

**BY-LAWS**  
**OF**  
**THE VALLEYS COMMUNITY COMMITTEE**  
**OF Co-DEPENDENTS ANONYMOUS**

**ARTICLE I**

**A. Name**

The name of the organization shall be: The Valleys Community Committee of Co-Dependents Anonymous (hereinafter may also be referred to as either "The Committee" or "TVCC").

**B. Purpose**

The Committee has but one purpose, that of serving the fellowship of Co-Dependents Anonymous (CoDA). Its goals are to carry the CoDA message to those who still suffer from Co-Dependency, and to offer healthy support of the continuing growth of those recovering from Co-Dependency. The Committee serves in several ways. First, in as much as each CoDA group is autonomous, TVCC has no authority or control over individual meetings or CoDA as a whole, but serves as an inter-group coordinator and mainline of communication between groups in order to help share information, problems and solutions. Secondly, TVCC serves as the voice of the groups it represents in communication with other CoDA Community Committees and with regional and world CoDA organizations. Thirdly, TVCC encourages and helps new groups with information, advice and starter materials. Fourthly, TVCC may sponsor certain events, retreats, workshops, fellowship opportunities, etc. (see ARTICLE XI). Finally, TVCC may serve as an aid to CoDA Regional and/or CoDA World Fellowship when so requested.

**ARTICLE II**

**Scope**

The Valleys Community Committee shall provide its services to all CoDA groups in the Antelope, San Fernando, San Gabriel, Santa Clarita Valleys and to Ventura County.

## ARTICLE III

### Guidelines

The Valleys Community Committee shall at all times be directed in its efforts by the principles and guidelines of the Twelve Steps and the Twelve Traditions of Co-Dependents Anonymous, as adapted from Alcoholics Anonymous.

## ARTICLE IV

### A. Membership

The voting membership of The Valleys Community Committee shall consist of elected representatives of every CoDA group (Group Reps) within the scope of TVCC (provided that they are registered with both the CoDA Service Office and TVCC), plus, certain officers and sub-committee chairpersons elected by the committee (see Articles V & VI). Each applicable CoDA group is encouraged to elect a Group Rep and one or more alternates.

### B. Terms of Group Reps

The length of term and number of terms a Group Rep or Alternate may serve shall be at the discretion of the CoDA group that they represent. Two years is recommended by CoDA National.

### C. Voting

On issues that come before the Committee, each CoDA group within the scope of TVCC shall have one vote, cast by the Group Rep or designated substitute. In addition, officers elected by TVCC (except as limited by Article V, Section G) and Sub-Committee Chairpersons shall each have a vote, however, even if they hold numerous offices, or represent more than one group, at no time shall one person have more than one vote.

## ARTICLE V

### A. Officers

In order for The Valleys Community Committee to function properly the members shall annually elect a Chairperson, Vice Chairperson, Treasurer, Account Checker, Recording Secretary, Corresponding Secretary, Literature Person, State Rep, Alternate State Rep, Inter-Community Committee Reps, Historian and other officers, alternate officers, co-officers and vice officers as The Committee may from time to time deem appropriate.

These officers do not govern, they are elected only to facilitate the operations of this Committee.

### B. Terms of Office

The terms of the above named officers shall be for one calendar year, with the exception of the Regional Rep who shall be elected for a term of two years. No officer shall hold the same office for more than two consecutive terms.

### C. Election of Officers

1. Officers shall be selected by Group Conscience in a manner as selected by the Committee at the time of each election, to take place at the November meeting each year. They shall be elected in the order listed in Article V, Section F, below.
2. The nominee with the most votes shall be elected; the Chairperson, or whoever is presiding, may break, but may not make a tie (see Section G).
3. In the case of co-, vice- or alternate officers, each position will be elected separately. For example, the Chairperson will be elected from those nominated, then nominations will be honored for the Vice Chairperson.
4. If only one person is nominated, their election requires a majority of the voting members present.
5. Incoming officers shall take office in January. Outgoing officers shall work closely with their successors during December and January to provide a smooth, overlapping transition.
6. At least one month prior to the elections, notice of same shall be extended to all CoDA Group Reps within the scope of The Valleys Community Committee.

