

SERVICE STRUCTURE COMMITTEE MINUTES  
JUNE 20, 2016  
6 PM EDT

1. **Serenity Prayer:** Bill D. started the meeting with the Serenity Prayer.

God, grant me the serenity  
To accept the people I cannot change,  
The courage to change the one I can  
And the wisdom to know that one is me.

2. **Members present:** Bill D., Marcia J., Bonnie K-M, Marietta B.

3. **Purpose and objectives:**

*As an ad hoc committee of the ACA WSO, our purpose is to research the service structures of other global fellowships in order to recommend how ACA should best organize its service structure to serve its growing fellowship nationally and globally.*

***Objective 1:** Assess and summarize other 12 step organizations' service structures.*

***Objective 2:** Assess and summarize the ACA service structure.*

***Objective 3:** Perform a comparison of ACA service structure to the other 12 step fellowships' service structure and prepare recommendations to improve ACA's service structure.*

***Objective 4:** Prepare a report for the WSO Board outlining the findings and recommendations of the committee and deliver it to the board **prior to** the 2017 ABC.*

## OLD BUSINESS

**Approve the minutes of the June 6 meeting:** Bill D. asked if there was discussion on the minutes presented for the June 6 meeting. There were no corrections offered. Bonnie moved that we accept the minutes. Marietta seconded the motion. No one objected, so the minutes were approved as written

**Research assignments**—Organizations in red are ready for presentation.

AA—Charlie

DA—Bonnie/Charlie

OA—Marietta

Al-Anon—Nancy/Jim

NA—Jim

SA—Bill

CODA—Charlie

Nar-Anon—Bonnie

ACA—Marcia

CMA—Bill

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**NEW BUSINESS**

**Presentation:** ACA—Marcia

**NAME OF GROUP:** Adult Children of Alcoholics

**LENGTH OF TIME THIS GROUP HAS BEEN IN EXISTENCE:**

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.

In 1984, at a Business Conference, groups voted to establish ACA as an autonomous Twelve-Step, Twelve-Tradition organization.

The ACA WSO was incorporated in January 1987 as the Adult Children of Alcoholics Central Service Board, subsequently amended in March 1992 as the Adult Children of Alcoholics World Service Organization (ACA WSO).

The corporation is governed by the Bylaws established in December 1998.

**NUMBER OF MEETINGS REGISTERED:**

As of the end of April, there is a total of 1,599 active ACA meetings worldwide. And there are currently 59 active Intergroups.

I have information about 9 regions and 25 registered Intergroups in the United States.

**NUMBER OF LEVELS BETWEEN THE INDIVIDUAL GROUPS AND THE BOARD OF TRUSTEES:**

There are three levels mentioned in the OPPM. In the case of certain groups there is only one level because there are no Intergroups or Regional available for them.

- Groups
- Intergroups
- Regions
- Executive Board/ Board of Trustees

**TYPE OF DECISION-MAKING ENTITY:**

Board of Trustees with ratification by an Annual Business Meeting

**WHO IS ABLE TO VOTE AT THE ANNUAL BUSINESS CONFERENCE?**

Each affiliated Meeting and Intergroup may designate one voting delegate and an alternate who are to be in physical attendance at the ABC.

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**DOES THIS GROUP HAVE INTERNATIONAL MEMBERSHIP? HOW IS IT REPRESENTED?**

This group has an international membership. There is currently an International Committee that is part of the Board of Trustees. The group is functioning as described below:

“The WSO European Committee provides service to about 50 countries in Europe. The European Committee Country Representatives serve only our European Committee as advisers and have nothing to do with the ACA service structure of the fellowship at large. As such they are trusted servants we can go to when we need to understand something or need information in their country. We know they will answer our emails and calls for assistance which is why they have volunteered to serve and have been given access to Slack, in particular, our European Committee channel.”

