and just ahead of that demand. Still, careful planning and allocation of resources, are key to nurture the fellowship's growth.

The sum of all our collective efforts is greater than our individual efforts. Together our contributions make a difference in adult children's lives and the communities where they gather for support. Because of your support this happens every day in every part of the world where we are able to carry the message.

Keeping Giving Back!

Sincerely grateful,

Larry A., Chair  
Board of Trustees  
ACA WSO, Inc.

## **Discussion and voting on approved ballot items**

No Ballot items received a two thirds favorable vote from the Fellowship

**OPPM 2010**

**OPERATING POLICY AND PROCEDURES MANUAL**

**ADULT CHILDREN OF ALCOHOLICS WORLD SERVICE ORGANIZATION, INC.  
BOARD OF TRUSTEES**

**Revised October 5, 2010**

**ACA World Services, 1400 E. 33rd Street, Signal Hill Ca., 90755**

**P.O. Box 3216, Torrance, Ca., 90510-3216; Tel: (562) 595-7831 Fax: (562) 595-7822; Online  
Contact: [adultchildren.org](http://adultchildren.org)**

**I. STATED PURPOSE 1**

**II. BRIEF HISTORY 1**

**III. WSO BOARD OF TRUSTEES 2 A. General 2**

**B. Board of Trustees (Board Members) 3 C. ACA WSO Property 3**

**D. Correspondence 3**

**E. Term of Service 4**

**F. Leave of Absence 4**

**G. Commitment to Service 4 H. Election 4**

**1. General Member 4**

**2. Region & Intergroup Representatives 5 I. Impeachment/Removal, Resignation, Vacancy 6**

**1. General 6**

**2. Regional and Intergroup Representatives 6**

**3. Resignations 6**

**4. Vacancy 7**

**IV. ACA WSO BOARD OFFICERS 7 A. General 7**

**B. Elections 7**

**C. Term of Service 7**

**D. Impeachment and/or Removal 7 E. Vacancy 8**

**V. Duties of Officers 8**

**A. Chairperson 8**

**B. Vice-Chairperson 8 C. Secretary 8**

**D. Treasurer 9**

**VI. ACA WSO FISCAL POLICIES 10 A. General 10**

**B. Signatory 10**

**C. Approval 10**

# **OPERATING POLICY AND PROCEDURES MANUAL**

**(continued)**

D. Reimbursement 10

E. Records/Reports 10

F. Committee Chairperson Reimbursement 11

VII. PLACING ISSUES BEFORE THE BOARD 11

## **Table of Contents**

A. Methods 11

VIII. BOARD MEETINGS 11 A. Notice 11

B. Schedule 11

C. Agenda 12

D. Conduct 12

E. Teleconferenced Meetings F. Emergency Meeting 12 G. Quorum 12

H. Voting 13

IX. EXECUTIVE COMMITTEE 13 A. Members 13

B. Powers and Authority 13

X. COMMITTEES 14

A. General 14

B. Powers of Committees 14

C. Selection of Committee Chair 15 D. Responsibility/Accountability 15 E. Reports 15

F. Correspondence 15

G. Professional Advisory Committee 15

XI. ACA WSO OFFICE 16 A. General 16

B. Phone 17

C. Meeting Directories 17 D. Correspondence 17

E. IG/Regional Support 17 F. Office Committee 18

G. Closure 18

XII. ACA WSO LITERATURE 18

XIII.A. Adult Children of Alcoholics Literature Development 18 B. Literature Policy 18

XIV.C. Literature Committee 19

XV. D. Approval 19

XIII. ARTICLES OF INCORPORATION 20

XIV. BYLAWS 20

XV. ACA WSO OPERATING POLICY & PROCEDURE MANUAL 20

XVI. ACA WSO COMLINE

A. Purpose 20



# **OPERATING POLICY AND PROCEDURES MANUAL**

**(continued)**

B. Subscriptions	20
C. Submissions	21
D. Budget	22
E. Approval/Oversight	22
F. Committee	22
XVII. LOGO	22
XVIII. LEGAL	22
XIX. ANNUAL BUSINESS CONFERENCE	23
A. Brief History and Purpose	23
B. Date and Location	23
C. Process for Accepting Committee and Caucus Reports	23
D. Substantial Unanimity	23
E. ABC Committee	23
F. Mailings	24
G. Delegate Packets	24
XX. BALLOT/GROUP CONSCIENCE SURVEY PREPARATION COMMITTEE (BPC)	25
A. Submissions	25
B. Mailing	26
XXI. ACA WSO WEBSITE	26
APPENDICES	28
APPENDIX I — RIGHT TO PETITION	28
APPENDIX II—TELECONFERENCED MEETING PROTOCOL	29
APPENDIX III – OPPM DEVELOPMENT	30
APPENDIX IV – CURRENT POLICIES	31
APPENDIX V -- HANDBOOK FOR ADULT CHILDREN OF ALCOHOLICS (ACA FELLOWSHIP TEXT) – Original Motion	31
APPENDIX VI – ACA WSO BYLAWS	32
APPENDIX VII – ACA TWELVE STEPS, TWELVE TRADITIONS, TWELVE CONCEPTS	35

## **I. STATED PURPOSE**

The sole purpose of the Adult Children of Alcoholics World Service Organization (ACA WSO) is to serve the Fellowship of Adult Children of Alcoholics (ACA). It is an agency created and now designated by the fellowship of ACA to maintain service for those who might be seeking, through ACA, the means for recovering from being raised in an alcoholic or otherwise dysfunctional home, through sharing information and experiences with one another and by applying to their own lives, in whole or in part, the Twelve Steps, which constitute the recovery program upon which ACA is founded. (See Bylaw II).

## **OPERATING POLICY AND PROCEDURES MANUAL**

**(continued)**

The ACA WSO shall do this by using the 12 Traditions and the 12 Concepts in its deliberations and decision-making process and use its best efforts to ensure that the traditions are maintained throughout the fellowship.

The ACA WSO shall consist of a Board of Trustees (hereafter referred to as the Board) for the purpose of complying with the laws of the State of California, which require a membership corporation to be composed of members. The members shall have all the powers provided for in its bylaws, serve as officers of the Board, or committee delegates as appropriate in the service of the purposes to which the ACA WSO is dedicated.

A member of the Board is subject to the laws of the State of California and is expected to exercise the powers vested in them by law in a manner consonant with the faith that permeates and guides the fellowship of ACA, inspired by the 12 Steps and in accordance with the 12 Traditions.

The ACA WSO may set up new corporate bodies to serve the purposes of ACA, provided that the ACA WSO shall own all of the capital stock of such corporate bodies, and if such corporate body is a membership corporation, its structure shall be in keeping with that of the ACA/WSO. The ACA WSO is expected to refrain from forming any new corporate body if a majority of the fellowship shall disapprove of its formation.

So that the ACA WSO Board may more effectively serve the purposes for which it is formed, an Executive Committee shall automatically be formed of all Officers of the Board, and furthermore that the Board of Trustees shall form any other committees as necessary to carry out its purposes, maintain an office, or storage space, for the archives and ACA WSO equipment, and conduct an Annual Business Conference (ABC). *Rev. Motion No.11149806*

## **II. BRIEF HISTORY**

In 1983 the Adult Children of Alcoholics groups voted to establish a permanent Central Service Board (CSB) to act as trusted servant to the fellowship of the emerging ACA, responsible for implementation of service activities, and required to report their activities on a regular basis to all affiliated ACA meetings. They found and established immediately a phone and office staffed by ACA to serve as a center for communications and service work.

In 1984, at a Business Conference, groups voted to establish ACA as an autonomous Twelve-Step, Twelve-Tradition organization. It was voted to request the CSB to act as the World Service office on an interim basis (IWSO). It was agreed that any and all materials to be distributed to the general fellowship on a regular basis, must be submitted to the CSB/IWSO for review and acceptance prior to any such distribution.

It was determined that the CSB/IWSO would not create an 'Emeritus Status' for CSB/IWSO Trustees.

## **OPERATING POLICY AND PROCEDURES MANUAL**

**(continued)**

In 1989, by Ballot, the fellowship voted for the CSB/IWSO to be discontinued and the Trustees continue to serve as the ACA Interim World Service Organization (ACA/IWSO).

In 1990 the fellowship determined that "Interim" be dropped and the ACA/IWSO, by Ballot, became the World Service Organization (WSO) for ACA in 1991.

The principal office of the corporation, for the transaction of its business, is located in Los Angeles County, California. The corporation may also have offices at such other places, within or without the State of California, where it is qualified to do business as its business may require and as the members of the ACA WSO may designate. The Corporate Seal is kept within the ACA WSO office locked files along with its tax-exempt number.

The ACA WSO Board, in its deliberations and decisions, shall be guided by the Twelve Traditions and the Twelve Concepts of ACA and group conscience. The ACA WSO Board shall use its best efforts to ensure that these Traditions and Concepts are maintained, for it is regarded by the fellowship of ACA as the custodian of these Traditions and, accordingly, it shall not itself, nor, so far as it is within its power to do so, permit others to modify, alter or amplify these Traditions, except in keeping with the provisions of the ACA ABC.

ACA WSO Board members function as trustees of the ACA fellowship. In accordance with Tradition Two, the Board may act for the service of ACA; it shall never perform any acts of government.

### **III. WSO BOARD OF TRUSTEES**

#### **A. General**

The board members of the ACA WSO Board of Trustees (which shall henceforth be referred to as the "Trustees" or "Board") shall be persons who are members of the ACA fellowship, and who express a profound faith in the recovery program upon which the fellowship of ACA is founded. The Trustees shall not be personally liable for the debts, liabilities, or other obligations of the corporation. (Bylaw IV.4)

Members of the Board, as Trustees, shall have all the powers provided for in the bylaws and as are vested in the "Board of Directors" under the laws of the State of California. They may, by general resolution, delegate to committees or to officers of the ACA WSO such powers as they deem appropriate in the service of the purposes to which the Board is dedicated.

The Trustees, subject to the laws of the State of California, are expected to exercise the powers vested in them by law, in a manner consonant with the faith that permeates and guides the fellowship of ACA, inspired by the Twelve Steps of ACA, in accordance with the Twelve Traditions and Twelve Concepts of ACA, and in keeping with the directives of the ACA Annual Business Conference (ABC).

Trustees are expected to contribute their time for the monthly meeting of the Board and to provide continued service to the Board during the year. The Trustees shall perform any and all

## OPERATING POLICY AND PROCEDURES MANUAL

(continued)

duties imposed on them collectively or individually by law, Articles of Incorporation, or Bylaws. The Board shall appoint and remove, employ and discharge, and except as otherwise provided in the bylaws, prescribe the duties and fix the compensation, if any, for agents and employees of the corporation.

The Trustees shall supervise all officers, agents, and employees of the corporation to assure that their duties are performed properly. Trustees shall advise the ACA fellowship, with respect to the views and opinions of the area they represent, regarding matters of policy. Each member elected to the Board shall be an active member of at least one committee by volunteering or appointment of the Executive Committee.

Trustees shall serve without compensation, except that they shall pay them reasonable advancement or reimbursement for expenses incurred in the performance of their regular duties. Trustees may not be compensated for rendering services to the corporation as a trustee, unless such other compensation is reasonable and is allowable for services as an employee or independent contractor, or otherwise. No more than 40% of the persons serving on the Board may be interested persons.

Each Trustee shall be responsible for knowing the current policy or procedure and update the manual as required.

Regional and Intergroup Representatives can also serve on the board.

### **B. Board of Trustees (Board Members)**

The number of Trustees seated on the Board at any one time shall not exceed fifteen (15). *Rev. Oct 5, 2010 by WSO Board action.*

### **C. ACA WSO Property**

Those members of the Board entrusted with addresses, books, funds, keys, literature, meeting information, names, telephone lists, and other information or property of the ACA WSO fellowship, shall provide exemplary care and utilization of such items during their period of service and shall protect these things from loss, mutilation, or use outside the service of ACA Twelve Step Groups or their individual members.

No person shall interpret ACA WSO material or property entrusted to his or her care as their personal or private property. Upon notification by the ACA WSO, by registered or certified mail, or in person at any meeting of the Board at which a quorum is present, the Chairperson or any member of the Board so entrusted with ACA material and/or property shall promptly (within one month) return the requested items to the ACA WSO by turning them over to a designated member of the Board or by bringing them to the ACA WSO office.

### **D. Correspondence**

Trustees when answering mail for the Board may not speak for ACA, ACA WSO, or the Board, unless directed to do so by the Board, but may share their personal knowledge and recovery.

## OPERATING POLICY AND PROCEDURES MANUAL

(continued)

Those Board members who have received and answered correspondence from the fellowship are obligated to forward the original correspondence and a copy of the reply to the office for filing.

Any correspondence generated or intended for distribution beyond the workings of the Board, must be reviewed by the Board for purpose of policy, procedure and Tradition consistency.

### **E. Term of Service**

#### **E. Term of Service**

The term of office of all Board members shall be two (2) years, counting from the ABC of election, with the maximum term of service for a Board Member defined as three (3) terms, which shall be effective as of the initial ABC at which the respective board member is ratified.

***Rev. Motion No. 02090201***

Regional and Intergroup Representatives would be required to commit to a minimum service period of one year as a Trustee in the interest of continuity. That period of service would be from ABC to ABC. ***Rev. Motion No. 06129901***

### **F. Leave of Absence**

A Leave of Absence (LOA) will be given to Trustees who have been sitting on the board for a minimum of one year, at the discretion of the Board.