### D. Nominations

1. A nominating committee of TVCC members with voting rights may be established for the purpose of facilitating nominations, however any qualified CoDA member may be nominated from the floor by a member with voting rights, or may volunteer for office at the time of the elections.
2. Anyone nominated by a nominating committee, or nominated from the floor, must either (a) be present at the time of the election, or (b) have told the nominating committee (or a member of TVCC who is present at election), that they are willing to be nominated to a specific office or offices.

### E. Qualifications for Office

1. Any member of a CoDA group within the scope of The Valleys Community Committee may hold elective office in TVCC, provided they have: (1) at least 9 months active in CoDA Program working The Twelve Steps, (2) a working familiarity with the Twelve Traditions, and (3) attended at least three TVCC meetings within the last 12 months.
2. Anyone considered for an office that involves accountability for TVCC funds shall state whether or not they have ever been convicted of a felony, and if so the nature of such felony.
3. If none who meets the qualifications in section (1.) above is available for an office, an individual may be elected on an interim basis, at the discretion of The Committee.

### F. Duties of Offices

1. The Chairperson shall set the agenda for the monthly meetings of The Committee, and shall conduct the meetings in accordance with The Twelve Traditions, these By-Laws, The Committee's Group Conscience and established parliamentary procedure. Between meetings of the Committee, The Chairperson shall be available to meet the ongoing needs of the CoDA community, may call on other officers for their advice and assistance, and should convene the Service Board whenever deemed necessary (see Article VII). If a Group Rep is elected Chairperson, they shall resign their Rep position. The Chairperson shall not be held responsible for the execution of the duties of the other officers. (See Section E Paragraph 2.)
2. The Vice Chairperson shall assist the Chairperson in all their duties and be prepared to assume the responsibilities of the Chairperson whenever so requested, or in their absence. If the office of Chairperson becomes vacant, an election must be held to select a new Chairperson; the Vice Chairperson does not automatically succeed, but may run. If a Group Rep is elected Vice Chairperson, they need not resign their Group Rep position. (See Section E Paragraph 2.)
3. The Treasurer shall be responsible for the receipt, disbursement and proper accounting of all TVCC funds and shall provide a formal written monthly accounting to The Committee. Every month, the Treasurer shall furnish to the Account Checker the monthly bank statement, the canceled and voided checks, the disbursement sheet or checkbook log of checks written, and other materials within reason that may be deemed necessary. The Treasurer shall not be authorized as a signatory on any bank account held by The Committee. (See Section E Paragraph 2.)
4. The Account Checker shall every month check the balance of every bank account held by TVCC. The materials listed in Paragraph 3 above shall be provided for every TVCC

account by the individual responsible for such account. The Account Checker shall ensure that checks were drawn as logged, cleared the bank as drawn, that no other checks cleared the account and that the account is being maintained in a generally clear, orderly and business-like manner. (See Section E Paragraph 2.)

5. The Recording Secretary shall be responsible for taking and transcribing the minutes of the monthly meetings, which shall include a list of persons present, all announcements and all motions whether carried or not.

6. The Corresponding Secretary shall distribute the minutes and other material as The Committee may designate to each Group Rep, TVCC officer and Sub-Committee Chairperson on a specific schedule each month as designated by The Committee. (See Section E Paragraph 2; Article IX Sections D & H.)

7. The Literature Person shall be responsible for ordering from the CoDA Service Office and maintaining a sufficient supply of CoDA Conference approved literature, chips, medallions, etc. as The Committee may direct; and shall ensure that such material be available for purchase by Valleys area meetings. It is the responsibility of this officer to provide a written monthly accounting to the Community Committee. (See Section E Paragraph 2.)

8. The Historian shall maintain a historical record including: the minutes of every meeting of The Committee, Treasurer's reports, committee reports, Inter-Committee Rep reports, monthly meeting lists, schedules of events, mailings and other appropriate materials.

9. The Regional Rep shall represent TVCC's group conscience at Regional business functions and report those events to The Committee.

10. The Alternate Regional Rep shall fill the above responsibilities in absence of the Regional Rep, and shall attend functions with Regional Rep whenever possible.

11. The Inter-Community Reps or Liaison Officers shall be elected as needed to provide liaison between TVCC and neighboring Community Committees, and shall be responsible for providing reports to TVCC.

12. Consultants to TVCC (such as Parliamentarian, Legal Advisor, etc.) may be appointed by the Chairperson and be confirmed by vote of The Committee, but shall not be granted voting rights unless the specific person chosen as a Consultant is already so vested.