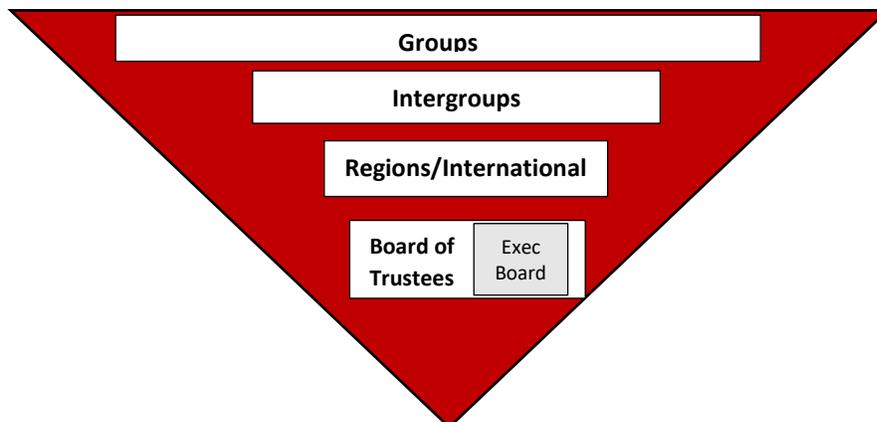
**DOES THIS GROUP HAVE AN ONLINE/PHONE MEMBERSHIP? HOW IS IT REPRESENTED?**

This group has 24 online groups and 80 phone groups. I cannot find the list of trustees. I do not think there is a specific trustee for this group.

**DOES THIS GROUP HAVE GROUPS IN HOSPITALS AND INSTITUTIONS? HOW ARE THEY REPRESENTED?**

There is currently a committee of the Board of Trustees working on this.

**ORGANIZATIONAL STRUCTURE:**



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**FINANCIAL SETUP:**

WSO shall request donations from ACA groups for the purpose of establishing and maintaining a fund for ACA service activities and social events. After paying bills and reserving a reasonable amount (2 months' rent) for location and literature, the following contributions are considered to be normal:

**When a regional organization is available:** 60% to the local **Intergroup**, 30% to the **Region** and 10% to **ACA WSO**.

**When there is no regional organization:** 60% to local **Intergroup** and 40% to ACA WSO

**Other financial norms:**

- The financial year is from January 1 through December 31 of the calendar year.
- The maximum annual contribution by an individual must be less than \$2500
- 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.
- Treasurer or other designated Board member is authorized to sign for withdrawals.
- Expenditures are vetted by the Treasurer and approved by the Board of Trustees.
- Treasury reports monthly to the Board and Quarterly to the Fellowship

**International Groups:**

Function as the regular fellowship financially. There is one official region for international groups, but it does not seem to be in operation. There are Intergroups within countries.

**LIST OF FOUNDATIONAL DOCUMENTS AND MEETING PROTOCOLS**

- 12 Steps
- 12 Traditions
- 12 Concepts
- Bylaws
- OPPM

**WHO GETS TO VOTE FOR REPRESENTATIVES IN ELECTED OFFICES?**

1. The existing board votes on nominations in December.
2. The voting delegates to the ABC ratify new trustees in April.

**COMMITTEE LEADERSHIP AND MEMBERSHIP**

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. The Executive Committee can form two types of committees:

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

**2. Professional Advisory Committee:** A Professional Advisory Committee may be composed of experts whose function 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.

Each member of the Board of Trustees is expected to lead a committee either by volunteering or by Board designation. *These members can populate their committees with members from the individual fellowships, although this is not specified in the OPPM or the Bylaws.* A committee can be chaired by someone who is not a Trustee, but they must have a Trustee as a liaison.

### WHAT DECISIONS DOES THE BOARD OF TRUSTEES MAKE?

1. The Board of Trustees elects an Executive Board from among themselves..
2. Each member of the Board of Trustees heads a committee, which they form committees as deemed necessary to conduct the business of ACA WSO in keeping with the definitions and guidelines set forth in the OPPM.
3. The Board of Trustees vote on issues that are brought to them in order to do the business of the organization. All decisions are made by group conscience.
4. The Board of Trustees decides who will fill seats on the board, subject to ratification by the ABC.

