

## **APPENDIX II – REGION CERTIFICATION PROCESS**

<b>Original</b>	<b>Proposed</b>
<p><b>A. Requirements to Establish and Certify an ACA Region</b>  As written in the <i>Big Red Book</i>, “A Regional Service Committee serves as a coordinating point for several Intergroups in a geographical area (Regions may also be formed by other common features, not just geographic areas, i.e., Virtual, language, etc.)”. NOTE: The OPPM uses the preferred term “Region(s)” in place of “Regional Service Committee.”</p> <p>Regions are part of the service structure of ACA, situated between the WSO and the Fellowship. They provide information and support, connecting ACA members, meetings and Intergroups to help encourage participation as trusted servants and to grow meetings full of experience strength and hope throughout the world.</p> <p>Local or shared needs will best determine how intergroups come together to organically form Regions. These Regions may change over time. These changes will be driven by the growth of ACA and the need to support more groups and membership services.</p> <p>The <i>Big Red Book</i> section titled <i>How to Start an ACA Intergroup or Regional Service Committee</i> (pg. 603) lays out the first steps to take to form a Region (or Intergroup - note: Intergroups currently do not have a certification process – they can be registered directly on <a href="http://adultchildren.org">adultchildren.org</a>).</p> <p>The additional steps below are provided to help a Region become formally recognized by ACA WSO.</p> <ol style="list-style-type: none"> <li>1. Notify the Regions Subcommittee (<a href="mailto:regions@acawso.org">regions@acawso.org</a>) of your intent to</li> </ol>	<p><b>A. Requirements to Establish and Certify an ACA Region</b>  <b>1. Introduction</b>  Regions are part of the service structure of ACA, situated between the WSO and the Intergroups and/or the Fellowship. They provide information and support, connecting ACA members, groups and Intergroups.</p> <p>Regions may be formed by common features, such as a geographic area, virtual, or language. Local or shared needs will best determine how Intergroups come together to organically form Regions. Regions may change over time. These changes will be driven by the growth of ACA and the need to support more Intergroups and membership services.</p> <p>Developing and certified Regions should consider sending a representative to the meetings of the Regions/Intergroups Subcommittee of MSC (Member Services Committee).</p> <p>The <i>BRB</i> section entitled <i>How to Start an ACA Intergroup or Regional Service Committee</i> (pgs. 603-7) lays out the first steps to take to form a Region.</p> <p><b>2. Certification Process</b>  The following are steps for actual certification that proposed Regions must follow to qualify for formal recognition by ACA WSO.</p> <ol style="list-style-type: none"> <li>a) Notify the Regions/Intergroups Subcommittee (<a href="mailto:regions@acawso.org">regions@acawso.org</a>) of your intent to become certified as a Region.</li> <li>b) Document the following and send to the Regions/Intergroups Subcommittee: <ol style="list-style-type: none"> <li>i) A list of the service positions, including Regional Board members and officers, plus the length of the terms of service.</li> </ol> </li> </ol>

<p>become certified as a region.</p> <ol style="list-style-type: none"> <li>2. Document the following to the Regions Subcommittee for certification: <ol style="list-style-type: none"> <li>a) The trusted servants giving service to the Region (Officers, etc.)</li> <li>b) The current level of participation of Meetings and Intergroups throughout the proposed Region.</li> <li>c) A service plan that meaningfully improves recovery throughout the Region.</li> <li>d) Describe the geographic area, or common feature such as language that the new Region serves and how this supports intergroups.</li> <li>e) Minutes and/or other documentation that reflects organizational information.</li> </ol> </li> <li>3. Consider sending a representative to the Regions Subcommittee of MSC (Member Services Committee).</li> </ol> <p>Upon completion of these steps, the Regions Subcommittee will review everything and provide feedback, if necessary. When all information is in order, they will recommend the Region to the Board for certification.</p> <p>Once certified, a Region may submit a candidate to the Nominating Committee if they would like representation on the Board. Regional Trustees must meet the same eligibility requirements as all other Board Trustees (see OPPM Section III. WSO BOARD OF TRUSTEES).</p> <p><b>Additional Expectations:</b> While regions generally are autonomous in their decision-making, they are expected to adhere to the Traditions and Concepts of Service. This includes:</p> <ol style="list-style-type: none"> <li>a) Transparency and accountability to the fellowship they serve.</li> <li>b) A process that ensures regular rotation of trusted servants.</li> <li>c) Documentation of a bank account and institution (such as a bank).</li> <li>d) A designated member of the region's current officers, such as a treasurer, who</li> </ol>	<ol style="list-style-type: none"> <li>ii) The names, emails and physical addresses of those currently holding the above service positions.</li> <li>iii) Mailing address and website of the proposed Region.</li> <li>iv) The names and WSO-assigned numbers of the Intergroups that are forming the proposed Region. NOTE: after certification, Regions must continue to have least three Intergroups in good standing that are associated with it.</li> <li>v) A service plan that hopes to improve recovery throughout the proposed Region.</li> <li>vi) A description of the geographic area or common feature, such as language, that the new Region serves and how this supports member groups and Intergroups.</li> <li>vii) At least three months' worth of minutes and other organizational information, such as legal documents.</li> <li>viii) ByLaws that are in line with The ACA Traditions and Concepts of Service, including what will happen upon dissolution of the region.</li> <li>ix) Documentation of a bank account and at least three months of account statements in order to demonstrate financial transparency to the member groups as well as the Fellowship in general.</li> </ol> <p>c) While Regions generally are autonomous in their decision-making, they are expected to adhere to the Traditions and Concepts of Service. This includes, but is not limited to, the following:</p> <ol style="list-style-type: none"> <li>i) Transparency and accountability to the fellowship they serve.</li> <li>ii) A process that ensures regular rotation of trusted servants.</li> <li>iii) A designated member of the Region's current officers, such as a treasurer, who will administer any treasury or financial reserves and provide regular reports to the regional membership.</li> </ol> <p>When all information is received and in order, the Regions/Intergroups Subcommittee will forward it to the Fellowship and Public Engagement</p>
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will administer any treasury or financial reserve and provide regular reports to the regional membership.

