

**By-Laws**  
**of the**  
**Regional Committee of Northern California Co-Dependents Anonymous**  
**(Amended August 9, 2014)**

ARTICLE I

A. NAME

The name of the organization shall be the Regional Committee of Northern California Co Dependents Anonymous, hereinafter also referred to "The Committee."

B. PURPOSE

1. The purpose of Northern California Co-Dependents Anonymous is to carry the message of experience, strength and hope to codependents who still suffer by facilitating the flow of CoDependents Anonymous (CoDA) information in both directions: from individual members through their local meetings and community committees to other regional and state entities and CoDA World Fellowship, as well as from any and all of these back to each individual member.

2. To fulfill this mission, Northern California Co-Dependents Anonymous, will strive to create and utilize every available communication channel, including but not limited to: members and Regional Reps who attend our meetings; Delegates to CoDA World Fellowship and other state and regional CoDA committees; the exchange of newsletters, minutes and other mailings; and annual conferences with assemblies, workshops and meetings.

ARTICLE II

OFFICERS

Officers shall consist of Chairperson, Vice Chairperson, Secretary, Treasurer, First Delegate, Second Delegate, Alternate Delegate, Sponsorship Chairperson, Hospitals and Institutions (H&I) Chairperson & Webmaster. These officers do not govern; they are elected only to facilitate the mission of The Committee.

A. ELIGIBILITY

1. Any member of Northern California Co-Dependents Anonymous is eligible to hold office providing they have one year in the CoDA program, are actively working the 12 Steps and 12 Traditions (for example, in a [co]sponsor relationship or step study group), and are attending CoDA meetings on a regular basis.

2. Those holding the offices of Chairperson, Delegate, Secretary or Treasurer shall have additionally at least one year of active service at the Regional or Community level. It is recommended that all officers meet this requirement.

3. In addition to (1) and (2), the person holding the office of Sponsorship Chair shall have experience working the 12 Steps as a sponsee and taking others through the 12 Steps as a sponsor.

B. ELECTIONS

1. Elections will be held at annually (usually at the summer NorCal CoDA business meeting).

2. Nominations may be submitted by The Committee and from the floor of the Assembly (CoDA members who are not currently serving but who are in attendance).

3. The Chairperson, Vice Chairperson, Sponsorship Chairperson, H&I Chairperson and Webmaster are to be elected on even numbered years. The Secretary, Treasurer, First Delegate, Second Delegate, and Alternate Delegate are to be elected on odd-numbered years.

### C. GENERAL DUTIES

1. CHAIRPERSON (Chair): Prepares the agenda for Northern California Co-Dependents Anonymous meetings and Annual Assemblies, presides over same, and serves as member at-large of all standing and ad hoc committees. It is recommended that the Chair served previously as Vice Chair.

2. VICE CHAIRPERSON (Vice Chair): Presides over Northern California Co-Dependents Anonymous Assemblies in the absence of the Chair, and when requested by the Chair. Serves as member-at-large of all standing and ad hoc committees. In absence of both Chair and Vice Chair, Northern California Co-Dependents Anonymous meetings and Annual Assemblies shall be presided over in the order that officers are listed in this Article.

3. TREASURER: Responsible for the receipt, disbursement and proper accounting of all funds for which The Committee has jurisdiction, including but not limited to: Committee sponsored functions, regional conventions and normal operations. Maintains proper and accurate records of all receipts and disbursements; manages all automatic periodic bills and legal monetary filings; manages any region-wide blanket monetary policies such as insurance; prepares and presents a written report of the status of the Northern California Co Dependents Anonymous account, not less than quarterly, and whenever additionally requested by The Committee. Ensures that funds are only disbursed for items either approved herein, by The Committee as a whole or by previous action of The Committee or Assembly.

4. SECRETARY: Records / transcribes minutes of all business meetings. Distributes meeting minutes and other information to: Northern California Co-Dependents Anonymous officers and sub-committee chairpersons, each CoDA member attending the most recent meeting of The Committee, all Northern California Co-Dependents Anonymous community committees, and others as directed by The Committee.