### HOW DOES THE GOVERNING BODY ASSESS THE NEEDS OF THE FELLOWSHIP

1. Non-board members who attend the monthly business meetings can bring issues to the Board.
2. Group members have a right to petition decisions made by the board.
3. Proposals from individual groups that are sent in to the board to be placed on a ballot that is voted upon by individual groups for inclusion/exclusion on the ABC agenda.
4. Issues brought up at the ABC.

### WHAT ARE THE CIRCUMSTANCES UNDER WHICH THE CONFERENCE CAN ISSUE DIRECTIVES?

Cannot find this information.

### OFFICIAL FELLOWSHIP PROCESS FOR SOLVING GROUP PROBLEMS:

#### With the Board of Trustees

- Executive Board agenda item
- Committee membership
- Committee Report
- Attendance at monthly Board meetings
- Right to Petition
- Annual Business Conference

#### Information for Groups

- Web site
- Literature
- ComLine
- Mailings
- Delegates

#### Individual Information

- ACA Office Special Worker
- Email a board member
- Email a committee member

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**WHAT PROCESS IS IN PLACE TO BRING NEEDS BEFORE THE ENTIRE FELLOWSHIP BODY?**

The proposal/balloting system to choose the agenda for the ABC is currently used.

**WHAT TYPE OF REPRESENTATION MODE IS USED TO MAKE DECISIONS AFFECTING THE ENTIRE FELLOWSHIP BODY?**

The Board of Trustees and the ABC.

An area of interest was the discovery that according to the OPPM, Region Representatives who are duly elected by the regions and meet the trustee qualifications in the bylaws and OPPM, then become members of the board of trustees.

This would provide for much broader representation, but has the potential to increase the number of Trustees past the number of 15, which was decided upon by previous board action. At this time, there do not seem to be actively functioning regions, but one is currently being formed.

The regional map that we have access to was published in 1991. It probably contains the board approved regional divisions, since nothing has been found to indicate another division. The only difference seems to be that the International community is listed on the 1991 map as Region 10. There is a designation in Board documents that the number was changed to Regions 20 and above.

Nominations to the Board are presented by sitting Trustees, and the first election of Trustees is made by the Board of Trustees itself. All trustees are then ratified annually by delegates at that year's ABC.

**Presentation:** Overeaters Anonymous—Marietta

**NAME OF GROUP:**

Overeaters Anonymous

**LENGTH OF TIME THIS GROUP HAS BEEN IN EXISTENCE:**

Started January 1960

**NUMBER OF MEETINGS REGISTERED:**

6500

**NUMBER OF LEVELS BETWEEN THE INDIVIDUAL GROUPS AND THE BOARD OF TRUSTEES:**

- **Groups**
- **Intergroups and Service Boards**
  - Intergroups are usually formed of meetings within a general geographic area.
  - Service Boards are service bodies that provide support for groups and/or intergroups that are not otherwise served within the existing service structure.
    - National Service Boards (NSBs)
    - Language Service Boards (LSBs)
    - Virtual Service Boards (VSBs)

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- **Regions:** groups, intergroups, and service boards within specified geographic boundaries.
- **WSBC (World Service Business Conference)**
  - Meets annually each May to conduct business of OA
  - **Elects Board of Trustees (BOT):** No paid employee at the local or national level may be a member of the Board of Trustees.
    - **10 regional trustees:** Act as liaison between the BOT and the region. Region Assemblies must affirm their region trustee candidates.
    - **1 virtual service trustee:** Act as liaison between the BOT and the virtual groups and virtual service boards. Applicants must be affirmed by their intergroup/service board, region, or the BOT if a sitting trustee.
    - **6 general service trustees (Executive Committee or EC):** routine business affairs of the corporation
  - **The World Service Office (WSO)** works with the BOT to provide quality support and services to the entire OA Fellowship.

### TYPE OF DECISION-MAKING ENTITY:

Board of Trustees

### WHO IS ABLE TO VOTE AT THE ANNUAL BUSINESS CONFERENCE?

Each intergroup and service board is entitled to delegates to WSBC, in proportion to the number of groups belonging to that intergroup or service board.

