



## Northern California World Service Area Bylaws Coordinator Guideline

### **HISTORY:**

- As stated in the NCWSA Guidelines under “A BRIEF HISTORY OF AL-ANON AND ALATEEN IN NORTHERN CALIFORNIA.”

### **PURPOSE:**

- To maintain the Articles of Incorporation and Bylaws of the Northern California World Service Area (NCWSA) including the Northern California World Service Committee (NCWSC) Guideline with Appendixes A-Forms and B-Guidelines, and insure they are in compliance with current practices and the California Corporations Code and to notify members when revisions have occurred as approved by the Assembly, Committee or Chairperson, as defined by the Bylaws.

### **AUTHORITY:**

- To make revisions to the NCWSA Bylaws.
- To make format, font, and technical revisions to proposed Forms and Guidelines.

### **PREREQUISITES, REQUIRMENTS, SKILLS or TALENTS NEEDED:**

- Be organized and able to keep accurate records.
- Some familiarity with corporation law is helpful but not required.
- Be a member who attends Al-Anon meetings regularly.
- Have a good grasp of Microsoft Word processing format tools using header/body/footer, fonts, and margins.

### **DUTIES:**

- At the beginning of the panel, send or cause to be sent, the Guidelines Revision Instructions and Template (Form B31.1) to all NCWSA or NCWSC position(s) required to review/revise and or update a Guideline, including the Executive Committee Chairperson.
- Review on a continuing basis and bring to the attention of the NCWSA Chairperson any variance or issue that is raised.
- When necessary, draft or cause to be drafted any changes to the Bylaws for review, discussion, and vote by NCWSA at a duly called and noticed Assembly. A review committee is recommended.
- Any issue regarding Guideline Revision(s) should first be discussed between the parties. If there is no resolution, a 3-member panel, called the Guideline Review Panel (GRP), is formed to assist in resolution. It is recommended the GRP consist of a currently serving Officer or Past Delegate, a currently serving DR or Alternate DR, and another currently serving NCWSC member or past NCWSC member with specific information or experience related to the issue. The NCWSA Chairperson may also form or cause to be formed a thought force or task force to research and advise on the issue. (See Chairperson Guideline B03).
- Receive revisions or additions to the NCWSC Guideline with Appendix A and B, after approval by the appropriate NCWSC officer or coordinator.
- Notify and distribute to all NCWSC members any part of the NCWSC Guideline including the Appendixes when revised. This may be accomplished by posting on the website under the Service tab and posting a message on the yahoo group list server and/or announced at the next NCWSC meeting.



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- Maintain a master hard copy binder of all documents related to the: Articles of Incorporation; Bylaws; NCWSC Guideline and the ability to access softcopies of Appendix A&B; and motions passed/failed.
- Carry a current hard copy of the binder to all NCWSC meetings available for reference by any member.
- Furnish a hard copy binder if requested to any incoming officer or coordinator paid by the Bylaws budget and to any other person at their cost.

### **RESPONSIBILITIES:**

- Be familiar with the NCWSA Bylaws, NCWSC Guideline including its Guidelines and Forms, being used by the NCWSA and ensure compliance with the California Corporations Code.
- Encourage members of the NCWSC to revise and update Appendix B, Guidelines, when any change occurs due to motions passed or action by WSO which impacts the performance of the NCWSA and at the end of their term.
- Review revisions or additions to the Guidelines and Forms for format, grammar, and technical quality. Suggest changes to the Chairperson and the author for uniformity and clarity. Refrain from changing the substance or content.
- For all Guidelines except B03 Chairperson & NCWSC Guideline are approved by the NCWSA Chairperson. B03 Chairperson Guideline is approved by the Executive Committee.
- NCWSC Guideline is approved by the NCWSC.
- Submit a budget annually to the budget committee.
- Attend all meetings of NCWSA and NCWSC and prepare a brief written report to be distributed at each meeting.
- Submit expense reports to the treasurer for all expenses in a timely manner but no later than the end of each fiscal year.
- Other duties requested by the NCWSA Assembly, NCWSC or its chairperson or other officer as is reasonable.

### **TIME LINE:**

- Format and submit revised Forms & Guidelines to Chairperson for approval to be posted to the Web Site.
- Write up current & proposed revisions to the Bylaws and submit to Committee. Receive a Committee motion approval to take the proposed Bylaws revisions to the Assembly as stated in the NCWSA Bylaws Article XII Amendment of Bylaws.

### **AMOUNT OF TIME PER MONTH, YEAR or TERM REQUIRED:**

- Friday evening, all day Saturday and Sunday once a year in the Fall to attend Assembly.
- All day Saturday once a year in the Spring to attend Assembly.
- Friday evening & all day Saturday to attend three (3) NCWSC meetings annually.
- 1-2 hours per month to review and format revised Forms and Guidelines.

### **EXPENSES:**

- Travel, meals, and housing for attendance at all NCWSA Assemblies and NCWSC meetings or if required for other events at the direction of the Chairperson or Delegate. Travel and supplies are reimbursed by NCWSA. Any particular resource can be provided by NCWSA if necessary.



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- Any supplies, printing, copying, and other office supplies necessary to satisfy the requirements of this position.

### **RESOURCES NEEDED:**

- **This guideline gives further interpretation of the NCWSA Bylaws and NCWSC Guidelines. Please refer to and become familiar with those documents while using this guideline.**
- Internet connection and some form of word processor capable of producing printed documents.
- Telephone and printer.
- Some form of electronic media suitable for transferring data/documents from one computer to another.

### **FORMS USED:**

- A04 or A06 to receive compensation for approved expenses.
- A02 for motion to approve Bylaw revision.

### **OTHER INFORMATION:**

- Suggest that the Coordinator and Alternate not hold any other office in NCWSA as the time and demands of the position can be time and labor intensive.
- Suggest having a Service Sponsor who has past experience with the position and its responsibilities.
- A division of responsibilities between the Coordinator and the Alternate Coordinator is helpful.