### **B. Recertification**

1. Because certified regions have a distinct formal role within the ACA World Service Organization, including the opportunity to submit a nominee for the Board of Trustees, they must accept a requirement to periodically verify that they are meeting WSO certification requirements.
2. Each registered region must provide current information regarding certification requirements annually by February 1. Once that information is received, the region is presumed recertified for the following year, unless the Board of Trustees questions the certification information within two months of receipt.
3. If participating groups or intergroups believe a region is not complying with certification requirements, the process is to notify the Regions Subcommittee ([regions@acawso.org](mailto:regions@acawso.org)). Such complaints will be referred to the Board's Executive Committee, and the Board may choose to examine the issues raised. The primary goal will be to correct any violations, but in the event of severe or repeated violations, the Board may withdraw or modify a region's certification.

Collaboration Committee (F&PE CC) who will recommend the Region to the Board for consideration and determination of whether the Region will be formally certified.

Once certified, a Region may submit a candidate to the Nominating Committee if they would like representation on the Board. Regional Trustees must meet the same eligibility requirements as all other Board Trustees (see OPPM Section III. WSO BOARD OF TRUSTEES).

### **B. Recertification**

Because certified Regions have a formal role within the ACA WSO service structure, including the opportunity to submit a nominee for the Board of Trustees, they must accept a requirement to annually verify that they are meeting WSO certification requirements.

A notice will be sent annually to all certified Regions by **May 1<sup>st</sup>** from the Regions/Intergroups Sub-committee that their recertification documentation is due by **July 1<sup>st</sup>**.

The recertification process is as follows:

1. Each certified Region must present updated certification documents annually by **July 1<sup>st</sup>** to the Member Services Committee (MSC) and copy the Board Secretary. If all is in order, MSC will inform the F&PE CC; the Board Secretary will inform the Board. The Region is then presumed recertified for the following year, unless either the F&PE CC or the Board have questions about the recertification information within two months of receipt.
2. If there are issues with the recertification documents that need to be addressed by the Region, a notice will be sent to them before the end of the two-month review process explaining the issues. If a meeting is necessary, it will include at least two Board members (one of whom should be a Board Officer) and the Officers of the Region.
3. If the result of this meeting is a determination that the Region needs to take corrective action(s), they must respond to the Board within

**90 days** with evidence that those action(s) have been resolved or are in the process of being resolved with a date of when it will be completed.

4. If the issue(s) is not resolved, the Board may decide to decertify the Region, or place them on suspension. The suspension will be in place for up to six months ("Suspension Term"), at the end of which time the Region will either be reinstated because matters have been resolved, or they will be decertified. During the Suspension Term a note will be added to the Region's listing on the WSO website that the Region is in suspension but not decertified.
5. If a Region is decertified, it will no longer be listed on the WSO website. The Region may have up to two years to apply for recertification.

### **C. Complaint Process**

If ACA groups or Intergroups that are presently, or formerly, part of a Region believe the Region is not in compliance with certification requirements, they are to notify MSC, which informs the F&PE CC, which forwards this information to the Board's Executive Committee. F&PE CC and the Executive Committee then work together to examine and clarify the issues raised. They will refer the matter to the full Board if they feel action is warranted. The process will then be the same as step one of the Recertification process as stated above.

The primary goal of actions taken will be to determine if any violations can be corrected in a way that would allow the Region to remain certified. However, in the event of severe or repeated violations, the Board may withdraw or modify a Region's certification.

A Region's course of action will be the Right to Petition process, as outlined in the OPPM, if they feel actions taken by the Board are not warranted.