### DOES THIS GROUP HAVE INTERNATIONAL MEMBERSHIP? HOW IS IT REPRESENTED?

80 Countries represented by LSB Service Boards that deal directly with the groups

### DOES THIS GROUP HAVE AN ONLINE/PHONE MEMBERSHIP? HOW IS IT REPRESENTED?

Online and Telephone meetings are available. The virtual meetings have a delegate on the Board of Trustees. Virtual groups (online and telephone groups which replicate face-to-face meetings through electronic media) must be fully interactive and meet in real time. Virtual meetings are not included in the regional structure but are part of the world structure, having Virtual Service Boards (VSBs).

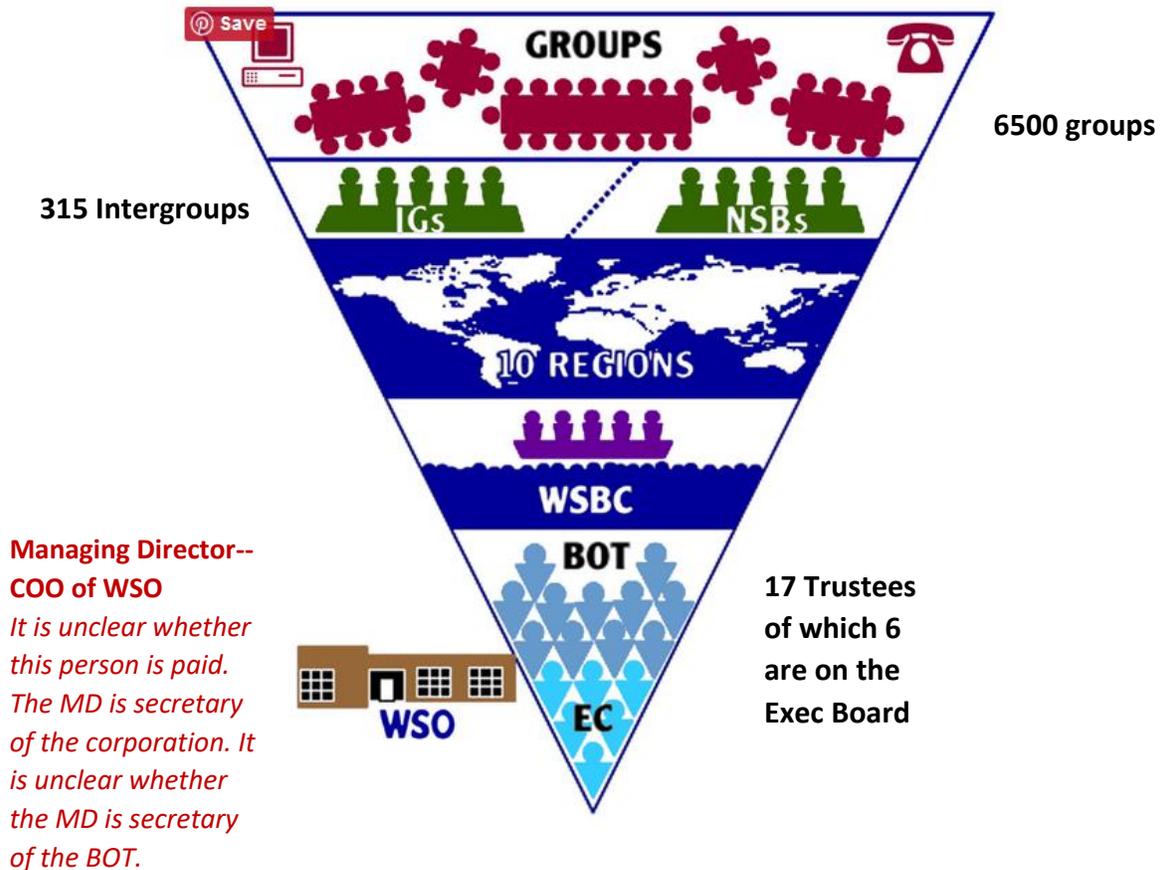
### DOES THIS GROUP HAVE GROUPS IN HOSPITALS AND INSTITUTIONS? HOW ARE THEY REPRESENTED?

