

BYLAWS
of San Fernando Valley Cocaine Anonymous Central Office
A California non-profit public benefit corporation

ARTICLE I. NAME PURPOSE AND LOCATION

SECTION A. NAME

The name of the Corporation is San Fernando Valley Cocaine Anonymous Central Office (SFVCACO)

SECTION B. PURPOSE

The San Fernando Valley C.A. Central Office has as its primary purpose assisting in the recovery of addicts who are suffering from the disease of addiction; to provide a Central Servicing body through which the message of Cocaine Anonymous may be brought to the suffering addict and others by telephone, personal contact, mail, newspapers, film, television, radio, and whatever other means are available for that purpose.

Specifically excluded from the purposes of the SFVCACO are the operations of any club, clubhouse, detoxification facility, or the endorsement of any public or private projects on addiction as outlined in Tradition Six.

SECTION C. LOCATION

The location of the office of the Corporation for the transaction of business, as well as for the Board of Directors and other meetings as set forth herein is The San Fernando Valley, County of Los Angeles, State of California. The Corporation shall transact business in the Area as authorized by CA World Service office

The County of the Corporation's principal office can be changed only by amendment of these Bylaws and not otherwise. The Board of Directors may, however, change the principal office from one location to another within the named county by noting the changed address and effective date below, and such changes of address shall not be deemed an amendment to the Bylaws.

6640 Van Nuys Blvd, Van Nuys CA Dated:

Dated:

Dated:

The Corporation may locate its principal office, as well as meetings, elsewhere upon appropriate decision of the Board of Directors of this same Corporation or the Intergroup, as provided in these Bylaws.

SECTION D. TERMINOLOGY

The following abbreviations shall be used in this document as indicated below:

- ASB - Area Service Board
- ASC - Area Service Committee
- CA - Cocaine Anonymous
- CAWSO - Cocaine Anonymous World Service Office
- GSR - Group Service Representative
- DSC - District Service Committee
- DSR- District Service Representative
- SFVCACO - San Fernando Valley Cocaine Anonymous Central Office
- WSC - World Service Conference
- WSCD-World Service Conference Delegate

ARTICLE II. CORPORATE MANAGEMENT

SECTION A. GOVERNING POWER OF THE CORPORATION

The governing body of this corporation shall be comprised exclusively of the Intergroup as represented by one member with one vote from each Accredited Cocaine Anonymous Group in the San Fernando Valley and vicinity, one vote from each Standing Committee Chairperson or Alternate, and one vote from each World Service Delegate or Alternate. No individual may cast more than one vote. A member must be physically present to cast a vote. No proxy votes will be allowed.

1. Board Members:

May make suggestions or offer information to the floor, however, they do not have a vote at the ASC Intergroup meeting.

SECTION B. AREA SERVICE BOARD OF DIRECTORS

1. Number of Directors:

The Board of Directors shall consist of a Chairperson, Vice-Chairperson, Recording Secretary, Treasurer and one At Large Director, all of whom are members of the Board and have one vote each except for the Chairperson who can only vote in the event of a tie. The total number of Directors shall be five (5).

2. Vacancies on the Board:

Any vacancies occurring on the Board before the expiration of any term of any Board member shall be temporarily filled by the At Large Director, with the exception of the Chairperson who would be replaced by the Vice Chair. The At Large Director will fill the vacant position for up to three (3) months during which time open nominations will be taken and elections held at the soonest available opportunity within the three (3) month period.

3. Quorum:

A Quorum shall be present when three (3) of the Board members are on hand for a duly called meeting.

4. Term of Office:

The term of office shall be for a period of one year. In the event the Chairperson vacates the position prior to the expiration of one year, the Vice Chairperson shall succeed immediately for the duration of the vacating Chairperson's term.

