

# Delegate Binder

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# **The 2017 ACA WSO Annual Business Conference Agenda**

## **Thursday, April 20th – Day 1**

- 8:00-8:30 (30 min.) Welcome the Delegates**  
A Delegate is...  
Reporting  
Archives
- 8:30-9:00 (30 min) About the ABC**  
Roberts Rules of Order  
Review of the Concepts and the Commitment to Service  
The OPPM – the Operating Policies and Procedures Manual
- 9:00-9:45 (45 min) About the WSO**  
Service Structure Committee presentation - Q&A
- 9:45 – 10:00 (15 min) Play Break – Activity**
- 10:00-11:15 (75 min) Preview of Committee Reports - Q&A**
- 11:15-12:00 (45 min) Board of Trustees**  
Self-introductions and invitation to committee participation
- 12:00 - 1:00 (60 min) Lunch**
- 1:00 – 2:00 (60 min) Call to Order by the Board Chairperson**  
Welcome / Opening Prayer  
ACA 12 Traditions, Commitment to Service and Meditation of the Day  
Introduction of the ABC Chairperson and of the participants  
Secretary Report - 2016 ABC Minutes  
Treasurers Report
- 2:00 – 2:10 (10 min) Break**
- 2:10 – 3:40 (90 min) Committee Reports**
- 3:40 – 3:50 (10 min) Play Break – Activity**
- 3:50 – 4:50 (60 min) Committee Reports, cont.**
- 4:50 - 5:00**  
**Close Day One**  
**Introduce Day Two Agenda**  
Serenity Prayer

**The 2017 ACA WSO  
Annual Business Conference Agenda**

**Friday, April 21st – Day 2**

- 8:00 – 8:15 (15 min) Welcome**  
Serenity Prayer, Meditation of the Day
- 8:15 – 10:00 (75m) Ballot Proposals: Discussion and Voting**
- 10:00 – 10:15 (15 m) Play Break: Change of Perspective and Stretch**
- 10:15 – 12:00 (75m) Ballot Proposals: Discussion and Voting, cont.**
- 12:00 – 1:30 (90 min) Lunch**
- 1:30 – 2:00 (30 min) WSO Board of Trustees Ratifications**  
Confirm continuing Trustees and nominate/elect new Trustees
- 2:00 – 3:15 (75 min) Ballot Proposals: Discussion and Voting, cont.**
- 3:15 – 3:30 (15 min) Play Break**
- 3:30 – 5:00 (90 min) Ballot Proposals: Discussion and Voting, cont. / New Business**
- Close Day Two and Adjourn the Conference,**  
Serenity Prayer

Additionally: **Board of Trustees Meeting – Location TBA (All invited)**  
Affirm Officers and Committee Chairs  
Review ABC motions for possible action  
Close the Board Meeting with the Serenity Prayer



## **The Problem**

Many of us found that we had several characteristics in common as a result of being brought up in an alcoholic or other dysfunctional household. We had come to feel isolated, and uneasy with other people, especially authority figures. To protect ourselves, we became people-pleasers, even though we lost our own identities in the process. All the same we would mistake any personal criticism as a threat. We either became alcoholics (or practiced other addictive behavior) ourselves, or married them, or both. Failing that, we found other compulsive personalities, such as a workaholic, to fulfill our sick need for abandonment.

We lived life from the standpoint of victims. Having an overdeveloped sense of responsibility, we preferred to be concerned with others rather than ourselves. We got guilt feelings when we stood up for ourselves rather than giving in to others. Thus, we became reactors rather than actors, letting others take the initiative. We were dependent personalities, terrified of abandonment, willing to do almost anything to hold on to a relationship in order not to be abandoned emotionally. Yet, we kept choosing insecure relationships because they matched our childhood relationship with alcoholic or dysfunctional parents.

These symptoms of the family disease of alcoholism or other dysfunction made us ‘co-victims’, those who take on the characteristics of the disease without necessarily ever taking a drink. We learned to keep our feelings down as children and kept them buried as adults. As a result of this conditioning, we confused love with pity, tending to love those we could rescue. Even more self-defeating, we became addicted to excitement in all our affairs, preferring constant upset to workable relationships.

This is a description, not an indictment.

Adapted from *The Laundry List*



## **The Solution**

The solution is to become your own loving parent

As ACA becomes a safe place for you, you will find freedom to express all the hurts and fears that you have kept inside and to free yourself from the shame and blame that are carry-overs from the past. You will become an adult who is imprisoned no longer by childhood reactions. You will recover the child within you, learning to love and accept yourself.

The healing begins when we risk moving out of isolation. Feelings and buried memories will return. By gradually releasing the burden of unexpressed grief, we slowly move out of the past. We learn to re-parent ourselves with gentleness, humor, love and respect. This process allows us to see our biological parents as the instruments of our existence. Our actual parent is a Higher Power whom some of us choose to call God. Although we had alcoholic or dysfunctional parents, our Higher Power gave us the Twelve Steps of Recovery.

This is the action and work that heals us: we use the Steps; we use the meetings; we use the telephone. We share our experience, strength, and hope with each other. We learn to restructure our sick thinking one day at a time. When we release our parents from responsibility for our actions today, we become free to make healthful decisions as actors, not reactors. We progress from hurting, to healing, to helping. We awaken to a sense of wholeness we never knew was possible.

By attending these meetings on a regular basis, you will come to see parental alcoholism or family dysfunction for what it is: a disease that infected you as a child and continues to affect you as an adult. You will learn to keep the focus on yourself in the here and now. You will take responsibility for your own life and supply your own parenting.

You will not do this alone. Look around you and you will see others who know how you feel. We love and encourage you no matter what. We ask you accept us just as we accept you. This is a spiritual program based on action coming from love. We are sure that as the love grows inside you, you will see beautiful changes in all your relationships, especially with your God, yourself, and your parents.

# Annual Reports

## Delegate Binder

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2017 ANNUAL BUSINESS CONFERENCE

ADULT CHILDREN OF ALCOHOLICS®/  
DYSFUNCTIONAL FAMILIES  
WORLD SERVICE ORGANIZATION, INC.

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*A letter from the Chairman  
of the Board of Trustees*

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Dear fellowship,

“It will be my honor and pleasure to serve on the Board of Trustees.” I humbly spoke these words when I was asked to join the Board of Trustees of ACA WSO over six years ago. Immediately after accepting the invitation to join the Board, I was asked to Chair the Literature Committee.

I remember telling someone that I would only be available to give six hours a week. Within the first few days, that time limit was quickly overrun by the sheer demands of these responsibilities.

Each year the Annual Business Conference affords me an opportunity to take a service inventory.

The ACA WSO Board has made significant progress during the last year. Among many other accomplishments, the Board:

- ✓ Hosted the Inaugural ACA World Convention - a festive, and solemn event geared to encourage greater participation in the Annual Business Conference.
- ✓ Established the Service Structure Review ad hoc Committee that has been researching and discussing enhancements to our existing service structure.
- ✓ Formed the Delegate’s Training Committee that has developed an orientation program for ABC delegates.
- ✓ Launched a well-received intergroup discount that has significantly increased the number of intergroups that gives our members local access to ACA Literature.
- ✓ Rolled out Amazon US, and soon Amazon UK, to further increase access to ACA Literature.
- ✓ After years of spending an inordinate amount of time and energy on managing a book distribution operation, the Board hired a third party fulfillment service while retaining the Customer Service function to ensure our customers’ needs are attended to.
- ✓ The Board launched the digital version of the Meditation book that came on the heels of offering the AWC speaker tapes as a download from our site.
- ✓ The Board hired a consultant to guide them on a strategic planning meeting to help map out ACA’s future.
- ✓ The Board employed an accounting firm to conduct a voluntary financial audit to implement better financial controls.

As with any inventory, there are liabilities to account for as well. As examples, the WSO has not been able to move the Public Service Announcement production past the Request for Proposal stage.

Attendance at high profile conferences has not been achieved. Therefore ACA's public profile remains low. Still, our balance sheet looks good overall.

The Board is graced with a phenomenal crew of dedicated volunteers who donate their valuable time, energy and focus to make progress possible. The staff has stepped up beyond the call of duty numerous times to make sure that the Board's intentions are realized. Our accounting, computer programming, and fulfillment vendors have greatly enhanced the Board's ability to keep the hard fought momentum moving forward. To all, a heartfelt thank you.

As with any effort, we must keep our eyes on the road ahead while occasionally looking in the rearview mirror to remember the past and check the side view mirrors when changing lanes as we proceed down the recovery highway. It helps to remember the past so we don't repeat mistakes, but we are also called to take new roads that are uncharted. Our reliance upon and faith in Higher Power's guidance allows us to bravely venture forward. We find the Steps, Traditions and Concepts are the best GPS (God Positioning System).

As I rotate off the Board of Trustees, I leave an organization that has grown from not being able to pay its bills and operating out of a storage facility, to one that has the financial resources and capacity to make great strides in developing its internal and external relationships with a world with many suffering adult children hoping to find their way. No doubt there will be some unpaved roads ahead and the weather may not cooperate on occasion. We cannot afford to put the car in cruise control.

I invite you to gently ask yourself if you are capable of giving service from a space of love. If you can, I encourage you to engage in service at the group, intergroup or world level. I guarantee that your efforts will be repaid each time a suffering adult child can find an on ramp to begin their journey. This is the fuel that will keep us going. Happy motoring!

In Service and great gratitude,

Larry A.

## Accepting Committee and Caucus Reports

The process of presenting and accepting reports, demonstrates the effects of such reports – the ramifications – and is found indifferent sections of the OPPM:

### VII. PLACING ISSUES BEFORE THE BOARD

#### A. Methods

Issues can be brought before the ACA WSO Board in various ways.

1. through the executive Committee for placement on the Agenda
2. through a Committee Report
3. when, at times, an issue is raised, by anyone attending, which is considered by a substantial majority to require immediate attention
4. at the Annual Business Conference
5. in keeping with the Policy Statement and Right to Petition\* as amended

\*Groups may use the Right to Petition to request the Board to reconsider any issues previously considered. (See Appendix I)

### X. COMMITTEES

#### E. Reports

All committee Chairpersons shall give to the ACA WSO Board a written report on the purpose of that committee (Purpose Statement), and a written monthly report on the activities, or for introducing recommendations/proposals for action, to the Board prior to the monthly meeting for placement on the Agenda.

##### **Proposal**

The Chairperson shall provide a written report of the committee's activities for the ABC.

All the business of each committee shall be dealt with within each committee's report. Committee reports are to be used to bring the committee business and motions to the ACA WSO Board for approval after the committees meet. The committee Chairperson shall contact the Executive Committee for placing proposals on the Agenda prior to the next Board meeting.

### APPENDIX I — RIGHT TO PETITION

In the event ACA WSO has declined to take action on an issue, or there is dissent with some action, or other dissatisfaction on a matter considered by ACA WSO, the fellowship may formally petition for reconsideration or some other specific action to be taken by ACA WSO.

ACA WSO may refer such petitions to any of their committees for initial consideration, but will be obligated to place same on the ACA WSO agenda at the next board meeting held 30 days after receipt of the petition. A petition may be submitted, in writing, by five (5) registered meetings, at least three (3) of which are from different geographical areas, or by the petition of three (3) affiliated Intergroups. The above shall have no effect on the present right of any meeting or Intergroup to submit to ACA WSO any matter for consideration.

# ACA WSO Annual Business Conference Minutes

## April 22-23, 2016

Duncan Conference Center, Delray Beach, FL 33484

Hosted by My Life is Changing ACA group of Ft. Lauderdale  
and the Florida State Intergroup (IG 3)

**A. Called to Order:** The 2016 Annual Business Conference of the Adult Children of Alcoholics World Service Organization and its fellowship was called to order at 10:15 a.m. on Friday, April 22nd, 2016. Larry A., Chairman of the Board Trustees of ACA WSO, welcomed everyone and opened the meeting by reciting the Serenity Prayer.

1. Laura L., (CA1162) read the ACA 12 Traditions
2. Charlie H., National Capital Area ACA Intergroup (IG 626) read the ACA Commitment to Service
3. Mary Jo L., (IL212) read the mediation of the day (April 22nd) from the Strengthening My Recovery daily meditation book.

**B. Facility Announcements** and review of agenda given by Bill D. Chair of Hosting Committee (IG3)

1. A warm welcome on behalf of the host committee followed by a brief description of the agenda. Gratitude to the service committee and volunteers who helped to bring this ABC and first AWC together.
2. Bill D., Chair of Hosting Committee (IG3), was nominated and elected as Chairman for the conference.

**C. Introductions**

1. **ACA WSO Board Members:** Larry A., Chairman of the Board of Trustees; Majbrit M., Vice Chair; Mary Jo L., Treasurer; Ines Z., Secretary; Bill D., Trustee; Jeffrey F., Trustee.
2. **Committee Chairpersons and Committee Members in attendance:** Larry A., Chair of the Literature and Website/Database Committees; Mary Jo L., Finance Committee Chair; DCOC Committee Chair, OPPM Review & Revision Committee; Bill D., MPS Committee Chair, ABC Host Committee Chair, Finance Committee member; Majbrit M., European Committee Chair; Ines Z., Spanish Liaison Subcommittee Chair, DCOC Committee member, OPPM Review & Revision Committee member; Jeffrey F., European Committee member, Finance Committee member, European Finance Committee Chair; Bonnie KM., Chair of Intergroup Liaison Sub-Committee.
3. **Host Committee Chair and Committee Members** (list available through ABC Chair, Bill D.)
4. **ACA Group and Intergroup Voting Delegates** (list available through WSO Secretary, Ines Z.)
5. **Non-voting attendees** (list available through WSO Secretary, Ines Z.)

**D. Quorum established** : 34 eligible voting ABC Delegates present for morning session

Break for lunch 10:57 a.m.

The 2016 Annual Business Conference of the ACA fellowship and WSO reconvened from lunch at 1:06 p.m.

**E. 12 Concepts of ACA World Service** read by Jay B. (FL174)

**F. Presentations of the ACA WSO Annual Reports:**

1. **2015 ABC Minutes** – Ines Z., Secretary

**Motion was made by Jay B. (FL174), and seconded by Cathy C. (OK024), to approve the minutes of the 2015 ABC.** This motion was discussed. The following amendments were made:

- a) Amendment to reflect the Host Committee Intergroup number as IG 600
- b) Amendment to correct Guest Speaker Charlie H., meeting number as VA 092 and amendment to correct that he referenced both an article and a book.
- c) Amendment to delete a reference to an audit in the Treasurer's report. That was not reported by the Treasurer.

**The minutes of the 2015 ABC as amended were approved by majority vote.**

Motion 04221601/abc

2. **Finance Committee--Mary Jo L., Treasurer**

Year-end summary of financial picture which included profit and loss statements, balance sheets, year-to-year comparisons and 7th Tradition contributions.

**Motion was made to approve the Finance/Treasurer's Report by Sharon O. (FL16) seconded by Colleen B. (FL140). The Finance/Treasurer's Report was approved unanimously.**

Motion 04221602/abc

3. **Literature – Larry A.**

Discussed year-end summary of various literature projects, including 3rd party fulfilment both domestic and foreign, trifolds for free download, the ComLine, the Book Seeding project and progress on various pieces of literature development.

**4. Distribution Office, Mary Jo L.**

The year-end summary of activities related to the Distribution Center was reported. This committee was formally created in July of 2015.

**5. Members and Public Service, Bill D.**

Recently appointed Chair, Bill D. (just over a week) reported the year-end summary of progress and activities regarding public outreach and member service. He shared his hopes for visibility and accessibility for the future, while holding true to our traditions. The ACA fellowship is based on attraction rather than promotion.

**6. Hospitals and Institutions, Bill D. (submitted by Joan B., former Trustee and Trusted Servant)**

Year-end summary of activities involving hospital and institution outreach

**7. Intergroup Liaison Sub-Committee, Bonnie KM.**

Year-end summary of discussions and participation by registered ACA Intergroups. The IGSC sought to raise their visibility to the fellowship as a resource for Intergroups. More intergroups have registered including a new Telephone Intergroup. Intergroups are looking forward to the Intergroup Literature Discount.

**8. European Committee, Majbrit M.**

Year-end summary and discussion of European outreach and development. The committee distributed their 2016 European Committee Plan to the board for review and discussion.

**9. Executive Committee Report, Majbrit M.**

Year-end summary of decisions and actions taken by the ACA WSO Executive Board

**10. Website and Database Committee, Larry A.**

Year-end summary of Website session, users, page views, etc. Percentages of first time visitors by Continents.

**11. OPPM Review Committee, Mary Jo L. and Ines Z.**

Year-end summary of the status of the OPPM review. Still a work in progress.

12. **Letter from the Chair**, Larry A.,

"The Power of Sharing: the Sum is Greater than the Parts" with highlights of ACA's current growth and contributions: "That is the power of sharing—we get back more than we share."

**Motion was made by Mary Ann. (FL164), to approve the reports; seconded by Jay Z. (FL127) passed unanimously. *Motion 04221603/abc***

Motion to adjourn – Jay Z. (FL127), seconded by Dave S. (WI112)  
Announcements of the evening activities, Bill D.

**G. Called to Order:** The 2016 Annual Business Conference of the Adult Children of Alcoholics World Service Organization and its fellowship was called to order at 10:08 a.m. on Saturday, April 23rd, 2016, day two of the ABC. Larry A., Chairman of the Board Trustees of ACA WSO, welcomed everyone and opened the meeting by reciting the Serenity Prayer.

1. Chair Larry A., provided a recap of the items discussed during the meeting the previous day. 2. Mary Jo L., (IL212) read the meditation of the day (April 23rd) from the Strengthening My Recovery daily meditation book.

**H. Presentation of Group Conscience Survey Ballots approved for discussion:** none were approved by a 2/3rd favourable vote to be included on the agenda. However, the board did conduct a lengthy review of all items submitted and also provided a description of the proposal process.

**I. Call for New Business:** There was discussion about the delegates' role and how WSO could support them. The following suggestions and motions came forward:

1. Provide an organizational chart in the delegates' packet.
2. Add all ABC participants (both delegates and other ACA attendees who are delegates for a group) to the distribution list for the next ABC notice of proposals.
3. **MOTION: Louis B., (FL 224) To create a handbook for delegates. Seconded by Tom R., (PA093) Motion passed unanimously. *Motion 04231601/abc***
4. **MOTION: Jorge (not a registered delegate) (Nuevos Caminos Telephone Meeting). To create a subcommittee for Delegate World Service Training. Seconded by Laura L. (CA1162). Motion passed unanimously. *Motion 04231602/abc***
5. **MOTION: Laura L. (CA 1162) To revitalize the Ballot Review and Group Conscious Survey Committee. Seconded by Tom R. (PA093). Motion passed unanimously. *Motion 04231603/abc***
6. Tom R. (PA 093) Noted that there is no coin for six-consecutive meetings. Larry A., Literature Committee Chair noted he would bring this request to the board.
7. 7. Suggestions and questions by several delegates included:

i. Where is "Ready, Set, Go" within the Literature Committee process? Chair, Larry A., discussed the Literature queue.

- ii. A delegate helps her groups by writing an email that recaps all that happened. She also reports on the intergroup level to inspire volunteers to do service.
- iii. A delegate discussed the value of the website including “fellowship alerts” for up to date news.

J. **2017 Site Selection:** A call for volunteers to host the 2017 ABC brought forward. No volunteers came forward.

**M. Closing Business Items**

- 1. Acknowledge Trustees rotating off WSO Board Service: None
- 2. Ratify continuing Board Members: Larry A., Chair and Trustee, Mary Jo L., Treasurer and Trustee, Majbrit M., Vice Chair and Trustee, Ines Z., Secretary and Trustee,
- 3. Nominate/elect new board members: Bill D. and Jeffrey F.

N. **Adjourn:** The 2016 Annual Business Conference of the ACA fellowship and WSO closed with the ACA Serenity Prayer.

\*NOTE: These minutes are humbly submitted for review by the outgoing Secretary and Trustee, Ines Z. They will not be "accepted or approved" until they come before the ACA ABC assembly in 2017. It has truly been an honor to serve.

## A Review of the Motions and Suggestions from the 2016 ACA WSO Annual Business Conference in Delray, Florida

### Call for New Business:

There was discussion about the delegates' role and how WSO could support them. The following suggestions and motions came forward:

1. Provide an organizational chart in the delegates' packet.  
*Done.*
2. Add all ABC participants (both delegates and other ACA attendees who are delegates for a group) to the distribution list for the next ABC notice of proposals.  
*A good suggestion – to inform former Delegates of both proposal submission and proposal voting schedules.*
3. MOTION: Louis B., (FL 224) To create a handbook for delegates. Seconded by Tom R., (PA093)  
Motion passed unanimously. Motion 04231601/abc  
*The spirit of the Motion was certainly met in the generation of materials and activities being provided for Delegates, by the efforts of the Delegate Training Sub Committee.*
4. MOTION: Jorge (not a registered delegate) (Nuevos Caminos Telephone Meeting). To create a subcommittee for Delegate World Service Training. Seconded by Laura L. (CA1162). Motion passed unanimously. Motion 04231602/abc  
*The DTSC has been created. Bullseye!*
5. MOTION: Laura L. (CA 1162) To revitalize the Ballot Review and Group Conscious Survey Committee. Seconded by Tom R. (PA093). Motion passed unanimously. Motion 04231603/abc  
*“Revitalize” is a subjective term – hard to qualify. Given the marked increase in voting, it would appear that the Ballot Prep Committee has made a positive difference.*
6. Tom R. (PA 093) Noted that there is no coin for six-consecutive meetings. Larry A., Literature Committee Chair noted he would bring this request to the board.

Suggestions and questions by several delegates included:

*“Where is “Ready, Set, Go” within the Literature Committee process?”*

Chair, Larry A., discussed the Literature queue.

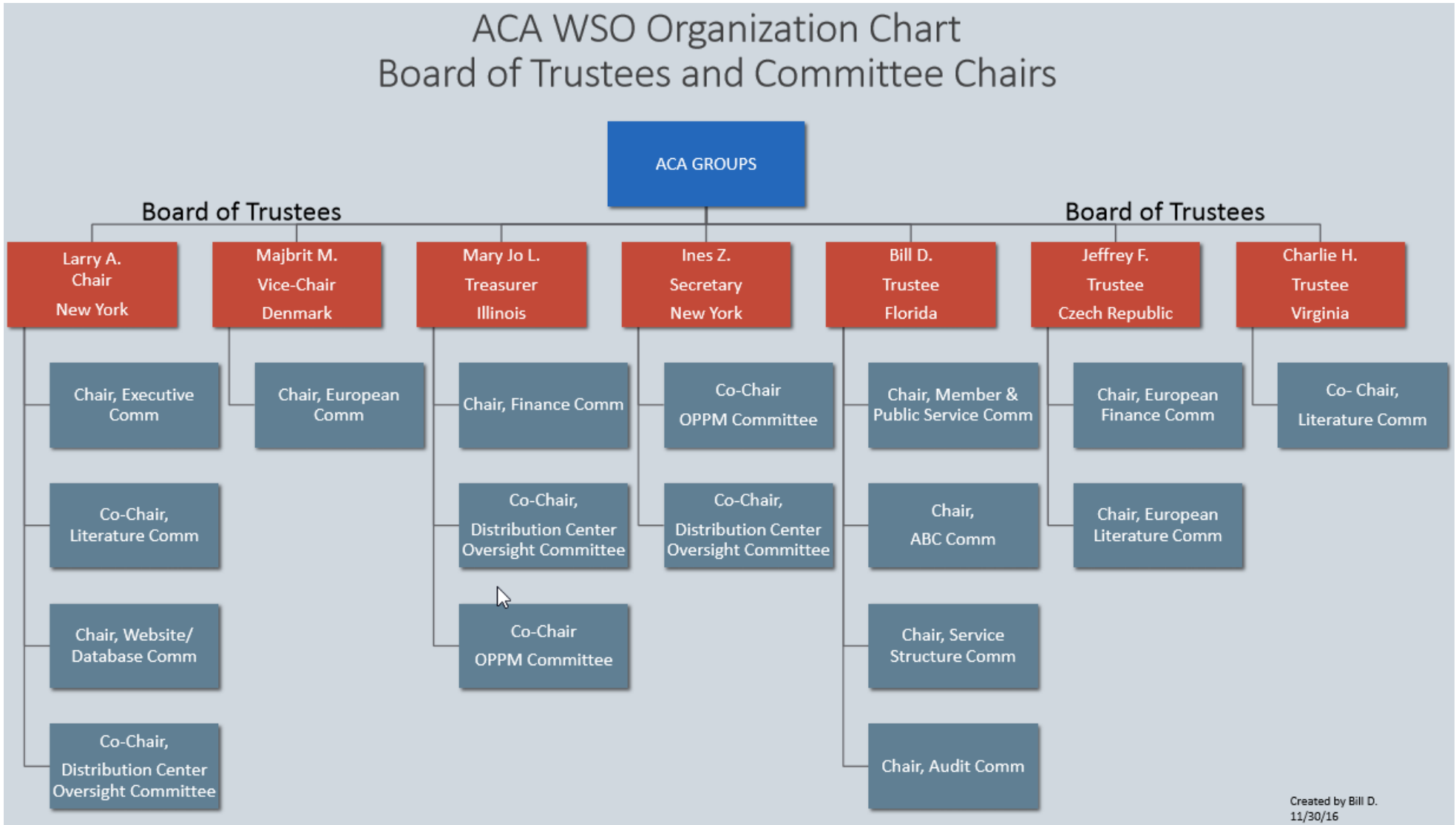
*“A delegate helps her groups by writing an email that recaps all that happened. She also reports on the intergroup level to inspire volunteers to do service.”*

*“A delegate discussed the value of the website including “fellowship alerts” for up to date news.”*

TREASURER'S REPORT  
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TREASURER'S REPORT  
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### Organizational Chart: The Board and Committee Chairs



Organizational Chart: Committees and Sub-committees

# ACA WSO Organization Chart Committees and Sub-Committees

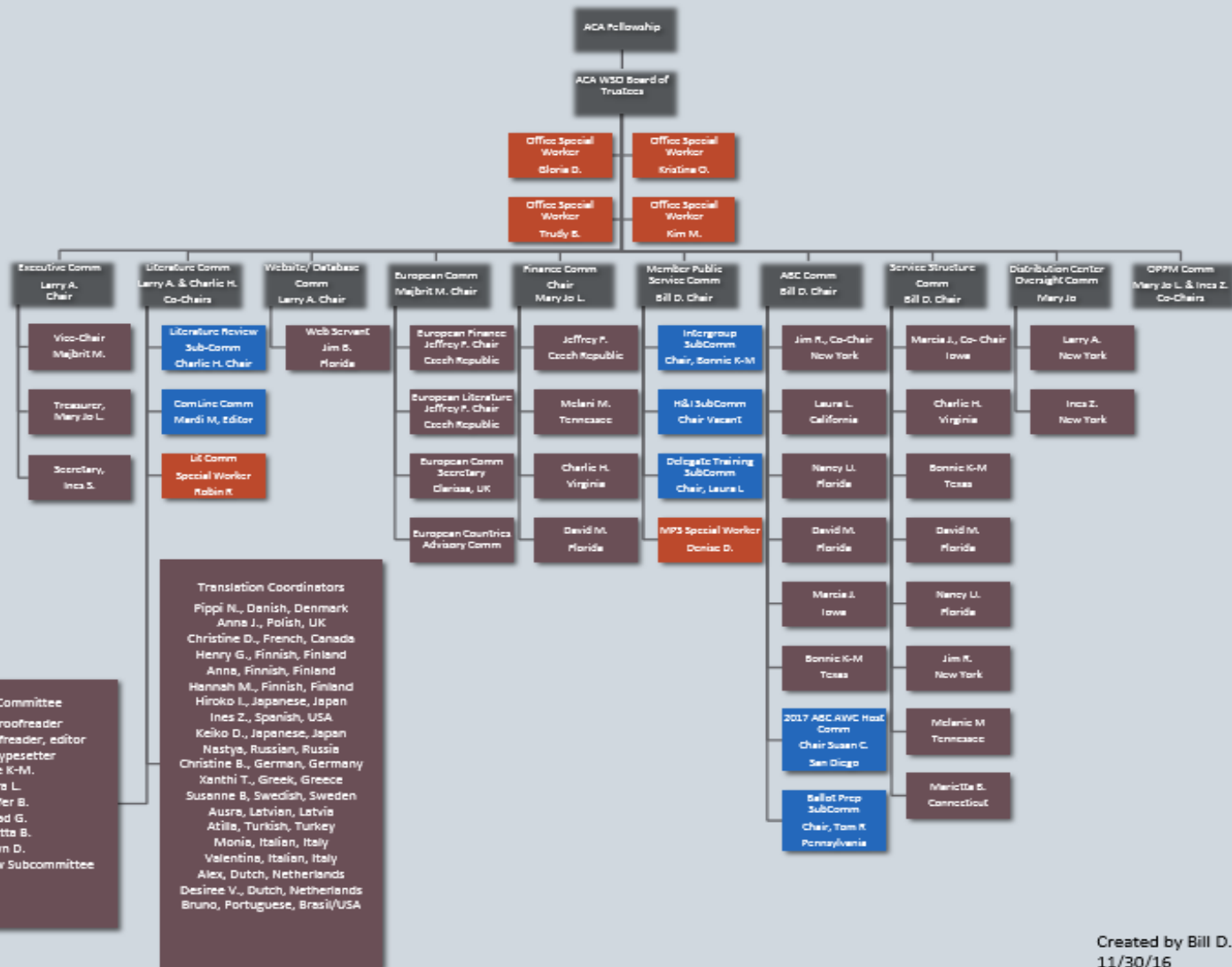
## LEGEND

Committees of the Board

SubCommittees of Committees

Committee Members

Special Workers



Created by Bill D. 11/30/16

# Committee Reports

## 2017

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### ANNUAL BUSINESS CONFERENCE

ADULT CHILDREN OF ALCOHOLICS® /  
DYSFUNCTIONAL FAMILIES  
WORLD SERVICE ORGANIZATION, INC.

Executive Committee of the WSO. Inc  
Adult Children of Alcoholics®/Dysfunctional Families  
World Service Organization, Inc.

Report April 2016 - March 2017

Prepared by the WSO Vice-Chair, Majbrit M.

**Members of the Executive Committee**

Larry A., Chair, New York  
Majbrit M., Vice-Chair, Denmark  
Ines Z., Secretary, New York  
Mary Jo L., Treasurer, Illinois

Process:

The Executive Committee may approve expenditures of less than \$500.

It is also the Board's practice to have the Executive Committee approve orders for literature, chips and medallions when the quantity is not greater than a previous order quantity.

April 2016:

- Approval of an order of 5,500 12-Step Yellow Workbooks.
- Approval for Majbrit's reimbursement for her online airfare. There was a glitch in the system causing an additional charge of \$200.
- Approval of an expense of \$305 (Danish Kroner = \$30 or 40 US) for BBI.

May 2016

- Approval to purchase 7,000 BRBs that should last about 5 months.
- Agreement to accept a discount on soft cover BRBs because the printer cut them slightly smaller.

June 2016

- Approval to purchase 900 medallions totaling \$603.
- Approval to spend \$201.35 for five additional unlimited email accounts as the previous amount purchased has been exhausted.

July 2016

- Approval to order 2000 soft cover BRB.
- Approval to order 2000 hard cover meditation books

August 2016

- Approval to cover cost of visas in connection with international travel for the WSO/ European committee in the amount of \$250.

September 2016: No report.

October 2016

- Approval of an order of chips and medallions totaling \$3,392.
- Approval of the purchase of \$529 worth of tri-folds to refill the current orders.
- Approval of the purchase of 3100 Fellowship Text, 2500 soft cover Meditation Books and 1400 Laundry List Workbooks.

November 2016

- Approval of the purchase 500 "Cross Talk" and 500 "Good Enough" booklets.

December 2016 No report

January 2017

- Approval to order 5,000 Welcome Chips and 1,000 each of all other chips for a total cost of \$3,070.
- Approval to have Wendell's package the chips in 10s instead of 25s for Ware-Pak. This will cost 4 cents per package and the Finance Committee will be presenting a motion for selling these packages at a discounted price to save pick charges.
- Approval to purchase 3,500 Laundry Lists Workbooks at a cost of \$12,321.
- Approval to purchase 2,600 soft cover BRB's at a cost of \$10,093 including shipping.
- Approval to purchase 7,000 Yellow Workbooks at a cost of \$17,560 plus shipping.
- Approval to purchase 5,000 soft cover meditation books at a cost of \$6,046 plus shipping to both distribution locations.

February 2017

- Approval to spend \$390 for double-walled boxes for the current shipment of LLWB's that will be sent to Ware-Pak. Doing this will guard against product damage during shipment to customers.

These reports can also be found in the Repository see link.

[http://repository.adultchildren.org/images/ACA\\_WSO\\_-\\_February\\_2017\\_TC\\_Minutes.pdf](http://repository.adultchildren.org/images/ACA_WSO_-_February_2017_TC_Minutes.pdf)

## THE 2017 ABC ACA WSO ANNUAL FINANCE COMMITTEE REPORT

The Finance Committee is a Standing Committee of the Board, formerly known as the Treasury Committee

**Inception Date:** May 2013 (inactive from September 2015 through January 2016)

**Chair:** Mary Jo L., Illinois

### **Members:**

- Jeffrey F, Czech Republic (November 2015 to present)
- David McB, Florida (November 2016 to present)
- Charlie H, Virginia (November 2016 to present)
- Bill D, Florida (December 2015 through June 2016 and February 2017 to present)

**Statement of Purpose/Mission:** The mission of the Finance Committee is to inventory the financial state of the WSO on an ongoing basis while maintaining transparency. In doing so, all financially-related processes are examined and suggestions are made to the WSO Board. All tasks are done with the primary purpose of keeping the fellowship financially stable and healthy so that the message continues to be carried to ACAs throughout the world.

### **Committee Activities and Tasks Completed**

- David McB has continued to resolve issues related to potential sales of books through Amazon UK – This has been an ongoing issue for over a year. The level of paperwork they require far exceeds what is required in the US. By the time of the ABC we expect this to be up and running and very successful, with our next shipment of books on the way.
- David has created our Amazon US account and sales are presently happening in large volumes.
- Discussed at great length the value of additional cost centers– to be potentially implemented after receipt of audit report.
- Implemented Transferwise as a less expensive alternative for international wire transfers - Jeffrey.
- Created a 2017 budget (see attachment)– one of the biggest challenges is always to project realistic future sales.
- Engaged TNT as a much less expensive shipping option for non-US orders – Jeffrey
- Revised the fiscal policy section of the OPPM
- Reconciled pricing of Chips and Medallions and increased prices due to outside fulfillment costs– we did an in depth study of sales and overhead charges and determined the pricing structure that would ensure that costs are being covered and there is a profit margin.
- Reconciled pricing of tri-folds, changing the prices and quantities to make them more viable due to outside fulfillment costs.
- Discontinued sales of eight tri-folds for the same cost reasons as in the bullet above. Ensured they are now available as free downloads on the website.
- Proposed giving chips and medallions to attendees of the AWC as recognition of time in the fellowship.
- Proposed a per diem food policy for those who travel on WSO business. The intent is to save time and the cost of dealing with a multitude of receipts.
- Suggested that a contribution button be added to the Free Literature page on the website.

**Goals for the year ahead**

- Engage a cost accountant to help determine fully-loaded costs of products and distribution channels.
- Refine formulas for pricing different types of literature for different distribution channels.
- Use information from the Audit to improve our financial structure and controls.
- Change the chart of accounts post-audit to align with newer distribution and service strategies.
- Increase transparency and reporting for financial activities.
- Begin use of graphs and charts to illustrate complex financial data.
- Implement a strategy to increase awareness about the need for 7th Tradition support.
- Further refine monthly financial reporting of contributions, sales and costs worldwide.
- Implement internal controls to prevent or detect fraud.