#### G. Voting by Officers

Each officer shall be entitled to one vote in The Committee. The Chairperson, or

whoever is currently chairing the meeting shall only vote to make or break a tie (a tie vote on a motion shall kill the motion) except in the case of elections (see Section C Paragraph 2). The fact that a Group Rep is elected to any office shall not entitle them to an additional vote.

#### H. Succession

In the absence of both the Chairperson and Vice-Chairperson, the order of succession to the chair for a meeting of The Committee shall be as follows: (1) Treasurer, (2) Regional Rep, (3) Historian, (4) Corresponding Secretary, (5) Recording Secretary, (6) Alternate Regional Rep. This is an arbitrary order, and applies only to chairing meetings; it should not be considered a ranking or order of seniority. In the absence of all the above listed officers, those present shall select someone to chair the meeting.

#### I. Vacancies and Resignations

If an Officer of TVCC fails to attend two consecutive meetings without prior notice, their office may be declared vacant by a two-thirds majority of those members present and voting. Any board member may resign at anytime by giving written notice to The Committee or to the Chairperson.

#### J. Removal from Office

Any officer of TVCC may be removed for cause by a two-thirds majority vote of The Committee at a regular monthly meeting, provided the officer is informed of intent to hold such a vote at least one week prior to the meeting.

#### K. Filling of Vacancies

Vacancies shall be filled by a majority vote at the meeting at which the vacancy occurs. Election of replacement officers shall follow procedures established in Article V Section C, and qualifications set forth in Section E. Such persons chosen to fill said vacancies shall serve for the remainder of the unexpired term.

#### L. Delivery of Materials

Should a vacancy, resignation or removal occur, all pertinent information and materials shall be delivered to the Chairperson of TVCC, or to whomever The Committee may designate.

#### M. Officer's expenses

The Committee shall reimburse any travel and living expenses deemed reasonable that are incurred by the primary designated representative to CoDA business meetings,

assemblies and conventions. The expenses of additional representatives or Alternates may be covered by Group Conscience of The Committee. Expense reports with receipts shall be submitted by any officer being reimbursed (see Article IX, Sections F and G.)

#### N. Liabilities

TVCC shall indemnify and hold harmless any of the elected officers from any liability which may arise in the conduct of business or activities of The Committee, or during any event, meeting or gathering which is sponsored by The Valleys Community Committee or conducted under the auspices of The Committee.

#### O. Previous Officers

The Committee may grant full voting membership on an individual basis to any outgoing Officer or Sub-Committee Chairperson who, upon completion of a term performed in good standing, does not hold office and is no longer a Group Rep. Term of such ex-officio membership shall be for one year, and is renewable at the discretion of The Committee.

#### P. "Business" Officers

For business purposed (e.g. checking accounts) the following will apply:

President:	The Chairperson
Vice President:	The Vice-Chairperson
Treasurer:	The Treasurer
Secretary:	The Recording Secretary

These titles shall only be used when required for the execution of legal documents or by reason of other provisions of the law. Nothing herein shall be understood to bestow power or authority, or abridge the Second Tradition of CoDA.

### ARTICLE VI

#### A. Sub-Committees

TVCC may establish Standing and Ad Hoc Sub-Committees, as it deems necessary, to carry out its purposes in the most effective and efficient manner.

#### B. Sub-Committee Chairpersons

1. Standing Sub-Committee Chairpersons shall be elected at the same time and in the same manner as TVCC Officers (Article V, Section C), shall have the same terms of office (Article V, Section B), and meet the same qualifications (Article V, Section E).

2. Standing Sub-Committee Chairpersons shall have a vote on matters that come before TVCC.

3. Ad Hoc Sub-Committee Chairpersons shall be appointed by the Chairperson of TVCC with the advice and consent of The Committee, and shall meet the requirements for office indicated in Article V, Section E. Such Chairpersons shall serve until completion of the particular need for which the committee was established. Voting rights accompany the appointment as Ad Hoc Sub-Committee Chairperson for the term of each Sub-Committee.

4. Article V, sections I. through N. shall apply to Sub-Committee chairpersons, except that Ad-Hoc Sub-Committee Chairpersons may be removed and replaced by the Chairperson of TVCC with the advice and consent of The Committee.

#### C. Sub-Committee Membership

Sub-Committee membership may include any person who is a member of a CoDA group within the scope of TVCC. The only requirement for membership is a willingness to serve.

