

The Delegate Binder

Of the 32nd Annual Business Conference

ADULT CHILDREN OF ALCOHOLICS®
/ DYSFUNCTIONAL FAMILIES
WORLD SERVICE ORGANIZATION, INC.

Malmö, Sweden
April 25th and 26th, 2019

A Letter from the Chairperson of the Board of Trustees, 2019 ABC

My Fellow ACAs,

Welcome to the 2019 ABC in Malmo, Sweden. You are about to experience an exceptional opportunity to see first-hand that we are truly a Global Fellowship as we conduct the business of the World Service Organization (WSO).

There is a lot of work to do in these two days, including hearing what the Committees are doing, voting on motions they may present, working on the Proposals from the Ballot that made it to the ABC Agenda, and other matters that may need to be discussed.

As many of you know, most of the work of World Service is done by volunteers who donate an amazing amount of time and talent so that ACA can continue to grow. A great many of these volunteers are here in Malmo, and others are on the phone participating in remote voting for the first time. On behalf of the Fellowship I thank each and every one of you.

The WSO Board itself is made up of ten very dedicated ACA members (listed in alphabetical order by first name): Bill D. (Florida), Carole C. (California), Charlie H. (Virginia), David McB. (Florida), Jim B. (Florida), Majbrit M. (Denmark), Marcia J. (Iowa), Miles C. (Ontario, Canada), Pat H. (California), and myself (Illinois). At the end of Day Two of this meeting we will ask you to ratify the continuing Board members as well as two new members that were presented to the Board by the Nominating Committee: Erin D. (Pennsylvania) and Rich R. (New Mexico). At that same time, Marcia J. and I will leave the Board. I'm sure I speak for both of us when I say we are honored to have had the opportunity to give service to the Fellowship as Board members.

ACA is a growing and thriving organization that will always gratefully rely on the volunteer services of its members. And as our 7th Tradition contributions grow, we will be able to hire more Special Workers to provide the much-needed organizational support that other 12 Step Fellowships are privileged to have.

As the reports are given from the different Committees, you will hear of many achievements that have taken place within the past year. The following are just a few of the milestones of 2018 and the first quarter of 2019:

- Group Statistics:
 - Meetings: about 2,200 registered meetings, up from 1,970 at the end of 2017. There are also hundreds of unregistered meetings in Europe and other countries that are not English language meetings. We encourage those meetings to also register with World Service.
 - Intergroups: 106 active Intergroups compared with 82 at the end of 2017.
 - Regions: one registered Region with others in the process of forming.
- MPS Committee (Member and Public Services): now divided into two separate committees – Member Services (MSC) and Public Services (PSC); increasing emphasis on global outreach and young adult meetings.
- Service Structure: the Board voted to accept their motion to adopt a Regions map for North America; they are working on additional maps for the rest of the world.
- Technology: first time remote voting for the ABC for 2019; continuing refinements of content for all WSO websites.
- Literature:

- Continuing work on the little BRB and the Becoming Your Own Loving Parent workbook; more translations.
- Developing a more comprehensive publishing and distribution strategy.
- Addressing Predatory Behavior: a special edition of the ComLine and a meeting safety card.
- Europe: continue to print translated literature in Europe, which included the Yellow Workbook in Finnish, Swedish, German, Russian, Greek, and the meditation book in Danish; increasing support of translation teams plus encouragement of the fellowship in more countries.
- Office and Distribution Center: hired an Operations Manager, Nick Calandrino, and greatly expanded the storage capacity of the warehouse with additional pallet racks.
- Finance: a new chart of accounts adopted for financial reporting; move from cash-based accounting to accrual; the completion of the migration of our systems to QuickBooks
- Amazon: continued to sell books to those who might not know about ACA through Amazon US and UK and other Amazons distribution organizations.

As most of us know, giving service can be both challenging and rewarding. Without the people who do so as a means of giving back for what they've gratefully received, ACA wouldn't be where we are nor be headed in the positive directions we're headed.

With gratitude for those who are here now,
hope for those who step forward to give service in the future,
and
respect for those who have come before us,

Mary Jo L.

ACA WSO Board Chairperson

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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.

Delegate Information

The Delegate Binder

ACA World Service Organization, Inc.
2019 Annual Business Conference

The ACA Commitment to Service

From page 601, of the Big Red Book

I perform service so that my program will be available for myself, and through those efforts, others may benefit. I will perform service and practice my recovery by:

1. Affirming that the true power of our program rests in the membership of the meetings and is expressed through our Higher Power and through group conscience.
2. Confirming that our process is one of inclusion and not exclusion; showing special sensitivity to the viewpoint of the minority in the process of formulating the group conscience so that any decision is reflective of the spirit of the group and not merely the vote of the majority.
3. Placing principles before personalities.
4. Keeping myself fit for service by working my recovery as a member of the program.
5. Striving to facilitate the sharing of experience, strength, and hope at all levels: meetings, Intergroups, Regional committees, service boards, and World Services.
6. Accepting the different forms and levels of service and allowing those around me to each function according to their own abilities.
7. Remaining willing to forgive myself and others for not performing perfectly.
8. Being willing to surrender the position in which I serve in the interest of unity and to provide the opportunity for others to serve; to avoid problems of money, property, and prestige; and to avoid losing my own recovery through the use of service to act out my old behavior, especially in taking care of others, controlling, rescuing, being a victim, etc.
9. Remembering I am a trusted servant; I do not govern.

The Twelve Traditions and Meditations of ACA

Tradition 1

Our common welfare should come first; personal recovery depends on ACA unity.

Tradition 1 Meditation

Higher Power. I am your trusted servant seeking to support my ACA group and its primary purpose. Please remind me that the life of my program and my own recovery depends upon my willingness to put the group's welfare above my own will. Help me recognize unity.

Tradition 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.

Tradition 2 Meditation

Higher Power. I understand that you make your voice heard in a group conscience. I ask you to remind me that the life of my program and, therefore, my own recovery depends upon my willingness to put the group's welfare above my own will. Where I disagree with the common view of my fellows in service, allow me to state my case honestly and respectfully. Allow me to listen to and consider the views of others. May I state my view and support all group decisions, including the ones I might disagree with. Your will, not mine, be done.

Tradition 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.

Tradition 3 Meditation

Higher Power. Help me recognize my desire to recover from the effects of growing up in a dysfunctional home. Give me willingness to attend meetings to recover from these effects. I participate in ACA because I want to change and help others. Thank you for leading me to these rooms where I belong. Thank you for giving me the courage to walk into an ACA meeting and stay and find my place. I am finally home. I finally know where I fit.

Tradition 4

Each group is autonomous except in matters affecting other groups or ACA as a whole. We cooperate with all other Twelve Step programs.

Tradition 4 Meditation

Higher Power. Help my home group remain focused on the Twelve Step process of recovery while still having its own personality and flavor. When the actions and decisions of my group might affect ACA as a whole, may we find the spirit of cooperation and a willingness to seek help from the ACA service structure. My group is autonomous, but it is not alone.

Tradition 5

Each group has but one primary purpose – to carry its message to the adult child who still suffers.

Tradition 5 Meditation

Higher Power. Help me remember that ACA has one primary purpose, which centers the fellowship and which simplifies most discussions. Help me remember to ask myself a simple

question when I am doing the business of ACA. 'Does what we are about to do support the primary purpose of carrying the ACA message to another adult child needing help?'

Tradition 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.

Tradition 6 Meditation

Higher Power. Grant me the wisdom to know when a group project will carry the message of recovery to those who still suffer, or will direct group energy away from carrying the message. Guide us away from discussions about property, prestige, or endorsing causes that are not ACA. Give me the courage to speak clearly and thoughtfully for what I believe honors Tradition Six.

Tradition 7

Every ACA group ought to be fully self-supporting, declining outside contributions

Tradition 7 Meditation

Higher Power. I am here to do your will. Help me give for the right reason with the right amount. Help me remember that I have a different life today because of ACA. May I be willing to give back what was freely given to me. May I claim spiritual ownership in this fellowship.

Tradition 8

Adult Children of Alcoholics should remain forever non- professional, but our service centers may employ special workers.

Tradition 8 Meditation

Higher Power. Remind me that the direction of our program comes from the ACA members and the groups. Remind me that we must make our own decisions. Guide us when we discuss the need to hire special workers that will help us fulfill ACA's primary purpose. Grant us the wisdom to make the best decisions for our groups, service structure, and our fellowship as a whole.

Tradition 9

ACA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.

Tradition 9 Meditation

Higher Power. May I remember that ACA and its meeting and service structure are different than my family of origin. May I be patient and avoid reaching for the easiest way out when I am confronted with a difficult situation. Help me and my ACA group ask for help in keeping our meetings safe and recovery-oriented. Also help us celebrate the things that we do right.

Tradition 10

Adult Children of Alcoholics has no opinion on outside issues; hence the ACA name ought never be drawn into public controversy.

Tradition 10 Meditation

Higher Power. Help me to honor ACA's primary purpose, and focus my sharing in meetings on topics of recovery. Help me remember that ACA is a spiritual program and not a political, religious, or other type of program.

Tradition 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.

Tradition 11 Meditation

Higher Power. I ask you to guide me in maintaining my anonymity at the level of all media because no one speaks for ACA or gives the appearance of speaking for ACA. We attract others to ACA by our good works and the good word of others. Help me discern when I might break my anonymity for a suffering adult child looking for a way out of confusion. This person might be a co-worker or a family member. Help me know when to share some of my story, or when to remain quiet and maintain my anonymity. May I avoid speaking out of turn, or using my ego to share with people who may not be interested in ACA. At the same time, give me courage to share this program when the moment is right.

Tradition 12

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

Tradition 12 Meditation

Higher Power. Help me see the connecting thread that anonymity brings to the ACA program. Give me the willingness that I need to practice ACA principles instead of a false self personality.

The Twelve Concepts of ACA

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.
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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.

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.

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.

From the Bylaws of ACA/WSO

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 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.

From the Operating Procedures and Policy Manual (OPPM)

VII. PLACING ISSUES BEFORE THE BOARD

Issues can be brought before the Board in various ways.

1. By contacting a member of the Board.
2. Through a Committee of the Board.
3. During the Guest commentary portion of the Board's monthly Teleconference.
4. By submission of a proposal for the Annual Business Conference.
5. By exercising the Right to Petition, which Groups may use to request that the Board reconsider any issue(s) previously considered. (See Appendix I)

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 within one month 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) registered Intergroups from different geographical areas. The above shall have no affect on the present right of any group to submit to ACA WSO any matter for consideration.

X. COMMITTEES

A. General WSO committees are composed of ACA members, including Trustees, as well as an occasional nonACA member, such as a WSO Special Worker or a subject matter expert. All committees are referred to as Committees of the Board. The term "committee" in this section refers to the primary committee and any sub-committees or other groups associated with the committee.

There are two general types of committees: Standing and Ad Hoc.

1. Standing Committees: permanent committees that meet regularly throughout the year.
2. Ad Hoc Committees: temporary committees that meet regularly until their defined purpose is accomplished.

The purpose of WSO committees is to respond to the needs of the fellowship within specific areas of service and help carry the message.

Committees are created or disbanded by appropriate motions of the Board and/or the ABC.

F. Reports and Notifications The business and progress of each committee shall be explained within its reports. Committees are responsible for submitting and/or maintaining three types of written communication: monthly reports, annual reports and meeting minutes.

1. Monthly: a written report of the committee's activities is submitted to the website committee for posting to the website at least 3 days prior to the Board's monthly teleconference.
2. Annual: a report of each committee's activities that covers the past fiscal year (January 1 through December 31) with an addendum to cover significant actions of the committee after the first of the year and prior to the writing of the report. This report must be submitted to the ABC Committee Chair, or designated alternate, within the timeframe required.

3. Reports or Minutes: committees are required to produce reports or minutes of their meetings that minimally document actions taken. If recordings are made of committee meetings, such recordings should be deleted within six months after minutes have been produced and approved by the committee. Reports or minutes should minimally include those present, agenda items that were discussed and decisions made.

XIX. WSO EVENTS: ANNUAL BUSINESS CONFERENCE (ABC) and ACA WORLD CONVENTION (AWC)

2. Required Roles, Committees and Responsibilities

f. Parliamentarian: A Parliamentarian will be available during the ABC to ensure that Robert's Rules of Order are followed. It's important to note that the Traditions, Concepts and the OPPM will supersede Robert's Rules.

3. Delegates

An ABC Delegate is an elected representative of a meeting or a WSO service body that is registered with WSO.

Groups are autonomous and can decide for themselves who their delegate shall be, although it is highly recommended that the delegate have been a regular meeting attendee for at least a year and will be able to attend one of the Delegate Training sessions.

Delegates participate in the discussion and voting at the ABC as part of presenting the views of the group they represent.

In addition to representing their group at the ABC, a delegate can serve in other ways.

- In January, before the ABC, a delegate may assist their group by shepherding the Ballot process for the submitted proposals.
- After the ABC, delegates can offer their insights, as well as their experience, strength and hope by participating in ABC surveys.
- They may also be expected to provide a written report to their group.
- A delegate may also be inspired to volunteer for a WSO Committee.
- They may also offer their insights to a first-time delegate the following year.

Delegates who travel to an ABC may receive partial or full reimbursement from the group they represent, depending on the financial resources of that group.

Any member of the fellowship can attend the ABC. However, an individual group may have only one registered delegate. An exception is that two individuals may share the position of voting delegate for their group as long as they are both registered and have indicated how they will share their responsibilities, e.g., person A will cover the first day and person B will cover the second day.

More information for Delegates may be found on the acaawso.org website.

4. The ABC and Delegate Voting

All Proposals on the ABC agenda do not automatically become motions.

The process is as follows:

- a. The Proposal is read by the Conference Secretary.
- b. Delegates briefly discuss its merits.
- c. Any delegate may then choose to create a motion from the proposal, citing that it is a motion derived from which specific Proposal number that was originally submitted by the registered group listed on the Ballot.
- d. Another delegate must then second the motion. If so done, it proceeds like any motion using parliamentary procedures.

- e. There will be limited time provided for discussion, based on the number of Proposals on the agenda and the remaining needs of the agenda.
- f. Delegates may only speak once about a motion, unless there is time remaining after all have spoken.
- g. A simple majority vote of the delegates is required for a motion to be passed and 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.)
- h. If the vote is not unanimous, the minority may make a case. If there are many people in the minority, a time limit for rebuttal will be set at the start.
- i. The majority is then asked if any one of them have changed their vote. If not, the original vote stands. If anyone has changed their mind, a new vote is taken. The results of that vote determine the conclusive outcome.

Per the ByLaws, the group conscience obtained from the delegates in attendance shall provide direction and recommendations to the Board for conducting the business of ACA WSO. It is also the Board's responsibility to provide information about how proposals or suggestions will impact the fellowship in ways that the delegates may not be aware of.

NOTE: Motions may be made from the floor by any Delegate during the ABC according to guidelines provided by the Conference Chair. The Delegates will then determine if any of these motions are of a time sensitive nature and should be discussed and acted upon during the ABC. If any floor motions are not deemed time sensitive, they will be referred to the Board for potential action.

General Information and Parliamentary Procedures

Robert's Rules of Order

The first edition was written in 1876 by General Henry M. Robert for the English Parliament (also known as the Parliamentary Procedure). The 10th, and latest edition, *Roberts Rules of Order Newly Revised* has a section, "IN BRIEF", which is a very handy guide.

Why use Robert's Rules? It provides a standard order of conducting business for large meetings so that they may operate and function effectively. The Rules balance of right of the Majority to decide with the right of the Minority to be heard.

Understand 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 expression.

Conference Quorum. A quorum of delegates (2/3rds of the total number of registered Conference participants) is required in order to conduct official Conference business.

Making a Point

POINT OF ORDER. A question about Process, or Objection and Suggestion of an Alternative Process. This may include a request for the Chair to rule on the process.

POINT OF INFORMATION. A request for Information on Process or about the content of a Motion.

POINT OF PERSONAL PRIVILEGE. A comment about a personal need. For example: A request to have speakers use the microphone.

The General Rules of Discussion and Voting:

1. No one may speak for a second time on a topic until all who wish to have spoken for the first time.
2. Time limits are established for the debate of topics. The body can vote to extend the discussion by a simple majority or table the motion until later in the proceedings.
3. A motion passes by simple majority.

What is a motion?

At the ABC, a motion is a formal proposal, made by a Delegate, which asks that the WSO take a certain action. A motion can be made "from the floor" on any issue by any voting member of the Delegation when there is no other issue being considered.

The Process of Making Motions:

1. **Obtain the Floor.** (being recognized by the Chair and/or obtaining the microphone)
2. **Make the Motion.**
3. **The motion is Seconded.** This demonstrates that more than one voting member is in support of the motion. The Motion is lost if not seconded. The Chair or Secretary may restate the Motion for Clarity.

4. **Discuss the Motion.** If every comment is in favor of the motion, the Chair may ask if the motion is to be adopted. If there is no opposition, it can be recorded as a passed motion. A reasonable opportunity is given to all to speak on the motion. The Chair, noting that there is no further discussion will call a vote, restating the motion.
5. **The Vote.** The Chair asks first, "All in favor of the motion ...", and then "all opposed ...". A simple majority is required to adopt the motion.

Minority Opinion and a Motion to Reconsider

After each vote on a matter of policy, if the vote was not unanimous, the minority will be given an opportunity to speak to their position. After the minority speaks, a poll will be taken to see if anyone changed their vote. If there are enough changed votes to make the outcome questionable, an official vote will be taken again to determine whether the motion's result has changed.

Reconsideration

A motion to reconsider a vote may be made only by a member who voted with the prevailing side, but it can be seconded by anyone. The motion to reconsider is debatable. After reasonable discussion, the Chair will ask for a vote. Only a simple majority is required.

If the majority votes to reconsider, discussion on the Main Motion is resumed. (Delegates are urged to limit discussion to only new considerations of the matter in question). The vote is called, following the same rules as before. There is no minority opinion on the second vote.

Other meeting guidelines and considerations for the Conference Chair to enforce:

- allow questions for information to be asked before opening the discussion
- discourage the repetition of arguments
- impose time limits on speakers if the discussion carries on too long

Things that can happen to a Motion

A Motion can be seconded, debated, voted upon, as outlined above. The following subsidiary motions can be made regarding it:

Amending a Motion. The amendment is debated and voted on; then discussion of the original motion resumes.

Referring a Motion to Committee. A Motion may be sent to a Committee, either with or without additional assembly instructions.

Tabling a Motion. Tabling a motion means moving the discussion to a later time during the same Conference:

Postponing a Motion. Postponing a motion involves moving the discussion to a later date at a later conference (usually the next scheduled conference):

Calling the Question. Calling the question brings an end to the discussion. Delegates then decide whether to proceed directly to a vote on the question (Motion), or go on with the debate. If adopted, the delegation votes immediately on the motion under consideration.

Tabling, Postponing, and Calling the Question:

- Must be made in order (obtaining the Floor, or at the microphone).
- Must be made without comment.
- Requires a second.
- Is not debatable.

XIX. WSO EVENTS: ANNUAL BUSINESS CONFERENCE (ABC) and ACA WORLD CONVENTION (AWC)

5. Board Ratification ABC Delegates are asked to ratify all Board members at the end of Day Two of the ABC. As each Board member is presented for ratification, the ABC Chair shall note which term and part of the term they are about to start, e.g., first term, first year; first term, second year; second term, first year; etc. It is at this time that any outgoing Board members officially leave the Board and newly elected Board members are added to the Board upon ratification.

The ABC does not accept nominations from the floor for new Board members. The Nominating Committee was created in 2017 to manage the Board nomination process and this committee accepts nominations year around.

130	Yes	89%	Proposal 2019 – 101
16	No	11%	
86	No Opinion		Submitted on November 28, 2018 by CRY100, Teardrop City, Tissue, USA

We propose that . . . members should bring their own Kleenex facial tissues to meetings.

History/Reasoning: Passing a tissue box becomes challenging for newcomers and all members. We become confused at theories of co-dependence, and it becomes a hot topic that distracts members from focusing on themselves during the meeting. If we, out of the kindness of our hearts, want to share tissues we are then judged by others as fixing, controlling, being overly concerned with others, not allowing the tearful person to feel their feelings or distracting them mid-sentence. Tissues are left behind when members don't clean up after themselves and we feel triggered having to clean up after others. Some members feel abandoned when they are not offered tissues and other members are.

Argument in Favor: Passing a tissue box is disruptive to the flow of the meeting and becomes a divisive issue among members. There may be times when it is appropriate to offer a tissue. Bringing our own tissues allows us to be responsible and promotes self-care. Some members feel abandoned when they are not offered tissues and other members are. We can avoid this problem by taking personal responsibility, otherwise members can use their shirt sleeve as we did in childhood. We no longer have to feel ashamed or embarrassed.

WSO Analysis: While WSO sympathizes with those who may forget to bring their own tissues, we also know of the disruptive nature of passing tissues during someone's share. Some of us have experienced it ourselves where our thought process stopped because someone else was uncomfortable with seeing our runny noses and hearing our sniffing. We agree that we are all capable of taking care of ourselves in this regard. If this proposal makes it onto the ABC agenda, we suggest an abbreviated discussion because tissues may not be available for the ABC.

Comments:

"whaaaaat?"

Tears of Joy! This discussion is long overdue. We vote yes on talking about this disruptive behavior.

any way to get the word out about our tissue use is good

Enthusiastic yes.

ACA is by attraction not promotion. Let's not promote the use of tissues.

Not sure how this would be implemented, but most modern organizations have such statements.

Save a tree, use a sleeve!

Delegate's Report from the 2019 Annual Business Conference

April 25th and 26th, in Malmö, Sweden

Prepared for _____ by: _____, Delegate

I am currently the WSO Representative for _____

The Delegation

This year we had _____ delegates attending, representing the following countries:

Notes from Day 1 of the ABC

Delegate's Report from the 2019 Annual Business Conference

Continued.

Notes from Day 2 of the ABC

Thank you for allowing me to serve as your Delegate to the ABC.
It is my hope that this information will be archived.

The 2019 Delegate Binder and Delegate Training material may be found at acawso.org.
The 2020 ABC/AWC will be held in the Fort Lauderdale area of SE Florida, in late April.
Attached separately is a summary of the discussed proposals and motions.

Notes on the Motions from the 2019 Annual Business Conference

Vote: Y / N				
The Motion / Discussion				
#				

*Source of the Motion: Ballot Proposal, Committee Report, or Floor Discussion

#	Source	The Motion / Discussion	Vote: Y / N

*Source of the Motion: Ballot Proposal, Committee Report, or Floor Discussion

Vote: Y / N				
The Motion / Discussion				
#				

*Source of the Motion: Ballot Proposal, Committee Report, or Floor Discussion

Vote: Y / N				
The Motion / Discussion				
#				

*Source of the Motion: Ballot Proposal, Committee Report, or Floor Discussion

Delegate Survey

Thank you for taking part in this survey. The information you provide will help us to better prepare ACA members for future Conferences. In turn, this will serve the worldwide membership.

About Yourself

Have you attended an ABC previously? Yes / No If so, how many/which?

Do you represent an Intergroup? Yes / No Do you work on WSO Committees? Yes / No

Before The ABC

How familiar were you with the Delegate role? (Not at all) 1 2 3 4 5 (Very familiar)
 ... with the Traditions? 1 2 3 4 5
 ... with the Concepts of Service? 1 2 3 4 5

How did you learn about being a Delegate?

Which of these sources: Emails / Slack / The Traveler / acawso.org / Convention website

Did you: attend an April teleconference? Yes / No review material at acawso.org? Yes / No

Which resources were most helpful? Would you add or change anything?

TEAR HERE

Consider Joining Us! Please indicate your volunteering interests...

First Name

Email Address

- | | | |
|---|--|---|
| <input type="checkbox"/> ABC/AWC Committee | <input type="checkbox"/> European Committee | <input type="checkbox"/> Regions Subcommittee |
| <input type="checkbox"/> Delegate Training | <input type="checkbox"/> Literature Committee | <input type="checkbox"/> Yng Adults Subcommittee |
| <input type="checkbox"/> Predatory Behavior | <input type="checkbox"/> The ComLine Quarterly | <input type="checkbox"/> Public Service Committee |
| <input type="checkbox"/> Archive Committee | <input type="checkbox"/> Member Service / Outreach | <input type="checkbox"/> Global / Public Outreach |
| <input type="checkbox"/> Ballot Process Committee | <input type="checkbox"/> Intergroup Subcommittee | <input type="checkbox"/> Service Structure Comm |
| <input type="checkbox"/> Nominating Committee | <input type="checkbox"/> Website and Database | <input type="checkbox"/> Lit Evaluation/Translation |
| <input type="checkbox"/> Finance Committee | | <input type="checkbox"/> Other |

Prayers and Meditations, Slogans and Affirmations

Right now, I am safe and I am loved.

Choose Kindness.

Higher power, I understand that you make your voice heard in a group conscience. I ask you to remind me that the life of my program and therefore, my own recovery depends upon my willingness to put the group's welfare above my own will, Where I disagree with the common view of my fellow in service, allow me to state my case honestly and respectfully. Allow me to listen to and consider the views of others. May I state my view and support all group decisions, including the ones I might disagree with.

Your will, not mine, be done. Tradition 2, Meditation BRB 502

Principles before personalities Tackle the problem not the person.

...may we find the spirit of cooperation and a willingness to seek help from the ACA service structure.

BRB 512 Tradition 4

Tone matters. *Sometimes it's not what you say, it's how you say it.*

When people are on the defensive they are less likely to take your view.

*Higher power, help me to remember that ACA and it's service structure are different than my family of origin. May I be patient and avoid reaching for the easiest way out when I am confronted with a difficult situation. Help me and my ACA group ask for help in keeping our meeting safe and recovery oriented. Also help us celebrate the things we do right. **Tradition 9, BRB p537***

*Made a decision to turn our will and our lives over to the care of God... **BRB 138 Step 3***

*May I avoid speaking out of turn or using my ego to share... **BRB 548 Tradition 11***

*Help me remember that ACA is a spiritual program... **BRB 541 Tradition 10***

Show Compassion

CHECK YOUR MOTIVE

Let Go and Let God

*God I am willing to surrender my fears and to place my will and my life in your care one day at a time. Grant me the wisdom to know the difference between the things I can and cannot change. Help me to remember that I can ask for help. I am not alone. Amen. **Third Step Prayer BRB 149***

Change is a process not an event.

PROGRESS NOT PERFECTON

We are responsible for the effort not the outcome.

*Higher Power. Remind me that the direction of our program comes from the ACA members and the group. Remind me that we must make our own decisions. ... Grant us the wisdom to make the best decisions for our groups, service structure and our fellowship as a whole. **BRB 531 Tradition 8***

HOW: Honesty, Open-mindedness, Willingness

GOD: Good Orderly Direction

The Board of Trustees

The Delegate Binder

ACA World Service Organization, Inc.
2018 Annual Business Conference

The Members of the Board of Trustees of The ACA World Service Organization

Outgoing Trustees stepping down from Board service

Mary Jo L., Illinois

Leaving Board after three terms

Outgoing Board Chair

"I have given service in ACA so that others may have the same opportunities to heal from childhood trauma and find hope, serenity, and a strong sense of true self that are possible from working our program."

Marcia J., Iowa

Leaving Board after one term

Outgoing Board Secretary

"ACA has given me recovery I did not even know was needed, allowing me to live more freely. I have been happy to serve the ACA Fellowship to spread the message of experience, strength and hope."

Trustees Presented for Ratification for the Years 2019 – 2020

In order of seniority

Majbrit, Denmark

Term 3 / year 2

"I do service in ACA to encourage all who desire to progress from hurting, to healing, to helping."

Bill D., Florida

Term 2 / year 2

"For about 30 years I tried to find healing, normalcy and emotional well-being in another 12 Step program. It wasn't until I began program work and service in ACA that I was able to begin uncovering, discovering and recovering the person God intended me to be. I believe in the service we do. ACA is needed, more than ever, around the world."

Carole C., California

Term 2 / year 1

"I do service in ACA to give back a tiny bit of what it has given me. I continue to share with other people what I have learned in this program and seek ways to connect with people who still suffer so I can share the ACA program with them. In this service work I am faced with obstacles and given insights that give me opportunities for furthering my emotional growth."

Charlie H., Virginia

Term 2/year 1

Board Chair¹

"ACA saved my life, and I do service to repay that gift. I seek to help others heal from childhood drama, and to give them the tools to help others heal."

David McB., Florida

Term 2/year 1

Board Vice Chair¹

"I strive to be of service to ACA and to help raise the awareness of ACA to all those in need."

Jim B., Florida/California

Term 2/year 1

"I participate in ACA service as it vital to our fellowships growth and maintenance – out of gratitude to share the gift of love, encouragement, and knowledge that we are all okay."

Miles C., Toronto, Ontario, Canada

Term 1/year 2

Board Secretary¹

"I do service to ACA for the love of the program, and in a small way of giving thanks for my new life through ACA recovery, and to helps others."

Pat H., California

Term 1/year 2

Board Treasurer¹

"I gratefully give service to the fellowship that continues to show me how to live my life with serenity and joy, and to support others on their journey of self-discovery."

Erin D., Pennsylvania

Term 1/year 1

"I serve to carry the message to the adult child who hasn't yet found our program. In service I experience the spiritual principles of our Traditions and The ACA Commitment to Service, that I may practice these principles in all my affairs. I give back to the fellowship which has freed me from compulsions so that I may continually strive to come from love and gentleness with myself, my family, friends and the world. I serve in gratitude for the transformation of forgiveness."

Rich R., Arizona

Term 1/year 1

"To be of service to the ACA fellowship, and in doing so further my own recovery. Personal recovery depends on group unity. We got wounded in a dysfunctional family, and we heal in a (learning to be) functional family."

¹. Executive Committee member

The Hierarchical Structure of ACA, for 2019

The ACA Fellowship,

There are 2268 registered Meeting groups, worldwide.

This number includes 126 Telephone Meetings and 46 Web/Online Meetings

Intergroups and Regions

There are 106 registered Intergroups and 1 recognized Region at present

World Service Organization (WSO) Staff

ACA WSO Headquarters

Nick Calandrino,	<i>Operations Manager, Signal Hill, CA</i>
Gloria Delgado,	<i>Accounts Payables, Signal Hill, CA</i>
Keara Schneider,	<i>Office Manager, Signal Hill, CA</i>
Jose Vazquez,	<i>Warehouse/ Shipping, Signal Hill, CA</i>

Remote Workers

Robin Remaley,	<i>Literature Design Editor, Austin, Texas</i>
Eleni Musmeci,	<i>Member and Public Services. Huntington, NY</i>

The Board of Trustees of WSO

See the above section

The Committees of the Board of WSO

(Listed alphabetically)

ABC Committee [*abc@adultchildren.org*]

Chair – Erin D.