WSO Website - Repository URL of meeting minutes / reports: <http://repository.adultchildren.org/wso-treasurer>

Committee Contact information: [Treasurer@adultchildren.org](mailto:Treasurer@adultchildren.org)

# ACA WSO Budget: 2017

## Income

### Sales

Sales (DC and Ware-Pak)	610,000
eBook Sales	20,000
Audio Books	13,000
ABC AWC Audio	1,700
Sale of Foreign Produced Literature	15,000
Amazon UK	15,000
Amazon US	25,000
Amazon Other	2,000
Miscellaneous Income	1,500
Less COGS	(225,000)
<b>Total Sales</b>	<b>478,200</b>
<b>7th Tradition Contributions</b>	<b>85,000</b>
<b>Total Income</b>	<b><u>563,200</u></b>

## Expenditures

### Distribution Center

Payroll - Staff and Management	
Management	40,000
Staff Wages	75,000
Payroll tax, fees, gifts, etc.	14,000
Worker's Comp	20,000
Temp Agency	5,000
Furn_ Warehouse Equip	5,000
Office Move	3,000
Office Supplies	3,500
Merchant Fees, Banks, etc.	20,000
Emp Admin	1,500
Technology Purchases	2,000
Warehouse Packing and Ship	3,000
Facility Overhead	
Rent	30,000
Repairs	500
Utilities	1,750
Internet/Phone	2,800
Storage Unit	600
Bang Storage	100
Annual Trustee DC Visits	9,000
Liability insurance and Theft Bond	3,600
Miscellaneous Expenses	8,000
<b>Total DC Expenditures</b>	<b>248,350</b>

<b>Outside Fulfillment Expenditures</b>	
Ware-Pak	51,000
Amazon	7,000
<b>Total Outside Fulfillment Expenditures</b>	<b>58,000</b>
<b>General Overhead</b>	
Technology	
Website Maint - Shop Cart	20,000
Rackspace	1,700
Audit Expense	12,000
Dues and Subscriptions	250
Accountant - Fulfillment	27,000
<b>Total General Overhead</b>	<b>60,950</b>
<b>Board and Admin Expenditures</b>	
ABC_AWC	20,000
Strategic Planning Meeting	20,000
Literature Development	9,400
Committees	
Literature	600
Exec Committee	1,000
MPS	6,000
H&I	2,000
Europe	6,000
Finance	600
Legal and Professional Fees	2,000
Programs	
BBI (400 books per year)	2,500
Lights On	500
Website	
Main Site Maintenance	2,000
Special Workers	
Design Editor	47,000
Admin	18,000
MPS	15,000
Meeting Transcription Svcs	1,500
Employer Taxes & Fees	7,500
Workman's Comp	1,000
Accountant (Admin Portion)	10,500
Unexpected Expenses	5,000
D&O Insurance	1,200
<b>Total Board and Admin Expenditures</b>	<b>179,300</b>
<b>Total Expenditures</b>	<b>546,600</b>
<b>Gross Net Income (Deficit)</b>	<b>16,600</b>

**Literature Committee Annual Report**  
**Adult Children of Alcoholics®/Dysfunctional Families**  
**World Service Organization**  
**April 2017**

**The International Literature Subcommittee** – The International Literature Subcommittee (ILS) was formed in November 2016 and announced on the 10 December 2016 ACA WSO Teleconference Meeting. It is chaired by Jeffrey F. in Prague. Jeffrey F. is also a Member of the WSO Board of Trustees.

The mission of the ILS is to incorporate and continue the work, started by Jeffrey F. as Chair of the European Committee's Literature Subcommittee, on a global level regarding ACA's literature outside the US. That work includes such activities as:

- 1) Assisting local groups to enter into translation agreements with the WSO;
- 2) Sourcing and contracting local vetting of translations of ACA literature;
- 3) Sourcing and contracting local or regional design, printing and delivery of ACA literature;
- 4) Creating pricing and distribution policies and strategies for ACA literature outside the US.

These activities ensure that ACA literature (particularly in foreign languages) outside the US is:

- 1) More affordable to local national fellowships because it is produced closer to home;
- 2) More readily available because it offers more flexibility and reduces long delivery times;
- 3) More profitable for the WSO and local IGs because of a local transparent pricing policy.

In 2017 the WSO will print ACA literature for the first time outside the US such as:

- Swedish Newcomer Booklet
- Finnish Yellow Workbook
- Russian Big Red Book
- Castilian Spanish Big Red Book
- Japanese Big Red Book

If you are interested in serving on the International Literature Subcommittee or would like additional information, contact Jeffrey F. at [eu-finance@acawso.com](mailto:eu-finance@acawso.com)

**Literature Review Subcommittee** – The Literature Review Subcommittee began work in May 2016, evaluating proposed WSO publications submitted by the fellowship and by other world service volunteers. The subcommittee reviewed seven manuscripts, including an ABC delegate training document that since has been posted on the ACA website. Three other manuscripts remain under consideration, and three have been recommended for removal from the Literature Queue. The subcommittee, initially chaired by Charlie H., is now being chaired by Tamara P., and will continue to review proposed literature submissions in 2017.

**European Fulfillment** – To further address high international shipping costs, we have established a third-party fulfillment account in Europe to reduce the costs for European fulfillment options. This looks to be the most viable solution to reducing the shipping cost of English and Spanish language literature to adult children in Europe. All booklets available for sale on the ACA website have been translated into Finnish, Danish, Spanish, and Russian, and are being formatted and barcoded prior to printing and delivery to the third party fulfillment service provider.

**US Literature Distribution Network** – We continue to offer a 30% discount price plan for ACA literature. This discount is exclusively for registered ACA Intergroups. This discount allows ACA Intergroups to service their local groups' literature needs while providing the Intergroups an opportunity to generate a small revenue stream to fund outreach efforts and their operations. This helps the fulfillment efforts of the Literature Distribution Center.

**Book Seeding Project** – Several International ACA Groups and ACA Intergroups participate in this project to achieve savings in shipping costs.

**ComLine** –The ComLine is being offered quarterly, with the focus of each issue as follows:

- January – March (1st Quarter), Steps 1, 2, 3 and Traditions 1, 2, 3
- April – June (2nd Quarter) Steps 4, 5, 6 and Traditions 4, 5, 6
- July – September (3rd Quarter), Steps 7, 8, 9 and Traditions 7, 8, 9
- October – December (4th Quarter) Steps 10, 11, 12 and Traditions 10, 11, 12

We encourage all adult children to share their stories of experience, strength, and hope through their writings, drawings, photos, and poems. We especially seek shares from adult children around the world. These adult children have said, "My inner child does not speak English." Shares written in the language of one's childhood are printed as they are submitted.

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### ***A Letter from the ComLine Editor:***

*The second anniversary of the Adult Children of Alcoholics/Dysfunctional Families (ACA) ComLine newsletter will be this April 2017. We are grateful to Phyllis R. who rebirthed our direct line of communication to our global members. Patti H. is still providing her much appreciated typesetting expertise, and our committee proofreaders continue to fine tune the correct placement of the English written word; thank you! Our international members continue to share submissions in English, along with a version in their native language. ACA issues exist worldwide, and ACA is pulling together as an international family. The Delegates Corner has been created, and news continues to help our trusted servants to unite. Robin R., from the Literature Committee, graciously assists when needed, and her knowledge and expertise is always appreciated. What amazes me the most in my year as ComLine Editor is the willingness*

*of our members to take the time to write down and share their experience, strength and hope with our readers. Keep writing and sharing everyone, as it keeps the ComLine alive and well! Send your creations to [litstaff@adultchildren.org](mailto:litstaff@adultchildren.org). It is an honor and a privilege to serve ACA!*

*Mardi M., ComLine Editor*

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**a-BRB** – This unabridged recording is 22 hours and 17 minutes long, and comprises the entire content of the Fellowship Text. It is downloadable from Audible, iTunes, and Amazon, and the links can be found on our website, [adultchildren.org](http://adultchildren.org). To date, we have sold 1,966 a-BRBs.

We began offering the Meditation book, *Strengthening My Recovery*, as an e-BRB in 2017. Since the initial offering, we have sold a total of 352 e-SMRs. 2

**e-BRB** – All totaled, we have sold 11,750 e-BRBs. 2

**International Spanish BRB** – The International Spanish BRB complete, and introduced at the 2017 ABC.

**Castilian Spanish BRB** – The Castilian Spanish BRB is in production as an e-book. It will be available for purchase by mid-2017. A print version is expected later in 2017.

**Japanese BRB** – The BRB is now in Japanese, thanks to the service of Hiroko I. and the Japanese translation group. They have finalized the book, and are completing a second round of proofing. This is completed and the book is vetted, this book can go into production.

**Polish BRB** – The first Polish intergroup and translation team who contacted us in June have translated a big part of the BRB into Polish.

**Greek BRB** – The first Greek intergroup and translation team has contacted us; they have received five copies of the BRB, and they are translating the BRB into Greek.

**Greek Meditation Book** – *Strengthening My Recovery* is translated, the initial layout and quality check are complete. A draft layout will be provided to the translation committee, for review before printing.

**Finnish WB** – Layout of the Finnish workbook is complete and ready for press.

**French BRB** – The translation group in Quebec, Montreal is leading the effort to translate the BRB into French. Native French speaking members who reside in Arizona and Florida are offering assistance.

**Russian BRB** – Translation is complete. The Russian translation group is contracting a layout person to complete prepress production on this book.

**Swedish Newcomer Booklet** – Translation and layout is complete and ready for press.

## Summary

The Literature Committee's current workload consists of approximately 60% translation work, with 40% logistical support for other projects, including the ComLine and the overseas distribution effort. We currently offer literature in nineteen languages. Though we have established a baseline process for getting literature in the queue, we are keenly aware of the rest of the world's need for literature and desire for translated materials.

With translations, we are expanding the base of our offerings. With the offering of the International Spanish BRB, we anticipate a surge in demand for Spanish literature, which will augment the existing demand for English and the anticipated demand for additional literature in Russian and Greek. Expanding globally to our expanding audience base will help to reduce the shipping costs of sending literature overseas. The primary area in which we are lacking is person hours. Expanding our language base could contribute to our financial bottom line.

Among the current Twelve Step Programs, ACA is on the cutting edge of trauma recovery.

Existing literature is heavily weighed in newcomer material. The "To the Beginner in All of Us" trifold and The Laundry Lists Workbook are geared towards adult children who have been in the program for a while.

We would like to dedicate the resources of the literature committee to the core work that's been articulated in existing literature.

In order to ensure the best quality ACA literature and to make sure that it remains current and relevant, we suggest that literature offerings be conversant in 12 Step individual and group trauma recovery topics. We suggest that those wanting to contribute literature should be thoroughly familiar with the existing ACA Literature, the body of work on trauma recovery by the mental/body health professionals, the wealth of knowledge by theologians and spiritual practitioners, and that the offered literature be globally applicable and sensitive.

We realize that some literature will have to be written from scratch. Literature should be written with a couple of essential questions: Who would be the target audience? Where on the existing spectrum of ACA recovery literature would this piece fit?

## Gratitude

With great appreciation for the support received from each Board member, past and present, the outstanding dedicated office staff, and all the wonderful volunteers who have assisted the Literature Committee's work, we are...

Deeply in your debt,

The Literature Committee

*From a space of love, I give service in ACA so that every adult child seeking recovery may find a safe place.*

April, 2017

## **THE DISTRIBUTION CENTER OVERSIGHT COMMITTEE (DCOC) ANNUAL REPORT**

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Initiated in May 2013 as a direct result of a WSO Process Audit conducted in January 2013 by Larry A. and Mary Jo L., WSO Trustees. This audit was initiated by Scott R., the Chairperson of the WSO.

Presently, the Committee has Co-Chairs Mary Jo L., Illinois and Larry A., New York. Ines Z. was a recent member of the committee until February 2017.

### **Statement of Purpose**

The purpose of the DCOC is to oversee the staff as well as the sales and distribution activities that emanate from the Distribution Center that require staff involvement.

### **Committee Activities since the Previous ABC**

- Performed routine management activities in the absence of on-site management that includes the following
  - Recommended and implemented staff raises
  - Wrote and delivered Performance Reviews
  - Held weekly Staff Meetings
  - Added employee form for Incidents/Accidents

Although it has not been ideal from a management perspective, the DCOC has managed the operations and staff from a distance as well as possible. This has included managing HR activities and doing almost daily troubleshooting.

- Implemented the new Board Intergroup Discount initiative

As an incentive for Intergroups to form and help them be self-sustaining financially, this initiative was implemented, extending a 30% discount. Books sold through this program are not individually wrapped and must be purchased in full case quantities and thus require very little effort on the part of the staff to fulfill.

- Implemented move to Ware-Pak, a 3<sup>rd</sup> party fulfillment center in Illinois

The contract with Ware-Pak was signed in late May, to take effect on September 1<sup>st</sup>. Logistical issues delayed the launch until November 1<sup>st</sup>. All orders that emanate from our Shopping Cart are filled in Illinois with the exception of Intergroup bulk quantity orders and International orders, which are still filled at the Distribution Center.

- Initiated new processes for tracking Purchase Orders and all supporting documentation
- Established a Credit Memo process to more efficiently track inventory changes
- Established a refund policy

We continue to streamline processes to make our systems more efficient and effective. We expect that there will be many more processes that may change as a result of the voluntary audit that has been conducted.

- Tasked staff with writing procedures for all of their responsibilities

In an effort to ensure that processes are handled consistently, the staff has been writing and revising procedures as applicable.

### **Additional Pertinent Information**

- 1,702 active Meetings

There were 1,520 meetings at the start of 2016, a net increase of 182 meetings.

- 68 active Intergroups

There were 54 Intergroups at the start of 2016, an increase of 14 Intergroups. While some may be forming to take advantage of the Intergroup discount program, the expectation is that the unifying power of an Intergroup will be the glue that holds them together.

- Sales figures (See attachments)
  - Product Sales Totals by month for 2016
  - Monthly Gross Sales for 2016 (Download sales refers to sales of downloaded recordings from the 2016 AWC)

### **Goals for the Year Ahead**

- To continue work with the Board to hire a General Manager.

We hope that the Board will have a General Manager in place before June so that the DCOC can step back from day-to-day operations.

- To expand distribution channels in order to continue to reach as many ACAs as possible with our literature.

Amazon has successfully launched in the U.S. and should hopefully be launched in the U.K. by the start of the ABC. Sales in the U.S. have been brisk and the Distribution Center has shipped a second pallet of books to the Amazon warehouse in the Los Angeles area.

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Regular sales figures can be found on the WSO website repository:  
<http://repository.adultchildren.org/committee-abc>

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Committee Contact information: [maryjlaca@outlook.com](mailto:maryjlaca@outlook.com)

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## Product Sales Totals:

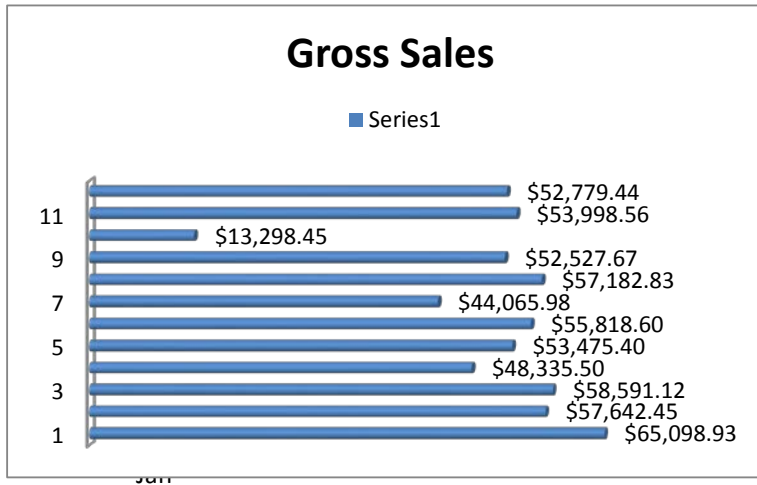
Item #	Description	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June2 016	July 2016	Aug 2016	Sept 2016	Oct 2016	Nov 2016	Dec 2016	Grand Total
100-1	Hardcover RedBook	1138	928	885	857	837	661	970	1038	1010	41	1302	855	10,522
100-01C	ACA Commemorative 10th Anniversary BRB												182	182
100-2	Softcover Red Book	272	240	251	176	318	353	66	325	338	376	12	155	2,882
100-3	Spiral Workbook	1178	980	995	805	1086	1055	836	991	1087	24	1269	1064	11,370
100-10	12 Step Workbook Glued		3		1	4	1							9
100-03D	12 Step Workbook Damaged										1			1
100-4	Index for Textbook	4	5	10	17	17	3	9	11	4	2	1	2	85
100-5	Meditation Book Hardcover	206	235	214	345	242	172	208	10		4			1,636
100-8	Meditation Book	534	504	424	306	268	405	372	627	533	36	94	614	4,717
100-09	Laundry List Workbook	691	663	673	421	515	372	41	504	385	41	605	409	5,320
200-01	Damaged Hardcover			14										14
200-4	Spanish Workbook	19	8	5	5	8	1	3	7	11	9	2		78
<b>LITERATURE:</b>														-
101-01	Cross Talk Booklet	72	39	49	56	45	21	31	59	61	34	29	49	545
101-02	Good Enough Booklet	47	32	18	51	0	4	23	35	22	119	19	13	383
101-03	Identity Paper Booklet	142	52	81	43	101	132	127	81	96	67	151	80	1,153
101-04	New comer Booklet	1557	1234	1506	945	909	1368	1028	846	1285	801	1336	1187	14,002
102-01	25 Questions: Am I an ACA (Sold in bundles of 10)	39	77	86	76	69	50	71	44	24	11	65	58	670
102-02	ACA Essentials (Sold in bundles of 10)	35	26	45	48	46	48	58	47	24	8	54	38	477
102-03	ACA Is... (Sold in bundles of 10)	21	65	85	50	63	49	68	30		20	41	61	553
102-04	ACA Sponsorship: Fellow Traveler ( bundles of 10)	12	48	60	56	27	25	19	40	3	6	15	12	323
102-05	Conducting a Business Meeting (bundles of 10)	3	3	2	8	14	3	1	4	1	0	3		42
102-06	Early History of ACA (Sold in bundles of 10)	16	5	11	17	13	6	4	6	4	1	2	3	88
102-07	Hospitals & Institutions (Sold in bundles of 10)	2	1	3	4	6	1	3	1	1	0	4		26
102-08	Hosting an ACA Sponsorship Wrkshp ( bundles of 10)		1	2	4	5	1	1	11	2	10	3		40
102-09	Issues for Meetings (Sold in bundles of 10)	3	8	5	10	18	6	10	6	4	0	5	3	78
102-10	Literature Policy (Sold in bundles of 10)	3			6	6	1	2	11		0	2	2	33
102-11	Public Information (Sold in bundles of 10)	2			7	5	3	4	3	8	0	6		38
102-12	Suggest Banking/Accounting Procedures	3		3	3	7	3	1	2	2	1	1		26
102-13	The Tool Bag (Sold in bundles of 10)	24	33	60	33	28	24	47	23	14	13	19	34	352
102-14	12 Concepts and Suggested Commitment	3	1	5	5	3	1		3	1	0	3	2	27

102-15	WSO Is.... (Sold in bundles of 10)	3	1	1	8	3	3	1	1	3	0	1		25
102-16	To The Beginner In All Of Us	15	19	140	35	52	21	47	25	32	9	13	23	431
103-01	Tri-Fold Assortment	10	12	16	3	1	13	9	11		2	1	3	81
103-02	Literature Set	5	12	5	8	1	7	8	9	2	3	18	2	80
103-03	New Meeting Packet	2	13	15	10	3	12	9	6	5	6	5	6	92
103-04	Meeting Starter Kit	6	3	5	3	1	3	2	6	1		3	4	37
<b>MEDALLIONS:</b>														-
120-00	WELCOME CHIPS	818	688	869	768	756	585	771	534	473	269	1029	582	8,142
120-01	1 Month Chip	184	56	179	145	181	85	179	131	100	102	137	131	1,610
120-02	2 Month Chip	129	62	109	122	141	69	76	110	36	64	164	116	1,198
120-203	3 Month Chip	155	49	154	145	166	56	86	105	97	71	160	118	1,362
120-04	6 Month Chip	131	37	114	130	168	45	36	98	79	36	168	82	1,124
130-60	6 Consecutive Meeting Coins (*NEW*)								180	47	46	177	200	650
120-05	9 Month Chip	102	35	91	119	94	43	40	99	108	26	100	82	939
130-01	1 Year Bronze Medallions	136	131	148	78	159	82	25	71	69	89	106	151	1,245
130-02	2 Year Bronze Medallions	93	55	146	64	90	43	94	65	40	28	69	115	902
130-03	3 Year Bronze Medallions	65	30	109	45	55	38	58	56	43	31	27	32	589
130-04	4 Year Bronze Medallions	45	26	37	40	38	34	57	40	43	31	34	19	444
130-05	5 Year Bronze Medallions	38	21	32	33	41	36	51	36	37	10	20	21	376
130-06	6 Year Bronze Medallions	20	16	31	12	34	16	52	18	20	6	14	18	257
130-07	7 Year Bronze Medallions	11	8	24	10	28	13	19	13	15	2	12	13	168
130-08	8 Year Bronze Medallions	8	6	20	6	28	9	17	9	10	2	10	12	137
130-09	9 Year Bronze Medallions	8	3	8	6	15	5	10	7	9	3	10	6	90
130-10	10 Year Bronze Medallions	8	3	7	5	15	9	2	6	8	3	6	5	77
130-11	11 Year Bronze Medallions	5	3	5	0	11	2	0	1	0	0	5	0	32
130-12	12 Year Bronze Medallions	1	2	2	1	10	4	1	2	0	3	5	0	31
130-13	13 Year Bronze Medallions	0	1	3	0	5	3	1	3	0	2	4	0	22
130-14	14 Year Bronze Medallions	0	1	4	1	5	1	5	2	0	0	4	0	23
130-15	15 Year Bronze Medallions	0	1	4	1	6	7	0	2	0	0	5	2	28
130-16	16 Year Bronze Medallions	0	0	3	2	0	1	0	0	0	1	0	0	7
130-17	17 Year Bronze Medallions	0	0	3	2	0	1	0	0	0	0	0	0	6
130-18	18 Year Bronze Medallions	0	1	3	1	0	1	0	0	0	0	0	0	6
130-19	19 Year Bronze Medallions	0	1	3	2	0	1	0	0	0	0	0	0	7
130-20	20 Year Bronze Medallions	0	2	1	2	0	6	0	0	0	0	1	0	12
130-21	21 Year Bronze Medallions	0	0	2	1	0	1	1	0	1	0	0	0	6

130-22	22 Year Bronze Medallions	0	0	2	1	0	1	3	0	0	0	0	0	7
130-23	23 Year Bronze Medallions	0	0	2	1	0	1	0	0	0	0	0	0	4
130-24	24 Year Bronze Medallions	0	0	2	1	0	1	0	0	0	0	1	0	5
130-25	25 Year Bronze Medallions	1	0	3	2	2	1	0	1	1	1	2	0	14
130-26	26 Year Bronze Medallions	0	0	4	1	2	2	0	0	1	1	1	0	12
130-27	27 Year Bronze Medallions	2	0	5	0	1	1	1	0	0	1	0	0	11
130-28	28 Year Bronze Medallions	1	0	3	2	0	1	1	1	1	1	1	0	12
130-29	29 Year Bronze Medallions	1	0	3	2	0	3	1	1	2	0	0	0	13
130-30	30 Year Bronze Medallions	0	1	7	0	1	1		2	0	0	2	1	15
130-31	31 Year Bronze Medallions	0	0	0	1	0	1	1	2	0	1	2	0	8
130-32	32 Year Bronze Medallions	0	0	0	0	1	1		1	0	0	2	0	5
130-33	33 Year Bronze Medallions	0	0	0	1	0	1	1	1	0	0	2	0	6
130-34	34 Year Bronze Medallions	0	0	0	0	0	1	0	0	0	0	2	0	3
130-35	35 Year Bronze Medallions	0	0	0	0	0	1	0	0	0	0	2	0	3
130-36	36 Year Bronze Medallions	1	0	0	0	0	1	0	0	0	0	2	0	4
130-37	37 Year Bronze Medallions	2	0	0	0	0	1	0	0	0	0	2	0	5

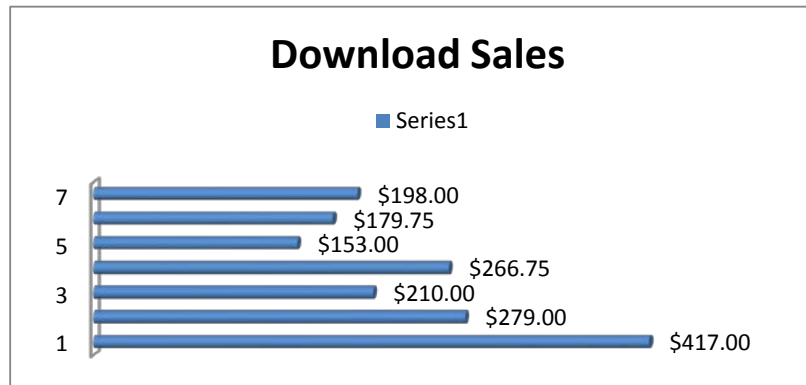
2016

JAN	\$ 65,098.93
FEB	\$ 57,642.45
MAR	\$ 58,591.12
APR	\$ 48,335.50
MAY	\$ 53,475.40
JUNE	\$ 55,818.60
JULY	\$ 44,065.98
AUG	\$ 57,182.83
SEPT	\$ 52,527.67
OCT	\$ 13,298.45
NOV	\$ 53,998.56
DEC	\$ 52,779.44



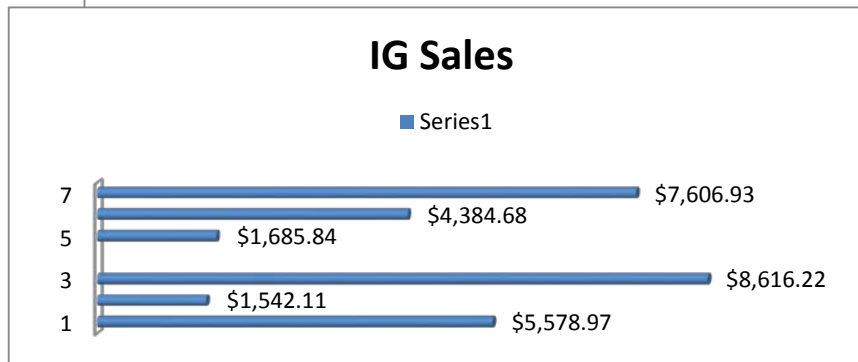
**Download Sales**

June	\$ 417.00
July	\$ 279.00
Aug	\$ 210.00
Sept	\$ 266.75
Oct	\$ 153.00
Nov	\$ 179.75
Dec	\$ 198.00



**IG Sales**

June	\$ 5,578.97
July	\$ 1,542.11
Aug	\$ 8,616.22
Sept	
Oct	\$ 1,685.84
Nov	\$ 4,384.68
Dec	\$ 7,606.93



April, 2017

## THE ABC COMMITTEE ANNUAL REPORT

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Founded in 1987, the ongoing work of the ABC Committee confers a perpetual standing status.

Presently, the Committee Chair is Bill D., Florida and the Vice Chair is Jim R., NY. The ABC Committee has benefited greatly from the work of its committee members: Art S. – CA, Bonnie K-M. – TX, Charlie H. – VA, David McB. – FL, Erin D. – PA, Heather S. – CA, Jeanne L. – CA, Justus H. – CA, Kurt S. – CA, Laura L. – CA, Marcia J. – IA, Melani M. – TN, Nancy U. – FL, Susan C. – CA, Sue V. – Toronto CN, Tom R. – PA.

### **Statement of Purpose**

The ABC Committee exists to facilitate the work of planning and coordinating each year's ABC-AWC, informing the fellowship of developments. In addition, the ABC Committee works with the Ballot Prep Committee to ensure the Group Conscience Surveys and subsequent Ballots are distributed and tallied according to the OPPM. We work in tandem with the Delegate Training Subcommittee, who offers guidance to the ABC Delegates, as needed.

### **Committee Activities since the Previous ABC**

- We developed an Application and an Assessment Tool for choosing the 2017 ABC Host.

The Application form was based on a form that was previously used for gathering information about the host committee of the 2016 ABC. The form looked at the volunteer base and the host leadership; the logistics of travel and the venue; general costs particular to that location. With an application in place, we then needed a way to objectively compare bids, which led to the creation of a numerically based assessment tool.

- We evaluated the applicants and recommended San Diego to host the 2017 ABC-AWC

With a strong application from Reno, Nevada, we had a difficult time arriving at the decision to recommend San Diego to host the 2017 ABC-AWC. The WSO Board agreed with our assessment.

- We acted as the Board Liaison for the planning of the 2017 ABC AWC.

We have provided documentation and guidance to the San Diego Host Committee to help them hit the ground running on the planning of this year's convention. The ESH of last year's host committee was passed on to this year's host committee. Two face to face meetings have been held with the host

committee at the hotel to facilitate the planning of the ABC AWC and to develop the program for the AWC.

- We helped develop the agenda for the 2017 ABC.

In collaboration with both the WSO Board and the Delegate Training Sub Committee, we determined the sequence and timing of the ABC activities. We also offered experience to the Host Committee as they created the AWC program.

- We put out the call for the 2018 ABC host; received three applications

With the work of recommending a host for the 2017 ABC completed, we suggested to the Board that the ABC Committee continue their work, by finding a host for the 2018 ABC. The concept underlying the request was to establish a practice of finding a host, roughly 15 months before their event, so that they might gain experience by observing or assisting with the prior ABC. The additional time for planning, as well as the overlapping of host committees will offer continuity and consistency.

We evaluated the bids from Vancouver and Toronto in Canada and Newcastle in the United Kingdom. After extensive assessment, we recommended that the Board choose Toronto.

- We stepped in and ensured the Group Conscience Survey and Ballot Proposal voting process was carried on according to the schedule outlined in the OPPM.

Due to circumstances beyond his control the Ballot Prep Committee Chair had to resign shortly after the 2016 ABC. The ABC Committee Chair took on the duties of that committee chair and enlisted the ABC Committee in assisting in getting the group conscience surveys and ballots out to the groups. After the proposals were received and the board assisted in the WSO analysis, the ballots were sent back out for online voting. The voting this year set a record and resulted in just over 203 groups/ intergroups casting their votes. Of the 16 ballots sent out, 12 received the required 2/3rds approval to be put on the 2017 ABC agenda.

- We supported the submission of the annual Committee Reports

We designed a form that could help committees in making their annual reports. The form indicated information that we felt would be of value to the Board and ABC Delegates. Ideally the various reports might be more easily compared and searched. The form could also abbreviate an oral presentation.

### **Goals for 2017**

Annually, our committee calendar has two tracks:

1. To take the necessary step for recommending a host for the ABC, two years' out.
2. To assist the Host committee in the planning of the ABC / AWC for the upcoming year.

Finding a host for the 2019 Annual Business Conference will begin with 2 concurrent steps. We will start by refining the application form and assessment tool. At the same time we will announce the search - a call to groups and Intergroups curious about hosting this event. These groups request and receive the Application to Host, which will be submitted around September.

We anticipate an enthusiastic response, which will likely require a 2 step evaluation, in which we initially narrow the field to 2 or 3 candidates. The ABC Committee intends to make a recommendation to the Board by sometime in November.

Our recommendation is offered in this time frame so that the 2019 Host Committee will be able to participate in some of the planning of the 2018 ABC, learning from the experience. Ideally, some members of the incoming host committee will be able to attend the previous ABC to participate and experience the event, first hand.

At the same time, while we search for the next host, the ABC Committee will be involved with the creation of the 2018 ABC-AWC. Our planning of the upcoming ABC focusses on developing the agenda for the meeting and driving the submission of committee reports, which will now be covering a January – December timeframe. The agenda revolves, primarily, around the discussion of those ballot proposals that achieve the 2/3 vote requirement. We will be working with the Ballot Prep Committee, as needed. Additionally, the agenda allows for instruction and guidance for the Delegates, and we will work with the Delegate Training Sub Committee as they plan their program.

The ABC Committee also offers guidance to the Host Committee, generally, in regards to the Annual World Conference. In the coming year we will be developing AWC timelines and guidelines for the Hosts to consider.

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Some committee information can be found on the WSO website repository:

<http://repository.adultchildren.org/committee-abc>

Presently, much of the communication and sharing of documents between committee members occurs on the Slack platform. All are welcome to participate or observe. Write us for an invitation.

Committee Contact information: [abc@adultchildren.org](mailto:abc@adultchildren.org)

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**Motion:** At this time we would like to put forward the nomination of Jim R., from New York for the 2018 ABC Committee Chair position.

## BALLOT PREP COMMITTEE (BPC) REPORT

<b>Committee</b>
Ballot Prep Committee

<b>Inception Date</b>	<b>Sunset Date</b>
1987	Perpetual

<b>Chair / Vice Chair (First name, Last Initial; State or Country)</b>		
Bill D. – Florida, Acting Chair	Tom R. (resigned as chair for personal reasons, October 2016)	
<b>Members (First name, Last Initial; State or Country)</b>		
Tom R. – Pennsylvania Colleen B. - Florida	Laura L. – California Nancy U. - Florida	Marcia J. – Iowa Bonnie K-M. – Texas

<b>Statement of Purpose</b>
The Ballot Prep Committee (BPC) was created to oversee the Group Conscience and Ballot Proposal process for the WSO and ACA Fellowship. This includes assisting the membership in understanding the process of performing group conscience surveys and submitting ballot proposals to be considered by the delegates at the annual ABC meetings and to make recommendations on ways to improve that process.

<b>Bullet list of committee activities since the last ABC</b>
<ul style="list-style-type: none"> <li>• Review the current Ballot / GCS (Group Conscience Survey) procedures of the ACA Fellowship.</li> <li>• Clarify the Ballot / Group Conscience Survey procedures for ACA groups, Intergroups and the ACA fellowship worldwide.</li> <li>• Publish the proposal and balloting procedures, along with submission deadlines on the ACA website, in the ComLine.</li> <li>• Communicate with ACA registered groups and Intergroups worldwide to help them understand that they have the right, and the responsibility, through their group conscience to offer proposals for additions, and/or changes to, ACA Policies, Procedures and Publications that they feel will be beneficial to the collective ACA groups, Intergroups, WSO and ACA Fellowship provided they are submitted within the current procedural timelines in the ACA Operating Policy and Procedures Manual (OPPM).</li> <li>• Examine all proposals submitted to ascertain that they were submitted by the group conscience of a registered ACA group or Intergroup and to make sure the desired intent is clearly understood and appropriately translated prior to being presented to the membership in the annual ACA Group Conscience Survey.</li> </ul>

- Encourage all ACA registered groups and Intergroups worldwide to participate in exercising their right to be heard through the ACA GCS process and to vote on any/or all proposals presented by other ACA groups, Intergroups or the WSO Board, provided they are submitted within the procedural timelines established by the OPPM.

**Tasks Completed**

- Established a clear timeline with specific dates for the complete Group Conscience Survey and Ballot Proposal process and communicated it openly to the ACA Fellowship.
- Adhered to the timeline published and communicated the dates effectively to the fellowship.
- Received a record number of responses to the ballots – 203 groups/ intergroups voted.
- Designed a simplified ballot format that made the ballots easier to read.

**Detailed descriptions, as needed**

- Presented and adhered to a timeline for all BPC activities:
- Ballot Proposal votes deadline on WSO Survey site. February 28, 2017
  - Ballot Proposals sent out to registered groups and intergroups. December 2, 2016
  - GC Proposals due in to WSO Survey site. September 30, 2016
  - GC Proposal Call letter for sent out to registered groups and intergroups. August 1, 2016

**Goals for the year ahead**

- Elect a chair and replenish members for this important committee.
- Clearly communicate the timeline for all deadlines of the process to the fellowship.
- Continue to improve the Group Conscience and Ballot Proposal process.
- Clarify and codify the Ballot Proposal process in the fellowship’s foundational documents.
- Get a larger percentage of groups involved in the ballot proposal process.