Yes it does.

1. Handled by Managing Director and the committees beneath the managing director.
2. Handled by individual Regions, Service Boards, IG's and Individual Groups.

There is a program called [OA C.A.R.E.S](#) (Committed to Action for Recovery, Encouragement and Support) which is a correspondence program for prison inmates.

## ORGANIZATIONAL STRUCTURE



## FINANCIAL SETUP

### Procedures

- Full and complete disclosure of all World Service official financial matters is a prime guidance and objective for all accounting procedures and financial statements.
- Any delegate or trustee is entitled to examine the accounting records of the World Service Office, and any question concerning the finances of the World Service Office is completely proper and is to be answered promptly.
- Accounting procedures shall be geared to periodic reporting, and financial controls shall be established for credibility of the financial statements.
- Statements shall be clear and easy to understand to prevent confusion and misinterpretations.

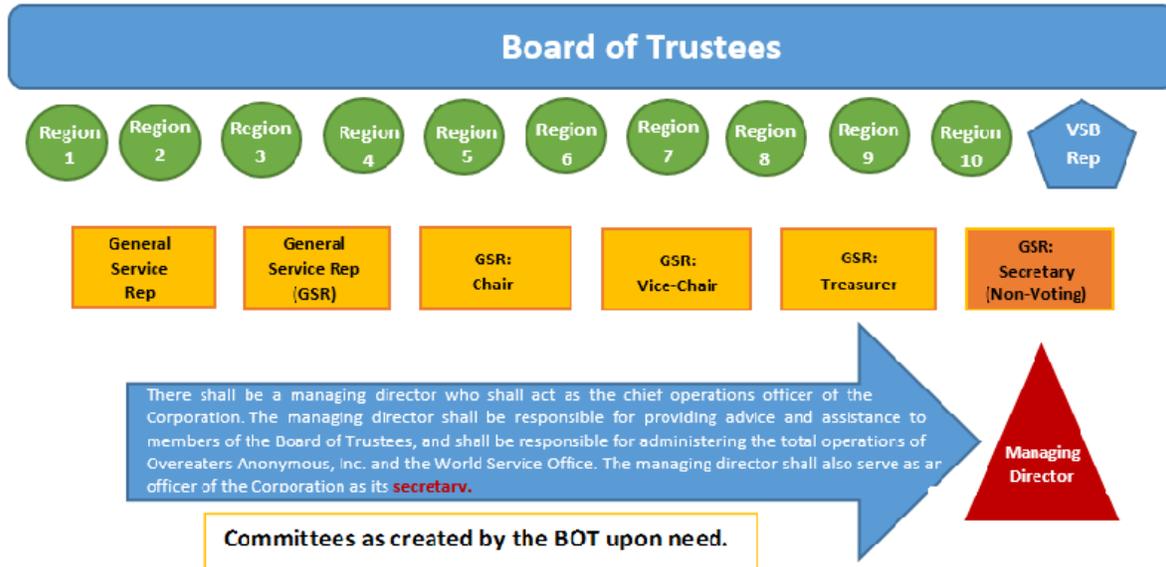
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- *This part needs to be finished. Marietta provided some budget reports, but when I looked further, I could not find much specific material about donations.*

**LIST OF FOUNDATIONAL DOCUMENTS AND MEETING PROTOCOLS**

- Twelve Steps of Overeaters Anonymous
- Twelve Traditions
- Twelve Concepts of OA Service
- [Bylaws A](#)
- [Bylaws B](#)
- [Trustee Article: Consensus Guidelines](#)

**DESCRIPTION OF THE DECISION-MAKING BOARD**



**NOMINATION/ELECTION PROCESS**

**Terms of Office**

- **Trustees** shall be elected at the annual World Service Business Conference for a period of three years.
- **Regional and general service trustees** may be elected at any annual Conference in order to fill the remaining term created by a vacancy except as specified in Section 7.
- When the Conference elects a **virtual services trustee**, whether due to the expiration of the current VST three-year term or due to a vacancy, the term of office for the newly elected virtual services trustee will be three years.
- Trustees shall serve no more than eight consecutive years.
- A candidate may not run for election at WSBC if serving the full term of the proposed office would result in that candidate serving on the Board of Trustees for more than eight consecutive years.