### **G. Commitment to Service**

All members of the board shall agree to comply with, and be bound by, all the terms and provisions of the ACA WSO bylaws, policies, and procedures as set forth in this manual. As a condition of service, and prior to their election to the ACA WSO board, potential members of the board shall sign the ACA WSO commitment to service. If unwilling to sign the document, the potential member must write a letter containing a statement as to their objection to signing said commitment to service. Said letter must be given to the board and published in the ComLine prior to their election to the ACA WSO board, so that all members of ACA understand that potential board member's commitment to serve ACA WSO and the membership. ***Rev. Motion No. 05099802***

### **H. Election**

**1. General Member: Additional Requirements for WSO Board Membership:** Those ACA members willing to volunteer service as members of the Board of Trustees must present themselves to five Board Meetings within a seven-month period of time. The ABC meeting is considered a "regular" meeting for the purpose of extending board membership. ***(Rev. Motion Sept. 13, 2008).***

Intergroup and Regional Representatives will be required to fulfill the same qualifications for board membership as elected Trustees. ***(Rev. Motion Sept. 13, 2008).***

## OPERATING POLICY AND PROCEDURES MANUAL

(continued)

New board members should also be actively attending Adult Children of Alcoholics meetings and have a working knowledge of the ACA Twelve Steps and Twelve Traditions. (*Rev. Motion Sept. 13, 2008*).

The potential Trustee should have at least three years of ACA program work, which includes regular meeting attendance, Step work and changed behavior. Previous experience in a service position is desirable. (*Rev. Motion Sept. 13, 2008*).

Potential Trustees without direct ACA experience and/or without a working knowledge of the ACA Steps and Traditions may be asked to serve on an ACA WSO subcommittee for one year before being considered for board membership. This would allow the person to obtain Traditions and service knowledge before becoming a Trustee (*Rev. Sept. 13, 2008*).

### 2. Region & Intergroup Representatives

The Regional Designations shall remain as identified, with the addition of Region 20. (Regions outside North America shall begin with the number 20.) *Rev. Motion No. 08129902*

Regional Representative:

By definition, a Regional Representative is someone who can be elected to the board, and keeps in contact with individual groups and intergroups within a region and acts in service to the ACA Fellowship within ACA WSO.

Intergroup Representative:

By definition, an Intergroup Representative is an individual who serves at

the intergroup level to keep the ACA WSO educated as to what is happening at their intergroup level, and takes information about the ACA WSO back to their intergroup and acts in service to the ACA Fellowship within ACA WSO.

These definitions recognize that an Intergroup or Regional Representative elected to the WSO Board of Trustees while retaining his or her Regional or intergroup position, is essentially serving two committees simultaneously, i.e., ACA WSO and a region or intergroup. While it should be self evident about the differences in these roles, we offer some general guidance here to avoid confusion.

For example, the representative must be clear on his or her service responsibility to the Intergroup and to ACA WSO. When attending a WSO Board of Trustees meeting, the person is offering service to the entire ACA Fellowship instead of one intergroup or geographical region. In all cases, whether serving as an Intergroup Representative or Trustee, the individual is directly responsible to those they serve by serving the ACA Fellowship. This holds true for a Regional Representatives elected as a Trustee while retaining his or her regional position.

Regional Representatives (RR) or Intergroup Representatives (IR), while serving as members of the Board, shall interface with all of those in the area that they represent.

# OPERATING POLICY AND PROCEDURES MANUAL

(continued)

The RR or IR will represent both the minority and majority concerns of those in their region or area to the ACA WSO Board. When any individual is selected to represent a group, it is understood that the group accepts on faith that the individual will have information available that perhaps the group it represents does not, and therefore the individual is chosen and expected to act in service to ACA WSO to the best of their ability. **Rev. Motion No. 06129903**

## **I. Impeachment/Removal, Resignation, Vacancy 1. General**

In keeping with the Commitment to Service, any board member may be removed by request or cause. Tradition violations, working outside the boundaries of the Policies and Procedures as set forth, abuse of fiscal responsibility, or any such action as determined by the majority of the members of the body, will serve as just cause.

The Minority Voice must always be allowed representation, however, once an issue is determined through a group consensus, it is expected that all board members support the position of the whole.

A board member who shall be absent from three (3) consecutive regular meetings of the ACA WSO, shall automatically be removed unless confined by illness, or financial incapacity at the discretion of the Board, or otherwise declared by the Board at any meeting, thereof exempt. **Rev. Motion No. 08129501**

The Board may declare the office vacant of a Trustee who has been declared of unsound mind by a final order of court, convicted of a felony, or been found by a final order or judgment of any court to have breached any duty under Section 5230 and following the California Nonprofit Public Benefit Corporation Law.

Action for removal may be taken at any Board meeting in keeping with meeting requirements.

## **2. Regional and Intergroup Representatives**

The RR and IR are considered members of the ACA WSO Board of Trustees and, as such, all language regarding termination of a member applies also to the RR and IR, with the additional provision that the groups, and Intergroups within the Region, be notified that such action has taken place, and a request be made that they elect a new member to represent them on the Board. Only the reason for termination will be stated in such notification. The details for such action may be contained in the minutes, which may be mailed upon request to any group. **Rev. Motion No. 06129903**

## **3. Resignations**

Any Trustee may resign, effective upon giving written notice to the Chairperson of the Board, the Vice Chairperson, the Secretary, or the Board, unless the notice specifies a later time for the effectiveness of such resignation. No Trustee may resign if the corporation would then be left without a duly elected Trustee or Trustees in charge of its affairs, except upon notice to the Attorney General of the State of California.

## **OPERATING POLICY AND PROCEDURES MANUAL**

**(continued)**

### **4. Vacancy**

Vacancies may be filled by a majority of Trustees then in office. If this Corporation has member Vacancies created by the removal of a Trustee, such a Vacancy may be filled only by the approval of the members.

## **IV. ACA WSO BOARD OFFICERS**

### **A. General**

Any person may serve as an officer of this corporation. Board members shall select from themselves persons to perform the duties of the officers to meet the lawful requirements of the State of California and comply with customary corporation terminology. The officers of this corporation shall be: Chairperson, Vice Chairperson, Secretary, and Treasurer. Any number of offices may be held by the same person except that Chairperson may not serve as the Secretary or Treasurer (Bylaw IV.7).

Officer titles shall not be used by such officers except in the conduct of ACA WSO business.

#### ***Rev. Motion No. 02110103***

Officers shall hold office until he or she resigns, is removed, is otherwise disqualified to serve, or until his or her successor shall be elected and qualified, whichever comes first.

The Board of Trustees may appoint such other officers or agents as it may deem desirable, and such officers shall serve such terms, have such authority, and perform such duties as may be prescribed by the Board.

The Chairperson shall have those duties generally attributable by law and custom to a president under the laws of the State of California, with such other greater or lesser duties as may be determined by the Board. The Vice Chairperson shall perform the duties of the Chairperson in the event of the Chairperson's absence or disability. The Secretary and Treasurer shall similarly perform those duties generally attributed by law and custom to such offices with such other greater or lesser duties as may be determined by the Board of Trustees.

### **B. Elections**

Nominations are put forward at the October and November meetings. Elections are held in December.

Incumbent officers may choose to turn over their position upon election of a successor or continue in office working with the successor until the Business Conference, at which time the newly elected officers are officially seated.

### **C. Term of Service**

The term of office for an officer shall be two (2) years (Bylaw IV.9); an officer may be reelected at the completion of the term, but may not serve more than two (2) consecutive terms.



## **OPERATING POLICY AND PROCEDURES MANUAL**

(continued)

### **D. Impeachment and/or Removal**

Any officer may be removed, either with or without cause, by the Board at any time. Any officer may resign at any time by giving written notice to the Board or to the Chairperson or Secretary of the corporation. Any replacement Officer, elected by the Board will be responsible to serve only the remainder of the term of office to which they are elected.

### **E. Vacancy**

The Vacancy of any office shall be filled by members of the Board of Trustees. In the event of a vacancy in any office other than that of Chairperson, such vacancy may be filled temporarily by appointment by the Chairperson until such time as the Board shall fill the vacancy. Vacancies occurring in offices appointed at the discretion of the Board may or may not be filled as determined by the Board.

### **V. Duties of Officers**

#### **VI.A. Chairperson**

VII. The Chairperson shall be the chief executive officer of the corporation and shall, subject to the control of the Board, supervise and control the affairs of the corporation and the activities of the officers.

She or he shall perform all duties incident to his or her office and such other duties as may be required by law, by the Articles of Incorporation of this corporation or by the bylaws, or which may be prescribed by the Board.

Unless another person is specifically appointed as Chairperson of the Board, she or he shall preside at all meetings of the Board. If applicable, the Chairperson shall preside at all meetings of the members.

Except as otherwise expressly provided by law, Articles of Incorporation, or bylaws, she or he shall, in the name of the corporation, execute such deeds, mortgages, bonds, contracts, checks, or other instruments, which may from time to time be authorized by the Board.

#### **B. Vice Chairperson**

In the absence of the Chairperson or in the event of his or her inability or refusal to act, the Vice Chairperson shall perform all the duties of the Chairperson and, when so acting, shall have all the powers of and be subject to, all the restrictions on, the Chairperson. The Vice Chairperson shall have other powers and perform such other duties as may be prescribed by law, Articles, bylaws or the Board.

#### **C. Secretary**

The Secretary shall certify and keep at the principal office and/or on the website, the original, or a copy of the bylaws, as amended or otherwise altered to date, a book of minutes of all meetings of the Trustees and, if applicable, meetings of committees of Trustees and of members, recording

## **OPERATING POLICY AND PROCEDURES MANUAL**

**(continued)**

therein the time and place of holding, whether regular or special, how called, how notice was given, the names of those present or represented, and the proceedings thereof. The minutes must include our logo and the related copyright phrase.

The Secretary shall see that all notices are duly given in accordance with bylaws or as required 8 by law; be the custodian of the records and of the Seal of the Corporation and see that the Seal is affixed to all duly executed documents, the execution of which, on behalf of the corporation under its Seal, is authorized by law or by the bylaws.

The Secretary shall keep at the principal office or on the website, a membership book containing the name and address of each and any members, and in the case where any membership has been terminated, shall record such fact in the membership book together with the date on which such membership ceased.

The Secretary shall exhibit at all reasonable times to any Trustee of the Corporation, or to his or her agent or attorney, on request therefore, the Bylaws, the Membership Book, and the minutes of the proceedings of the Trustees of the Corporation, and perform all duties incident to the Office of Secretary and such other duties as may be required.

The Secretary shall complete a Book of Minutes that comprises all prior action and policies of the Board annually. All minutes are to be completed prior to the ABC.

The Secretary shall provide a confidential and complete listing of Board Members to be attached to meetings minutes or available on the website, along with such information as any guest in attendance may choose to include.

Amendments to the minutes will not be discussed at the Board meetings unless for purposes of clarifications. Amendments to the monthly minutes shall be given, in writing, to the Secretary no later than two weeks following the time at which the minutes are submitted (whether by mail or at the monthly Board meeting).

### **D. Treasurer**

The Treasurer shall have charge of, custody of, and be responsible for, all funds and securities of the corporation, depositing all such funds in the name of the corporation in such banks, trust companies, or other depositories as shall be selected by the Board.

The Treasurer shall receive and give receipts for monies due and payable to the corporation from any source whatsoever. She or he shall disburse, or cause to be disbursed, the funds of the corporation as may be directed by the Board, taking proper vouchers for such disbursements. She or he shall keep, and maintain, adequate and correct accounts of the corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.

The Treasurer shall exhibit at all reasonable times the books of account and financial records to any Trustee of the corporation, or to his or her agent or attorney, on request. Render to the

## OPERATING POLICY AND PROCEDURES MANUAL

(continued)

Chairperson and Trustees, whenever requested, an account of any or all transactions as Treasurer and of the financial condition of the corporation. She or he shall prepare, or cause to be prepared, and certify or cause to be certified, the financial statements to be otherwise provided in the bylaws, prescribes the duties of the Treasurer, and such other duties as may be required by law, Articles, bylaws or the Board.

The Treasurer shall provide a listing of the contributions, by group, received by ACA WSO, for publication quarterly in the ComLine and annually for inclusion in the ABC report.

### VI. ACA WSO FISCAL POLICIES

#### A. General (Updated by board action of Aug 14, 2010)

The Fiscal Year is January 1 to December 31 of the same year as set by Article Seven (VII) of the Bylaws. ACA WSO shall request donations from ACA groups for the purpose of establishing and maintaining a fund for ACA service activities and social events.

The maximum annual contribution by an individual must be less than \$2500.

All Trustees will be reimbursed for expenses directly related to attending the ABC in person meetings, or when traveling to carry out the business of the ACA WSO, upon prior approval of the Board, if the funds are available.

(Third paragraph deleted by motion of Aug 14, 2010 as no longer applicable)

#### B. Signatory

The Treasurer or other designated Board member is authorized to sign for withdrawals. For withdrawals over \$250, documented approval, including e-mail, of at least one other officer is required for the withdrawal. All persons who would sign ACA WSO checks, and all signature cards to be submitted to the bank, must be approved by the Board. **Rev. Motion No. 02110102**

#### C. Approval

Guidance of the Board is required prior to the expenditure of funds, and management of such expenditures to ensure the appropriateness of expenses. All requests that involve funds out of the treasury must be reviewed for their appropriateness by the Treasurer before coming to the Board.