**WSO Website - Repository URL of meeting minutes / reports**

<http://repository.adultchildren.org/committee-abc/ballot-prep>

**Committee Contact information**

[ballotprep@acawso.org](mailto:ballotprep@acawso.org)

## European Committee (EC) Annual Report (2016) For the 2017 ACA WSO Annual Business Conference

**Inception Date:** May 2013

**Sunset Date:** Perpetual

**Committee Members:**

Majbrit M., Denmark, Chair, and Member of the WSO Board of Trustees [eu@acawso.com](mailto:eu@acawso.com)

Jeffrey F., Czech Republic, Chair of Finance and Literature Subcommittees, and Member of the WSO Board of Trustees [eu-finance@acawso.com](mailto:eu-finance@acawso.com)

**Website / Repository URL of meeting minutes / reports:**

<http://repository.adultchildren.org/europe-connection>

[www.acawsoec.com](http://www.acawsoec.com)

<http://acawsoec.com/meetings/monthly-teleconference-calls/>

### I. Statement of Purpose

**Official:** Our mission is to be the human face and local (on the ground and not foreign) presence in Europe of the World Service Organization (WSO) for the Fellowship of Adult Children of Alcoholics / Dysfunctional Families (ACA). From a place of unconditional love, we pro-actively carry the message of the 12 Steps, by supporting the growth of the European Fellowship through a wide range of services that help build their own local service structures, facilitate the translation / verification / local printing and distribution of ACA literature in their own language, understand our concepts of service, traditions, and the structure of the WSO. We are not organized for the private gain of any person, and function as an autonomous body for Europe, as part of the WSO.

**Unofficial:** We are the “Mighty Mouse” of the WSO. We are only two committee members with very limited support, but we each speak three languages and do our best to serve a diverse and divided continent with more than 700 million people in 50 countries and 23 official languages. Fellowships in these countries, tend to be much smaller and/or underdeveloped compared to the US, because of the need to first interpret the word before it can be spread. As a result, much of our time is spent nurturing the often-fragile development of local translations and service structures, that have to replicate the ACA wheel (meetings, service structure and local literature) in their own language and by themselves. Despite these overwhelming odds, we do make a difference every day, but miracles take a bit longer.

## **II. List of committee activities in 2016**

### **1) Raised the profile considerably of the EC with increased monthly communications...**

which now include: an email newsletter, a teleconference call with local dial-in numbers for Europe, followed by a recording of that call posted on our new EC website ([www.acawsoec.com](http://www.acawsoec.com)) and eventually minutes of the call posted on the WSO repository and the EC site.

### **2) Researched local book printing in England and selling books on Amazon.co.uk...**

which lead to the green light being given by the WSO Chair in early 2016 to begin shipping books in bulk to England and selling Europe-wide through Amazon fulfillment. This is especially important for the development of the English-speaking fellowship in the United Kingdom and Republic of Ireland.

### **3) Spoke at a well-organized business meeting in Latvia...**

and shared about the structure of the WSO, how we work, and how our work is guided by our traditions and funded by sales of literature.

### **4) Researched and found alternative shippers (like TNT)...**

who could deliver bulk orders of our books outside the US at a much lower cost than the US postal system, who's charges typically made up 2/3 the cost, of any foreign-shipped purchase.

**5) Set up a system to spot-check-verify translations of ACA books...**

using more affordable local resources instead of large US translation agencies. It is estimated that this new approach has saved the WSO about \$20,000 in 2016.

**6) The WSO, through the EC, made its first official visit to The Netherlands...**

to get to know their fellowship, leading members of their service structure, and speak about the need of having a service structure in place here in Europe and how we make this happen.

**7) Originated and drafted a Board approved commercially viable pricing policy...**

for the WSO and local fellowships for producing/distributing foreign ACA books outside the US. This ends uncertain margins or losses on foreign titles printed in the US and enables fellowships outside the US to be able to afford to purchase our literature under their own financial conditions.

**8) Suggested that the WSO Treasurer use a foreign payment intermediary...**

(TransferWise) so that Board members in Europe (and others outside the US receiving payments from the WSO) would not have to incur additional bank charges. The WSO also saves money with transfer fees and exchange rates.

**9) Introduced the ability to provide business and commercial advice...**

to support local service structures in Europe relating to their local literature sales and distribution.

**10) Continued to grow private telephone and Skype support calls...**

with various calls weekly, sometimes twice a week, with key service members in countries seeking advice and best practices when setting up service structures in their own country.

**11) Originated and drafted a Board approved per diem travel policy...**

for Board members to further simplify WSO accounting records and admin. This was driven by the challenges experienced in Europe with multiple currencies, payment methods, or lack of US-style cash register receipts in some countries.

**12) Originated and drafted a Board approved policy to allow all trifolds...**

to be downloaded for free in pdf format. This mainly benefits fellowships outside the US because they can now print them as needed at local costs and without having to pay for overseas shipping. Smaller groups in the US with less financial means also benefit from this policy. The policy also included asking anyone downloading free trifolds to consider making a one-time 7th Tradition contribution of \$10 or more as a token of appreciation.

**13) Sought legal counsel which approved a contractual arrangement...**

for the WSO to hire a company in Europe to act as an intermediary when paying expenses for committees operating outside the US. This greatly simplifies accounting records for the WSO saving time and money.

**14) Sent ACA Starter Kits...**

to Malta, Switzerland and Romania as part of the "Lights On" initiative.

**15) The WSO, through the EC, made its first official visit to Hungary...**

to get to know their fellowship, leading members of their service structure, and speak about the WSO. This official WSO visit was also the catalyst to bring together members face-to-face to discuss their local translation challenges with the aid of having immediate advice from the WSO.

**16) The WSO, through the EC, made its first official visit to Russia...**

to attend the 3<sup>rd</sup> Annual European Meeting and get to know their fellowship, leading members of their service structure, and speak about the WSO. Prior to this visit extensive talks were also conducted on the phone regarding their service structure. This official WSO visit was also the catalyst to bring together members from all across Russia for their first face-to-face business meeting to discuss regional cooperation. The EC also created and brought with them as a gift, a coin to commemorate the publishing of the Big Red Book (BRB) in Russian. Personal copies of the BRB that EC members brought with them were also passed around to members to hold and cradle, many of whom never held a copy in their hands.

**17) The WSO, through the EC, made its first official visit to Italy...**

to get to know their fellowship, leading members of their service structure, and speak about the WSO. This official WSO visit was also the catalyst to get a national Italian Intergroup formed. Talking about our traditions and concepts of service made a huge difference in how they set themselves up and how they elected trustees. We also talked about copyrights and explained why it is important.

**18) Began to address a serious copyright violation with our literature in Germany...**

that was years in the making. This progress was due to the development of a local service structure in Germany and the on-the ground support of EC Committee/Board members who could also communicate in German.

**III. Tasks Completed in 2016**

- 1) Created our first plan and budget (for 2016) which was approved by the Board.
- 2) Upgraded our monthly Skype call to a free teleconference line with local numbers in Europe so that more people could easily join our call or listen to a recording of it.
- 3) Began to write and send a monthly email/newsletter with updates and announcements relevant to the EC's work and the fellowship in Europe.
- 4) Created a simple website ([www.acawsoec.com](http://www.acawsoec.com)) to begin communicating and connecting more efficiently with the European fellowship.
- 5) Appointed EC Country Representatives in 16 countries: Czech Republic, Denmark, England and Wales, Estonia, Finland, Germany, Greece, Ireland, Latvia, Netherlands, Norway, Romania, Russia, Spain, Sweden, and Switzerland.
- 6) Attended the 3rd annual ACA European Meeting that was held in Moscow.
- 7) Sent an EC member to national events in Latvia, Netherlands, Denmark, Hungary, Russia, Czech Republic, and Italy.
- 8) Laid the groundwork to solve two major literature problems in Europe: selling English language literature from Amazon UK and printing local language literature in Europe.
- 9) Hired support to transcribe monthly TC minutes and upload content on the EC website.
- 10) Continued to support the fellowship's needs on a case-by-case basis per country.

## IV. Finances

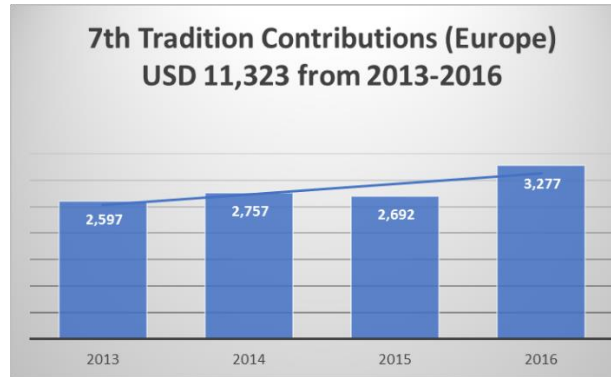
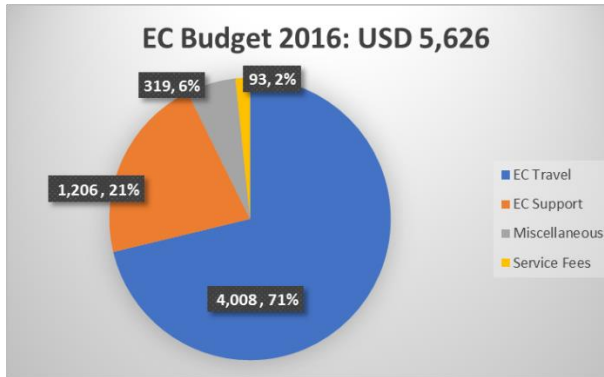
As already stated, the European Committee is unique in that it needs to support fellowships in many foreign countries that need to replicate much of what the WSO has already done in the US. For this reason, funding and finances plays a more important role for this committee, which is why we include a section on it for our report.

### 1) 2016 Budget

In 2016 the EC spent USD 5,626, mostly for **Travel** (71%) where at least one Committee/Board member attended and spoke at national events in Latvia, The Netherlands, Hungary, and Italy. Both Committee/Board members also attended and spoke at the 3<sup>rd</sup> European Meeting held in Moscow, Russia. On average this cost about USD 660 per person per country visited. **Support** is the second largest expense (21%) which accounts for mainly administrative support such as transcribing our monthly teleconference calls and all expenses associated with our web site. **Miscellaneous** (6%) are one-off expenses and **Service Fees** (2%) cover the cost of transferring funds and payments in Europe.

### 2) 2016 7<sup>th</sup> Tradition Contributions

In 2016 the EC reversed the decline in 7<sup>th</sup> Tradition Contributions from Europe with an increase of nearly 22% on 2015. This was achieved by being more visible and pro-active engaging members to get involved. Profile building and outreach efforts were covered in the activities portion of this report. But special mention needs to be made regarding the creation of Country Representatives, which is an advisory position to the EC, and helps keep us informed of developments in their country. However, we are only scratching the surface, as there needs to be a major educational initiative on this topic which will begin in 2017. The other major challenge regarding 7th Tradition contributions has been the high cost of obtaining ACA literature from the US. Again, in 2017, these issues will finally begin being addressed in Europe by selling literature on Amazon (in Europe) and printing literature in Europe.



### 3) 2016 Literature Sales

ACA Literature (in English and foreign languages) continues to be an important component of the recovery process for adult children in Europe. Unfortunately, no easy system has ever been set up with WSO financial records, to track literature sales revenue from Europe. You can only manually check past sales records and receipts and the EC does not have the human resources to do this. One example of such sales records research produced a net sales figure of **USD 13,937** for the period January – August 2015. But this did not include bulk purchases of foreign language books that were printed and shipped from the US. 2017 will be the first year when such figures will be more easily tracked because of the shift to selling on Amazon (in Europe) and printing all European language literature in Europe. It is also our hope that the Finance Committee make appropriate improvements in their financial reporting to be able to capture any sales that still get processed in the US either through the adultchildren.org shopping cart or through Amazon in the US/North America.

## V. Goals for the year ahead

- 1) Update our plan and budget for 2017 and have it approved by the Board.
- 2) Add more support to our committee. The EC desperately needs native-English speaking members who love to write, have an interest in Europe, and want to do service by helping us to create and disseminate a variety of information through various channels such as reports, newsletters and our web site. If you know anyone that would be interested, please have them contact us.
- 3) Begin selling ACA books on Amazon in Europe, starting with England, and then eventually extending to Spain (for the Castilian Spanish BRB) and other countries.

- 4) Begin printing the first ACA literature ever in Europe such as: Swedish Newcomer Booklet, Finnish Yellow Workbook, Russian Big Red Book, Castilian Spanish Big Red Book.
- 5) Hold our 4th annual European Meeting in Spain to celebrate the publishing of the Castilian Spanish Big Red Book and help the Spanish service structure get more organized.
- 6) Set up a proper database of contacts and actively build and work this list as a regular outreach to members for information, inspiration and support.
- 7) Begin educating members in Europe (through our database of contacts and web site) on the importance of 7th Tradition contributions.
- 8) Have for the first time, a reasonably accurate overview/balance sheet of finances for Europe, based on all sales of literature and 7th Tradition contributions originating from Europe, along with expenses incurred by the WSO to support EC operations and activities.
- 9) Add a lot more content to our new EC website so that it becomes an even more valuable international communications tool and platform for members in Europe.

## **VI. Conclusion**

Like the voyagers of the Starship Enterprise, the fellow travelers of the European Committee boldly go where no member of the WSO has ever gone before. While this may seem obvious, what is less obvious, is that like the crew of the Enterprise, no one can predict what we will encounter once we actually visit some far-flung corner of our fellowship. As such, most of the activities noted for 2016, came only as a direct result of challenges encountered on this journey.

Another less obvious but very important point, is that by default, fellowships outside the US naturally suffer from some form of neglect and sometimes abandonment. In the context of our program, think of the added challenges this presents to the WSO. Physical distance, language and culture, all throw up barriers that adult children the world over have to overcome if they want to obtain the same level of emotional sobriety that originated in, and is commonly found in the US. Even if this neglect is not intentional, it is a natural part of our worldwide fellowship's DNA. Indeed, many fellowships outside the US, are like the middle child trying to find their own way.

That is why it cannot be underestimated how important it can be for fellowships outside the US to make personal contact with members of the WSO or others in the US. Because it is only through this personal contact that they get to learn more about our fellowship and the concept of service, or learn that they are doing just fine with their own personal, group or national development. In short, the ability to connect with a representative of the source, provides an unparalleled ability for them to compare notes, benchmark their progress, or gain assurance and peace of mind.

We have truly been humbled to see foreign fellowships accomplish so much with so little that we continue to do what we can, and ask that the fellowship and Board supports us in our efforts.

## MEMBER & PUBLIC SERVICES (MPS) COMMITTEE ANNUAL REPORT

<b>Committee</b>
Member and Public Service Committee

<b>Inception Date</b>	<b>Sunset Date</b>
1987	Perpetual

<b>Chair / Vice Chair (First name, Last Initial; State or Country)</b>		
Bill D. Florida	Vacant	
<b>Members (First name, Last Initial; State or Country)</b>		
Laura L. California Bonnie K-M Texas Patrick B – California	David McB – Florida Susan C – California David Y – Pennsylvania	Justus H – California Jim B – Florida

<b>Statement of Purpose</b>
The purpose of Member and Public Services (MPS) in ACA is to support ACA Members in becoming responsible for their own well-being through ACA-related materials, and to provide information for the Public and professionals by providing ACA-related resources and services.

<b>Bullet list of committee activities since the last ABC</b>
<ul style="list-style-type: none"> <li>• Established and staffed the Member Outreach Subcommittee to facilitate and enhance the transmittal of ACA WSO news and events to the broader membership.</li> <li>• Sent out several html e-blasts about the convention since the committee formation.</li> <li>• Programmed an email blast footer that will allow people to click on it to automatically be signed up to receive future newsletters.</li> <li>• Arranged for an information and literature sales table at the 2016 Florida AA state convention.</li> <li>• Arranged for a ½ hour radio interview show two ACA members to be aired in the Southern California market.</li> <li>• Collaborated with the Website and Database Committee to create a “Newsletter Sign Up” button for the AdultChildren.org website to allow members to get on an email list by clicking on the button and filling out their information.</li> <li>• Oversaw the activity in the H &amp; I, Intergroup and Delegate Training subcommittees.</li> <li>• Started the Delegate Training Subcommittee to better prepare delegates for service at the ABC and in their groups.</li> <li>• Worked on forming a Regional Service Committee in Florida working with 3 different intergroups.</li> <li>• Set up a collaborative work platform (Slack) for members and trusted servants to better work on broadening the ACA Program as well as allowing the board to conduct business of the organization.</li> <li>• Standardized reporting of MPS Statistics and Repository page.</li> </ul>

- Supervised a part-time special worker whose responsibility is to receive and respond to emails and Vonage Phone Calls.
- Continued to receive and redirect contacts from the international community.

Tasks Completed
<ul style="list-style-type: none"> <li>• 131 units of literature sent to Therapists and Treatment Programs through the Big Book Initiative</li> <li>• Received 7,989 emails</li> <li>• Sent 4,178 emails</li> <li>• Received 1,449 Vonage Messages</li> <li>• Returned 1,052 Vonage Messages</li> <li>• Developed a weekly Task Sheet for the MPS special worker</li> <li>• MPS Outreach Committee established and functioning</li> <li>• Coordinated a ½ hour radio interview with two ACA members from California on station KSBR Jazz radio.</li> <li>• Set up and manned a literature and information table at an AA state convention in Tampa, Florida that had approximately 3,000 people in attendance.</li> </ul>

**Detailed descriptions, as needed**

<b>2016 BBI LITERATURE SHIPPED TO PROFESSIONALS</b>					
DATE	Counselor	COMPANY	CITY	STAT E	QTY
1/26/2016			Lake Worth	FL	3
1/26/2016			Gahanna	OH	3
2/26/2016			Westville	IN	3
2/26/2016			Kingston, ON	CN	3
3/23/2016			New York	NY	3
3/23/2016			Edmond	OK	4
3/24/2016			Paradise	CA	2
3/24/2016			Tustin	CA	1
3/24/2016			Scottsdale	AZ	1
3/24/2016			Basalt	CO	1
3/24/2016			Edmond	OK	2
3/24/2016			New Orleans	LA	1
3/24/2016			Dallas	TX	1
3/24/2016			Edmond	OK	3
3/24/2016			Belfair	WA	4 (2 SC/2HC)

3/24/2016	Cincinnati	OH	2
4/12/2016	Longwood	FL	4
4/12/2016	St Paul	MN	3
4/12/2016	Chino	CA	1
4/12/2016	Wheat Ridge	CO	2
4/14/2016	Cincinnati	OH	114
4/15/2016	Chico	CA	117
4/18/2016	Williamsville	NY	1
4/18/2018	New Orleans	LA	1
4/19/2016	Orlando	FL	115
5/11/2016	Austin	TX	4
5/11/2016	Wheat Ridge	CO	2(H/C) 2 (WB)
5/11/2016	Carlock	IL	1
5/11/2016	New York	NY	1
5/19/2016	Alameda	CA	1
5/19/2016	Highland	MI	1
5/19/2016	N. Chicago	IL	1
5/19/2016	Midhurst	CN	1
5/19/2016	Aberdeen	WA	4
6/13/2016	Dallas	TX	1
6/13/2016	Taholah	WA	4
6/13/2016	New Albany	IN	3
6/13/2016	Middletown	NY	2
7/6/2016	Grand Rapids	MI	2 BRB/6 WB- Damaged
7/6/2016	Anderson	SC	2BRB/2 WB- Damaged
7/6/2016	St Paul	MN	3
7/6/2016	Norman	OK	4
7/6/2016	Ft Lauderdale	FL	1BRB/1 WB- Damaged
7/14/2016	Jupiter	FL	1
7/14/2016	Singer Island	FL	4 BRB/1 WB- Damaged
7/14/2016	St Rose du lac	CN	1BRB/1 WB- Damaged

8/31/2016		Laughlinton	PA	1 BRB/1 WB Damaged/1 Med SC Damaged
8/31/2016		Huntsville	AL	1 BRB/1 WB Damaged/1 Med SC Damaged
8/31/2016		Airmont	NY	(4) BRB/2 Damaged WB
10/17/2016		Washington	DC	1 BRB
10/17/2016		Everett	WA	1 BRB
10/17/2016		Brea	CA	1 BRB
10/17/2016		Wilton Manors	FL	1 BRB
10/17/2016		Tucson	AZ	1 BRB
10/17/2016		Harrisburg	VA	1 BRB
10/17/2016		Tuscaloosa	AL	4 BRB/Free Lit from Web
10/17/2016		St Paul	MN	2 BRB
10/17/2016		Barboursville	WV	2 BRB
10/17/2016		Houston	TX	2 BRB/1 WB/Free Lit from Web
10/17/2016		Arlington	MA	4 BRB
11/15/2016		Washington	DC	1BRB
11/15/2016		Barboursville	WV	1 BRB
11/15/2016		Ellensburg	WA	1 BRB
11/15/2016		Hollywood	FL	1 BRB
11/15/2016		Harrisburg	VA	1 BRB
11/15/2016		Willimantic	CT	1 BRB
12/27/2016		Suwanee	GA	1BRB
12/27/2016		Houston	TX	1BRB
12/27/2016		Houston	TX	2 BRB
12/27/2016		Cumberland	TN	6 BRB

	<b>TOTAL BRB</b>	<b>133</b>
	<b>TOTAL YWB</b>	<b>18</b>
	<b>TOTAL MED</b>	<b>2</b>
		<hr style="width: 10%; margin-left: auto; margin-right: 0;"/>
<b>GRAND TOTAL LITERATURE SENT</b>		<b>153</b>

<b>Goals for the year ahead</b>
<ul style="list-style-type: none"> <li>• Build a membership contact database so that not only meeting contacts receive email updates and information, but so will members of the fellowship who wish to do so.</li> <li>• Attend 2 conventions and display ACA information and literature.</li> <li>• Develop a MPS e-zine named “The Traveler” and place it into monthly distribution to all members who wish to receive it. This will not compete with the quarterly published, recovery oriented ComLine, but will supplement the flow of information.</li> </ul>

<b>Motions to put Forward</b>
<p>Both of the motions below originated in the MPS Outreach Subcommittee and are approved by the MPS Committee.</p> <p><b>Motion 1.</b> To establish a monthly e-zine publication that can be emailed to all members on a monthly basis or more frequently if information is available to go out to the fellowship. This has been discussed extensively with the Website and Database Committee Co-Chair.</p> <p><b>Motion 2.</b> To install a newsletter sign up button on the homepage of the website and add a page in the menu for signing up to receive emails from WSO. This has been discussed and worked on jointly by the Website and Database Committee Co-Chair.</p>

<b>WSO Website - Repository URL of meeting minutes / reports</b>
<p>Presently, much of the communication and sharing of documents between committee members occurs on the Slack platform. All are welcome to participate or observe.</p> <p>Some information can be found on the WSO website repository here:  <a href="http://repository.adultchildren.org/committee-abc">http://repository.adultchildren.org/committee-abc</a></p>

<b>Committee Contact information</b>
<p><a href="mailto:mps@adultchildren.org">mps@adultchildren.org</a></p>

## APPENDIX 1 - MPS SPECIAL WORKER STATISTICS

### Email Request Type

Request Type	16- Jun	16- Jul	16- Aug	16- Sep	16- Oct	16- Nov	16- Dec	17- Jan	17- Feb	Total
Find Meeting	77	77	32	0	12	12	31	36	67	344
Meeting Changes	101	64	44	18	15	18	23	32	32	347
Meeting Issues	56	57	23	10	3	6	11	26	14	206
Starting Meetings	22	12	6	1	2	3	3	8	13	70
Lit Info	59	35	39	13	14	18	10	21	32	241
Therapist Info	26	16	20	13	13	13	9	16	11	137
Sponsorship	9	3	4	0	0	0	0	7	9	32
Intergroup	6	5	9	0	1	1	6	3	1	32
Event Info	5	0	0	0	6	4	6	6	8	35
Other	0	108	109	71	38	25	25	79	81	536
International	23	32	15	0	0	0	5	8	11	94
Forwarded	750	875	594	268	298	599	345	254	327	4310

### 2016

### Vonage Voice Mail Request Type

Request Type	16- Jun	16- Jul	16- Aug	16- Sep	16- Oct	16- Nov	16- Dec	17- Jan	17- Feb	Total
Find Meeting	33	82	6	NA	4	8	38	46	51	268
Meeting Changes	13	70	4	NA	11	11	7	6	7	129
Meeting Issues	20	92	13	NA	45	22	44	32	30	298
Starting Meetings	5	0	0	NA	2	2	6	12	10	37
Lit Info	108	118	46	NA	43	18	26	23	53	435
Forwarded	5	0	0	0	0	0	0	0	0	5

**TOTAL 2016 Contacts**

Month	Email R	Email S	VVMRec	VVMRet
16-Mar	NA	NA	NA	NA
16-Apr	802	744	106	NA
16-May	745	471	101	NA
16-Jun	1134	555	182	NA
16-Jul	1283	436	125	302
16-Aug	620	888	172	72
16-Sep	404	136	191	124
16-Oct	474	132	85	104
16-Nov	673	156	110	59
16-Dec	617	139	121	121
17-Jan	496	242	121	119
17-Feb	741	279	135	151
<b>Totals</b>	<b>7,989</b>	<b>4,178</b>	<b>1,449</b>	<b>1,052</b>

Country	New Contacts
Africa	3
Australia	5
Belarus	1
Canada	8
Costa Rica	1
Denmark	4
Estonia	1
Germany	1
Guatamala	1
India	1
Ireland	5
Latvia	2
Malta	1
Netherlands	3
New Zealand	1
Norway	3
Panama	1
Poland	1
Qatar	1
Russia	2
Sweden	2
UK	6

**Monthly Totals**      **54**

## Annual Report of the Intergroup Subcommittee

### Of the Member and Public Service Committee

#### Report to the fellowship, March 29, 2017

“An ACA Intergroup is a group of ACA members who represent ACA groups that meet in a geographic area, such as a city and nearby suburbs. The Intergroup meets periodically, usually once a month or quarterly, to provide services to the entire area. IGs play a vital role in carrying the ACA message to the still-suffering. The local Intergroup may receive the first contact from a newcomer seeking help. Therefore, the primary purpose of an ACA Intergroup is to support the local meetings and to help direct newcomers to those meetings. An Intergroup assists groups to carry the message by effectively doing together what may be difficult for a single group to do alone.” BRB 603-604

In the 21st century technology has enabled Intergroups (IG) to develop without geographic distinction. IGs have been formed to serve the needs of specific groups such as telephone meetings, countries, and languages. There are currently 71 IGs registered with WSO.

The Intergroup Subcommittee (IGSC) was formed **"to coordinate communications between established IGs in order to provide support for one another, enable IGs to provide support more directly with the understanding of and participating in the support of the World Service Organization structure, and to explore how leadership and support from the WSO Board might better serve the fellowship via Intergroup activity"**

Our priority this year was establishment of an online forum to allow IGs to communicate with each other. This was eventually realized through the WSO account on Slack. An email was sent to all IGs through their listed contact address. It is further open to anyone interested in IG issues. Currently there are 38 subscribers. These IGs have shared their experience with structure, organization, and operation as they seek to serve their supporting groups.

This year more meetings have been organizing themselves into IGs, with 13 new IGs registering from around the world. In the past 12 months we received over 250 emails about everything from the group affiliation process to how to open a bank account. We have worked with IGs to address common concerns, such as registration and listing process, meeting affiliations, literature procurement, and communications. We continue our efforts to aid communication between IGs and WSO and among IGs themselves. We believe that each Intergroup has its own collective Experience, Strength and Hope that will benefit the others.

We look forward to continued growth of IGs to assist groups in carrying the message of recovery. In service,

Bonnie K-M

IGSC Chair

## H & I Subcommittee Annual Report 2016

### Introduction

The disease of family dysfunction is a progressive disease. Because of this, some adult children to seek help in a treatment setting or psychiatric hospital. Other adult children are sentenced to prison for crimes they have committed while acting out with addiction or codependency. These adult children often form an ACA meeting in their facility and ask for outside support.

### Background

**The Hospital and Institutions (H&I) sub-committee is responsible to the WSO for liaison with these institutions, including the potential development of ACA meetings with the institutions and ensuring materials are available to the institutions upon request in support of such meetings.**

### The H&I Subcommittee

#### The mission:

**The primary purpose of taking H&I meetings into the hospitals and institutions is to carry the ACA message to those who are otherwise unable to leave the facility to attend ACA meetings.**

**Approach:** During the past year the subcommittee has worked to create templates of letters that can be sent to therapists and correctional institutions and shared them on the Slack Channel so other local H&I Committees could use them if they wish. Over fifty of these letters were sent to South Florida therapy professionals and correctional institutions with an assortment of tri-folds and information about how to download more free online.

The subcommittee has also sent literature as requested to individuals who were working at the local level. The information is indicated in the table below:

<b>Literature Distributed under H &amp; I Committee program in 2016</b>			
<b>Big Red Book</b>	<b>Yellow Workbook</b>	<b>Meditation Book</b>	<b>Laundry List</b>
73	45	11	2 pkg.
<b>Literature Set</b>	<b>Question Pack</b>	<b>Essentials</b>	<b>ACA is...</b>
1 pkg.	5 pkg.	2 pkg.	3 pkg.

Literature was sent to the following states:

State	Number of Requests	Amount of literature sent	H	I	State	Number of Requests	Amount of literature sent	H	I
Alabama	2	10 units	2		New York	3	39 units	2	1
Arizona	1	1 unit	1		Oklahoma	1	3 units		1
California	9	16 units		9	Pennsylvania	8	9 units		8
Florida	3	22 units	3		South Dakota	1	2 units		1
Iowa	1	9 units	1		Tennessee	6	13 units		6
Illinois	2	5 units	1	1	Texas	2	7 units	2	
Indiana	1	2 units	1		Washington	1	2 units		1
Montana	1	1 unit	1						

An excel spreadsheet is attached as an addendum for further reference.

During the past year the H & I Subcommittee has also supported Intergroup and Regional H & I committees in Florida, California and Denmark.

### Next Steps

The subcommittee will need a chairperson to effectively further its mission.

Recruit members of the H&I subcommittee from H & I coordinators in different geographical areas of the world.

Create an Institutions Meetings Questionnaire to learn from the successes of this type of meetings and send to all groups and intergroups.

The subcommittee will promote the formation of H & I Committees in newly forming Intergroups and Regions.

The subcommittee will encourage and support local H & I Committees as they take meetings into more treatment centers, hospitals, and correctional institutions.

The subcommittee will develop outreach programs to make prison and hospital officials aware of our program and convince them we are a good resource.

Connect with ACA members currently taking meetings inside prisons and institutions to share their experience with others who might want to do the same thing.

Establish a letter writing program to carry the message to inmates and patients.

Begin using email to correspond with inmates and patients who have email access.

## How to Participate

Those who are interested in the work of the Hospitals and Institutions subcommittee can contact the MPS Chairperson to work at the national level.

Those interested in doing H & I work at their local levels can talk with their regional and intergroup H & I Chairperson, or contact the WSO H & I subcommittee for support and materials.

Become a letter writer.

Identify hospitals and correctional facilities in your area who are willing to receive information about our program and identify the interested persons and the best way to contact them.

**APPENDIX 1**

*2016--Literature Shipped to Hospitals and Institutions*

**APPENDIX 2**

*Sample of letters sent to Hospitals & Rehabilitation Centers*

**APPENDIX 3**

*Samples of letters sent to Department of Corrections*

**APPENDIX 1 2016--Literature Shipped to Hospitals and Institutions**

2016--Literature Shipped to Hospitals and Institutions																									
State	H & I #	Contact	Date	Hospital	Institution	200-01				100-03D			200-04		100-09		100-09D		102-01		102-02		102-03		
						BRB HC	BRB HC Damaged	BRB SC	BRB SC Damaged	Yellow Wkbk Spiral	Yellow Wrbk Spiral Damaged	Yellow Wrbk Glued	Med. SC	Med. SC Damaged	Laundry List	Laun. List Damaged	25 Ques. Pk of 10	Essentials Pk of 10	ACA Is Pk 10	ACA Is Pk 10	103-02 Lit Set				
OK	140	Ken Hankinson	1/5/2016	1				1				1		1											
NY	141		1/11/2016	1		1					1			1		1									1
CA	142		1/28/2016		1				1																
TN	143		1/28/2016		1				1					1											
SD	144		1/28/2016		1				1																
PA	145		1/28/2016		1											2									
PA	146		2/25/2016		1					1															
TN	147		2/25/2016		1					1															
TN	148		2/25/2016		1																				
AL	149		2/25/2016		1					1															
IL	150		2/25/2016		1					1															
NY	151		3/11/2016	1					24		9														
CA	152		3/11/2016		1				1																
TN	153		3/11/2016		1				1																
TN	154		3/11/2016		1				1																
TN	155		3/11/2016		1				1																
CA	156		3/11/2016		1				1																
CA	157		3/16/2016		1				1																
FL	158		3/22/2016	1					1																
TX	159		4/12/2016	1																	2		2		
FL	160		4/18/2016	1											6										
PA	161		6/6/2016		1				1																
AZ	162		6/6/2016		1				1																
CA	163		6/6/2016		1				1																
PA	164		6/6/2016		1				1																
PA	165		6/6/2016		1				1																
MY	166		6/6/2016		1				1																
PA	167		7/6/2016		1					1															
PA	168		7/6/2016		1					1															
<b>Subtotals</b>				11	31	1	14	40	17	11	12	22	1	10	1	1	5	2	3	1					
<b>Totals</b>				<b>42</b>			<b>73</b>			<b>45</b>			<b>11</b>			<b>13</b>									

## APPENDIX 2 *Sample of letters sent to Hospitals & Rehabilitation Centers*



***Adult Children of Alcoholics - World Service Organization***  
1400 East 33rd Street    Signal Hill, CA 90755    (562) 595-7831

September 30, 2016

«AddressBlock»

Reference: Adult Children of Alcoholics or Otherwise Dysfunctional Families

We are writing on behalf of Adult Children of Alcoholics®/Dysfunctional Families (ACA, also known as ACoA), because of your program's focus and the possible aid that ACA may give the people you work with and serve.

Founded in 1978, ACA is an independent Twelve Step, Twelve Tradition program of recovery for adults raised in alcoholic or otherwise dysfunctional families. For over 30 years, ACA has helped adults raised in dysfunctional families heal from their past and live responsibly as adults.

To familiarize you with the ACA program, allow us to highlight a few core ACA concepts and beliefs:

*ACA believes that children are affected by the disease of alcoholism or family dysfunction during their childhoods and that they recreate the effects in their adult lives.* Children in these kinds of families acquire a model for external and internal addiction, which they act out in their adult lives.

*The impact of alcoholism or family dysfunction is multi-generational.* A child who is exposed to traumatic childhood experiences presents a false self to the world to feel safe and buries the True Self to survive the terrorizing onslaught.

*As adults, when confronted with adult situations, they unconsciously regress to a stage in their childhoods.* Thus, the ACA literature discusses such topics as alcoholism, external and internal addiction, generational dysfunction, PTSD, dissociation, dependency, codependency, grieving, depression, obsessive compulsion, behavioral addiction, incest, molestation and regression as some of the consequences of being raised in an alcoholic or otherwise dysfunctional family.

**Enclosed you will find an ACA meeting schedule for your area.** Since you may come into contact with many who would benefit, we would also appreciate it if you would make the enclosed information available to them.