Meets as needed

<https://acawso.org/category/abc-committee/>

Delegate Training Subcommittee [*DTSC@adultchildren.org*]

Chair – Chris W.

Meets fourth Wednesday 3pm Eastern

<https://acawso.org/category/delegates-training/>

Addressing Predatory Behavior Working Group [*apb@acawso.org*]

Chair – Karin S.

Meets last Saturday (odd months)

and last Sunday (even months) at 3pm EST

<https://acawso.org/category/apb/>

Archives Committee [*archives@adultchildren.org*]

Chair needed

Meets as needed

<https://acawso.org/category/archives/>

Ballot Prep Committee [*bpc@adultchildren.org*]

Co-Chairs – Mary Jo L and Bonnie KM

Meets as needed

<https://acawso.org/category/ballot-prep/>

Distribution Center Oversight Committee [*dcoc@acawso.org*]

Chair – Chair Bill D. / Vice Chair: Jim B.

Meets Tuesdays at 12:30pm Eastern

<https://acawso.org/category/dist-ctr-oversight/>

European Committee [*eu@acawso.com*]

Chair – Majbrit

Meets first Saturday monthly 14:00 Central European Time

<https://acawso.org/category/european-connection/>

European Committee website: <http://www.acawsoec.com>

Literature Committee [*litstaff@adultchildren.org*]

Chair – Charlie H

Meets on First Saturday of every quarter at 11:30am Eastern

<https://acawso.org/category/literature-committee/>

Comline [*Comline1@adultchildren.org*]

Editor – Mardi M.

<https://acawso.org/category/comline-notice/>

Literature Development Subcommittee

Meets Monthly

<https://acawso.org/category/literature-development-subcommittee/>

Literature Translations Subcommittee

Meets twice a month for internal planning,
plus first Saturday in Odd-numbered months, at 8am
Eastern

Member Service Committee [*mps@adultchildren.org*]

Chair – Carole C / Vice Chair – David

McB

Meets on the First Wednesday of each month at 6pm Eastern

<https://acawso.org/category/outreach-committee/>

Intergroup Subcommittee [*intergroups@adultchildren.org*]

Chair – Bonnie KM / Vice Chair – Tamara

Meets Third Saturday monthly at Noon Eastern

<https://acawso.org/category/intergroups/>

Member Outreach [*mpseditor@adultchildren.org*]

Chair – Sharon F.

Regions Subcommittee

Chair – Matt K

<https://acawso.org/category/regions/>

The Traveler Newsletter [*thetraveler@adultchildren.org*]

Editor – Sharon F.

<https://acawso.org/category/the-traveler-newsletter/>

Virtual Subcommittee [*mpseditor@adultchildren.org*]

Chair needed

Meets on 3rd Monday of each month at 8pm EST

<https://acawso.org/category/virtual-telephone-meetings/>

Young Adults Subcommittee [*mpschair@adultchildren.org*]

Chair needed

Nominating Committee

Chair – Greg R; Vice Chair – Laura L

Meets twice a month on Wednesdays at 4pm Eastern

<https://acawso.org/category/nominating-committee/>

OPPM Committee [*oppm@adultchildren.org*]

Chair – Mary Jo L

Meets twice per month on alternating Thursdays 7pm Eastern

<https://acawso.org/category/oppm/>

Public Service Committee

Chair – David McB / Vice Chair – Carole C.

No regular meeting

<https://acawso.org/category/public-information/>

Global Outreach Subcommittee

Chair – Sue V.

Hospitals and Institutions Subcommittee

[*hichair@adultchildren.org*]

Chair – Miles C.

No regular meeting

<https://acawso.org/category/h-and-i-committee/>

Public Outreach Subcommittee

Chair needed

Service Structure Committee [*svc@adultchildren.org*]

Chair – Jim B. / Vice Chair – Bill D.

Meets first and third Mondays at 8pm EST

<https://acawso.org/category/service-structure-committee/>

Treasurer & Finance Committee [*treasurer@adultchildren.org*]

Chair – Pat H.

Meets Wednesdays at Noon EST

<https://acawso.org/category/treasurer-reports/>

Website and Database Committee [*webservant@adultchildren.org*]

Chair - Jim B

Meets every Wednesday at 1pm Eastern

<https://acawso.org/category/website-committee/>

The WSO Trustee 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. (ACAWSO) 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 ACAWSO 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 ACAWSO.

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 ACAWSO 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. (ACAWSO)" 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 ACAWSO 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

Date

Print

Annual Reports

The Delegate Binder

ACA World Service Organization, Inc.
2019 Annual Business Conference

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The Minutes of the 2018 ABC

The Minutes of the 2018 ACA WSO Annual Business Conference may be found as a separate document at the back of the binder.

The Treasurers Report / 2019 Budget

The Treasurer's Report, including the financial projections for the year ahead, may be found as a separate document at the back of the binder.

The Executive Committee Report

As a committee of the ACA WSO, this committee has met to approve expenditures outside the normal amount designated to committee chairs and the Distribution Office which need to be made before the total board can meet. Members can also be called upon to meet for advisory purposes in matters concerning the Board of Trustees.

Members of the committee consist of the following officers of the Board of Trustees: Mary Jo L. (Board Chair), Majbrit M. (Board Vice-Chair), Bill D. (Board Treasurer), and Marcia J. (Board Secretary).

Committee Activities for 2018-2019

April 2019

The Executive Committee authorized the following:

1. Purchase of 1,000 each of 1- Month, 3- Month, and 9-Month Chips as well as 400 6-Year Medallions for a total of \$1,228.
2. Purchase of 10 Go-Daddy emails for an annual cost of under \$500.00.
3. Purchase of a computer, two extra monitors and a docking station for the warehouse. Total cost is \$850.00
4. Purchase of 500 5-Year Bronze Medallions from Wendell's for \$335.00.

May 2018

- No activity to report

June 2018

The Executive Committee approved of the following bids and purchases:

1. A new timeclock for the Signal Hill office for \$488 plus any applicable taxes from Amazon Prime.
Background: Signal Hill has an old timeclock that is no longer supported by the manufacturer and does not have the functionality WSO needs for remote access and download into the payroll system. The proposed model is the Icon Time Systems TP-BIO TotalPass Small Business Premium| Biometric Time Clock.
2. A proposal from Assured Electrical Systems for relocation of lights for the Signal Hill warehouse for \$825.
Background: The overhead fluorescent lighting in the warehouse interferes with putting pallets on the top shelves of the pallet racks. Two bids were solicited from licensed electricians to reconfigure the lights and the DCOC recommends the attached lower bid.

July 2018

The Executive Committee approved of the following purchases:

1. Benefits tracking module for our timeclock for about \$175.
Background: We have a new time clock. This function is an add-on option. The current clock does basic holiday pay. The add-on will allow us to enter sick leave pay, vacation pay or other paid time off.
2. Chips and medallions (3,350) from Wendell's totaling \$924.50.

3. 2000 Swedish Newcomer Booklets for a cost of 400 Euros.

Background: These booklets are prepaid by the Swedish fellowship and are being printed in Europe.

August 2018

- No activity to report

September 2018

The Executive Committee approved of the following purchases:

1. Contracting with Rev Transcript Services to transcribe the tapes of the 2018 ABC in Toronto, Ontario, Canada at a cost of \$668.00.

Background: It has been decided that use of a transcription service will make the minutes of the ABC more accurate. Three services were researched and a recommendation made.

October 2018

The Executive Committee approved of the following purchases:

1. 10,000 Newcomer Booklets from ABC Press for \$3,491.00.
2. 10,000 hardcover BRB at a cost of \$46,253 plus shipping.
3. 7,200 tri-folds encompassing 7 titles at a cost of \$598.00
4. Welcome coins and medallions totaling = \$2,147.50

November 2018

The Executive Committee voted to approve the following requests:

1. 5,000 SC BRB for \$10,043 10,000 hardcover BRB at a cost of \$46,253 plus shipping from Bang Printing.
2. 10,000 Yellow Workbooks \$23,267 plus shipping from Bang Printing.

December 2018

- No activity to report

January 2019

- No activity to report

February 2019

The Executive Committee approved the following purchases:

1. 5000 LLWB for approximately \$16,000.00 plus shipping.
2. 5000 hard cover meditation books for approximately \$12,000.00 plus shipping costs.

March 2019

The Executive Committee approved the following purchases:

1. 10,000 *Newcomer Booklets* from ABC Press for approximately \$3,491.00.
2. 5000 *Finding Emotional Sobriety* Trifolds from ABC Press for approximately \$324.00.

The Executive Committee approved payment of \$380.00 to Jim Mueller for administering the Hartman Value Profile to two new trustees and for short consultations about the results with both the trustees and the board.

Respectfully submitted,

Majbrit M.

Outgoing Vice-Chair

Denmark

The Literature Committee Report

Chair: Charlie H. **Vice Chair:** *David McB.* **Executive Committee Members:** Charlie H., David McB., Majbrit M., Jeffrey F.

Ongoing meetings by development and evaluation teams. A public Literature Committee call is held at 11:30 am Eastern US on the first Saturday of January, April, July and October.

Purpose of the Literature Committee

To ensure current, complete and easy-to-understand literature, so that adult children may be supported in their recovery, in English and other languages.

Note: Additional details about many of the projects referenced in this report, are available in the New Literature and Special Reports section.

Committee Highlights for 2018:

- Published “Finding Emotional Sobriety,” a new downloadable trifold directed to adult children who have begun recovery in Alcoholics Anonymous. It is our hope to expand this concept to other 12-step fellowships.
- Received 2018 ABC approval for “Ready Set Go!” This is a workshop program introducing ABC members to the basics of recovery. Publication is expected in 2019.
- Finalized Yellow Workbooks for publication in five new languages (Finnish, German, Greek, Russian and Swedish)
- Conducted an in-depth group conscience review of literature related to sponsorship/fellow traveler models
- Supported the new Addressing Predatory Behavior working group in developing safety literature, and in producing a special ComLine edition concerning predatory behavior.
- Continued development of two new texts: an introductory book on key ACA tools and principles, and a guidebook on reparenting our Inner Child.
- Conducted quarterly fellowship calls
- Continued bringing and training new literature volunteers
- Redrafted WSO Literature Development Policy
- Updated our free literature page to include several new translations.
- Produced four editions of ComLine.

Currently Underway:

- Preparing new translations for publication (Danish meditation book, Japanese Big Red Book, International and Castilian Spanish meditation books)
- Drafting and completion of introductory ACA text
- Continue development of a Loving Parent Guidebook
- Review and propose revisions to sponsorship/fellow traveler literature
- Support literature changes regarding predatory behavior
- Development of a new ACA Bill of Rights
- Evaluation of fellowship literature submissions and existing literature
- Draft and share comprehensive guidance for translation teams

Goals for the Upcoming Year

- Seek ABC’s conceptual approval of introductory text and publish it on a trial basis
- Finalize Ready Set Go! workshop program for publication

- Draft Loving Parent Guidebook and have it ready for ABC approval and publication in 2020
- Complete an ACA Bill of Rights, test it, and have it ready for 2020 ABC approval
- Finalize new guidance on sponsorship/fellow traveler models
- Finalize new literature relating to predatory behavior
- Evaluate trifolds and booklets for newcomers and suggest possible revisions.
- Publish new translations in Danish, Dutch, Japanese and Spanish
- Conduct quarterly fellowship calls on the first Saturday in January, April, July, and October

Literature Committee Motions for ABC

The Literature Committee intends to introduce two motions during the 2019 ABC. Further details, including links to the referenced projects, are available in the New Literature and Special Reports section.

- Motion: The Literature Committee seeks conceptual ABC approval for an introductory ACA recovery text. This endorses WSO's plan to publish the manuscript upon completion in 2019 and test it with the fellowship for up to four years. A revised manuscript, which incorporates fellowship comments and suggestions, will be submitted to a future ABC for full Conference approval.
- Motion: On behalf of the Addressing Predatory Behavior working group, the Literature Committee seeks approval of "ACA Commitment to Meeting Safety," a WSO meeting safety card to be made available to ACA groups. This card will guide groups and individuals to more effectively respond to predatory behavior, inside and outside of ACA meetings.

Repository

Additional information about WSO Literature development projects is available in the New Literature and Special Reports section the ABC Delegates Binder. Updates will be available at these in the WSO website repository section:

- Literature Committee Repository Home: <https://acawso.org/category/literature-committee/>
- Beginners' Introductory Text (for ABC consideration and action): <https://acawso.org/2019/03/13/beginners-introductory-text-for-abc-consideration-and-action/>
- Ready, Set GO!! (information and update): <https://acawso.org/2019/03/14/ready-set-go-information-and-update/>
- Loving Parent Guidebook (Information and Update): <https://acawso.org/2019/03/14/loving-parent-guidebook-information-and-update/>
- Sponsorship trifold and related literature evaluation (information and update): <https://acawso.org/2019/03/14/sponsorship-trifold-information-and-update/>

Request for Volunteers

The ACA WSO Literature Committee is driven largely by volunteers like you. We work together in a group conscience to determine fellowship needs for new literature, and then create and design the literature. Volunteers also share their experience in such diverse ways as writing, editing, researching, art and design, and assistance in translation.

We urge and welcome you to be a part of this exciting community, which is committed to helping adult children in all nations. All backgrounds, including foreign languages, help make ACA greater as a whole. To learn more about volunteering for the ACA Literature Committee, please send an email to litstaff@adultchildren.org, or litchair@acawso.org.

The Finance Committee Report

The Finance Committee is a Standing Committee of the Board, formerly known as the Treasury Committee. Inception Date: May 2013

Chair: Bill D., Florida **Members:** Mary Jo L., Illinois
 Lucia S., Florida
 Pat H., California
 Jeffrey F., European Committee Finance Liaison,

Meets: Weekly on a regular day and time.

Website URL For Reports: <https://acawso.org/category/finance/>

Statement of Purpose/Mission: The mission of the Finance Committee is to examine the financial affairs of the WSO on an ongoing basis to ensure transparency and integrity of all financial aspects of the organization. In doing so, all financial processes are reviewed, and suggestions are made to the WSO Board for improvements to the fiscal policies and procedures. All tasks are done with the primary purpose of keeping the fellowship financially stable and healthy so that the message continues to be carried to ACAs throughout the world.

Hello family, “Hej familjen”,

My name is Bill D. and I am an Adult Child. I have had the distinct honor to serve as the Chair of the Finance Committee of the ACA World Service Organization, Inc. for the past two years. Today it is my honor to deliver the Finance Committee’s report to the conference delegates, the members of the board, and the guests here at the 2019 ABC.

In addition to this report there are slides that will better help illustrate the work of the Finance Committee of WSO. The slides will be available after the conference on the acawso.org website by selecting Finance Committee in the menu.

Accounting and Technology Upgrade Project for 2017-2018

Where We Started: With the immense growth of our book and product sales transactions after the addition of Amazon in 2017 our bookkeeping vendor was getting bogged down trying to complete their duties in a timely manner. WSO came into 2018 with our Quickbooks accounting software newly positioned to operate on the cloud which allowed direct access to our bookkeeping records by WSO staff and volunteers and made our system much more efficient and able to handle more transactions.

This not only provided us with a superior level of protection against catastrophic loss of our data that previously resided on the accountant’s server, but also gave the ability for WSO staff, board members, and finance committee volunteers to have real time access to the accounting software data for the first time ever.

As the result of making Quickbooks available to the people who needed to access the data it contained, WSO was able to see that the detail needed by the organization to make informed decisions going forward simply was not available under our current chart of accounts. The auditors had previously recommended we revise our chart of accounts to make it more compliant with national accounting standards and easier to analyze the organization’s performance.

The Finance Committee undertook an initiative to redesign our chart of accounts to provide us with the ability to report our revenue and expenses in a manner that would give us deeper insight into our organization's finances and performance. After several volunteers from the Finance Committee put a lot of work into revising the chart of accounts, we were still not happy with it.

We vetted several accounting professional firms and decided to recommend the BIC Group to the board. BIC was hired to analyze our organization and business operations and design a chart of accounts that would accomplish all the reporting goals we had as well as separating the fellowship services' revenue and expenses from the publishing business' revenue and expenses. BIC was also asked to dive deep into our operations structure to determine if we needed to make institutional changes in our processes and procedures to become a more efficient and better operating organization.

They pulled no punches and issued a report that identified the areas they saw as problematic as well as making suggestions about improving them. Their report was the basis for building the new chart of accounts and created a climate for organizational change that has improved the business operation of the WSO.

The chart of accounts is the backbone of an accounting system and changing ours required many discussions not only with BIC, but also with our external accounting services vendor, the Finance Committee, the board, the staff, and even our auditors. The resulting chart of accounts that BIC created over a period of several months was put under serious scrutiny after it was delivered to us in early 2018. The chart of accounts conversion was completed in August 2018 after a few months of adjustments.

Another major change we made to our accounting structure in 2018 was the move from a cash-based accounting system to an accrual accounting system. While cash-based accounting can give a point-in-time picture of the cash flow, accrual-based accounting gives a more accurate picture of the long-term state of an organization as revenue and expenses are immediately recorded, allowing the organization to more properly analyze trends and manage finances. This method is more commonly used than the cash method. The move to accrual-based accounting was also recommended by the auditors.

We reached a milestone with the integration of a 3rd party software product called Webgility Unify with the new chart of accounts. It automates the import and posting of sales transactions to Quickbooks from our Shopify shopping cart and three Amazon website channels. We are now beginning to produce reports that allow insight into how our business operations perform.

Other Projects and Tasks the Finance Committee Completed This Year

- In January of 2018 the Finance Committee evaluated the pricing policy for 3 of our literature pieces: the Soft Cover BRB, the Good Enough Booklet, and the Cross Talk Booklet and unanimously recommended a \$1 reduction in the selling price for each of these publications across all sales channels. The board adopted this recommendation.
- In February the Finance Committee reviewed and revised Section VI. the fiscal section of the OPPM and made a recommendation to the board to approve the changes. This included updating the WSO Travel Reimbursement Policy that is now an addendum to the OPPM.
- In June due to increasing concerns about the rising costs for the ABC AWC, the Finance Committee recommended that the WSO Board establish a Finance Committee liaison position to join the ABC Committee so the Finance Committee can assist the ABC committee.
- In July the Finance Committee reviewed and approved a budget for the 2019 ABC AWC which was then sent to the board for final approval.

- A request was made by the board for a midyear budget variance report to be prepared. This report was prepared and included both dollar variances as well as percentage variances. It was delivered to the board at a late July board working session meeting.
- Around the end of July the Finance Committee began wrapping up its discussion about bringing more accounting work in-house to the office staff by training existing WSO staff to perform the accounts payable routine in addition to performing other duties.
- In August another item that the auditors recommended was begun by a member of the finance committee with accounting expertise. This was to have someone review and approve the journal entries by our external accounting services provider makes each month in Quickbooks. This usually involves minor adjustments made to accruals, payroll adjustments, or reclassifying an expense or revenue to another account, etc.
- Additionally, in August the Finance Committee presented a motion to the board to hire our external accounting services provider, at an estimated cost of \$1,200 to install the newly created chart of accounts in our Quickbooks company file.
- Late in August the Finance Committee began reviewing accountability for travel expenses by board and committee members who traveled for authorized WSO work. The Finance Committee recommended implementing internal procedures to guide the ways we approve and document the benefits of travel to our program and organization by using a pre-travel authorization form. The board adopted the form and it was added to the OPPM and is being used currently by board and committee members who travel for authorized WSO business.
- In September we encountered several crashes of the Quickbooks program that resulted in lost time but no significant data loss as our cloud hosting provider maintains a daily back up. The crashes prevented our vendor and staff from getting work done on time for the month end closing. Subsequently we did not have financials until about the 20th of October. We have since had the Quickbooks file rebuilt by the manufacturers at no charge to WSO and revised our procedures for accessing and closing out of the accounting software. The file has been operating very well since October.
- In October we were sent the renewal documents for our current business liability insurance policy that was set to auto renew at the end of October. The Finance Committee reviewed the policy and found the monetary limit on our inventory replacement cost was too low should we have a fire or other disaster that destroyed our inventory in Signal Hill. As of October 1, 2018 we had \$101,032 worth of inventory on the books at Signal Hill. The insurance replacement limit on our policy for this inventory was \$37,500. The Finance Committee recommended increasing the insurance amount to \$140,000 to cover new orders in the pipeline.
- In November we addressed the issue of how to better manage our funds that are received from or spent abroad. The Finance Committee recommended to the board that the European Committee Chair be given an international credit card that would facilitate payment of authorized expenses overseas without incurring currency conversion fees.
- Also, in November the committee recommended a year end contribution request letter be sent that was intended to raise awareness about WSO's need for member and group contributions. The letter was ultimately approved and sent out to all the registered group contacts in December.
- The committee approved the "Where Does the Money Go" literature piece and sent it on to the board for final approval before it was posted to the free literature page of the website and sent out in the Traveler newsletter. This piece of literature explains the details of how a group can distribute extra funds beyond their prudent reserve. It outlines the suggested percentages and identifies the service entities to receive those funds.
- At the end of November, the Finance Committee presented a motion to the board of trustees to have a Financial Review performed for 2018 in lieu of a full Financial Audit. A review provides a very good level of assurance of the fiscal condition of the organization but

does not require the in-depth testing nor cost that a full audit does. As of the writing of this report the review is still in process.

- The last item the Finance Committee began working on in November was the 2019 WSO Budget. After receiving budget requests from all of the committees and holding budget workshops the board approved the 2019 Budget. The 2019 budget is attached at the end of this report.
- In December the Finance Committee received the Payroll Management section of the Accounting Manual from the Treasurer. It detailed all the steps required to process the WSO employees time sheets and turn them into a format the external accounting services provider can process as payroll every two weeks.
- Also, in December the organization's Director's and Officer's liability insurance policy came before the Finance Committee to be reviewed before renewal. It was approved for renewal after the addition of the new board members.
- The last item the Finance Committee addressed in December was in response to a board motion that the Finance Committee evaluate the need for more external accounting services so that our monthly accounting is completed in a timely manner. A Request for Proposal (RFP) was developed and presented to the committee and board for its review and approval. After approval the RFP was distributed to Los Angeles area accounting firms.

Remaining 2018 goals not yet completed:

1. Establish a fraud hotline (Auditor's Recommendation). – Approved by the board in March of 2019
2. Develop an approved price list - perform cost/price analysis (Auditor's Recommendation). In process

Future 2019 goals:

We have been so busy this year working to get our accounting system overhaul completed that we have not yet as a committee formally discussed future goals for 2019 other than the 2019 Budget. The internet sales tax issue being adopted by many states in the U.S. has come up and the committee has been involved with other WSO committees looking into possible solutions to ensure the WSO remains in tax compliance in all places we sell our products.

Projects and Tasks for the Finance Committee to consider for 2019.

1. Continue to improve our inventory management processes by further refining reports that can be used to reconcile what is sold and what is shipped with what remains inventory each month.
2. Establish a realistic expectation for the time frame needed by the external accountant to deliver the month end financials.
3. Review and modify the external accountant's job duties.
4. Publish a completed accounting manual that contains all the accounting and office procedures.
5. Perform a comprehensive cost analysis of our entire product line taking into consideration all costs including the office overhead in determining the true cost of goods sold.

I would like to end by thanking the people involved in our financial, bookkeeping and accounting operations. Many thanks to long time Finance Committee members Mary Jo L. from Illinois and Lucia S. from Florida for serving.

Thanks to other volunteers who showed up throughout the year to help provide assurance that WSO's funds are being monitored and used prudently. Thank you to volunteers Jeffrey F., European Finance Chair; Pat H., incoming treasurer; Dan Z., ACA member; and staff member Gloria D., our longtime office special worker who handles much of the in-house bookkeeping.

In loving service,

I kärleksfull service,

Bill D., Treasurer, Chair

Mary Jo L., Illinois

Lucia S., Florida

Pat H., California

2019 APPROVED WSO BUDGET

INCOME

Jan - Dec 2019

Literature Sales

Books	903,458
4015 - Chips Medallions - SH & Ware Pak	31,038
4013 - Trifolds - SH & Ware Pak	14,788
4014 - Audio Downloads AWC Recordings	4,584
New Meeting Packet	1,913
Meeting Starter Kit	<u>2,174</u>

Literature Sales Subtotal

957,955

E-book Sales

4034 - Amazon E-Book Sales	27,795
4050 - Barnes & Noble E-Book Sales	1,028

E-book Sales Total

28,823

4060 - Audio Book Sales - ACX	23,200
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Shipping and Handling

4018 - Shopify Shipping & Handling	99,433
4036 - Amazon Shipping	17,696

Shipping and Handling Subtotal

117,129

SUB-TOTAL SALES INCOME

1,127,107

TOTAL SALES INCOME

1,127,107

7th Tradition Contributions

4017 - 7th Tradition received via Shopify shopping cart	92,135
4080 - 7th Tradition received via mail and non-shopping cart	30,982
	<u>123,117</u>

GROSS INCOME

1,250,224

COST OF GOODS SOLD		324,381
GROSS PROFIT	After subtracting COGS	925,843
EXPENSES		
Distribution Center		
	Payroll - Staff and Management	184,000
6140 -	Office Supplies	5,000
6200 -	Merchant Fees, Banks, etc.	17,000
	Technology Purchases	1,000
	Warehouse Packing and Ship Supplies	7,000
	Facility Overhead	
6120 -	Rent	37,000
6160 -	Repairs	1,000
6130 -	Utilities	2,507
6132 -	Internet/Phone	2,702
	PO Box	76
	Bang Storage	200
6110 -	Liability insurance and Theft Bond	1,793
Total DC Expense		259,278
General Overhead		
	Outside Fulfillment Expenditures	
5054 -	Amazon US	179,005
5053 -	Amazon UK	20,425
	Amazon CA	
Outside Fulfillment Expense Subtotal		199,430
5022	Freight Out	95,674
	Dues and Subscriptions	3,000
	Accounting and Tax Prep	80,000
6095 -	Accounting IT Software subscriptions	13,117
6210 -	Depreciation & Amortization	15,405
General Overhead - Subtotal		406,626
Board and Admin Expense		
	Strategic Planning Meeting	20,000
6082 -	Legal and Professional Fees	3,000
	Programs	
	BBI	2,000
	Lights On	1,000
6013 -	Workman's Comp	750
6050 -	Board & Committee Travel	10,000
Board and Admin Expense Subtotal		36,750
Committees		

Finance Committee		
Travel to Signal Hill - accounting firm transition		1,500
Finance Committee Total		1,500
Literature Comm		
Staff Design Editor		48,000
Legal		4,000
ISBN & Trademark		2,000
Travel		2,000
Zoho Subscription		400
Consultant/ Contractor		20,000
Adobe Creative Cloud/ Software		1,000
Complimentary copies		500
International Lit		3,000
Public Awareness/ Book Launch		2,500
ePublishing Digital Updates		5,000
Discretionary		1,000
Literature Comm Total		89,400
Member Services Committee		
Special Worker (<i>shared with Public Services Committee</i>)		15,000
6070 - Literature		2,500
Global Outreach		750
Conferences/Travel		2,000
Member Services Committee Total		20,250
Public Services Committee		
Special Worker (<i>shared with Member Services Committee</i>)		15,000
Public Information		
6070 - Literature		2,500
6070 - PSAs		700
6070 - H&I Literature		2,500
Conferences/Travel		2,000
Public Services Committee Total		22,700
Website Committee		
6090 - Research and Pilots for Remote Voting at ABC's		1,000
6090 - Wordpress Addons		
and Support for AWC, EU, and other websites		500
6090 - Go Daddy hosting		600
6090 - Go Daddy Emails		1,700
6090 - Go Daddy Domain Renewals		600
6090 - DropBox		500
6090 - Shopify		3,600
6090 - Go Daddy SSL		300
6090 - Website Updates –		
Periodic Updates for committee Requests		2,000
Website Committee Total		10,800
ABC / AWC Committee		
ABC/AWC Revenue		(28,000)
Travel WSO Board / Others		15,000

Lodging WSO Board / Others	12,000
Food WSO Board / Others	5,408
Venue / F&B	35,000
Conference Materials / Printing	2,100
Audio	5,000
AWC Supplies	2,000
ABC / AWC Committee Total	48,508
Archives Committee	
Training	500
Supplies paper, ink	500
Travel	1,500
Dues Archives Society	340
Archives Committee Total	2,840
Audit Committee	
Audit Expense (Review for 2018)	10,200
Distribution Center Oversight Committee	
Annual Trustee trips to office	3,000
European Committee	
Travel in Europe to attend major national events	5,000
Administrative, incidental and unexpected fees	500
5th annual European Meeting	2,000
European Committee Total	7,500
Total Committees	216,698
TOTAL EXPENSES	919,352
Net Income (Deficit)	6,491

The Distribution Center Oversight Committee Report

Members:

- Bill D., Chair, Florida
- Jim B., Vice-Chair, Florida

Inception Date: April 1986

Meets: Weekly on a regular day and time and as needed.

Website URL: <https://acawso.org/category/dist-ctr-oversight/>

Email contact: dcocchair@acawso.org

Statement of Purpose/Mission:

As provided for in the OPPM “The purpose of the Oversight Committee is to maintain contact with the office management to ensure that all operations are running smoothly, that policies are being followed, and that the Staff has the resources they need to do their jobs.”

Its function is also to provide fiduciary oversight of the distribution center operation and inventory purchases/sales of the WSO. This committee monitors the business operation of the WSO and acts as a resource to the Board for office related functions.

DC Oversight Committee Role

In April of 1986 the Adult Children of Alcoholics World Service Organization (ACA WSO) was created by changing the name of the Adult Children of Alcoholics Central Service Board, Inc. to the Interim World Service Organization. The IWSO later became ratified as the ACA WSO.