The Executive Committee shall be allowed to spend up to \$150 per month, at its discretion, without prior approval of the Board. Monies needed that exceed this limit must receive prior approval of the Board.

#### D. Reimbursement

Checks will be issued as needed. Form 591 (F591), shall be used for reimbursement of committee expenses, and must be submitted with an original or photocopy of receipts or canceled check, based upon approval by our Treasurer and/or accountant.

## **OPERATING POLICY AND PROCEDURES MANUAL**

**(continued)**

### **E. Records/Reports**

The Treasurer will keep records in accordance with Federal and State requirements and 10 guidelines for Nonprofit Public Benefit corporations, and will report monthly to the Board.

ACA WSO shall make quarterly treasury reports to the ACA Fellowship as a whole regarding the status of the central treasury. This report, including amounts contributed by each group, shall be published in the ComLine.

Quarterly the ComLine clarifies the suggested ACA WSO 7th Tradition contribution method to state that the suggested 60/40 idea was to apply only where there was no Regional service structure. Where there is such a structure, the suggested method would be 60% to the local IG, 30% to the Regional structure where one exists (even if on an interim basis), and 10% to ACA WSO. If there is no Intergroup or Region, that portion of the total contribution would be made to ACA WSO.

### **F. Committee Chairperson Reimbursement**

A Committee Chairperson may be reimbursed up to \$50.00 per month upon submission of F591 and appropriate receipts, to the ACA WSO treasurer.

Any expenses over \$50.00 must have the prior approval of the ACA WSO Board of Trustees, in accordance with current policy.

Any committee expense reimbursement request submitted later than three (3) months will be forwarded to the ACA WSO Board of Trustees for consideration.

## **VII. PLACING ISSUES BEFORE THE BOARD**

### **A. Methods**

Issues can be brought before the ACA WSO Board in various ways.

1. through the executive Committee for placement on the Agenda
2. through a Committee Report
3. when, at times, an issue is raised, by anyone attending, which is considered by a substantial majority to require immediate attention
4. at the Annual Business Conference
5. in keeping with the Policy Statement and Right to Petition\* as amended

\*Groups may use the Right to Petition to request the Board to reconsider any issues previously considered. (See Appendix I)

# OPERATING POLICY AND PROCEDURES MANUAL

(continued)

## VIII. BOARD MEETINGS

### A. Notice

All Trustees must register their addresses with the Secretary of the corporation; and notices of meetings, mailed, telegraphed, faxed, or emailed to them as such addresses, shall be valid notices thereof.

Notice must be made prior to each regular meeting. In the case of any Special Meetings called, each Board Member must be notified 24 hours prior to the meeting.

### B. Schedule

Regular meetings of trustees shall be held as described in VIII.E - on the second Saturday of each month at 11:00 A.M. Pacific Time (North America) unless special circumstances dictate otherwise. In that event, the regular meeting shall be held at the day, hour and place designated by the Board.

Meetings of the Board shall be presided over by a Chairperson chosen by a majority of the Trustees present at the meeting. The Secretary of the meetings of the Board can be a volunteer from those persons present at the meeting and approved by the majority of the trustees present.

### C. Agenda

The committee Chairperson or Board member must contact a member of the Executive Committee 7 days prior to the next general board meeting with the item to be considered for inclusion in the data packet for mailing by that date. If the issue is determined by the Executive Committee to need clarification, Committee review, or submission to a Committee for comment, the item may be deferred until a later time.

Only issues listed on the Agenda, or brought before the Board as outlined in OPPM Section VII, Placing Issues before the Board, A. Methods, will be discussed at the meeting. ***Rev. Motion 11149805***

### D. Conduct

The ultimate authority shall be the Group Conscience of those persons present at any meeting where a quorum is present.

A consensus is used in obtaining agreements on proposals. If a blocking concern is issued, discussed, and not removed, then a roll call vote is taken.

Robert's Rules of Order shall be used as a guide whenever a procedural issue occurs that is not covered by the Bylaws or Policies.

A parliamentarian shall be appointed by the members of ACA WSO to assist the Chairperson in the proper procedures and conduct of the meeting.

## OPERATING POLICY AND PROCEDURES MANUAL

(continued)

### E. Teleconferenced Meetings

The Teleconference shall be held at 11:00 a.m. Pacific time on the second (2<sup>nd</sup>) Saturday of each month. Attendees dial the Teleconference site number. The cost of the call to the Teleconference site shall be the responsibility of the calling party. Non-Board members are welcome to listen to the Teleconference but are requested to remain silent unless called-upon to participate. **Rev.**

**Motion 10109801**

There exists a Teleconferenced Meeting Protocol (See Appendix II), that governs such meetings.

### F. Emergency Meeting

In such case as may be necessary for the purpose of corporate business the officers may call an emergency meeting to handle a critical item of business and inform the Board at the next meeting of action taken.

### G. Quorum

A quorum for the transactions of business of the Corporation shall be: a) At any regularly called meeting fifty percent (50%) plus one, of the board members; b) Seventy five percent (75%) of the quorum of the board present at a meeting is required for a Bylaw change; c) A quorum for an emergency meeting shall be set at two thirds of the currently serving officers of the Board.

Board members on Leave of Absence (LOA) shall not be considered as counting toward a quorum. Additionally, board members who live outside of the U.S. who may be prohibited to phone into the teleconference due to a significant time difference may also be excluded from the quorum count. Any meeting held at which a quorum is not present may not conduct any formal business. The only motion, which the Chair shall entertain at such a meeting is a motion to adjourn. **Rev. Motion 01130107**

The trustees present at a duly called and held meeting at which a quorum is initially present may continue to do business notwithstanding the loss of a quorum at the meeting due to a withdrawal of trustees from the meeting, provided that any action thereafter taken must be approved by at least a majority of the required quorum for such meeting or such greater percentage as may be required by law, Articles, or Bylaws, or ACA WSO Policy.

When a meeting is adjourned for lack of a quorum, it shall not be necessary to give any notice of the time and place of the adjourned meeting or of the business to be transacted at such meeting, other than by an announcement at the meeting at which the adjournment is taken.

### H. Voting

Every act or decision made by a majority of the trustees present at a meeting duly held, at which a quorum is present, is the act of the Board, unless special issues require a greater percentage or different voting rules for approval of a matter by the Board.

## **OPERATING POLICY AND PROCEDURES MANUAL**

**(continued)**

The minority voice is important and ought to be recognized at all times. Yet once an issue has been determined, it is expected that all Board members will accept the decision and go forward in compliance with it.

Any existing service body, or committee, with the exception of the Executive Committee, may not have, at any time, more than two full votes on matters pertaining to the matters of interest of the service body or committee.

### **IX. EXECUTIVE COMMITTEE**

#### **X. A. Members**

**XI.** The Executive Committee shall consist of the four Corporate Officers: Chairperson, Vice Chairperson, Secretary, and Treasurer. *Rev. Motion 12/08/01/02*

#### **B. Powers and Authority**

The Board shall delegate to such a committee any of the powers and authority of the board in the management of business and affairs of the corporation, except they may not:

1. Approve of any action, which, under law or bylaws, required the approval of the board members.
2. Fill Vacancies on the Board or Committees.
3. Fix compensation of the Trustees for serving on the Board or on any Committee. \
4. Amend/repeal existing bylaws or adopt new bylaws.
5. Amend or repeal a resolution of the Board, which by its expressed terms is not so amendable or repealable.
6. Appoint committees of the Board, or members to any Committees of the Board.
7. Expend corporate funds to support a nominee for Trustee after more people are
8. nominated for Trustee than can be elected.
9. Approve a transaction to which this Corporation is a party and in which one or more of the Trustees has a material financial interest.

By majority vote of its members, the Board may at any time revoke or modify any or all of the authority so delegated. The Committee shall keep minutes of its proceedings, cause them to be filed with the corporate records, and report the same to the Board at the next regular Board meeting. *Rev. Motion 12/08/01/02*

C.

# **OPERATING POLICY AND PROCEDURES MANUAL**

**(continued)**

## **X. COMMITTEES**

### **A. General**

The ACA WSO utilizes a committee system that meets throughout the year and is composed of Trustees, ACA members, and an occasional nonmember.

The basic purpose of these committees is to collect, clarify, define and respond to the dictates of the fellowship within specific areas of concern. They may request the Board of Trustees to initiate policy or take action. Committees shall be formed in keeping with the needs of service by resolution of the Board, with such powers as the Board then may regard as necessary.

Committees may be created, discharged, eliminated, replaced, their powers expanded or limited, as the Board may, by appropriate resolution, determine.

Committees shall attempt to rotate geographically on an annual basis in order that all members of the ACA WSO fellowship have the opportunity to grow through service to their fellow members.

Meetings and actions of committees shall be governed by, noticed, held, and taken in accordance with the provisions of the policies and procedures concerning meetings of the Board, with such changes in the context of such policies as are necessary to substitute the committee and its members for the Board of Trustees and its members, except that the time for regular meetings of committees may be fixed by resolution of the Board or by such committees.

### **B. Powers of Committees**

When we have made a commitment to serve as a Trustee on the Board of ACA WSO, it is imperative that we collectively have a firm understanding of what our role is as a Board member, and have an understanding of the dynamics of committee work and the committee's role in response to the task delegated or charged to them by the Chair or the Board as a whole.

The Board Member sitting on any committee is charged with making clear to all committee members the definition of a committee and the powers of a committee and its responsibility to the chair and the Board, according to Roberts' Rules of Order (Pocket Edition 1990).

Committees are instruments or agencies of the body appointing them and their function is to carry out the will of that body. Committee acts are recommendations only and except as especially authorized, have no force until approved by the body. Generally, the term committee implies that with the scope of its assigned responsibilities, the committee has less authority to act independently for the society or fellowship than a Board is usually understood to have.

### **C. Selection of Committee Chair**

Committee Chairpersons and Vice Chairpersons may be elected from delegates attending the ABC. In the event of a resignation of the Chairperson, the ACA WSO Board shall designate the most appropriate person to serve as Chairperson Pro-tem until the next ABC, drawing input from the said committee's members.



## **OPERATING POLICY AND PROCEDURES MANUAL**

### **(continued)**

The Vacancy of the Chair will be presumed if the committee Chairperson fails to submit two (2) consecutive monthly written reports to the Board of Trustees and they will act to appoint a new Chair as stated above.

In the event of a committee Vice Chairperson resignation, the committee members shall elect an individual to serve out the remaining term as Vice Chairperson Pro-tem and actively serve in that position until the next ABC.

#### **D. Responsibility/Accountability**

Committees are held fiscally responsible and may be financially supported by the ACA WSO. The ACA WSO Board of Trustee Operating Policies and Procedures Manual governs the ACA WSO committees. These committees do not govern; they are, instead, the servants of the fellowship performing a necessary task.

Any Committee created by the ACA WSO, with the exception of the Executive Committee, may not have at any time, more than two full board votes on matters pertaining to that Committee.

#### **E. Reports**

All committee Chairpersons shall give to the ACA WSO Board a written report on the purpose of that committee (Purpose Statement), and a written monthly report on the activities, or for introducing recommendations/proposals for action, to the Board prior to the monthly meeting for placement on the Agenda.

#### **Proposal**

The Chairperson shall provide a written report of the committee's activities for the ABC.

All the business of each committee shall be dealt with within each committee's report. Committee reports are to be used to bring the committee business and motions to the ACA WSO Board for approval after the committees meet. The committee Chairperson shall contact the Executive Committee for placing proposals on the Agenda prior to the next Board meeting.

#### **F. Correspondence**

Committee Chairs and/or members shall follow the guidelines for Board correspondence. Those who have received and answered correspondence from the fellowship will forward a copy of all such correspondence to the office for filing.

Any correspondence intended for distribution beyond general Committee work must be reviewed by the Board for purpose of policy, procedure, and Tradition consistency.

#### **G. Professional Advisory Committee**

A Professional Advisory Committee may be composed of experts, professionally trained in the fields of education, law, medicine, psychiatry, religion, social work, sociology, and allied fields.

## OPERATING POLICY AND PROCEDURES MANUAL

(continued)

The function of such a committee would be to furnish professional counsel and guidance to the ACA WSO, as required, in the development of sound policies and the conduct of activities on the highest possible level. ACA WSO would invite individuals to become members of the committee after an evaluation of their qualifications and potential service.

The corporation shall have such other committees as may from time to time be designated by resolution of the Board. Such other committees may consist of persons who are not also ACA members. These additional committees shall act only in advisory capacities to the board and shall be clearly titled as "advisory" committees.

### **XI. ACA WSO OFFICE *Rev. Motion 04140102***

#### **A. General**

A priority of the ACA WSO Board is to provide an office that may be contacted by those seeking recovery information through the ACA Twelve Step Program.

The office will be in charge of the locked files of financial records and registered letters.

The office will be in charge of a nightly backup of Computer files in case of an emergency. A listing of all registered meetings will be kept outside the office and updated periodically for protection against theft or fire.

The Office Committee will date all incoming mail and forward any mail to the designee or appropriate Committee Chair for response. (See the Appendix f or Job Descriptions of volunteers and staff.)