5. Qualifications for Board of Directors:

A person may not serve on the Board of Directors in any capacity unless, or until, they have achieved an uninterrupted period of sobriety of not less than eighteen (18) months. The Chairperson, the Vice-Chairperson, and the Treasurer must have had a minimum of two (2) years of continuous sobriety by the effective date of the beginning of their term for that office in order to qualify. Nominees for the Board of Directors must have had, in addition, at least six (6) months consecutive service in the ASC (GSR, Delegate, or Standing Committee Chairperson). There shall be no waivers of time under any conditions.

6. Removal of Directors:

A Director, including an Alternate Director, may be removed from the Board by a majority vote of the Area Board of Directors or of the Intergroup ASC sitting as a whole, for insobriety, lack of attendance at Board meetings, or for any conduct which is deemed by a majority vote of the Board of Directors or of the ASC to be detrimental to the welfare and best interests of the Corporation. A Director or Alternate shall be allowed to state cause for non-removal for 5 minutes to Board or Intergroup. With the exception of insobriety good cause for non-removal shall be considered.

SECTION C. MEETINGS OF THE BOARD AND INTERGROUP

The Intergroup and Board of Directors shall meet the second (2nd) Monday of each month. The Board of Directors and Committee Chairpersons shall meet the last Monday of each month two (2) weeks prior to the Intergroup meeting. The Board meeting should not exceed two (2) hours; the Intergroup meeting should not exceed two (2) hours. These days may be changed to another by the Board periodically if Holidays or other circumstances make it necessary. Special meetings of the Board may be called by the Chairperson, Vice-Chairperson, or any other three (3) members of the Board acting as a group of duly Constituted quorum. It shall be the duty of the Secretary to notify all Board members of special meetings.

1. The Intergroup ASC :

The Intergroup ASC (Area Service Committee) is an organization comprised of GSRs, Standing Committees, and World Service Delegates. This organization holds a monthly meeting where the SAN FERNANDO VALLEY CA. business is discussed. This body makes up the Intergroup.

a. The ASC Preamble: The ASC Preamble is to be read:

"This is the (month) ASC meeting. It is the business meeting for the SAN FERNANDO VALLEY CA CENTRAL OFFICE. We will have the minutes read of the last Board and ASC meeting. Following this the Twelve Traditions will be read at which time the Seventh Tradition will be observed. We will then have Committee, and Board, reports. It is your responsibility as a GSR to take notes and relay this information back to your meetings. We will then discuss old business - you will be asked to discuss and vote on motions dealing with old business. The floor will then be open for new business at which time new motions will be made and discussed by you when recognized by the Chairperson of the Board. It is the GSR's responsibility to sign the roll and report any changes in meeting information to the accreditation representative for that meeting."

b. Meeting Attendance:

GSRs are required to remain until the ASC business meeting is adjourned. Standing Committee Chairs, and World Service Delegates are required to remain until both the ASC and ASB business meetings are adjourned,

c. GSR (Group Service Representative)

The GSR's primary function is to represent their meeting's group conscience at the ASC and carry CA. information back to their group. Each GSR may have only one (1) vote, so it is suggested that each meeting elect a GSR and an Alternate to make sure that their meeting has on (1) vote at the Intergroup meeting. This should be a one (1) year commitment with a six (6) months recommended sobriety guideline. (The purpose of a GSR is to carry the message to the addict who still suffers)

2. Conducting Business

To pass any motions, the Chairperson shall establish a quorum based on attendance excluding Board Members at the time of roll call. To determine the appropriate majority vote required to pass motions, The Table of Motions from Robert Rules of Order as established by World Service shall be used. A majority vote of the Board of directors is needed to table motions for lack of attendance on sensitive issues.

SECTION D. WORLD SERVICE DELEGATES

Delegates are the group's representatives to the World Service Conference. They make up the governing body of World Service. For every (15) meetings. in an Area the Area is entitled to one World Service Delegate, with a maximum of three (3) Delegates from one Area.