The ACA WSO OPPM states that “A priority of the ACA WSO Board is to provide an accessible office that offers recovery information of the ACA Twelve Step Program to everyone. WSO employs special workers (Staff) who provide a number of services, including, but not limited to the following:

- Answering phone and mail inquiries.
- Providing information for those seeking recovery through attendance at ACA meetings.
- Facilitating the sale and distribution of merchandise and WSO conference-approved literature.
- Distributing information to the therapeutic community and the public.
- Maintaining the list of ACA meetings, Intergroups and other service levels.
- Maintaining files for financial records, contracts and other legal documentation, original copies of WSO literature files, archival information about the fellowship and other important correspondence.
- Ensuring that the proper flow of information happens among appropriate Board members, committees, Staff and vendors.”

Significant Accomplishments in 2018

The work the DCOC committee does by developing procedures and reports is important for the success of the future boards and DCOC committee members to better understand our business operations while also documenting fiduciary responsibilities are met.

One of the best recommendations to come out of the DCOC in 2018 was to significantly increase the purchase quantity for our publications and products. By ordering BRB, YWB and Meditation books in quantities of 10,000 units WSO lowered its per unit cost which allowed WSO to meet the rising costs of inflation without increasing selling prices this past year. It also alleviated more frequent ordering which often resulted in production delays causing out of stock situations.

In our weekly meetings, as well as on an as-needed basis, many issues were addressed in 2018 including the following:

- The DCOC regularly reviews inventory levels at all sales centers and interacts with the management through a board liaison to recommend order levels.
- Research and recommend innovative purchasing strategies.
- In mid-2018 WSO hired Nick Calandrino as its Operations Manager to replace the General Manager who left just before the 2018 ABC.
- 3rd Party Fulfillment operational oversight: We have experienced an incredible growth increase of 68% in 2018 over 2017 for Amazon US sales. Amazon UK and Canada are also experiencing good growth in sales. We have had to modify our oversight strategies to accommodate that growth.
- Equipment needs: We recommended the purchase of a forklift for the warehouse, a major capital investment that combined with the pallet racks allowed us to triple the storage capacity in our warehouse.

The Evolution of the DC Oversight Committee

The Primary function of the DC Oversight Committee has changed over the last couple of years from the day to day managers of the office to a role of oversight. This change began when the WSO hired a general manager in 2017 and after she left, hired an operations manager in mid-2018. The managers manage the business operations with the DCOC providing support and fiduciary oversight.

The role of the DC Oversight Committee is to provide a formal method for the board of trustees to perform its fiduciary responsibility of monitoring the assets and performance of the organization by reporting on these items regularly to the board of trustees and membership.

These board reports are prepared by routinely receiving and reviewing sales and inventory reports from management and staff, developing longer term sales strategies in collaboration with the office and board, monitoring the performance of the business and service office, and assisting when needed to develop recommendations for expanding the fellowship services, technology, and publishing business.

The DCOC also reviews and approves inventory transfers and other purchases up to a set amount. It takes requests to the board if they exceed the maximum the committee can approve.

Inventory Management

One item the financial auditors have cited in their two prior audit reports is that WSO needs to improve its inventory management. WSO inventory is currently verified by manual counting on a regular basis at the end of each calendar month. This is a fundamental component of inventory management, but not the only component. The use of the inventory during the month needs to be reconciled against the beginning and ending counts to confirm the inventory is accounted for properly.

WSO currently has two separate reports regarding inventory and sales. One is produced by the office shipping staff. The other one is produced by the accounting staff. The DCOC created a report by combining these two reports to give a more complete picture of the monthly sales. This allows the committee to reconcile what is in stock versus what was sold and shipped in order to provide the final step in inventory management oversight.

To do this a new report called Product Sales and Inventory Reconciliation Report was created to perform a comparison of the beginning and ending monthly inventory counts against the monthly sales and other inventory uses.

Looking Forward to 2019 and Beyond

One issue that has surfaced in the first quarter of 2019 is the issue of taxes on product sales. With recent legislation by many states in the US being passed that allows for internet sales to be taxed by the states where the products are delivered, WSO has found itself in need of a more sophisticated sales tax computation program.

These programs do more than just calculate tax rates in the delivery state, they also calculate the taxes in local and district tax areas, prepare the various tax returns as required by the states, and provide an archive for compliance requirements. We are also looking at the ever-increasing VAT tax issues overseas. With the board's blessing the DCOC expects to get ahead of this issue by the end of the 2nd quarter of 2019.

The oversight committee would like to help develop new reports that can be used by other committees and the board to better understand our sales. The DCOC will also use these reports to evaluate the future trends in the growth of our business side and the product logistical needs of our fellowship. At the appropriate times the oversight committee will make business recommendations to the board for consideration. If they are approved, they can be conveyed to the management through the current channels.

We also want to continue to look at our office to determine whether it will be outgrown anytime in the next 2 to 5 years and if so, work to develop a longer-range plan.

Report from the Operations Manager

The Signal Hill ACAWSO team is performing at an optimum. Shipments are processed within 24 hours or less. Our offices have been enhanced with a décor befitting a world class organization and Operations Manager Nick Calandrino is optimistic about the future of the program and its ability to aid in saving lives. Together with board liaison David M., and other staff Gloria Delgado, Keara Schneider and Jose Vazquez the WSO Signal Hill office is ready to handle and exceed any challenge.

Call to Action

In closing of this report the oversight committee wishes to attract people with business and technology experience as well as those with specific marketing and sales experience to serve on the committee. We are continuously looking for people with a global view.

Anyone with a business, marketing, sales, or technology background is welcome to apply to join the committee. Please feel to contact the committee at dcochair@acawso.org.

The Annual Business Conference Committee Report

Members

Jim R. (NY), *Outgoing Chair*; Erin D. (PA), *Incoming Chair*. Majbrit / Marcia J., *Board Liaison*
The ABC Committee has benefited greatly from the efforts of members of the ABC, Host, Delegate Training and Ballot Prep Committees: Fredrik (Sweden), Markus (Sweden), Bonnie K-M. (TX), Mary Jo (IL), Sue V. (Toronto CN), among others.

The ongoing work of the ABC Committee confers a perpetual standing status.

Statement of Purpose

The ABC Committee exists to facilitate the work of planning and coordinating each year's ABC/AWC, and to inform the fellowship of developments.

Reports and Contact Information

Monthly reports from the ABC Committee may be found at the repository site, acawso.org, listed under the ABC Committee. Questions and comments may be directed to abc@adultchildren.org. Information about the ABC/AWC may also be found in the ComLine or the Traveler.

Committee Activities, since the Previous ABC

The work of the ABC Committee focused on 3 related areas – the previous, current and upcoming ABCs.

The 2018 ABC/AWC

The 2018 Annual Business Conference was successfully produced at the Holiday Inn - Yorkdale in Toronto, Ontario, Canada on April 20th and 21st. Jim R., of Brooklyn, NY was ratified to return as the Chairperson of the ABC Committee for 2018 - 2019. The Delegation overwhelmingly moved to have the 2019 ACA World Convention (AWC) in Sweden in tandem with the ABC

The ABC Chair directly asked delegates to consider contributing articles the ABC Edition of the Comline.

A simple survey rating various aspects of the ABC was offered at the time of the conference. Needed improvements to the ABC were identified – *Online Information / content* (2.8) and the *ABC / pacing* (2.8). High marks were garnered for *Encouragement to participate* (4.2) as well as *Opportunity to be heard* and *Promotion of fellowship* (both at 4.3) Participants were offered an opportunity to comment on both the Delegate Training and the Conference. Results may be found at: acawso.org/2018/06/08/18-6-june-report-abc-comm/

A review of the ABC/AWC was begun in tandem with the rewriting of the ABC section of the OPPM. A Guidebook, which will be a resource for the ABC and Host Committees, will be created and edited with the OPPM Committee and will inform the development of their work on the ABC section in the OPPM.

The 2019 ABC/AWC

Over the months various facets of the ABC/AWC planning were addressed:

Attendance. The question of estimating attendance was addressed. One way, conduct a survey. Another way to estimate attendance would be to get the registration process up and running. It may be possible for members to indicate on Trippus, the registration platform, that they are strongly considering attending the AWC, while not actually registering at the time.

Websites. The site, acaworldconvention.org was updated. The information about the Toronto ABC archived and removed. A message about the Swedish ABC, with dates, links and contact information was placed on the homepage. Enquiries were made about access to the site. Later, acaworldconvention.org was expanded.

Registration Needs. As the registration process became available, the breadth of information that we were looking for was discussed and determined.

AWC Programming. A request for program facilitators was on the Convention website. The opportunity to offer a meeting in their own language was open to all attendees.

Weekly direct communications with Fredrik, Chair of the Host Committee was initiated. We looked initially at the convention website. A dropdown menu item, directed at the delegate was added, offering descriptions and a link to the acawso.org Delegate Training Page.

A checkbox, indicating remote delegate status, was added to the ABC registration form. A detailed, step by step description of this registration process was then added to the Delegate Page. The website continued to undergo development, as new information arrived and old information was updated.

ABC PLANNING

The call went out for annual WSO Committee Reports, for the Delegate Binder. An example of the Proposals format, similar to the previous year was offered to the Board.

Introductions were made between Greg R. of Texas, the designated 2019 Conference Chair, and some past delegates from Denmark, for relating cultural norms and instilling sensitivity. We began discussions on the best practices for effectively chairing the event.

Since procuring a certified Parliamentarian was proving difficult, we strongly suggested to the Conference Chair, enlisting the support of a fellow ACA member with knowledge and experience of Robert's Rules, to assist in the conference proceedings.

The floor plan generated for the San Diego ABC was sent as an example of how the conference room in Malmö would be arranged.

Suggested improvements to the 2019 Binder were offered to the Board, and implemented. Last year's Binder was sent to Sweden as a test to see how well the document would print. It turned out properly and looked adequate, according to the Host Committee.

For guidance, the Swedish committee designing and printing the paper programs for the AWC were sent photos of all the pages of the AWC programs from 2017 and 2018. Suggestions were made that WSO websites and links be included in the program – like adultchildren.org, Comline and the Traveler.

The 2020 ABC/AWC

Finding a Host

A group of Board members and Delegates was assembled to assess the applications to host, which were due in September. We revised our assessment methods and tools.

The WSO Office sent an announcement to registered groups – about the ABC in general and information about hosting the event, specifically. There was an immediate response, with 4 requests

around hosting the 2020 ABC and even more asking about the ABC in general and the experience of being a delegate in particular.

A team of 10 members were in place to review the initial applications:

Beryl V. (*UK*), Brett O. (*Florida*), Hasse O. (*Denmark*), Jeanna C. (*Indiana*), Majbrit (*Denmark*), Marcia J. (*Iowa*) Mike L. (*California*), Shishir G. (*India*), Sue V. (*Toronto*), and Jim R. (*Brooklyn*)

Our goal was to determine the best 2 or 3 candidates, and then ask the finalists for more detailed information in order to find our recommendation for the Board. The 2 step process allows groups to express interest and apply without having to initially invest excessive amounts of time.

With application, assessment tool, review committee and outreach in place, the essential ingredient – Applicants – was, unfortunately missing. No groups applied to host.

This led us to reach out to groups and Intergroups, suggesting that they consider becoming the host for the event. Our initial invitations went to the Intergroups in Nashville, TN, Reno, NV and Long Island, NY. On a hunch and a hope, the SE Florida Intergroup was also approached.

South East Florida Intergroup, IG #650, submitted a strong bid to host the 2020 ABC, a bid that met no opposition from the committee. Our recommend to the Board was accepted.

This recent application experience has encouraged us to reconsider the process. We are looking at more proactive ways to nurture service as an ABC/AWC host. Our new method is to invite qualified Intergroups to consider hosting and reaching out, years in advance, affording these groups plenty of time to learn and prepare.

We have asked for assistance from the Intergroup Subcommittee in identifying strong candidates. It has been suggested that the incentives for hosting be clarified.

We are now scouting hosts for the ABCs for 2021, 2022 and 2023. The groups mentioned above have been contacted. Additionally, groups and Intergroups are more than welcome to join in the application process. For more information, or to offer comment, write to abc@adultchildren.org.

Please also note that in 2024, the ABC will again take place outside of North America. Accept this as an invitation to suggest to your Intergroup, the opportunity of doing service as an ABC Host.

Meeting the challenges in the year ahead will be a new Chairperson of the ABC Committee, Erin D., from Pennsylvania. I ask the Delegation to ratify her position at this time.

Recommendations to the Board:

- ✓ That the Ballot Process schedule be arranged such that the voting concludes on March 15th, allowing ample time to confirm the outcomes, publish the results and develop an ABC agenda.

The Delegate Training Subcommittee Report

Chair: Erin D **Vice Chair:** *Open* **Committee Members:** Laura L. Mary Jo L. Jim R. Jody O. Chris W.
Meet on the fourth Wednesday of the month at 3 pm EST (Inception date 4/22/2017)

Purpose of Delegate Training Subcommittee (DTSC)

“to serve as a resource to help educate Delegates and Alternate Delegates of Groups and Intergroups to the Annual Business Conference by providing information on what is read prior to attending the conference, as well as helping Delegates be more informed in aiding their members/groups practice the Traditions, Concepts and holding group consciences.”

During 2018 the Subcommittee provided the following:

Provided two segments at the ABC.

- Day 1, Thursday, focused on General Procedures, Terminology, The Traditions and Concepts, The Delegates Role in the Conference: Accepting Reports, Ratifying the Board.
- Day 2, Friday, Voting Procedures, Robert’s Rules of Order and introduced a Role Play on making a motion, voting, minority opinion etc..

Two teleconference trainings were given in April. There were 28 attendees in all.

Updated *Welcome at A Glance* letter to Delegates.

Created a *Frequently Asked Questions* (FAQ) page.

Created *Before, During & After*. This page aids Delegates on what to expect and when, so they may be prepared throughout the year.

Sent out a document by *Mail Chimp* to all registered meetings and Intergroups informing them of *Ballot Proposals and the Delegate Role*.

Currently underway:

We are developing a training scheduled for the 2019 AWC on the use of Traditions in business meetings. This training will focus on educating Delegates and members alike on how to run effective business meetings by using Robert’s Rules of Order, the use of the minority opinion, and other strategies commonly employed in 12 Step fellowships. We will take note of how our Laundry List triggers cause us to react and how we can move past them in the moment, to instead be guided by spiritual principles of our Traditions. The premise of the workshop is that by providing education on these practices and procedures our members will be better equipped, confident and possibly motivated for service at all levels.

Developing a committee timeline for future chairpersons to reference.

Set weekly Teleconference training dates for April.

Update Delegate survey for 2019 ABC.

Working with Website and Data Committee to direct Delegates on remote voting.

Access to registering Delegates from the host website.

Goals for the upcoming year:

Consider restructuring the Teleconferences and morning trainings to allow more time at the ABC for business. Options to be discussed are Welcome Meeting/Meet and Greet the night prior to start of the ABC and extending Teleconference Trainings prior to the ABC.

Repository of reports and instructional documents: <https://acawso.org/category/delegate-training/>

Contact: dtsc@adultchildren.org

The Ballot Preparation Committee Report

Committee Members:

- Mary Jo L., Co-Chair, Illinois
- Bonnie K-M, Co-Chair, Texas
- Jim R., New York

Section XX of the OPPM lays out the authority and responsibilities of the Ballot Preparation Committee.

The work of the BPC has an ebb and flow quality to it. We are very busy in July before the Call for Proposals goes out – to ensure that there is appropriate documentation available for the groups to follow, as well as preparing the Ballot located on the Survey Monkey platform.

Then we are busy again as Proposals come in when we begin to work with appropriate committees and Board members to help create the WSO Analysis. The Board approves the text for the WSO Analysis for each Proposal before the Ballot is published on January 15th.

After the Ballot deadline we prepare the results to be published on the Website by April 10th as well as for inclusion in the Delegate binder.

For 2019, approximately 225 Ballots were returned from 15 countries. The final numbers will be determined after Ballots are validated.

Recommendations to the Fellowship:

The ABC Proposal process is especially appropriate for matters that truly benefit from fellowship-wide consensus and potential discussion, which helps make the ABC more relevant and effective. However, the OPPM lists a number of other ways for issues to be brought up that allow for faster consideration. One of those is through a WSO committee.

Thank you to all groups that participated in the Proposal and Ballot processes.

The European Committee Report

Committee Members

- Majbrit M., Denmark, Chair, and Member of the WSO Board of Trustees eu@acawso.com
- Charlie H., Chair of Literature for WSO member of the board of Trustees
- Jeffrey F., Czechia, Chair of Finance / Literature Subcommittees, eu-finance@acawso.com
- Tanya M., Czechia, Secretary European Committee eu-secretary@adultchildren.org

Websites:

- WSO Repository: <https://acawso.org/category/european-connection/>
- European Committee website: www.acawsoec.com
- Monthly call information: <http://acawsoec.com/meetings/monthly-teleconference-calls/>

Statement of Purpose

Our mission has been to be the human face and local presence in Europe of the World Service Organization (WSO) for the Fellowship of Adult Children of Alcoholics / Dysfunctional Families (ACA). From a place of unconditional love, we carry the message of the 12 Steps, by supporting the growth of the European Fellowship through a wide range of services that help build their own local service structures: facilitate the translation, local printing and distribution of ACA literature in their own language; assist in understanding our concepts of service, traditions, and the structure of the WSO. We are not organized for the private gain of any person, and function as an autonomous body for Europe, as part of the WSO.

Fellowships in some countries tend to be much smaller and/or underdeveloped compared to the US, because of the need to first translate ACA literature before it can be distributed. As a result, much of our time is spent nurturing the often-fragile development of local translations and service structures, which have to replicate the ACA wheel (meetings, service structure and local literature) in their own language by themselves. Despite these overwhelming odds, we do make a difference. We are like the movie "Hidden Numbers," having phone calls with local fellowships. The result is only measurable when the literature is printed or the fellowship comes together for a national event.

History of European Committee 2014 – 2019

In 2013, ACA WSO held its first non-US Annual Business Conference, in Denmark. What grew out of the ABC in Denmark was a wish to stay connected within the European fellowship of ACA. At the end of the ABC, the Latvian representatives suggested that the Europeans meet in Riga in 2014. And so began carrying the message throughout Europe.

When the European Committee was formalized in 2014, it was a pioneering idea. Majbrit had just 5 email contacts from foreign fellowships to start connecting the European community of ACA; and it grew fast from there. More and more came to find out how to build service structures, communicate with WSO and how to address issues in local fellowships such as understanding the traditions, concepts and getting our literature translated.

Here are some highlights of the European Committee’s work in the last five years:

2014 Majbrit attended the “European Meeting” in Latvia and tried to bring as many Europeans to that. There were 77 attendees.

2015 The Finns hosted the 2nd European Meeting in Helsinki. Jeffrey joined the EC, primarily to print and distribute literature in Europe, as Chair of the EC’s Literature sub-committee. He subsequently became responsible for the EC’s Finances and acted as Secretary and soon thereafter was invited to join the WSO Board as a Trustee, where he served for two years.

2016 The EC website was developed and national fellowships were invited to use the EC website if they didn’t have their own. The European Meeting was held in Moscow. Seven Group Representatives were expected (WSO listing) but forty-four came! The German IG was formed based on support from the EC.

2017 The European meeting was held in Spain in conjunction with release of the newly translated Castilian BRB. It was the first European Meeting planned and paid for by the EC in conjunction with local members. The EC helped facilitate the birth of an IG in Madrid. Tanya M. attended this meeting and joined the EC, becoming its new Secretary.

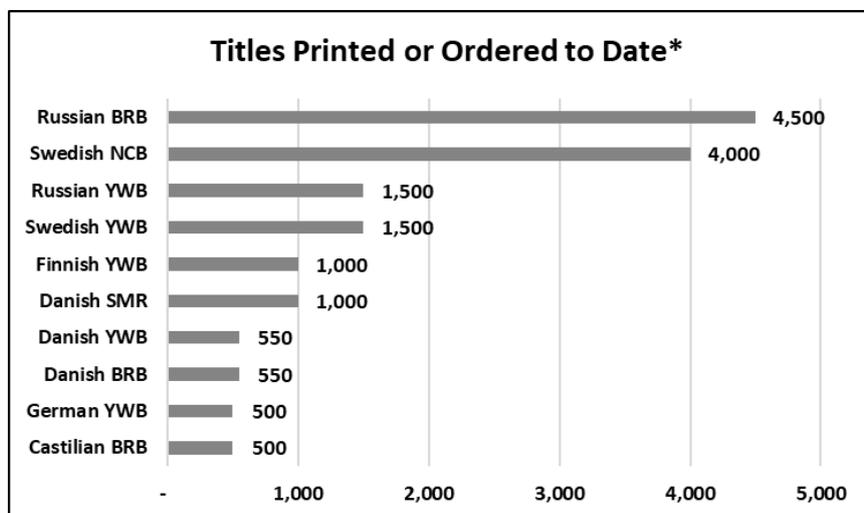
2018 No European Meeting, but plenty of travel participating in national ACA events around Eu-rope. Translations also continued to boom as a direct result of EC support.

Fellowship growth is accelerating, so a new Structure is needed to support European growth.

Growth of Translated Literature and Publications

Literature is essential to the growth of the European fellowship. The first translated edition of the Big Red Book was published in Danish in 2013. Since then, six nations can read ACA literature in their original language, and more translations are on the way.

Fellowship translation work is supported by a European Committee translators committee, which meets every other month. In addition, ACA literature now is printed in Europe, greatly reducing cost and time needed to deliver translated books and pamphlets.



As a direct result of a publishing bottleneck starting to emerge, a new template system was created to speed up the process of designing and printing foreign translations. Charlie, Mabrit and another fellow traveler had spent hours every week to come up with workable solutions. Again, this was pioneering, a solution needed, that could be applied to the worldwide fellowship, in how the WSO engage with foreign countries by sending a Starter Kit with our literature, follow through with support, and finally print the literature in an acceptable timeframe. (*The data in the chart, *Titles Printed or Ordered to Date*, covers the period from 2017 until the time of the 2019 ABC in Sweden.)

List of Upcoming Literature

1. Greek YWB - about to be final proof-read
2. German YWB - printed for 1st National Convention March 29-31, 2019
3. Swedish YWB - printed for 2019 ABC/AWC
4. Russian YWB - at printer, due for delivery at Convention in September 2019
5. Danish SMR - started March & due beginning June 2019
6. Lithuanian BRB
7. Polish YWB
8. Dutch YWB

Additional translation efforts are underway in Greek, Castilian, Slovakian, and Hungarian.

Assistance to National Fellowships in 2018

The EC has been a sounding board for service structures in Spain, Germany, Netherlands/Belgium, Poland, Lithuania, Estonia, Sweden, Finland, Russia, Bulgaria, Romania, Slovakia, Norway, Hungary, Belarus, and the Czech Republic

EC offers ESH for building Service structure growth, drawing on examples from how different national fellowships have evolved.

Now fellowships are working as teams, where previously it was individuals.

In 2018, the EC:

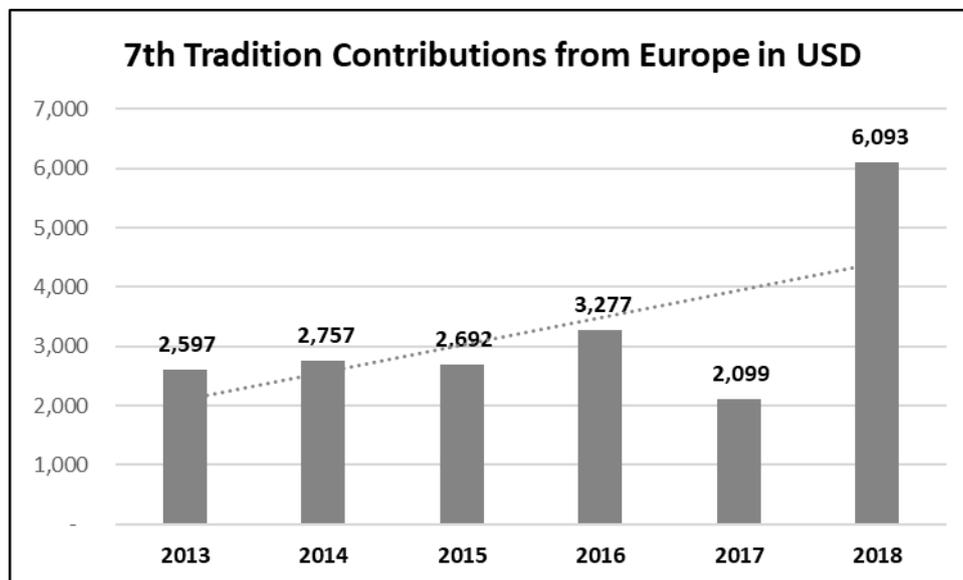
1. Conducted ongoing EC communications via email newsletter, a monthly teleconference call with minutes of the call posted on the WSO repository and the EC site.
2. Supported the launch of book sales in several countries through Amazon UK. Now most of ACA's major titles in English can be shipped to most countries in Europe through Amazon fulfilment. This drastically reduces the cost of shipping English-language titles from the US and further raises the profile of ACA in the UK.
3. Attended country events in Romania (Bucharest, April), Bulgaria (Sofia, April), Belarus (Minsk, July); Hungary (August); UK (London, September); Belgium/Netherlands IG (September); Russia (Moscow, October); Sweden. In December in Slovakia, Majbrit, Jeffrey and Tanya attended the AA English speaking Central European Regional Assembly to learn more about the AA Service structure, how they provide service, and build a bridge of communication and trust. We were well received and many AA members spoke of the emotional sobriety they had achieved through ACA attendance.

By attending country events, European Committee members also share about the structure of the WSO, how we work, and how it is guided by our traditions, funded by 7th tradition contributions and the sale of ACA literature. This also helps us get to know national fellowships and their trusted servants, and to speak about the need of having a service structure in Europe and how we make this happen. See reports on the new website at www.acawso.org

4. Continued to develop the EC website (www.acawsoec.com) communicating and connecting more efficiently with the European fellowships, asking for their updates for country pages in English about meetings, history of their fellowships and links to their local websites in their local languages.
5. Continued to engage with existing EU Countries and invite and support Country Representatives from Romania, Belarus, Lithuania, Poland, Hungary, Slovakia.
6. Welcomed WSO Board members to monthly calls, which helps them understand the cultural differences and challenges the fellowship faces in Europe, and to act as another voice for the EC on the WSO.
7. Continued to support the fellowship's needs on a case-by-case basis per country.

7th Tradition Contributions

7th Tradition Contributions from Europe continue to grow. They were down in 2017, but rebounded significantly in 2018, due in part to gratitude from being able to print foreign language literature in Europe. The chart (**7th-Tradition Contributions from Europe in USD**) shows an average annual growth of more than 25% over the past six years.



Goals for the Year Ahead

1. Support the growth of the European ACA structure translation Committees for different languages are needed. It only takes one dedicated service sponsor to support the translation chair of a translation committee, a person who know our service concepts, and be a person to go to for mentorship. Our most recent success is Germany, see report

on www.acawso.org/european-connection. So at this point we would like anyone interested to join our workshop on Saturday.

2. Continue printing ACA literature in Europe in different languages as they become translated or stock runs low on existing titles.
3. Hold our 5th annual European Meeting in Minsk, on Saturday July 27th , to engage more members to participate in service with the European Committee and grow the fellowship.
4. Organize and set up a database using MailChimp connected to our website and actively build a list to communicate with as regular outreach to members for information, inspiration and support.
5. Continue educating members in Europe (through our “to-be-organized” database of contacts and web site) on the importance of 7th Tradition contributions.
6. Continue to develop an accurate overview/balance sheet of finances for Europe, based on all sales of literature (to and from Europe) and 7th Tradition contributions originating from Europe, along with expenses incurred by the WSO to support EC operations and activities.
7. Add more content to our EC website so that it becomes an even more valuable international communications tool and platform for members in Europe.
8. Explore changes to long-term service model for supporting growth of European ACA fellowships.

Conclusion

Our prediction is that translated titles will continue to grow fast, as local fellowships get the support they need from the EC/WSO. The EC will continue to follow our traditions to help unify the European fellowship for the good of all adult children out there who are not yet a part of our ACA family.

Sincere thanks to all the volunteers who made this growth possible.

With gratitude of service.

Charlie H, Jeffrey F, Tanya M and Majbrit M

The Member and Public Service Committee Report

Statement or Description of Purpose

As a committee of the ACA WSO, our purpose is to provide global support to ACA members, new and existing meeting groups, and service entities while educating the public about the existence of our ACA program and what it can do for them.

Chair / Vice Chair

Carole C. (California) | David McB. (Florida)

Subcommittee Chairs:

Bonnie K-M (Texas)	Sue V. (Canada)	Miles C. (Canada)
Sharon F. (Missouri)	Matt K. (Wisconsin)	

WSO Website - Repository URL of meeting minutes / reports

Minutes: <https://acawso.org/category/outreach-committee/>

Reports: <https://acawso.org/category/outreach-committee/>

Committee Contact information

Carole C. mpschair@adultchildren.org

Bullet list of the committee activities of 2018

- December 2018 saw the division of Members and Public Services.
- 2018 and 2019 saw new committee members and committee chairs
- A new Trifold increased communication and cooperation between ACA and AA.
- Many new meetings and Intergroups meant an increase in communication with MPS
- Activity in WSO Committees increased the necessity participation by MPS subcommittees. Committee members of the Regions Subcommittee, Literature Committee, and Public Outreach worked with the Service Structure Committee.
- The culmination of all this growth was the division of MPS into two new committees.

Detailed descriptions, as needed

Members and Public Services Committee divided into:

Member Services Committee Chair Carole C. / Vice Chair David McB

Public Services Committee Chair David McB / Vice Chair Carole C.

Goals for the year ahead

- ✓ Increase ACA membership volunteerism in all of our committees
- ✓ Increase communication between the membership and the service boards between them and WSO
- ✓ Increase meetings worldwide and work with the webmaster to find straightforward ways to list them •
- ✓ Grow, guide, and support the meetings and ACA service boards in North America and globally.
- ✓ Work together with all of the Member Services and Public Services' subcommittees

The SUBCOMMITTEES of the MEMBER SERVICES COMMITTEE

GLOBAL MEMBER OUTREACH SUBCOMMITTEE*

(New subcommittee – end of 2018) Chair Sue V, Committee members: Laura, Matt, Erin

The world is waking up to the gifts of ACA healing. Planting seeds

Assess: What's working well [strengths and what could be better. Barriers and challenges. Volunteer availability globally

Name changed from Zonal Outreach.

Endeavored to connect Asia, South America, and Africa with WSO.

Sent free books to first meeting in Argentina under the "Lights on!" program. is available.