#### Registration

a) All Twelve-Step, Twelve-Tradition affiliated Meetings, Intergroups, and Regions are considered members of ACA WSO. (Bylaw III 2.)

b) Each Meeting and Intergroup shall register with the a designated member of the Office Committee its meeting name, location, time and day; and Secretary and/or contact individuals' information.

Meeting guides provided by Intergroups and/or Regions that include alphabetical listings of meetings, day, time and location, may be used to register meetings, provided a contact name and address accompany the guide. The contact name and address indicate a willingness of that meeting to be registered through the efforts of the Intergroup or Region.

c) Regional registrations shall include the name of the Regional Representative to serve on the Board of Trustees, and the names of the ACA WSO member Meetings and/or Intergroups participating in the Group Conscience of Region business and of the selection of the Representative.

## **OPERATING POLICY AND PROCEDURES MANUAL**

**(continued)**

- d) All members shall be encouraged to update their registration information annually during the months of September to December in order to ensure receipt of the ABC, Ballot and GCS information, and with each change of officers.
- e) The trademark "ACA" shall be limited to only those members registered with ACA WSO for the purpose of identification for meeting listings, names, notifications, and locations.
- f) Closure Rev. Motion No. 06109508

### **B. Phone**

The office is to have a phone. In absence of a volunteer, answering bureau, or part time worker, a machine will simply inform the caller that the ACA WSO has been reached and give the hours of operation for the office. The message may give out local Intergroup phone numbers for those seeking a meeting who may have called by mistake. An answering bureau may also be used for this.

### **C. Meeting Directories**

Meeting guides provided by Intergroups and/or Regions that include alphabetical listings of meetings, day, time and location, may be used to register meeting information provided a contact name and address accompany the guide. The contact name and address indicate a willingness of that meeting to be registered through the efforts of the Intergroup or Region.

All ACA WSO meeting guides (electronic and paper) will carry the Laundry List on the front cover in place of the Problem statement.

The office will provide the listing to produce the International Meeting Guide and keep its records as updated as possible. The Guide may be distributed to the ACA fellowship and other 12 Step organizations and offices. The Directory will include the Copyright phrase as it appears at the top of the meeting minutes and be updated as determined by the Board.

### **D. Correspondence**

All form letters sent out by the office in response to correspondence will have received prior approval by the Board. All such material will carry the ACA WSO letterhead/logo.

Office Committee member(s) will respond to general mail and e-mail received by ACA WSO, following the guidelines for correspondence and sending a copy to the archives (either physical or electronic).

### **E. IG/RegionalSupport**

The Office Committee shall support Regional Representatives and/or registered Intergroups by providing mailing labels for those registered groups in their area upon reasonable request.

C.

## **OPERATING POLICY AND PROCEDURES MANUAL**

**(continued)**

### **F. Office Committee**

The Office Committee shall consist of the current Executive Secretary, Postal mail Secretary(ies), E-mail Secretary(ies), Secretarial Assistant(s), and Database Person(s).

The Office Committee will be provided with any form letter for the purposes of reproduction.

ACA WSO Office Committee provides the ComLine Liaison or ComLine Editor with the addresses of subscribers, monthly.

### **G. Closure**

Should funds not be available to maintain a physical office, the Office Committee Chair, under the direction of the Executive Committee, shall:

1. a) lay off any paid staff with a letter of recommendation.
2. b) present a proposal as to the best method of closing down the office.
3. c) place all records in storage at a place determined by the Board. Maintain the mailbox or

forward the mail to a trusted servant. Transfer the phone to a message phone or answering service.

d) dispose of all excess equipment as directed with an accounting of items and monies received.

e) report to the Executive Committee any necessary changes in phone, mail, database updates and/or other procedures necessary for the purpose of doing business in a timely manner.

Should the above plan be unworkable due to lack of funds, or trustees, the Officers and Trustees shall dissolve the corporation in keeping with Bylaw Article XII for dissolution of ACA WSO. They shall donate the office equipment and monies to meet the criteria set by the IRS for WSO's tax, not for profit status. A letter to be forthright with the fellowship will be mailed to all affiliated Meetings, Intergroups, and Regions. Rev. Motion No. 06109511

## **XII. ACA WSO LITERATURE**

### **A. Adult Children of Alcoholics Literature Development**

"The Problem," "The Solution," "Twelve Steps," "Twelve Traditions," and the "Identity Papers" have been standardized and accepted at various Annual Business Conferences. Responding to fellowship requests, ACA WSO develops and publishes literature that provides a source of unity, and carries the ACA logo and copyright. All groups may submit literature for review and possible publication by ACA WSO, at the discretion of the Literature Committee, which will edit such literature for publication, and rewrite it where necessary for ease of reading, adherence to ACA principles, and spelling. It will be submitted first to the group that submitted it, so the group can withdraw it before it is published if it does not agree with the changes. Then it will be treated as

## OPERATING POLICY AND PROCEDURES MANUAL

(continued)

any other ACA WSO generated literature, and be put through the process of approval by the Board and the ABC. *Rev. Motion No. 04249804*

### **B. Adult Children of Alcoholics Literature Policy**

It has always been accepted that ACA should remain eclectic in choosing literature. That is, ACA meetings may draw from various sources without censorship. Each group is cautioned to be extremely careful in selecting materials, reviewing them against the 12 Traditions that govern our fellowship.

#### **FOR GUIDANCE:**

Tradition One: Tradition Four: Tradition Five: Tradition Six:

Tradition Eight:

Tradition Ten:

Does it support the growth of ACA and promote unity and continuity of our message?

Will the decision to use such material effect other groups in the local area or our fellowship as a whole?

Does this decision by the group remain in line with ACA's primary purpose?

Is the use of outside literature an endorsement of a particular author? Would the meeting be a "book study" if making the work of a particular author the focus of the meeting rather than an ACA recovery meeting?

Does using such literature border on, or move the meeting toward a therapy session and away from the Twelve Step recovery programs of self-help groups?

Would such use violate any copyrights of others? ACA groups identify with the Problem and work the steps toward the Solution.

Our ACA Identity Papers state who and what we are as children who were raised in alcoholic or otherwise dysfunctional environments. Would the decision of the group identify us a different way and define our recovery outside the 12-Steps?

After considering the above, each meeting ought to announce that the literature used is not approved or endorsed by the ACA fellowship. Each group needs to evaluate what effects the decision to use outside literature might have on the newcomer seeking recovery in ACA.

## **OPERATING POLICY AND PROCEDURES MANUAL**

**(continued)**

### **B. Literature Committee**

Any literature submitted to the ACA WSO Literature Committee to be reviewed for distribution to the fellowship must promote principles over personality and carry the ACA WSO copyright. The originating group will be given credit in the publication.

The committee will produce and develop literature for distribution to the ACA fellowship in keeping with the ACA WSO stated purpose and policies. The literature will serve to carry the message to the newcomer; promote unity and consistency throughout the fellowship; be of service to the fellowship; and may provide a resource for ACA WSO.

### **C. Approval**

The committee will present all proposed literature to the Board for approval prior to presentation to the fellowship at the next ABC.

The ACA WSO Board approves of the teleconference idea as the best means for the Literature Committee to gather a representative active group conscience regarding literature used within the ACA fellowship.

The ACA WSO promotes unity and consistency in the ACA message and has included "dysfunctional family" language in all literature where practical.

The ACA WSO Board approves literature for inclusion in the New Meeting Packet.

## **XIII. ARTICLES OF INCORPORATION**

The Articles of Incorporation and Bylaws are separate publications.

The ACA WSO is registered in the State of California and established as a nonprofit, tax-exempt corporation. These documents and any corporate Seal shall be kept in a locked file within the ACA WSO office or a Safety Deposit Box.

## **XIV. BYLAWS**

***Rev. Motion No. 06139803***

Appendix VI

## **XV. ACA WSO OPERATING POLICY & PROCEDURE MANUAL**

The Operating Policy and Procedure Manual (OPPM) will determine the everyday working policies of the ACA WSO. Policies and procedures must be in keeping with the current Bylaws.

***Rev. Motion No. 06139802***

Each Board member shall be responsible for knowing the current policy or procedure, and updating the manual as required, either by downloading the current version from the forum

## **OPERATING POLICY AND PROCEDURES MANUAL**

### **(continued)**

where it is posted, or by keeping a paper copy and adding footnotes to it where necessary to keep it current.

All proposed revisions of the Bylaws, OPPM or other legal documentation be presented in completed form with the suggested deletions be indicated by reduced pitch, italics, and additions be indicated by bold italic characters. The approved motion number as the update code. ***Rev. Motion No. 04259704***

## **XVI. ACA WSO COMLINE**

### **A. Purpose**

The focus and intent statement of the ComLine is: 'The primary purpose for the ComLine is to act as an open forum for the fellowship on sharing recovery experiences, where articles and stories are submitted by the fellowship', and that its slogan is 'experience, strength, and hope.'

The ACA Trademark and the ACA WSO copyright statement are to be printed on the first page of each issue.

### **B. Subscriptions**

A ComLine one-year, complimentary subscription is to be provided to any registered meeting or Intergroup that provides a donation to ACA WSO of an amount equal to or greater than the prevailing ComLine subscription rate.

Donations are not accruable to meet the above criteria. Meetings or Intergroups that make multiple donations of less than the prevailing ComLine rate are encouraged to delay making the donation until the amount qualifies for a complimentary subscription.

To qualify for a renewed subscription, the Treasurer may take into consideration a single donation of an amount equal to or greater than the prevailing ComLine rate made prior to expiration.

Unless otherwise directed in written material provided with the 7<sup>th</sup> Tradition donation, qualifying subscriptions for the meetings will be mailed to the address indicated on the check or the return address on the envelope. The WSO Office will determine from the financial records when the support requirement is met, and register new (and expired) subscriptions for these meetings.

***Rev. Motion No. 12080101***

Individuals may subscribe to the ComLine. The subscription is for 13 issues of the ComLine (This includes a monthly issue and an additional issue of the ACA Annual Business Conference.). The ComLine will be distributed the first of each month. ***Rev. Motion No. 08119803***

## OPERATING POLICY AND PROCEDURES MANUAL

(continued)

All subscriptions not renewed within one month of notification to renew will be dropped. Notification of renewal occurs when the mailing label of a subscriber's ComLine is marked "Last Issue." **Rev. Motion No. 08119803**

In 2006, upon recommendation of the committee, the Board established an annual subscription rate of U.S. \$16.00, Canada \$19.25, foreign \$24.00 payable in U.S. funds.

Intergroups may purchase Comline in bulk quantities of 20 to 99 copies at 75 cents (\$.075) per copy plus mailing cost. **Rev. Motion No. 08119803**

The ComLine is also available online for free.

Bulk orders from 100 to 1,000 may be filled at 50 cents (\$0.50) copy plus mailing costs. Because anonymity may inhibit individuals from identification of their mailing addresses, the ComLine may be purchased by participating Intergroups in bulk on an annual order basis. **Rev. Motion No. 08119803**

The ComLine mailing list is not to be sold, leased, or made available to any other source for any purpose other than the subscription of the ComLine, ABC mailing or other ACA WSO official business.

### C. Submissions

All items for publication shall be submitted two weeks in advance.

The minutes of the ABC shall be published in an extra edition of the ComLine.

The Editor may create one article per issue in keeping with the purpose statement.

The Editor may include ACA WSO activities as deemed appropriate, with the exception of the Executive Board Meeting Minutes.

### D. Budget

The ComLine Committee Chair will be confined to the quarter budget as set by the Board and will include in the monthly report the detailed expenses of each publication.

### F. Committee

A group that desires to serve as the next year's ComLine committee and produce the ComLine for ACA WSO shall submit an intent letter to the Board for review prior to the upcoming ABC. The Board will appoint a Trustee to liaison with the committee to insure that the guidelines, intent, and fiscal policies are understood, and assist a smooth transition between committees.



## **OPERATING POLICY AND PROCEDURES MANUAL**

(continued)

### **XVII. LOGO**

The logo and the ACA initials are trademarked for use of the Adult Children of Alcoholics World Service Organization, Inc. The Master Filing of this Trademark is maintained within the locked files of the ACA WSO. *Rev. Motion No. 04259705*

The Trademark shall not be approved for use by outside commercial entities, and may not be altered or added to in any manner.

The ACA WSO Trademarks may be used by registered meetings, Intergroups, and Regions affiliated with the ACA WSO. The use of these symbols indicates current registration only, and they are not to be used to imply endorsement of the content of letters, statements, policies, or the actions of bodies other than the ACA WSO. *Rev. Motion No. 04259705*

### **XVIII. LEGAL**

History: In the interest of representing the fellowship, the Board contracted with counsel, as discussed previously, and allocated \$1,500 for an initial retainer to take decisive legal action to send out "cease and desist" letters to all parties associated with The Adult Children Anonymous General Service Network (ACA/GSN) as named in their own documents. As a result of this confrontation it was determined that the Board, when necessary, may retain legal counsel on issues deemed necessary by the Board.

Prior to retaining legal counsel, verbal and written contact will be made by a designee of the Board, to attempt to bring about a satisfactory agreement (settlement) to any issue in which the ACA WSO fellowship is being violated.

---

#### **E. Approval/Oversight**

ComLine will be sent to two board members for review prior to ComLine being published.

The Board will attempt to obtain volunteer council on every occasion prior to designating funds for such expense.