#### D. Sub-Committee Procedures

Each Sub-Committee may prescribe its own rules for calling and conducting meetings, and its own methods of procedures, subject to the guidelines of the Twelve Traditions of Co-Dependents Anonymous, these By-Laws, and the group conscience of TVCC.

#### E. Sub-Committee Statement of Purpose

Each standing Sub-Committee shall have a Charter or Statement of Purpose outlining the scope, purposes and responsibilities of the committee. The Statement of Purpose shall be held by the sub-committee chair and passed on to their successor; a copy will also be kept by the Historian. Copies will be made available to any CoDA member upon request.

#### F. Sub-Committee Reports

Each Sub-Committee chairperson shall submit a report to each monthly meeting of TVCC. If any moneys are expended, a detailed and itemized report shall be included. (See Article IX.)

#### G. Ex-Officio Members

TVCC Chairperson and Vice-Chairperson may serve as ex-officio member to all Sub-Committees.



## ARTICLE VII

### A. Open Meetings

The meetings of TVCC shall always be open and any member of CoDA who wishes to attend will be welcome. Any member of CoDA may address a meeting of The Committee, however only a voting member (See Article IV, Section C.) may offer or second a motion.

### B. Regular Meetings

TVCC shall establish by Group Conscience a specific and on-going time, day and place for its meetings and communicate that information to all concerned.

### C. Special Meetings

A special meeting may be called at any time deemed necessary by the Chairperson, or any three members of the Service Board. Notification of, and reason for special meetings must be extended to every Group Rep, Officer and Sub-Committee Chairperson.

### D. Conduct of Meetings

All meetings of The Committee shall be conducted in the spirit of the Twelve Steps and following the guidelines of The Twelve Traditions. Questions relating to parliamentary procedure, unless otherwise specified herein, shall be decided in accordance with Robert's Rules of Order.

### E. Quorum (Amended 4-14-03)

A quorum shall be constituted by the presence of representatives of at least 25 percent (rounded up to the next whole number) of the current TVCC meetings. A TVCC officer or sub-committee chair or co-chair may be considered the representative from their home meeting in the absence of the elected group rep of that meeting.

### F. Proxies

Voting members of The Committee shall not have the authority to designate, either verbally or in writing, another voting member to vote in their absence. This provision shall not, however, limit the rights of a CoDA Group within the Scope of TVCC to designate a substitute to the Group Rep or Alternate Group Rep with full voting privileges in their absence.

## ARTICLE VIII

### A. Service Board

The Service Board (or "The Board") shall be made up by the elected officers and alternate officers of The Committee and the chairpersons, vice-chairs and co-chairs of standing and Ad Hoc sub-committees, each of whom shall have one vote on matters of Group Conscience taken by the Service Board. The Board may invite input from any consultants or advisors that it may choose. Any member of CoDA is welcome to attend Service Board meetings.

### B. Purpose

The purpose of The Board shall be to facilitate the functioning of TVCC by providing support, assistance and guidance; and to maintain the continuity of TVCC between meetings. At all times The Board shall be guided by the Twelve Steps, the Twelve Traditions, its best understanding of the group conscience of TVCC and, when appropriate, Robert's Rules of Order.

### C. Guidelines for Operations

Following are guidelines under which the Service Board may take action or make decisions that are deemed sufficiently important that they cannot wait for the next meeting of The Valleys Community Committee:

1. The Chairperson and 3 members of the Service Board must agree that action is necessary, and on what to do.
2. For expenditures in excess of \$150, the concurrence of 5 Service Board Members and the Chairperson shall be required.
3. If the Chairperson is against a requested action, or cannot be reached, a simple majority of the Service Board shall prevail.
4. The Service Board need not meet face-to-face, but may conduct business by phone or other means of communications that may be agreed upon by the members of the board.
5. Any interim action of the Service Board shall be reported to the next meeting of TVCC, and subject to review by the full Committee.

### D. Belated Approvals for TVCC Mailings

When the Service Board approves documents for inclusion in TVCC mailings which

were not approved during the regular monthly meeting of the Committee:

1. Such approval requires the agreement of the TVCC Chair and at least four (4) members of the Service Board, which must include the chair(s) of the appropriate sub-committee or committees (if applicable), and/or the voting member who submitted the document for mailing (if the document was not submitted by a sub-committee).