Goals: Truly bring the W into WSO by carrying the ACA message in countries new to ACA. Attract new meetings in countries that have none by using the "Lights on!" program. Provide support to new and existing meeting groups globally.

INTERGROUP SUBCOMMITTEE

Chair, Bonnie; Vice Chair, Tamara P.

The Intergroup subcommittee was formed to coordinate communications between established Intergroups in order to provide support for one another, enable Intergroups to provide support more directly with understanding 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.

We coordinated with Website/Database committee and established single point of contact to communicate with the Web Servant.

Moved to monthly meetings on the 4th Saturday of each month.

Elected a Vice-Chair (Tamara P.) and Secretary (Josh W.).

Validated contact information for registered Intergroups within North America.

Goals: Send a survey to Intergroups who are registered with WSO to find out how they would best like to be served and improvements that would be helpful. Use that feedback to develop a roadmap for the Intergroup subcommittee to implement in the next 1-2 years.

MEMBER OUTREACH SUBCOMMITTEE

Chair, Sharon F.

This is a new subcommittee with a new Chair and needs support. It is an important committee for Member Services and will take over most of the member outreach that the MSC Chair has been doing for the last year.

Goals: For Member Outreach – a **membership survey** and other ways to explore new ways to create a process to support individuals and institutions in starting up new ACA meetings.

REGIONS SUBCOMMITTEE

Chair, Matt K.

The Regions Subcommittee supports the World-Wide formation of Regions. Encourage and assist the formation and communication between Regions.

Goals: Assist in the development of North American Regions and assist the international fellowship in developing globally. To encourage/assist the formation and communication between Regions

YOUNG ADULT MEETINGS SUBCOMMITTEE

Chair, vacant (*Laura L. is the temporary liaison*)

The Young Adult Meeting Sub-Committee grew out of the realization in the Fall of 2018 that the fellowship is already holding Teen and Young adult meetings.

Goals: Support emerging Young Adult Meetings worldwide. Explore supports required for emerging ACA Teen groups.

TRAVELER NEWSLETTER

Editor, Sharon

The Traveler is ACA WSO's monthly newsletter; it's issued at the beginning of every month. Traveler articles include announcements, news, and events, from around the ACA fellowship. Highlights from 2018 included:

We began the year with 3,400 subscribers and ended the year with over 5,500 subscribers.

Developed suggested guidelines for those wishing to publish an item in the Traveler and posted those to the Traveler page on the ACA WSO website.

New for 2019 – the Traveler will include a short statement on the monthly Concept of Service.

New editions of the ComLine are now announced in the Traveler

Website <https://acawso.org/category/the-traveler-newsletter/>

VIRTUAL / TELEPHONE MEETINGS SUBCOMMITTEE

Chairs, David McB and Sharon

Virtual/Telephone Sub-Committee of two liaisons from WSO and members who attend the meetings, grew out of a request for assistance for ensuring meeting safety.

Guidelines for listing meetings on the WSO Website – ongoing discussion

Group safety policies; Meeting list database issues; Rotation of service positions.

Getting information out to members through the Traveler Newsletter

Website <https://acawso.org/category/virtual-telephone-meetings/>

Goals: Virtual/ Telephone subcommittee's goal is to increase communication and safety between meetings, and development of an Intergroup or two.

The SUBCOMMITTEES of the PUBLIC SERVICES COMMITTEE

GLOBAL PUBLIC OUTREACH SUBCOMMITTEE

David McB *Temporary Liaison*

Outreach to other 12 step Fellowships Worldwide: AA, NA, Al-Anon etc..

PUBLIC OUTREACH SUBCOMMITTEE

David McB *Temporary Liaison*

Outreach to Institutions and Corporations including Corporate Wellness Programs

HOSPITALS AND INSTITUTIONS SUBCOMMITTEE

Chair, Miles *[NOTE: Miles is also Chair of Member Services' H&I, reporting only to PSC, at this time.]*

H&I has been focused on outreach to correctional facilities in Canada and the east and western areas of the USA. Have sent literature to therapist both in private and institutional setting in both Canada and United States, many inmates in jails and prisons, 4 church leaders in Ontario and a Doctor in Israel. H& I could use some help on this committee from group and Intergroup representatives.

Goals: Expand the focus to include other parts of North America and Canada; Include Hospital facilities and therapists, Assist and support H&I service boards in other countries, and become an independent Stand-Alone Committee in 2019.

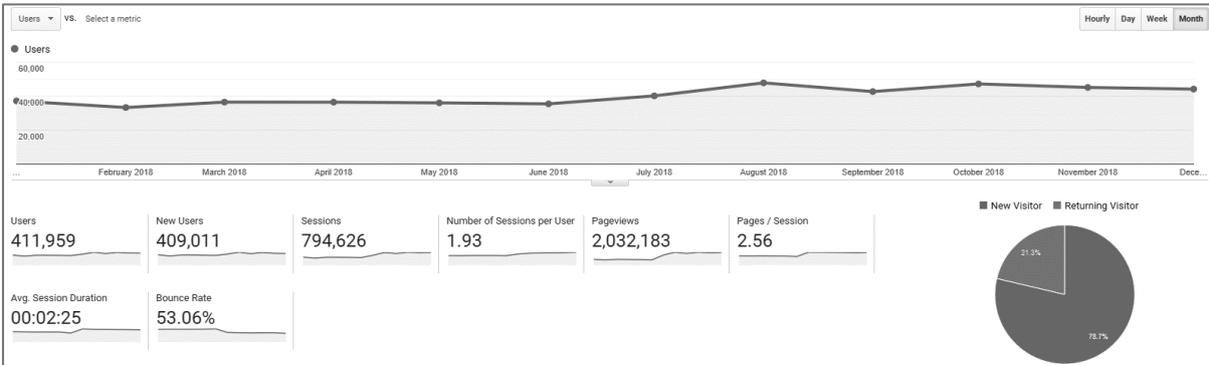
The Website and Database Committee Report

Statement or Description of Purpose	
The Website and Database committee is responsible for the ACA websites to assist the other WSO committees with technology issues. We support the following websites: adultchildren.org , shop.adultchildren.org , acawso.org , acawsoec.com , and acaworldconvention.org	
Chair / Vice Chair (First name, Last Initial; State or Country)	
Chair: Jim B US-FL	
Members (First name, Last Initial; State or Country)	
Sharon F US-MO	Mary Jo L US-IL
WSO Website - Repository URL of meeting minutes / reports	
https://acawso.org/category/website-committee/	
Committee Contact information	
webservant@adultchildren.org	

Bullet list of the committee activities of 2018	
<ul style="list-style-type: none"> • Launched new version of the Website at adultchildren.org – July 8, 2018 • Added Daily Meditation (DM) from Strengthening my Recovery on adultchildren.org Shared Daily Meditation software with the Literature committee for translation efforts and the German Daily Meditation translation available at https://erwachsenekinder.org/taegliche-meditation and the Greek Daily Meditation translation is on the European Committee website: https://acawsoec.com/greece/ • Released the Daily Meditation as a daily email – sign up at adultchildren.org – and added support for it to show the day of the user’s time zone, not the web server. We are looking at addressing the need of people in different parts of the world wanting the email at the start of their day • Meeting Lists <ul style="list-style-type: none"> • Released brand new version with the new website • Support and Enhance updates and searches on adultchildren.org • Added Type for Young Adults • Intergroups can get a list of meetings affiliated with their Intergroup • Added support for Groups to have more than 1 meeting per week. Several groups are taking advantage of this • Released a Printable PDF for meeting list search results – Go ahead – Click it!!! 	
<p>Looking for meetings in san francisco, United States  <input type="text" value="Distance"/></p> <hr/>	
<ul style="list-style-type: none"> • Continue to update meeting list registration and update process to make it more logical • Facilitated addition of links to websites for Meetings, Intergroups and Regions, as approved at the 2018 ABC • Improved the meeting Search to support Country Search Results – just specify a country and leave the zipcode/city blank to get all meetings in a country • Added SSL for better security • Tested different teleconference systems to choose one for the ABC remote participants • Deployed Zoom for use with the WSO committees and monthly Board Call 	

- Documented procedures for the Remote Delegates for the ABC and assisted with Delegate training sessions
- Deployed Privacy policies to our websites in support of the GDPR
- Updated the home page of adultchildren.org and will continue to update all content
- Researched and added a Calendar tool for Service Committee Meetings to make it easier to schedule and attend
- Working with Member Services to enhance the Events page
- Ended a monthly support contract with a Vendor that maintained our websites for a fee
- Ended our Rackspace dedicated hosting due to support issues – using commodity hosting is fine for us now and for a while in the future.

- Goals for the year ahead**
- Do a full review of our websites – update content, fix broken links, enhance Search Engine Optimization
 - Migrate to a new Email platform
 - Have printable Meeting Lists as a Tri Fold
 - Enhance Meeting List Map support
 - Develop a smartphone APP for Meeting Lists and Literature
 - Review and maintain our Privacy Policies
 - Enhance Intergroup and Region pages
 - Get all meeting information updated and verified, removing defunct meetings
 - Address time zone issues for Meeting Listings



Rank	Country	Users	Percentage
1.	United States	340,710	(81.91%)
2.	United Kingdom	18,005	(4.33%)
3.	Canada	17,253	(4.15%)
4.	Australia	7,259	(1.75%)
5.	Germany	2,559	(0.62%)
6.	India	2,260	(0.54%)
7.	Ireland	1,951	(0.47%)
8.	Poland	1,683	(0.40%)
9.	Netherlands	1,662	(0.40%)
10.	Sweden	1,589	(0.38%)

Rank	Page	Users	Percentage
1.	/	308,332	(15.17%)
2.	/meeting-search/	201,070	(9.89%)
3.	/literature/laundry-list/	126,770	(6.24%)
4.	/quick-search/?telephonebt=Click+Here	78,839	(3.88%)
5.	/lit-laundry_list	71,512	(3.52%)
6.	/lit-Laundry_List	58,991	(2.90%)
7.	/meditation/	50,272	(2.47%)
8.	/find-a-meeting1	43,946	(2.16%)
9.	/find-a-meeting-search-results	29,579	(1.46%)
10.	/literature	28,979	(1.43%)

The Service Structure Committee Report

As a 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. The committee was established after the 2016 ABC in Delray Beach, Florida. It was originally an ad hoc committee, but was given permanent status by Motion 11111701 at the November 2017 TC.

Members of the committee who participated through 2018 include the following: Marcia J., Trustee (Iowa) (Chair); Charlie H., Trustee, (Virginia) (Vice-chair); Bonnie K-M (Texas); Miles C., Trustee (Ontario, CAN); Matt K. (Wisconsin); Carole C., Regional Trustee (California); Sarah O. (New Jersey), Jim B., Trustee (California) and Josh W. (Washington, DC)

2018 Committee Activities

During 2018 the committee on the following:

- Created a report and a presentation for the 2018 ABC/AWC in Toronto.
- Decided upon 5 possible maps of the USA and Canada to present at the ABC/AWC for feedback from the fellowship.
- Worked with the Technology Committee to present the first ACA Town Hall Meeting in August of 2018. Presented our study of Regions in the United States and Canada.
- Created and recommended revised Vision and Mission Statements for Regions which the Board of Trustees approved.
- Recommended a map of 5 geographical regions in the United States and Canada to the Board of Trustees, who approved it.
- Recommended certification requirements necessary for a Region to nominate a Regional Trustee to the Board, which were approved by the Board.
- Sent a definition of the components of the Service Network to the Board of Trustees for approval.

Regions

1. Vision and Mission Statements for ACA Regions

Vision Statement: Regional Service Committees build bridges of communication and support to bring Adult Children out of isolation and into fellowship.

Mission Statement: Regions provide direct connections between the world service organization and the fellowship. They provide information and support, and connect people within the fellowship to encourage participation as trusted servants and to grow meetings full of experience strength and hope throughout the world.

2. Map of Region Boundaries for the United States and Canada 2018

Regions are part of the Adult Children of Alcoholics and Dysfunctional Families service network that support the membership both in the United States and around the world. This ACA service network currently includes meetings, Intergroups, Regions, and the World Service Organization

III. Consider sending a representative to the Regions subcommittee of MSC.

When the above qualifiers have been met, the Region subcommittee of the Member Services Committee will recommend the Region to the Board of Trustees for certification.

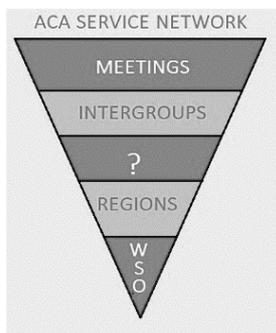
When a region is certified, it can submit a candidate to the Nominating Committee. Regional Trustees must meet the same eligibility requirements as all other Board Trustees.

In accordance with the Fourth Tradition, all participation in regions is voluntary. Groups and intergroups may choose whether to affiliate, and if they are on the edge of two regions, they may choose which region to affiliate with.

4. Components of the Service Network

The following components of the ACA Service Network have been defined and a recommendation to accept those definitions has been sent to the Board of Trustees. A new diagram (inverted triangle) has also been submitted for approval.

Meetings: Meetings create a safe, welcoming fellowship for those who suffer from childhood trauma, giving them the tools to heal. Meetings can be geographical or virtual. They can be started by anyone wishing to recover from Childhood trauma by use of the ACA Program which includes the 12-Steps, 12-Traditions, Laundry List, Other Laundry List, the Problem and the Solution.



Intergroups: Intergroups provide a forum for conducting ACA business within a given geographical or virtual area. They are created by three or more individual meetings wanting to work together to do business. Intergroups are composed of representatives from the individual meetings that form them.

Regions: Regions are geographical areas designated by WSO. Regions provide direct connections between the world service organization and the fellowship. They provide information and support, and connect people within the fellowship to encourage participation as trusted servants and to grow meetings full of experience strength and hope throughout the world.

WSO: The World Service Organization of ACA (WSO) manages and conducts the world service affairs of Adult Children of Alcoholics/Dysfunctional Families. This allows ACA to be a safe, welcoming fellowship for those who suffer from childhood trauma, giving them the tools to heal. WSO is a legal entity located in Signal Hill, CA and overseen by Trustees who meet qualifications stipulated in the OPPM and are recommended by the Nomination Committee. Trustees support the work of Meetings, Intergroups, and Regions and help maintain the Spiritual orientation of the fellowship. They make the day-to-day decisions that keep the organization going, address problems, and support the committees that keep the organization moving forward.

The Service Structure Committee recognizes that our network will evolve. For this reason, a question mark was inserted into the diagram. This allows for added components of the network to be defined and accepted by the Board of Trustees as they are needed.

5. The ACA Town Hall Meeting

The Service Structure Committee worked with Jim B. and Mary Jo L. to set up our first ever Town Hall meeting with a fellowship focus group in August of 2018. The Town Hall is a vehicle for communication which has the potential to allow for more feedback from the fellowship.

Critique of the Town Hall held on August 27, 2018.

What went well: The first town hall meeting was a great start. People were able to use the directions provided to access the meeting and see the screens. Those having difficulty were able to get help from other members without stopping the meeting. The glitches in access and our presentations were not show-stoppers.” The technical and presentation issues did not stop people from getting information from the presentation, which was not the main goal of the dry run. It was good to see the use of surveys during the presentation. The value of this is obvious. Much better than the monthly meeting and should be continued.

Concerns: People did not read the script and so were not prepared to present. **However,** the use of the script will be easier now that we know the pitfalls as well as knowing it would be a regular presentation. We would be better off if one person showed the desktop rather than changing from person to person. We want to make sure that something is always up on the screen while we present, even if it is an interim slide. The survey and response section could be better if it were coordinated with the script, and if the results were immediately available or could be seen as they were being tabulated. It would be good to have a polling programs that is the same as the software/program used for the town hall.

Some found the chat window distracting. It would be good to know how to make it disappear. The echo was with us, and people need to be reminded to “mute” if they are not speaking. There is a function so that the presenter can mute everyone during their presentation.

Conclusions: The importance of having meetings with the dedicated members of the fellowship was obvious, especially as we were questioned about information thought to be ubiquitous. Not everyone has been involved for similar lengths of time, or been presented with all the information.

When engaging the fellowship, it is important to offer them the best experience possible. While the directions did their job as far as getting people in to the meeting, there may be programs that provide an easier entrance interface for the participant, and a better aural and visual experience. Because of the importance of this initiative, we think it would be worth it to explore other presentation programs, and expend money, if necessary to use them.

Goals for 2019-2020

- 1. Year-round service participation for WSO Reps and ABC Delegates**
 - a. Service Opportunities—Job descriptions
 - b. Create support for strong delegates
- 2. Service Documents—Service Handbook**

Recommendations

The Service Structure Committee would like to recommend the approval of committee goals for 2019-2020.

The Operating Policy and Procedures Manual (OPPM)

Subcommittee Report

Committee Members:

- Mary Jo L., Chair, Illinois
- Erin D., Pennsylvania
- Jim R., New York
- Laura L., California
- Miles C., Ontario, Canada
- Pat H., California
- Sue V., Ontario, Canada (ABC Sub-Committee)

The Operating Policy and Procedure Manual (OPPM) is the guiding document the WSO Board of Trustees uses for conducting the business of ACA World Services Organization (WSO).

This committee started making changes in early Fall of 2017 after nothing had been officially done to it since 2012.

We work continuously to make updates that reflect actual and proposed practices. Any changes must be approved by motions of the Board of Trustees. All changes since 2012 have been footnoted with the date of the most recent revision.

We also created a sub-committee to work exclusively on ABC and AWC materials for the OPPM as well as a separate procedural Handbook.

Questions about the OPPM may be directed at any time to a Board member or to an OPPM Committee member. Emails may also be sent to oppm@adultchildren.org

The most current copy of the OPPM that was available when this Delegate Binder was printed is included. Please check the Quick Links section of the acaenso.org website for further updates as they are made.

The Nominating Committee Report

Statement or Description of Purpose	
To identify and nominate the best candidates for ACA Trusted Servant positions.	
Chair / Vice Chair (<i>First name, Last Initial; State or Country</i>)	
Greg R., Chair, Texas;	
Laura L, Vice Chair, California	
Members (<i>First name, Last Initial; State or Country</i>)	
Jody O’C., Texas	
WSO Website - Repository URL of meeting minutes / reports	
https://acawso.org/category/nominating-committee	
Committee Contact information	
Greg R, chairnomcom@acawso.org	
Bullet list of the committee activities since 2018 ABC	
<p>Communicated with members of the fellowship to cultivate Nominating Committee and Trustee applicants including one foreign applicant</p> <p>Nominated 2 candidates to the Board: interviewed 2 applicants and 7 references in the vetting process.</p> <p>Selected 1 additional Nominating Committee member: interviewed 4 applicants and 9 references for NomCom. Filled the third of the 5 positions.</p> <p>Revised the Board of Trustee Application; formalized a process for vetting and nominating candidates</p> <p>Revised the Nominating Committee Application</p> <p>Developed an interview process for references</p> <p>Developed a repository for NomCom materials that will enable document sharing and facilitate process revisions</p>	
Detailed descriptions, as needed	
Goals for the year ahead	
<p>Vetting and welcoming of remaining members to the Nominating Committee. Two positions to fill</p> <p>Finalize questionnaire and interview former and outgoing Trustees</p> <p>Revise search procedures and continue to search and vet potential Trustees</p> <p>Coordinate new territory with Board, including establishing priorities to best serve and respond to the needs of the fellowship; NomCom role in vetting and nominating Regional Trustees; and procedures, guidelines, and priorities to phase in the vetting and nomination of committee Chairs.</p>	

The Archive Committee Report

An Annual Report
from this Committee
*was not submitted
for publication.*

The Audit Committee Report

Inception Date:
January, 2018

Sunset Date
April, 2018

Chair:

Pat H., California

Members:

Bill D., Florida

Tammie G. California

Statement of Purpose

The Audit Committee was formed to oversee and assist the Auditors with all aspects of the World Service Organization's financial matters.

Bullet list of Auditors' findings

- In addition to monthly physical inventory counts, it is recommended to investigate and reconcile monthly inventory count variances.
- Switch from cash-based accounting to accrual-based accounting to comply with generally accepted accounting principles (GAAP) since it provides more useful financial information about WSO's operations.
- Segregate Duties in funds collected so that one person is responsible for retrieving monies sent in mail and another person records the deposits and takes them to the bank. A third person who is independent of the above tasks shall reconcile the cash receipts to the records.
- Management is to perform a periodic inspection of security cameras in the warehouse to ensure they are in good working condition. Access to the controller camera should be restricted to Management only.
- All journal entries are reviewed by a designated member of management. All entries shall be initialed by the preparer and the individual approving them.
- Establish a Fraud Hotline so individuals may anonymously report concerns regarding inventory management, harassment, sales and pricing issues.
- Update the Chart of Accounts.
- Improve the Procurement Procedures.
- Maintain Copy of the Approved Price List and Perform Cost/Price Analysis.
- Develop an Accounting Manual.

All of the above Auditor's findings are completed with the exception of the Accounting Manual and the Fraud Hotline, which are currently in process.

The Addressing Predatory Behavior Working Group Report

Prepared by Karin S., Chair, APB working group, March 23, 2019

Service Positions:

Chair: Karin S

Vice-Chair: Erin D

Secretary: Josh W

Literature Liaison: Karin S

Literature Volunteers: Karin S, Erin D, Josh W

Highlights:

Foundation of APB working group at 2018 ABC –formation of APB working group inspired by AWC workshop on “Crosstalk and Meeting Safety.” Meetings by teleconference started in May 2018. Due to its mission of creating and providing (printed) resources on the topic of APB to the fellowship, the working group collaborates closely with the Literature Committee.

Mission and Purpose – mission statement approved in June 2018:

(1) To provide education and resources for members, groups, intergroups, and newcomers to address predatory behaviors within the ACA fellowship.

(2) To create safe spaces for open discussions about Predatory Behavior in the fellowship.

Creating Safe Spaces for Open Discussion – multiple channels for two-way communication were established: e-mail, Slack, Special Edition ComLine (*see more details below*).

Providing Resources – also in June 2018, a repository page was established to share resources developed by meetings and Intergroups, as well as information about the work of the working group (*see detailed list of resources below*).

Special Edition ComLine on Addressing Predatory Behavior – publication was completed in March 2019 (*see more details below*)

Looking Ahead – safety card for use in meetings; define distinction between predatory behavior and general meeting safety; update existing literature (*see more details below*)

Creating Safe Spaces for Open Discussion

The working group established multiple channels for two-way communication with members. An e-mail address was set up and publicized via The Traveler (monthly) and the ComLine (quarterly) publications of ACA WSO. Members were invited to share their experience, strength and hope on the topic for a special edition of the ComLine. Another important platform for a two-way exchange with members has turned out to be the forum channel #addr_predbehav_forum on Slack.

Providing Resources

Resources about Addressing Predatory Behavior may be found here:

- ✓ **APB repository page:** <https://acawso.org/category/apb/>
- ✓ **Special Edition ComLine on Addressing Predatory Behavior:** https://adultchildren.org/wp-content/uploads/2019/02/Predatory_Behavior_ComLine_Final.pdf
- ✓ **Guidelines for addressing inappropriate behaviors, originally developed by the NCA ACA Intergroup:** <https://acawso.org/2018/07/27/addressing-inappropriate-behaviors/>
- ✓ **Examples of group safety statements, adopted by various meetings across the fellowship:** <https://acawso.org/2018/11/12/examples-of-group-safety-statements/>
- ✓ **ACA Group Safety Folio, adopted by Costa Mesa meeting:** <https://acawso.org/2019/02/24/group-safety-folio-from-costa-mesa-group-ca-837/>

Special Edition ComLine on Addressing Predatory Behavior

The Special Edition ComLine on Addressing Predatory was published in March 2019. It is available online at : https://adultchildren.org/wp-content/uploads/2019/02/Predatory_Behavior_ComLine_Final.pdf. Based primarily on member shares, this issue of the ComLine provides a comprehensive overview of the topic as we currently understand it – how predatory behavior occurs at and around ACA meetings and how it affects targeted members, the different forms it may take, how meetings struggle to deal with it, and some tools and resources that members and meetings have found helpful. The shares published in this ComLine demonstrate that predatory behavior is a concern beyond the narrow definition of “13th stepping” already covered in the Big Red Book.

Looking Ahead

Goals for the next year include:

- Submitting an ACA Commitment to Meeting Safety tent card to WSO for review and approval. This draft is expected to be completed by the end of March 2019 and will be posted on the APB repository page once completed.
- Further exploring the role of the Traditions in preventing predatory behavior and ensuring meeting safety. Developing and articulating the distinction between predatory behavior as a specific concern and general meeting safety as a responsibility for all ACA meetings.
- Continuing to work toward our long term goal of updating existing literature on the topic of predatory behavior.

For comments and questions, please e-mail Karin S. at apb@acawso.org.

Ballot Proposals

The Delegate Binder

ACA World Service Organization, Inc.
2019 Annual Business Conference

The Proposal Process

Somewhat uniquely among 12 Step recovery programs, ACA WSO regularly asks its fellowship for suggestions for improvement, which the Board might consider for implementation. These recommendations address matters of concern to the entire organization, and are brought before the Board through a standardized process. While the process is continually being evaluated and revised, some standards will likely remain in place.

Generally speaking, the fellowship is canvassed for ideas and suggestions that are presented to the Ballot Prep Committee, in the form of a Proposal. The proposals are then presented to the groups, Intergroups, and Regions, worldwide, as Ballots, in an effort to answer a single question for each proposal – “Does this Proposal merit discussion and debate at the upcoming Annual Business Conference?”

When the ballot votes are totaled, the proposals that are placed on the agenda of the Business Conference are those that garner a 2/3rds affirmative vote (not including the votes of ‘no opinion’). The outcome at the Conference could be a motion, carried, that may be acted upon by the Board. Or the debate may determine that there is no support for the proposal.

The Group Conscience

Throughout the entire process the Group Conscience is the authority. Clearly, at the ABC, it is the discussion and final decision of the whole delegation that determines the outcome of a proposal. But right from its inception, it is the group that informs the process.

Each proposal is intended to be the product of a group position. It is the group meeting, or the Intergroup that puts forth a proposal. When the ballots are presented for a vote, it is the group, or the intergroup, which renders a consensus vote, yes or no.

Nowhere in the process is it intended that an individual opinion or suggestion be blindly adopted as the point of view of the group.

The Process

There is a repeated back-and-forth between the groups and the Ballot Prep Committee, throughout this annual process.

To begin, the Committee puts out a call for proposals, explaining the procedure. This occurs in June, by email to registered groups and Intergroups. Announcements are also placed on our various websites and in ACA publications. The announcement informs the groups that the maximum length of a proposal submission will be 500 words, and will include:

- the proposal itself
- the history of the issue involved
- the arguments in favor of the proposal

The announcement will also explain that, "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."

The proposals have to be submitted to the Ballot Process Committee, in November.

The Committee then confirms and clarifies the proposal submissions. On occasion, the subject of the proposal is already being addressed by WSO, and that fact is brought to the attention of the submitting group, suggesting perhaps that they withdraw their proposal. Or perhaps the wording or intent is unclear. The Committee sorts through these issues. The ballots are then made available for translation into different languages by interested groups around the world. After this, the Ballots are sent out to the groups, Intergroups, and Regions, worldwide, for a group conscience consideration and a vote.

The Ballots are offered to groups for discussion, on or about January 15th, and voting concludes in March. With the conclusion of the vote, the counts are totaled, and then verified as best as possible. The results of the voting are published, online, at the ACA Repository, acawso.org. And those proposals that are to be on the ABC agenda are published in the Delegate Binder.

200	Yes	90%	Proposal 2019 – 7
23	No	10%	
9	No Opinion		Submitted on November 28, 2018 by the WSO Board of Trustees

We propose that . . . the following mission statement be accepted for the Fellowship:
 “ACA creates a safe, welcoming fellowship for those who suffer from childhood trauma, giving them the tools to heal.”

History/Reasoning: In October of 2017 the Board participated in a Strategic Planning meeting to bring together the needs of the rapidly growing ACA fellowship and focus our efforts on those we decided were the most important. As a working board comprised of volunteers, it was necessary to know our direction so all could get behind the work needing to be accomplished in the next year. As part of this process, we developed a mission statement for the ACA Fellowship that expresses, in practical terms, the mission of the ACA Fellowship.

Argument in Favor: The ACA Fellowship currently has no designated Mission Statement, but various “purpose” statements, or statements about “the mission of ACA” exist on documents: these are not uniform. The following is from the OPPM: 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) The ACA WSO shall do this by using the 12 Traditions and the 12 Concepts of Service in its deliberations and decision-making process and use its best efforts to ensure that the traditions are maintained throughout the fellowship. The Bylaws state: 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. To achieve its purpose, ACA WSO shall provide public information, meeting locations, educational material and such other services as may be deemed necessary; 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. The organization will 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. A mission statement should be less than 20 words that clearly state our mission in simple language. The OPPM and Bylaw Statements of Purpose above are longer, more formal, and less warm in tone, which makes sense because of the documents for which they were prepared. The proposed Mission Statement uses simple language to convey concrete actions that will bring about our proposed Vision.

WSO Analysis: The Ballot Prep Committee believes this Proposal merits discussion at the ABC. Referred to as a creed or statement of corporate philosophy, a mission statement is an overarching organizational purpose. A mission statement reflects the values and beliefs of the organization and reminds its members of its reason for being.

Comments:

"....giving them an environment and the tools to enable recovery".

"Giving them tools to heal" is a parenting statement. Offering or sharing our experience, strength and hope is a better way to put it, but whether one uses them or not is still a choice, not something that happens to us!

A thousand apologies. This group did not have time to discuss because of the relocation of the venue.

If this one fails, it is possibly because the Mission Statement was not included.

Initial vote evenly split; after discussion concluded that this mission statement needs work, not a complete mission statement. It is not in a final form to be discussed voted at conference.

instead of "giving them the tools..." how about "offering them the tools..." You can't give what someone won't take. It sounds as if the Board is puffing itself up. If the Board feels like it needs a specific vision to guide its direction, ask the fellowship. Other than service to the fellowship, would the Board need any other vision?

Language change: ACA "seeks to" create... (ACA meetings sometimes don't automatically feel safe or welcoming, and the board members don't magically create such space just by saying so)

Many didn't like the word 'tools' Maybe a different mission statement? It's clearly helpful to have a statement so we can be clear what we are aiming for, but hopefully a different one.