ACA members take responsibility for their lives and do not blame their circumstances on their caregivers or childhood experiences. ACA suggests to its members that they read ACA literature, attend ACA meetings and practice ACA's Twelve Steps and Twelve Traditions. ACA members learn to re-parent themselves with gentleness, humor, love and respect. ACA members aim to achieve wholeness and have

## **APPENDIX 2** *Sample of letters sent to Hospitals & Rehabilitation Centers*

an awakening of their spirit. ACA does not align itself with any religions, programs, or philosophies, and does not accept any outside donations.

**You may view and download our free literature on our website at [www.adultchildren.org](http://www.adultchildren.org). Simply select the center “Welcome” graphic icon labeled “Free Literature English and Translated”. You are invited to copy and disseminate this to your colleagues and clients as you deem appropriate.**

Additional ACA literature may also be purchased from our shopping cart at <http://shop.adultchildren.org/>. “ACA Is...” and the Twelve Step Workbook are also available in Spanish. **Please feel free to contact us for more information about complimentary books and brochures.**

We hope this information is useful to you, your colleagues, and those you serve. Thank you for your time.

Sincerely,

Bill Dalton  
WSO Board of Trustees  
Member & Public Service Committee Chair  
[mpschair@adultchildren.org](mailto:mpschair@adultchildren.org)

### **APPENDIX 3** *Samples of letters sent to Department of Corrections*



***Adult Children of Alcoholics - World Service Organization***  
1400 East 33rd Street    Signal Hill, CA 90755    (562) 595-7831

November 1, 2016

«AddressBlock»

Dear Sir/ Madam:

I am writing on behalf of Adult Children of Alcoholics® /Dysfunctional Families (ACA, also known as ACoA), to raise awareness about our program and offer materials for use by detainees in your facility.

Founded in 1978, ACA is an independent Twelve Step program of recovery for people who were raised in alcoholic or otherwise dysfunctional families. For over 30 years, ACA has helped people raised in those dysfunctional families heal from their past and live responsibly as adults.

The difference between ACA and other 12 step programs like AA or NA, is that ACA deals with emotional issues that are at the core of all addictions. We are the program that helps people recover from all the negative effects of growing up in abusive or neglectful homes such as those where one or both parents were alcoholic, drug addicted, violent, or just absent.

ACA members take responsibility for their lives and do not blame their circumstances on their families. ACA suggests to its members that they re-parent themselves by reading ACA literature, attending ACA meetings (if incarcerated one can be brought in to the facility), and by working ACA's Twelve Steps. ACA does not align itself with any religions, programs, or philosophies, and does not accept any outside donations.

**You may view and download our free literature on our website at [www.adultchildren.org](http://www.adultchildren.org). Simply select the center “Welcome” graphic icon labeled “Free Literature English and Translated”. You are invited to copy and distribute this as you deem appropriate.**

Much of our material is available in foreign languages and our books for lockdown facilities have softcovers and glued spines. **Please feel free to contact us for more information about complimentary books and brochures.**

Sincerely,

Bill Dalton  
ACA WSO Board of Trustees  
Member & Public Service Committee Chair  
[mpschair@adultchildren.org](mailto:mpschair@adultchildren.org)

## ANNUAL REPORT OF THE DELEGATE TRAINING SUBCOMMITTEE of the Members and Public Service Committee of ACAWSO

Inception Date: April 22, 2016

### Chair/Vice-Chair:

Laura L. Erin D.

### Committee Members:

Barry B	Louis B
Bob P	Mary Ann M
Bonnie K-M	Melani McK
David McB	Moe D
David S	Sam S
	Sharon O

### Purpose/Mission Statement:

The Delegate Training Subcommittee was created as a standing (permanent) committee, out of the 2016 Annual Business Conference. This is the first time such a training program has been in existence in ACA.

The purpose of the Subcommittee is **"to serve as a resource to help educate Delegates and Alternate Delegates of groups and Intergroups to the Annual Business Conference by providing information on what is read prior to attending the conference, as well as helping delegates be more informed in helping their members/groups practice traditions and concepts and holding group consciences."**

### Meetings

of the Subcommittee were held: June 15, June 27, July 6, August 10, September 24, 2016, January 22 and February 26, 2017. We expect to have a meeting March 26.

### What We Did:

- 1. Delegate Education document.** In June a "delegate education trifold" was prepared and in July it was submitted for MPS Chair and WSO Literature Committee review. In January it was in final review and in February it was finalized as "ACA Delegate: Getting Started" document uploaded to the Delegate Education page of the [adultchildren.org](http://adultchildren.org) website.
- 2. Delegate Corner article** in the ComLine was created. 3 articles were written: the Fall Quarter 2016 on the birth of Delegate Training, Traditions and Concepts, the Winter/January 2017 article on Robert's Rules of Order and the Spring/April 2017 article on Floor Motions.
- 3. Webpage.** In September a "Delegate Education Page" was approved and in October it was created on the [adultchildren.org](http://adultchildren.org) website. It aggregates information we have to date onto one page that a delegate needs.
- 4. Survey Results Report/Outreach to Delegates.** A survey of past conference experience by past delegates was suggested in June and in January a report of those surveys was produced.

In 2017 we will want your help and input on how we can better serve our fellowship, we welcome you to complete a 2017 Annual Business Conference Delegate Survey. Either a hard copy will be placed in your delegate binder or an email from Survey Monkey will appear in your email inbox.

5. **Buddy/mentor/service sponsor system** for registering new delegates matching them with past delegates was suggested and has been implemented to provide new delegates with some support prior to attending the conference.

6. **Workshops.** Teleconference workshops were held in March and April, a few workshops were held in Orange County, California (near San Diego) and delegate orientation is being held at the opening of the ABC.

### Where Do We Go from Here?

A. Delegates Corner articles - continue articles in either the ComLine and/or the new service newsletter that will be coming out.

B. Inspire Working Classes of Delegates to continue to serve year-round on committees; consider having delegates meet 2 or 3 times a year at a Biannual or Triannual Business Conference held in person and by videoconference. Participation on service structure, hospitals and institutions, outreach to public and membership, Intergroup and regions.

C. How to Video for new delegates

D. Harness and Retain Past Delegates and Past Trustees -- try to engage them to work on service structure or other WSO committees.

E. ACA Concepts Checklist - 4-page short paragraph on Concept followed by 4 questions on each Concept. Look to other sister programs how they developed theirs.

F. Continue to develop Delegate Frequently Asked Questions for workshops.

G. Develop Guidelines for Past Delegates to help the New Delegate Program be more consistent

H. Send out monthly/quarterly puzzles\* on Traditions, Concepts, OPPM to new and returning delegates-- this may work in conjunction with MPS and a service newsletter. \*Consider working with Intergroup contacts to get disseminated?

I. Analyze other delegate education programs of other 11 step organizations. The service structure committee is currently analyzing other 12 step organizations. Why not borrow that idea and apply it to delegate education to see if it would improve our program?

April, 2017

## THE Database and Website COMMITTEE ANNUAL REPORT

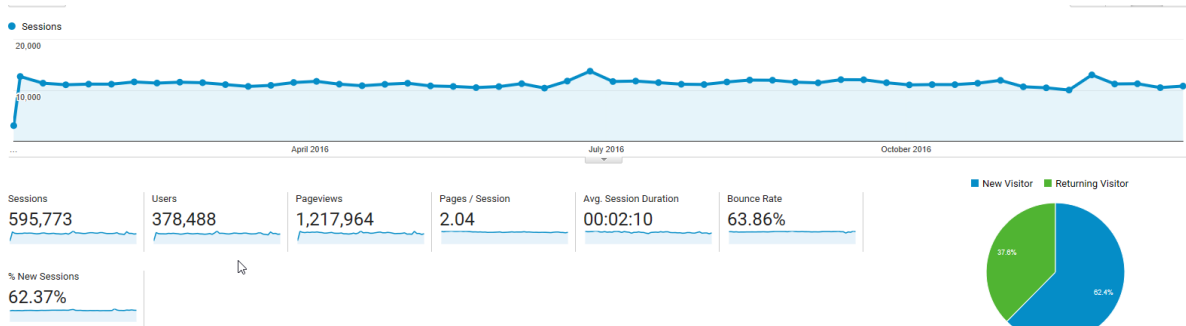
Founded in 1987, the ongoing work of the Database and Website Committee confers a perpetual standing status.

Presently, the Committee is Co-Chaired by Larry A. from New York and Jim B from Florida.

### Statement of Purpose

The DB and Web Committee exists to facilitate the work of the other WSO standing committees leveraging the internet and other technologies. The main areas supported are the adultchildren.org website, online meetings list, information repository, and online shopping cart. We report each month on the types of activity that we see on the main website, not including the repository, or the shopping cart.

### Activity for the 2016 Year – with weekly data points



## What pages are being accessed?

1. /	330,626 (27.15%)	16. /contact	9,969 (0.82%)
2. /lit-Laundry_List	226,291 (18.58%)	17. /lit-Promises	9,431 (0.77%)
3. /find-a-meeting1	96,649 (7.94%)	18. /e-books	8,637 (0.71%)
4. /find-a-meeting-search-results	67,329 (5.53%)	19. /member-PhoneMeeting	8,167 (0.67%)
5. /literature	41,163 (3.38%)	20. /lit/Steps.s	7,905 (0.65%)
6. /lit-Problem	41,016 (3.37%)	21. /lit/Solution.s	7,594 (0.62%)
7. /lit/Laundry_List.php	27,251 (2.24%)	22. /member-PTSD	6,665 (0.55%)
8. /faq	22,221 (1.82%)	23. /member-FindaMeeting	5,442 (0.45%)
9. /lit-Steps	22,214 (1.82%)	24. /member-Literature	5,423 (0.45%)
10. /lit-Solution	18,305 (1.50%)	25. /lit-Traditions	5,201 (0.43%)
11. /lit-ACAls	17,014 (1.40%)	26. /find-a-meeting3	5,120 (0.42%)
12. /comline	14,976 (1.23%)	27. /lit/Concepts.php	5,071 (0.42%)
13. /literature.html	13,585 (1.12%)	28. /lit/Literature.s	4,882 (0.40%)
14. /lit/Problem.s	13,009 (1.07%)	29. /lit/Handbook.s	4,850 (0.40%)
15. /mission	11,250 (0.92%)	30. /find-a-meeting2	4,786 (0.39%)

## Where do online users coming from?

1.  United States	495,983 (83.25%)	France	676 (0.11%)	41.  Romania	253 (0.04%)	61.  Taiwan	117 (0.02%)	81.  Dominican Republic	51 (0.01%)
2.  Canada	21,011 (3.53%)	Belgium	635 (0.11%)	42.  Hong Kong	246 (0.04%)	62.  Iran	114 (0.02%)	82.  Moldova	49 (0.01%)
3.  United Kingdom	20,605 (3.46%)	Switzerland	589 (0.10%)	43.  Croatia	235 (0.04%)	63.  Bangladesh	113 (0.02%)	83.  Bermuda	48 (0.01%)
4.  Australia	8,838 (1.48%)	Greece	560 (0.09%)	44.  Panama	226 (0.04%)	64.  Belarus	109 (0.02%)	84.  Faroe Islands	47 (0.01%)
5.  Russia	7,559 (1.27%)	Italy	555 (0.09%)	45.  Ukraine	224 (0.04%)	65.  Vietnam	106 (0.02%)	85.  Venezuela	46 (0.01%)
6.  India	3,195 (0.54%)	China	544 (0.09%)	46.  Kyrgyzstan	209 (0.04%)	66.  Serbia	102 (0.02%)	86.  Sri Lanka	44 (0.01%)
7.  Ireland	2,980 (0.50%)	Czechia	472 (0.08%)	47.  Singapore	209 (0.04%)	67.  Colombia	99 (0.02%)	87.  Guam	42 (0.01%)
8.  Netherlands	2,347 (0.39%)	Israel	458 (0.08%)	48.  Estonia	202 (0.03%)	68.  Qatar	85 (0.01%)	88.  Zimbabwe	42 (0.01%)
9.  Sweden	2,287 (0.38%)	Austria	457 (0.08%)	49.  Portugal	197 (0.03%)	69.  Luxembourg	79 (0.01%)	89.  Morocco	38 (0.01%)
10.  Germany	2,175 (0.37%)	South Korea	440 (0.07%)	50.  Pakistan	169 (0.03%)	70.  Guatemala	76 (0.01%)	90.  Sudan	37 (0.01%)
11.  South Africa	1,943 (0.33%)	Lithuania	410 (0.07%)	51.  Costa Rica	154 (0.03%)	71.  Kazakhstan	76 (0.01%)	91.  Bahamas	34 (0.01%)
12.  Poland	1,732 (0.29%)	Brazil	380 (0.06%)	52.  Egypt	143 (0.02%)	72.  Nigeria	73 (0.01%)	92.  Iraq	33 (0.01%)
13.  New Zealand	1,685 (0.28%)	Hungary	380 (0.06%)	53.  Slovakia	142 (0.02%)	73.  Chile	70 (0.01%)	93.  Kuwait	32 (0.01%)
14.  Japan	1,547 (0.26%)	Kenya	377 (0.06%)	54.  Malaysia	139 (0.02%)	74.  Trinidad & Tobago	70 (0.01%)	94.  Jordan	29 (0.00%)
15.  Denmark	1,242 (0.21%)	Latvia	370 (0.06%)	55.  Puerto Rico	131 (0.02%)	75.  Peru	69 (0.01%)	95.  Jamaica	26 (0.00%)
16. (not set)	1,163 (0.20%)	Philippines	369 (0.06%)	56.  Slovenia	128 (0.02%)	76.  Lebanon	63 (0.01%)	96.  Cambodia	26 (0.00%)
17.  Norway	1,089 (0.18%)	United Arab Emirates	355 (0.06%)	57.  Argentina	124 (0.02%)	77.  Bulgaria	62 (0.01%)	97.  Oman	25 (0.00%)
18.  Spain	1,017 (0.17%)	Thailand	329 (0.06%)	58.  Iceland	124 (0.02%)	78.  Bahrain	62 (0.01%)	98.  Barbados	24 (0.00%)
19.  Finland	1,012 (0.17%)	Turkey	287 (0.05%)	59.  Saudi Arabia	119 (0.02%)	79.  Ecuador	61 (0.01%)	99.  Myanmar (Burma)	24 (0.00%)
20.  Mexico	911 (0.15%)	Indonesia	278 (0.05%)	60.  Malta	118 (0.02%)	80.  Cyprus	58 (0.01%)	100.  Belize	23 (0.00%)

## What types of devices are being used?

		Acquisition
<input type="checkbox"/>	Device Category ?	Sessions ? ↓
		595,773 % of Total: 100.00% (595,773)
<input type="checkbox"/>	1. mobile	294,490 (49.43%)
<input type="checkbox"/>	2. desktop	247,759 (41.59%)
<input type="checkbox"/>	3. tablet	53,524 (8.98%)

## Committee Activities since the Previous ABC

Numerous Additions to the repository menu and sub-pages to support the growing number of active WSO committees and sub committees

Changes to how ACA meeting information is entered and searched for including “how to videos”

Posting of free literature trifold downloads, with additional updates to the shopping cart planned to help users download free literature.

Home page announcements for the General Manager job position and the 2017 ABC/AWC

Numerous updates for the 2017 ballot proposal process

## **Goals for 2017**

At current, some areas of focus for 2017 include:

Enhance the process for updating, searching and displaying meeting lists

Review and enhance the display of news and events on the website

Review the use of the repository and consider the functionality needed and ways to deliver that in the future

## **Committee Reports, Meetings and Contact Info**

The committee monthly reports and other information can be found on the WSO website repository:  
<http://repository.adultchildren.org/web-site-committee>

The committee holds a teleconference meeting quarterly in February, May, August, and November on the third Saturday at 2pm. Teleconference dial in details are published on the repository.


Committee Contact information: [webservant@adultchildren.org](mailto:webservant@adultchildren.org)

## The look today and a look back

**ADULT CHILDREN OF ALCOHOLICS® WORLD SERVICE ORGANIZATION**


HOME LITERATURE FIND A MEETING GROUP UPDATE CONTRIBUTE RESOURCES NEWS SHOP CONTACT FAQ

REVISED JOB OFFER: THE ACA WSO, INC. IS SEEKING A GENERAL MANAGER  
FINAL INTERVIEWS WILL TAKE PLACE THE LAST TWO WEEKS IN APRIL




2017 ABC &  
2nd Annual ACA World Convention  
April  
20-23  
San Diego, CA, USA


REGISTER NOW FOR THE 2017  
ANNUAL BUSINESS  
CONFERENCE AND WORLD  
CONVENTION, APRIL 20-23 IN  
SAN DIEGO!



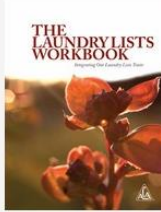
[ACA COMMEMORATIVE 10TH  
ANNIVERSARY  
FELLOWSHIP TEXT  
\(BRB\)](#)




[TWELVE STEPS OF  
ADULT CHILDREN WORKBOOK](#)



[FREE LITERATURE  
ENGLISH & TRANSLATED](#)



[THE LAUNDRY LISTS WORKBOOK](#)



[DAILY MEDITATIONS  
STRENGTHENING MY RECOVERY](#)

**Adult Children of Alcoholics  
World Service Organization, Inc.**

**WELCOME!**

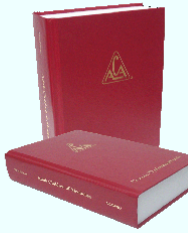
- [Home](#)
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- [FAQ](#)
- [Events](#)
- [Meetings](#)
- [Intergroups](#)
- [Repository](#)
- [ACA Literature](#)
- [ACA Shopping Cart](#)
- [Shopping Cart Info](#)
- [Comline \(ACA Newsletter\)](#)
- [Translations](#)
- [Meditation Book](#)
- [Non-English](#)

**Welcome** to ACA. Adult Children of Alcoholics is an anonymous [Twelve Step](#), [Twelve Tradition](#) program of women and men who grew up in an alcoholic or otherwise dysfunctional homes. We meet with each other in a mutually respectful, safe environment and acknowledge our common experiences. We discover how childhood affected us in the past and influences us in the present (see [The Laundry List](#), and [The Problem](#)). We take positive action. By practicing the [Twelve Steps](#), focusing on [The Solution](#), and accepting a loving Higher Power of our understanding, we find freedom from the past and a way to improve our lives today.


[Click here](#) to access the worldwide listing of ACA meetings.

If you find information that needs updating, PLEASE go to the [meeting registration page](#) to send us revised meeting registration information. We also request that all ACA meetings update their registrations **annually**, that way we know the meeting still exists.

**Annual Business Conference (ABC):**  
The **2013 ABC** ABC will be held April 26-28, 2013 in Birkerød, near Copenhagen, Denmark. This will be the first year for the WSO ABC to be held outside the United States of America.  
Note: Sixteen proposals for possible discussion at the ABC have been received. **All ACA meetings and Intergroups are requested to review these proposals and submit a group conscience vote on whether they should be included in the discussions at the ABC.** [Click here](#) for copies of the proposals and ballots, as well as other updated information about the 2013 Annual Business



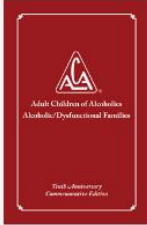
## Full Current Site without header announcements – Note Footer Links




**ADULT CHILDREN OF ALCOHOLICS® WORLD SERVICE ORGANIZATION**

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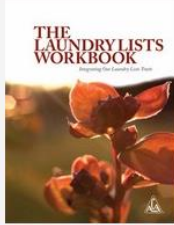
[ACA COMMEMORATIVE 10TH ANNIVERSARY FELLOWSHIP TEXT \(BRB\)](#)




[TWELVE STEPS OF ADULT CHILDREN WORKBOOK](#)



[FREE LITERATURE ENGLISH & TRANSLATED](#)



[THE LAUNDRY LISTS WORKBOOK](#)



[DAILY MEDITATIONS STRENGTHENING MY RECOVERY](#)

## WELCOME TO ADULT CHILDREN OF ALCOHOLICS®/DYSFUNCTIONAL FAMILIES

Never before in the history of Twelve Step programs has a fellowship brought together such a diverse group of recovering people that includes adult children of alcoholics, codependents, and addicts of various sorts. The program is Adult Children of Alcoholics. The term "adult child" is used to describe adults who grew up in alcoholic or dysfunctional homes and who exhibit identifiable traits that reveal past abuse or neglect. The group includes adults raised in homes without the presence of alcohol or drugs. These ACA members have the trademark presence of abuse, shame, and abandonment found in alcoholic homes.

Our 30 years of experience has shown that adult children who attend our meetings, work the Twelve Steps, and find a Higher Power experience astonishing improvement in body, mind, and spirit. Ours is one of the few Twelve Step fellowships that embraces the difficult task of trauma work, which can often lead to an exciting journey to the Inner Child or True Self. Along with sponsorship, we encourage informed counseling to help the adult child accomplish the greatest level of emotional healing from an abusive upbringing.

Excerpted from Fellowship Text pp. xii-xiii (2006).

<p><b>SHOP</b></p> <ul style="list-style-type: none"> <li>Books</li> <li>Booklets</li> <li>Trifolds</li> <li>Assemblies</li> <li>Medallions</li> <li>Digital Literature</li> </ul>	<p><b>RESOURCES</b></p> <ul style="list-style-type: none"> <li>For Meetings</li> <li>For Members</li> <li>For Public</li> <li>For Intergroups</li> <li>For Hospitals and Institutions</li> </ul>	<p><b>REPOSITORY</b></p> <ul style="list-style-type: none"> <li>Starting a Meeting</li> <li>Volunteering</li> <li>Meeting Map Search</li> <li>Intergroups</li> <li>Best Practices</li> <li>"How to" videos</li> </ul>	<p><b>LITERATURE</b></p> <ul style="list-style-type: none"> <li>Laundry List</li> <li>Problem</li> <li>Solution</li> <li>Steps</li> <li>Promises</li> <li>Traditions</li> </ul>	<p><b>FAQ</b></p> <ul style="list-style-type: none"> <li>ACA Is...</li> <li>WSO Is...</li> <li>Contributions</li> <li>Events</li> <li>Fellowship Alerts</li> <li>Contact Us</li> </ul>
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## SERVICE STRUCTURE ADHOC COMMITTEE REPORT

May 2016 – March 2017

### Introduction

A great effort is underway to review both the manner in which ACA services are provided to the fellowship, and how the fellowship, in turn, communicates its needs and ideas to the ACA World Services Organization.

The Service Structure Committee has been established to analyze the existing methods of providing ACA services and to recommend, to the Board of Trustees, beneficial changes to the structure of the organization. These changes may better position the organization to cope with both an increasing membership and demand for products and services. The sweeping scope of the endeavor implies a systematic approach and a multi-year effort.

The Committee is dedicated not only to keeping the ACA membership informed of the process and developments, but also to inviting all interested members to participate. We believe that everyone has something to offer.

### Background

#### What is a Service Structure?

The primary purpose of the ACA program is to carry the message of recovery to all who suffer from being raised in an alcoholic or dysfunctional environment. The World Service Organization maintains various services for anyone seeking recovery, through ACA. The services offered, as well as the way our organization is put together, is what's known as the service structure.

#### How does the WSO impact the group meeting and the ACA member?

ACA WSO provides a sense of common purpose, stability, and continuity for meetings, Intergroups, and Regions. It encourages similarity in meetings, and program unity through affiliation and literature. The organization coordinates meeting information worldwide.

ACA WSO maintains a telephone line, and postal, Internet, and e-mail addresses as a stable communication base for the ACA program. ACA WSO committees prepare the literature for conference approval, prepare the monthly newsletter (the ComLine), and protect the copyright interests of the organization.

Information about the ACA program and services is sought by individuals, meetings and Intergroups, ACA Regions, as well as therapists, students, and authors. Individuals contact ACA WSO to find meetings in their area; to answer policy questions; to receive literature; to find general information; or to simply be heard.

ACA members benefit directly from WSO literature, newsletter information, recovery sharing, and the announcements of Conferences, Workshops, Dances, or the Annual Business Conference.

### The Service Structure Committee

The 2016 Annual Business Conference was remarkable in that many service-oriented delegates remained active in WSO volunteer committee work after the conference ended.

One notable challenge: whether WSO's current structure could adequately respond to the needs of a rapidly growing fellowship. The Board was interested in exploring innovations, in order to function efficiently amid this expansion – anticipating the challenges.

WSO Board created an ad hoc committee to analyze the existing ACA WSO service structure and to make recommendations of those organizational alterations which would best serve an expanding global membership.

### Mission:

As an ad hoc committee of the ACA WSO, our mission is to identify projected needs of a dramatically increased membership; to study the current service structure of ACA; to identify gaps between current service and projected needs; and to recommend possible solutions.

### Approach:

The Service Structure Committee has researched the service structures of other global fellowships in order to recommend how ACA might best organize its own service structure, to serve its growing fellowship, nationally and globally.

Objective 1: Assess and summarize other 12 step organizations' service structures.

Objective 2: Assess and summarize the ACA service structure.

Objective 3: Perform a comparison of ACA service structure to the other 12 step fellowships' service structure and prepare recommendations to improve ACA's service structure.

Objective 4: Prepare a report for the WSO Board outlining the findings and recommendations of the committee and deliver it to the board and the 2017 ABC.

## Findings and Recommendations

### 1. Ad Hoc Committee on Service Structure

**RECOMMENDATION 1:** Continuation of the Ad Hoc Committee which will continue to identify areas of possible adjustment within the organization, participate as members of work groups to define and create policy for areas of development, suggest methods of transition from current practice, and work on writing the policies and procedures that are developed.

### 2. ABC Delegates

- **FINDING 1:** Most, but not all, 12 Step fellowships have significant structures in place for year-round delegate and other volunteer service.
- **FINDING 2:** Year-round delegate service opportunities in ACA are comparatively limited, as there are no official delegate duties between conferences, no terms of service and no conference committees, all of which keep delegates in other fellowships involved.

**RECOMMENDATION 2:** That the Service Structure Committee identify the most appropriate year-round service models in other fellowships, and make recommendations for consideration by the ACA fellowship, and eventual review and adoption by the WSO board and ABC.

### 3. Conference

- **FINDING 3:** As other 12 Step fellowships have come of age, most have given the Conference a prominent voice and authority in setting broad World Service policy.
- **FINDING 4:** ACA's Conference does not play a role comparable to that in most 12 Step fellowships, and its shortcomings undermine the Conference's ability to be a "voice" of ACA's growing fellowship.

**RECOMMENDATION 3:** That the Service Structure Committee **continue** review other 12 Step fellowships and recommend tools that will clarify and affirm the ACA Conference's role in guiding policy and supporting the world ACA fellowship's continued growth.

### 4. Communication

- **FINDING 5:** Other fellowships have a variety of communication tools with the largest variety developed by the larger fellowships. Many of them have a separate publications for the spiritual side of their program and the business side of their fellowship.
- **FINDING 6:** ACA has a variety of communication and work tools available. There is a publication for the spiritual side of the program, but no formal publication besides the ABC Notes, that address the business side of the program or information that needs to go out quickly.

**RECOMMENDATION 4:** That the Service Structure Committee and other volunteers develop communication tools to address the business side of ACA for consideration by the ACA fellowship and eventual review and adoption by the WSO Board and ABC.

### 5. Foundational Documents

- **FINDING 7:** Other fellowships support World Service with detailed service documents that outline the purpose, role, and inter-relationships of all service entities.
- **FINDING 8:** ACA service documents could offer more support and clarity for the operation of a healthy service structure.

**RECOMMENDATION 5:** That the Service Structure Committee and other volunteers develop detailed service documents, such as a Conference Charter and a fellowship Service Manual, for consideration by the ACA fellowship, and eventual review and adoption by the WSO board and ABC.

### 6. International Fellowship

- **FINDING 9:** Other fellowships have a variety of ways of dealing with their International Fellowships. Some 12-Step groups are more involved with their International Fellowships than others.
- **FINDING 10:** ACA has included the International community in the Board of Trustees and has a committee dedicated to the International groups. This international committee is organizing country contacts at this time. ACA is working diligently to translate materials for non-English speaking groups. There is an internationally located ABC being planned for 2018.

**RECOMMENDATION 6:** That ACA continue to support the International Committee as it grows and develops organically.

## 7. Literature

- **FINDING 11:** Many fellowships have entities separate from the Board of Trustees to oversee the development and publishing of literature. This separates business from spiritual matters and lightens the Board of Trustees' work load.
- **FINDING 12:** ACA publishing operations are entirely managed by the Board of Trustees, imposing significant time and resource demands.

**RECOMMENDATION 7:** That the Service Structure Committee, working with ACA committees involved in publishing, review other models for publishing and creating literature and propose changes best suited to ACA needs.

## 8. Organizational Structure

- **FINDING 13:** Other fellowships have a service structure of geographical units to serve and give voice to their membership as well as to link their groups to the larger fellowship.
- **FINDING 14:** ACA recognizes regions and intergroups as links between the groups and the Board of Trustees.

**RECOMMENDATION 8:** That the Service Structure Committee and other volunteers develop a system of geographic units for consideration by the ACA fellowship, and eventual review and adoption by the WSO board and ABC.

## 9. Representation

- **FINDING 15:** Most fellowships permit significant direct engagement by regions and delegates in nominating and selecting some or all trustees, often with the help of a nominating committee to vet candidates' qualifications.
- **FINDING 16:** ACA trustees play the primary role in choosing new trustees. Existing OPKM language permits regions to designate trustees.

**RECOMMENDATION 9:** That the Service Structure Committee develop and recommend measures to increase and define ACA fellowship involvement in selecting ACA trustees and delegates, for consideration by the ACA fellowship, and eventual review and adoption by the WSO board and ABC.

## 10. Service Opportunities

- **FINDING 17:** Many fellowships have a strong tradition of service that directly connects local groups to a larger network and infuses an ethic of carrying the message to those who still suffer.
- **FINDING 18:** ACA's service ethic and opportunities are still developing. Too much of the fellowship's service work is performed by the Board of Trustees itself, and those serving on board committees.

**RECOMMENDATION 10:** That ACA encourage all levels of the fellowship to stress the importance of service and foster a support system that strengthens individual and group service opportunities.

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*The Service Structure Committee thanks the Board of Trustees for the creation of this committee and its continuing support.*

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APPENDIX

Service Structure Ad Hoc Committee  
12-Step Organization Research Findings

ABC Delegates .....1  
Role of Conference.....2  
Communication .....3  
Foundational Documents .....4  
International Fellowship .....5  
Literature.....6  
Organizational Structure.....7  
Representation .....8  
Service .....9

<b>ABC DELEGATES</b>	
<b>ACA</b>	
	<ol style="list-style-type: none"> <li>1) Delegates are elected by the individual groups.</li> <li>2) Election is often based on the ability to pay for travel and accommodations.</li> <li>3) Delegates vote on ballot issues at the ABC, make motions from the floor, and ratify Trustees chosen for the Board.</li> <li>4) Delegates report back to their home groups.</li> <li>5) There are no ongoing roles for the ABC delegates.</li> </ol>
<b>AA</b>	
	<ol style="list-style-type: none"> <li>1) Per the Service Manual, “the delegate’s job goes on year-round and involves all aspects of the Conference structure.” Delegates regularly attend events in their area and report on Conference’s work.</li> <li>2) Delegates participate in about a dozen standing Conference committees, which coordinate throughout the year with corresponding board committees.</li> <li>3) Delegates have two-year terms</li> <li>4) District Committee Members are year-round go-betweens linking GSRs and area delegate.</li> <li>5) Area committees support district leaders year-round.</li> </ol>
<b>Alanon</b>	
	<ol style="list-style-type: none"> <li>1) About a dozen standing delegate committees work closely with parallel board committees, which meet during conference week and make reports to full Conference on agenda items.</li> <li>2) Delegates participate in Al-Anon’s standing committees.</li> <li>3) Delegates attend local and area assemblies, etc., serving as a liaison between the fellowship and World Services.</li> <li>4) Delegates have three-year terms.</li> <li>5) District representatives serve as active support for group representatives, take part in election assemblies.</li> </ol>
<b>CMA</b>	
	<ol style="list-style-type: none"> <li>1) Delegates serve on standing CMA committees</li> <li>2) Serve as go-between linking fellowship and World Services</li> <li>3) Regularly attend area meetings</li> <li>4) Delegates have two-year terms</li> <li>5) District representatives serve as conduits between fellowship and delegates</li> </ol>
<b>CODA</b>	
	<ol style="list-style-type: none"> <li>1) Delegates serve on standing CoDA committees</li> <li>2) Serve as go-between linking fellowship and World Services</li> <li>3) Regularly attend Voting Entity and other meetings</li> <li>4) Delegates typically have two-year terms</li> </ol>
<b>DA</b>	
	<ol style="list-style-type: none"> <li>1) Group and Intergroup reps attend annual conference</li> <li>2) They serve on standing DA committees</li> <li>3) Serve as go-between linking fellowship and World Services</li> <li>4) Regularly attend local service meetings</li> <li>5) Reps typically have three-year terms</li> </ol>
<b>NA</b>	
	<ol style="list-style-type: none"> <li>1) Delegates attend bi-annual meetings</li> <li>2) Delegates are expected to meet regularly with fellowship, and serve as a communications conduit between local meetings and world service.</li> </ol>
<b>OA</b>	
	<ol style="list-style-type: none"> <li>1) Year-round Conference Committees guide policy on bylaws, finances, and literature</li> </ol>
<b>SAA</b>	
	<ol style="list-style-type: none"> <li>1) Represent groups and attend annual business meeting</li> <li>2) No specified duties are listed between ABC meetings</li> </ol>

ROLE OF CONFERENCE
<b>ACA</b>
<ol style="list-style-type: none"> <li>1) The conference is a means to communicate with the Board of Trustees.</li> <li>2) The conference votes on ballots at the ABC.</li> <li>3) The conference approves members chosen for the Board of Trustees.</li> <li>4) There is no ongoing role for the conference.</li> </ol>
<b>AA</b>
<ol style="list-style-type: none"> <li>1) Specific Conference role delineated in Conference Charter, Service Manual, bylaws and the Concepts: the Conference is “the guardian of world services,” and “the vehicle by which the AA movement can express its views upon all matters of vital AA policy.”</li> <li>2) About a dozen standing delegate committees work closely with parallel board committees, making reports to full Conference on agenda items.</li> <li>3) 2/3 Conference votes mandate board action.</li> <li>4) Delegates ratify trustees and can unseat them</li> <li>5) Delegate Agenda Committee reviews and approves annual meeting agenda.</li> </ol>
<b>Alanon</b>
<ol style="list-style-type: none"> <li>1) Specific Conference role delineated in Conference Charter, Service Manual, bylaws and the Concepts: the World Service Conference sets broad policy and “is the active voice and the effective group conscience of our society in world affairs.”</li> <li>2) About a dozen standing delegate committees work closely with parallel board committees, which meet during conference week and make reports to full Conference on agenda items.</li> <li>3) 2/3 Conference votes mandate board action.</li> <li>4) Delegates ratify trustees and can unseat them.</li> </ol>
<b>CMA</b>
<ol style="list-style-type: none"> <li>1) Specific Conference role delineated in Conference Charter, Service Manual, bylaws and the Concepts: “The General Service Conference of Crystal Meth Anonymous (C.M.A.) is the guardian of world services and of the Twelve Steps and Twelve Traditions of C.M.A.”</li> <li>2) 2/3 Conference votes mandate board action</li> <li>3) Delegates ratify trustees and can unseat them</li> <li>4) Conference hears board reports, and advises trustees, directors, and staff members upon all matters presented as affecting C.M.A. as a whole, engage in debate, appoint necessary committees, and pass suitable resolutions for the advice or direction of the Board.</li> <li>5) The Conference may render advisory opinions at any time by a mail, telephone, or electronic poll in aid of the Board of Trustees or its related services</li> </ol>
<b>CODA</b>
<ol style="list-style-type: none"> <li>1) Specific Conference role in Service manual, bylaws and the Concepts: “When the CoDA Service Conference is in session, the CoDA Board of Trustees is directly responsible to the Conference.”</li> <li>2) Delegates participate in about a dozen Standing Conference Committees.</li> <li>3) By 2/3 vote, the Conference can mandate board action.</li> <li>4) By 2/3 vote, the Conference can amend bylaws.</li> <li>5) The Conference can form and disband standing and ad hoc committees.</li> <li>6) The Conference elects board members through written ballot.</li> </ol>