5. FIRST AND SECOND DELEGATE: Voting Entity Representative to the CoDA World Fellowship Service Conference level of Co-Dependents Anonymous as described by the group conscience of The Committee and Assembly. It is recommended that the First and Second Delegates have served previously as an Alternate Delegate.

6. ALTERNATE DELEGATE: Serves in the absence of either delegate.

7. SPONSORSHIP CHAIRPERSON: Fields sponsorship-related inquiries from Northern California CoDA members through the Northern California CoDA website. Sponsorship inquiries include: questions relating to finding a sponsor in a local area, 30 Questions information, sponsor/sponsee dynamics questions, questions around what constitutes a sponsor, how to become a sponsor, 12 Steps and 12 Traditions questions, and any other sponsorship-oriented topics. The Sponsorship Chair may also orchestrate and participate in sponsorship-related projects for the Northern California CoDA community.

8. HOSPITALS AND INSTITUTIONS CHAIRPERSON: Chairs the committee responsible for outreach. The outreach committee reaches out to other recovery organizations, professions, hospitals and institutions, making them aware of CoDA's presence in Northern California. The outreach committee also provides guidelines and assistance to community committees performing H&I and other outreach duties to share best practices.

9. WEBMASTER: Maintains the NorCalCoDA.org website, including handling change requests, and keeping content current and web-links operational. The website serves as an informational site for people new to CoDA, as a place to get CoDA documentation, and as a web-based historical record of meetings and events. Meeting information available on the website shall include the minutes of every Northern California Co-Dependents Anonymous business meeting, treasurer's reports, subcommittee reports, mailings and other appropriate materials. Event records may include photos, information, memorabilia, etc. Actual documents may be maintained elsewhere on the internet; in this case, Webmaster will maintain the documents wherever they are and maintain links to them from the NorCalCoDA website.

#### D. TERMS

1. Terms shall be for two years. A year shall be considered as the time elapsed between two consecutive summer NorCal CoDA business meetings.
2. Terms shall commence at the end of the business session in which elections were held.
3. Persons filling a vacant office for one year or less may be considered for a subsequent full 2-year term at the completion of the incomplete term.
4. No single position shall be filled by one person for more than two full terms plus any partial appointed term.
5. After two years away from holding a specific position, full eligibility for holding that position will be reinstated. No person shall be considered for an elected office if they are not eligible to complete the term.

#### E. VACANCIES OF OFFICE

1. Vacancies of less than one year (therefore to expire at the next summer NorCal CoDA business meeting) may be filled:
  - a. Temporarily by appointment of the Chairperson of Northern California Co Dependents Anonymous, subject to ratification at the next meeting of The Committee.
  - b. By election of The Committee should the Chair choose not to make an appointment, or should The Committee not ratify an appointment by the Chair. If the unexpired term is for more than one year, it may be temporarily filled as above, but an election must be held at the next NorCal CoDA business meeting to fill the vacancy and complete the unexpired portion of the term.
  - c. A vacancy of 1<sup>st</sup> or 2<sup>nd</sup> Delegate position may be filled as above by a Trusted Servant with prior delegate experience regardless of remaining term length. This type of vacancy will not be filled by any of the currently serving delegates.

#### F. REMOVAL FROM OFFICE

1. Any officer can be removed from office by a simple majority vote of the Assembly or by a two-thirds majority of all CoDA members present. The vote can be taken either at a quarterly meeting or a special meeting called for that purpose, provided that in any of the above cases, the officer subject to removal and all members of The Committee have been informed at least 30 days in advance.

2. Failure to attend two consecutive scheduled meetings of Northern California Co Dependents Anonymous without prior notification and/or without reasonable cause shall be sufficient grounds for immediate removal from office of any officer, or any elected or appointed position. Such removal requires a simple majority of The Committee members present.