Nay - corporate speak; we have Tradition 5 that covers why we exist Yea - embraces corporate speak

Our group agrees with the wording but there is more. Our other mission is carrying the ACA healing to those you still suffer. More discussion on the actual wording needed.

please consider "....giving them tools to heal" instead of "...giving them THE tools to heal." Leave out the word "the". Since there are other tools besides ACA's.

STRONGLY believe need to remove "suffer" and "childhood trauma" language. Believe more accurate language is "...for those affected by childhood dysfunction...". Original words feel triggering and/or may be thought not applicable by some newcomers (denial).

The more clearly focus on our mission, the better.

The proposed mission statement is beautiful!

There was a question at this point as to the difference between a "vision" statement and a "mission" statement which was clarified by certain members of the group. We do feel it is important for ACA literature to state both the goal (vision) of ACA recovery and the mode of 'transportation' & direction of the journey (mission) of ACA recovery.

We believe ACAs mission statement is provided the traditions, especially in Tradition 5: Each group has but one primary purpose—to carry its message to the adult child who still suffers.

We feel the words like “strive to create a safe” are more honest and realistic. We cannot guarantee safety nor should we claim to create or provide that which is not in our power. But we believe WSO works hard to strive for safety.

We like the addition of this mission statement

We like this statement, but would like you to reconsider the word trauma and use trauma/dysfunction or trauma (dysfunction) as used in the Laundry List "para-alcoholic (co-dependent)".

We think ACA should discuss having a mission statement. However, it should align more closely with the purpose statement on page 82 of the BRB.

We voted no on 7 because we vote yes for this version.

Well done :)

Yes, a discussion is warranted concerning the development of a Mission Statement for ACA worldwide. 5 members in favor.

You may scare people who haven't accepted their trauma yet

184	Yes	84%	Proposal 2019 – 9
34	No	16%	
14	No Opinion		Submitted on November 28, 2018 by NY0176, Brooklyn, New York

We propose that . . . ACA adopt the following statement, and to post it prominently on social media, websites, and literature: "ACA is an inclusive organization and open to all. We strive to create an atmosphere that reflects the diverse communities we serve and where everyone feels empowered to be their full, authentic selves."

History/Reasoning: It has become the norm for organizations in the public sphere/serving the public good to proclaim what should be obvious, that all people are welcome regardless of race, gender, ability, sexual orientation, etc.

Argument in Favor: Our meeting is based in Brooklyn, NY where we have a quite diverse community in all respects, and our meeting reflects that. Even so, we are sensitive to the fact that someone walking into a room that is predominantly any one category - white, male, female, affluent, able-bodied, middle-age, etc. - may feel intimidated if they are not the same as that majority. We also acknowledge the existence of unconscious bias in society, and seek to overcome that. So, it is in this vein that we propose adopting a diversity and inclusion statement. This has also become the cultural and social norm for most organizations in the public sector, to say the obvious, that all are welcome.

WSO Analysis: We recognize the value of proclaiming our dedication to diversity and inclusion. Such a statement is common in organizations, and for ACA, it would make it easier for those unfamiliar with our program to determine if this is a place for them to feel emotionally safe and wanted. WSO recommends that this Proposal be discussed at the ABC.

Comments:

"where everyone feels empowered" is too specific a promise to put in writing.

a close call vote in our group, but majority said yes this item is worthy of discussion

Add at end of 1st sentence: "affected by childhood dysfunction". Want to keep our message consistent in all media.

any way to get the word out about our program is good

Do not utilize acronym, always utilize Adult Children Anonymous.

During discussion we still want to be able to have women only meetings or men only meetings. Our concern would be if these are not allowed.

Enthusiastic yes.

No: 4-1 - ACA is by attraction not promotion.

Not sure where this would be posted/printed, but most modern organizations have such statements.

Our literature already is inclusive.

Our tradition 3 mediation in the BRB (and on our website) already contains inclusive "diversity" statements.

Please add modification this does not preclude women only or men only groups. Also be sure this does not make us legally liable if all neighboring diverse groups are not statistically represented. We can only welcome those who show up.

Replace "be" to "recover, o their full authentic self.

This doesn't sound like Northern European issue. We are wondering if the internal political situation of USA is influencing this and other proposals concerning the topic of inclusion.

Too corporatized. This sounds like a mission statement more than the mission statement proposed in prior proposal.

Tradition 3 meditation and the website's home page and ACA solution all mention inclusion and safety "ACA provides a safe, nonjudgmental environment that allows us to grieve our childhoods and conduct an honest inventory of ourselves and our family—so we may (i) identify and heal core trauma, (ii) experience freedom from shame and abandonment, and (iii) become our own loving parents."

We agree with publicly expressing an inclusive policy. We don't agree with the proposed statement verbatim, but the words inclusive, strive, open, and authentic, resonate strongly with members.

WE like this inclusion statement thank you Brooklyn!

We LOVE this statement!

We vote yes, but only for "ACA is an inclusive organization and open to all." We feel we do not need to expand on open to all, it speaks for itself. open to all means open to all

Yes, a discussion is warranted to include a Diversity and Inclusion Statement for ACA worldwide. 4 members in favor and 1 no opinion.

New Literature and Special Presentations

The Delegate Binder

ACA World Service Organization, Inc.
2019 Annual Business Conference

New Literature and Special Presentations

New Literature

Chair: Charlie H. **Vice Chair:** *David McB.* **Executive Committee Members:** Charlie H., David McB., Majbrit M., Jeffrey F.

New Literature: International Publications

Translation of ACA literature enables adult children to carry the message of ACA recovery in a growing number of countries. This is one of ACA's most exciting developments in recent years. The following pages in this section show covers of these translated editions of ACA literature:

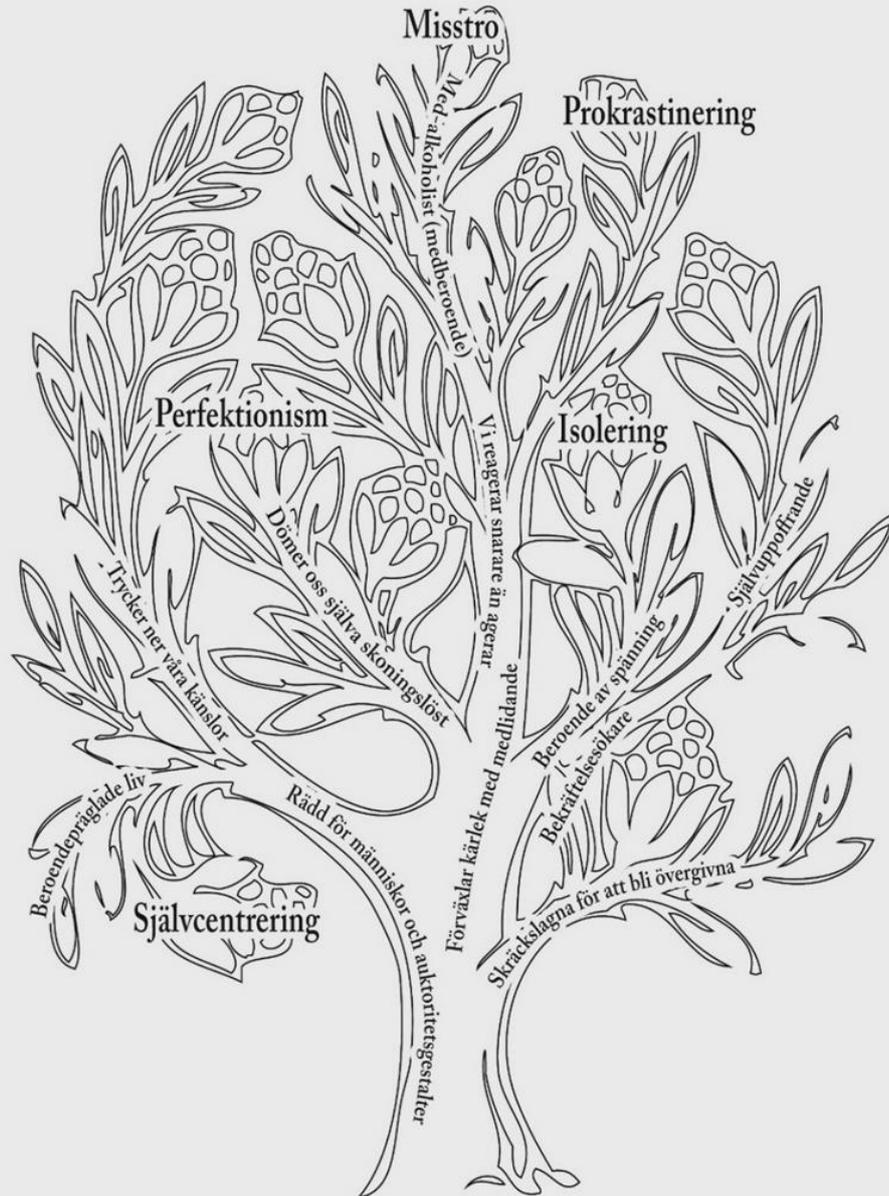
- Swedish Yellow Workbook
- German YWB
- Russian YWB
- Greek YWB

Other translated editions of ACA literature include:

- Finnish YWB
- Russian Big Red Book
- International Spanish BRB
- Castilian Spanish BRB
- Swedish Newcomer Booklet
- Danish BRB

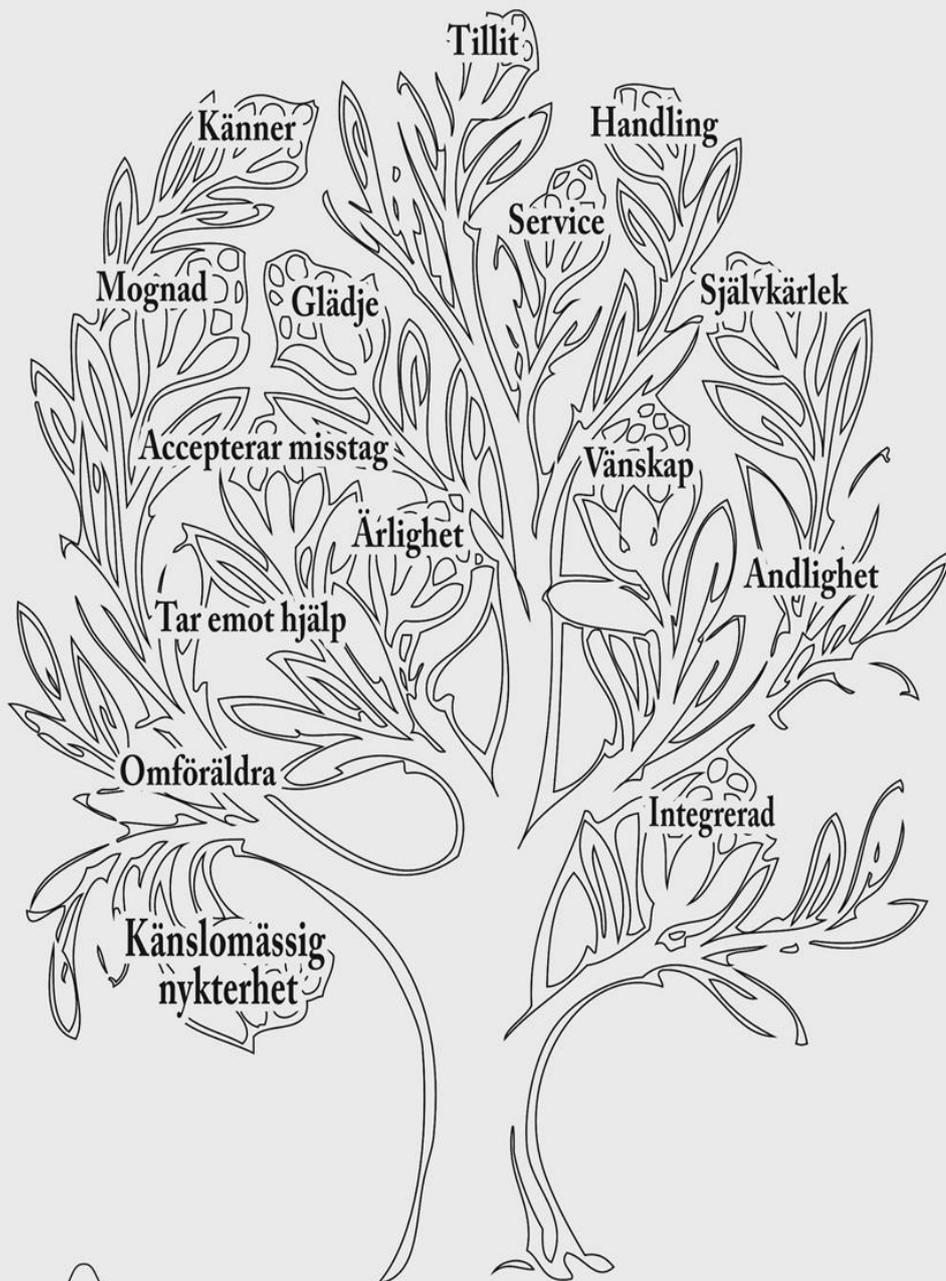
Note: Next 8 pages are PDFs with the US and International sizes of the Swedish, German, Russian and Greek YWB covers.

Tolv steg för vuxna barn



Stegarbetsbok

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World Service Organisation, Inc.
www.adultchildren.org

ACA Sverige
www.aca-sverige.org
info@aca-sverige.org

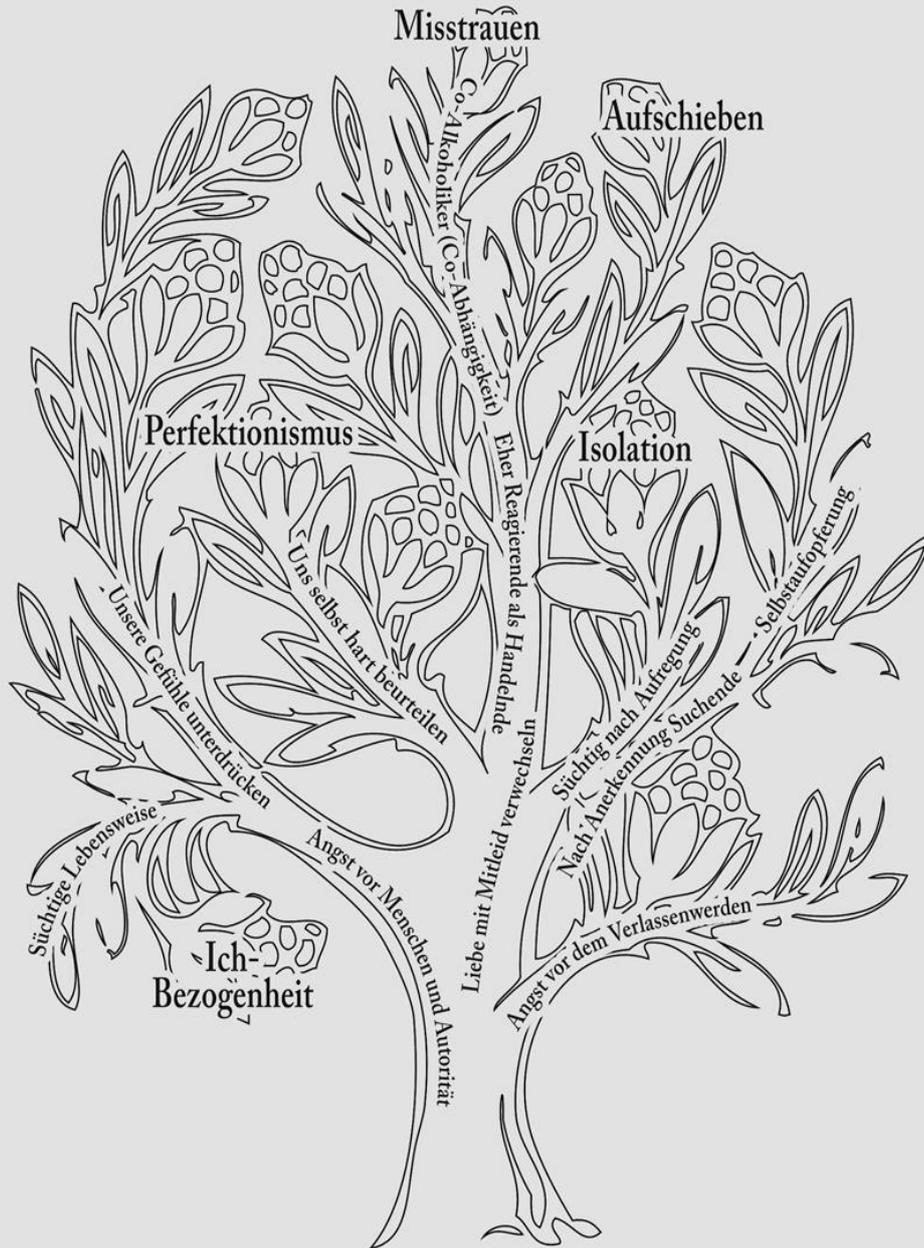
ISBN 978-1-944840-11-2

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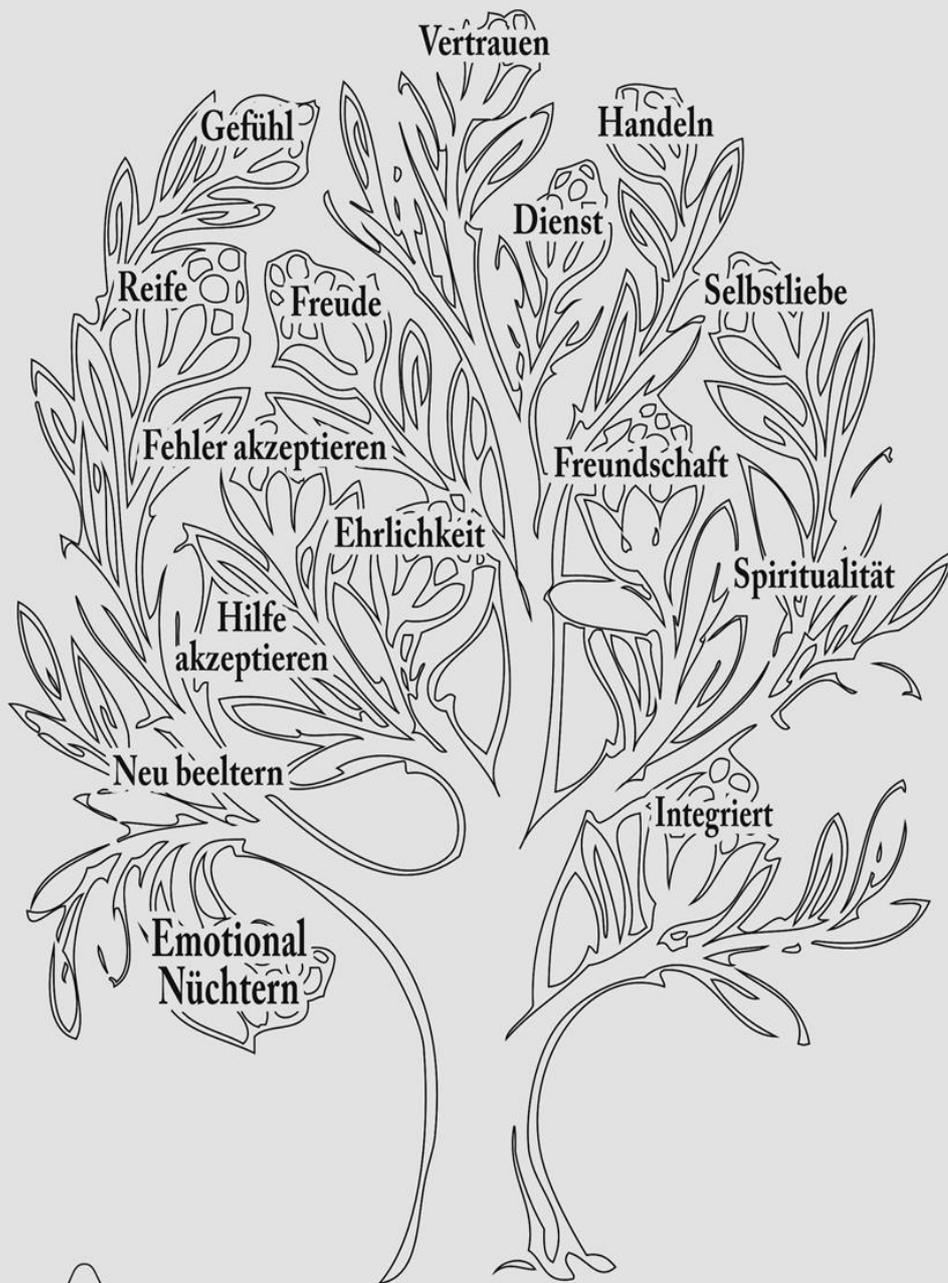
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Die Zwölf Schritte der Erwachsenen Kinder



Schritte-Arbeitsbuch

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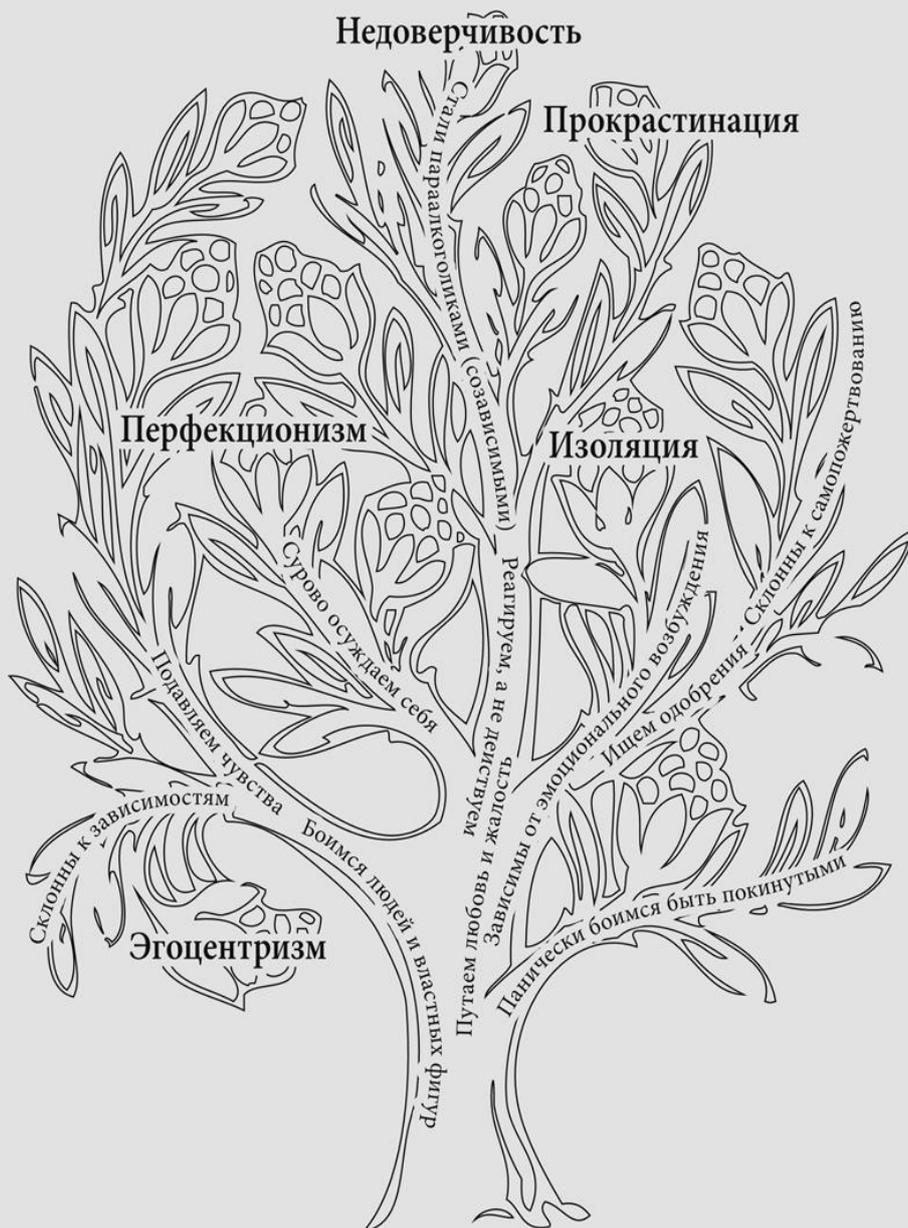
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info@erwachsenekinder.org

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Двенадцать шагов взрослых детей



Тетрадь для работы по шагам

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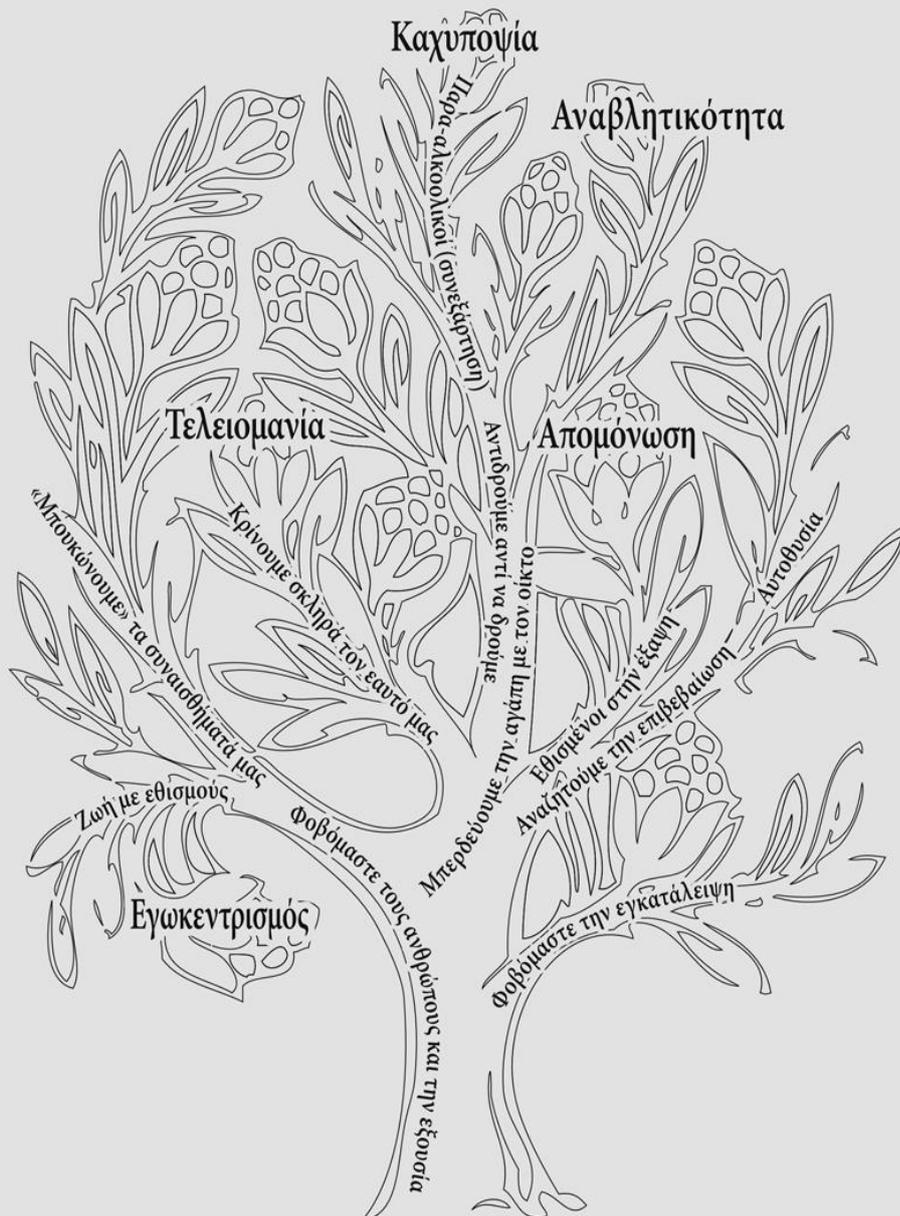
Adult Children of Alcoholics/Dysfunctional Families
 World Service Organization, Inc.
www.adultchildren.org
information@acawso.com

Взрослые дети из алкогольных/дисфункциональных семей
 Расписание русскоязычных собраний можно найти на сайте
adultchildren.ru
 Расписание собраний Москвы и Московской области - на сайте
vdamoscow.ru

ISBN 978-1-944840-09-9

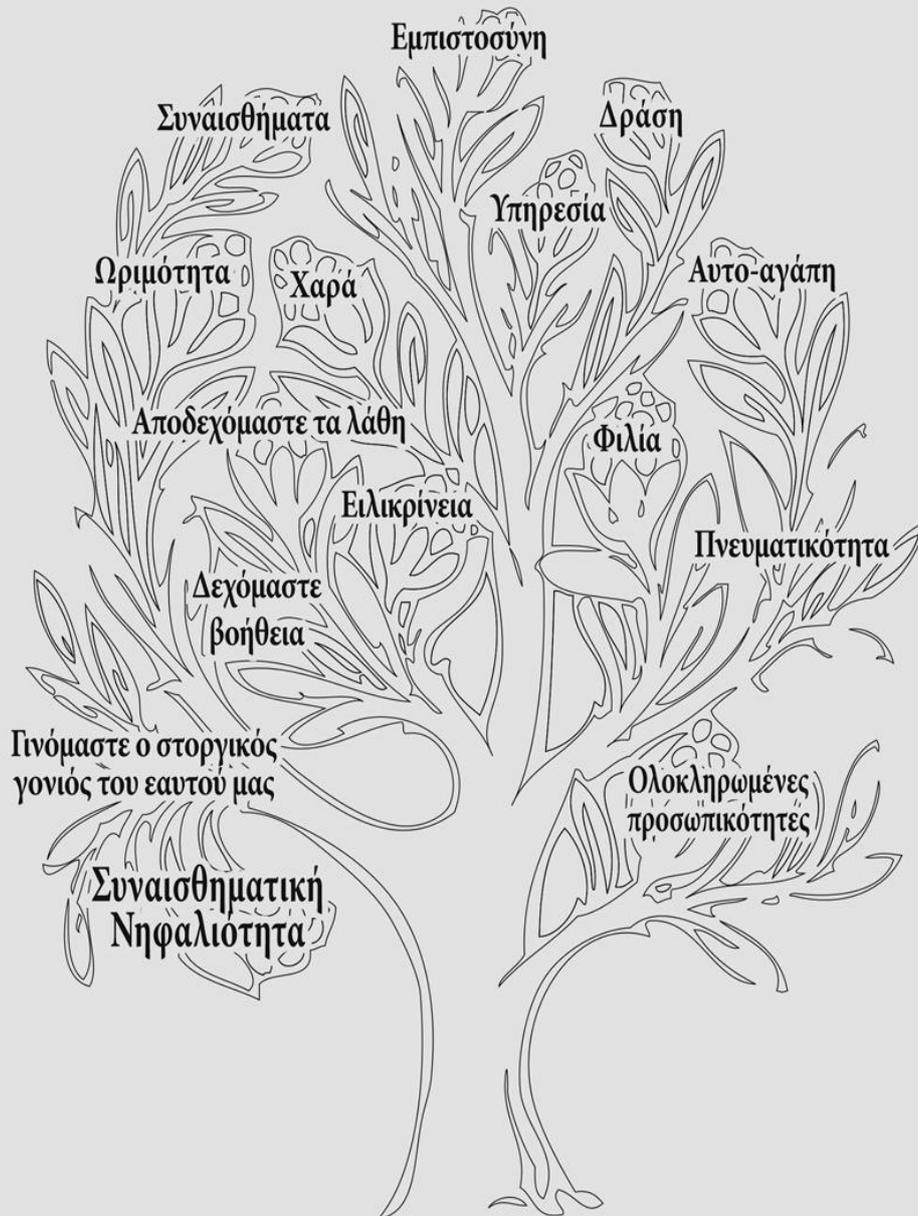


Τα Δώδεκα Βήματα των Ενήλικων Παιδιών



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New Literature in Development: ACA Introductory Text

Purpose: The Big Red Book is perhaps the most thorough recovery guide in all 12 Step fellowships. But at nearly 700 pages, it can be a difficult starting point for newcomers. Its length also makes it difficult to translate. This can cause some newcomers to quit ACA before the miracle of recovery happens. A new introductory text for beginners focuses on what ideas and actions a newcomer should focus on in their first 12 to 18 months of ACA recovery. This book also is intended to help non-English countries, by creating a first program text that can be translated more easily and quickly than the BRB. And it is intended to support sponsors and sponsees by creating a clearer narrative of the most essential ACA ideas and recovery tasks.