### **XIX. ANNUAL BUSINESS CONFERENCE**

*OPPM 1995 Rev. Motion No. 09149604*

#### **A. Brief History and Purpose**

In 1983, the Adult Children of Alcoholics (ACA) Business Conference (BC) was organized by the Central Service Board, located in Los Angeles, California.

## OPERATING POLICY AND PROCEDURES MANUAL

(continued)

The Conference Purpose was: To bring unity and consistency to the Adult Children of Alcoholics. Toward this end, [it was] to establish guidelines for service and communication links within ACA.

In 1987 the ABC Committee was authorized to print and mail the letters intended for the individual meetings and Intergroups.

The minutes from the ABC, in addition to being sent to all Intergroups, were sent to all registered delegates present at the ABC where addresses are known.

### **B. Date and Location**

The ABC will meet on the fourth (4th) weekend of April, at a location approved by the ACA WSO Board. If the fourth (4th) weekend coincides with the celebration of Easter, the ABC will meet on the fifth (5th) weekend, unless April of that year has only four (4) weekends, in which case, it will meet on the third (3rd) weekend. **(Bylaw IX.1) Rev. Motion No. 03110002**

### **C. Process for Accepting Committee and Caucus Reports**

The process for presenting and accepting committee and caucus reports explains the ramifications and effects of such reports and is found in the OPPM in: Section VII. PLACING ISSUES BEFORE THE BOARD and Section X. COMMITTEES, E. Reports

### **D. Counting Group Conscience Ballots and Delegate Votes – Substantial Unanimity**

Ballots, that are filled in and returned, will be counted. A vote of two-thirds of the ballots is required for an item to remain on the ABC agenda for consideration.

### **E. ABC Committee**

1. The ABC Committee Chairperson shall be selected by the ACA WSO Board from those who volunteer for this position. The term of service for this Committee shall be one (1) year. A member may serve for two consecutive years.'

2. The Completion of the Duties of the office of the ABC Conference Chairperson shall be upon completion of the ABC and submittal of the ABC Report. The ABC Committee Report shall include, but not be limited to:

a) the Minutes of the ABC Conference Meetings in either written or audio tape format. b) a written summary of all motions and the results.

c) a written summary of any additional items requiring action by the ACA WSO Board. d) a written summary of recommendations for ACA WSO Board.

The delegates attending the ABC will vote on the items. A majority vote of the delegates in attendance is required for an item to be forwarded to the WSO board for possible action. (See
Concepts VI, VII and VIII for detail on the relationship and responsibilities of the ABC and
WSO Board – pp. 37-38)

## **OPERATING POLICY AND PROCEDURES MANUAL**

**(continued)**

101. The ABC Committee Report shall be filed with the ACA WSO Board prior to the next regularly scheduled ACA WSO Board Meeting.

102. The ABC Committee will coordinate with a Ballot Committee. The ABC Committee will ensure that the ABC is held in accordance with the ACA WSO bylaws and OPPM. The ABC Committee actions shall be submitted on a monthly basis to the ACA WSO Board for approval.

### **F. Mailings**

Conference Agenda and other materials relative to the ABC will be sent in the ComLine for inclusion in the November and December publication.

A Conference Registration Form will be mailed to all meetings that have an address within the computer database, with or without contact person information.

The following information shall be stated clearly to the delegates and included in the packet information:

1. That reports are reports to the Board and delegates, which is received at the ABC.
2. Recommendations can be made to the Board for action.
3. Motions would follow for the assembly to second and take action on.
4. Any meeting who returns the registration form will be sent a ballot packet (when one
5. exists), and further that any individual representing a registered meeting who shows up at the Conference with a ballot (whether they have paid for the delegate packet or not) shall be given a voting card, unless that meeting has already in a representative already in attendance.
6. Intergroups and Meetings are encouraged to have as many representatives as possible attend the ABC. However, registered ACA Intergroups and Meetings may have only one voting representative, to whom will be given a voting card, identified for that meeting upon notification to the Board.

### **G. Delegate Packets**

The Delegate Packet will contain the ACA WSO Annual Committee Reports; the Annual Fiscal Report, which shall show donations received by each registered group; the Annual Business Conference Guidelines regarding the process for accepting Caucus/Committee reports; the Problem and Solution; the Commitment to Service; and any other materials deemed relevant.

***Rev. Motion No. 09149604***

## **OPERATING POLICY AND PROCEDURES MANUAL**

**(continued)**

The ABC Delegate packages shall include but not be limited to:

1. Examples of all new Literature Approved in the last Year.
2. The current year's ABC Agenda
3. The Reports from ALL standing Committees: Literature, last year's ABC, etc.
4. The OPPM and modifications.
5. The By-laws
6. The Statements of purpose from each newly Elected Officer and New Trustee.
7. The Commitment To Service
8. Short form parliamentary procedures
9. Meeting Format

These Delegate Packets shall be available at cost (times 1.5, plus postage) to any interested party.

### ***Rev. Motion 03089701***

#### **Twelve Concepts:**

That *The 12 Concepts of ACA* (Approved by Motion 01119708) be included in the ABC Mailing. ***Rev. Motion 03089707***

## **XX. BALLOT/GROUP CONSCIENCE SURVEY PREPARATION COMMITTEE (BPC)**

### **A. Submissions**

The Ballot Request form (soliciting for ballot issues) will be prepared for mailing with the Conference Agenda in November.

The BPC will write a cover letter explaining the ballot item procedure, a form to be used to send in a GCS item, and will send these and a meeting registration form to each registered group and Intergroup, with the ABC registration form. It will be sent to the groups by fourth-class bulk mail, and to the Intergroups by first class mail.

The Ballot/GCS item must be received by the BPC by the cutoff date of December 3. The maximum length for a GCS item will be 500 words, including the proposal itself, history of the issue involved, and arguments in favor of the proposal.

C.

## **OPERATING POLICY AND PROCEDURES MANUAL**

### **(continued)**

In the same piece of paper containing the information regarding the policy for GCS items, it shall state, "We recognize that our program operates within the Spirit of the Twelve Steps and Twelve Traditions and that we must exercise judicious behavior in being of service to our fellowship.

We encourage all submissions to strive to embrace the needs of our fellowship as a whole." It would be included in the "How to Submit" guidelines.

Ballot items may be submitted by the GCS process above or by a majority vote of the trustees of the ACA WSO.

When an issue is submitted for the Ballot, and a perception of controversy exists, it may be placed on a separate document for the purpose of obtaining an informed Group Conscience.

### **Group Conscience Survey (GCS)**

The "Group Conscience Survey" will be mailed just as a Ballot and the results reviewed 25

by the Board. Both the Ballot and the Group Conscience Survey are tools for obtaining Group Conscience throughout the fellowship and used for guiding the direction and identifying priorities/problems within the fellowship.

Any GCS (Group Conscience Survey) will be included if any registered ACA group had, by the process of gathering a group conscience in its meetings, submitted the item to the Ballot Proposal Committee in writing signed by the group secretary or equivalent. Surveys will contain the group's registration number and contact information. Proposals shall be verified by the Annual Business Conference committee. Electronic ballots adhering to these guidelines and containing the name and contact of the group secretary or equivalent, will be accepted in place of a signature.

GCS items may also be placed on the GCS by a majority of the trustees of the ACA WSO. Any GCS that is passed by a two-thirds (2/3) majority vote of the groups responding will appear on the ballot the following year as a ballot item.

### **B. Mailing**

Ballot/Group Conscience Survey (GCS) booklets will be sent out annually to all registered groups.

These booklets will be sent out the first week of January (by the 7th). If any group does not receive a booklet by January 21, that group can call ACA WSO to request one.

The Board adopted the policy for the purpose of counting the votes for Ballot and GCS (GCS) items where there are three possible responses Yes, No and Undecided where the total vote will include the undecided votes.

## **OPERATING POLICY AND PROCEDURES MANUAL**

### **(continued)**

Ballots, that are filled in and returned, will be counted. A vote of two-thirds of the ballots is required for an item to remain on the ABC agenda for possible consideration.

#### **XXI. ACA WSO WEBSITE**

A. The official website of ACA WSO was established with the purpose of providing information to members and prospective members about ACA meetings, literature, events and other ACA related resources. The website shall include lists of all ACA meetings and Intergroups registered with the WSO.

B. In accordance with our Traditions, the website shall not contain advertising or links to outside enterprises.

C. Additionally, in accordance with our Traditions, the ACA WSO Website and Forum pages do not contain links to outside entities due to the nature of affiliation by such links. Outside entities include, but are not limited to, other 12-Step programs, personal recovery pages, public/private agencies, or similar organizations.

D. The webmaster is authorized to include links to ACA sponsored events upon notification of such events by persons leading the events.

E) Web page administrators, forum moderators and others involved with the functioning or maintenance of WSO Web pages and similar pages shall be approved by a vote of the Trustees. (*Rev. Motion – 2007*).

#### **APPENDICES**

##### **APPENDIX I — RIGHT TO PETITION**

In the event ACA WSO has declined to take action on an issue, or there is dissent with some action, or other dissatisfaction on a matter considered by ACA WSO, the fellowship may formally petition for reconsideration or some other specific action to be taken by ACA WSO.

ACA WSO may refer such petitions to any of their committees for initial consideration, but will be obligated to place same on the ACA WSO agenda at the next board meeting held 30 days after receipt of the petition. A petition may be submitted, in writing, by five (5) registered meetings, at least three (3) of which are from different geographical areas, or by the petition of three (3) affiliated Intergroups. The above shall have no affect on the present right of any meeting or Intergroup to submit to ACA WSO any matter for consideration.

##### **APPENDIX II—TELECONFERENCED MEETING PROTOCOL**

Board members who are unable to attend teleconferenced meetings because of prior ACA commitments will be allowed to vote by absentee ballot. Such Board members will inform the Board Chairperson of the commitment and cast their signed vote on agenda motions by regular mail, if such mail will reach the Board Chairperson before the meeting. Notification and voting

# OPERATING POLICY AND PROCEDURES MANUAL

(continued)

by e-mail addressed to the Board Chairperson, with copies to all Board members, will be also allowed.

## APPENDIX III -- OPPM DEVELOPMENT

This Policy Guide has been put together combining the appropriate bylaws and past motions of the Board of Trustees and the ABCs. It was accepted into use at the 1992 Annual Business Conference and in 1995. The OPPM was revised in 2010 by the ACA WSO Board of Trustees and contains the day to day operating guidelines by which the Board and Annual Business Conference shall function.

## APPENDIX IV

This Appendix is designed to contain a copy of current policies as they are accepted and/or updated.

Joanne O. Literature Chair 1995

## APPENDIX V

This appendix contains historical dates and events.

Handbook for Adult Children. ACA WSO brought this LA/SFV IG project under the auspices of the Literature Committee Sept. 12, 1992 and provided as much support as was possible. **Rev. Motion No. 06109513** (Renamed the ACA Fellowship Text (Steps & Traditions Book), the Handbook was published in November 2006).

## APPENDIX VI – BYLAWS

### Adult Children of Alcoholics World Service Organization Bylaws

#### ARTICLE ONE (I) NAME

1. The name of this organization shall be ADULT CHILDREN OF ALCOHOLICS WORLD SERVICE ORGANIZATION, INC. (hereafter referred to as ACA WSO).
2. The principal office of this Organization shall be in the County of Los Angeles, in the State of California, at such place as designated by the ACA WSO Board of Trustees (hereafter referred to as the Board).
3. The Board shall designate the name and address of its agents in keeping with the Articles of Incorporation.

# **OPERATING POLICY AND PROCEDURES MANUAL**

**(continued)**

## **ARTICLE TWO (II) PURPOSE**

1. ACA WSO shall be incorporated under the laws of the State of California as a public benefit corporation. The organization shall maintain a nonprofit and tax exempt status under the laws of the United States and the State of California. This organization shall be organized for purposes as

defined under Internal Revenue Service Code Title 26 U.S.C., Section 501 (c) 3., and shall be incorporated in accordance with California Corporation Revenue and Taxation Code, Section 23701 (d).

2. The sole purpose is to serve the fellowship of Adult Children of Alcoholics (ACA) by maintaining service for those who might be seeking, through ACA, the means for recovering from being raised in an alcoholic or otherwise dysfunctional home.

2.1 No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

3. To achieve its purpose, ACA WSO shall:

3.1 Provide public information, meeting locations, educational material and such other services as may be deemed necessary.

3.2 To organize and provide support service to those Meetings, Intergroups, and Regions that are registered with ACA WSO and are guided by the Twelve Steps and follow the Twelve Traditions of ACA.

3.3 Convene an annual conference where consideration regarding the business of ACA WSO occurs and priorities for the coming year are discussed and implemented when/where feasible.

## **ARTICLE THREE (III) MEMBERS**

1. ACA WSO, as a nonprofit corporation, shall consist of a Board of Trustees who, by law, are ultimately responsible for any decisions pertaining to the corporation.

2. All Twelve Step, Twelve Tradition ACA affiliated Meetings, Intergroups, and Regions are considered members of ACA WSO.

## **ARTICLE FOUR (IV) BOARD OF TRUSTEES / OFFICERS / MEETINGS**

1. Trustees shall serve on the ACA WSO Board without compensation.

2. The ACA WSO Operating Policy and Procedure Manual (OPPM) shall contain the day to day operating guidelines by which the Board shall function.