1. Qualifications:

A person must have achieved an uninterrupted period of sobriety of at least eighteen (18) months in order to serve as the Area's Delegate to the World Service Conference. In addition, nominees must have had at least six (6) months consecutive prior service as a GSR or a Standing Committee Chairperson.

a. Elections:

Any voting member of the ASC (GSR, Standing Committee Chairperson or World Service Delegate) may make nominations for World Service Delegate. Elections shall be conducted by closed ballot. A majority vote of the ASC is required for election as a Delegate or Alternate Delegate.

b. Term of Office:

As suggested by World Service guidelines, each Delegate shall serve for four (4) Conferences as a \voting member of the Conference. An Alternate Delegate will be elected to a two (2) year term according to the same election procedure and with the same qualifications as are used for Delegates. The Alternate will attend the World Service Conference as a non-voting member. The Alternate will serve out the remainder of the term of any World Service Delegate who vacates his position prematurely.

2. Accreditation Representatives:

The At Large Director is responsible for overseeing the Accreditation Representatives. In the San Fernando Valley, it is required that each World Service Delegate acts as an Accreditation Representative for their respective meeting zone. They may use the GSRs or other service contacts to gather and update information on existing meetings but must also personally visit new meetings and those that do not have GSR or Alternate GSR representation as outlined in ARTICLE III; Section E. The assignment of World Service Delegates to meeting zones will be determined by the Accreditation Committee, which consists of the At Large Director and the Accreditation representative.

3. Expenses:

It is the responsibility of the S.F.V.C.A.C.O. Board to determine an appropriate expense allowance and for the Central Office to reimburse such expenses that conform to that allowance upon delivery of receipts by the Delegate(s) to the Board Chairperson or Treasurer

SECTION E. FINANCIAL OPERATIONS

The San Fernando Valley C.A. Central Office shall at all times maintain a financial reserve sufficient to Continue the operations of the Central Office. This reserve shall be divided into two (2) categories; 1) a Prudent Reserve, 2) an Operating Expense Fund. The Board shall be responsible for maintaining, dispensing, and managing the financial decisions of the Corporation. Decisions involving the spending of money shall be deemed a management function and vested solely in the majority vote of the Board of Directors,

1. Prudent Reserve:

The formula for calculating the prudent reserve shall be one and one half (1 1/2) times the average monthly expenses required to provide all of the services of Central Office.

2. Operating Expense Fund:

The nature of the organization at this time requires more funds to run than the monthly income through meeting donations (Seventh Tradition). The Board shall also maintain a fund sufficient to supplement meeting donations and continue the services of the Central Office between fund raising events.

3. Fund Raising Events:

The Board may at times decide to put on fund raising events with the support of the ASC. These events are to provide the money necessary to supplement the Seventh Tradition.

a. Stated Purpose:

The stated purpose for any such event shall be to establish sufficient funds to arrive at both the Prudent Reserve and Operating Expense Fund. The Surplus (if any) shall be donated to World Services

b. Bank Account:

Any bank accounts established for the purpose of such events shall require the signatures of the Treasurer of the Board of the SFVCACO and of the Chairperson of the designated event. All checks must be completed before they can be signed (as with any other account). In addition, all canceled checks bank statements, and financial records of any kind must be turned over to the Board upon completion of any event and the accounts closed.

4. Receipts:

No monies are to be paid out without first submitting a legal receipt, purchase order, invoice, or check request for goods or services so the Corporation may maintain records to satisfy any governmental reporting agencies

5. Revenues:

All checks made out to Central Office for whatever reason shall be made out to SFVCACO. There are to be no pre- or post-dated checks accepted. Also, all checks should be imprinted with the name address and telephone number of the person writing the check and the person's Driver's License number should be obtained for identification purposes. All checks and cash given to the Treasurer should be deposited within . 72 hours and in no event later than 5 Business Days

6. Emergency Financial Decisions:

Should the need for an emergency financial decision arise, a reasonable attempt shall be made by the Secretary or the Chairperson to reach all Board members and approval of a quorum will be obtained before any such financial decision is made.