Status: A preliminary partial draft will be available for delegate review in early April. The book's outline is complete, and about half of its chapters have been drafted. WSO intends to publish a "test" publication in the fall of 2019. The initial publication will solicit fellowship comments and suggestions, with a goal of incorporating this feedback into a permanent Conference-approved second edition in 2023 or 2024.

URL for more details: A partial draft will be available online in early April at <https://acawso.org/2019/03/13/beginners-introductory-text-for-abc-consideration-and-action/>.

Proposed Motion for 2019 ABC

Motion: The Literature Committee seeks conceptual ABC approval for an introductory ACA recovery text. This endorses WSO's plan to publish the manuscript upon completion in 2019 and test it with the fellowship for up to four years. A revised manuscript, which incorporates fellowship comments and suggestions, will be submitted to a future ABC for full Conference approval.

New Literature in Development: Loving Parent Guidebook

(Development requested by 2017 ABC vote, ABC motion expected in 2020)

Purpose: The Solution's first call is for us to become our own loving parent. But except for Chapter 8 of the Big Red Book, there is little ACA literature dedicated to how exactly we can reparent our Inner Child on a daily basis. A 2017 ABC ballot measure for a book focused entirely on reparenting and detailed aspects of Inner Child Work was unanimously approved.

Status: The author of the 2017 ballot measure is leading a development team of WSO literature volunteers. The project outline is complete, and writing of chapters has begun. It is expected that a draft will be submitted to the 2020 ABC seeking conceptual approval, so that the book can be published and used by the fellowship. As with other new publications, WSO plans to return to the ABC in 2024 and 2025 and seek permanent Conference approval of a revised second edition that incorporates fellowship feedback.

New Literature in Development: ACA Bill of Rights

(ABC motion expected in 2020)

Purpose: A Bill of Rights is a statement of personal rights to which all people are entitled to. This is especially important to recovering adult children, who often have learned to accept neglect and mistreatment from others. Although many versions of a Bill of Rights exist at the local level in ACA and other 12-Step fellowships, and a Big Red Book list of affirmations (in Chapter 8) is somewhat similar, there is no ACA Conference-approved statement of rights.

Status: In February 2019, a team of WSO fellowship volunteers began evaluating about a half-dozen versions of a personal bill of rights, to determine which ideas are most important to include in an ACA WSO statement of rights. The team includes members from Toronto and the New York area, which use local versions of an ACA Bill of Rights. It is expected that an ACA Statement of Rights will be presented for ABC consideration in April 2020, following a period of fellowship review and comment on a new draft Bill of Rights to be published online in 2019.

New Literature in Development: Ready Set Go!

(Initial ABC approval given in 2018; publication expected in 2019)

Purpose: Ready Set Go! is a fellowship-created workshop guide intended to quickly introduce newcomers to ACA's 12 Steps and the Inner Child. This interactive workshop is typically taught either in six weeks, at group meetings or on telephone conference calls; or in one day at recovery events.

Status: RSG was given preliminary approval at the 2018 ABC Toronto. WSO is working with two author teams to create a format that can be used either in the one-day or six-session formats. Publication is expected in 2019.

URL for more details: <https://acawso.org/2019/03/14/ready-set-go-information-and-update/>

New Literature: Finding Emotional Sobriety trifold

(approved by ABC in 2019)

The 2018 ABC gave approval to a “Finding Emotional Sobriety,” a new trifold directed to adult children who are recovering from their own alcoholism in AA, but who may not understand that ACA may be needed to help them recover from early childhood trauma.

Because there is a large population of recovering alcoholics who suffer the effects of growing up in a dysfunctional family, the Literature Committee believes it is an important act of service to make this trifold available to local AA meetings.

The English-language trifold is at Free and Downloadable Literature (<https://adultchildren.org/literature/free-literature-english-translated/>).

Special Report: Sponsorship and the Fellow Traveler model

(Authorized by 2017 ABC)

Purpose: Several WSO trifolds and a chapter of the Big Red Book focus on sponsorship, with a significant emphasis on the Fellow Traveler model. The writings, based on a 1989 report by an ACA sponsorship committee, were found by some to be confusing and self-contradictory, and in 2017, the ABC called for a review and updating of ACA literature on sponsorship.

Status: A working group on sponsorship, serving under the Literature Committee, began meeting in August 2018. Several areas of consensus have emerged through extended discussions of ACA sponsorship, based on 30 years of fellowship experience since the 1989 report. Proposed literature revisions will commence after the development team completes its initial findings.

URL for more details: A brief report of the working group’s activities and initial conclusions will be posted in early April at <https://acawso.org/2019/03/14/sponsorship-trifold-information-and-update/>.

A Special Presentation from the Service Structure Committee

The following information has been supplied as supporting material in the special presentation offered by the Committee, focused on the structuring of our organization. Handouts may also be utilized.

ACA Regions in the United States and Canada



REGIONS IN THE UNITED STATES AND CANADA					
Interested in more information about establishing a region? Contact the Region Subcommittee of MSC by emailing regions@acawso.org					
#	Country	Area	Name	Status	Contact
1	Canada	All provinces			<ul style="list-style-type: none"> • Matt K. • 608-217-4700 • regions@acawso.org
2	USA	Western USA	Greater Western USA	<ul style="list-style-type: none"> • Certified • Has a Regional Trustee 	<ul style="list-style-type: none"> • 661-269-3937 • gwuregion@gmail.com • https://gwuregion.org/
3	USA	Midwest USA		<ul style="list-style-type: none"> • Developing 	<ul style="list-style-type: none"> • Matt K. • 608-217-4700 • regions@acawso.org
4	USA	Southern USA			<ul style="list-style-type: none"> • Matt K. • 608-217-4700 • regions@acawso.org
5	USA	Eastern USA		<ul style="list-style-type: none"> • Developing 	<ul style="list-style-type: none"> • Justine F. justinefaerber@gmail.com • Sarah O. 412-996-0606 • Josh W. josh.w.12step@gmail.com

Requirements to Establish and Certify an ACA Region

Vision Statement: Regions build bridges of communication and support to bring Adult Children out of isolation and into fellowship.

Mission Statement: Regions provide direct connections between the world service organization and the fellowship. They provide information and support, and connect people within the fellowship to encourage participation as trusted servants and to grow meetings full of experience strength and hope throughout the world.

In order to embody the vision and accomplish the mission of an ACA Region, we suggest that there is need for the following:

A. Register with the WSO Region Subcommittee in order to avoid duplication of efforts.

B. Document the following to the Region Subcommittee for certification:

1. An established group of trusted servants willing to create a regional framework
2. Identify which area of the current WSO Region map is being represented.
3. Participation of Meetings and Intergroups throughout the geographical region.
4. A service plan that will improve recovery throughout the Region.
5. Minutes and/or other documentation that reflects organizational information.

C. Consider sending a representative to the Regions subcommittee of MSC.

When the above qualifiers have been met, the Region subcommittee of the Member Services Committee will recommend the Region to the Board of Trustees for certification.

When a region is certified, it can submit a candidate to the Nominating Committee. Regional Trustees must meet the same eligibility requirements as all other Board Trustees.

Midwest Regional Ctte Status Report - March 2019



The current mission statement for the Midwest Regional Committee is:

- To open up lines of communication among the various groups and Intergroups in the region.
- To strengthen the ACA message in our combined area by establishing this next level of service and unity.

The current geographical location of the Midwest Regional Committee (MRC) consists of the following states of Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin.

The following Intergroups & Individual meetings represent the Midwest Regional Committee (MRC) via In-Person meetings, Phone calls, and Emails:

IN-Recovery (IG# 647) Minnesota (IG# 56)
 West Great Lakes (IG# 70)
 Missouri & Southern Illinois (IG# 604)
 Some individual meetings in Iowa

Northeast Wisconsin (IG# 612)
 Metro Detroit (IG# 12)
 Southwest Ohio (IG# 601)

The Midwest Regional Committee (MRC) has decided there is interest in forming the "Midwest Region". The MRC will proceed with creating and approving Bylaws and a Non-Profit 501c Identity. A proposal for applying to be a registered "Region" during the 2021 WSO ABC is being drafted and will be discussed with in the MRC for 2019.

The MRC will discuss releasing our draft website www.midwestregionaca.org to the public domain in 2019. Everyone is welcome to explore this draft website.

In the spirit of ACA unity,

Matt K

Midwest Regional Committee Member

Foundational Documents

The Delegate Binder

ACA World Service Organization, Inc.
2019 Annual Business Conference

OPPM

OPERATING POLICY AND PROCEDURES MANUAL

This is a living document and is continuously being updated. Look under Quick Links at www.acawso.org for the most recent copy.



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

April 1, 2019

Note: All revisions of this document made since the October 2012 update are footnoted.

ACA World Services, 1458 E. 33rd Street, Signal Hill CA, 90755
P.O. Box 811, Lakewood, CA, 90714; Tel: (562) 595-7831

Website: adultchildren.org

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I. PURPOSE OF ACA WSO¹

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)

The ACA WSO shall do this by using the 12 Traditions and the 12 Concepts of Service 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 Board will have all the powers provided for in its bylaws, including selection of Board members recommended by the Nominating Committee, the selection of officers of the Board as well as responsibilities for disposition of corporate assets. This is all done 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 and the 12 Concepts of Service.

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, solely consisting 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).

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

¹ This Section last updated 12-9-17

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.

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 TRUSTEES²

A. General

The number of individuals seated on the ACA WSO Board shall not exceed 20 at any one time.

Board members, also known as Trustees, shall be persons who are members of the ACA fellowship and who express a profound faith in the ACA recovery program.

Trustees shall not be personally liable for the debts, liabilities, or other obligations of the corporation. (Bylaw IV.4)

Trustees shall have all the powers provided for in the bylaws and which are normally 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.

B. Responsibilities

² Sub-Sections A through H last updated 12-9-17; Sub-Sections G through the end last updated 4-14-18

The general responsibilities of the Trustees are to:

1. Exercise the powers vested in them by the laws of the State of California, 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).
2. Contribute substantial time in order to perform the service required. This is further explained in the “Qualifications for Board Membership” section below.
3. Perform any and all responsibilities and duties imposed on them collectively or individually by law, the Articles of Incorporation, and/or the Bylaws.
4. 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.
5. Oversee all agents and senior level employees of the corporation to ensure that their duties are performed according to their assigned responsibilities.
6. Be responsible for advising the ACA fellowship with respect to the areas they represent, especially as it pertains to matters of policy.
7. Serve actively on at least one committee of the Board.
8. Read and be familiar with the content of this document (OPPM) and, until they become incorporated into the whole, be aware of any policy motions that are passed by the Board that impact this document.

C. Compensation

Per the ACA WSO Conflict of Interest Policy that all Trustees are required to sign, (see Appendix VIII) Trustees may not be compensated for rendering services to the corporation as a trustee,

Trustees shall, however, be paid reasonable advancement or reimbursement for expenses incurred in the performance of their regular duties.

D. ACA WSO Property

Trustees entrusted with any property of WSO, whether tangible or intangible, including but not limited to addresses, books, funds, keys, literature, meeting information, names, telephone lists, computer and other equipment 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.

At or prior to the end of their Board tenure, Trustees shall return all such property to the Board Secretary.

Additionally, upon notification by the Board at any other time and for cause, a Trustee may be asked to return WSO property. This may be done by registered or certified mail, or during an in-person or teleconferenced meeting of the Board at which a quorum is present. Such property shall be promptly returned (within 10 business days) to ACA WSO by turning it over to a designated member of the Board or if requested, ensuring delivery to the ACA WSO office.

E. Correspondence

To ensure that necessary records and documents, paper or electronic, are adequately protected and maintained as determined by the Board and in keeping with the laws of the State of California, the issue of correspondence will follow the guidelines of the ACA WSO Document Retention Policy (See Section (to be added)).

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, unless it is designated to be their responsibility by virtue of their office. Trustees may, however, share their personal knowledge and recovery as long as it is made clear that it is their personal experience. This is appropriate whether the communication is by email or another online forum that may be set up for both Board and Fellowship participation, such as www.acawso.Slack.com, which is in use as of this writing.

Board members who receive and answer correspondence from the fellowship should do so using a WSO email account or an email account that can be surrendered to WSO when requested. For paper correspondence, the original correspondence and a copy of the reply should be forwarded 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.

F. Term of Service

A single term of service of a Trustee shall be two (2) years. Trustees are eligible to serve a maximum of three (3) terms of service.

Starting January 1, 2019, all new Trustees will commence their terms of service on the day they are installed on the Board, whether that is at the ABC or sometime mid-year. For example, if a Trustee is installed on February 1, 2019, their two-year term will end on January 31, 2021. If they remain on the Board for their full three terms, their service as a Trustee will end on January 31, 2025. However, if a Trustee's term of service starts at the ABC, their official start time will be the end of Day 2, thus making the end of their term the end of Day 2 of the ABC two years hence.³

Regional Trustees are required to commit to a minimum of one two-year term of service, in the interest of continuity.

G. Leave of Absence

At the discretion of the Board, a Leave of Absence (LOA) will be given to a Trustee who has been sitting on the board for a minimum of one year at the time of the request. During a LOA said Trustee will not be involved in Board business or have voting rights.

LOAs may be taken for a maximum of six months. If the Trustee is not ready to resume their service, they will be deemed to have resigned from the Board.

³ Updated by motion of the Board on 12-8-18

H. Commitment to Service

All members of the board shall agree to comply with, and be bound by, all terms and provisions of the ACA WSO bylaws as well as the policies and procedures as set forth in this document. As a condition of service, and prior to their election to the Board, potential Trustees shall sign the ACA WSO Suggested Commitment to Service. A copy of this document may either be obtained from the Board Secretary or downloaded from the WSO website. It is also shown on pages 601 and 602 in our fellowship text (BRB).

If a Board candidate is unwilling to sign this document, they must send a statement to the Board explaining their objection. If the Board determines that the reason does not violate the Traditions and is not otherwise objectionable, said statement will be published on the website Repository. This will allow the Fellowship to view such statement and ask questions prior to their election to the Board.

I. Categories of Trustees

There are two categories of Trustees:

1. At Large – from the general fellowship, with not more than two from a single geographic region
2. Regional (see Section III-L below)

Note: It is suggested that, when possible, there be at least two Trustees who reside outside of North America, whether they are At Large or Regional Trustees.

J. Board Nominating Committee⁴

The Nominating Committee was established in December 2017 (see Appendix IV; note that the language in this section of the OPPM supersedes said Appendix if there are any discrepancies.)

1. Purpose - to identify and vet (review the credentials of) ACA members who are interested in serving as Board members.
2. Goals - committee goals are:
 - a. To represent the fellowship's broad values by making the nomination and vetting process fair and transparent.
 - b. To present candidates to the Board who can capably carry out the WSO's business and service needs.
 - c. Remain aware of the benefits of having a board from diverse backgrounds.

One Board member will serve as a non-voting liaison to the committee.

In addition to the qualifications for committee membership listed in Appendix IV, the requirement to have attended six of the previous 12 Board TCs is waived for past WSO Board members who served a minimum of two years on the Board.

K. Qualifications for Board Membership

The following are the desired qualifications that Board candidates should meet before being considered for the position of Trustee. This applies to both At Large and Regional candidates:

1. Continuous attendance at ACA meetings for at least the previous five years.
2. One year or more of combined service to an ACA intergroup, region or WSO

⁴ Redundancies removed in January 2019 between this section and Appendix IV.

- committee, with at least six months of active participation on a WSO Committee.
3. Attendance on at least six WSO monthly Board teleconference calls within the previous 12 months.
 4. Working knowledge of ACA's Steps, Traditions and Concepts of Service.
 5. WSO Trustees may not hold a similar position in another 12-Step Fellowship.
 6. Demonstrated skill at working in a group setting and completing projects.
 7. Ability to donate substantial time that minimally includes the following:
 - 7.1. Attend at least 3 Board meetings per month.
 - 7.2. Become a working member of at least one standing committee.
 - 7.3. Attend the yearly ABC and AWC.
 - 7.4. Attend the Board's annual Strategic Planning meeting/training retreats.
 - 7.5. Maintain communication with other Trustees as necessary to complete commitments (via email, telephone, and other web-based communication platforms)
 - 7.6. Fulfill any additional commitments of Board membership as deemed necessary.
 8. Willingness to sign both the Commitment to Service and the Board's Conflict of Interest Statement.

Note: The Nominating Committee can ask the Board to consider exceptions to these desired qualifications. Such a request, and the reason for the exception, will be submitted in writing to the Board.

L. Regional Trustees

The Service Structure Committee has begun creating Region maps (See Appendix II).

A Regional Trustee can be elected to the board when a vacancy is available and the candidate has been properly presented to the Nominating Committee for consideration.

It is recognized that a Regional Trustee is essentially serving two groups simultaneously, i.e., ACA WSO and their Region. While it should be self-evident about the differences in these roles, the following general guidance is offered to help avoid confusion.

1. When doing general Board work and committee work, which includes attending WSO Board meetings, the Regional Trustee is serving the entire ACA Fellowship rather than one geographical region. This Trustee is, therefore, directly responsible to the entire ACA Fellowship.
2. The Regional Trustee will represent both the minority and majority concerns of those in their Region to the Board. When they become a Board member, it is understood that their Region accepts on faith that they may have information available to them that perhaps the Region does not have nor will be given, and therefore the Regional Trustee is expected to act in service to ACA WSO to the best of their ability.

M. Impeachment/Removal, Resignation, Vacancy

1. Impeachment/Removal

In keeping with the Commitment to Service, any Trustee, whether At Large or Regional, may be removed by request or cause. Tradition violations, working outside the boundaries of the Policies and Procedures as set forth in this document or that have become common practice before being added to this document, abuse of fiscal responsibility, or other action seen as adverse to the operation of the Board or in service to the Fellowship, as determined by the majority of the members of the body (the Board

or ABC) will serve as just cause.

A Trustee who shall be absent from three (3) consecutive regular monthly meetings of the Board, without notice to the Board, shall automatically be removed from the Board unless such absences are due to emergency situations for which the Board declares exceptions

Absence by a Trustee from four (4) out of 12 monthly meetings is cause for concern and the Trustee will be put on notice.

The Board may declare a Trustee's office vacant who has been declared of unsound mind by a final order of a court, conviction 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 up at any Board meeting in keeping with meeting requirements.

If a Regional Trustee is removed from or wishes to leave the Board, the Region they represent will be notified as soon as possible. In such cases, only a non-confidential reason for termination will be included in any documentation and thus stated in the notification to the Region. Upon request, the Board will have a confidential call with the Region's officers to communicate anything that should not be released as public information.

The Region may then present a suitable replacement to the Nominating Committee.

2. Resignations

Any Trustee may resign, either effective immediately or effective at a later specified time, upon giving written notice to either the Executive Committee, or the full Board. However, 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.

3. Vacancy

If this Corporation has vacancies on the Board created by the removal or resignation of a Trustee, such a Vacancy may be filled through the nomination process.

IV. ACA WSO BOARD OFFICERS⁵

A. General

Board members shall select from amongst themselves the 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. There must be at least three Officers in place at all times, per California code.

A Trustee may hold more than one office if temporary circumstances require such.

⁵ Last updated 2-28-19

However, the same person may not serve as both the Chairperson and the Secretary or Treasurer (Bylaw IV.7).

Even though certain outside entities require WSO to execute legal documents that may refer to the Chairperson as President or Chief Executive Officer (CEO) or to the Treasurer as Chief Financial Officer (CFO), such terminology may not be used within our fellowship when describing those roles.

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

Officers shall hold office until the end of the stated term, when he or she resigns, is removed, or is otherwise disqualified to serve. The mere fact that a Board member's term may not coincide with the full term of an officer election cycle should not preclude that Board member from being eligible to serve as long as they are able to serve at least one year in that office.

B. Elections

Elections of officers are to be held between November and January. Newly elected officers will be officially seated at the ABC in April.

Incumbent officers who will not be continuing in their current role will use the time between the election to the ABC to transition their responsibilities to their successor.

The Board Chair is responsible for ensuring that elections are conducted appropriately but must delegate the responsibility for any office that he or she is running for. See Appendix X for the election process.

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 first term, but no one may serve more than two (2) terms in the same office.

D. Impeachment and/or Removal

Any officer may be removed with cause by the Board at any time. Cause may be any fraudulent activity affecting ACA WSO or lack of fulfillment of duties of a Trustee.

E. Resignation of Officers

An officer may resign from their office at any time by giving written notice to the Board or to the Chairperson or Secretary of the corporation. This does not mean a resignation from the Board.

F. Replacement of Officers

In the event of a vacancy in any office other than that of Chairperson, such vacancy should be filled temporarily by appointment by the Chairperson until such time as the Board shall fill the vacancy. As long as there are three sitting Officers, the Board has the discretion to not fill an officer vacancy if circumstances dictate, such as the proximity of the vacancy to the next election of officers.

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.

If a replacement Officer serves less than a year of someone else's term, they are then eligible to run for two full terms of their own. If they serve more than a year as a replacement, they may only run for one additional term.

V. DUTIES OF OFFICERS⁶

A. Chairperson

The Chairperson (Chair) shall be the chief executive officer of the corporation and shall, subject to the guiding principles of this organization, supervise and guide the affairs of the corporation and the activities of the officers.

Other specific duties are as follows:

1. Perform all duties generally attributable by law and custom to such office as may be required by the laws of the State of California, by the Articles of Incorporation and ByLaws of this corporation, or duties which may also be prescribed by the Board.
2. Preside at all meetings of the Board. If the Chair is unable to attend, the Vice-Chair shall preside. If the Chair and Vice-Chair are unable to preside, the remaining Trustees will select which Trustee in attendance will chair the meeting.
3. Execute all legal documents in the name of the corporation, including contracts and other instruments that may be authorized by the Board, except as otherwise expressly provided by law, the Articles of Incorporation, or the Bylaws.

B. Vice Chairperson

In the absence of the Chair or in the event the Chair is unable to act or refuses to act, the Vice Chairperson (Vice Chair) shall perform all duties of the Chair and, when doing so, shall have all the powers of and be subject to, all the restrictions placed on the Chair. The Vice Chair shall have other powers and perform such other duties as may be prescribed by law, the Articles of Incorporation, the Bylaws or which may be authorized by the Board.

C. Secretary

The Secretary shall perform all duties incident to the Office of Secretary and such other duties as may be required by law, the Articles of Incorporation, the Bylaws, or the Board.

These duties shall include the following:

1. Certify and keep at the principal office and/or on the website, the original, or a copy of the Bylaws, including official amendments to same.
2. Maintain a historical book of minutes of all meetings of the Trustees that comprises all prior action and policies of the Board annually. All minutes are to be completed prior to the ABC. Each meeting's minutes should record the time and place of the meeting, type of meeting, how notice was given, the names of those present or represented, and the proceedings thereof. The minutes must include the ACA logo and the full name of the corporation.
3. Maintain a complete historical record of all approved Motions, to be kept at the principal office and/or on the website.
4. Ensure that all notices are duly given in accordance with the Bylaws or as required by law; be the custodian of the records and of the Seal of the Corporation and see that the

⁶ Last updated 12-28-17; certain Secretary and Treasurer responsibilities changed or added 1-12-19.

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. If the Secretary is not located at the principal office, the Secretary can direct the custodial actions be handled by the designated Special Worker.

5. Maintain a historical record of Board members at the principal office and/or on the private area of the website Repository. This record should contain the names and addresses of Board members, their terms of service, offices held, and in the case where any Board member resigns mid-term or is asked to leave the Board, record such fact together with the date on which such membership ceased. For all current Board members, this record should also include emergency contact information.
6. Upon request, exhibit at all reasonable times to any Trustee of the Corporation, or to his or her agent or attorney, the Bylaws, the list of Board members, and the minutes of the proceedings of the Trustees.
7. Present the minutes from Board meetings for approval at the following meeting, whether it is a monthly TC or another meeting of the Board. Board members should present amendments to the minutes to the Secretary prior to the meeting.
8. Maintain an updated Book of Motions. When a policy motion has been passed, ensure that the OPPM Committee is notified to incorporate it into this document (OPPM).
9. Ensure that all Board members, Employees, Committee and Sub-Committee Chairs/Co-Chairs and Vice-Chairs sign a copy of the Conflict of Interest Statement (See Appendix VIII) by the end of April each year. Also ensure that key members of the ABC/AWC Host Committee sign the same document as soon as possible after the Host city is selected, and as new key people are added to the Committees. This should especially include anyone in a position of making recommendations and decisions about venue and vendor choices.

D. Treasurer

The Treasurer shall perform such duties as may be required by law, the Articles of Incorporation, the Bylaws or the Board, and have custody of and be primarily responsible for the management of 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.

Specific responsibilities shall include the following:

1. Ensure that receipts are given for all monies due and payable to the corporation from any source.
2. Disburse, or cause to be disbursed, the funds of the corporation as may be directed by the Board, ensuring that there is a proper protocol in place for such disbursements.
3. Cause to be prepared and published monthly and annual financial statements that account for the corporation's properties and business transactions, including assets, liabilities, receipts, disbursements, gains and losses.
4. 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.
5. Render to the Board or individual Trustees, whenever requested, an account of any or all transactions as Treasurer and of the financial condition of the corporation.
6. Prepare, or cause to be prepared, and certify or cause to be certified, monthly and annual financial statements to be otherwise provided in the bylaws.
7. Present, or cause to be presented, all financial information for audit upon official request of the Board.
8. Provide a listing of the contributions to ACAWSO from the ACA fellowship, whether by

group or individuals, for publication monthly on the WSO website and annually for inclusion in the ABC Delegate Binder. At no time will the names of individual contributors be divulged.

9. Keep all Board members informed, at least monthly, of the financial position of the corporation, and annually provide a copy of Form 990 for the Board to review and ask questions before it is filed.

VI. ACA WSO FISCAL POLICIES⁷

A. General

The Fiscal Year for ACA WSO is January 1 to December 31 as set by Article Seven (VII) of the Bylaws.

Note: All money references in this document refer to U.S. Dollars. Also, groups are defined as meetings, Intergroups and Regions.

A. 7th Tradition Contributions

ACA WSO shall request contributions from ACA groups and members for the purpose of helping to maintain WSO operations and service activities. Guidelines for such are as follows:

1. WSO may only accept contributions from ACA groups and members.
2. The maximum annual contribution by an ACA member cannot exceed \$7,500.
3. The maximum bequest in a will or other instrument that WSO can accept is \$7,500.
4. There is no maximum annual contribution limit from ACA groups.

As noted in Section V of this document, the Treasurer is responsible for ensuring that contributions are listed monthly on the website and annually in a report to the ABC Delegates.

B. Signatory

The Treasurer is the official signatory on all WSO accounts. An additional Board member shall be authorized by the Board to be listed on WSO accounts as a back-up signatory. When possible, this should be a Board Officer.

C. Expenditure Approvals

The Board establishes guidelines for the expenditure of funds, and management of such expenditures to ensure the appropriateness of expenses. The Treasurer ensures that the appropriate level of approval is attained before expenditures are made.

Any expenditure in excess of \$2,000 for the purchase of a single item or service should have bids from three (3) suppliers, if possible. Acceptance of the lowest bid is not necessarily required. These bids will be reviewed and specifically approved in advance by the Board of Trustees. Long term contracts such as those for recurring printing orders, office rent, etc., are excluded from this requirement.

All potential expenditures must be approved via motion of the Full Board, except as noted below:

1. Reorders of inventory for resale only require Executive Committee approval when the

⁷ Last updated January 2019

- quantity does not exceed 10% of any previous order. The Board Vice Chairperson is responsible for reporting such purchases during the monthly Teleconference.
2. The Executive Committee is authorized to approve non-recurring expenditures of up to \$1,000 that are in addition to anything already specifically budgeted for.
 3. Committees with annual budgets are authorized to spend those funds as needed within the bounds of the committee's work. For other than routine, recurring expenses, sub-committees must get sign-off from the Primary Committee Chair, e.g., the MPS Chair signs off on H&I non-routine expenditures. Appropriate paperwork must be completed and submitted to the Treasurer or designate as soon as possible.
 4. The General Manager is authorized to approve routine operating expenditures for the Distribution Center of up to \$750 per month. In the GMs absence, the Treasurer is authorized to approve same."
 5. The Distribution Center Oversight Committee (DCOC) is authorized to approve non-routine expenditures of up to \$500 as well as inventory movement costs for up to \$1,000. An account of such expenditures over \$250 must be made at the Board's monthly teleconference.