<b>DA</b>
<ol style="list-style-type: none"><li>1) Specific Conference role in Conference Charter, Service Manual, bylaws, and the Concepts: "The General Service Conference is the guardian of the world services and the</li><li>2) Twelve Steps and Twelve Traditions." It is "the voice and conscience for the whole fellowship."</li><li>3) 2/3 Conference votes mandate board action</li><li>4) ¾ Conference vote can reconstitute board</li><li>5) Nine standing Conference committees help shape policy year-round</li></ol>
<b>NA</b>
<ol style="list-style-type: none"><li>1) Specific Conference role in Guide to World Service manual: "The World Service Conference brings all elements of NA World Services together to further the common welfare of NA."</li><li>2) Conference elects board members</li><li>3) Conference approves literature</li></ol>
<b>OA</b>
<ol style="list-style-type: none"><li>1) Specific Conference role described in bylaws and Concepts: "The World Service Business Conference is the voice, authority and effective conscience of OA as a whole."</li><li>2) Conference elects at-large trustees</li><li>3) Conference has authority to amend bylaws</li><li>4) Year-round Conference Committees guide policy on bylaws, finances, and literature</li><li>5) Establishes Conference-approved literature</li></ol>
<b>SAA</b>
<ol style="list-style-type: none"><li>1) Specific Conference role described in Service Manual and Concepts: Conference is "the active voice and effective conscience of our whole society in service matters" (Concepts) and "provides policy guidelines for the fellowship as a whole" (service manual)</li><li>2) Conference considers matters submitted by board and regional bodies</li><li>3) Conference annually ratifies board members</li><li>4) Conference delegates participate in year-round standing committees</li><li>5) Approves fellowship literature</li></ol>

COMMUNICATION	
<b>ACA</b>	
<ul style="list-style-type: none"> <li>• Website</li> <li>• <i>ComLine</i></li> <li>• Email</li> </ul>	<ul style="list-style-type: none"> <li>• Phone</li> <li>• USMail</li> <li>• <i>Slack</i></li> </ul>
<b>AA</b>	
<ul style="list-style-type: none"> <li>• Website                             <ul style="list-style-type: none"> <li>○ Main Website</li> <li>○ General Service Conference Area Websites</li> </ul> </li> <li>• <i>Grapevine/La Viña</i> <ul style="list-style-type: none"> <li>○ <a href="http://AAGrapevine.org">AAGrapevine.org</a></li> <li>○ Grapevine Story Archive</li> </ul> </li> <li>• Newsletters:                             <ul style="list-style-type: none"> <li>○ <i>Box 4-5-9</i></li> <li>○ <i>About AA Newsletter</i></li> </ul> </li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Bulletins                             <ul style="list-style-type: none"> <li>○ <i>Loners-Internationalist Meeting</i></li> <li>○ <i>Quarterly Report</i></li> <li>○ <i>Sharing from Behind the Walls</i></li> </ul> </li> <li>• Email</li> <li>• Phone</li> <li>• USMail</li> </ul>
<b>Alanon</b>	
<ul style="list-style-type: none"> <li>• Website                             <ul style="list-style-type: none"> <li>○ Blogs</li> <li>○ Podcasts</li> <li>○ Group e-News</li> </ul> </li> <li>• <i>The Forum</i></li> <li>• WSO Newsletters</li> <li>• Area Newsletters</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Area Highlights</i></li> <li>• <i>Alateen Talk</i></li> <li>• World Directories</li> <li>• Email</li> <li>• Phone</li> <li>• USMail</li> </ul>
<b>CMA</b>	
<ul style="list-style-type: none"> <li>• Website</li> <li>• Blog (Not ready for prime-time)</li> <li>• <i>Voices of the Fellowship</i></li> <li>• 24-Hour HELPLINE</li> </ul>	<ul style="list-style-type: none"> <li>• Email</li> <li>• Phone</li> <li>• USMail</li> </ul>
<b>CODA</b>	
<ul style="list-style-type: none"> <li>• Website                             <ul style="list-style-type: none"> <li>○ Main website</li> <li>○ Local websites</li> </ul> </li> <li>• Online Publications                             <ul style="list-style-type: none"> <li>○ <i>Co-NNections</i></li> <li>○ <i>Weekly Readings</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Quarterly Service Report</li> <li>• Email</li> <li>• Phone</li> <li>• USMail</li> </ul>
<b>DA</b>	
<ul style="list-style-type: none"> <li>• Webpage                             <ul style="list-style-type: none"> <li>○ Recovery Stories</li> </ul> </li> <li>• <i>The DA Focus—Business of DA</i></li> <li>• <i>Ways &amp; Means—Member Writings</i></li> </ul>	<ul style="list-style-type: none"> <li>• Email</li> <li>• Phone</li> <li>• USMail</li> </ul>

NA	
<ul style="list-style-type: none"><li>• Website</li><li>• Meeting Search App</li><li>• Electronic Subscriptions<ul style="list-style-type: none"><li>○ <i>WCNA Updates</i></li><li>○ <i>Just for Today</i> Daily Emails</li><li>○ <i>NAWS News</i>: E-Subscription</li></ul></li></ul>	<ul style="list-style-type: none"><li>• <i>Reaching out</i></li><li>• <i>The NA Way Magazine</i></li><li>• Local NA Helplines and Websites</li><li>• Email</li><li>• Phone</li><li>• USMail</li></ul>
OA	
<ul style="list-style-type: none"><li>• Website</li><li>• <i>Lifeline Magazine</i></li><li>• <i>ELifeline</i></li><li>• <i>WSO News Bulletin</i></li><li>• Podcasts</li></ul>	<ul style="list-style-type: none"><li>• Virtual Workshops</li><li>• Email</li><li>• Phone</li><li>• USMail</li></ul>
SAA	
<ul style="list-style-type: none"><li>• Website</li><li>• SAA websites</li><li>• <i>The Outer Circle</i></li><li>• ISO Newsletter</li></ul>	<ul style="list-style-type: none"><li>• Email</li><li>• Phone</li><li>• USMail</li></ul>

FOUNDATIONAL DOCUMENTS	
<b>ACA</b>	
	<p>Information has not kept up with the growth of the organization in the following documents:</p> <ul style="list-style-type: none"> <li>• OPPM</li> <li>• Bylaws</li> <li>• Big Red Book Service Chapter</li> </ul>
<b>AA</b>	
	<p>Clear service roles and authorities granted in the following documents:</p> <ul style="list-style-type: none"> <li>• Service Manual</li> <li>• Bylaws</li> <li>• Conference Charter</li> <li>• 12 Concepts</li> </ul>
<b>Alanon</b>	
	<p>Clear service roles and authorities granted in the following documents:</p> <ul style="list-style-type: none"> <li>• Service Manual</li> <li>• Bylaws</li> <li>• Conference Charter</li> <li>• 12 Concepts</li> </ul>
<b>CMA</b>	
	<p>Clear service roles and authorities granted in the following documents:</p> <ul style="list-style-type: none"> <li>• Service Manual</li> <li>• Bylaws</li> <li>• Conference Charter</li> <li>• 12 Concepts</li> </ul>
<b>CODA</b>	
	<p>Clear service roles and authorities granted in the following documents:</p> <ul style="list-style-type: none"> <li>• Service Manual</li> <li>• Bylaws</li> <li>• Conference Charter</li> <li>• 12 Concepts</li> </ul>
<b>DA</b>	
	<p>Clear service roles and authorities granted in the following documents:</p> <ul style="list-style-type: none"> <li>• Service Manual</li> <li>• Bylaws</li> <li>• Conference Charter</li> <li>• 12 Concepts</li> </ul>
<b>NA</b>	
	<p>Service roles and authorities granted in the following documents:</p> <ul style="list-style-type: none"> <li>• Service Manual</li> <li>• Bylaws</li> <li>• 12 Concepts</li> </ul>

<b>OA</b>
Service roles and authorities granted in the following documents: <ul style="list-style-type: none"><li>• Twelve Concepts</li><li>• By-laws (highly detailed, has many elements of a service manual)</li></ul>
<b>SAA</b>
Clear service roles and authorities granted in the following documents: <ul style="list-style-type: none"><li>• Service manual</li><li>• Twelve Concepts</li><li>• By-laws</li><li>•</li></ul>

<b>INTERNATIONAL FELLOWSHIP</b>	
<b>ACA</b>	<ul style="list-style-type: none"> <li>• Membership position(s) on the Board of Trustees</li> <li>• Country representative</li> </ul>
<b>AA</b>	<ul style="list-style-type: none"> <li>• Each country has their own organization</li> </ul>
<b>Alanon</b>	<ul style="list-style-type: none"> <li>• Each country has their own organization</li> </ul>
<b>CMA</b>	<ul style="list-style-type: none"> <li>• Regional Representation</li> <li>• Regional Representation to the Board</li> <li>• Regions only accommodate Canada, USA, and US Territories</li> </ul>
<b>CODA</b>	<ul style="list-style-type: none"> <li>• Regions by Country</li> <li>• Representation at the level of Voting Entities</li> <li>• Delegates to the Conference/Convention</li> <li>• Possible Board Membership</li> <li>• Board Standing Committees <ul style="list-style-type: none"> <li>○ Spanish Outreach Committee (SPO)</li> <li>○ Translation Management Committee</li> </ul> </li> </ul>
<b>DA</b>	<ul style="list-style-type: none"> <li>• Representation by nomination or self-nomination only</li> <li>• There are regions that encompass various areas of the world. May or may not have representation.</li> <li>• International Caucus (IC)</li> </ul>
<b>NA</b>	<ul style="list-style-type: none"> <li>• The international community is represented within the World Service Board and at the World Service Conference.</li> <li>• World Convention that rotates by pre-determined region every two years.</li> </ul>
<b>OA</b>	<ul style="list-style-type: none"> <li>• Representation on the board of trustees by region. <ul style="list-style-type: none"> <li>○ Regions are not limited to nationality.</li> <li>○ All but 2 of 10 world regions include the USA.</li> <li>○ 2 of the 10 regions are solely part of the USA</li> <li>○ 2 Regions are totally international</li> </ul> </li> <li>• Service Boards (not geographical in nature) <ul style="list-style-type: none"> <li>○ Country Service Boards</li> <li>○ Language Service Boards</li> </ul> </li> <li>• The International Publications Committee <ul style="list-style-type: none"> <li>○ Guidelines for translations.</li> <li>○ Those interested in translating can form a committee</li> </ul> </li> </ul>
<b>SAA</b>	<ul style="list-style-type: none"> <li>• International Service Board.</li> </ul>

LITERATURE	
<b>ACA</b>	<ul style="list-style-type: none"> <li>• Literature Committee is a regular committee under the Board of Trustees.</li> <li>• A Trustee oversees the committee, which has less power than the Board of Trustees.</li> <li>• The Board of Trustees approves the literature before it goes to the ABC for approval.</li> <li>• Translation is a sub-committee</li> <li>• The committee outsources printing</li> <li>• A Distribution Center committee oversees a central distribution warehouse that mails to individuals and groups. ACA is moving towards intergroup distribution. Some literature is also distributed on Amazon.</li> </ul>
<b>AA</b>	<ul style="list-style-type: none"> <li>• <i>AA Grapevine</i> is one of two operating corporations, the other being the AAWS. <i>The Grapevine/La Viña</i> deals with the spiritual part of the program.</li> <li>• Trustee committee that works with <i>The Grapevine/La Viña</i>.</li> <li>• AA Grapevine Corporation prints and distributes <i>The Grapevine/La Viña</i>.</li> <li>• Separate parallel (Conference and Trustee) committees for conference approved materials.</li> <li>• AAWS prints and distributes conference approved materials.</li> <li>• Literature distribution centers.</li> </ul>
<b>Alanon</b>	<ul style="list-style-type: none"> <li>• Literature Committee</li> <li>• Policy Committee</li> <li>• Executive Director of the Conference Approval</li> </ul>
<b>CMA</b>	<ul style="list-style-type: none"> <li>• Literature is a subcommittee of the General Service Committee and is made up of two trustees of the Board and volunteers from the fellowship</li> <li>• The committee has the authority to make decisions to do the work it is assigned, but not to spend money.</li> <li>• Literature is approved by the GSC and the Conference.</li> </ul>
<b>CODA</b>	<ul style="list-style-type: none"> <li>• Standing Committees with Board liaison                             <ul style="list-style-type: none"> <li>○ Literature Committee</li> <li>○ Translation Management Committee</li> <li>○ <i>Connections</i> Committee</li> </ul> </li> <li>• CoDA Resources Publishing                             <ul style="list-style-type: none"> <li>○ Non-profit corporation</li> <li>○ printing and distribution</li> </ul> </li> </ul>
<b>DA</b>	<ul style="list-style-type: none"> <li>• General Service Board                             <ul style="list-style-type: none"> <li>○ Literature Services</li> <li>○ Literature Publications</li> </ul> </li> <li>• A World Service Conference Committee made up of delegates to the WSC</li> <li>• Final approval by General Service Board → Conference Approval</li> </ul>
<b>NA</b>	<ul style="list-style-type: none"> <li>• Literature Sub-Committee</li> <li>• Literature approved by the fellowship at the conference.</li> </ul>

<b>OA</b>
<ul style="list-style-type: none"><li>• Conference-Approved Literature Committee</li><li>• WSO publications department</li><li>• Conference-Approved Literature subcommittee</li></ul>
<b>SAA</b>
<ul style="list-style-type: none"><li>• ISO Literature Committee--Members from each geographic region<ul style="list-style-type: none"><li>○ National</li><li>○ International</li></ul></li><li>• Subcommittees<ul style="list-style-type: none"><li>○ Operations and Policy Subcommittee</li><li>○ Major Works Subcommittee</li><li>○ In-reach Subcommittee</li><li>○ Outreach Subcommittee</li><li>○ Periodicals Subcommittee</li></ul></li><li>• Levels of approval<ul style="list-style-type: none"><li>○ Literature Committee Approved</li><li>○ Concurrent Review/Distribution</li><li>○ Conference Approved</li></ul></li></ul>

ORGANIZATIONAL STRUCTURE	
<b>ACA</b>	<ul style="list-style-type: none"> <li>• Groups</li> <li>• Region</li> <li>• ABC</li> <li>• ACAWSO</li> </ul>
<b>AA</b>	<ul style="list-style-type: none"> <li>• Groups</li> <li>• District</li> <li>• Area Assemblies</li> <li>• General Service Conference</li> <li>• General Service Board--AA Publishing Board</li> </ul>
<b>Alanon</b>	<ul style="list-style-type: none"> <li>• Group</li> <li>• District</li> <li>• Area World Service Committee</li> <li>• Area Assembly</li> <li>• Board of Trustees—World Service Conference—WSO Administrative Staff</li> </ul>
<b>CMA</b>	<ul style="list-style-type: none"> <li>• Groups</li> <li>• District</li> <li>• Area Assembly</li> <li>• General Services Conference—Board of Trustees</li> </ul>
<b>CODA</b>	<ul style="list-style-type: none"> <li>• Groups</li> <li>• Voting Entities</li> <li>• CODA Service Conference</li> <li>• Co-Dependents Anonymous, Inc.—CoDA Resource Publishing, Inc.</li> </ul>
<b>DA</b>	<ul style="list-style-type: none"> <li>• Groups</li> <li>• Regions</li> <li>• General Service Board</li> </ul>
<b>NA</b>	<ul style="list-style-type: none"> <li>• Group</li> <li>• Areas</li> <li>• Regions</li> <li>• World Service Conference—World Board</li> </ul>
<b>OA</b>	<ul style="list-style-type: none"> <li>• Groups</li> <li>• Regions</li> <li>• World Service Board Conference</li> <li>• Board of Trustees</li> <li>• Executive Committee</li> </ul>

**SAA**

- Groups
- Regions
- General Delegate Assembly
- Board of Trustees—Literature Committee
- ISO Committees/Conference

## REPRESENTATION

### ACA

- 1) Up to 20 trustees, according to bylaws; up to 15 trustees, according to OPPM.
- 2) Most trustees are selected by vote of current trustees, and must be ratified by the ABC. A mechanism exists for Regional Representatives to take seats on the board, but there is no current geographical definition of what constitutes a region.
- 3) Trustees have two-year terms, and may be elected to three terms.
- 4) Delegates to the ABC chosen by groups and intergroups

### AA

- 1) 21 Trustees on World Services board; separate Board for Literature
  - a. 8 regional trustees elected by delegates from their regions, during annual business meeting, 2 at-large delegates elected by annual conference;
  - b. 7 non-alcoholic trustees selected by board from nominating committee recommendations;
  - c. 4 nominated by publishing board
  - d. Up to two three-year terms for trustees
  - e. Trustees ratified by annual conference
- 2) Conference delegates selected at area election assemblies
  - a. One two-year term for delegates

### Alanon

- 1) Seven to 21 trustees on world services board, including up to 9 at-large trustees, and one seat for the executive director, with additional seats held by regional trustees
  - a. At Large candidates submit qualifying resumes to the WSO.
  - b. Board of Trustees interviews candidates and names three At Large trustees each year.
  - c. Regional Trustee candidates submit qualifying resumes to, and are nominated by, their respective Areas.
  - d. At the World Service Conference, regional trustees are selected by members of the WSC Regional Nominating Committee, composed of the Delegates from the region, Delegates chosen by lot from outside the region, and Board members chosen by lot.
  - e. Regional Trustee and Trustee at Large nominees are presented to the Conference for an expression of traditional approval. All nominees are then elected by the Board of Trustees.
- 2) Conference delegates elected at area election assemblies
  - a. Three-year term for delegates

### CMA

- 1) Up to 28 total members: 22 members (up to 2 each) from 11 regions in North America, plus up to six at large members.
  - a. Regional trustees are nominated at regional assemblies, following vetting by a Trustees Nominating Committee. They then must be elected by 2/3 vote at the annual business meeting.
  - b. Board elects six at-large trustees
  - c. Trustees serve four-year terms
- 2) Conference delegates elected by area assemblies
  - a. Delegates serve two-year terms

### CODA

- 1) Five to 11 trustees—Conference determines how many seats will be filled by election
  - a. Candidates may nominate themselves
  - b. Trustees are elected by secret ballot at annual service conference
  - c. Trustees serve a maximum of two, non-consecutive terms
- 2) Conference delegates elected by “voting entities”—states, territories, foreign countries, etc.
  - a. Delegates serve two-year term

<b>DA</b>
1) Three to 15 trustees, including up to 5 non-compulsive debtors a. Trustees elect own successors, subject to Conference ratification b. Trustees serve up to two three-year terms 2) Conference delegates are chosen by groups and intergroups
<b>NA</b>
1) Up to 18 trustees a. Trustees elected by Conference delegates, and require up 60 percent of votes b. Up to two six-year terms 2) Conference delegates selected by region assembly of group reps
<b>OA</b>
1) Total of 17 trustees 2) Nominees come from the regions and are vetted there. . 3) Voting on BOT members from a ballot rather than a preapproved group. 4) One-year term 5) Delegates 6) Terms?
<b>SAA</b>
1) International conference delegates shall elect Trustees and members of the Literature Committee from a slate of candidates submitted by a nominating process determined by the conference.

SERVICE OPPORTUNITIES	
<b>ACA</b>	
<ul style="list-style-type: none"> <li>• Group Level                             <ul style="list-style-type: none"> <li>○ Group Officers</li> <li>○ ABC Delegate</li> <li>○ Articles for the ComLine</li> </ul> </li> <li>• Intergroup Representative</li> <li>• Regional Representative                             <ul style="list-style-type: none"> <li>○ Representative to the Board of Trustees</li> </ul> </li> <li>• National Board of Trustees                             <ul style="list-style-type: none"> <li>○ Board Officers</li> <li>○ Trustees</li> <li>○ Volunteer Committee Members</li> </ul> </li> </ul>	
<b>AA</b>	
<ul style="list-style-type: none"> <li>• Group Level                             <ul style="list-style-type: none"> <li>○ Group Officers</li> <li>○ GSR/Alternate GSR</li> <li>○ Grapevine/La Viña Representative</li> </ul> </li> <li>• District                             <ul style="list-style-type: none"> <li>○ District Committee Officers</li> <li>○ District Committee Members/Alternate DCM</li> <li>○ Grapevine/La Viña Representative</li> </ul> </li> <li>• Area                             <ul style="list-style-type: none"> <li>○ Area Committee Officers</li> <li>○ Annual Conference Delegate</li> <li>○ Area Assembly</li> <li>○ Area Committees</li> <li>○ Sharing Sessions</li> <li>○ Area Conventions</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Forums                             <ul style="list-style-type: none"> <li>○ Regional</li> <li>○ Local</li> </ul> </li> <li>• Conference                             <ul style="list-style-type: none"> <li>○ Delegates to the General Service Conference</li> <li>○ Conference Committees</li> </ul> </li> <li>• General Service Board                             <ul style="list-style-type: none"> <li>○ Chairperson</li> <li>○ Trustees                                     <ul style="list-style-type: none"> <li>▪ Trustees Emeriti</li> <li>▪ Trustees Committees</li> </ul> </li> <li>○ AA World Service</li> <li>○ Grapevine/La Viña</li> </ul> </li> </ul>
<b>Alanon</b>	
<ul style="list-style-type: none"> <li>• Groups                             <ul style="list-style-type: none"> <li>○ Group Rep/Alternate GR(Information Service Rep)</li> <li>○ Group Officers</li> <li>○ Group Service Positions</li> </ul> </li> <li>• Districts                             <ul style="list-style-type: none"> <li>○ District Rep</li> <li>○ District Officers</li> </ul> </li> <li>• Al-Anon Information Service (Intergroup)                             <ul style="list-style-type: none"> <li>○ AIS Board</li> <li>○ Information Reps</li> <li>○ Al-Anon Information Service Liaison (AISL)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Areas                             <ul style="list-style-type: none"> <li>○ Delegate to the World Service Conference</li> <li>○ Area Officers</li> <li>○ Area Coordinators</li> </ul> </li> <li>• World Service Conference</li> <li>• WSO                             <ul style="list-style-type: none"> <li>○ WSO Committees</li> <li>○ WSO Work Group</li> <li>○ WSO Thought Force</li> <li>○ WSO Task Force</li> <li>○ Board of Trustees</li> </ul> </li> <li>• Executive Committee</li> </ul>

CMA	
<ul style="list-style-type: none"> <li>• Groups                             <ul style="list-style-type: none"> <li>○ General Service Rep/Alternate GSR</li> <li>○ Service Positions</li> </ul> </li> <li>• Intergroups</li> <li>• District                             <ul style="list-style-type: none"> <li>○ District Committee Member/Alternate</li> <li>○ Service Positions</li> <li>○ District Committees</li> </ul> </li> <li>• Area/Area Assembly                             <ul style="list-style-type: none"> <li>○ Delegate to the General Services Conference</li> <li>○ Area Committee</li> <li>○ Area Committee Officers</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Regions                             <ul style="list-style-type: none"> <li>○ Trustee to the Board of Trustees</li> </ul> </li> <li>• General Services Conference</li> <li>• Board of Trustees                             <ul style="list-style-type: none"> <li>○ General Services Committee (GSC)                                     <ul style="list-style-type: none"> <li>▪ Subcommittees of the GSC</li> </ul> </li> </ul> </li> <li>• Executive Committee</li> </ul>
CODA	
<ul style="list-style-type: none"> <li>▪ Groups                             <ul style="list-style-type: none"> <li>○ GSR/Alternate</li> <li>○ Service Positions</li> </ul> </li> <li>▪ Intergroups</li> <li>▪ Voting Entity Service                             <ul style="list-style-type: none"> <li>○ Committees</li> <li>○ Delegates/Alternate Delegates</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Service Conference                             <ul style="list-style-type: none"> <li>○ Board and Trustees</li> <li>○ Incorporated Entities</li> <li>○ Standing Committees</li> </ul> </li> <li>▪ Service Functions</li> </ul>
DA	
<ul style="list-style-type: none"> <li>• Personal Service</li> <li>• Group Service                             <ul style="list-style-type: none"> <li>○ Group Officers</li> <li>○ Group Service Rep to WSC</li> <li>○ Group Intergroup Service Rep</li> <li>○ PI Coordinator</li> </ul> </li> <li>• Intergroup Service                             <ul style="list-style-type: none"> <li>○ Intergroup Officers</li> <li>○ Area office manager</li> <li>○ Intergroup Service Rep to WSC</li> <li>○ Committee Member</li> </ul> </li> <li>• World Service                             <ul style="list-style-type: none"> <li>○ Conference Committee Member</li> <li>○ Trustees on General Service Board</li> <li>○ General Service Board Appointed Committee Member</li> </ul> </li> </ul>	
NA	

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|---|---|
| <ul style="list-style-type: none"> <li>• Group             <ul style="list-style-type: none"> <li>○ Group Officers</li> <li>○ Group Service Rep/ Alternate GSR</li> </ul> </li> <li>• Area Service Committee/Metropolitan SC             <ul style="list-style-type: none"> <li>○ GSRs and Alternates</li> <li>○ Regional Committee Members</li> <li>○ Administrative Officers</li> <li>○ Subcommittee members</li> </ul> </li> <li>• Regional Committee             <ul style="list-style-type: none"> <li>○ Regional Committee Officers</li> <li>○ Regional Committee Members</li> <li>○ Regional delegate/ Alternate delegate</li> <li>○ Regional subcommittee member</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• NA World Services             <ul style="list-style-type: none"> <li>○ World Service Conference                 <ul style="list-style-type: none"> <li>▪ WSC Co-facilitators</li> </ul> </li> <li>○ Board                 <ul style="list-style-type: none"> <li>▪ Members</li> <li>▪ Officers</li> </ul> </li> <li>○ World Service Office                 <ul style="list-style-type: none"> <li>▪ Literature</li> <li>▪ Human Resources</li> </ul> </li> </ul> </li> </ul> |
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| <ul style="list-style-type: none"> <li>○ Groups             <ul style="list-style-type: none"> <li>○ Group Officers</li> <li>○ Group Service Rep to Area Committee</li> <li>○ Alternate GSR</li> </ul> </li> <li>○ Intergroups             <ul style="list-style-type: none"> <li>○ Intergroup Representative</li> </ul> </li> <li>○ Service Boards             <ul style="list-style-type: none"> <li>○ Language</li> <li>○ National</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>○ Regions             <ul style="list-style-type: none"> <li>○ Regional Representative</li> <li>○ Regional Officers</li> <li>○ WSO Delegate</li> </ul> </li> <li>○ World Service Business Conference             <ul style="list-style-type: none"> <li>○ Board of Trustees                 <ul style="list-style-type: none"> <li>▪ Regional Trustee</li> <li>▪ General Service Trustee</li> <li>▪ Virtual Service Trustee</li> </ul> </li> <li>○ World Service Office</li> </ul> </li> </ul> |

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| <ul style="list-style-type: none"> <li>• Group             <ul style="list-style-type: none"> <li>○ Group Officer</li> <li>○ Intergroup Representative</li> <li>○ International Convention Delegate</li> </ul> </li> <li>• Intergroup             <ul style="list-style-type: none"> <li>○ Representative from group</li> <li>○ Intergroup Officer</li> <li>○ Intergroup Outreach</li> </ul> </li> <li>• International Service Organization             <ul style="list-style-type: none"> <li>○ Board of Trustees</li> <li>○ Literature Committee</li> </ul> </li> </ul> |  |

## AUDIT COMMITTEE REPORT

<b>Committee</b>
Audit Committee

<b>Inception Date</b>	<b>Sunset Date</b>
November 12, 2016	April 21, 2017

<b>Chair / Vice Chair (First name, Last Initial; State or Country)</b>		
Bill D. – Florida		
<b>Members (First name, Last Initial; State or Country)</b>		
Kurt S. – California	Nancy U. – Florida	Eric H. - California
Lucia S., CPA – Florida	Heather S. – California	

<b>Statement of Purpose</b>
The Audit Committee was formed to oversee all aspects of a financial audit of the World Service Organization.

<b>Bullet list of committee activities since the last ABC</b>
<p>The Audit Comm met via teleconference and developed an Audit Plan including a timeline.</p> <p>Continued to meet via teleconference and developed an Audit Request for Proposal (RFP).</p> <p>Identified and sent RFP to at least 5 qualified CPA firms with non-profit audit experience with a deadline to return the proposals.</p> <p>Received and reviewed proposals via teleconference and selected an audit firm.</p> <p>Recommended selected audit firm to WSO Board of Trustees to engage.</p> <p>Participated with auditors in an entry conference in Signal Hill on 2/3/17.</p> <p>Conducted Phase I - Audit Planning and Risk Assessment conference with auditors on 2/28/17.</p> <p>Coordinated staff and bookkeeper to do fieldwork with auditors during Phase II – Internal Control Evaluation and Testing 3/13-27/17.</p> <p>Monitored progress of Substantive Testing performed in Phase III during and after fieldwork phase.</p> <p>Participated in ongoing dialogue with auditors requesting items needed from staff, bookkeeper and board.</p>

<b>Tasks Completed</b>
Formed Audit Committee.
Discussed scope of audit and created an RFP to obtain proposals
Developed an RFP and vetted 5 CPA firms in Southern California that service the Signal Hill area.
Sent RFP to 5 firms and received completed RFPs from 3 of the 5 firms.
Evaluated and selected the top two firms and recommended the top firm to the WSO Board of Trustees.
Met with Auditors in Signal Hill with bookkeeper and WSO Treasurer for an entry conference about the steps the audit would take.
Monitored the subsequent data collection and fieldwork phases and interacted when needed.
Audit Committee met with the auditors via teleconference to discuss the audit process and outcomes.

<b>Detailed descriptions, as needed</b>
Please see timeline and auditor presentations after this oral report.

<b>Goals for the year ahead</b>
Receive the full audit report and management letter.
Develop policies and procedures to address deficiencies and inefficiencies discovered during the audit.
Move toward a fully GAAP compatible Chart of Accounts bookkeeping system.
Implement tighter inventory controls and procedures.
Perform a cost accounting of all our purchasing and sales processes.
Do a review of the purchasing and sales systems including an IT review to reduce the detailed manual bookkeeping required which adds to the overall expense of the operating costs.
<b>WSO Website - Repository URL of meeting minutes / reports</b>
<a href="http://repository.adultchildren.org/audit-committee">http://repository.adultchildren.org/audit-committee</a>

<b>Committee Contact information</b>
<a href="mailto:auditchair@adultchildren.org">auditchair@adultchildren.org</a>

**Motion: To establish the Audit Committee as a permanent standing committee of the WSO to oversee:**

- Audit process
- Audit Results
- Internal Controls
- Best accounting practices - generally accepted accounting principles (GAAP)
- Management staff integrity
- Recommend appointment of auditor to the full board

ACA WSO AUDIT TIMELINE Prepared by Bill D. 12/5/16												
ID	%	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	Qtr 1, 2017			
									Dec	Jan	Feb	Mar
1	100%		Form Audit Committee	5 days	Wed 12/7/16	Sun 12/11/16		BD	<b>BD</b>			
2	100%		Develop Audit Request For Proposal (RFP)	5 days	Mon 12/12/16	Fri 12/16/16	1	Aud Com	<b>Aud Com</b>			
3	100%		Identify and Send RFP to at Least 5 CPA Firms	7 days	Sat 12/17/16	Fri 12/23/16	2	Aud Com	<b>Aud Com</b>			
4	100%		Deadline to Receive Proposals	17 days	Sat 12/24/16	Mon 1/9/17	3	Aud Com	<b>Aud Com</b>			
5	100%		Review Proposals and Select Auditor	4 days	Tue 1/10/17	Fri 1/13/17	4	Aud Com	<b>Aud Com</b>			
6	100%		Select and Engage Auditor	5 days	Sat 1/14/17	Wed 1/18/17	5	Aud Com	<b>Aud Com</b>			
7	100%		Audit Planning and Risk Assessment	21 days	Thu 1/19/17	Wed 2/8/17	6	Aud Com	<b>Aud Com</b>			
8	100%		Internal Controls Testing	15 days	Thu 2/9/17	Thu 2/23/17	7	Aud Com	<b>Aud Com</b>			
9	95%		Perform Substantive Procedures to Verify Financial Records	15 days	Fri 2/24/17	Fri 3/10/17	8	Aud Com	<b>Aud Com</b>			
10	75%		Preparation of Findings	20 days	Sat 3/11/17	Thu 3/30/17	9	Aud Com	<b>Aud Com</b>			
11			Delivery of Final Audit Report to Board of Trustees	1 day	Fri 3/31/17	Fri 3/31/17	10	Aud Com	<b>Aud Com</b>			
Project: ACA Audit Date: Tue 12/6/16			Task	Inactive Task	Manual Summary Rollup			External Milestone				
			Split	Inactive Milestone	Manual Summary			Deadline				
			Milestone	Inactive Summary	Start-only			Progress				
			Summary	Manual Task	Finish-only			Manual Progress				

Project Summary

Duration-only

External Tasks



**Adult Children of Alcoholics World Service Organization Inc. (ACA WSO) Entrance  
Meeting Agenda - December 31, 2016 Audit**

**February 3, 2017 (2:00 pm)**

**I. Introductions**

**II. About ACA WSO**

1. Nature of operations/ major programs
2. Sources of revenues
3. Significant expenditures
4. Oversight by Board of Directors and Audit Committee
5. Key internal controls
6. Significant events in 2016
7. Locations
8. IT system
9. Bank signatory
10. Legal counsel

**III. Audit objective and approach**

**IV. Reporting**

1. Audited financial statements as of December 31, 2016 which comprise of:
  - Statement financial position
  - Statement of activities
  - Statement of functional expenses
  - Statement of cash flows
2. Other reports to be issued
  - Management letter
  - SAS 114 communications -written communications to those charged with governance (planning and completion)

**V. List of Audit Requirements/ Client Participation List - see Appendix I**

**VI. Audit Timetable**

Description	Date
Entrance meeting	February 3, 2017
Planning	February 28 2017
Fieldwork	March 13, 2017
Submission of initial draft reports for review and comments	March 31, 2017
Exit meeting	April 6, 2017
Submission of final draft reports for approval	April 12, 2017
Presentation to the Audit Committee	TBD

5pm

**VII. Other Matters**

## Presentation to Audit Committee

February 28, 2017

### Adult Children of Alcoholics World Service Organization Inc. (ACA WSO)



Member, AICPA Division of Firms ♦ Member, Center for Public Company Audit Firms ♦ Member, Government Finance Officers Association ♦

Registered with Public Company Accounting Oversight Board

801 S. Grand Avenue, Suite 400, Los Angeles, CA 90017-4646 ♦ Tel No. (213) 873-1700 ♦ Fax (213) 996-4242 ♦ [www.vasquezcpa.com](http://www.vasquezcpa.com) Contact: Ms. Linda Narciso, CPA ♦ Dated: February 28, 2017

## **Independence**

There are no relationships between any of our representatives and ACA WSO that in our professional judgment may reasonably be thought to bear on independence.

## **Scope of Engagement**

Financial statement audit in accordance with

Generally Accepted Auditing Standards (report on financial statements)

Period: Year ended December 31, 2016

## 2016 Audit Timeline

Description	Responsibility	Scheduled Date
Entrance meeting with management	V&Co and ACA WSO	2/3/2017
Planning meeting with Audit Committee	V&Co and ACA WSO	2/28/17
Final TB and other planning schedules provided to V&Co.	ACA WSO	2/27/17
Other schedules provided to V&Co.	ACA WSO	3/6/2017
Fieldwork	V&Co	3/13-17/17
Submission of initial draft reports for review and comments	V&Co	3/31/17
Exit meeting with management	V&Co and ACA WSO	4/6/17
Submission of final draft reports for approval	V&Co	4/12/17
Exit meeting with Board/Audit Committee	V&Co and ACA WSO	TBD
Original signed management representation letter	ACA WSO	TBD
Final report	V&Co	TBD

## Audit Objectives

Primary objective - the expression of an opinion on ACA WSO's financial statements in accordance with auditing standards generally accepted in the United States of America.