7. Investment Guidelines:

The monies donated by the fellowship are to be held with extreme conservatism in mind, while at the same timekeeping perspective on economic conditions.

a. Financial Deposits:

All monies shall be placed in either government securities or funds which invest only in U.S. Government securities, or fully insured high-yielding savings accounts. Any vehicle must meet the timing of cash flow needs of the Corporation.

SECTION F. STANDING COMMITTEES

The Board may establish and alter the structure of Standing Committees to carry out service functions for the Fellowship. All committees are organized under the Ninth Tradition, "C.A., as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve". All committees operate within the Twelve Traditions in all their affairs. All committees' function within the realm of the SFVCACO Bylaws and no committee may take actions, which jeopardize either the SFVCACO "Non-Profit" status, or the Corporation itself. The operations of these committees can be found in the SFVCACO Service Manual. (Ref. VII sec.2)

1. General Guidelines:

The following is an outline of guidelines and structure common to all committees.

a. Appointment and Ratification

The Board selects Committee Chairperson and Vice-Chairperson candidates. They are then ratified by the ASC. Each committee has one vote and may make motions at ASC meetings. The exceptions to this shall be the Accreditation Chairperson (who is the At Large Director and as a Board member may only offer suggestions at the ASC meetings) and the H & I Representative (because of its large structure, the H&I Committee nominates and elects its own officers and designates one H&I Officer to represent the H&I Committee).

b. Vice-Chairperson:

It is suggested that each committee have a Vice-Chairperson or assistant.

c. Sobriety Requirements:

All Chairpersons are to have a minimum of 9 months of sobriety

d. Length of Term:

Committee Chairperson is a one (1) year term. Vice-Chairperson is also a one (1) year term and must be ratified by the ASC before replacing the outgoing Committee Chairperson.

e. Attendance:

All committees (Committee Chairpersons or Vice-Chairpersons) are required to attend and stay for the duration of all Board and ASC meetings. Failure to have a committee represented at more than one meeting in a three (3) month period subjects the responsible persons to removal by a majority vote of the Board of the ASC. A Committee Chair or Vice-Chair shall be allowed to state cause for non-removal, not to exceed 5 minutes. With the exception of insobriety good cause for non-removal shall be considered.

f. Committee Reports:

All Committee Chairpersons are required to prepare a written report to be presented at the Board meeting.

g. Regional Assembly Attendance:

All Committee Chairpersons are required to attend the Regional Assembly meeting, which is currently held once every two (2) months, if the topics pertain to their committee

SECTION G. MEETINGS

The term "meetings" refers to those autonomous groups as described in the Fourth Tradition; "Each groups should be autonomous except in matters affecting other groups of C.A. as a whole". (As such, this Section is to specifically clarify limits upon the Board, the SFVCACO, and the Intergroup ASC with respect to those groups). The Board may offer guidance and suggestions to meetings. However, the groups must determine the answers for themselves.

1. Secretaries' Responsibilities:

The Secretary of a meeting should be responsible to control the meeting length and reports, as well as to oversee all other meeting officers' commitments. If someone needs to give a report (whether meeting business or not) the Secretary should be notified before the meeting starts so that the meeting can be shortened or the Secretary can call a business meeting (or consult the steering committee, if the meeting has one) after the meeting to discuss the subject so participation time is not interfered with.

a. Business Meetings:

Officers of a meeting should be present at a business meeting (Secretary, Treasurer, Literature person, and GSR person). They are open to all meeting members who want to attend.

b, Steering Committee:

Steering committee members are selected by the meeting rules, and by invitation otherwise. Steering committee meetings are usually open only to regular members of the group.

2. Publicizing of Speakers:

No speaker of a regular meeting should be publicized except by word of mouth.