D. Reimbursement

Expenses incurred by Trustees, Special Workers, and authorized volunteers are reimbursable if they are deemed to be directly related to carrying out the business of the WSO. (See Appendix IX - Travel Reimbursement Policy.)

To receive reimbursement for an appropriate expense, the currently authorized expense form must be submitted to the Treasurer, or designate, with an original or copy of verification of the expense. The Treasurer, or designate, will review the documentation for completeness and direct the disbursement of funds. The Board Chair approves reimbursements for the Treasurer.

Reimbursement requests should be submitted within 30 days of the expenditure. If the expense report is not received within 30 days, then minimally estimated expenses must be submitted with the full expense report turned in within the following 30 days. Any expense reports not received within 60 days of the expense will be forwarded to the Executive Board for approval.

Reimbursement should be received by the submitting person within a maximum of 30 days.

E. Records/Reports⁸

The Treasurer is responsible for ensuring that all financial reports are prepared monthly and/or annually, as noted in Section V.

F. Committee Budgets and Reimbursement

Each committee and sub-committee of the Board of WSO will be asked to present annual budgetary requirements to the Finance Committee to cover the following fiscal year. Standing and Ad Hoc Committees are entitled to at least a \$600 annual budget. If a larger budget is required, it must be documented and approved by the Board, either separately or as part of the overall approval of the Annual Budget.

⁸ Redundancies between this section and the Treasurer responsibilities listed in Section V were removed January 2019.

Any proposed expenses over budget must be approved according to the Expenditure Approvals Section above.

Unused funds are not carried over to the next fiscal year.

G. Accounting Policies

All purchases of Fixed Assets or Intangible Assets made by the WSO under \$1,000 will be expensed rather than capitalized and depreciated or amortized. This is effective as of 1-1-17.

VII. PLACING ISSUES BEFORE THE BOARD⁹

Issues can be brought before the Board in various ways.

1. By contacting a member of the Board.
2. Through a Committee of the Board.
3. During the Guest commentary portion of the Board's monthly Teleconference.
4. By submission of a proposal for the Annual Business Conference.
5. By exercising the Right to Petition, which Groups may use to request that the Board reconsider any issue(s) previously considered. (See Appendix I)

VIII. BOARD MEETINGS¹⁰

A. Notice

All Trustees must ensure that the Secretary of the corporation has current contact information at all times, i.e. address, phone, email and an emergency contact.

All Trustees are made aware of the schedule of Board meetings when they join the Board, and are personally responsible for following that schedule. The Board Secretary is responsible for informing Trustees of changes to the schedule.

In the case of any Special Meetings of the Board, Trustees will agree upon a specified time and date. All efforts will be made to ensure that as many Trustees as possible are able to attend.

B. Types of Board Meetings and Schedule

The Board holds the following types of meetings:

1. **Monthly Public Teleconferences:** held on a teleconference line on the second Saturday of each month at 2 P.M. Eastern Time (North America), unless special circumstances dictate otherwise. In that event, the teleconference shall be held at the day and hour designated by the Board. The Board Secretary will be responsible for having a prominent notice placed on the website.

Teleconference dial-in information is posted on the website. This type of meeting is intentionally public and is held for the purpose of helping to maintain transparency of operations. Because they are Board meetings, during the formal agenda portion, the only participants are Board members and those invited by the Board to contribute, such as

⁹ Last revised 4-14-18

¹⁰ Last revised 4-14-18

committee members. At the conclusion of the formal agenda, guests are invited to make comments and ask questions.

2. **Non-Public Teleconferences:** The Board may hold other, less formal Board meetings at any time for the purpose of conducting corporate business. All Board members must be informed of such meetings in a timely manner. They may only be held if a quorum of Board members is available. Minutes are to be taken, and any motions made and passed during such meetings are to be read into the record during the Monthly Teleconference. Such motions must indicate the date of the meeting, those present, and the voting results.
3. **Emergency Executive Committee Meetings:** In such case as may be necessary for the purpose of conducting corporate business, the officers may call an emergency meeting to handle a critical item of business and inform the rest of the Board immediately of any action taken.
4. **Strategic Planning Meetings:** At least once per year the Board will meet for a face-to-face Strategic Planning Meeting. It is recommended that an additional such meeting be held after the ABC if logistically possible. All efforts should be made to ensure that such meetings are held at a time when every Board member is able to attend.
5. **Confidential Board Meetings:** When a matter is considered extremely sensitive in nature, the Board may elect to have confidential meetings which will not be recorded nor will minutes be required to be published. These meetings are only held with at least a quorum of the Board present, and are sometimes referred to as Executive Sessions. Examples of such are sensitive personnel matters or discussions about items that may have legal ramifications

C. Monthly Teleconference Agenda

When possible, motions to be considered during the Monthly Teleconference should be sent to the Secretary seven (7) days prior to the meeting for inclusion on the published agenda. If the issue is determined by the Executive Committee or the Board to need clarification, Committee review, or submission to a Committee for comment before action can be taken, the item may be deferred until a later time.

The agenda is to be posted on the website at least three days before the meeting.

New items of business, including motions, may be added to the Agenda by Board members and with Board agreement during the Teleconference.

D. Board Meeting Protocol

Decisions are made by the group conscience of those Board members present at any meeting where a quorum is present.

A consensus must be reached in order for a motion to be passed. If a Board member expresses a concern and wishes to block a motion, also known as a blocking concern, the motion must be discussed. If the Board member who raised the blocking concern does not agree to the motion after discussion or if the motion is not rescinded by the proposer of the motion after discussion, a roll call vote will be taken.

Robert's Rules of Order will be used as a guide whenever a procedural issue occurs that is

not covered by the Bylaws, the Traditions or this document.

A parliamentarian may be appointed by the Board to assist the Chairperson.

E. Quorum

A quorum of the Board is necessary for any regular motions to be considered and voted on by the Board.

A quorum is defined as follows:

1. For a regular Board meeting, quorum is a simple majority - fifty percent (50%) plus one, e.g., with ten Board members, a quorum is six (6), i.e., one-half (5) plus one.
2. For a change in any ByLaw, quorum is 75%. (See sub-section I regarding ByLaws changes.)
3. For an emergency Executive Committee meeting, quorum is at least three of the currently serving officers of the Board.

Any meeting held at which a quorum is not present may still be held for the purpose of providing Committee updates, and in the case of the Monthly Teleconference, providing time for guest questions and comments. However, the only motion that the Chair may entertain at such a meeting is a motion to adjourn.

Once a quorum is established, if one or more Board members will have to leave the call, thereby losing quorum, motions should be entertained first in the agenda.

Once quorum no longer exists, motions may not be discussed.

If no more than one-third of the Board members are present, the meeting may be adjourned and an official notice/record shall be placed on the website citing the reason for the adjournment.

F. Board Motions

The Board may pass motions at any time for the sake of efficiently conducting the business of ACA WSO.

To maintain transparency for the fellowship, all motions passed by the Board must become part of the official record of a public meeting, whether that is a Monthly Board Teleconference or the Board meeting that immediately follows an ABC.

Motions passed by the Board can emanate from a Board member or a Committee.

When Committees recommend motions, the Board decides if it will entertain the motion. If so, the official motion will be considered as sponsored by that committee.

1. Urgent motions passed outside of a Board meeting:
 - a. The Presenter of the motion must ensure that all Board members vote on the motion.
 - b. No matter what online media is used to consider the motion, the Presenter must email the motion, final vote, and significant discussion to the full Board.
 - c. The Board Secretary will ensure the motion is on the agenda to be read into the record at the next Monthly Teleconference
 - d. The first person who concurs with such a motion is considered to be the one who

seconded the motion.

2. Motions passed during a non-public Board Meeting:
 - a. These are new motions that have not previously been voted on and enacted.
 - b. The results of such motions are read into the record at the next Monthly Teleconference.
 - c. Any discussion cited with the motion should be brief and include only motion-specific language.
3. Recalling or amending previously passed motions:
 - a. If a motion has been passed but has not been acted upon, a new motion must be created to recall the original motion. Both motions will then reference each other in the Book of Motions.
 - b. If a previously passed motion is to be amended, a new motion must be made and both motions notated.

G. Voting

When the proper quorum or majority is present, every act or decision made by a majority of the trustees present at a meeting duly held is the act of the Board.

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

1. Absentee Voting

A Board member who will be absent from a Board meeting due to mitigating circumstances or compelling limitations acknowledged and approved by a majority of the full Board, will be allowed to vote by absentee ballot. Such Board members will inform the Board Secretary by email of their vote on agenda motions.

However, if such motion is substantially modified during the meeting, the absentee vote will be noted for the original motion but will not be viable for a substantially modified motion. If there is a difference of opinion among Board members about what constitutes a substantial modification on a motion and a quorum vote cannot be reached, the motion will be held over.

2. Substantial Unanimity

When substantial unanimity is required, agreement of 75% of the members of the full Board is needed.

H. Board Agreements – Group Consensus

The Board sometimes addresses issues that only require agreement rather than a formal motion. In such cases, a group consensus is sufficient, e.g., asking the Board for permission to get bids on a project.

IX. EXECUTIVE COMMITTEE¹¹

A. Members

The Executive Committee shall consist of the four Corporate Officers: Chairperson, Vice Chairperson, Secretary, and Treasurer.

¹¹ Last updated 2-22-18

B. Powers and Authority

The Board shall delegate to the Executive Committee any of the powers and authority of the Board in the management of business and affairs of the corporation, except said committee may not:

1. Approve of any action, which, under law or WSO Corporate ByLaws, requires the approval of the proper majority of the full Board.
2. Fill vacancies on the Board.
3. Amend or repeal existing ByLaws or adopt new ByLaws.
4. Amend or repeal a resolution of the Board.
5. Create committees of the Board.
6. 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 to this Committee.

This Committee shall keep minutes of its proceedings and actions that must be posted in the website Repository, and report the same at the next regular Board teleconference meeting.

This Committee shall be responsible for ensuring that all other committees of the Board are complying with their responsibilities.

X. COMMITTEES¹²

A. General

WSO committees are composed of ACA members, including Trustees, as well as an occasional non-ACA member, such as a WSO Special Worker or a subject matter expert.

All committees are referred to as Committees of the Board. The term “committee” in this section refers to the primary committee and any sub-committees or other groups associated with the committee.

There are two general types of committees: Standing and Ad Hoc.

1. Standing Committees: permanent committees that meet regularly throughout the year.
2. Ad Hoc Committees: temporary committees that meet regularly until their defined purpose is accomplished.

The purpose of WSO committees is to respond to the needs of the fellowship within specific areas of service and help carry the message.

Committees are created or disbanded by appropriate motions of the Board and/or the ABC.

Committees shall attempt to have a varied membership, including geographically, where possible, so that all members of the fellowship have an opportunity to grow through giving service.

Meetings and actions of committees shall be governed by the same policies and procedures

¹² Last updated 3-28-19

that apply to meetings of the Board (see Section VIII of this document). Committees should establish regular meeting schedules and publish them for the benefit of their committee members, the Board and the fellowship.

A Mission Statement must be written and submitted to the Board for approval at the committee's inception, or as soon thereafter as possible. Changes to Mission Statements must be approved by the Board.

B. Board Oversight

There should be a Board member associated with each committee, and by association, its sub-committees. This should be the case whether the Board member is an actual committee member or is a liaison between the committee and the Board.

Board members thus associated with a committee are charged with ensuring that committee members understand the purpose of the committee, its powers, its responsibility to the fellowship, and its reporting responsibility to the Board.

Individual Board members, because of their fiduciary obligation to WSO, and at their own discretion, may attend any committee's meeting they are not directly associated with. Before doing so, they should give prior notice to the committee chair.

If a Committee or its associated groups have an online communication channel, Board members who are not part of the group are asked to only be observers and not participate in online conversations. Instead, if they have a question or comment, they are asked to send it to the committee chair or an associated Board member. Committee chairs are expected to be involved with any of their sub-committees and associated groups.

C. Committee Leadership

The Board is responsible for appointing/approving committee chairs/co-chairs, as well as vice chairs in between ABCs, taking into consideration input from the active committee members. All such appointments are then subject to ratification by the ABC delegates at the end of each committee's annual report.

Committees are highly encouraged to have vice chairs.

In the event of the resignation of a committee chair, the vice chair is eligible to assume that role, if they are willing. This must be done with the approval of the committee itself and the Board or the ABC. If there is no vice chair, the committee and the Board will work together to find a new chair. If the committee has co-chairs, the remaining co-chair will assume full chair responsibilities.

Unless otherwise noted in this OPPM for a specific committee, it is recommended that committee chairs and co-chairs serve for terms of two years, after which they may be reappointed to another term. In the interest of rotation of service, it is suggested that a chair or co-chair not service more than two consecutive terms in that role for the same committee.

D. Committee Membership and Operations

While following the guidelines of the OPPM, the Traditions and the Concepts of Service, committees may generally choose how they operate. This includes the level of participation

required by committee members (especially if the committee is deadline driven), the number of members they can reasonably accommodate, and the number of meetings a member may miss because of the nature of the committee's work.

To help members stay informed, and new members to get acclimated, committees are required to produce reports, as noted below, and should provide a communication channel for committee work. They are also encouraged to have a general communication channel for prospective members to learn about their work.

E. Responsibility/Accountability

Committees are accountable to the fellowship, through the governance of the Board. Any actions they wish to take that propose to establish new policy or impact the fellowship as a whole must be approved by the Board.

Committees are held fiscally responsible and are funded by ACA WSO according to their needs.

The committee chair is responsible for ensuring that the committee fulfills its reporting obligations per the section below.

F. Reports and Notifications

The business and progress of each committee shall be explained within its reports. Committees are responsible for submitting and/or maintaining three types of written communication: monthly reports, annual reports and meeting minutes.

1. Monthly: a written report of the committee's activities is submitted to the website committee for posting to the website at least 3 days prior to the Board's monthly teleconference.
2. Annual: a report of each committee's activities that covers the past fiscal year (January 1 through December 31) with an addendum to cover significant actions of the committee after the first of the year and prior to the writing of the report. This report must be submitted to the ABC Committee Chair, or designated alternate, within the timeframe required.
3. Reports or Minutes: committees are required to produce reports or minutes of their meetings that minimally document actions taken. If recordings are made of committee meetings, such recordings should be deleted within six months after minutes have been produced and approved by the committee. Reports or minutes should minimally include those present, agenda items that were discussed and decisions made.

Some committees may be required or choose to send special notices to all fellowship groups. Such notices must have the approval of at least two Board members ahead of time, one of whom is not associated directly with that committee.

Committees should maintain an annual calendar that lists meeting dates, times and call-in information. This may be done as part of any global calendar that is posted on a WSO website and/or as part of that committee's section on acawso.org.

A. Proposals/Motions

Any Board member on a committee or who serves as the liaison is responsible for presenting recommendations/motions that require Board approval. When possible, motions should be

presented to the Board Secretary at least five days prior to the teleconference in order to be placed on the agenda.

B. Correspondence

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

Committee members should use WSO provided email accounts in order to document all correspondence, including communication with the fellowship at large.

Any correspondence intended for distribution to the fellowship by a committee must be consistent with ACA WSO policies, procedures, and Traditions. Board members associated with committees are directly responsible for this consistency.

C. Professional Advisory Committee

ACA WSO may have Professional Advisory Committees composed of persons who have a particular expertise that the Board and/or Fellowship require from time to time.

The function of such a committee would be to furnish professional counsel and guidance to the ACA WSO in the development of sound policies and the conduct of activities on the highest possible level. Such committee members will be evaluated based on their qualifications and ability to serve.

Advisory committees shall act only in advisory capacities to the Board and shall be clearly titled as "advisory" committees.

XI. ACA WSO OFFICE¹³

A. General

A priority of the ACA WSO Board is to provide an accessible office that offers recovery information of the ACA Twelve Step Program to everyone.

WSO employs special workers (Staff) who provide a number of services, including, but not limited to the following:

1. Answering phone and mail inquiries.
2. Providing information for those seeking recovery through attendance at ACA meetings.
3. Facilitating the sale and distribution of merchandise and WSO conference-approved literature.
4. Distributing information to the therapeutic community and the public.
5. Maintaining the list of ACA meetings, Intergroups and other service levels.
6. Maintaining files for financial records, contracts and other legal documentation, original copies of WSO literature files, archival information about the fellowship and other important correspondence.
7. Ensuring that the proper flow of information happens among appropriate Board members, committees, Staff and vendors.

The office will be in charge of assuring that all computer records are properly backed up in case of data failure.

¹³ Last updated 3-8-18

B. Group Registrations

All ACA Twelve-Step, Twelve-Tradition affiliated Meetings, Intergroups, and Regions (Groups) are eligible to register with ACA WSO. (Bylaw III 2.) Additional layers of the ACA WSO Service Structure are included as they are created.

Groups shall register online and must include the following information:

1. Group name
2. Location
3. Time and day of meeting
4. Public contact information to be published with the meeting listing
5. Primary contact information, including an email address; this information will be kept confidential by WSO and used solely for the purpose of communicating with the group

Providing this information and a group's subsequent listing on the WSO website indicates their agreement to abide by the ACA 12 Traditions.

All groups are encouraged to update their information at least annually on the WSO website to ensure receipt of information sent from WSO, including the ABC Ballot and ABC Registration, as well as other announcements that may be sent out from time to time.

The use of the ACA trademark, as shown on the cover of this document, shall be limited to only those groups registered with ACA WSO for the purpose of identification for meeting listings, names, notifications, locations, etc.¹⁴

C. Correspondence

Board members and Committees may send form letters or similar communication to the Staff to be mailed to the Fellowship. After the Staff has formatted the material, it should be returned to the Board member or Committee for review before being sent out.

All such material will carry the ACA WSO logo.

D. Document Retention

(To be added)

E. Oversight Committee

The purpose of the Oversight Committee is to maintain contact with the office management to ensure that all operations are running smoothly, that policies are being followed, and that the Staff has the resources they need to do their jobs.

This committee shall be made up of Board members and volunteers with specific business and technology expertise. This committee should include at least one member of the Board's Executive Committee.

F. Office and/or Distribution Center Closure

Should funds not be available to maintain a physical office and/or Distribution Center, the Oversight Committee shall

1. Present to the Board a structure for continuing the outreach efforts of ACA.
2. Present a plan of how to close down the Office and/or Distribution Center.

¹⁴ Clarification of Trademark and Logo guidelines is under revision for legal conformity.

Once these items are approved, under the direction of the Executive Committee, the Oversight Committee shall do one or all of the following things, depending on the situation:

1. Lay off any paid staff with a letter of recommendation.
2. Place all records in storage at a place determined by the Board.
3. Set up systems for answering phones, handling mail, maintaining the website and meeting database updates.
4. Dispose of all excess equipment with an accounting of items and monies received.
5. Create any procedures necessary to maintain whatever services that will continue to be offered.

Should the above plan be unworkable due to lack of funds, or trustees, the remaining Officers and Trustees shall dissolve the corporation in keeping with Bylaw Article XII for dissolution of ACA WSO.

Any actions taken should meet the criteria set by the IRS in keeping with WSO's not for profit status.

A letter describing the above actions will be mailed to all affiliated Groups.

XII. ACA WSO LITERATURE¹⁵

A. ACA WSO Literature Policy

ACA WSO has an open literature policy. This means that ACA groups have the right to use non-conference approved literature, conditional upon their group conscience and that various other considerations are taken into account, e.g., that the ACA 12 Traditions are used as their guideline, etc.

WSO conference-approved literature should be easily understood and give individuals practical help in grasping and working the ACA program. ACA literature should support emotional sobriety, self-love, and gentle reparenting.

All ACA conference-approved literature carries the ACA logo and copyright. ACA literature may not be copied, reproduced, or redistributed, except as permitted in sub-section I below.

B. Literature Development

Additional explanation of the WSO literature development process, including a submission address, is available on the WSO website.

Generally, ACA literature is any book, trifold, booklet, or other format (including ebooks and audio books) that communicates information relevant to ACA recovery and can be individually purchased or downloaded.

Any ACA member or group is invited to submit proposals at any time to create or revise ACA literature. Proposals also may come from the WSO Board and Literature Committee itself.

¹⁵ Last Revision 4-14-18

Development, evaluation, design and publication of new literature can take years to complete. Evaluation also involves a wide range of ACA members and viewpoints. In proposing new ACA literature, an author should be motivated by service, and surrender any notion of personal ownership.

C. Submitting Literature Proposals

Except for trifolds, which can be submitted in their entirety, initial proposals for new literature should be brief and should not include a full manuscript. For textbooks or workbooks, an outline and a maximum of 1-2 chapters is encouraged. A cover note, with contact information, should answer these questions:

1. How is the proposal different from existing ACA literature?
2. What fellowship recovery need does the proposal address? And is there any specific audience that the literature is intended to reach?
3. Is it best described as a tri-fold, a small booklet, a textbook/workbook, a workshop guide, or something else?
4. Who is the author or team of authors?

When an individual or group submits a piece of literature to WSO, they must sign a release form that gives WSO the right to make changes and/or include it in a larger publication. Where space permits, the originating group or individual will be given credit in an acknowledgement section.

D. Evaluating Literature Proposals

Proposals are placed in a queue, which is periodically updated, and evaluation priorities are determined based on perceived benefit to ACA's broad global fellowship. This includes budget considerations and whether the needs of non-English-speaking ACAs are being met.

1. **Fellowship Submissions:** The Literature Committee, aided by the Literature Evaluation subcommittee, will evaluate submissions and determine their viability for Board consideration. Evaluators may communicate directly with the authors to ask questions and propose suggested revisions and publication strategies. An item also may be placed in the Best Practices section of the ACA website so that the fellowship may have an opportunity to experiment with proposed literature and give feedback.
2. **Internal Development:** The Literature Committee may add a literature piece to the queue based on feedback from the fellowship. The Literature Committee will assign an author, and consult with the evaluation subcommittee during development.

E. Literature Approval

Each piece of literature that is deemed appropriate for potential production, whether it is developed internally or submitted by a group, goes through several stages of final approval.

1. Testing: Knowledgeable writers are asked to review the piece and do any necessary editing/rewriting.
2. Board approval: When the final draft is ready, it is presented to the Board for final input and agreement to be presented to the ABC Delegates.
3. Delegate approval and Fellowship input: If approved by the delegates, the items is placed on the WSO website for review and input from the fellowship for a minimum of 90 days.

4. Revision: After the review period, constructive revisions are incorporated.
5. Proofreading/Editing: Proofreaders and editors do a final review.

F. Digital Literature

Digital literature may be considered in addition to, or in place of, hard copy publication. This decision will be made as part of the overall publication, pricing and distribution plan.

Where a digital format is approved, Literature Committee special workers will make all needed preparations for selling e-publications online. The Literature Chair reports the sales and royalties to the Treasurer and accountant, as well as report the sales volume in the Literature Committee Monthly Report.

G. Policy for reproduction and/or distribution of WSO Books and Literature

This policy provides general guidance regarding this topic.

All ACA WSO books and literature have been copyrighted and the initial point of supply/sale must be through WSO. The resale of purchased books and literature is authorized without further restrictions.

NOTE: Sections of WSO-sanctioned translations in development may be reproduced for use within a meeting. Such copies must have a watermark that says property of ACA WSO and may not be sold to anyone or distributed outside of meetings.

1. **ACA WSO Copyrighted Books:** Any reproduction of these books in whole or in part is not authorized except as described below for use within ACA meetings.

Registered ACA groups may only reproduce limited extracts of up to 5 pages for use within their meeting. ACA members and visitors should be encouraged to purchase their own copy of these books for their personal use.

2. **Tri-folds:** WSO tri-folds are available for free download from the adultchildren.org website. Reproduction is authorized for use in ACA groups as well as for general outreach purposes. Counseling and related facilities are also authorized to reproduce our tri-folds for free distribution to their patients and their extended practice.
3. **ACA Booklets:** Reproduction of these items in whole or in part is not authorized except as described below for use within ACA meetings.

Registered ACA meetings and InterGroups are authorized to make copies for use within their meeting on a limited basis. Such copies may not be distributed outside of a meeting.

ACA Group Websites: Except in the case of resale of books and materials, WSO requests that group websites direct users to www.adultchildren.org for purchase and/or download of ACA copyright materials. In no case should any website provide any WSO copyrighted material for download that is not otherwise available for free download.

H. Translations of WSO Books and Literature

The WSO encourages ACA members to translate our literature into their native languages as an outreach to their community and local ACA meetings. However, such translations must

be in accordance with policies established by the WSO. Those involved in such translations must sign a translation agreement acknowledging that the copyright and ownership of the translations are to be the property of WSO. In no case will such translations attempt to blend the ACA message with any non-WSO approved books or materials. Procedures and guidance will be provided by the WSO to ensure such translations are accurately translated and retain the message of the source copyright materials.

Additional guidance on translation is available on the Literature Committee section of the website Repository, and from the Literature Committee staff.

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 MANUAL¹⁶

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 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 COMLINE¹⁷

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.

¹⁶ This section is currently being revised. Some of the information contained herein may not be in line with current practices. If you have any questions, please send an email to oppm@adultchildren.org

¹⁷ Last updated 4-14-18

The frequency of publication of the ComLine is determined (and announced) by the Literature Committee.

The ComLine is available for free download on the website.

B. Submissions

All items for publication shall be submitted at least one month in advance of publication.

An extra edition of the ComLine devoted to the proceedings of the ABC will be published.

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

The Editor may include ACA WSO activities as deemed appropriate.

C. Budget

The ComLine Sub-Committee Chair will be responsible for seeing that the committee's budget is used appropriately and that all documentation is submitted and in order.

D. Approval/Oversight

The ComLine Sub-Committee is part of the overall Literature Committee and as such, reports to the Literature Committee Chairperson. As content is ready for publication, it is to be sent to this Chairperson for review and signoff.

E. Committee

If there is no Board member on the Literature Committee, the Board will appoint a Trustee to act as liaison with the ComLine sub-committee to insure that the guidelines, intent, and fiscal policies are understood.

NOTE: When this Section is revised, consideration will be given to including other methods of direct communication with the Fellowship.

XVII. LOGO¹⁸

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. LEGAL¹⁹

¹⁸ This section is currently being revised. Some of the information contained herein may not be in line with current practices. If you have any questions, please send an email to oppm@adultchildren.org

¹⁹ This section is currently being revised. Some of the information contained herein may not be in line with

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.

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

XIX. WSO EVENTS: ANNUAL BUSINESS CONFERENCE (ABC) and ACA WORLD CONVENTION (AWC)²⁰

The ABC is held on the Thursday and Friday prior to the fourth (4th) weekend of April each year. Any exception to this timing must be approved by the Board.

The AWC begins immediately following the ABC on Friday night.

There are many groups and individuals that work together to ensure successful events. Along with the Host Committee that ensures that logistics and facilities are managed on the ground, there are also many roles at the Board and Committee level that are associated with these two events. Those that are common to both events are:

- Board Liaison – a member of the Board who serves as the conduit for information between the Board and the main event Chairs and Committees for the ABC and AWC
- Finance Liaison – a member of the Finance Committee who helps ensure that the financial aspects of the two events are monitored closely
- Technology Liaison – a member of the Website and Database Committee who helps ensure that the venue, the technology vendors and the event Committees understand the needs of WSO for both events
- Host Committee Chair – a member of the Host Committee who is responsible for ensuring that the needs of both events are managed
- Facilities Coordinator – a member of the Host Committee who helps ensure that the needs of both events are honored

A Host Committee search team is tasked with locating Intergroups and Regions who are interested in hosting future ABC/AWC events.

A. Annual Business Conference (ABC)

1. Brief History and Purpose

In 1983, the Adult Children of Alcoholics (ACA) Business Conference (BC) was organized by the Central Service Board. This was later changed to the Annual Business Conference (ABC).

current practices. If you have any questions, please send an email to oppm@adultchildren.org

²⁰ Last revision 3-28-19

The Conference was established for the purpose of bringing unity and consistency to the ACA fellowship. This was to be done by establishing guidelines for both service and communication links within ACA.

In 1987 the ABC Committee was authorized to print and mail ABC communication 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 were known.

In 2013, for the first time the ABC was held outside of the United States in Birkerod, Denmark.

A motion was passed in 2015 to host an annual recovery event to be held, when possible, in conjunction with the ABC. This was subsequently named the ACA World Convention (AWC)

The first annual AWC was held in Delray Beach, Florida. The AWC started on Saturday night, after the closing of the ABC, and continued through Sunday afternoon.

In early 2017, the WSO Board passed a motion to hold the ABC on Thursday and Friday so that the AWC could be extended an extra day – from Friday night through Sunday afternoon.

The Delegate Training Subcommittee was created at the 2016 ABC. Its goal was to better prepare the Delegates for their role.

2. Required Roles, Committees and Responsibilities

In addition to the roles noted in the beginning of this section, the ABC requires that the following roles be filled:

a. ABC Committee Chair

- i. Candidates for this role shall be selected from those who either volunteer or are identified for their abilities. If possible, this person should have prior experience in some major role associated with a recent ABC, preferably as the Vice Chair. They are ratified by the ABC delegates. An ABC Committee shall be formed if one does not already exist.
- ii. The term of service is one year with a maximum of two consecutive terms. After a hiatus of two years, an individual may again serve in this role.
- iii. The ABC Committee Chair works with the Host Committee as needed.
- iv. One or more WSO Special Workers may be utilized as they are available.
- v. Responsible for ensuring that the Delegate binders are completed, provided online before the ABC, and also printed for distribution to all on site registered delegates. An abbreviated version of the binder is given to guests. Two extra copies of the Delegate binder should be produced for the WSO archives.
- vi. Together with the Board Liaison, the ABC Committee Chair is responsible for the following:
 - a) Ensuring that the ABC is held in accordance with the ACA WSO ByLaws and this document.
 - b) Preparation and distribution of notifications to the Fellowship about the ABC,

- both through email blasts and information in the Traveler Newsletter
- vii. The ABC Chair is responsible for ensuring the following reports are submitted:
- a) A monthly written report for the Board Teleconference to be filed with the Board Secretary at least three days prior to the meeting.
 - b) A written summary of all results of the Ballot Proposals included on the ABC agenda, including a very short synopsis of the discussions, resultant motions, amendments and outcomes of same – within one week after the ABC.
 - c) A written summary within one week of anything from the ABC proceedings that require action by the Board.
 - d) A written summary within one week of additional items brought before the ABC body for discussion and potential action.
 - e) A written summary of recommendations to the Board for future such events – to be prepared after hosting a meeting that includes the ABC Committee including the Vice Chair, current and future Host Committee Chairs and pertinent sub-committee chairs, Delegate Training Sub-Committee Chair, Ballot Prep Chair, Board, Finance and Technology Liaisons, the Conference Chair and Secretary, and any WSO Special Workers involved in planning and executing the events(s).