Reports to be issued on ACAWSO for the year ended December 31, 2016.

For the public and government agencies	Independent opinions and reports that provide assurance on the financial information released by ACAWSO
For the Audit Committee	Observations and advice in discharging their corporate governance compliance responsibilities
For management	Observations and advice on financial reporting, accounting, and internal control issues from our professionals

## Audit Methodology

Phase I	Phase II	Phase III	Phase IV
<ul style="list-style-type: none"> <li>• Familiarize ourselves with the operating environment</li> <li>• Perform risk assessment procedures</li> <li>• Perform preliminary analytical review</li> <li>• Develop audit plan</li> </ul> <p>Communicate with Audit Committee</p> <ul style="list-style-type: none"> <li>• Communicate with Audit Committee via SAS 114</li> <li>• Discuss and agree on financial statement format</li> <li>• Evaluate the progress of the audit and make any changes to audit approach and procedures (if necessary)</li> </ul>	<ul style="list-style-type: none"> <li>• Assess internal control environment</li> <li>• Perform SAS 99 (fraud evaluation procedures)</li> <li>• Identify internal control strengths and weaknesses</li> <li>• Evaluate design and implementation of selected controls</li> <li>• Test controls over financial reporting</li> <li>• Understand accounting and reporting activities</li> <li>• Draft internal control management letter comments</li> </ul>	<ul style="list-style-type: none"> <li>• Plan and perform substantive audit procedures (i.e., vouching, reconciliations, recalculations, analytical procedures, confirmation of balances)</li> <li>• Conduct final analytical review</li> <li>• Consider audit evidence sufficiency</li> <li>• Conclude on critical accounting matters</li> <li>• Discuss issues with management as they arise.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform completion procedures</li> <li>• Assist in drafting the financial statements. Evaluate the financial statements and disclosures</li> <li>• Draft management letter</li> <li>• Conduct exit conference, including discussion of proposed audit adjustments, internal control findings and management letter</li> <li>• Communicate with Audit Committee via SAS 114</li> <li>• Issue auditors' reports and management letter.</li> </ul>

## **Significant Audit Areas**

We have identified the following as our most significant audit areas:

Cash and cash equivalents

Inventory

Capital assets

Intangible assets

Accounts payable and accrued expenses

Net assets

Revenues

Cost of goods sold

Salaries and other expenses

## **Planned Audit Approach**

### **Understanding and Evaluation of Internal Controls**

- ☐ Cash receipts process**
- ☐ Cash disbursement process**
- ☐ Inventory process**
- ☐ Payroll process**

### **Cash and cash equivalents**

- ☐ Confirm bank balances with financial institutions**
- ☐ Review significant bank reconciliation reports and examine selected reconciling items**

## **Inventory**

- ? Identify inventory locations**
- ? Obtain an inventory summary**
- ? Observe physical inventory count and review roll backward reconciliation**
- ? Test inventory costing**

## **Capital assets**

- ? Review capitalization policy**
- ? Test significant additions and deletions**
- ? Review and test reasonableness of depreciation expense**

### **Intangible assets**

- ☐ Obtain an analysis of intangible assets subject to amortization**
- ☐ Test significant additions and deletions**
- ☐ Review and test reasonableness of amortization**

### **Accounts payable and accrued liabilities**

- ☐ Perform search for unrecorded liabilities**
- ☐ Review and test reasonableness of other accruals**

### **Net assets**

- ☐ Review proper classification**

### **Revenues and Cost of goods sold**

- ❏ Obtain a schedule summarizing the sales, cost of goods sold, and gross profit**
- ❏ Trace to supporting documents**
- ❏ Test reasonableness of sales, cost of goods sold, and gross profit**
- ❏ Review contracts**

### **Expense allocation**

- Review the functional allocation of expenses and determine whether the method is reasonable, properly reflects ACA WSO's activities for the year, and applied consistently.**

## Recently Issued Accounting Standards

ASU 2014-15, <i>Going Concern</i>	■ CY2016. Early application permitted.
ASU 2015-03, <i>Simplifying the Presentation of Debt Issuance Costs</i>	■ CY2016. Early application permitted.
ASU 2015-05, <i>Customer's Accounting for Fees Paid in a Cloud Computing Arrangement</i>	■ CY2016. Early application permitted.
ASU 2015-07, <i>Disclosures for Investments in Certain Entities That Calculate Net Asset Value per Share (or Its Equivalent)</i>	■ CY2017. Early application permitted.
ASU 2015-14, <i>Revenue from Contracts with Customers (and related ASUs)</i>	■ CY2018 for NFPs with public debt; CY2019 for other NFPs. Early application permitted in CY2017.
ASU 2016-01, <i>Recognition and Measurement of Financial Assets and Financial Liabilities</i>	■ CY2019. Early application permitted for selected provisions.
ASU 2016-02, <i>Leases</i>	■ CY2019 for NFPs with public debt; CY2020 for other NFPs. Early application permitted.
ASU 2016-14, <i>Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities</i>	■ CY2018. Early application permitted.

## **Reminders**

Participation By Client List has been provided to ACA WSO on 1/24/2017 and was discussed on 2/3/17.

We expect that documents requested will be provided on or before due date.

Actual supporting documents will be examined during the fieldwork.

Out of scope services and overruns will be billed Separately.

## Presentation to Audit Committee

**March 24, 2017**

**Adult Children of Alcoholics World Service Organization Inc. (ACA WSO)**



Member, AICPA Division of Firms ♦ Member, Center for Public Company Audit Firms ♦ Member, Government Finance Officers Association ♦

Registered with Public Company Accounting Oversight Board

801 S. Grand Avenue, Suite 400, Los Angeles, CA 90017-4646 ♦ Tel No. (213) 873-1700 ♦ Fax (213) 996-4242 ♦ [www.vasquezcpa.com](http://www.vasquezcpa.com) Contact: Ms. Linda Narciso, CPA ♦ Dated: March 25, 2017

## Audit Status

<b>Audit Phases</b>	<b>Status</b>
Phase I – Planning	Done
Phase II - Internal Control Evaluation and Testing	Ongoing
Phase III - Substantive Testing	Ongoing
Phase IV – Completion	Not started

## Significant Audit Areas

<b>Audit Focus Area</b>	<b>Status</b>	<b>Pending from ACA WSO</b>	<b>Findings or Adjustments</b>
Cash and cash equivalents	Done	None	None noted.
Inventory	Ongoing	<ul style="list-style-type: none"> <li>-Roll backward reconciliation for the Signal Hill inventory items counted</li> <li>-WarePak inventory count on April 7, 2017</li> <li>-Roll backward reconciliation for the WarePak inventory items to be counted</li> <li>- Supporting documents/ basis of inventory cost</li> </ul>	To be determined.
Capital assets	Substantially Done	Confirmation from Bill and Mary Jo if there will be a plan to create a separate schedule for accounting depreciation aside from tax depreciation	To be determined.

Audit Focus Area	Status	Pending from ACA WSO	Findings or Adjustments
Intangible assets	Ongoing	<ul style="list-style-type: none"> <li>-Page 2 of the revised amortization schedule</li> <li>-Invoices of website cost</li> </ul>	To be determined. Client posted an adjusting journal entry for additional amortization expense.
Accounts payable and accrued expenses	Ongoing	<ul style="list-style-type: none"> <li>-Supporting document/ basis for accrued liabilities – Fulfillment WarePak.</li> <li>-Signed contract with WarePak</li> </ul>	Potential adjustment to record additional payable as of 12/31/16.
Net assets	Done	None	None

Audit Focus Area	Status	Pending from ACA WSO	Findings or Adjustments
Revenues	Ongoing	<ul style="list-style-type: none"> <li>-Explanation on the gaps noted for sales receipts</li> <li>-Response to the Revenue, Cost of goods sold, Gross Profit rate analytics template</li> <li>-Supporting documents for contributions received</li> </ul>	To be determined.
Cost of goods sold	Ongoing	Response to the Revenue, Cost of goods sold, Gross Profit rate analytics template	To be determined.
Expenses	Ongoing	<ul style="list-style-type: none"> <li>-Memo on basis of allocation for functional expenses</li> <li>-Grouping of accounts per functional expenses</li> <li>-Supporting documents for certain expenses</li> </ul>	To be determined

## **Other Open Items**

Copies of board minutes subsequent to 01/14/17

Short memo for the description and evaluation of litigation, asserted and unasserted claims, and assessments involving ACA WSO that existed as of December 31, 2016 and during January 1, 2017 to present. If none, please state as well.

List of identified subsequent events

List of current and future commitments and contingencies – e.g. lease commitments

Supporting documents for selected journal entries

Updated employee list

## **Management Letter Comments**

We have identified various management letter comments as of today, however, we would like to discuss them initially with the Treasurer, External Accountant, and Audit Committee Chair.

## 2016 Audit Timeline

Description	Responsibility	Original Scheduled Date	Updates
Entrance meeting with management	V&Co and ACA WSO	2/3/2017	Done
Planning meeting with Audit Committee	V&Co and ACA WSO	2/28/17	Done
Final TB and other planning schedules provided to V&Co.	ACA WSO	2/27/17	Done
Other schedules provided to V&Co.	ACA WSO	3/6/2017	See open items
Fieldwork	V&Co	3/13-17/17	Extended to 3/24/17 and will be extended to the week of 3/27/17  External accountant will be begin to respond on audit requests on 3/27/17
Inventory count – WarePak	V&Co & WarePak	-	4/7/17

Description	Responsibility	Original Scheduled Date	Updates
Submission of initial draft reports for review and comments	V&Co	3/31/17	Target is end of April
Exit meeting with management	V&Co and ACA WSO	4/6/17	TBD
Submission of final draft reports for approval	V&Co	4/12/17	TBD
Exit meeting with Board/Audit Committee	V&Co and ACA WSO	TBD	TBD
Original signed management representation letter	ACA WSO	TBD	TBD
Final report	V&Co	TBD	TBD

## **Other Matters**

- **Out of scope services and overruns will be billed separately.**

**Inventory count at WarePak – cost of no more than \$500 We are expecting to incur**

**additional hours due to overruns**

**Budgeted audit hours is 120**

**Actual audit hours as of 3/21/17 is 116**



American Institute of CPAs  
220 Leigh Farm Road  
Durham, NC 27707-8110

February 22, 2017

Gilbert R. Vasquez  
Vasquez & Company,  
LLP 801 S Grand Ave  
Ste 400 Los Angeles,  
CA 90017

Dear Mr. Vasquez:

It is my pleasure to notify you that on the National Peer Review Committee accepted the report on the most recent system peer review of your firm. The due date for your next review is September 30, 2019. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Sincerely,

A handwritten signature in black ink that reads "Michael Fawley". The signature is written in a cursive style with a large, looping "y" at the end.

Michael Fawley Chair—  
National PRC  
nprc@aicpa.org 919 4024502

cc: Lucretia D. Terrell; Roger A. Martinez

Firm Number: 10138115

Review Number 424560

Letter ID: 1148269A



David Kinard & Co, PC

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www.dkcpa.com

September 15, 2016

To the Partners  
**Vasquez & Company LLP**

and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of **Vasquez & Company LLP** (the firm) applicable to non-SEC issuers in effect for the year ended December 31, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of **Vasquez & Company LLP** applicable to non-SEC issuers in effect for the year ended December 31, 2015, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. **Vasquez & Company LLP** has received a peer review rating of *pass*.

*David Kinard & Co, PC*  
Certified Public Accountants

## **THE OPERATING POLICY AND PROCEDURE MANUAL (OPPM) COMMITTEE ANNUAL REPORT**

---

A project to make a complete revision to the OPPM began in July 2014 because much of the language was outdated and unclear.

Presently, the Committee has Co-Chairs Ines Z., New York and Mary Jo L., Illinois. Former Board members Joan B., Iowa and Karen R., Tennessee were part of this Committee.

### **Statement of Purpose**

To review and revise the OPPM to reflect current practices.

### **History and Process**

- Last complete revision of OPPM in 2010
- Partial revision in 2012
- This is a complete revision based on the 2012 version.

Because so much of the language was outdated, the Board decided in 2014 that a complete revision should be undertaken.

- Revisions are ongoing, based on motions brought before the Board and further changes made to the way the WSO operates

Revisions to the OPPM should be ongoing as motions are passed that impact current language and changes are made to normal processes, e.g., moving from snail mail to email for normal correspondence.

- Portions of the revisions have been submitted to the Board for comment and further refinements made.

No motions to reflect any proposed changes were passed due to requests for further refinements.

Committee Contact information: [maryjlaca@outlook.com](mailto:maryjlaca@outlook.com)

---

## **THE REVISIONS TO THE 2010 OPPM**

The following is the work of the OPPM Committee , in efforts to update and clarify the language and descriptions of the manual contents.

## Commitment to Service

I, \_\_\_\_\_, agree to perform service in the capacity of a Trustee on the Board of the Adult Children of Alcoholics World Service Organization, Inc. (ACAWSO) for a period not to exceed the maximum allowed term of service. The term of office for this agreement shall commence with the first Annual Business Conference (ABC) after my election to the Board.

As a condition of election as a Trustee of the ACAWSO Board, I am familiar with and agree to comply with and be bound by all of the terms and provisions of the By-Laws, Operating Policy and Procedure Manual (OPPM), and the Twelve Concepts of Service of ACAWSO.

I recognize in this commitment that the true power of our Program rests in the ACA fellowship as expressed in our group conscience. I acknowledge that I am a trusted servant; I do not govern. I shall, to the best of my ability, abide by the word and spirit of the literature of the ACA program, and more specifically The Problem, The Solution, The Twelve Steps of ACA, The Twelve Traditions of ACA, and The Twelve Concepts of Service in ACA, in executing the duties entrusted to me by the fellowship and the ACAWSO Board of Trustees. I agree to continue to participate in ACA meetings and to work on my recovery program.

I am aware that the service structure of ACA is incorporated in the State of California as “Adult Children of Alcoholics World Service Organization, Inc. (ACAWSO)” as a Nonprofit Public Benefit Corporation, and I agree to fulfill and be bound by such laws as required by the State of California in the performance of my duties as a Trustee.

I will be also willing to surrender the position in which I serve and all materials entrusted to me in that position at the request of the ACAWSO Board of Trustees in order to promote unity, to provide an opportunity for others to give service, and to avoid problems of money, property and prestige.

---

Signature

Print

Date

# Group Conscience Survey Ballot Proposals

## Delegate Binder

---

2017 ANNUAL BUSINESS CONFERENCE

ADULT CHILDREN OF ALCOHOLICS® /  
DYSFUNCTIONAL FAMILIES  
WORLD SERVICE ORGANIZATION, INC.

## A SHORT GUIDE TO PARLIAMENTARY PROCEDURE

This information has been assembled due to frequent requests from members regarding the method of conducting business. However, it should be stressed that studying and utilizing the principles in ACA's Twelve Steps, Twelve Traditions, and Twelve Concepts can provide the most useful guide to protocol. We use parliamentary procedure, when necessary, to ensure that courtesy is given to members, and to promote the orderly exchange of ideas. These procedures were developed to serve— not to stifle it. When we are at our best, we function almost entirely by using thoughtful consideration of our basic principles.

### STEP BY STEP

#### 1. MOTION

- a. An Area Service Committee recommendation is considered a seconded motion, and will be restated as such by the Committee Chairperson, after he/she presents the recommendation to the Area Assembly. (This is due to a recommendation that passes a committee already has more than one voting member who agrees with it)
- b. A motion can be made “from the floor” on any issue by any voting member of the Assembly when there is no other issue being considered.

#### 2. A SECOND

- This demonstrates that more than one voting member is in support of the motion

#### 3. THE CHAIR STATES: *“It has been moved and seconded that ...”*

#### 4. DISCUSSION

(also refer to THINGS THAT CAN HAPPEN TO A MOTION, below)

- a. If every comment is in favor of the motion, the Chair may ask, *“Is it the sense of the meeting that this motion be adopted?”* If there is no opposition, it can be recorded as a passed motion.
- b. A reasonable opportunity is given to all to speak on the motion, and then...
- c. Chair says: *“There being no further discussion we will vote on ...”*, and restates the motion.

#### 5. VOTE

- a. The Chair asks first, *“All in favor of the motion ...”*, and then *“all opposed ...”*
- b. A two-thirds majority is required to adopt the motion.

## 6. MINORITY OPINION, MOTION TO RECONSIDER

- a. The Chair asks: *“Does anyone in the minority wish to speak?”* Only those who voted in the minority may speak at this time.
- b. Chair asks: *“Do I hear a MOTION TO RECONSIDER?”* Only someone who voted in the majority may make a motion to reconsider. If this motion is made, it must be seconded.

I) The motion to reconsider is debatable. After reasonable debate, the Chair will ask for a vote. A simple majority, rather than a two-thirds majority decides this vote. If won ...

II) Discussion on the Main Motion resumes (same rules as before).

III) VOTE (same rules as before).

IV) THERE IS NO MINORITY OPINION ON THE SECOND VOTE.

## THINGS THAT CAN HAPPEN TO A MOTION:

1. A Motion can be seconded, debated, voted on, etc, as outlined above.
2. The following subsidiary motions can be made regarding it (all of these must be seconded, and require a two-thirds majority to carry):
  - a. It can be **AMENDED**.  
The amendment is debated and voted on; then discussion of the original motion resumes.
  - b. It can be **POSTPONED**.  
(tabled) either definitely (time or place stated), or indefinitely (basically, “killed”).
  - c. It can be **REFERRED TO COMMITTEE**.  
either with or without additional assembly instructions.
3. At any time during the discussion, a motion can be made to **VOTE IMMEDIATELY** (“calling the question”). A second is required. This motion is not debatable. The Chair will immediately ask for a vote on the motion to “vote immediately”, and if adopted, the assembly votes immediately on the motion under consideration.

## 2017 ABC Ballot Proposals

Submitted by AL025

Proposal 2017-1

### **Ballot Issue:**

We propose that the following statement on "I Statements" be posted on the ACA website as a resource: "Why Using "I" Statements is So Important!". When sharing with an individual or as part of a group, using "I" statements can make a big difference. An "I" statement is sharing in the first person, as opposed to using words such as "we," "they," "us," and "you." At first, it may seem like an insignificant detail, but using thirdperson statements is distancing and impersonal. It can even be an attempt to subconsciously control others or place responsibility outside of oneself. Example: "When you get abused, it hurts you." Change this to: "When I got abused, it hurt me." Sharing in the first person promotes selfresponsibility by divulging information only about yourself. When you are tempted to use the generic "you," "we," etc., try to catch yourself and replace it with "I." You will be surprised how different it feels and how much more you and others get out of your share. It may feel uncomfortable at first. That's because you are casting off your protective shield and revealing the real you. Remember: 1) An "I" statement exercises my selfcontrol. 2) "I" statements build my selfrespect while offering others a true opportunity to have a real relationship with me. 3) Struggling with "I" statements will often reveal the hidden aspects of the issues at hand. If you truly want to disclose your feelings so that you and others can learn more about YOU, use an "I" statement!

### **Argument in Favor**

We find it a very helpful guideline for sharing. We have it available in Word.

### **History/ Reasoning**

Part of the intro readings for our group meetings.

### **WSO Analysis**

This offer of literature can be put into the Literature Approval Queue and it can also be put into the Best Practices section of the Website by the offering group.

Proposal #1	YES	NO	No Opinion
Answered: 199 Skipped: 4	87.94% 175	6.03% 12	6.03% 12

- We suggest changing the "you" statements within the statement to either "I" or "we" statements.
- Very important
- Recommend rewording to I statements instead of you statements.
- This is something each group may consider for itself. Our group has a paragraph on cross-talk we read which has some of the same directions.
- Just refer this to LitCom
- Also, sometimes it is possible not to use pronoun words at all Because, when using "I", it is used mainly by personal mind, by mind with 14 traits, mind who suffered and survived, so it contains all the conditioning brought by world, hence expresses it inevitably. Also there is real "I" hidden inside of ACA's, inner child. That's an individual "I", not of the world. Even feelings expressed by mind, could be different from feelings of inner child. Can't say exactly, but I guess it is written in Red Book. Also, in russian, in our meeting preamble, the "I" statement explanation already included.
- An abbreviated version of this may be useful in the meeting leaders guide format
- watch the codependence
- Our group has not had enough time to review the Proposals and will require the next 2 months to review and vote accordingly at the ABC
- It should not be forgotten that ACA is a "we" program.
- Group believes adding the statement to the Best Practices section is sufficient.
- close vote (only one vote apart)
- Our group feels this puts added pressure on newcomers who may find it very hard to speak and we strongly urge this not be discussed or approved.
- We feel the NO cross talk concept is so key to success in ACA and this proposal goes to that issue.
- This is not a no vote. Only Proposal 5 was considered.
- Our group only wanted to consider proposal 5 so "No Opinion" should not be considered a "No" vote
- We may be acceptable as it is used in our steps, and other literature.

*Proposal 2017-2*

## 2017 ABC Ballot Proposals

*Submitted by FL164*

**Ballot Issue:**

We propose that the Conference adapt or incorporate Tony A's 12 Steps from his book THE LAUNDRY LIST as the conference approved steps.

**Argument in Favor**

The steps conform more closely to the recovery needs of the adult child.

**NOT PASSED**

**History/ Reasoning**

A number of local meeting use these steps in lieu of the conference approved steps by group conscience because they resonate with the needs of our recovery uniquely with our traits.

**WSO Analysis**

If approved this proposal will replace the existing Conference Approved ACA 12 Steps with Tony A's version of the steps. Tony's steps could be added to our literature as an alternative form of the steps, however our Traditions do not allow WSO to publish other author's copyrighted work unless that author releases their copyright to the WSO. Tony A.'s 12 Steps were copyrighted by Tony and Dan F and appear in a book that was recently rereleased in a digital format. Tony A's widow has been contacted and asked about permission to use them. She asked for some time to give a response.

Proposal #2	YES	NO	No Opinion
<b>Answered: 197 Skipped: 6</b>	<b>64.47%</b> 127	<b>25.89%</b> 51	<b>9.64%</b> 19

- While Tony A's version may resonate more with Adult Children, replacing the approved version after 30 years may not be in the best interest of our program. There is the potential to alienate new members who are in another program.
  - Very important
- The multiple requests about attempting to obtain permission to use Tony A's copyrighted material should be combined
- Group with prop #5 & 16. Discuss, but we do NOT endorse whole re-writing of ACA literature. Important to discuss why or why not use these, clarify what groups can do, and how, if at all, these fit into the ACA program of recovery.
- Seems that #5 and #16 are the same issue as #2. Each one does not have to be discussed individually. But having access to Tony's 12 Steps is highly recommended.
  - There are redundant proposal involving Tony A's steps. We are voting "YES" on all of them.
- Replacing the Steps would undermine our identity as a 12 step, 12 Tradition fellowship.
  - We only use Tony A's 12-steps at our meetings.
- We were concerned that evidently only 30 or 40 people attend the business meeting, and urge that incorporation or adoption of Tony's steps be discussed over the next year so that all groups can become more familiar with the differences from the current steps.
- Most importantly, getting Tony A's widow's permission to use the original ACA 12 steps
- Choosing to replace steps that thousands of travelers have worked, rather than asking to coexist, does not seem in keeping with Tony A's spirit of love or embracing a loving HP.
  - All of our groups use these steps
- We want to see the Tony A steps offered as approved literature, but not as a replacement of the traditional steps.
- Our group favors the other ballot proposals (5, 16) where Tony A's steps would be \*alongside\* the current 12 steps (rather than replace)
- This violates tradition 6 and 12 since it is a published work available for sale by two authors; Some meetings are using these steps in place of ACAWSO conference approved steps, without a clear separation as per ACA literature guidelines, which is already threatening the aforementioned Traditions and Trad 4; Trad 10 could be threatened if this passes; This is an unnecessary distraction as the ACA steps, as are, have a proven history of effectiveness. We feel these steps undermine an important aspect of healthy re-parenting of oneself by making Step 4 an inventory of one's parents solely, which can be part of the problem and a barrier to ACA's stated Solution.
  - flexible on how this is done
- Our group will require more time to review all the proposals so that we can form a consensus.
- Tony A's steps do not include an amends process, considered vital to 12 step work.
  - See response on Proposal 5
- Question was presented with a bit of ambiguity. Our group would like Tony's included as an addition. Not an alternative.
- Agree strongly. We have started using Tony A's 12 Steps in our meeting and feel they are much more reflective of ACA principles and values than the current 12 Steps.
  - Like the AA use of their Big Book, Tony's original adds weight and depth to our Program.
- This is SO important to the future and present of ACA. The AA 12 steps should NEVER have been put into our Big Red Book in the first place.
- Group is happy with the current 12 steps, would not like them to be replaced. However, would consider having these 12 steps additional supplement or side by side.
  - We have always used Tony's Steps. This is the work we do.
- Our group has decided to read both versions aloud. Both 1st steps, then read the 2nd step. etc. So the individual can feel for themselves.

*Proposal 2017-3*

## 2017 ABC Ballot Proposals

*Submitted by FL158*

### **Ballot Issue:**

We propose that the WSO create a workbook on “Becoming Your Own Loving Parent.” Activities, questions and tools will be drawn from chapter 8, related parts of the BRB and ACA member suggestions.

### **Argument in Favor**

The yellow workbook and Laundry List workbook are enormously valuable tools but neither focuses exclusively on the reparenting aspect of the solution. A “Becoming Your Own Loving Parent,” workbook will support ACAs in taking this essential aspect of the solution deeper.

### **History/ Reasoning**

An important part of the ACA solution is learning to reparent ourselves. However, there is no workbook focused on this aspect of the solution alone. Some adult children, even after completing the 12 steps, don’t have a strong connection with their inner child and loving parent and need more support in this area. Gathering the many reparenting concepts woven through the BRB into one workbook will make it easier for adult children to locate and apply them. We envision a workbook of tools, activities and questions including: Questions that help us get to know the critical parent, inner child, teenager and loving parent better. Tools and exercises to help us better recognize and tend to these parts of ourselves. Activities and questions that help us access the inner child and unresolved grief. Having a workbook will make it easy for adult children to deepen their reparenting skills along with fellow travelers in groups, pairs, etc.

### **WSO Analysis**

If approved the proposed literature concept would be a welcome addition to WSO’s Conference Approved literature and would be developed based on the availability of resources, e.g., volunteers, financial and staff time. The sample literature could be submitted to the Literature Review Subcommittee for initial evaluation to begin the process.

Proposal #3	YES	NO	No Opinion
<b>Answered: 197 Skipped: 6</b>	<b>94.42%</b> 186	<b>1.52%</b> 3	<b>4.06%</b> 8

- This is a brilliant idea that fills a major void in our program. The BRB states how important it is to our recovery, yet it gives no direction on how to make that shift happen in one's life.
- We would work this workbook.
- Very important
- Yes!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
- Excellent suggestion. Endorsed 100% of our group
- We should gather written shares about this like we did for Strengthening My Recovery.
- We think it's a great idea.
- Including material on the developmental tasks at each age would be helpful to have to map against our trauma inventory
- We feel any workbook should be concise and have a consistent approach. Existing workbooks are quite large, and newer members already have a huge amount of material to digest.
- Yes, important to address this gap.
- Many ACA's are still unclear about how to distinguish between the Critical Parent, Nurturing Parent and Inner-Child based on our literature as is. This could provide a clarifying empowering tool which is a central distinction between the hope ACA offers and any other 12 Step program..
- Our group will require more time to review the proposals in order to form a consensus.
- We are concerned that adding more workbooks would keep people from reading the Big Red Book, which is already happening.
- Excellent idea!
- unanimous vote
- Looking forward to my copy!
- This is not a no vote. Only Proposal 5 was considered.
- Our group only wanted to consider proposal 5 so "No Opinion" should not be considered a "No" vote
- Would like additional information and workbooks to help in learning to become your own loving parent.
- When minority spoke, felt there were already a lot of books on the subject; that we were reinventing the wheel.
- We have one in progress

## 2017 ABC Ballot Proposals

Submitted by FL158

Proposal 2017-4

### Ballot Issue:

We propose that the WSO revise BRB Chapter 11 and the sponsorship pamphlet for clarity and consistency. The word “sponsor” is used throughout the chapter and elsewhere in the BRB. However, under direct sponsorship, instead of “sponsor” the word “Fellow Traveler” is used. This leads to confusion. We believe you recommend that all sponsors follow the Fellow Traveler method, meaning both are on equal footing. This method tries to prevent the sponsee from becoming triggered, in believing the sponsor is an authority figure. We recommend:

1. Defining, at the chapter start, that anyone on the ACA path of recovery, regardless of their time and progress in the program, is a fellow traveler.
2. Defining, at the chapter start, that not all Fellow Travelers can be sponsors, as per the requirements outlined in the BRB. (See #3.)
3. Changing “Fellow Traveler” to “Sponsor” under the heading “Direct Sponsorship.”
4. Clarifying that the “Fellow Traveler” method supports a relationship in which sponsor and sponsee are on equal footing, rather than in teacher/student roles.
5. Clarify the requirements of a sponsor (the type referred to as “traditional” in the pamphlet and “fellow traveler in BRB). From the WSO website: “A sponsor is someone who attends ACA meetings regularly and who has worked the ACA Twelve Steps. The person has made progress in recovering from the effects of growing up in a dysfunctional home.” Not all Fellow Travelers meet this requirement. We need clarification in chapter 11 about this and consistency between the website and pamphlet.
6. Adding that one of the supports a sponsor provides is to help the sponsee connect with their loving parent and inner child.

### History/ Reasoning

The way “fellow traveler” and “sponsor” are referred to in chapter 11 lacks clarity, leading some members to equate fellow traveler with sponsor. The pamphlet and the BRB appear to use the terms Fellow Traveler and sponsor to be one and the same. It is a fact that all sponsors are Fellow Travelers but not all Fellow Travelers meet the requirements to be a sponsor. We’ve had differing interpretations of this at our business meeting and would like to be on the same page. Also, in two places in chapter 11, the phrase, “fellow traveler or cosponsor” makes it sound like a fellow traveler is a cosponsor. This statement is referring to two different types of sponsorship, not one. The sponsorship pamphlet uses “traditional” whereas the BRB uses “fellow traveler.” We need consistency.

### Argument in Favor

Clarifying the terms fellow traveler and sponsor would support both sponsors and sponsees to be on the same page and reduce confusion. Our group encourages members to contact fellow travelers who can be there if they don’t have a sponsor, when their sponsor is unavailable and in addition to their sponsor.

### WSO Analysis

The Board agrees with the need to clarify this terminology. The Literature Committee could add it to the Literature Review queue and revise current documentation as time and resources allow. Revision of the two Sponsorship/Fellow Traveler tri-folds could be first on the list. Once we have the language in those documents approved by the Conference, we can prepare the changes for the BRB. A Second Edition of the BRB is being planned and the suggested clarifications can be added to that much larger long-term project that will take a great deal of effort and resources.

Proposal #4	YES	NO	No Opinion
<b>Answered: 197 Skipped: 6</b>	<b>89.34%</b> 176	<b>3.05%</b> 6	<b>7.61%</b> 15

- Consistency is vital!
- My group only talks in terms of "fellow traveler."
- Important
- Include this in BRB revision and in pamphlets
- We felt this would be an important clarification.
- There is confusion with how to implement this uniquely wonderful model of ACA sponsorship. Clarification could encourage more ACA's to become Sponsors and Sponsees, which is a current problem, as well as one since ACA's beginning, that may have jeopardized ACA as a whole in the past.
- editing function
- Our group will require more time to review to proposals in order to form a consensus.
- Please clarify, this proposal is difficult to understand as it is written.
- When person who I considered to be my sponsor committed suicide, I discovered he had been just a fellow traveler. I had suspected this all along, but he had been unaware of the distinction.
- There is a lot of confusion about sponsorship. In the San Francisco Bay area of California it is nearly impossible to even find a person willing to be a sponsor...even though entire conferences have been designed to address this issue.
- This is not a no vote. Only Proposal 5 was considered.
- Our group only wanted to consider proposal 5 so "No Opinion" should not be considered a "No" vote
- Group agreed sometimes current wording can be confusing for newcomers, clarification would be helpful.
- unanimous approval
- Keep it simple.
- Our group had just read the pamphlet together the previous week and had almost universally felt at the time that it was confusing and mostly non-helpful.... Clarification seems very much needed....

*Proposal 2017-5 Revised*

## 2017 ABC Ballot Proposals

*Submitted by NY099*

**Ballot Issue:**

We propose that the WSO of ACA, and the Fellowship of ACA, “go to any lengths” to adopt the 12 Steps of Tony A. We request that Tony A.’s 12 Steps be printed in our ACA literature and texts, side-by-side with the already adapted 12 Steps from AA.

**Argument in Favor**

The AA 12 Steps have lead many of us from our addictions into sobriety/recovery, but many of us found we needed more. We heard the phrase “Emotional Sobriety” first mentioned by Bill W. in the AA Grapevine article in 1957, “Emotional Sobriety: The Next Frontier”. The term “Emotional Sobriety” was later echoed by Ernie Larsen in his publication of “Stage II Recovery”, and more recently, by Tian Dayton in her book “Emotional Sobriety”. Tony A.’s 12 Steps supply “The Solution” for Adult Children that seems to be missing in other 12 Step programs. Experiencing a void, many of us “Came To” in ACA. Tony A.’s 12 Steps are the Steps that heal us beyond the partial recovery many Adult Children experience with AA’s 12 Steps, those adopted by ACA. We believe there is great wisdom and healing in “being brought to clarity, doing a non-judgmental inventory of our parents, sharing the nature of our childhood abandonment, seeking the unconditional love of our Higher Power, and loving ourselves unconditionally” as mentioned in Tony A.’s 12 Steps. Tony A. stated in “The Laundry List” that he would have had a very limited and narrow recovery without practicing these concepts. There are those among us who now strongly agree with that statement. Going forward in time from Bill W.’s article “Emotional Sobriety: The Next Frontier”, we now believe that Tony A.’s 12 Steps provide the guidelines of how to achieve what Bill W. was reaching for all along: Emotional Sobriety.

**History/ Reasoning**

The 12 Steps of Bill W. and Dr. Bob have saved millions of lives from addictions and co-dependency. Many support group members owe their lives and sanity to the wisdom contained in those steps. We also believe that Tony A.’s 12 Steps are no less spiritually inspired when it comes to the maladies suffered by Adult Children. ACA members have used the 12 Steps of AA. However, their journey involves seeking relief from the effects of familial alcoholism and dysfunction, manifesting itself in what “The Identity Papers” of ACA describe as multi-generational unprocessed grief and PTSD. The complex PTSD from relationship trauma and compounded grief that many of us carry inside our hearts, bodies and souls drove us to the brink of relapse with our addictions, or to substitute new addictions to numb pain too great to endure. If we were lucky enough, we found our way to ACA meetings, and hopefully, a new stage of recovery. From our personal experience, we have come to believe that Tony A.’s 12 Steps as written in his book with Dan F., “The Laundry List”, are spiritually and therapeutically sound and essential in the quest for a broader and deeper recovery.