3. Trustees shall be seated and/or removed in keeping with established guidelines as set forth in the ACA WSO OPPM.



## **OPERATING POLICY AND PROCEDURES MANUAL**

**(continued)**

4. Trustees shall not be personally liable for the debts, liabilities, or other obligations of the corporation.
5. The number of Trustees seated on the Board at any one time shall not exceed twenty (20).
6. Terms of service shall be in keeping with the OPPM (Operating Policies and Procedures Manual).
7. The following officers shall be elected from among its members: Chairperson, Vice Chairperson, Secretary and Treasurer. One person may hold more than one office, except that the Chairperson may not also be the Secretary or Treasurer.
8. Elections shall be conducted as set forth in the OPPM.
9. The term of office shall be two (2) years.
10. Duties of the officers shall be in keeping with those outlined in the OPPM.
11. The Board shall meet in accordance with the guidelines set forth in the OPPM.

### **ARTICLE FIVE (V) RIGHT TO PETITION**

1. All members have a right to petition any decision made by the Board in keeping with the guidelines set forth in the "Right to Petition" as contained in the OPPM.

### **ARTICLE SIX (VI) COMMITTEES**

1. The Board shall form an Executive Committee from among its members who shall be delegated the powers and authority as deemed appropriated by the Board, and shall serve in keeping with the guidelines set forth in the OPPM.

#### **ACA WSO Bylaws**

2. Committees shall be formed as deemed necessary to conduct the business of ACA WSO in keeping with the definition and guidelines set forth in the OPPM.

### **ARTICLE SEVEN (VII) FINANCE**

1. The fiscal year of the corporation shall begin on the first day of January and end on the last day of December of each year.
2. The Board shall ensure that it conducts all financial matters in keeping with the State and Federal requirements set forth in Title 26, U.S.C. Section 501 (c) 3 concerning nonprofit corporations.
3. ACA WSO shall be primarily supported by the voluntary contributions of its members.

## **OPERATING POLICY AND PROCEDURES MANUAL**

### **(continued)**

4. Individual gifts, donations or bequests shall be accepted in keeping with the guidelines set forth in the OPPM.
5. Contributions, donations, gifts or bequests shall generally not be accepted from any source outside the ACA fellowship.
6. The Board shall make fiscal reports available to its members in keeping with the guidelines outlined in the OPPM.

### **ARTICLE EIGHT (VIII) PARLIAMENTARY AUTHORITY**

1. The latest edition of Robert's Rules of Order shall be used as a guide in resolving any disputes; however, the ultimate authority shall be the group conscience of those persons present.

### **ARTICLE NINE (IX) ANNUAL BUSINESS CONFERENCE (ABC)**

1. The ABC shall be convened on the fourth (4th) weekend of April at a location approved by the Board of Trustees in keeping with the OPPM.
2. The purpose of the ABC shall be to bring Unity and Consistency to the ACA fellowship. Toward this end, it may to establish guidelines for service and communication links within ACA.
3. All members of ACA shall be invited to attend the ABC, with each affiliated Meeting and Intergroup designating one voting delegate and an alternate.
4. The group conscience obtained from the delegates in attendance shall provide direction, recommendations, and/or Special Committees to the Board for conducting the business of ACA WSO.
5. All Trustees shall be presented to the delegates with a Motion to ratify their membership on the Board.
  - 5.1 In the event ratification of a Trustee is not obtained, the Board shall follow the procedures as outlined in the OPPM.
6. A quorum for voting at the ABC shall be defined as a two thirds (2/3) vote of the registered delegates, as defined in the OPPM.

### **ARTICLE TEN (X) AUDIT AND ANNUAL REPORT**

1. ACA WSO shall maintain, in accordance with generally accepted business practices and accounting principles, accurate accounts, books and records of its business.
2. All records shall be open to inspection by any officer or member in keeping with the guidelines set forth in the OPPM.
3. The Board, at each ABC, shall submit a complete report of its acts and of the affairs of the organization.

## **OPERATING POLICY AND PROCEDURES MANUAL**

### **(continued)**

4. A copy of its "Corporate Seal," Articles of Incorporation, bylaws and Tax Number, shall be kept in trust by the Corporate Officers and made available to its members in keeping with the guidelines set forth in the OPPM.

#### **ARTICLE ELEVEN (XI) ACCEPTANCE/AMENDMENT OF THE BYLAWS**

1. These Bylaws shall initially be approved by a two-third (2/3) majority vote of the Board.
2. The provisions set forth in these bylaws shall be consistent with State or Federal Law or the Articles of Incorporation.
3. The Bylaws shall be amended by a two-third (2/3) majority vote of the Board, provided the proposed amendment has been submitted in writing at a prior regular business meeting.
4. A copy of these Bylaws shall be made available to its members in accordance with the OPPM.

#### **ARTICLE TWELVE (XII) CORPORATE SUSPENSION OR DISSOLUTION**

1. On the suspension of corporate business, all assets shall be held in trust by the corporate officers in keeping with State and Federal requirements.
2. On the dissolution of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities, shall be distributed to the Alanon National Headquarters from which ACA emerged.

#### **BYLAW REVISIONS—DECEMBER 1998 TO PRESENT**

--Bylaw Article Nine (IX), Annual Business Conference (ABC), 1. -- December 12, 1998

#### **APPENDIX VII -- ACA TWELVE STEPS; TWELVE TRADITIONS; TWELVE CONCEPTS**

##### **Twelve Steps of Adult Children of Alcoholics**

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 short comings.

## **OPERATING POLICY AND PROCEDURES MANUAL**

**(continued)**

)

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 the result of these Steps, we tried to carry this message to others who still suffer, and to practice these principles in all our affairs.

### **Twelve Traditions of Adult Children of Alcoholics**

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 membership in ACA is a desire to recover from the effects of growing up in an alcoholic or otherwise dysfunctional family.
4. Each group is autonomous except in matters affecting other groups or ACA as a whole. We cooperate with all other Twelve-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 nonprofessional, 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.

## **OPERATING POLICY AND PROCEDURES MANUAL**

### **(continued)**

12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

### **Twelve Concepts of Adult Children of Alcoholics**

#### **Concept I**

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

#### **Concept II**

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

#### **Concept III**

As a means of creating and maintaining a clearly defined working relationship between the ACA meetings, the ACA 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.

*The right of decision as defined herein refers to:*

*1) the right and responsibility of each trusted servant to speak and vote his/her own conscience, in the absence of any contrary mandate, on any issue regardless of the level of*

*service;*

*2) the 12 Steps, 12 Traditions, and the Commitment to Service will be followed by trusted servants in decision making;*

*3) delegates to the Annual Business Conference are trusted servants and therefore equally guided by the 12 Steps, 12 Traditions, 12 Concepts, and the Commitment to Service;*

*4) standard practice that decisions made by subcommittees are subject to the authority of the service body which creates its mission and defines its parameters.*

#### **Concept IV**

Throughout our structure, we maintain at all responsible levels a traditional Right of Participation.

#### **Concept V**

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.

# **OPERATING POLICY AND PROCEDURES MANUAL**

**(continued)**

## **Concept VI**

On behalf of ACA as a whole, our Annual Business Conference 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 Annual Business Conference also recognizes that the chief initiative and the active responsibility in most of these matters would be exercised primarily by the Trustee members of the World Service Organization when they act among themselves as the World Service Organization of Adult Children of Alcoholics.

## **Concept VII**

The Annual Business Conference recognizes that the Articles of Incorporation and the Bylaws of the Adult Children of Alcoholics World Service Organization are legal instruments: that the Trustees are thereby fully empowered to manage and conduct all of the world service affairs of Adult Children of Alcoholics. It is further understood that our World Service Organization relies upon the force of tradition and the power of the ACA purse for its final effectiveness.

## **Concept VIII**

The Trustees of the World Service Organization act in this primary capacity: with respect to the larger matters of over-all policy and finance, they are the principal planners and administrators. They and their primary committees directly manage these affairs.

## **Concept IX**

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 Adult Children of Alcoholics World Service Organization.

## **Concept X**

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 XI**

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.

## **OPERATING POLICY AND PROCEDURES MANUAL**

**(continued)**

### **Concept XII**

In all its proceedings, Adult Children of Alcoholics World Service Organization 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 Adult Children of Alcoholics, it shall never perform any acts of government;

and that, like the fellowship of Adult Children of Alcoholics which it serves, the WSO itself will always remain democratic in thought and action.

## **Process for Accepting Committee and Caucus Reports**

The process for presenting and accepting committee and caucus reports explains the ramifications and effects of such reports and is found in the OPPM in: Section VII. PLACING ISSUES BEFORE THE BOARD and Section X. COMMITTEES, E. Reports

### **VII. PLACING ISSUES BEFORE THE BOARD**

#### **A. Methods**

Issues can be brought before the ACA WSO Board in various ways.

1. through the executive Committee for placement on the Agenda
2. through a Committee Report
3. when, at times, an issue is raised, by anyone attending, which is considered by a substantial majority to require immediate attention
4. at the Annual Business Conference
5. in keeping with the Policy Statement and Right to Petition\* as amended

\*Groups may use the Right to Petition to request the Board to reconsider any issues previously considered. (See Appendix I)

### **X. COMMITTEES**

#### **E. Reports**

All committee Chairpersons shall give to the ACA WSO Board a written report on the purpose of that committee (Purpose Statement), and a written monthly report on the activities, or for introducing recommendations/proposals for action, to the Board prior to the monthly meeting for placement on the Agenda.

#### **Proposal**

The Chairperson shall provide a written report of the committee's activities for the ABC.

All the business of each committee shall be dealt with within each committee's report. Committee reports are to be used to bring the committee business and motions to the ACA WSO Board for approval after the committees meet. The committee Chairperson shall contact the Executive Committee for placing proposals on the Agenda prior to the next Board meeting.



## **The Problem**

Many of us found that we had several characteristics in common as a result of being brought up in an alcoholic or other dysfunctional household. We had come to feel isolated, and uneasy with other people, especially authority figures. To protect ourselves, we became people-pleasers, even though we lost our own identities in the process. All the same we would mistake any personal criticism as a threat. We either became alcoholics (or practiced other addictive behavior) ourselves, or married them, or both. Failing that, we found other compulsive personalities, such as a workaholic, to fulfill our sick need for abandonment.

We lived life from the standpoint of victims. Having an overdeveloped sense of responsibility, we preferred to be concerned with others rather than ourselves. We got guilt feelings when we stood up for ourselves rather than giving in to others. Thus, we became reactors rather than actors, letting others take the initiative. We were dependent personalities, terrified of abandonment, willing to do almost anything to hold on to a relationship in order not to be abandoned emotionally. Yet, we kept choosing insecure relationships because they matched our childhood relationship with alcoholic or dysfunctional parents.

These symptoms of the family disease of alcoholism or other dysfunction made us 'co-victims', those who take on the characteristics of the disease without necessarily ever taking a drink. We learned to keep our feelings down as children and kept them buried as adults. As a result of this conditioning, we confused love with pity, tending to love those we could rescue. Even more self-defeating, we became addicted to excitement in all our affairs, preferring constant upset to workable relationships.

This is a description, not an indictment.

Adapted from The Laundry List

## **The Solution**

The solution is to become your own loving parent

As ACA becomes a safe place for you, you will find freedom to express all the hurts and fears that you have kept inside and to free yourself from the shame and blame that are carry-overs from the past. You will become an adult who is imprisoned no longer by childhood reactions. You will recover the child within you, learning to love and accept yourself.

The healing begins when we risk moving out of isolation. Feelings and buried memories will return. By gradually releasing the burden of unexpressed grief, we slowly move out of the past. We learn to re-parent ourselves with gentleness, humor, love and respect.

This process allows us to see our biological parents as the instruments of our existence. Our actual parent is a Higher Power whom some of us choose to call God. Although we had alcoholic or dysfunctional parents, our Higher Power gave us the Twelve Steps of Recovery.

This is the action and work that heals us: we use the Steps; we use the meetings; we use the telephone. We share our experience, strength, and hope with each other. We learn to restructure our sick thinking one day at a time. When we release our parents from responsibility for our actions today, we become free to make healthful decisions as actors, not reactors. We progress from hurting, to healing, to helping. We awaken to a sense of wholeness we never knew was possible.

By attending these meetings on a regular basis, you will come to see parental alcoholism or family dysfunction for what it is: a disease that infected you as a child and continues to affect you as an adult. You will learn to keep the focus on yourself in the here and now. You will take responsibility for your own life and supply your own parenting.

You will not do this alone. Look around you and you will see others who know how you feel. We love and encourage you no matter what. We ask you accept us just as we accept you.

This is a spiritual program based on action coming from love. We are sure that as the love grows inside you, you will see beautiful changes in all your relationships, especially with your God, yourself, and your parents.

## **The By-laws**

ACA WSO bylaws 1 2009 ABC

ACA WSO By-Laws

### **ARTICLE ONE (I) NAME**

1. The name of this organization shall be ADULT CHILDREN OF ALCOHOLICS WORLD SERVICE ORGANIZATION, INC. (hereafter referred to as ACA WSO).
2. The principal office of this Organization shall be in the County of Los Angeles, in the State of California, at such place as designated by the ACA WSO Board of Trustees (hereafter referred to as the Board).
3. The Board shall designate the name and address of its agents in keeping with the Articles of Incorporation.