Note: The summaries in b), c) and d) above will be written as an article for the July edition of the ComLine.

- viii. The completion of the duties of the ABC Committee Chair after an ABC shall be upon completion of the final ABC report.
- b. ABC Committee Vice-Chair: Shall maintain regular contact with the ABC Committee Chair and be included in all meetings and electronic communication. This person shall be well enough informed to be able to step into the Chair role if it should be required.
 - c. Delegate Training Sub-Committee (DTSC) Chair – the DTSC is responsible for both pre-ABC training sessions as well as training during the ABC. The purpose is to help guide ABC Delegates in understanding how the ABC is conducted and their role in the process.
 - d. Conference Chair is the individual who presides over the proceedings of the ABC meeting.
 - i. Nominations will be taken by the Board for this role through the end of January, with announcements of the need to fill this role made at three or more prior Board monthly Teleconferences. The Board may also nominate a candidate.
 - ii. The Conference Chair will be chosen by the Board by mid-February. This decision will be based on the past experience attending ABCs as well as demonstrated ability to be effective in a role that requires a calm but firm demeanor.
 - iii. The Conference Chair will not have a vote as a delegate.
 - e. Conference Secretary: The Board Secretary will work with the ABC Committee Chair to determine the best way for the minutes to be taken. If extra help is needed, the Host Committee will be contacted. The ABC will be recorded as backup documentation.

The basic requirements for the minutes are:

- Who was present, including Delegates, Board members, non-voting attendees, and other individuals who fill pertinent roles.
- A listing of meeting segments and what reports were given during those segments. Reports that are included in the Delegate Binders will be referenced but not repeated within the minutes.
- Motions made, who made them, seconded them, pertinent discussion (names of speakers are not required), votes and outcomes.

All motions and their results must be made available for the Board Secretary to add to the Board's May Monthly Teleconference Agenda.

The draft minutes will be due within two months after the completion of the ABC. At that time they will be posted on the WSO website with a link sent to the delegates.

Final minutes must be completed by October 31st and will be included in the Delegate binder for the following year.

- f. **Parliamentarian:** A Parliamentarian will be available during the ABC to ensure that Robert's Rules of Order are followed. It's important to note that the Traditions, Concepts and the OPPM will supersede Robert's Rules.

3. Delegates

An ABC Delegate is an elected representative of a meeting or a WSO service body that is registered with WSO.

Groups are autonomous and can decide for themselves who their delegate shall be, although it is highly recommended that the delegate have been a regular meeting attendee for at least a year and will be able to attend one of the Delegate Training sessions.

Delegates participate in the discussion and voting at the ABC as part of presenting the views of the group they represent.

In addition to representing their group at the ABC, a delegate can serve in other ways.

- In January, before the ABC, a delegate may assist their group by shepherding the Ballot process for the submitted proposals.
- After the ABC, delegates can offer their insights, as well as their experience, strength and hope by participating in ABC surveys.
- They may also be expected to provide a written report to their group.
- A delegate may also be inspired to volunteer for a WSO Committee.
- They may also offer their insights to a first-time delegate the following year.

Delegates who travel to an ABC may receive partial or full reimbursement from the group they represent, depending on the financial resources of that group.

Any member of the fellowship can attend the ABC. However, an individual group may have only one registered delegate. An exception is that two individuals may share the position of voting delegate for their group as long as they are both registered and have indicated how they will share their responsibilities, e.g., person A will cover the first day and person B will cover the second day.

More information for Delegates may be found on the acaawso.org website.

4. The ABC and Delegate Voting

All Proposals on the ABC agenda do not automatically become motions.

The process is as follows:

- a. The Proposal is read by the Conference Secretary.
- b. Delegates briefly discuss its merits.
- c. Any delegate may then choose to create a motion from the proposal, citing that it is a motion derived from which specific Proposal number that was originally submitted by the registered group listed on the Ballot.
- d. Another delegate must then second the motion. If so done, it proceeds like any motion using parliamentary procedures.
- e. There will be limited time provided for discussion, based on the number of Proposals on the agenda and the remaining needs of the agenda.
- f. Delegates may only speak once about a motion, unless there is time remaining after all have spoken.
- g. A simple majority vote of the delegates is required for a motion to be passed and 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.)
- h. If the vote is not unanimous, the minority may make a case. If there are many people in the minority, a time limit for rebuttal will be set at the start.
- i. The majority is then asked if any one of them have changed their vote. If not, the original vote stands. If anyone has changed their mind, a new vote is taken. The results of that vote determine the conclusive outcome.

Per the ByLaws, the group conscience obtained from the delegates in attendance shall provide direction and recommendations to the Board for conducting the business of ACA WSO. It is also the Board's responsibility to provide information about how proposals or suggestions will impact the fellowship in ways that the delegates may not be aware of.

NOTE: Motions may be made from the floor by any Delegate during the ABC according to guidelines provided by the Conference Chair. The Delegates will then determine if any of these motions are of a time sensitive nature and should be discussed and acted upon during the ABC. If any floor motions are not deemed time sensitive, they will be referred to the Board for potential action.

5. Board Ratification

ABC Delegates are asked to ratify all Board members at the end of Day Two of the ABC. As each Board member is presented for ratification, the ABC Chair shall note which term and part of the term they are about to start, e.g., first term, first year; first term, second year; second term, first year; etc. It is at this time that any outgoing Board members officially leave the Board and newly elected Board members are added to the Board upon ratification.

The ABC does not accept nominations from the floor for new Board members. The Nominating Committee was created in 2017 to manage the Board nomination process and this committee accepts nominations year around.

B. ACA World Convention (AWC)

A motion was passed in 2015 to host an annual recovery event to be held in conjunction with the ABC. This recovery event was named the ACA World Convention (AWC).

In 2016 the first annual AWC was held in Delray Beach, Florida. The AWC started on Saturday night, after the closing of the ABC, and continued through Sunday afternoon.

As noted previously, in early 2017 the WSO Board passed a motion that moved the ABC from Friday and Saturday to Thursday and Friday so that the AWC could be extended an extra day – from Friday night through Sunday afternoon.

Host Committee: The group whose city wins the bid to host the next ABC and/or AWC will be called the Host Committee. The ABC Committee Chair shall help guide the work with a Host Committee and oversee their work to produce the ABC.

XX. BALLOT PREPARATION COMMITTEE (BPC)²¹

The Ballot Process Committee (BPC) is responsible for tasks associated with the annual ABC Proposal and Ballot process. These tasks include:

- A. Information and Education
- B. Call for Proposals
- C. Review Proposal submissions
- D. Draft WSO Analyses in cooperation with the Board and relevant Committees
- E. Facilitation of Proposal translations
- F. Publication of the Ballot for group voting
- G. Validate and publish Ballot results

Important dates that will also be noted in the sections below are:

- August 1st – Call for Proposals
- November 30th – Proposal deadline
- January 10th – WSO Analyses and Translations due
- January 15th – Ballot disseminated to all groups
- March 31st – All Ballots due
- April 10th – Publication of Ballot results

Note: In this section of the OPPM the word ‘group’ refers to any ACA meeting, Intergroup, Region or other service body registered with WSO.

A. Information and Education

The BPC is responsible for educating the fellowship about the Proposal and Ballot process. This is done before the Call for Proposals as well all stages listed in this section. Information that was disseminated in previous years is available on the <https://acawso.org> website.

B. Call for Proposals

The Call for Proposals begins with emails sent to WSO Private Contacts of all registered groups by August 1st that informs them about the process and deadlines. All pertinent information will also be available on the WSO website (<https://acawso.org/category/ballot-prep/>) and announced through other WSO publications.

²¹ Last revision 2-19-19

The Proposal guidelines shall include the following paragraph: "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 groups to embrace the needs of our global fellowship as a whole. Proposals that are better handled at the meeting, WSO service body or Committee level may be directed away from the Ballot, based on discussion with the submitting group."

C. Proposal Submissions

Proposals may be submitted by any ACA group that is registered with WSO. While proposal ideas may be initiated by an individual group member, submitted Proposals must be the product of a wider group conscience.

The proposal is then submitted by the group's appointed person, such as the WSO contact, the Secretary, the WSO Delegate (if the group has one), or an alternate appointed by the group.

The person submitting a Proposal must include the following information:

- The WSO group ID number
- The requested Private Contact information

NOTE: The Private Contact(s) are not necessarily the same as the public meeting contact.

The maximum length for a Proposal will be 500 words, including the proposal itself, the history of the issue involved, and an argument in favor of the proposal.

Proposals must be received by the WSO no later than November 30th.

The group submitting the Proposal may be contacted if the submission needs clarification, would benefit from editing or might better be redirected to a committee or another level of the WSO service structure.

The Board may also submit Proposals. These may either be created by the Board itself or be the product of a submission to the Board.

D. Proposal Analysis

With the help of Trustees and appropriate Committees, the BPC shall prepare the WSO Analysis of each proposal and submit them to the Full Board for approval. The analyses, approval and translations (see below) must be completed by January 10th to allow the BPC time to prepare the Ballot for distribution.

E. Translations

Proposals will be available for volunteer translators the first week of December, with the Analysis of each Proposal provided as it is completed. Translators are asked to contact bpc@adultchildren.org for more information. As noted above, translations must be ready for publication by January 10th.

F. ABC Ballot

Ballots containing the Proposals will be sent to all email accounts associated with registered ACA groups by January 15th.

Links to the Ballot will also be placed in announcement on the WSO websites and WSO

publications.

Groups will be asked to vote Yes, No, or No Opinion for each Proposal. A No Opinion will not be included as part of the total vote count. A field will be provided for an optional group comment for each Proposal.

The person submitting a group's Ballot must include the following information:

- The WSO group ID number
- The requested Private Contact information

The deadline for submission of all Ballots is March 31st. The results of the Ballots will be published on the WSO website by April 10th.

G. Validate and Publish the Results

When counting the Ballot results, an affirmative vote of two-thirds of those groups responding to a Proposal will place that Proposal on the ABC agenda for considerations by the ABC delegates.

The results of the Ballot will be published on the WSO websites and publications.

The BPC will provide the ABC Committee with the final voting totals, indicating which Proposals should be included on the ABC Agenda.

Comments that were included in the Ballots about all Proposals will also be sent to the ABC Committee for dissemination and inclusion in the Delegate Binders.

XXI. ACA WSO WEBSITE²²

A. ACA WSO currently maintain five websites:

- www.adultchildren.org – our main website that provides information to members, prospective members, and the public, including the therapeutic community. It has information about ACA literature, a list of registered meetings, Intergroups and Regions, as well as other resources.
- shop.adultchildren.org – our shopping cart for literature sales and other items.
- acawso.org – a site that supports the volunteer service structure of our fellowship.
- www.acawsoec.com – a site that supports our European Committee.
- www.acaworldconvention.org – a site that provides information and facilitates registration for our Annual Business Meeting and ACA World Convention.

All WSO websites include a privacy statement.

B. The Board may approve the creation of other websites as needed.

C. In accordance with ACA Traditions, WSO websites may:

- i. Not contain advertising or links to outside enterprises, including, but not limited to personal recovery pages, public/private agencies, or similar organizations.
- ii. Contain links to websites operated by ACA meetings, Intergroups and Regions.
- iii. Contain links that are required to be included due to the use of a specific vendor, e.g. PayPal, MailChimp, etc.

²² Revised 2-28-19

- iv. Not contain last names of ACA members, including email addresses that include a member's last name.

When a user clicks on a link to a non-WSO website, a notification will appear that tells them they are leaving the WSO-owned website.

- D. Only events that are sponsored by registered ACA meetings or WSO Service organizations may be posted on the WSO website.
- E. Website administrators and others involved with the functioning or maintenance of WSO websites and similar communication mediums must be approved by the Board.

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 within one month 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) registered Intergroups from different geographical areas. The above shall have no effect on the present right of any group to submit to ACA WSO any matter for consideration.

APPENDIX II – REGION CERTIFICATION PROCESS

A. Requirements to Establish and Certify an ACA Region

1. Vision Statement: Regions build bridges of communication and support to bring Adult Children out of isolation and into fellowship.
2. Mission Statement: Regions provide direct connections between the world service organization and the fellowship. They provide information and support, and connect people within the fellowship to encourage participation as trusted servants and to grow meetings full of experience strength and hope throughout the world.

In order to embody the vision and accomplish the mission of an ACA Region, we suggest that there is need for the following found in the *Big Red Book* titled *How to Start an ACA Intergroup or Regional Service Committee*:

- a. Register with the WSO Region Subcommittee in order to avoid duplication of efforts.
- b. Document the following to the Region Subcommittee for certification:
 - i. An established group of trusted servants willing to create a regional framework
 - ii. The designated geographic area of the map created and approved in 2019 that is being represented.
 - iii. Participation of Meetings and Intergroups throughout the geographical region.
 - iv. A service plan that will meaningfully improve recovery throughout the Region.
 - v. Minutes and/or other documentation that reflects organizational information.
- c. Consider sending a representative to the Regions subcommittee of MSC.

When the above qualifiers have been met, the Region subcommittee of the Member Services Committee will recommend the Region to the Board of Trustees for certification.

When a region is certified, it can submit a candidate to the Nominating Committee. Regional Trustees must meet the same eligibility requirements as all other Board Trustees.

A. ACA Regions in the United States and Canada

The following is the approved regional map for the US and Canada:



B. ACA Regions Other than the United States and Canada

The Service Structure Committee will create additional Region maps in cooperation with Intergroups and Service Committees through the rest of the world.

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. It was partially revised in 2012. Newer updates are footnoted.

APPENDIX IV – NOMINATING COMMITTEE²³

Accountability and Cooperation Statement

The ACA Nominating Committee (the “Committee”) is accountable to the Annual Business Conference (the “ABC”) and the ACA WSO Board of Trustees (the “Board”). When the ABC is not in session, the Committee communicates and works with the Board. The Committee strives to promote and support a cooperative working relationship with both the ABC and the Board.

Purpose of the Committee

The purpose of the Committee is to identify and then vet ACA members, from throughout the full range of ACA’s worldwide fellowship, whose skills, experience, wisdom and program knowledge support their ability to be Trustees. The Committee is responsible for

²³ Redundancies removed in January 2019 between this Appendix and Section III, sub-section “Board Nominating Committee.”

forwarding qualified candidates (nominees) to the Board for consideration and selection as Trustees. Once it becomes fully established, the Nominating Committee will also vet, identify and orient potential candidates for other ACA trusted servant positions, such as WSO committee members. The Committee's twin goals are to represent the fellowship's broad values, by involving multiple stakeholders in a fair, transparent process for identifying trusted ACA servants, while also nominating candidates who can capably carry out WSO's business and service needs.

In support of this, the Committee will maintain current online descriptions of the skills, talents, and experience necessary to successfully fulfill the tasks of ACA trusted service positions. Opportunities and selection criteria for all trusted service positions will be broadly disseminated and posted on the ACA WSO website so that all ACA members can have the opportunity to serve the fellowship.

General Duties

The Committee's evaluations of candidates will be based on criteria made available on the ACA WSO website.

The Committee will utilize various WSO publications in an effort to keep the Fellowship informed of its activity and any pending nominations process deadlines. The Committee will welcome input from the Fellowship on any aspect of its work and will provide communication links for this purpose.

In conducting its vetting process, the Committee will:

- Review written applications of Board candidates.
- Conduct additional evaluations, such as examining committee attendance and considering feedback from those who have served with Board candidates.
- Interview those candidates who appear to meet eligibility criteria.
- Work with the Board to identify any specialized needs WSO has, such as financial or website oversight, and use that awareness in vetting candidates.
- Submit eligible and qualified nominees to the Board, which will either agree with each nomination, or state its objections in writing to the Committee.
- In the event of a written Board objection, the Committee will further evaluate the candidate to determine whether to withdraw the nomination or resubmit it to the Board, in which case it will affirm in writing that it finds the candidate to be qualified for Board service.

As already mentioned, over time the Committee will expand its role to vet and nominate qualified candidates for other key WSO volunteer positions, such as committee chairs and vice chairs. In its work, the Committee will collaborate with all other WSO efforts to recruit and orient volunteers.

Committee Membership and Participation

The Committee will consist of five members, including one member from outside the U.S. and Canada. Initially, two members of the Committee will be selected by the Board, and three selected by non-Board members of WSO committees. Terms will be two years, but in order to ensure an appropriate rotation of Committee members, two members of the first Committee will be chosen by lot to serve one-year terms, with the opportunity to be selected for an additional two-year term.

Trustees are not eligible to be on the Committee. However, one Trustee will be appointed to serve as a non-voting liaison. This individual's responsibility will be to keep the Board informed of ongoing Committee work by participating in all Committee meetings and discussions.

At the end of two years, after there is a chance to assess the Committee's needs and effectiveness, structural changes may be considered by the Board and ABC, including how Committee members are selected.

Membership Qualifications for the Committee

In addition to such spiritual qualities as humility, integrity, trustworthiness, and strong commitment to open communication, to help ensure that Committee members have a full awareness and understanding of Board requirements, the following are qualifications for nomination and election to the Committee:

- 1) Ability to protect confidential information revealed during the Committee evaluation process. (Confidentiality)
- 2) History of both completing work independently and working well within a group.
- 3) Familiarity with the ACA service structure.
- 4) Strong organizational and communication skills.
- 5) Ability to donate substantial time to attend meetings and to fulfill the additional commitments of Nominating Committee membership.
- 6) A working knowledge of the Twelve Steps, Traditions, and Concepts of Service.
- 7) Continuous attendance at ACA meetings for at least the previous six years, except that one member may have 2-3 years of attendance. Having one newer member will ensure that the needs of relative newcomers to ACA will be considered by the Committee.
- 8) One year or more of combined service for an ACA intergroup, region or WSO committee, with at least six months of active participation on a WSO Committee.
- 9) Attendance on at least six WSO teleconference calls in the previous nine months.
- 10) May not hold a high-level volunteer position in another 12-Step fellowship.

The qualifications for WSO Trustees are found in Section III of this document.

Other Notes on the Committee and Board Selection Process

- The Committee may not nominate a current or outgoing Committee member to the Board. Once off the Committee for a year, former Committee members are eligible for Board membership.
- The Committee will consider all Board candidates, including those from members of the Fellowship and ACA groups, as long as the candidate submits a written and signed application before the posted submission deadline.
- Board candidates must be vetted by the Committee and demonstrate that they meet eligibility criteria before they are affirmed for Board membership. Therefore, new Trustees may not be elected directly from the floor by ABC delegates.
- The Board may not directly select new Trustees. They may, however, submit candidates to the Committee for vetting.
- WSO-certified Regions are entitled to a seat on the Board of Trustees. Candidates from Regions will be forwarded to the Board if the Committee finds that they meet Board eligibility criteria.
- All nominees who are accepted by the Board will be according to the guidelines in Section III of this document, and delegates at the next ABC will vote whether to ratify them as Trustees along with the rest of the Board.

- Board objections to any Trustee nomination must be submitted in writing to the Committee within 30 days of receipt, or else a candidate will be presumed to be seated on the Board. The Board's written objections must cite specific eligibility criteria that a candidate allegedly fails to meet. All candidates will also receive the board's written objections, and be given a chance to respond.
- In the event of a stalemate between the Board and the Committee, in which the Committee continues to find that a candidate is eligible and the Board continues to object, the candidacy will be submitted to the delegates at the next ABC for a final vote.

It is expected that one Nominating Committee representative will attend each ABC

APPENDIX V – HISTORICAL DATES AND EVENTS²⁴

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.

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.

²⁴ This section is currently being revised. Some of the information contained herein may not be in line with current practices. If you have any questions, please send an email to oppm@adultchildren.org

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.

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.
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.
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 12 STEPS; 12 TRADITIONS; 12 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 shortcomings.
8. Made a list of all persons we had harmed and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God, as we understand God, praying only for knowledge of God's will for us and the power to carry that out.
12. Having had a spiritual awakening as 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.
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.

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.

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.

APPENDIX VIII – CONFLICT OF INTEREST POLICY**Adult Children of Alcoholics World Service
Organization, Inc.
CONFLICT OF INTEREST POLICY*****Article I: Purpose***

The purpose of this Conflict of Interest Policy is to establish the procedures for the identification and resolution of conflicts of interest in the context of transactions or arrangements entered into by “Adult Children of Alcoholics World Service Organization, Inc.” hereinafter “Adult Children of Alcoholics” where an Interested Person (defined below) may have a Financial Interest (defined below) in or Fiduciary Responsibility (as defined below) towards an individual or entity with which Adult Children of Alcoholics is negotiating a transaction or arrangement. The determination that a conflict of interest exists does not prohibit the Adult Children of Alcoholics from entering into the proposed transaction or arrangement provided that the procedures set forth in Article III below are followed. This policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit and charitable corporations.

Article II: Definitions**1. Interested Person**

Any director, principal officer, employee, or member of a committee with board-delegated powers who has either (a) a direct or indirect financial interest, as defined below (“Financial Interest”); or (b) a fiduciary responsibility to another organization, as defined below (“Fiduciary Responsibility”), is an interested person.

2. Financial Interest

A person has a Financial Interest if the person has, directly or indirectly, through business, investment or family (which are spouse, children and step children, and other relatives living with such person):

- A. an ownership or investment interest in any entity with which Adult Children of Alcoholics has a transaction or arrangement; or
- B. a compensation arrangement with Adult Children of Alcoholics or with any entity or individual with which Adult Children of Alcoholics has a transaction or arrangement;
- C. a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which Adult Children of Alcoholics is negotiating a transaction or arrangement; or
- D. other than an arm's-length relationship with prospective or actual grantees relative to the design of specific projects, preparation of specific proposals and review and oversight of funded projects, and Adult Children of Alcoholics related activities.

Compensation includes direct and indirect remuneration as well as gifts or favors. Gifts and favors include any gratuitous service, loan, discount, money or article of value, but does not include loans from financial institutional on customary terms, articles of nominal value ordinarily used for sales promotion, ordinary "business lunches" or reasonable entertainment consistent with local social or business customs.

A Financial Interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a Financial Interest may have a conflict of interest only if the board or appropriate committee decides that a conflict of interest exists.

3. Fiduciary Responsibility

A person has a Fiduciary Responsibility towards an organization or individual if he or she:

- a. occupies a position of special confidence towards such organization or individual;
- b. holds in trust property in which another person has the beneficial title of interest, or who receives and controls the income of another; or
- c. has a duty of loyalty or duty of care to an organization (by virtue of serving as an officer or director of an organization or other position with similar responsibilities). A duty of loyalty requires the person to refrain from dealing with the organization on behalf of a party having an interest adverse to the organization and refrain from competing with the organization. A duty of care requires the person to discharge his or her duties in good faith and in a manner he or she reasonably believes to be in the best interests of the organization.

A Fiduciary Responsibility is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a Fiduciary Responsibility may have a conflict of interest only if the board or appropriate committee decides that a conflict of interest exists.

Article III: Procedures

1. Duty to Disclose

In connection with any actual or possible conflicts of interest, an interested person must disclose the existence and nature of his or her Financial Interest or Fiduciary Responsibility and all material facts to the directors and members of committees with board-delegated powers considering the proposed transaction or arrangements.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the Financial Interest or Fiduciary Responsibility and all material facts, and after any discussion with the interested person, he or she shall leave the board or committee meeting while the final determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a factual presentation at the board or committee meeting, but after such presentation, he or she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement that results in the conflict of interest. An interested person shall not actively participate in the discussion of, or vote on, the transaction or arrangement that results in the conflict of interest, either formally at a board or committee meeting or informally through contact with individual board or

committee members. In addition, the interested person should not be counted in determining whether a quorum is present for the board or committee meeting at which the transaction or arrangement that results in the conflict of interest is to be voted upon.

- b. The chair of the board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the board or committee shall determine whether Adult Children of Alcoholics can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the board or committee shall determine by a majority vote (or other voting requirement, as provided in the Bylaws of Adult Children of Alcoholics) of the disinterested directors whether the transaction or arrangement is in Adult Children of Alcoholics interest and for its own benefit and whether the transaction is fair and reasonable to Adult Children of Alcoholics and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

4. Violations of the Conflicts of Interest Policy

- a. If the board has reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the response of the member and making such further investigation as may be warranted in the circumstances, the board or committee determines that the member has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective actions.

Article IV: Records of Proceedings

The minutes of the board and all committees with board-delegated powers shall contain:

- a. the names of the persons who disclosed or otherwise were found to have a Financial Interest or a Fiduciary Responsibility in connection with an actual or possible conflict of interest, the nature of the Financial Interest or Fiduciary Responsibility, any action taken to determine whether a conflict of interest was present, and the board's or committee's decision as to whether a conflict of interest in fact existed.
- b. the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the names of the persons who recused themselves from such discussion and votes, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

Article V: Compensation Committees

A voting member of any committee with board-delegated powers whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from Adult Children of Alcoholics for services is precluded from voting on matters pertaining to that member's compensation.

Article VI: Annual Statements

Each director, principal officer, and member of a committee with board-delegated powers annually shall sign an acknowledgement and disclosure form that:

- a. Affirms that such person has received and reviewed a copy of this conflict of interest policy and agreed to comply with its terms;
- b. Requires that such person disclose any Financial Interest in or Fiduciary Responsibility towards any entity such person believes may enter into a proposed transaction with Adult Children of Alcoholics in the upcoming year.

Article VII: Periodic Reviews

To ensure that Adult Children of Alcoholics operates in a manner consistent with its charitable purposes and that it does not engage in activities that could jeopardize its status as an organization exempt from federal income tax, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable and are the result of arm's-length bargaining.
- b. Whether arrangements with other organizations conform to Adult Children of Alcoholics' applicable written policies, are properly recorded, reflect reasonable payments for goods and services, if any, further Adult Children of Alcoholics' charitable purposes and do not result in inurement or impermissible private benefit.

Article VIII: Use of Outside Experts

In conducting the periodic reviews provided for in Article VII, Adult Children of Alcoholics may, but need not, use outside experts. If outside experts are used, their use shall not relieve the board of its responsibility for ensuring that periodic reviews are conducted.

**CONFLICT OF INTEREST ACKNOWLEDGEMENT/DISCLOSURE FORM
FOR ADULT CHILDREN OF ALCOHOLICS WORLD SERVICE ORGANIZATION,
INC.**

1. CONFLICTING ORGANIZATIONS

I am a director, trustee, officer, representative of, or have a Financial Interest in the following organizations that have or may have a conflict with the interests of the Adult Children of Alcoholics

Organization and Title or Interest:

2. CONFLICTING ACTIVITIES/OBLIGATIONS

I am involved in no activity or transaction, nor am I a party to any contract involving interests that are or could be found to be adverse to the Adult Children of Alcoholics except for the following:

3. CONFLICTING BUSINESS OPPORTUNITIES/COMMITMENTS

I have not committed to, nor am I pursuing, any business opportunity that does or might adversely affect the Adult Children of Alcoholics except for the following:

4. CONFLICTING RELATIONSHIPS

I do not have a Fiduciary Relationship with any person with whom Adult Children of Alcoholics is pursuing a business opportunity except for the following:

5. OTHER POTENTIAL CONFLICTS

Any other concerns I may have regarding actual or potential conflicts of interest are listed below:

I have received and reviewed Adult Children of Alcoholics Conflict of Interest Policy, and to the best of my knowledge, I have accurately answered the above questions.

Signature

Date

Printed Name

APPENDIX IX – TRAVEL REIMBURSEMENT POLICY

Note: Copies of receipts are required for all expenditures.

All expenses for transportation, lodging and food are reimbursable for Board members, employees, and others while traveling on WSO business as long as the travel is pre-approved or accepted as necessary by the Board.

A. Transportation to the Destination:

Each person should travel the most efficient and economical means as reasonable and possible.

The following transportation costs are reimbursable:

1. Airline or train tickets, including the cost of one checked bag.
2. Airport parking for the least expensive daily parking rate.
3. Cab fare or the cost of mileage reimbursement for a friend or relative who drives the traveler to the airport. Mileage reimbursement is based on GSA (US General Services Administration) guidelines.

Note that if public transportation is available, then every effort should be made to use it – unless it is too inconvenient because of luggage and materials being transported.

If the traveler chooses to drive rather than use a more economical mode of travel, the reimbursement would not exceed the cost of airfare and related expenses.

B. Transportation at the Destination:

All factors should be taken into account when deciding whether to rent a car or use local transportation options.

If it is most reasonable and effective for the traveler to rent a car, the reimbursement will include the rental cost, rental car company insurance, and gas. The Board should be asked for general consensus when making a decision to rent a car.

C. Food, Incidentals, and Entertainment:

1. Food and Incidentals per diem, herein referred to as M&IE (Meals and Incidental Expense rate): Receipts are not required for meals and incidentals for which M&IE is claimed.

Payment for M&IE expenses while traveling will be \$58 per day, or an equivalent amount in a foreign currency for non-US travelers. This includes \$5 for incidentals. It is also applicable for travel days.

These figures were derived using US General Services Administration (GSA) recommendations as a guideline.

Partial M&IE details:

- a. Any of the traveler's meals that are provided or paid for by others, including as part of an event/meeting should be deducted from the M&IE for that day per the following: Breakfast \$11, Lunch \$16, Dinner \$26. As an example, if lunch is provided, the traveler will claim \$42 M&IE for that day (\$58 minus \$16.) Note: hotel and airline meals that are provided are not considered as being provided by others.
 - b. M&IE for local travelers on travel days: those who drive to an event/meeting within 100 miles may claim M&IE for only the meal(s) they have to pay for themselves during the time they are asked to be on site.
2. Entertainment: On the rare occasion that a Board member or key employee invites other members of the fellowship, employees or vendors to a meal, they will make every effort to stay within the individual meal costs for all parties for that meal. To keep things simple, they will not be required to obtain an extra receipt for just their own meal, but instead have their meal paid for as part of the whole and then deduct that meal from their M&IE.