If approved this proposal will allow WSO to try to obtain permission to add Tony A.’s version of the steps in ACA Conference approved literature, but not replace the existing ACA Steps. Tony’s steps could be added to our literature as an alternative form of the steps. Our Traditions do not allow WSO to publish the copyrighted work of another author unless that author releases their copyright to the WSO. Tony A.’s 12 Steps were copyrighted by Tony and Dan F. and appear in a book that was recently rereleased in a digital format. Tony A’s widow has been contacted and asked about permission to use them. She asked for some time to speak with others before giving a respons

Proposal #5	YES	NO	No Opinion
Answered: 196 Skipped: 7	77.55% 152	15.31% 30	7.14% 14

- This was our group's most controversial question. Some people voted no, but majority voted was yes.
- Group with prop #2 & 16. Discuss, but we do NOT endorse whole re-writing of ACA literature. Important to discuss why or why not use these, clarify what groups can do, and how, if at all, these fit into the ACA program of recovery.
- Appears to be same as #2 & #16. Only one needs to be discussed by ABC.
  - Putting the "adult" back into Adult Children.
- Under our open literature policy groups may use outside materials as they see fit. This assert (copyright) and any income it may generate are the property of the widow, not the fellowship.
  - Important
  - We have always used Tony's Steps. This is the work we do.
- Except to what lengths? Depending on the cost of gaining rights to use the materials, it might not be worth it. There's another proposal to make these steps conference approved, which made sense to us.
- Most important is Tony A.'s widow's permission to use the original ACA 12 steps
  - These are the bonified 12 steps
- Many travelers used Tony A's steps while his book was economically available in print. Now it's extraordinarily difficult to practice or to make these steps available without WSO support.
  - Reservations about the phrase "any lengths"
- we feel strongly that copyright issues be resolved within the boundaries of our Traditions, and are additionally uncomfortable with the language "go to any lengths," but love the language of Tony's Steps.
- Refer to comments in ballot measure 2.
  - flexible on how this is done
- Should we bankrupt ACA taking this issue to the Supreme Court? This is written way too broadly. And Tony's Steps don't have an amends process
- Side by side is recommended, if permission to print them is granted.
- Group comments: They are good food for thought, but they are too much of a departure from what already works; Why would we vote to adopt something when we don't even know if we an have them - aren't we putting the cart before the horse; would rather make some slight changes to the ACA Steps than change completely
  - If we allowed to use the Tony A 12 steps, then would recommend discussion.
- We feel the phrase "go to any lengths" is alarming especially in regard to Tony A's widow. However, we are very much in favor of adopting Tony A's 12 Steps as the official 12 Steps of ACA
- Adopting the Tony A 12 steps is the Single Most Important work for ACA at this time.
- Group is happy with the current 12 steps, would not like them to be replaced. However, would consider having these 12 steps additional supplement or side by side.
  - substantial unanimity
- Negative ramifications as being a 12-Step program if current Steps compromised; alienation potential members
- We would like to include Tony's steps as part of our history - not to confuse and complicate our current steps.

*Proposal 2017-6*

## 2017 ABC Ballot Proposals

*Submitted by TEL210, IG616, & TEL282*

### **Ballot Issue:**

We propose that WSO creates a Directory page on the website listing the names and public contact information of the WSO Board OF TRUSTEE Members and their job descriptions. The list would also include the names of all the existing committees, who are the chairs for the committees and who are on the committees and their public contact information. The list should also include the description of the special worker jobs, who holds the jobs and their public contact information. The list should also include all of the other ways to contact WSO, that is, general phone numbers and general email addresses. We are not asking for personal e mail information or personal phone numbers. We are asking for transparency and a more personal approach putting a name to a job.

### **Argument in Favor**

Having a list would make it easier for persons to find who is doing what and how to contact them. Right now only some of this information is scattered on the website and it is very difficult to sift through it all to find a contact person for a particular issue. Transparency is good.

# NOT PASSED

### **History/ Reasoning**

No directory exists and there is difficulty finding correct persons to contact on particular issues.

### **WSO Analysis**

The WSO publishes an organizational chart here <http://www.repository.adultchildren.org/wso-organizational-charts> and has a "contact us" form on the website. We can look at ways of adding additional anonymous contact info, but having any Board member's personal name visible to the public online would be a violation of the anonymity principle in Tradition 11, the same as it is for any other member of ACA.

Proposal #6	YES	NO	No Opinion
Answered: 196 Skipped: 7	54.59% 107	30.10% 59	15.31% 30

- Protect Anonymity and be more transparent!
  - A contact person for the above would suffice, although the WSO may not have the resources.
- Anonymity must be protected, although the information in the organizational charts should be listed (not flow chart) in a more prominent area of the adultchildren.org, NOT buried in the repository. Committee names are there, but no explanation of what the various committees are actually responsible for. Transparency will give people a better understanding of what the WSO is and how it works. There is the potential for more people to want to be of Service on the WSO level if it wasn't such a mystery.
- The website currently has contact info by office. That preserves anonymity while providing appropriate access. Additionally, it provides long-term consistency - we don't have to update contact info when positions rotate, etc.
- Although there has been much improvement in this area, we need to do more to improve communication.
  - Good idea
- We support discussion of this topic but agree that anonymity is critical to our program. However, many of us expressed frustration at communicating with WSO (and in fact our group has e-mailed and written a letter for advise without a response to date). Make contact tabs available on every page.
- Please include first name and last initials only. Only BOTs should be completely identified, and then only on legal docs, not the website.
- Important to discuss the issue(s), whatever the outcome.
  - 12th tradition says — anonymity is at most priority
- We do not want to discourage service nor jeopardize Tradition 11 anonymity.
- No one's anonymity should be broken, in keeping with Tradition 11.
- It is not difficult to get to the Repository where the agendas are posted, which gives the names of board and committee members. Other access to emails is given in the Contact Us list, that should be sufficient.
  - close vote (only one vote apart)
- Our group also proposes that the website needs a lot of work...there is no responsiveness in it...We have written to you several times and never received an answer.
- Our group only wanted to consider proposal 5 so "No Opinion" should not be considered a "No" vote
- Many of our group members were surprised this was not out there yet. This really needs to be listed.
  - unanimous against
- Already contact information for committees directly and indirectly through office; tremendous efforts would need to be made to keep this current; invasive and in violation of anonymity
  - The group didn't feel especially strongly on this one, though was in favor....
- Would violate anonymity.
  - Job Descriptions and Title Only No Personal Contact Info.
- anonymity is key to this group, naming people in these roles may make it harder to fill the positions
- If it can be done while maintaining anonymity.
  - anonymity. AA World Service do not publish personal contact of any officers.

Proposal 2017-7

## 2017 ABC Ballot Proposals *Submitted by TEL210, IG616, & TEL282*

### Ballot Issue:

We propose that so that more groups could participate through the delegate voting system we propose that delegates be allowed vote on proposals, brought to the ABC, using electronic methods(Survey Monkey), in advance of the ABC. An adjustment would need to be made in the final round of nomination procedure so that this can happen. The exact method of adjustment would need to be determined. There will be no change regarding delegates who want to travel to ABC meeting to vote.

### Argument in Favor

Allowing delegates to vote in advance of the ABC using electronic methods makes it possible to get a broader participation by all groups. Making this voting step available to those who financially or physically cannot travel to ABC locations to vote would be more inclusive of the general fellowship ideas and suggestions. Survey Monkey is now used for the first 2 rounds and authentication is not an issue. So there should not be any issue of authentication or abuse in any additional rounds using Survey Monkey.

**NOT PASSED**

### History/ Reasoning

Out of the 1600 meeting members less than 30 Delegates go to the ABC This is a small representation of groups, Many persons do not attend the ABC because of financial or physical limitations and the fellowship at large is not represented in the voting process.

### WSO Analysis

All groups are encouraged to vote on the proposals before they become an ABC ballot item so we get a consensus of the groups conscience during that part of the process. Proposals that receive the required 2/3 majority then become ballot items to be voted on at the ABC. These ballot items are each discussed openly at the ABC and then after differing viewpoints are heard a vote is taken. Voting on the ballot items prior to the ABC would not allow for the inclusion of any new information that wasn't previously known before the ABC. The ballot item could therefore be decided by the prior votes that might no longer make sense because the number of pre-votes cast by reps prior to the ABC could outweigh the delegates voting in person at the ABC.

Proposal #7	YES	NO	No Opinion
Answered: 196 Skipped: 7	62.24% 122	25.00% 49	12.76% 25

- Not everyone that would want to attend the ABC in person is able to. The voting system needs to be overhauled to allow more program members/individual meetings the opportunity to hear the discussion and have their vote count. The issue is valid and needs to be addressed, although the proposal is flawed because voting prior to the discussion at the ABC is a bad idea.
- Ease of access is important
- WSO analysis missed the mark. While the wording of the proposal is a little fuzzy, the argument in favor is clear. Once the list of ballot proposals accepted for discussion is determined, groups should be able to vote in absentia. Obviously, they would not have the benefit of the discussion at the ABC.
- WSO should explain the impact of electronic methods on attendance (in person) versus participation (remote and on-site) with the ABC.
- This is not practical with our current structure, It is not feasible for large numbers of delegates to participate in a discussion and make any resulting motions remotely.
- We felt this should be discussed but appreciated the WSO analysis and caveats.
- Voting should not occur before full discussion. There are other ways to involve tele-delegates.
- Important to discuss the issue(s), whatever the outcome. While electronic voting / remote participation sounds like could be a positive (esp with cost of airfare/hotel), do see challenges with \*advance\* voting. Maybe these could be split -- option to participate \*in real-time\* remotely?
- We support great efforts be made to ensure inclusivity in a manner which reflects the the group conscience on ballot measures with all necessary and current information as it actually stands at the time of vote so that there would be no false group conscious vote based semi informed factions.
- Would it be possible to hold some type of online meeting so those who cannot attend in person can participate in line. It would cost over a thousand dollars for our group to send a representative and we can barely pay our weekly rent.
- A second round of Survey Monkey votes after the meeting would satisfy the WSO objections. Each ACA group should have one vote in this process.
- We find the possibility to vote electronically interesting, but not beforehand. But if it would be possible to attend the actual ABC electronically the votes could be cast in that format.
- This is not a no vote. Only Proposal 5 was considered.
- Our group only wanted to consider proposal 5 so "No Opinion" should not be considered a "No" vote
- Unanimously against
- Meetings already vote on this forum; this gives individuals equal status as entire meetings to voice their individual opinions nullifying an entire group if the "delegate" disagrees with his/her fellows
- Group discussion is too important to the process to be skipped or skimped on.
- The pre ballot postal vote by survey monkey, but the delegate vote be in person with discussion to allow the process.
- There is a need to listen to discussions. A teleconference would be a good way to include more people in the discussions and in voting.

Proposal 2017-8

## 2017 ABC Ballot Proposals

Submitted by TEL210, IG616, & TEL282

### **Ballot Issue:**

We propose that a Telephone Conference Meeting Committee be created, since telephone conference meetings have issues unique and separate from face to face meetings. The purpose of the committee is to be a liaison between the board and the telephone meetings intergroup, and meetings. The responsibility of the committee is to field questions and concerns from the telephone community, interpreting them, making recommendation to the board and then giving explanations to the telephone community. Areas to be involved with are: Literature Issues, Autonomy Issues, Anonymity Issues, Safety Issues, Donation Issues, Clarification on sanctions, delisting and mixed messages. Ultimately a position of SERVICE BOARD TRUSTEE COULD BE CREATED REPRESENTING THE VIRTUAL COMMUNITY

### **Argument in Favor**

The committee would know the issues involving telephone meetings and lesson the burden of those at the WSO level who do not understand the special issues of Telephone meetings. Telephone meetings have unique issues from face to face meetings. They do not have a voice in the fellowship. The telephone meetings with some direction could grow into a vital part of ACA and help spread the word to places which do not have meetings. The persons who attend the telephone meetings could and are inspired to start face to face meetings in areas where there are none. Having a committee may provide a place to have a dialogue and a voice for the telephone meetings. There are persons willing to become part of the committee.

### **History/ Reasoning**

No Telephone Conference Meetings Committee exists.

### **WSO Analysis**

The establishment of committees of the WSO is a serious institutional commitment of time and volunteer resources that should be made by WSO depending on the issues raised and the resources available. If the telephone meeting community wishes to form a subcommittee and support it, this might make issues within these meetings easier to resolve among the telephone community. The Board also has an open-door policy that allows groups to raise concerns at any time at the end of our monthly teleconference board meetings. It should be noted that WSO has no authority over how groups comport themselves other than requiring that they abide by the Steps and Traditions if they are to be listed on the WSO Meeting Directory.

Proposal #8	YES	NO	No Opinion
Answered: 196 Skipped: 7	66.84% 131	15.31% 30	17.86% 35

PROPOSAL 8

- With ADVANCE notification sufficient for all meeting members to receive.
- Discuss; however, we like the idea of a subcommittee vice a new committee.
- We would like these meetings to make their case at the ABC and be subject to questions about specifically what they need in support. A sub-committee might be appropriate.
- While we care about the concerns of the individuals supporting Virtual meetings and the special knowledge they have regarding the unique challenges of those formats, we do not think creating a Service Board Trustee is the manner in which to address these concerns. But we do believe the issues themselves have merit.
- Does not address
- We agree with the WSO analysis.
- There are already sufficient means of contacting the Board. Also, volunteers are hard to come by, even from Telephone groups.
- This is not a no vote. Only Proposal 5 was considered.
- Our group only wanted to consider proposal 5 so "No Opinion" should not be considered a "No" vote
- unanimously against. although the proposal may have been providing examples, a gentle reminder regarding "sanctions" when I am mindful of concept 12 I make better endeavors that no action should be personally punitive.
- Telephone meetings are free to meet however they like; focus here seems to be to have power on the WSO Board. Telephone meetings can affiliate with their IGs and Regions.
- Group conscience is too important to delegate up and away from the membership level.
- This falls under Region IG before the wso board.
- Recommend creating a Task Force to listen. Create a better, more open line of communication between WSO and Telephone Meetings.

*Proposal 2017-9*

## 2017 ABC Ballot Proposals

*Submitted by IG076*

### **Ballot Issue:**

We propose that when Regions register with WSO, the Board of Trustees promptly (within 30 days) seat the duly elected Region Representatives as full members of the Board in accordance with the maximum number of Trustees set by the ACA foundational documents.

### **Argument in Favor**

We need to uphold the ACA foundational documents so the WSO Board makeup fairly and equitably represents the fellowship. Right now the six current WSO Board Trustees, at most, represent 6 out of the approximately 62 Intergroups in our worldwide fellowship. Many volunteers on WSO committees are dedicating vast amounts of time into the work, but none are allowed to speak to or vote on agenda items during Board discussions at the monthly Board meetings. Meetings usually send a representative to their intergroup. Intergroups send a representative to their region. Regions send a representative to the WSO Board to be their voice for the fellowship. That was the way our service structure was designed to operate so that the WSO Board can effectively enact the conscience of our fellowship as expressed in the outcome of the ballots of delegates at our Annual Business Conferences. Seating region representatives on the WSO Board reflects that we are evolving and growing as a 12Step program just as we are as individuals in our own recovery. This practice is common among most other major 12 step fellowships as it considers all group consciences instead of just a select few.

### **History/ Reasoning**

It has been the custom of ACA WSO Boards to welcome Region Representatives to the WSO Board as full Trustees since the Region Representatives directly represented a much larger group conscience of the fellowship than either Intergroup representatives or individual volunteers serving on the WSO Board.

### **WSO Analysis**

Proposed Change: The Operating Policy and Procedure Manual (OPPM) is being revised by the WSO to address the ambiguity about the sitting of region reps on the Board of trustees. The Service Structure ad hoc committee is evaluating 9 other 12 Step programs to see what changes might be recommended for ACA to the WSO Board. Their work and the work of the Board is intended to help establish a clear framework for providing a representative body of Board members.

Proposal #9	YES	NO	No Opinion
Answered: 196 Skipped: 7	71.43% 140	8.67% 17	19.90% 39

PROPOSAL 9

- Important
- Not enough information provided, especially given the on-going study of other 12 Step groups.
- Continue revision of OPPM and include this as one of the issues to be resolved. "30 day" limit for inclusion should be negotiable
- This issue cannot wait until the OPPM is revised, or the service structure updated. We could use some clarity about the parameters of a region.
- One concern expressed in our group is that people could artificially generate regions to seat a majority of board members and execute a hostile takeover.
- We support ACAWSO in it's efforts to continue to be an effective organization through their Proposed Change.
- Premature proposal. The number of trustees has not been established yet. If approved, time would have way too many trustees on the board.
- A limited board helps avoid conflict. Voting from the Fellowship is binding on the board, but forcing new members onto the board can be more like a grenade.
- This is not a no vote. Only Proposal 5 was considered.
- Our group only wanted to consider proposal 5 so "No Opinion" should not be considered a "No" vote
- unanimous approval
- Meetings form service Board called Intergroup directly responsible to them; IGs form service board called Region responsible to them; Regions form service board named WSO directly responsible to those they serve.
- WSO is already working on this.

## 2017 ABC Ballot Proposals

Submitted by NZE019

Proposal 2017-10

### **Ballot Issue:**

We propose that the reference to prescription medication in the Big Red Book Chapter 1, page 13 be made more clear because genuine prescription medication use for both mental and physical conditions is often necessary. Therefore, the text would say in future editions: "we refrain from all prescription medication misuse" rather than "we refrain from all prescription medication use."

### **Argument in Favor**

We recommend that "and prescription medication" be removed from the sentence in p.13 of the BRB and anywhere else its sentiment is expressed in ACA official literature.

### **History/ Reasoning**

Bipolar and schizophrenia, depression and anxiety, all have aspects where prescription medications – while often over prescribed can be lifesaving. Also insulin, blood thinners or other medications for chronic physical conditions are prescription medications and so page 13's statement can be misinterpreted. AA does not officially make anti prescription edicts and has even had to blatantly state this because of old timers telling newcomers that prescription meds = insobriety. We feel that the inclusion of prescription drugs, especially when not even referring to psychiatric medication but actually to all prescription meds in this statement on p.13 is dangerous, life threatening and alienating from a program that formally acknowledges members' mental illness experiences in a way no other twelve step program does.

### **WSO Analysis**

A Second Edition the BRB is being planned and if approved by the fellowship at the ABC, the suggested language can be added to that much larger project. This is a long-term project that will take a great deal of effort and resources.

Proposal #10	YES	NO	No Opinion
Answered: 196 Skipped: 7	85.71% 168	5.10% 10	9.18% 18

- Very important
- Combine with props #11 & 12 for discussion
- Similar in intent to #11 & #12, Include this in the recommendations for 2nd edition of BRB and pamphlets as needed
- A revision of such language is most appropriate. The LitCom should consult a Professional Advisory Committee (OPPM p.16) about any updates.
- There were several comments by individuals who take prescribed medications and feel "less than" when reading the current text in the BRB,.
- This is a very serious issue and needs action now rather than later. Could appropriate language be added to the web site and distributed to new and existing groups ?
- WSO has no right to judge members' medical needs, and addressing misuse is morally grounded.
- Some members have felt confusion and even left ACA over this issue. They have questioned whether ACA is a program which they qualify to be a part of if they take medication prescribed by a doctor. Some members believe they should stop taking medication (even if a doctor has prescribed it), otherwise they are not in recovery. Clarification between the distinction between use and misuse could eliminate this confusion and allow all ACA's to feel they are legitimate members of ACA in recovery while they are taking medicine prescribed by a doctor. This also fosters the spirit of inclusion forged during ACA's growing period which included anyone from other types of dysfunctional family systems.
- We vote for this proposal but reject the argument in favor, which is something different from what is contained in the proposal itself.
- Misuse is the problem and "mis" should be added to all mention of prescription medicines. We should not undermine legitimate prescription use.
- unanimous vote
- How enlightening to discover a member who took up too much meeting time without finding solutions was taking prescription medication! We like the text as written. Those taking meds will continue to do so, but the text should not help keep them sick. We offer recovery, not just braces and crutches. Hope this helps.
- The entire use and prescription of anti depressants needs to be written about more clearly. Many suffer both on and off of medication and there seems little actual help in the medical community. MANY are wrongly diagnosed etc.
- unanimous approval
- Great suggestion for committee revising BRB to consider
- "Misuse" should be mentioned right up front.
- We are in passionate agreement about these changes!

*Proposal 2017-11*

## 2017 ABC Ballot Proposals

*Submitted by NZE019*

### **Ballot Issue:**

We propose that this additional sentence should be added directly after the sentence in the previous proposal: "We also recommend that the adult child guards against the misuse of any other substances or processes to selfsoothe the pain of a dysfunctional childhood (eg, work, food, gambling, sex, relationships, shopping, internet use, exercise.)"

### **Argument in Favor**

We recommend that "and prescription medication" be removed from the sentence in p.13 of the BRB and anywhere else its sentiment is expressed in ACA official literature.

### **History/ Reasoning**

Bipolar and schizophrenia, depression and anxiety, all have aspects where prescription medications – while often over prescribed can be lifesaving. Also insulin, blood thinners or other medications for chronic physical conditions are prescription medications and so page 13's statement can be misinterpreted. AA does not officially make anti prescription edicts and has even had to blatantly state this because of old timers telling newcomers that prescription meds = insobriety. We feel that the inclusion of prescription drugs, especially when not even referring to psychiatric medication but actually to all prescription meds in this statement on p.13 is dangerous, life threatening and alienating from a program that formally acknowledges members' mental illness experiences in a way no other twelve step program does.

### **WSO Analysis**

A Second Edition the BRB is being planned and if approved by the fellowship at the ABC, the suggested language can be added to that much larger project. This is a long-term project that will take a great deal of effort and resources.

<b>Proposal #11</b>	YES	NO	No Opinion
<b>Answered: 196 Skipped: 7</b>	<b>81.12%</b> 159	<b>8.67%</b> 17	<b>10.20%</b> 20

- Very important
- Combine with props #10 & 12 for discussion
- Better to use terms of affirmation (do this) rather than negation (don't due this). The former leaves a void.
- Similar in intent to #10 & #12, recommend this be included in recommendations for 2nd ed BRB and pamphlets as needed
- A revision of such language is most appropriate. The LitCom should consult a Professional Advisory Committee (OPPM p.16) about any updates.
- Our group agreed with the recommendation to guard against the misuse of other substances or processes (like work, food, shopping, etc.).
- We agree with the spirit of this ballot measure, even if the wording were slightly different based on group conscience.
- edit function
- We vote for this proposal but reject the argument in favor, which is something different from what is contained in the proposal itself.
- We feel that this is not the appropriate page or section to make this addition. The other activities are mentioned elsewhere in the BRB in later chapters. We feel that the focus here, this early in the book, should be on substances that alter the mind or state of consciousness. Additionally, we feel that making this change may be too overwhelming to hit the newcomer on pg. 13 of the BRB.
- This should be adopted for clarity and for emphasis.
- unanimous vote
- There are too many copies of the original out there to change the text with revisions, which smacks of control issues and manipulation, lessening our credibility. Your personal recovery plan is your own affair, but some of us follow the Thomas Szasz model asking us not to place the cart before the horse. Propping up "mental illness" as an unmoveable feast hinders the certain promise of the complete recovery we offer. We don't get to ACA because we're well, yet we demand real recovery, not temporary relief. Please know that the process takes time, and continues for a lifetime. Submission of this question shows a certain somebody's quest for validation, but changing the text is not your solution. We cannot become flying monkeys here. We're nutty enough as it is without going about changing the text.
- All aca groups have members discussing this problem at meeting and we need guidance from our big book
- unanimous approval
- Great suggestion for committee revising BRB to consider

## 2017 ABC Ballot Proposals

Submitted by NZE019

Proposal 2017-12

### **Ballot Issue:**

We propose that antiprescription medication use comments, rather than a misuse of prescription medication comments, be removed anywhere the sentiment is expressed in ACA/DF official literature or amended to make it clear that misuse is the issue.

### **Argument in Favor**

We recommend that "and prescription medication" be removed from the sentence in p.13 of the BRB and anywhere else its sentiment is expressed in ACA official literature.

### **History/ Reasoning**

Bipolar and schizophrenia, depression and anxiety, all have aspects where prescription medications – while often over prescribed can be lifesaving. Also insulin, blood thinners or other medications for chronic physical conditions are prescription medications and so page 13's statement can be misinterpreted. AA does not officially make anti prescription edicts and has even had to blatantly state this because of old timers telling newcomers that prescription meds = insobriety. We feel that the inclusion of prescription drugs, especially when not even referring to psychiatric medication but actually to all prescription meds in this statement on p.13 is dangerous, life threatening and alienating from a program that formally acknowledges members' mental illness experiences in a way no other twelve step program does.

### **WSO Analysis**

A Second Edition the BRB is being planned and if approved by the fellowship at the ABC, the suggested language can be added to that much larger project. This is a long-term project that will take a great deal of effort and resources.

Proposal #12	YES	NO	No Opinion
Answered: 196 Skipped: 7	78.06% 153	11.22% 22	10.71% 21

- Our group had a great many concerns that multiple perspectives of ACAs be included, including but not limited to: a) The perspective of those for whom a "mental illness" framework is useful, and who may or may not use meds or not use meds as part of emotional sobriety, and b) The perspective of those for whom "mental illness" is not a useful framework, and/or that framework may have been used to oppress, injure, abuse and / or otherwise harm us, AND for whom meds may or may not be a part of emotional sobriety. For these ACAs, "mental illness" narratives and meds have been used against an individual as part of abuse and harm, sometimes systematically. c) those of us who are survivors of psychiatric abuse d) those of us for whom psychiatry and such services are useful parts of healing All of these perspectives, and more, are real and important. We do not see them as mutually exclusive. However, due to the abuse suffered by some of us at the hands of systems and institutions organized as "mental health systems" and "mental health practitioners", we have a real concern about the framing of this question, regardless of our personal histories with medications of various types. We, as a group, approve of inclusion, and support anyone using anything that is helpful to their healing and well being. However, many of us are concerned about the underlying framework / perspective of this ballot question. In particular, we are concerned about the narrative of "mental illness" being assumed - for many of us, this is not reality, and this narrative is part of what has harmed us. This is why a "no" vote was cast.
  - Side literature can be sufficient, instead of costly reviewing of BRB.
- Similar in intent to #10 and #11 recommend this be considered for BRB 2nd edition and pamphlets as applicable.
- A revision of such language is most appropriate. The LitCom should consult a Professional Advisory Committee (OPPM p.16) about any updates.
- Refer to comments in Ballot Measure 10. We agree with the importance of consistency and clarity throughout ACA literature regarding a distinction between use and misuse of any substance.
  - Combine with props #10 & 11 for discussion
- We reject this proposal and reject the argument in favor, which is something different from what is contained in the proposal itself.
- We feel that the language as presently used is understandable and does not imply that users of prescription medication abuse or misuse. We feel that to make the proposed change would be excessive and confusing
  - Great suggestion for committee revising BRB to consider
- There's a difference between an inner child and mere childishness. This issue is cloaked with a desire to "help others," but belies the intent of the person putting forth the question, and that is validation of their addiction to being "mentally ill." Believe me, insanity is the close companion of all those attending 12-Step programs, but our pain and fear and anger are our best friends, because without them we would not do the grief-work and fear-purge that brings such relief. Hot tears of gratitude have come to me as I type this. Keep talking about this issue on your own time, but please don't alter the Red Book or it will water down the whole Fellowship. This is a personal matter, not an issue requiring others to weigh in with a vote. That's triangulation, and is not helpful in asking us to participate by "taking sides." We really don't want to have to revisit that power-play insanity from our childhoods. My father died last month, and the siblings and extended family are all lining up with stunning (yet predictable) power plays. Who was the favored offspring? Oh, that was me! But I stayed home from the memorial to chop wood and shovel snow, and to discuss with the members of my group these ballot proposals. Thank you, thank you, San Diego ACA!! Loved attending your 2007 Convention. It was the penultimate weekend of my life thus far.
- wording on this was a challenge to understand even with the book and a person from the ballot prep committee present during voting.

*Proposal 2017-13*

## 2017 ABC Ballot Proposals

*Submitted by NZE019*

**Ballot Issue:**

We propose that that the WSO explains more specifically what 'closed' means anywhere that the term is used.

**Argument in Favor**

Some Adult Children are put off coming to meetings for the first time because they think 'closed' means membership of the group is at capacity/ full and therefore no new people can join.

**History/ Reasoning**

Some Adult Children are put off coming to meetings for the first time because they think 'closed' means membership of the group is at capacity/ full and therefore no new people can join.

**WSO Analysis**

The Website and Database Committee can add a better explanation to the "Find a Meeting" page on the website.

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<b>Proposal #13</b>	YES	NO	No Opinion
<b>Answered: 196 Skipped: 7</b>	<b>89.29%</b> 175	<b>2.04%</b> 4	<b>8.67%</b> 17

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- This would be an important clarification.
- Very important
- While we approve for discussion, it is to ensure the W&D Committee do this. Much needed on the website now. It will be nice if this is done by the time we get to S.D. so we don't even have to discuss it!
- As Utah has no "closed" meetings, it would be useful to define what that means in the Find a Meeting website page.
- It seems appropriate for public meeting list..
- see WSO analysis
- Most 12 step groups provide references to the meaning of this in footnotes. It would be a simple addition to add a sentence or footnote wherever this is discussed.
- WSO Analysis puts forward the solution in this ballot.
- unanimous vote
- This is not a no vote. Only Proposal 5 was considered.
- Our group only wanted to consider proposal 5 so "No Opinion" should not be considered a "No" vote
- Our group agreed this could be confusing if not explained, especially for newcomers.
- unanimous approval
- Always confusing; needs explanation in meeting directories
- Do away with the term "closed" - it puts off newcomers.
- Nobody in our group really even understood what closed means, or why we use the term at all, so again, this seems to very much need clarification.
- anyone not knowing what closed means needs to go to 90 meetings in 90 days

*Proposal 2017-14*

## 2017 ABC Ballot Proposals

*Submitted by DEN004*

**Ballot Issue:**

We propose that all vetted ballot proposals for the annual ACA ABC, that are voted on prior to the meeting, be admitted to the agenda by a favorable vote of 50% by all voting groups (as opposed to the 2/3 demanded now).

**Argument in Favor**

ACA is at heart a bottomuporganization. All voices count. Access to the annual agenda and subsequent decisionmaking process (and open discussion of relevant issues for the community) should be encouraged by making the process simple and access easy. Minorityvoices should be heard and different opinions debated; 2/3 majority is a very high limit to set on proposals, potentially blocking many proposals of significant value to the community and its sense of inclusion and belonging. If 50% of the participating community wants to discuss an issue or proposal, it should be more than enough (in regular meetings all proposals are welcome). The road from idea to agenda, as it is, is too long and too difficult. This proposal seeks to alleviate this.

**NOT PASSED**

**History/ Reasoning**

Very few ballot proposals actually reach the annual ACA ABC. Many are vetted for good reasons, but for those that are relevant, it seems to be an extraordinary large amount to demand 2/3 of the votes cast just to reach the agenda.

**WSO Analysis**

The 2016 ABC was the first in recent memory where none of the proposals became ballot items. The Board feels that one reason this happened is that the language that explains the proposal voting process may be unclear. Even with some changes to the language, many groups still think they are casting a vote for or against the proposal when in fact they are being asked to vote whether the proposal has enough merit to be discussed at the ABC. The ABC Committee has tried this year to further improve the language to help groups understand what they're being asked. Regarding the requirement for a 2/3rds affirmative vote to become a ballot item, requiring this substantial unanimity ensures that the ABC only takes up business that the groups approve by substantial unanimity.

Proposal #14	YES	NO	No Opinion
Answered: 196 Skipped: 7	61.22% 120	20.41% 40	18.37% 36

- The current voting system needs to be overhauled to allow more meetings and Intergroups the ability to vote. This proposal may not be the correct way to go in order to accomplish that.
- 51% would be a better number as it is a majority
- The current 2/3ds requirement is only a benefit if we were faced with 40-50 ballot proposals.
- Part of a larger discussion about group participation.
- We appreciated the additional clarity given for the 2017 ballot proposals.
- Important to discuss the issue(s), whatever the outcome.
- We would like clarification as to whether there needs to be 2/3rds of all registered groups or just those voting. We are not clear as to the reason for the difficulty obtaining votes. Clarification could change our decision. The issue being; are all ACA groups having the ability to have a say in the voting process, are there barriers which could improve access?
- although majority of our group members voted YES to include this proposal on the 2017 ABC agenda, one member abstained due to belief that the current rule of 2/3 of voting groups should vote favorably to place an item on the agenda - the current rule should remain in place, and it should not be amended to 50% of voting groups approval.
- current practice is too limiting
- 50% is not sufficient.
- Corporate law follows the model of there being a simple majority for shareholders (over 50%) and a 2/3 majority for the board. This seems to work best.
- This is not a no vote. Only Proposal 5 was considered.
- Our group only wanted to consider proposal 5 so "No Opinion" should not be considered a "No" vote
- Most of group agreed that 50% vote or more should be considered, however one member stated that felt majority vote should prevail.
- unanimous against. not in keeping with concept 12 that matters whenever possible shall be agreed to by substantial unanimity
- Temporary fix; originally, vote was yes or no for ballot items. With the addition of "no opinion" option in recent years, seldom, if ever, will ANY ballot item pass. This inclusion effectively nullifies ANY opinion of the fellowship, so the WSO Board is free to do whatever it wants without the pesky interference of the opinion of the entire ACA fellowship.
- Prevents frivolous issues from coming forward.
- We do recommend that this be changed to state "a favorable vote of over 50%". The reason for this is that 50% is an even vote or tie, and not a majority. Anything over 50% would represent a majority.

*Proposal 2017-15*

## 2017 ABC Ballot Proposals

*Submitted by CT095*

**Ballot Issue:**

We propose that the fellowship would consider changing the first statement in The "Laundry List" to read as: These are characteristics we seem to have in common due to being brought up in an alcoholic or dysfunctional household.

**Argument in Favor**

Our group has come to believe in a consistent message throughout our literature, The "Laundry List" being one of the most powerful messages of identifying.

**History/ Reasoning**

Many of our newcomers drop in to a meeting and question if they belong with us due to a short view of qualifying when alcoholic household is mentioned.

**WSO Analysis**

If approved this is something that can be done fairly inexpensively in tri-folds, booklets, and online ebooks. It can then be included in our existing published books when revisions or new editions are printed.

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<b>Proposal #15</b>	YES	NO	No Opinion
<b>Answered: 196 Skipped: 7</b>	<b>84.18%</b> 165	<b>5.10%</b> 10	<b>10.71%</b> 21

- Consistency is important!
- Good idea
- Properly placed in brackets it would be a clarifying addition. [or dysfunctional household]
- Our meeting has already made this change in our own initial readings.
- see WSO analysis
- We should be adding this to all mentions of our name in any publication from ACA. It is already absent in the acronym!
- Tony A's original Laundry List should not be altered in any way. If someone from ACA other than Tony A added the statement being offered for alteration, then it would be okay to update it. But, if Tony A put that at the beginning, then it should not be altered. Not everything needs to be altered. Sometimes we can just accept that we have to silently add the last portion of the statement in our minds, knowing it is shown in other places.
- This is not a no vote. Only Proposal 5 was considered.
- Our group only wanted to consider proposal 5 so "No Opinion" should not be considered a "No" vote
- unanimous approval
- As a historic document, the verbiage should NEVER be changed. As an add on clarification clearly labelled as an add-on, then it may be appropriate for the sake of inclusion.
- Too wishy-washy. We are who we are. It's up to the visitor to decide if they fit in. We don't have to trip over ourselves to make them feel included - that's called codependency.
- When this proposal refers to the "first statement" in the first sentence, it was a bit confusing. We thought it referred to item 1; when in fact, this proposal refers to changing the "preamble" to Laundry List, not the first item.
- The laundry list in the BRB doesn't have a statement at the beginning of it, so this proposal seems vague at best....

## 2017 ABC Ballot Proposals

Submitted by CA1175

Proposal 2017-16

### **Ballot Issue:**

We propose that ACA/WSO open up discussion among our fellowship to introduce Tony A's ACOA 12 Steps to our membership as conference approved material. We motion that ACA/WSO include on this years ballot discussion to make Tony A's 12 Steps available as conference approved material.