### **ARTICLE TWO (II) PURPOSE**

1. ACA WSO shall be incorporated under the laws of the State of California as a public benefit corporation. The organization shall maintain a nonprofit and tax exempt status under the laws of the United States and the State of California. This organization shall be organized for purposes as defined under Internal Revenue Service Code Title 26 U.S.C., Section 501 (c) 3., and shall be incorporated in accordance with California Corporation Revenue and Taxation Code, Section 23701 (d).
2. The sole purpose is to serve the fellowship of Adult Children of Alcoholics (ACA) by maintaining service for those who might be seeking, through ACA, the means for recovering from being raised in an alcoholic or otherwise dysfunctional home.
  - 2.1 No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.
3. To achieve its purpose, ACA WSO shall:
  - 3.1 Provide public information, meeting locations, educational material and such other services as may be deemed necessary.
  - 3.2 To organize and provide support service to those Meetings, Intergroups, and Regions that are registered with ACA WSO and are guided by the Twelve Steps and follow the Twelve Traditions of ACA.
  - 3.3 Convene an annual conference where consideration regarding the business of ACA WSO occurs and priorities for the coming year are discussed and implemented when/where feasible.

### **ARTICLE THREE (III) MEMBERS**

1. ACA WSO, as a nonprofit corporation, shall consist of a Board of Trustees who, by law, are ultimately responsible for any decisions pertaining to the corporation.

ACA WSO bylaws 2 2009 ABC

2. All Twelve Step, Twelve Tradition ACA affiliated Meetings, Intergroups, and Regions are considered members of ACA WSO.

**ARTICLE FOUR (IV) BOARD OF TRUSTEES / OFFICERS / MEETINGS** 1. Trustees shall serve on the ACA WSO Board without compensation.

2. The ACA WSO Operating Policy and Procedure Manual (OPPM) shall contain the day to day operating guidelines by which the Board shall function.
3. Trustees shall be seated and/or removed in keeping with established guidelines as set forth in the ACA WSO OPPM.
4. Trustees shall not be personally liable for the debts, liabilities, or other obligations of the corporation.

## **The By-laws**

### **(continued)**

5. The number of Trustees seated on the Board at any one time shall not exceed twenty (20). 6. Terms of service shall be in keeping with the OPPM.

7. The following officers shall be elected from among its members: Chairperson, Vice Chairperson, Secretary and Treasurer. One person may hold more than one office, except that the Chairperson may not also be the Secretary or Treasurer.

8. Elections shall be conducted as set forth in the OPPM.

9. The term of office shall be two (2) years.

10. Duties of the officers shall be in keeping with those outlined in the OPPM.

11. The Board shall meet in accordance with the guidelines set forth in the OPPM.

### **ARTICLE FIVE (V) RIGHT TO PETITION**

1. All members have a right to petition any decision made by the Board in keeping with the guidelines set forth in the "Right to Petition" as contained in the OPPM.

### **ARTICLE SIX (VI) COMMITTEES**

1. The Board shall form an Executive Committee from among its members who shall be delegated the powers and authority as deemed appropriated by the Board, and shall serve in keeping with the guidelines set forth in the OPPM.

2. Committees shall be formed as deemed necessary to conduct the business of ACA WSO in keeping with the definitions and guidelines set forth in the OPPM.

### **ARTICLE SEVEN (VII) FINANCE**

1. The fiscal year of the corporation shall begin on the first day of January and end on the last day of December of each year.

#### **ACA WSO bylaws 3 2009 ABC**

2. The Board shall ensure that it conducts all financial matters in keeping with the State and Federal requirements set forth in Title 26, U.S.C. Section 501 (c) 3 concerning nonprofit corporations.

3. ACA WSO shall be primarily supported by the voluntary contributions of its members.

4. Individual gifts, donations or bequests shall be accepted in keeping with the guidelines set forth in the OPPM.

5. Contributions, donations, gifts or bequests shall generally not be accepted from any source outside the ACA fellowship.

6. The Board shall make fiscal reports available to its members in keeping with the guidelines outlined in the OPPM.

### **ARTICLE EIGHT (VIII) PARLIAMENTARY AUTHORITY**

1. The latest edition of Robert's Rules of Order shall be used as a guide in resolving any disputes; however, the ultimate authority shall be the group conscience of those persons present.

### **ARTICLE NINE (IX) ANNUAL BUSINESS CONFERENCE (ABC)**

1. The ABC shall be convened on the fourth (4th) weekend of April at a location approved by the Board of Trustees in keeping with the OPPM.

2. The purpose of the ABC shall be to bring Unity and Consistency to the ACA fellowship. Toward this end, it may to establish guidelines for service and communication links within ACA.

3. All members of ACA shall be invited to attend the ABC, with each affiliated Meeting and Intergroup designating one voting delegate and an alternate.

## **The By-laws**

### **(continued)**

4. The group conscience obtained from the delegates in attendance shall provide direction, recommendations, and/or Special Committees to the Board for conducting the business of ACA WSO.

5. All Trustees shall be presented to the delegates with a Motion to ratify their membership on the Board.

5.1 In the event ratification of a Trustee is not obtained, the Board shall follow the procedures as outlined in the OPPM.

6. A quorum for voting at the ABC shall be defined as a two thirds (2/3) vote of the registered delegates, as defined in the OPPM.

#### **ARTICLE TEN (X) AUDIT AND ANNUAL REPORT**

1. ACA WSO shall maintain, in accordance with generally accepted business practices and accounting principles, accurate accounts, books and records of its business.

2. All records shall be open to inspection by any officer or member in keeping with the guidelines set forth in the OPPM.

#### **ACA WSO bylaws 4 2009 ABC**

3. The Board, at each ABC, shall submit a complete report of its acts and of the affairs of the organization.

4. A copy of its "Corporate Seal," Articles of Incorporation, bylaws and Tax Number, shall be kept in trust by the Corporate Officers and made available to its members in keeping with the guidelines set forth in the OPPM.

#### **ARTICLE ELEVEN (XI) ACCEPTANCE/AMENDMENT OF THE BYLAWS**

1. These Bylaws shall initially be approved by a two-third (2/3) majority vote of the Board.

2. The provisions set forth in these bylaws shall be consistent with State or Federal Law or the Articles of Incorporation.

3. The Bylaws shall be amended by a two-third (2/3) majority vote of the Board, provided the proposed amendment has been submitted in writing at a prior regular business meeting.

4. A copy of these Bylaws shall be made available to its members in accordance with the OPPM.

#### **ARTICLE TWELVE (XII) CORPORATE SUSPENSION OR DISSOLUTION**

1. On the suspension of corporate business, all assets shall be held in trust by the corporate officers in keeping with State and Federal requirements.

2. On the dissolution of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities, shall be distributed to the Alanon National Headquarters from which ACA emerged.

#### **BYLAW REVISIONS—DECEMBER 1998 TO PRESENT**

--Bylaw Article Nine (IX), Annual Business Conference (ABC), 1. -- December 12, 1998



## *The ACA Twelve Concepts*

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

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

**Concept III** – As a means of creating and maintaining a clearly defined working relationship between the ACA meetings, the ACA 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.\*

*\*The right of decision as defined herein refers to:*

*1) the right and responsibility of each trusted servant to speak and vote his/her own conscience, in the absence of any contrary mandate, on any issue regardless of the level of service;*

- 1. 2) the 12 Steps, 12 Traditions, and the Commitment to Service will be followed by trusted servants in decision making;*
- 2. 3) delegates to the Annual Business Conference are trusted servants and therefore equally guided by the 12 Steps, 12 Traditions, 12 Concepts, and the Commitment to Service;*
- 3. 4) standard practice that decisions made by subcommittees are subject to the authority of the service body which creates its mission and defines its parameters.*

**Concept IV** – Throughout our structure, we maintain at all responsible levels a traditional Right of Participation.

**Concept V** – 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 VI** – On behalf of ACA as a whole, our Annual Business Conference 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 Annual Business Conference also recognizes that the chief initiative and the active responsibility in most of these matters would be exercised primarily by the Trustee members of the World Service Organization when they act among themselves as the World Service Organization of Adult Children of Alcoholics.



## *The ACA Twelve Concepts* (continued)

**Concept VII** – The Annual Business Conference recognizes that the Articles of Incorporation and the Bylaws of the Adult Children of Alcoholics World Service Organization are legal instruments: that the Trustees are thereby fully empowered to manage and conduct all of the world service affairs of Adult Children of Alcoholics.

It is further understood that our World Service Organization relies upon the force of tradition and

**Concept VIII** – The Trustees of the World Service Organization act in this primary capacity: with respect to the larger matters of over-all policy and finance, they are the principal planners and administrators. They and their primary committees directly manage these affairs.

**Concept IX** – 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 Adult Children of Alcoholics World Service Organization.

**Concept X** – 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 XI** – 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 XII** – In all its proceedings, Adult Children of Alcoholics World Service Organization 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 Adult Children of Alcoholics, it shall never perform any acts of government; and that, like the fellowship of Adult Children of Alcoholics which it serves, the WSO itself will always remain democratic in thought and action.



® ACA WSO, P.O. Box 3216 Torrance, CA 90510 <http://adultchildren.org> [info@adultchildren.org](mailto:info@adultchildren.org)

## **Commitment to Service**

I, \_\_\_\_\_, agree to perform service in the capacity of a Trustee on the Board of the Adult Children of Alcoholics World Service Organization, Inc. (ACA WSO) for a period not to exceed the maximum allowed term of service. The term of office for this agreement shall commence with the first Annual Business Conference (ABC) after my election to the Board.

As a condition of election as a Trustee of the ACA WSO Board, I am familiar with and agree to comply with and be bound by all of the terms and provisions of the By-Laws, Operating Policy and Procedure Manual (OPPM), and the Twelve Concepts of Service of ACA WSO.

I recognize in this commitment that the true power of our Program rests in the ACA fellowship as expressed in our group conscience. I acknowledge that I am a trusted servant; I do not govern. I shall, to the best of my ability, abide by the word and spirit of the literature of the ACA program, and more specifically The Problem, The Solution, The Twelve Steps of ACA, The Twelve Traditions of ACA, and The Twelve Concepts of Service in ACA, in executing the duties entrusted to me by the fellowship and the ACA WSO Board of Trustees. I agree to continue to participate in ACA meetings and to work on my recovery program.

I am aware that the service structure of ACA is incorporated in the State of California as “Adult Children of Alcoholics World Service Organization, Inc. (ACA WSO)” as a Nonprofit Public Benefit Corporation, and I agree to fulfill and be bound by such laws as required by the State of California in the performance of my duties as a Trustee.

I will be also willing to surrender the position in which I serve and all materials entrusted to me in that position at the request of the ACA WSO Board of Trustees in order to promote unity, to provide an opportunity for others to give service, and to avoid problems of money, property and prestige.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print

\_\_\_\_\_  
Date



## Statements of Purpose

**Bill D:** I am committed to doing service for ACA through the WSO Board and committees because I can never repay all that the ACA program has provided me in recovery from shame, fear and self-doubt. Even though we are a program of attraction, not promotion, in order to attract others, we need to be visible and accessible. It is my hope every person who needs ACA will be able to find it and not have to endure a lifetime of dysfunction before beginning their journey from hurting to healing.

**Ines Z:** In appreciation of the gift of recovering one day at a time with the help of the ACA Fellowship offerings, I pay it forward by humbly volunteering my services on the WSO Board to support ACA's primary purpose: to arrest the emotional disease of family alcoholism or dysfunction. I volunteer to help to provide each adult child seeking recovery access to the tools of the fellowship.

**Jeffrey F.:** It is with much gratitude that I am able to serve the fellowship on an international basis through the WSO, thus helping to spread the word more quickly and support programs more efficiently, for adult children around the world who still suffer. With humility I follow in the footsteps of those who paved the way for me, to continue the work of creating local versions of ACA literature, and getting it into the hands of those who may be far away, but remain forever close in our hearts.

**Larry A:** From a space of love, I give service in ACA so that every adult child seeking recovery may find a safe place.

**Majbrit M:** I do service in ACA so that others may find the serenity, love, and true self that is found in working our program.

**Mary Jo L:** I give service to ACA in appreciation for the support and growth I continue to experience in my own recovery, and to help insure that others may have the same opportunities.

## **A Short Guide to Parliamentary Procedure**

This information has been assembled due to frequent requests from members regarding the method of conducting business. However, it should be stressed that studying and utilizing the principles in ACA's Twelve Steps, Twelve Traditions, and Twelve Concepts can provide the most useful guide to protocol. We use parliamentary procedure, when necessary, to ensure that courtesy is given to members, and to promote the orderly exchange of ideas. These procedures were developed to serve— not to stifle it. When we are at our best, we function almost entirely by using thoughtful consideration of our basic principles.

### **Step by Step**

#### **1) MOTION**

- a) An Area Service Committee recommendation is considered a seconded motion, and will be restated as such by the Committee Chairperson, after he/she presents the recommendation to the Area Assembly. (This is due to a recommendation that passes a committee already has more than one voting member who agrees with it)
- b) A motion can be made “from the floor” on any issue by any voting member of the Assembly when there is no other issue being considered.