ARTICLE III. DUTIES OF INDIVIDUAL DIRECTORS

SECTION A. CHAIRPERSON:

It shall be the duty of the Chairperson to preside at all meetings of the Area Service Board of Directors and The Area Service Committee (ASC). The Chairperson shall be an ex-officio member of all Standing Committees. It shall be the Chairperson's duty to carry out the vote and instructions of the Board of Directors and the ASC as recorded in the rules contained in "Robert's Rules of Order - Newly Revised" at all meetings of the Board of Directors and the ASC.

1. Management Functions:

The Chairperson's primary function is to act as a manager with respect to the business activities of the Central Office, Board, ASC, and the delegation and supervision of the activities of Board members, Committee Chairs, and their committees. The following describes in more detail these areas and their respective functions, as they exist at this time.

a, Business Activities:

Refers to financial reporting requirements, risk management (being a voice of financial conservatism in all areas), and, in general, seeing to it that the Board, ASC, Standing Committees and Sub-Committees function as smoothly and as efficiently as possible to be of maximum service to the fellowship.

b. Financial Reporting:

Financial reporting requirements at this time are Federal and State Tax reports (Form 990 and 199); Federal and State Non-Profit Status filing and maintaining reports; Special Events Local Tax-Exemption Applications; financial responsibility requests to the Secretary of State (annual) and the Attorney General's office (upon their request); and Statement by Domestic Non-Profit Corporation. It is the Chairperson's responsibility that these documents (and all others that arise by law) are filed in a timely manner.

2. Chips and literature Sales:

The Chair shall be aware of Chips and Literature sales as well as any inventories. Refer to the SFVCACO Service Manual for more detail.

3. Check Signing

The Chair shall make himself / herself available for signing checks.

4. Regional Assembly Meeting:

The Chair shall attend the Pacific South Regional Assembly meetings and carry information to / from other Areas

SECTION B. VICE-CHAIRPERSON:

It shall be the duty of the Vice-Chairperson to act in the absence of the Chairperson and with the same powers and duties noted in ARTICLE III Section A., shall likewise apply to the Vice-Chair. The Vice Chairperson is to be an active member of the H & I Policy Council. Refer to Area Service Manual for further duties.

SECTION C. RECORDING SECRETARY

It shall be the duty of the Recording Secretary to record the minutes of the Board of Directors and the Intergroup meetings and to present these minutes at the following meeting of the Board and Intergroup for approval. The Recording Secretary shall keep attendance records of the Board and Intergroup meetings. If a Director or meeting is in jeopardy of triggering attendance requirements, the Secretary will call its attention at the Board meeting. The Secretary shall keep all historical records of the Corporation, specifically to include: a) Corporate minutes, b) financial statements, c) mail logs, d) tax filings. A copy of such records must be maintained in the SAN FERNANDO VALLEY C.A. CENTRAL OFFICE. In the absence of the Recording Secretary, the Chairperson shall designate a person of their choosing to keep the minutes of such a meeting. The Secretary is also to see that all notices are given in accordance with the provisions of these Bylaws or as required by law. They will also be custodian of the records and of the seal of the Corporation and see that the seal is affixed to all duly executed documents, the execution of which on behalf of the Corporation under its seal is authorized by law or these Bylaws. Refer to Area Service manual for further duties

SECTION D. TREASURER:

Subject to the provisions of the Bylaws, the Treasurer shall have charge and custody of, and be responsible for, all funds and securities of the Corporation in such banks, trust companies, or other depositories as shall be selected by the Board of Directors. Also, perform all duties incident to the office of the Treasurer and such other duties as may be required by law, by the Articles of Incorporation of the Corporation, or by these Bylaws, or which may be assigned to them from time to time by the Board of Directors, Intergroup or by amendments(s) to these Bylaws. Refer to the SFVCACO Service Manual for more detail.

1. Receipts:

The Treasurer shall give and obtain receipts for any and all monies due to or payable from the Corporation.

2. Records:

The Treasurer shall keep and maintain adequate and correct accounts of the Corporation's properties, Tax filings of any kind, and all business transactions with documentation available at the Central Office. This person shall maintain a duplicate set of records in the Treasurer's possession (they may use their Record Book). They must make or cause to be made available (if using an outside accounting firm) accounts and financial records to any Director or agent of any Director of this Corporation, or Federal, State, or Local agency upon request there from.