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## Nomination of Trustees

**Regional Trustees:** At least one-hundred-twenty days prior to the scheduled opening of the annual Conference of Overeaters Anonymous, all groups within a region eligible to submit trustee nominees shall be notified by the regional officers of the forthcoming Conference, with a request to **all qualified members of the Fellowship of Overeaters Anonymous from the region** to submit nominations to the region.

At least ninety days prior to the annual Conference of Overeaters Anonymous, the **regional representatives of each region shall choose from the nominees** submitted to it no more than three qualified nominees from that region. Resumes of these nominees must be sent to the Board of Trustees within one week of their selection. Copies of these resumes must be sent to all delegates at least forty-five days prior to its annual meeting.

The (no more than three) nominees for regional trustees chosen by the regional assembly, or affirmed by the currently registered region representatives, shall be **submitted to the Conference for election.**

The first election of the regional trustee shall occur at the World Service Business Conference the year following approval of the new region.

**General Service Trustees:** All applicants for open position(s) of general service trustee must submit their resume to the Board of Trustees ninety days prior to the annual Conference. Such resumes must be affirmed by a majority vote of the applicant's intergroup/service board or a region in which the applicant has recently served, or a majority vote of the Board of Trustees if the applicant is a sitting trustee.

The Board of Trustees, acting as a nominating committee, shall submit a list of nominees for the open position(s), with copies of the nominees' resumes, to all Conference delegates at least forty-five days prior to the Conference.

**Virtual Services Trustee:** All applicants for the open position of virtual services trustee must submit their resumes to the Board of Trustees ninety days prior to the annual Conference. Such resumes must be affirmed by a majority vote of the applicant's intergroup/service board or a region in which the applicant has recently served, or a majority vote of the Board of Trustees if the applicant is a sitting trustee.

The Board of Trustees, acting as a nominating committee, shall submit a list of nominees for the open position, with copies of the nominees' resumes to all Conference delegates at least forty-five days prior to the Conference.

## WHO GETS TO VOTE FOR REPRESENTATIVES IN ELECTED OFFICES?

Delegates to the World Service Business Conference

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**COMMITTEE LEADERSHIP AND MEMBERSHIP**

**Committees at Local levels** decide their own rules on how to set up committees.

**Committee Creation at Executive Level:** Created by the Board when there is a quorum and by a majority vote.

**Committee Chair:** Committee's at the Executive Level must be chaired by a Board member. May be a former Board member. **Chair of the Executive Board, if on a committee does not vote.**

**WHAT DECISIONS DOES THE BOARD OF TRUSTEES MAKE?**

**Each trustee shall serve and represent Overeaters Anonymous as a whole.**

All powers shall be exercised by or under the authority of, and the business affairs of the corporation shall be controlled by the Board of Trustees.

- To act as guardians of the Twelve Steps and Twelve Traditions, insuring that they are not altered in any way, except as specified in Article XIV, Subpart B of these bylaws.
- To act as guardians of the Twelve Concepts of OA Service and to promote the understanding and implementation of the Twelve Concepts of OA Service at all levels of service.
- To conduct, manage, and control the affairs and business of the corporation and any charitable foundation organized in conjunction with or allied with Overeaters Anonymous as they may deem best, and to make such rules and regulations consistent with law, the Articles of Incorporation, or with these bylaws, or the action of the Conference taken through the delegates at the Conference.
- To designate a place within the United States for holding of any meeting or meetings of the delegates.
- To manage in such a manner as they deem best all funds and real or personal property received and acquired by the corporation, and to distribute, loan or dispense with the same and the income.
- To call to the attention of any group or service body any non-adherence to the Twelve Traditions or the Twelve Concepts of OA Service which the trustee believes the group or service body has made, acting only in an advisory capacity in matters affecting Overeaters Anonymous as a whole.
- To speak on behalf of Overeaters Anonymous in all matters affecting Overeaters Anonymous as a whole.
- To provide for and supervise publications of Overeaters Anonymous.
- To furnish counsel and guidance to the members, groups and service bodies

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- To supervise and guide education and attraction efforts of Overeaters Anonymous.
- To provide forums for the interchange of ideas and information among groups and OA service bodies and to be instrumental in carrying the OA message of recovery to compulsive overeaters.
- To perform such other duties as may be directed by the delegates at the Conference.
- To prepare and present an annual report to the delegates at the Conference.