#### **2) SECOND (to demonstrate that more than one voting member is in support of the motion)**

#### **3) CHAIR STATES: “It has been moved and seconded that ...”.**

#### **4) DISCUSSION (also refer to THINGS THAT CAN HAPPEN TO A MOTION)**

- a) If every comment is in favor of the motion, the Chair may ask “Is it the sense of the meeting that this motion be adopted?” If there is no opposition, it can be recorded as a passed motion.
- b) A reasonable opportunity is given to all to speak on the motion, and then...
- c) Chair says: “There being no further discussion we will vote on ...”, and restates the motion.

#### **5) VOTE (“all in favor of the motion ...”, and then “all opposed ...”) A two-thirds majority is required to adopt the motion.**

#### **6) MINORITY OPINION, MOTION TO RECONSIDER**

- a) Chair asks: “Does anyone in the minority wish to speak?” Only those who voted in the minority may speak at this time.
- b) Chair asks: “Do I hear a MOTION TO RECONSIDER?” Only someone who voted in the majority may make a motion to reconsider. If this motion is made, it must be seconded.
  - I) The motion to reconsider is debatable. After reasonable debate, the Chair will ask for a vote. A simple majority, rather than a two-thirds majority decides this vote. If won ...
  - II) Discussion on the Main Motion resumes (same rules as before).
  - III) VOTE (same rules as before).
  - IV) THERE IS NO MINORITY OPINION ON THE SECOND VOTE.

### **Things that can happen to a motion:**

- 1) It can be seconded, debated, voted on, etc, as outlined above.
- 2) The following subsidiary motions can be made regarding it (all of these must be seconded, and require a two-thirds majority to carry):
  - a) It can be AMENDED. The amendment is debated and voted on; then discussion of the original motion resumes.
  - b) It can be POSTPONED (tabled) either definitely (time or place stated), or indefinitely (basically, “killed”).
  - c) It can be REFERRED TO COMMITTEE, either with or without additional assembly instructions.

- 3) At any time during the discussion, a motion can be made to VOTE IMMEDIATELY (“calling the question”). A second is required. This motion is not debatable. The Chair will immediately ask for a vote on the motion to “vote immediately”, and if adopted, the assembly votes immediately on the motion under consideration.

## **Examples of All New Literature Approved in The Last Year**

No new literature approvals were given in the last year.

## **Book of Teleconference Motions 4/11/16 - 3/12/16**

**April 11, 2015**

Motion #1: To validate on the record the Board's specific concurrence to accept the resignation of Trustee, Allen C., from the ACA WSO Board of Trustees.

The motion as read was 2nd and passed unanimously.

Motion #2: To validate on the record the Board's specific concurrence to give a copy of the audio BRB to the group of volunteers that helped with the audio book project.

The motion as read was 2nd and passed unanimously.

Motion #3: To validate on the record the Board's specific concurrence to approve payment for Centauria's March 18th invoice for \$1833.75. This includes \$833.75 for work already completed as of that date and \$1,000 for fixes that are currently being worked on and for future work.

The motion as read was 2nd and passed unanimously.

Motion #4: To purchase a laptop along with a copy of Microsoft Office and a laptop maintenance contract for use by the MPS Committee at a cost of approximately \$600.00.

The motion as read was 2nd and passed unanimously.

Motion #5: To approve the presentation of the "H & I Information Booklet" at the 2015 ABC for delegate approval to publish on the Website for fellowship commentary for 90 days, receive and incorporate edits, and place for sale thereafter at price TBD.

The motion as read was 2nd and passed unanimously.

Motion #6: To approve the presentation of the "To the Beginner In All of Us" at the 2015 ABC for delegate approval to publish on the Website for fellowship commentary for 90 days, receive and incorporate edits, and place for sale thereafter at price TBD.

The motion as read was 2nd, discussed and passed by majority with one (1) no and one (1) abstention.

Motion #7: To approve the presentation of the "Intergroup Set-Up Guidelines" at the 2015 ABC for delegate approval to publish on the Website for fellowship

## **Book of Motions**

### **(continued)**

commentary for 90 days, receive and incorporate edits, and place for sale thereafter at price TBD.

The motion as read was 2nd, discussed and passed by majority with three (3) abstentions.

Motion #8: To create a handbook to help meetings establish structure.

The motion as read was 2nd, discussed and passed unanimously.

Motion #9: Put in place a system of checks and balances as they relate to the treasurer's job. (Have someone do spot checks of the treasurer's accounting.)

The motion as read was 2nd, discussed and passed unanimously.

Motion #10: ~~Schedule and International Convention Day to be held along with the ABC.~~ Beginning 2016 and thereafter, schedule a World Convention Day to be held along with the ABC on a separate day.

The motion as read was 2nd, discussed and amendments were made. Amended motion passed unanimously.

### **May 9, 2015**

Motion #1: That the Board reimburse the Literature Committee Design Editor for the expenses incurred in upgrading the Dropbox account, increase her personal email volume for three months and layout software update.

The motion passed unanimously.

Motion #2: The Board validate on the record the Board's specific concurrence to pay \$450 to Centauria to do necessary programmatic improvements to the website concerning the meeting directory and xcart.

The motion passed unanimously.

Motion #3: That the system of Committee budgets be changed to annual amounts instead of monthly amounts. Budgets will be reviewed at mid-year by the Finance Committee to determine if they are adequate. Unused funds do not carry over from year to year.

The motion passed unanimously.

**Book of Motions**  
**(continued)**

Motion #4: Struck from the minutes because it is a duplicate of Motion #2.

Motion #5: That the Board approve the expenditure of up to \$350 to buy Barcodes to place on our literature.

This amended motion passed.

Motion #6: That the Board authorize the chair to sign a maintenance contract with Centauria as revised.

The motion passed unanimously.

**June 13, 2015**

Motion #1: To validate on the record the Board's Specific Concurrence to authorize the former web host to disconnect the old ACA web site from his server.

Motion was unanimously approved.

Motion #2: To validate on the record the Board's Specific Concurrence to hire Scott as an IT Special Worker (title subject to change) as an independent Contractor. Among other duties, the ITSW will manage all aspects of the WSO's IT needs, provide technical support for the Joomila Repository, as well update the events page. The ITSW will also help develop and roll out the use of official email addresses for all WSO correspondence.

Motion was unanimously approved.

Motion #3: Motion: To select Larry as the Chair of the Website and Database Committee.

Motion was unanimously approved.

Motion #4: That the Board shall have monthly Working Sessions on the fourth Saturday of every month at a time to be determined.

Motion was unanimously approved.

## **Book of Motions**

### **(continued)**

Motion #5: That the Board validate on the record the Board's decision to approve the expenditure of \$295 for 10 ISBN numbers and \$460 for 20 bar codes.

This motion was amended to read: That the Board validate on the record the Board's decision to approve the expenditure for 10 ISBN numbers and 20 bar codes. The amended motion was unanimously approved.

Motion #6: That the 11th Tradition be amended as approved by the delegates at the 2015 ABC: "Our public relations policy is based on attraction rather than promotion; we maintain personal anonymity at the level of press, radio, T.V., films and other public media."

Motion was unanimously approved.

Motion #7: To appoint Larry A to act as the ABC Board Liaison for the 2016 ABC. Motion was unanimously approved.

Motion #8: That the Board approve the expenditure of \$129 to have the designer provide for the functionality of sending the purchaser an order-shipped email and an order-print capability. Motion was unanimously approved.

## **July 11, 2015**

Motion #1: That the Board validate on the record the Board's Specific Concurrence to change the deadline for the submission of proposals for the ABC to September 30. The proposals will be analyzed and translated into several languages, and sent to registered ACA groups and Intergroups by December 2. The groups and Intergroups will have until February 28 to vote on the proposals. Motion passed unanimously

Motion #2: That the Board validate on the record the Board's Specific Concurrence to pay for the machine translations of all the booklets, tri-folds, or free downloadable meeting starter information into Danish, Finish and Spanish at a cost of about \$24,000.

Motion passed unanimously



**Book of Motions**  
**(continued)**

Motion #3: Approve travel cost for Mary Jo, Ines and Majbrit to Distribution Center in California at a cost of \$7000.

Motion passed unanimously

**August 8, 2015**

Motion #1: Request for concurrence to reactive the Survey Monkey account to use for the 2016 ABC. The cost is \$26/month.

Motion carried unanimously

Motion #2: That the Board meet near Signal Hill, California, for a three-day strategic planning meeting from November 12th through the 15th, and that those Board members who are able to stay longer may do so to work with the Special Workers and organize the archives at the Distribution Center.

Motion carried unanimously

Motion #3: The Board validate on the record the Board's Specific Concurrence to print 2,000 copies of Laundry List Workbooks (LLWB) at a cost of \$7,568 and sell at a price of \$12. The LLWB will be included in the 10% Bulk Discount and Intergroup 30% Discount offers.

Motion carried unanimously.

Motion #4: The Board send complimentary copies of the Laundry List Workbook (LLWB) to all the contributors/editors/proofreaders, of which there are 7, and each Board member for a total of 12 complimentary copies.

Motion carried unanimously.

Motion #5: The Board authorize the payment \$280 for the US Copyright application for the Laundry List Workbook (LLWB).

Motion carried unanimously.

Motion #6: Specific Concurrence to authorize payment for an additional 25 hours of work on X-Cart for programmatic fixes.

Motion carried unanimously.

**Book of Motions**  
**(continued)**

Motion #7: That the Board validate on the record the Board's Specific Concurrence to spend \$2,053 on upgrades to the x-cart and email account.  
Amendment: Change number to \$2,188 and consolidate amendment 7 & 8.  
Motion carried unanimously.

Motion #9: To validate on the record the Board's concurrence to paying the necessary expenses incurred by Will C, the Secretary of the European Committee, to attend the European Meeting in Helsinki, Finland, 28-30 August 2015.  
Motion carried unanimously.

Motion #10: Specific concurrence to obtain available Archives

Motion #11: To select John M. as Chair of the MPS Committee.  
Motion carried unanimously

Motion #12: Concurrence to formalize the DC Oversight Committee

- Mary Jo - Operations and Financial oversight
- Majbrit - Operations oversight
- Ines - HR oversight

Motion carried unanimously.

**September 15, 2015**

1. Motion: The Board validate on the record the Board's Specific Concurrence to reclassify certain existing copies of literature and coins, as well as new coins and new literature and revisions, as Historical Archive Materials and reclassify their value as Long Term Assets.

Motion carried unanimously

2. Motion: The Board validate on the record the Board's Specific Concurrence to authorize the Chair to sign the contract to host the ABC//WAC at the Duncan

**Book of Motions**  
**(continued)**

Center in Delray Beach, Florida. The mandatory registration deadline for both the ABC & WAC shall be March 11, 2016.

Motion carried unanimously

3. MOTION: The Board validates on the record the Board's Specific Concurrence to pay an additional \$215 to add auto correction to the shopping cart to minimize the payment errors resulting from mistyped city, states or countries.

Motion carried unanimously

**October 10, 2015**

1 Motion: That the registration deadline for the ABC and AWC be March 11, 2016  
The motion passes.

2. Motion: That the Board validate on the record their Specific Concurrence to hire a transcription service to type the minutes of the Board's working sessions at a rate of about \$1/minute.

Motion passes unanimously.

**November 14, 2015**

1 Motion: That the Treasurer be authorized to open a second bank account with a new bank. Due to stricter banking regulations, the Chairperson and/or Secretary of the Board must also be present in person at the bank during this process.

Additionally, the authorization for same must be minuted as part of an official regular Board meeting.

Motion passed unanimously

2 Motion: That the WSO Board authorize the Chair to retain MCR Business Solutions to transcribe audio recordings into minutes for the Board

Motion passed unanimously

3 Motion: To authorize the Treasurer to open a credit card for WSO Trustee

**Book of Motions**  
**(continued)**

and European Committee Chairperson Majbrit M. of Denmark. This will eliminate the need for wire transfer fees and allow her to directly ship H&I and other types of literature within Europe. It will also allow her to pay for other reimbursable expenses directly, all of which will be pre-approved by category or specific line item. Checks and balances would be accomplished through submission of receipts that are then balanced against credit card statements.  
Motion passed unanimously

**December 12, 2015**

1 Motion: That the Board validate on the record that the Chair may execute the William Boca Raton Courtesy Agreement and the Residence Inn Agreement to reserve rooms for any spill over for the ABC/AWC.  
Motion Passed Unanimously.

**January 9, 2016**

1 Motion: To approve expenditure of \$260 to program the x-cart to capture shipping bug information.  
Motion passes unanimously.

2. \*Motion: Approve minimum orders for the 30% intergroup discount.  
Motion passes unanimously.

3. Motion: Approve the purchase of an additional 100 ISBN numbers at a cost of \$575.  
Motion passes unanimously.

**Book of Motions**  
**(continued)**

**February 13, 2016**

1 Motion: To validate on the record the Board's Specific Concurrence to pay the expenses of the European Chair to attend an ACA conference in Riga for the purpose of speaking about WSO Service.

Motion passes unanimously.

2 Motion: To approve the expenditure of \$782.50 for AWC medallions.

Motion passes unanimously.

3. Motion: To authorize payment of \$258 to have the intergroup shopping cart programmed by x-cart.

Motion passes unanimously.

4 Motion: Authorize the Chair to execute contract with Regency Party Rental & Productions for the installation of a riser for the AWC in the amount of \$807.41, not including tax.

Motion passes unanimously.

**March 12, 2016**

1 Motion: To approve the extension of the Centauria IT service contract at \$90/hour for up to 22 hours per month.

Motion passes unanimously.