3. Statements:

Prepare a monthly statement of activity to the Board and Intergroup. Render to the Chairperson and Directors, whenever requested, an account of any and all of their transactions as Treasurer and of the financial condition of the Corporation.

a. Annual Statement:

Prepare or cause to be prepared and certify or cause to be certified annual and any special financial statement to be included in any required reports or documentation.

SECTION E. AT LARGE DIRECTOR

It shall be the duty of the At Large Director to provide current information to the Directory Chair, perform research for the ASC, serve in an advisory capacity to the Intergroup, and aid in the starting up of new meetings. If a meeting's GSR is unavailable or does not know the answers to any fact-finding, it shall be the responsibility of the At Large Director to have the Accreditation Representative for that meeting zone personally attend the meeting and gather information. The At large Director shall also perform all duties incident to the office of the At Large Director and such other duties as may be required by this Corporation, by these By laws, or which may be assigned to them from time to time by the Board of Directors, Intergroup or by amendment(s) to these Bylaws. Refer to the SFVCACO Service Manual for more detail

1. Accreditation:

The At Large Director and the World Service Delegates are to have no decision or governing powers; they act in an advisory capacity only. The At Large Director shall use the Accreditation Reps to assist in these responsibilities.

a. Accreditation Meeting:

The Accreditation Reps shall provide updated meeting information sheets and any other information to the At Large Director. The At Large Director shall pass on meeting information to the Directory Chair. A copy of this report shall also be given to the Secretary and Chairperson.

b. Accreditation Compliance:

If a meeting does not meet World Service Conference approved guidelines for a C.A. Group as outlined in the current C.A. World Service Manual, then the Accreditation Rep is to make sure the Officers of that meeting understand accreditation criteria and how the World Service Conference approved accreditation process works in the SFVCA, and give them the opportunity to go back to their meeting and take their own group conscience before reporting that information to the ASC.

c. Meeting Representation:

If a meeting has not been represented at, the Intergroup twice in a row the Accreditation Rep will go to the meeting to discuss representation.

d. Meeting Starter Kit:

Supply CAWSC approved meeting starter kits to new meetings (to include meeting format, record book, and starter literature packet).

e. Directory Requirement:

A meeting must be held 4 times and be in existence not less than 4 weeks , have been visited by an Accreditation Rep, and voted on by the Intergroup prior to being entered into the Directory. The Intergroup will be the only body that may vote on including or removing a meeting in the Director.

ARTICLE IV. DUTIES OF THE BOARD OF DIRECTOR

SECTION A. OPERATIONAL GUIDELINES:

The Board of Directors, when acting as a body, and not individually, shall be responsible for managing and conducting the affairs and business of the Corporation.

1. Expenses:

All expenses incurred by Board Members must be brought before the other Board Members for approval. The Chairperson shall have the authority to make small purchases (not to exceed \$100.00) pertaining to the daily business affairs of the SFVCACO without prior Board approval.

2. Committee Involvement:

No member of the Board of Directors may serve as a Chairperson on any committee.

3. World Service Delegate Zones:

The Board will break down the Valley into zones arriving at a meeting apportionment consistent with the World Service guidelines for the number of meetings per Delegate. The At Large Director shall oversee these Accreditation Reps.

4. Policy Issues:

All policy issued should be approved by the Intergroup. The Board may make suggestions, however, there responsibility is basically management in nature

5. Financial Decisions:

All the Board is responsible for financial matters; decisions regarding expenditures or risk of any kind reside with the Board.

6. Notebooks:

Each Board Member shall maintain a notebook, paid for by the SFVCACO, which includes all minutes, notes, and calendar of responsibilities to be maintained for Central Office Archives and used as a reference for future Board Members.