2. If the TVCC Chair or the sub-committee chair(s) (or the requesting voting member) do not approve changes to the proposed document, approval of a majority of the Service Board is required in order to include it in the mailing.

## ARTICLE IX

### A. Monetary Policy

All moneys collected or distributed by The Valleys Community Committee shall be accounted for by at least two persons responsible to TVCC (see Section E below). This accountability applies to any events, meetings, gatherings, etc. that may be conducted by The Committee or under its auspices. In the case of checking accounts, three persons shall be responsible: one person shall collect and account for the funds, but not have authority to sign checks; all checks shall require the signatures of two individuals responsible to TVCC. No checks shall be made payable to cash.

### B. TVCC Operating Account

At any given time there shall be three authorized signatories on TVCC's operating account: The Chairperson and Vice Chairperson, plus one additional officer selected by vote of The Committee (see section E below). It shall be the responsibility of the two signers of each individual check to verify the validity of that disbursement.

### C. Checking of Bank Accounts

The balance of every bank account held by TVCC, its sub-committees, assigns, etc. shall be checked by the Account Checker on a monthly basis, and upon a changing of individuals responsible for keeping the books on that account.

### D. Accountability

Any member or representative of The Committee whose responsibilities include the supervision of funds is required to attend the monthly TVCC meeting, submit a written monthly summary of expenses including income/donations and distribution of funds and deliver any excess funds to TVCC's Treasurer. If unable to attend, separate arrangements are to be made with the Treasurer in advance of the monthly meeting. In

the event that these requirements are not met, and the individual is incommunicado, the Treasurer shall, without delay, inform The Chairperson, or in their absence the Vice-Chair, who shall then attempt to contact the individual. If unsuccessful, the Chairperson or Vice-Chairperson shall call an immediate meeting of the Service Board to decide on appropriate action.

#### E. Disclosure

Anyone responsible for the handling or accounting of TVCC funds, and anyone signatory to a TVCC account shall supply to The Committee a statement as to whether they have ever been convicted of a felony, and if so the specifics of said felony.

#### F. Misuse of Funds

Any criminal misuse of TVCC funds shall be reported to the police.

#### G. Receipts

Expense reports submitted to the Treasurer shall be paid only when accompanied by an itemized listing of every individual expense, and receipts provided for each of those expenses. (Receipts for itemized expenses under \$25 are not required, however, every effort should be made to supply them.)

#### H. Advances

Funds may be advanced to any member for specific TVCC business. Receipts for all expenditures and any excess funds shall be turned in at or before the next TVCC meeting.

#### I. Pre-approval of Expenditures

Any expenditures in the service of TVCC must be pre-approved by TVCC.

### ARTICLE X

#### Literature

Any meeting in the scope of The Valleys Community Committee may request a meeting packet of Coda Conference Approved Literature worth approximately \$40. This request will be granted on a one-time basis per meeting. The packet will be limited to literature specifically of benefit to newcomers. In the event such a meeting is dissolved, all literature remaining on hand shall be delivered to TVCC.

## ARTICLE XI

### A. Sponsorship of Events

In sponsoring or supporting events, retreats, workshops, and fellowship opportunities, TVCC will ensure that these activities are in keeping with our primary spiritual aim.

### B. Financial Support

TVCC may, by group conscience, approve the use of TVCC funds for these above mentioned events. Should any such commitment exceed the lesser of \$200 or 10% of TVCC's total assets, it will be necessary for the group reps to gain advance approval from the fellowship. In keeping with our Seventh Tradition, all such events will strive to be self supporting.

## ARTICLE XII

### Amendments to the By-Laws

A proposed amendment to, revision or update of these By-Laws must be introduced at a monthly meeting and approved for distribution by a simple majority. Such amendment, revision or update shall then be distributed to all members of TVCC who request copies, plus notice given to all members that it will be voted on at the next meeting. At that meeting, to be adopted, such amendment, revision or update must be approved by a two-thirds majority.

Revision IV Adopted September 14, 2001

ARTICLE IX, Section I. adopted March 8, 2002

ARTICLE VII, Section E. amended April 14, 2003

Revision V Adopted March 11, 2005 (New Article X; Previous Article X changed to XI)

Revision VI Adopted September 9, 2005 (Revisions regarding events, Article I; New Article XI; Previous Article XI changed to XII)