**Specific Duties**

- The trustees shall attend Board of Trustees meetings and Executive Committee meetings, if applicable, and the annual World Service Business Conference.
- The regional trustees shall be the representatives of the Board of Trustees in their respective regions and at the region assemblies.
- The virtual services trustee (VST) will represent virtual groups and service boards at the Board of Trustees, and will support virtual services in a manner similar to regional trustees' support of the OA regions.
- The general service trustees shall have general authority with respect to the routine conduct of the business affairs of the corporation, including the following specific duties:
  - To maintain a World Service Office and to receive and disburse all funds contributed to the World Service Office for the benefit of Overeaters Anonymous as a whole, so that the Fellowship of Overeaters Anonymous need never be organized in any legal or official manner.
  - To receive, manage, control, use, and disburse in such manner as the board may deem advantageous to Overeaters Anonymous, all gifts and contributions, monies, and properties of every kind received by the Board of Trustees for Overeaters Anonymous. The board must decline all outside contributions in accordance with Tradition Seven.
  - To submit minutes of the general service trustees meetings to the Board of Trustees.
  - To have the books of the corporation and any and all affiliated bodies, foundations, and nonprofit corporations audited and to furnish an accounting of all financial transactions at the regular annual meeting of the Conference.
  - To submit minutes of the general service trustees meetings to the Board of Trustees.

**HOW DOES THE GOVERNING BODY ASSESS THE NEEDS OF THE FELLOWSHIP**

THE BOARD IS NOT THE EXCLUSIVE GOVERNING BODY. The delegates representing the Regions, Service Boards, IGs and groups ultimately decide what changes are going to be made.

- Committees under Managing Director answer questions and requests from individuals, individual groups and the IGs, Regions and Service Boards.
- Managing Director forwards pertinent requests to the Board.

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- Board listens and considers the proposals received from all groups sent up the chain from groups to region and take to the delegates for votes.
- Listens to petitions presented to the board and presents to Conference for a vote.

**WHAT ARE THE CIRCUMSTANCES UNDER WHICH THE CONFERENCE CAN ISSUE DIRECTIVES?**

They do it all the time. They vote on ideas passed to them from all areas of the fellowship. Delegates vote on Motions that come up through the chain through the regions. The motions that pass are adopted. All motion are sent to all groups in advance of Conference for review and then voted at the Conference by the delegates.

**OFFICIAL FELLOWSHIP PROCESS FOR SOLVING GROUP PROBLEMS:**

Individual → Group → Intergroup/Service Board → Region → Board of Trustees

**WHAT PROCESS IS IN PLACE TO BRING NEEDS BEFORE THE ENTIRE FELLOWSHIP BODY?**

- Motions/Questions written by an individual group that belong to an IG are sent up the chain to IG. IG to Region. Region to WSBC.
- Call World service Office and ask the questions, direct questions, to individual committee workers/chairs.
- Petition the board in writing to address an issue.,
- Get elected by your service body, as a delegate, and go to the Conference

**WHAT TYPE OF REPRESENTATION MODE IS USED TO MAKE DECISIONS AFFECTING THE ENTIRE FELLOWSHIP BODY?**

The World Service Business Conference

OA is a much larger and older organization than ACA. They have paid employees who take care of many of the administrative duties, which frees their board to work on the business of the fellowship.

There seems to be a central governing body that operates with many local governing bodies making decisions for their regions. There are many layers of representation built into this system, which seems to be a strength. Financial specifics are difficult to find. There were several budget reports presented by Marietta, from which some idea could be gained.

**Marcia had to leave at about 6:50 PM, so any additions, including the time of the next meeting will have to be communicated to her.**