



## ACA WSO Bylaws

Original Date of Bylaws: May 27, 1989

Last Amended: August 13, 2022

### ARTICLE ONE (I) NAME

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

### ARTICLE TWO (II) PURPOSE

1. ACA WSO shall be incorporated under the laws of the State of California as a public benefit corporation. The organization shall maintain a nonprofit and tax exempt status under the laws of the United States and the State of California. This organization shall be organized for purposes as defined under Internal Revenue Service Code Title 26 U.S.C., Section 501 (c) 3., and shall be incorporated in accordance with California Corporation Revenue and Taxation Code, Section 23701 (d).
2. The sole purpose is to serve the fellowship of Adult Children of Alcoholics (ACA) by maintaining service for those who might be seeking, through ACA, the means for recovering from being raised in an alcoholic or otherwise dysfunctional home.
  - 2.1 No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.
3. To achieve its purpose, ACA WSO shall:

- 3.1 Provide public information, meeting locations, educational material and such other services as may be deemed necessary.
- 3.2 To organize and provide support service to those Meetings, Intergroups, and Regions that are registered with ACA WSO and are guided by the Twelve Steps and follow the Twelve Traditions of ACA.
- 3.3 Convene an annual conference where consideration regarding the business of ACA WSO occurs and priorities for the coming year are discussed and implemented when/where feasible.

#### ARTICLE THREE (III) MEMBERS

1. ACA WSO, as a nonprofit corporation, shall consist of a Board of Trustees who, by law, are ultimately responsible for any decisions pertaining to the corporation.
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.
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. *[See Amended statement at [Article IV, Section 7](#)]*
8. Elections shall be conducted as set forth in the OPPM.
9. The term of office shall be two (2) years. *[See Amended statement at [Article IV, Section 9](#)]*
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 appropriate by the Board, and shall serve in keeping with the guidelines set forth in the OPPM.
2. Committees shall be formed as deemed necessary to conduct the business of ACA WSO in keeping with the definitions and guidelines set forth in the OPPM.

## ARTICLE SEVEN (VII) FINANCE

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

BYLAW AMENDMENTS - DECEMBER 1998 TO PRESENT

1. Bylaw Article IV, Section 7 and 9; Approved by the Board of Trustees on August 13, 2022

Original Text	Amended Text
<b>Article IV, Section 7</b>	
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.	The following officers shall be elected from among Trustees: Chairperson, one or two Vice Chairpersons, Secretary and Treasurer. One Trustee may hold more than one office, except that the Chairperson may not hold any additional officer positions.
<b>Article IV, Section 9</b>	
The term of office shall be two (2) years.	The term for board officer positions shall be one year, from July 1 through June 30, and officers may be elected to a maximum of three full terms. If an officer is initially elected mid-term and serves more than six months, they may be elected to a maximum of two additional full terms.

Certificate of Secretary

The undersigned hereby certifies that he/she is the duly elected and qualified Secretary of the Adult Children of Alcoholic World Service Organization, a not for profit and tax exempt organization in California, and that the foregoing is a true and correct record of a motion duly adopted by the Board of Directors on the 13th day of August, 2022.

IN WITNESS WHEREOF, I have executed my name as Secretary on this 20th day of August, 2022.

Signature



Tamara Poppler  
ACA WSO Board Secretary  
Email: [Secretary@adultchildren.org](mailto:Secretary@adultchildren.org)  
Phone: 612-868-1102

Date: August 20, 2022