7. Authorization:

The Chairperson, Vice-Chairperson, Treasurer, and Recording Secretary can sign the Corporation checks. However, a minimum of two of the four Directors' signatures shall be required at all times, and the Treasurer's signature must appear as one of the signatures on each check

ARTICLE V. ELECTION FOR THE BOARD OF DIRECTORS

SECTION A. GOVERNING RULES

The electors and the electorate body of the organization shall consist of one member of each CA. group in the San Fernando Valley and vicinity, and one vote for each Standing Committee Chair.

1. Qualifying:

Each candidate shall have two to three minutes maximum to outline their prior service experience, length of sobriety, and how they can best serve the fellowship.

2. Balloting:

Elections to the Board of Directors will be by closed ballot only. In the event that a nominee is unopposed, a closed ballot vote confirming this nominee must still be held.

SECTION B. RE-ENTRY TO THE BOARD

Directors may not exceed two (2) successive one-year terms in the same, Board position. A Director must be eligible to serve a fully elected one-year term. A director may volunteer to be elected for a second term; upon serving two (2) successive terms Directors may not reenter the same-Board position until one year has elapsed from their end date of service.

SECTION C. PROXY VOTES

For the purpose of electing Directors to the Board, or for any other reason in connection with the business of the Corporation, there shall be no proxy vote. In order to vote on any matter concerning the Corporation, a Director must be physically present, unless there has been a prior agreement for the vote to be recorded by phone for a special vote. Other than the above, absentee or cumulative votes will not be permitted.

ARTICLE VI. BYLAW AMENDMENTS

In accordance with the "Robert's Rules of Order" these Bylaws may be amended from time to time as may be necessary to the operations and growth of this Corporation. However, amendments must be made with prudence and due diligence in mind. Amendments that conflict with or violate any of the "Traditions of Cocaine Anonymous" the "Non-Profit Organization Laws" affecting Cocaine Anonymous as a whole, or any illegal act(s) will not be permitted. There will be no exception. This Article shall not be amended to alter its definition.

SECTION A. AMENDMENT PROCESS

In order to vote on a proposed amendment, a quorum of 51 % (fifty-one percent) of the Area's meetings must be represented. These Bylaws can be amended at any regular meeting of the assembled Intergroup CASC) by a 51% (fifty-one percent) majority of the voting members, provided the amendment was submitted at the previous regular meeting. No amendment to these Bylaws shall be permitted without at least equal notice and 51% (fifty-one percent) vote.

1. Amendment Records:

Any amendments made after the date of ratification of the Bylaws shall be attached to the back of these Bylaws with the date and location in the minutes of the Corporate records until such time as the Amendment(s) are entered (typed) into these Bylaws.

2. Additional Provisions:

Any issue which arises and is covered by these Bylaws shall be referred/directed to the "Robert's Rules of Order' Newly Revised"~ provided they do not conflict with the Tradition of principles of the SFVCACO.

ARTICLE VII. 12th STEP CALLS

SFVCACO does not endorse or approve 12th (Twelfth) Step calls, and therefore has no liability should an individual member of the fellowship unilaterally decide to make such a 12th (Twelfth) Step call. This includes giving newcomers rides to meetings.

ARTICLE VIII. NON-PARTISAN ACTIVITIES

We are not allied with any sect, denomination, politics, organization, or institution. We do not wish to engage in any controversy. We neither endorse nor oppose any causes as outlined in the Tenth (10th) Tradition.

ARTICLE IX RATIFICATION OF BYLAWS

In accordance with the SFVCACO Bylaws of this Corporation, these Bylaws shall supersede any and all prior SFVCACO Bylaws as ratified by the Intergroup of the Corporation on the date affixed below.

These Bylaws of the SFVCACO are ratified on this _____ Day of _____, 2006

In Witness Thereof:

Area Chairperson

Area Vice-Charperson

Area Recording Secretary

Area Treasurer

Area At-Large Director

Area Structure and Bylaws Chairperson