### **Argument in Favor**

There are many groups in addition to our group that include Tony A's 12 Steps along with the Problem, The Laundry List and The Solution which encourages in the format at the beginning of the meeting. Some of us found out about Tony A.'s 12 steps for the first time last year at an ACA conference at Redondo Beach California. We researched further and listened to the recording of Tony's Talk where he introduced and talked about each step before the 1991 ACA conference in Florida. We have found this information useful in our recoveries and believe it ought to be available to all fellow travelers to aid in our recovery process.

### **History/ Reasoning**

In 1991, Tony A. introduced the 12 Steps of ACOA at the 7th Annual Convention of Adult Children of Alcoholics at an optional support group before the conference. The ACA business conference adopted the A.A. steps in 1984 seven years before Tony wrote and developed his version. Although ACA uses and references the Laundry List, Common Traits of Adult Children our material does not include the steps which were written specifically for the adult child who suffers from abandonment, self doubt, inability to love and nurture ourselves and shame. Tony A's 12 steps provide a pathway for the adult child to heal the wounds suffered as children that are buried deep within us sabotaging our present day relationships. Similarly to the BRB, Tony A's book encourages healing through taking responsibility for our lives today by learning to forgive our perpetrators and ourselves.

### **WSO Analysis**

Various forms of this issue has been addressed in ballot proposals #2 and #5 above.

<b>Proposal #16</b>	YES	NO	No Opinion
<b>Answered: 196 Skipped: 7</b>	<b>75.51%</b> 148	<b>13.27%</b> 26	<b>11.22%</b> 22

- Unless we get permission from his widow, none of the three proposals matter.
- Very important
- Combine with props #2 & 5. Discuss, but we do NOT endorse whole re-writing of ACA literature. Important to discuss why or why not use these, clarify what groups can do, and how, if at all, these fit into the ACA program of recovery.
- Seems similar in intent to #2 . Only one needs to be addressed by ABC
- This proposal is made moot by our open literature policy. Conference approval is not needed.
- We agree this should be discussed over the next year rather than the ABC making a decision now.
- Redundant
- Refer to comments in ballot measure #2.
- flexible on how this is done
- This isn't necessary since we are already free to read Tony's steps in meetings, as many groups do. Again, his steps do not include an amends process which we consider vital.
- Why discuss when we don't know if we can even use them.
- close vote (only one vote apart)
- Strongly agree.
- This is not a no vote. Only Proposal 5 was considered.
- Our group only wanted to consider proposal 5 so "No Opinion" should not be considered a "No" vote
- Copyright violation. Not supposed to engage in any activity that will negatively impact the fellowship, like a lawsuit for copyright infringement.
- Strongly.
- See comment for Proposal #2
- Get Tony's steps



# New ACA Literature

## Delegate Binder

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2017 ANNUAL BUSINESS CONFERENCE

ADULT CHILDREN OF ALCOHOLICS®/  
DYSFUNCTIONAL FAMILIES  
WORLD SERVICE ORGANIZATION, INC.

Overall Page 165

There has been no new literature generated since the last Annual Business Conference.

# Foundational Documents

## Delegate Binder

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2017 ANNUAL BUSINESS CONFERENCE

ADULT CHILDREN OF ALCOHOLICS→/  
DYSFUNCTIONAL FAMILIES  
WORLD SERVICE ORGANIZATION, INC.

ACA WSO FOUNDATIONAL DOCUMENTS

# **OPPM 2010**

## **OPERATING POLICY AND PROCEDURES MANUAL**

Revised October 13, 2012

### **ADULT CHILDREN OF ALCOHOLICS WORLD SERVICE ORGANIZATION, INC. BOARD OF TRUSTEES**

**ACA World Services**, 1400 E. 33rd Street, Signal Hill Ca., 90755

P.O. Box 3216, Torrance, Ca., 90510-3216; Tel: (562) 595-7831 Fax: (562) 595-7822;  
Online Contact: [adultchildren.org](http://adultchildren.org)

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## I. STATED PURPOSE

The sole purpose of the Adult Children of Alcoholics World Service Organization (ACA WSO) is to serve the Fellowship of Adult Children of Alcoholics (ACA). It is an agency created and now designated by the fellowship of ACA to maintain service for those who might be seeking, through ACA, the means for recovering from being raised in an alcoholic or otherwise dysfunctional home, through sharing information and experiences with one another and by applying to their own lives, in whole or in part, the Twelve Steps, which constitute the recovery program upon which ACA is founded. (See Bylaw II)

The ACA WSO shall do this by using the 12 Traditions and the 12 Concepts in its deliberations and decision-making process and use its best efforts to ensure that the traditions are maintained throughout the fellowship.

The ACA WSO shall consist of a Board of Trustees (hereafter referred to as the Board) for the purpose of complying with the laws of the State of California, which require a membership corporation to be composed of members. The members shall have all the powers provided for in its bylaws, serve as officers of the Board, or committee delegates as appropriate in the service of the purposes to which the ACA WSO is dedicated.

A member of the Board is subject to the laws of the State of California and is expected to exercise the powers vested in them by law in a manner consonant with the faith that permeates and guides the fellowship of ACA, inspired by the 12 Steps and in accordance with the 12 Traditions.

The ACA WSO may set up new corporate bodies to serve the purposes of ACA, provided that the ACA WSO shall own all of the capital stock of such corporate bodies, and if such corporate body is a membership corporation, its structure shall be in keeping with that of the ACA/WSO. The ACA WSO is expected to refrain from forming any new corporate body if a majority of the fellowship shall disapprove of its formation.

So that the ACA WSO Board may more effectively serve the purposes for which it is formed, an Executive Committee shall automatically be formed of all Officers of the Board, and furthermore that the Board of Trustees shall form any other committees as necessary to carry out its purposes, maintain an office, or storage space, for the archives and ACA WSO equipment, and conduct an Annual Business Conference (ABC). **Rev. Motion No.11149806**

## II. BRIEF HISTORY

In 1983 the Adult Children of Alcoholics groups voted to establish a permanent Central Service Board (CSB) to act as trusted servant to the fellowship of the emerging ACA, responsible for implementation of service activities, and required to report their activities on a regular basis to all affiliated ACA meetings. They found and established immediately a phone and office staffed by ACA to serve as a center for communications and service work.

In 1984, at a Business Conference, groups voted to establish ACA as an autonomous Twelve-Step, Twelve-Tradition organization. It was voted to request the CSB to act as the World Service office on an interim basis (IWSO). It was agreed that any and all materials to be

## ACA WSO FOUNDATIONAL DOCUMENTS

distributed to the general fellowship on a regular basis, must be submitted to the CSB/IWSO for review and acceptance prior to any such distribution.

It was determined that the CSB/IWSO would not create an 'Emeritus Status' for CSB/IWSO Trustees.

In 1989, by Ballot, the fellowship voted for the CSB/IWSO to be discontinued and the Trustees continue to serve as the ACA Interim World Service Organization (ACA/IWSO).

In 1990 the fellowship determined that "Interim" be dropped and the ACA/IWSO, by Ballot, became the World Service Organization (WSO) for ACA in 1991.

The principal office of the corporation, for the transaction of its business, is located in Los Angeles County, California. The corporation may also have offices at such other places, within or without the State of California, where it is qualified to do business as its business may require and as the members of the ACA WSO may designate. The Corporate Seal is kept within the ACA WSO office locked files along with its tax-exempt number.

The ACA WSO Board, in its deliberations and decisions, shall be guided by the Twelve Traditions and the Twelve Concepts of ACA and group conscience. The ACA WSO Board shall use its best efforts to ensure that these Traditions and Concepts are maintained, for it is regarded by the fellowship of ACA as the custodian of these Traditions and, accordingly, it shall not itself, nor, so far as it is within its power to do so, permit others to modify, alter or amplify these Traditions, except in keeping with the provisions of the ACA ABC.

ACA WSO Board members function as trustees of the ACA fellowship. In accordance with Tradition Two, the Board may act for the service of ACA; it shall never perform any acts of government.

### III. WSO BOARD OF TRUSTEES

#### A. General

The board members of the ACA WSO Board of Trustees (which shall henceforth be referred to as the "Trustees" or "Board") shall be persons who are members of the ACA fellowship, and who express a profound faith in the recovery program upon which the fellowship of ACA is founded. The Trustees shall not be personally liable for the debts, liabilities, or other obligations of the corporation. (Bylaw IV.4)

Members of the Board, as Trustees, shall have all the powers provided for in the bylaws and as are vested in the "Board of Directors" under the laws of the State of California. They may, by general resolution, delegate to committees or to officers of the ACA WSO such powers as they deem appropriate in the service of the purposes to which the Board is dedicated.

The Trustees, subject to the laws of the State of California, are expected to exercise the powers vested in them by law, in a manner consonant with the faith that permeates and guides the fellowship of ACA, inspired by the Twelve Steps of ACA, in accordance with the Twelve Traditions and Twelve Concepts of ACA, and in keeping with the directives of the ACA Annual

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Business Conference (ABC).

Trustees are expected to contribute their time for the monthly meeting of the Board and to provide continued service to the Board during the year. The Trustees shall perform any and all duties imposed on them collectively or individually by law, Articles of Incorporation, or Bylaws. The Board shall appoint and remove, employ and discharge, and except as otherwise provided in the bylaws, prescribe the duties and fix the compensation, if any, for agents and employees of the corporation.

The Trustees shall supervise all officers, agents, and employees of the corporation to assure that their duties are performed properly. Trustees shall advise the ACA fellowship, with respect to the views and opinions of the area they represent, regarding matters of policy. Each member elected to the Board shall be an active member of at least one committee by volunteering or appointment of the Executive Committee.

Trustees shall serve without compensation, except that they shall pay them reasonable advancement or reimbursement for expenses incurred in the performance of their regular duties. Trustees may not be compensated for rendering services to the corporation as a trustee, unless such other compensation is reasonable and is allowable for services as an employee or independent contractor, or otherwise. No more than 40% of the persons serving on the Board may be interested persons.

Each Trustee shall be responsible for knowing the current policy or procedure and update the manual as required.

Regional and Intergroup Representatives can also serve on the board.

**B. Board of Trustees (Board Members)**

The number of Trustees seated on the Board at any one time shall not exceed fifteen (15). **Rev. Oct 5, 2010 by WSO Board action.**

**C. ACA WSO Property**

Those members of the Board entrusted with addresses, books, funds, keys, literature, meeting information, names, telephone lists, and other information or property of the ACA WSO fellowship, shall provide exemplary care and utilization of such items during their period of service and shall protect these things from loss, mutilation, or use outside the service of ACA Twelve Step Groups or their individual members.

No person shall interpret ACA WSO material or property entrusted to his or her care as their personal or private property. Upon notification by the ACA WSO, by registered or certified mail, or in person at any meeting of the Board at which a quorum is present, the Chairperson or any member of the Board so entrusted with ACA material and/or property shall promptly (within one month) return the requested items to the ACA WSO by turning them over to a designated member of the Board or by bringing them to the ACA WSO office.

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D. Correspondence

Trustees when answering mail for the Board may not speak for ACA, ACA WSO, or the Board, unless directed to do so by the Board, but may share their personal knowledge and recovery.

Those Board members who have received and answered correspondence from the fellowship are obligated to forward the original correspondence and a copy of the reply to the office for filing.

Any correspondence generated or intended for distribution beyond the workings of the Board, must be reviewed by the Board for purpose of policy, procedure and Tradition consistency.

E. Term of Service

The term of office of all Board members shall be two (2) years, counting from the ABC of election, with the maximum term of service for a Board Member defined as three (3) terms, which shall be effective as of the initial ABC at which the respective board member is ratified.

**Rev. Motion No. 02090201**

Regional and Intergroup Representatives would be required to commit to a minimum service period of one year as a Trustee in the interest of continuity. That period of service would be from ABC to ABC. **Rev. Motion No. 06129901**

F. Leave of Absence

A Leave of Absence (LOA) will be given to Trustees who have been sitting on the board for a minimum of one year, at the discretion of the Board.

G. Commitment to Service

All members of the board shall agree to comply with, and be bound by, all the terms and provisions of the ACA WSO bylaws, policies, and procedures as set forth in this manual. As a condition of service, and prior to their election to the ACA WSO board, potential members of the board shall sign the ACA WSO commitment to service. If unwilling to sign the document, the potential member must write a letter containing a statement as to their objection to signing said commitment to service. Said letter must be given to the board and published in the ComLine prior to their election to the ACA WSO board, so that all members of ACA understand that potential board member's commitment to serve ACA WSO and the membership. **Rev. Motion No. 05099802**

H. Election

1. General Member: Additional Requirements for WSO Board Membership:

Those ACA members willing to volunteer service as members of the Board of Trustees must present themselves to five Board Meetings within a seven-month period of time. The ABC meeting is considered a "regular" meeting for the purpose of extending board membership. **(Rev. Motion Sept. 13, 2008).**

Intergroup and Regional Representatives will be required to fulfill the same qualifications for board membership as elected Trustees. **(Rev. Motion Sept. 13, 2008).**

New board members should also be actively attending Adult Children of Alcoholics

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meetings and have a working knowledge of the ACA Twelve Steps and Twelve Traditions. (*Rev. Motion Sept. 13, 2008*).

The potential Trustee should have at least three years of ACA program work, which includes regular meeting attendance, Step work and changed behavior. Previous experience in a service position is desirable. (*Rev. Motion Sept. 13, 2008*).

Potential Trustees without direct ACA experience and/or without a working knowledge of the ACA Steps and Traditions may be asked to serve on an ACA WSO subcommittee for one year before being considered for board membership. This would allow the person to obtain Traditions and service knowledge before becoming a Trustee (*Rev. Sept. 13, 2008*).

## 2. Region & Intergroup Representatives

The Regional Designations shall remain as identified, with the addition of Region 20. (Regions outside North America shall begin with the number 20.) *Rev. Motion No. 08129902*

### Regional Representative:

By definition, a Regional Representative is someone who can be elected to the board, and keeps in contact with individual groups and intergroups within a region and acts in service to the ACA Fellowship within ACA WSO.

### Intergroup Representative:

By definition, an Intergroup Representative is an individual who serves at the intergroup level to keep the ACA WSO educated as to what is happening at their intergroup level, and takes information about the ACA WSO back to their intergroup and acts in service to the ACA Fellowship within ACA WSO.

These definitions recognize that an Intergroup or Regional Representative elected to the WSO Board of Trustees while retaining his or her Regional or intergroup position, is essentially serving two committees simultaneously, i.e., ACA WSO and a region or intergroup. While it should be self evident about the differences in these roles, we offer some general guidance here to avoid confusion.

For example, the representative must be clear on his or her service responsibility to the Intergroup and to ACA WSO. When attending a WSO Board of Trustees meeting, the person is offering service to the entire ACA Fellowship instead of one intergroup or geographical region. In all cases, whether serving as an Intergroup Representative or Trustee, the individual is directly responsible to those they serve by serving the ACA Fellowship. This holds true for a Regional Representatives elected as a Trustee while retaining his or her regional position.

Regional Representatives (RR) or Intergroup Representatives (IR), while serving as members of the Board, shall interface with all of those in the area that they represent.

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The RR or IR will represent both the minority and majority concerns of those in their region or area to the ACA WSO Board. When any individual is selected to represent a group, it is understood that the group accepts on faith that the individual will have information available that perhaps the group it represents does not, and therefore the individual is chosen and expected to act in service to ACA WSO to the best of their ability. **Rev. Motion No. 06129903**

I. Impeachment/Removal, Resignation, Vacancy

1. General

In keeping with the Commitment to Service, any board member may be removed by request or cause. Tradition violations, working outside the boundaries of the Policies and Procedures as set forth, abuse of fiscal responsibility, or any such action as determined by the majority of the members of the body, will serve as just cause.

The Minority Voice must always be allowed representation, however, once an issue is determined through a group consensus, it is expected that all board members support the position of the whole.

A board member who shall be absent from three (3) consecutive regular meetings of the ACA WSO, shall automatically be removed unless confined by illness, or financial incapacity at the discretion of the Board, or otherwise declared by the Board at any meeting, thereof exempt. **Rev. Motion No. 08129501**

The Board may declare the office vacant of a Trustee who has been declared of unsound mind by a final order of court, convicted of a felony, or been found by a final order or judgment of any court to have breached any duty under Section 5230 and following the California Nonprofit Public Benefit Corporation Law.

Action for removal may be taken at any Board meeting in keeping with meeting requirements.

2. Regional and Intergroup Representatives

The RR and IR are considered members of the ACA WSO Board of Trustees and, as such, all language regarding termination of a member applies also to the RR and IR, with the additional provision that the groups, and Intergroups within the Region, be notified that such action has taken place, and a request be made that they elect a new member to represent them on the Board. Only the reason for termination will be stated in such notification. The details for such action may be contained in the minutes, which may be mailed upon request to any group. **Rev. Motion No. 06129903**

3. Resignations

Any Trustee may resign, effective upon giving written notice to the Chairperson of the Board, the Vice Chairperson, the Secretary, or the Board, unless the notice specifies a later time for the effectiveness of such resignation. No Trustee may resign if the corporation would then be left without a duly elected Trustee or Trustees in charge of its affairs, except upon notice to the Attorney General of the State of California.

4. Vacancy

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Vacancies may be filled by a majority of Trustees then in office. If this Corporation has member Vacancies created by the removal of a Trustee, such a Vacancy may be filled only by the approval of the members.

#### IV. ACA WSO BOARD OFFICERS

##### A. General

Any person may serve as an officer of this corporation. Board members shall select from themselves persons to perform the duties of the officers to meet the lawful requirements of the State of California and comply with customary corporation terminology. The officers of this corporation shall be: Chairperson, Vice Chairperson, Secretary, and Treasurer. Any number of offices may be held by the same person except that Chairperson may not serve as the Secretary or Treasurer (Bylaw IV.7).

Officer titles shall not be used by such officers except in the conduct of ACA WSO business.  
*Rev. Motion No. 02110103*

Officers shall hold office until he or she resigns, is removed, is otherwise disqualified to serve, or until his or her successor shall be elected and qualified, whichever comes first.

The Board of Trustees may appoint such other officers or agents as it may deem desirable, and such officers shall serve such terms, have such authority, and perform such duties as may be prescribed by the Board.

The Chairperson shall have those duties generally attributable by law and custom to a president under the laws of the State of California, with such other greater or lesser duties as may be determined by the Board. The Vice Chairperson shall perform the duties of the Chairperson in the event of the Chairperson's absence or disability. The Secretary and Treasurer shall similarly perform those duties generally attributed by law and custom to such offices with such other greater or lesser duties as may be determined by the Board of Trustees.

##### B. Elections

Nominations are put forward at the October and November meetings. Elections are held in December.

Incumbent officers may choose to turn over their position upon election of a successor or continue in office working with the successor until the Business Conference, at which time the newly elected officers are officially seated.

##### C. Term of Service

The term of office for an officer shall be two (2) years (Bylaw IV.9); an officer may be reelected at the completion of the term, but may not serve more than two (2) consecutive terms.

##### D. Impeachment and/or Removal

Any officer may be removed, either with or without cause, by the Board at any time. Any officer may resign at any time by giving written notice to the Board or to the Chairperson or Secretary of the corporation. Any replacement Officer, elected by the Board will be responsible to serve only the remainder of the term of office to which they are elected.

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E. Vacancy

The Vacancy of any office shall be filled by members of the Board of Trustees. In the event of a vacancy in any office other than that of Chairperson, such vacancy may be filled temporarily by appointment by the Chairperson until such time as the Board shall fill the vacancy. Vacancies occurring in offices appointed at the discretion of the Board may or may not be filled as determined by the Board.

V. Duties of Officers

A. Chairperson

The Chairperson shall be the chief executive officer of the corporation and shall, subject to the control of the Board, supervise and control the affairs of the corporation and the activities of the officers.

She or he shall perform all duties incident to his or her office and such other duties as may be required by law, by the Articles of Incorporation of this corporation or by the bylaws, or which may be prescribed by the Board.

Unless another person is specifically appointed as Chairperson of the Board, she or he shall preside at all meetings of the Board. If applicable, the Chairperson shall preside at all meetings of the members.

Except as otherwise expressly provided by law, Articles of Incorporation, or bylaws, she or he shall, in the name of the corporation, execute such deeds, mortgages, bonds, contracts, checks, or other instruments, which may from time to time be authorized by the Board.

B. Vice Chairperson

In the absence of the Chairperson or in the event of his or her inability or refusal to act, the Vice Chairperson shall perform all the duties of the Chairperson and, when so acting, shall have all the powers of and be subject to, all the restrictions on, the Chairperson. The Vice Chairperson shall have other powers and perform such other duties as may be prescribed by law, Articles, bylaws or the Board.

C. Secretary

The Secretary shall certify and keep at the principal office and/or on the website, the original, or a copy of the bylaws, as amended or otherwise altered to date, a book of minutes of all meetings of the Trustees and, if applicable, meetings of committees of Trustees and of members, recording therein the time and place of holding, whether regular or special, how called, how notice was given, the names of those present or represented, and the proceedings thereof. The minutes must include our logo and the related copyright phrase.

The Secretary shall see that all notices are duly given in accordance with bylaws or as required

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by law; be the 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 by the bylaws.

The Secretary shall keep at the principal office or on the website, a membership book containing the name and address of each and any members, and in the case where any membership has been terminated, shall record such fact in the membership book together with the date on which such membership ceased.

The Secretary shall exhibit at all reasonable times to any Trustee of the Corporation, or to his or her agent or attorney, on request therefore, the Bylaws, the Membership Book, and the minutes of the proceedings of the Trustees of the Corporation, and perform all duties incident to the Office of Secretary and such other duties as may be required.

The Secretary shall complete a Book of Minutes that comprises all prior action and policies of the Board annually. All minutes are to be completed prior to the ABC.

The Secretary shall provide a confidential and complete listing of Board Members to be attached to meetings minutes or available on the website, along with such information as any guest in attendance may choose to include.

Amendments to the minutes will not be discussed at the Board meetings unless for purposes of clarifications. Amendments to the monthly minutes shall be given, in writing, to the Secretary no later than two weeks following the time at which the minutes are submitted (whether by mail or at the monthly Board meeting).

**D. Treasurer**

The Treasurer shall have charge of, custody of, and be responsible for, all funds and securities of the corporation, depositing all such funds in the name of the corporation in such banks, trust companies, or other depositories as shall be selected by the Board.

The Treasurer shall receive and give receipts for monies due and payable to the corporation from any source whatsoever. She or he shall disburse, or cause to be disbursed, the funds of the corporation as may be directed by the Board, taking proper vouchers for such disbursements. She or he shall keep, and maintain, adequate and correct accounts of the corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.

The Treasurer shall exhibit at all reasonable times the books of account and financial records to any Trustee of the corporation, or to his or her agent or attorney, on request. Render to the Chairperson and Trustees, whenever requested, an account of any or all transactions as Treasurer and of the financial condition of the corporation. She or he shall prepare, or cause to be prepared, and certify or cause to be certified, the financial statements to be otherwise provided in the bylaws, prescribes the duties of the Treasurer, and such other duties as may be required by law, Articles, bylaws or the Board.

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The Treasurer shall provide a listing of the contributions, by group, received by ACA WSO, for publication quarterly in the ComLine and annually for inclusion in the ABC report.

## VI. ACA WSO FISCAL POLICIES

A. General (Updated by board action of Aug 14, 2010)

The Fiscal Year is January 1 to December 31 of the same year as set by Article Seven (VII) of the Bylaws. ACA WSO shall request donations from ACA groups for the purpose of establishing and maintaining a fund for ACA service activities and social events.

The maximum annual contribution by an individual must be less than \$2500.

All Trustees will be reimbursed for expenses directly related to attending the ABC in person meetings, or when traveling to carry out the business of the ACA WSO, upon prior approval of the Board, if the funds are available.

(Third paragraph deleted by motion of Aug 14, 2010 as no longer applicable)

### B. Signatory

The Treasurer or other designated Board member is authorized to sign for withdrawals. For withdrawals over \$250, documented approval, including e-mail, of at least one other officer is required for the withdrawal. All persons who would sign ACA WSO checks, and all signature cards to be submitted to the bank, must be approved by the Board. **Rev. Motion No. 02110102**

### C. Approval

Guidance of the Board is required prior to the expenditure of funds, and management of such expenditures to ensure the appropriateness of expenses. All requests that involve funds out of the treasury must be reviewed for their appropriateness by the Treasurer before coming to the Board.

The Executive Committee shall be allowed to spend up to \$150 per month, at its discretion, without prior approval of the Board. Monies needed that exceed this limit must receive prior approval of the Board.

### D. Reimbursement

Checks will be issued as needed. Form 591 (F591), shall be used for reimbursement of committee expenses, and must be submitted with an original or photocopy of receipts or canceled check, based upon approval by our Treasurer and/or accountant.

### E. Records/Reports

The Treasurer will keep records in accordance with Federal and State requirements and guidelines for Nonprofit Public Benefit corporations, and will report monthly to the Board.

ACA WSO shall make quarterly treasury reports to the ACA Fellowship as a whole regarding the status of the central treasury. This report, including amounts contributed by each group, shall be published in the ComLine.

Quarterly the ComLine clarifies the suggested ACA WSO 7th Tradition contribution method to

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state that the suggested 60/40 idea was to apply only where there was no Regional service structure. Where there is such a structure, the suggested method would be 60% to the local IG, 30% to the Regional structure where one exists (even if on an interim basis), and 10% to ACA WSO. If there is no Intergroup or Region, that portion of the total contribution would be made to ACA WSO.

### F. Committee Chairperson Reimbursement

A Committee Chairperson may be reimbursed up to \$50.00 per month upon submission of F591 and appropriate receipts, to the ACA WSO treasurer.

Any expenses over \$50.00 must have the prior approval of the ACA WSO Board of Trustees, in accordance with current policy.

Any committee expense reimbursement request submitted later than three (3) months will be forwarded to the ACA WSO Board of Trustees for consideration.

## VII. PLACING ISSUES BEFORE THE BOARD

### A. Methods

Issues can be brought before the ACA WSO Board in various ways.

1. through the executive Committee for placement on the Agenda
2. through a Committee Report
3. when, at times, an issue is raised, by anyone attending, which is considered by a substantial majority to require immediate attention
4. at the Annual Business Conference
5. in keeping with the Policy Statement and Right to Petition\* as amended

\*Groups may use the Right to Petition to request the Board to reconsider any issues previously considered. (See Appendix I)

## VIII. BOARD MEETINGS

### A. Notice

All Trustees must register their addresses with the Secretary of the corporation; and notices of meetings, mailed, telegraphed, faxed, or emailed to them at such addresses, shall be valid notices thereof.

Notice must be made prior to each regular meeting. In the case of any Special Meetings called, each Board Member must be notified 24 hours prior to the meeting.

### B. Schedule

Regular meetings of trustees shall be held as described in VIII.E - on the second Saturday of each month at 11:00 A.M. Pacific Time (North America) unless special circumstances dictate otherwise. In that event, the regular meeting shall be held at the day, hour and place designated by the Board.

Meetings of the Board shall be presided over by a Chairperson chosen by a majority of the Trustees present at the meeting. The Secretary of the meetings of the Board can be a volunteer

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from those persons present at the meeting and approved by the majority of the trustees present.

C. Agenda

The committee Chairperson or Board member must contact a member of the Executive Committee 7 days prior to the next general board meeting with the item to be considered for inclusion in the data packet for mailing by that date. If the issue is determined by the Executive Committee to need clarification, Committee review, or submission to a Committee for comment, the item may be deferred until a later time.

Only issues listed on the Agenda, or brought before the Board as outlined in OPPM Section VII, Placing Issues before the Board, A. Methods, will be discussed at the meeting. **Rev. Motion 11149805**

D. Conduct

The ultimate authority shall be the Group Conscience of those persons present at any meeting where a quorum is present.

A consensus is used in obtaining agreements on proposals. If a blocking concern is issued, discussed, and not removed, then a roll call vote is taken.

Robert's Rules of Order shall be used as a guide whenever a procedural issue occurs that is not covered by the Bylaws or Policies.

A parliamentarian shall be appointed by the members of ACA WSO to assist the Chairperson in the proper procedures and conduct of the meeting.

E. Teleconferenced Meetings

The Teleconference shall be held at 11:00 a.m. Pacific time on the second (2<sup>nd</sup>) Saturday of each month. Attendees dial the Teleconference site number. The cost of the call to the Teleconference site shall be the responsibility of the calling party. Non-Board members are welcome to listen to the Teleconference but are requested to remain silent unless called-upon to participate. **Rev. Motion 10109801**

There exists a Teleconferenced Meeting Protocol (See Appendix II), that governs such meetings.

F. Emergency Meeting

In such case as may be necessary for the purpose of corporate business the officers may call an emergency meeting to handle a critical item of business and inform the Board at the next meeting of action taken.

G. Quorum

A quorum for the transactions of business of the Corporation shall be: a) At any regularly called meeting fifty percent (50%) plus one, of the board members; b) Seventy five percent (75%) of the quorum of the board present at a meeting is required for a Bylaw change; c) A quorum for an emergency meeting shall be set at two thirds of the currently serving officers of the Board.

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Board members on Leave of Absence (LOA) shall not be considered as counting toward a quorum. Additionally, board members who live outside of the U.S. who may be prohibited to phone into the teleconference due to a significant time difference may also be excluded from the quorum count. Any meeting held at which a quorum is not present may not conduct any formal business. The only motion, which the Chair shall entertain at such a meeting is a motion to adjourn. **Rev. Motion 01130107**

The trustees present at a duly called and held meeting at which a quorum is initially present may continue to do business notwithstanding the loss of a quorum at the meeting due to a withdrawal of trustees from the meeting, provided that any action thereafter taken must be approved by at least a majority of the required quorum for such meeting or such greater percentage as may be required by law, Articles, or Bylaws, or ACA WSO Policy.

When a meeting is adjourned for lack of a quorum, it shall not be necessary to give any notice of the time and place of the adjourned meeting or of the business to be transacted at such meeting, other than by an announcement at the meeting at which the adjournment is taken.

#### H. Voting

Every act or decision made by a majority of the trustees present at a meeting duly held, at which a quorum is present, is the act of the Board, unless special issues require a greater percentage or different voting rules for approval of a matter by the Board.

The minority voice is important and ought to be recognized at all times. Yet once an issue has been determined, it is expected that all Board members will accept the decision and go forward in compliance with it.

Any existing service body, or committee, with the exception of the Executive Committee, may not have, at any time, more than two full votes on matters pertaining to the matters of interest of the service body or committee.

### IX. EXECUTIVE COMMITTEE

#### A. Members

The Executive Committee shall consist of the four Corporate Officers: Chairperson, Vice Chairperson, Secretary, and Treasurer. **Rev. Motion 12/08/01/02**

#### B. Powers and Authority

The Board shall delegate to such a committee any of the powers and authority of the board in the management of business and affairs of the corporation, except they may not:

1. Approve of any action, which, under law or bylaws, required the approval of the board members.
2. Fill Vacancies on the Board or Committees.
3. Fix compensation of the Trustees for serving on the Board or on any Committee.
4. Amend/repeal existing bylaws or adopt new bylaws.
5. Amend or repeal a resolution of the Board, which by its expressed terms is not so amendable or repealable.
6. Appoint committees of the Board, or members to any Committees of the Board.

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7. Expend corporate funds to support a nominee for Trustee after more people are nominated for Trustee than can be elected.
8. Approve a transaction to which this Corporation is a party and in which one or more of the Trustees has a material financial interest.

By majority vote of its members, the Board may at any time revoke or modify any or all of the authority so delegated. The Committee shall keep minutes of its proceedings, cause them to be filed with the corporate records, and report the same to the Board at the next regular Board meeting. *Rev. Motion 12/08/01/02*

## X. COMMITTEES

### A. General

The ACA WSO utilizes a committee system that meets throughout the year and is composed of Trustees, ACA members, and an occasional nonmember.

The basic purpose of these committees is to collect, clarify, define and respond to the dictates of the fellowship within specific areas of concern. They may request the Board of Trustees to initiate policy or take action. Committees shall be formed in keeping with the needs of service by resolution of the Board, with such powers as the Board then may regard as necessary.

Committees may be created, discharged, eliminated, replaced, their powers expanded or limited, as the Board may, by appropriate resolution, determine.

Committees shall attempt to rotate geographically on an annual basis in order that all members of the ACA WSO fellowship have the opportunity to grow through service to their fellow members.

Meetings and actions of committees shall be governed by, noticed, held, and taken in accordance with the provisions of the policies and procedures concerning meetings of the Board, with such changes in the context of such policies as are necessary to substitute the committee and its members for the Board of Trustees and its members, except that the time for regular meetings of committees may be fixed by resolution of the Board or by such committees.

### B. Powers of Committees

When we have made a commitment to serve as a Trustee on the Board of ACA WSO, it is imperative that we collectively have a firm understanding of what our role is as a Board member, and have an understanding of the dynamics of committee work and the committee's role in response to the task delegated or charged to them by the Chair or the Board as a whole.

The Board Member sitting on any committee is charged with making clear to all committee members the definition of a committee and the powers of a committee and its responsibility to the chair and the Board, according to Roberts' Rules of Order (Pocket Edition 1990).

Committees are instruments or agencies of the body appointing them and their function is to carry out the will of that body. Committee acts are recommendations only and except as especially authorized, have no force until approved by the body. Generally, the term committee implies that with the scope of its assigned responsibilities, the committee has less authority to act independently for the society or fellowship than a Board is usually understood to have.

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C. Selection of Committee Chair

Committee Chairpersons and Vice Chairpersons may be elected from delegates attending the ABC. In the event of a resignation of the Chairperson, the ACA WSO Board shall designate the most appropriate person to serve as Chairperson Pro-tem until the next ABC, drawing input from the said committee's members.

The Vacancy of the Chair will be presumed if the committee Chairperson fails to submit two (2) consecutive monthly written reports to the Board of Trustees and they will act to appoint a new Chair as stated above.

In the event of a committee Vice Chairperson resignation, the committee members shall elect an individual to serve out the remaining term as Vice Chairperson Pro-tem and actively serve in that position until the next ABC.

D. Responsibility/Accountability

Committees are held fiscally responsible and may be financially supported by the ACA WSO. The ACA WSO Board of Trustee Operating Policies and Procedures Manual governs the ACA WSO committees. These committees do not govern; they are, instead, the servants of the fellowship performing a necessary task.

Any Committee created by the ACA WSO, with the exception of the Executive Committee, may not have at any time, more than two full board votes on matters pertaining to that Committee.

E. Reports

All committee Chairpersons shall give to the ACA WSO Board a written report on the purpose of that committee (Purpose Statement), and a written monthly report on the activities, or for introducing recommendations/proposals for action, to the Board prior to the monthly meeting for placement on the Agenda.

Proposal

The Chairperson shall provide a written report of the committee's activities for the ABC.

All the business of each committee shall be dealt with within each committee's report. Committee reports are to be used to bring the committee business and motions to the ACA WSO Board for approval after the committees meet. The committee Chairperson shall contact the Executive Committee for placing proposals on the Agenda prior to the next Board meeting.

F. Correspondence

Committee Chairs and/or members shall follow the guidelines for Board correspondence. Those who have received and answered correspondence from the fellowship will forward a copy of all such correspondence to the office for filing.

Any correspondence intended for distribution beyond general Committee work must be reviewed by the Board for purpose of policy, procedure, and Tradition consistency.

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**G. Professional Advisory Committee**

A Professional Advisory Committee may be composed of experts, professionally trained in the fields of education, law, medicine, psychiatry, religion, social work, sociology, and allied fields. The function of such a committee would be to furnish professional counsel and guidance to the ACA WSO, as required, in the development of sound policies and the conduct of activities on the highest possible level. ACA WSO would invite individuals to become members of the committee after an evaluation of their qualifications and potential service.

The corporation shall have such other committees as may from time to time be designated by resolution of the Board. Such other committees may consist of persons who are not also ACA members. These additional committees shall act only in advisory capacities to the board and shall be clearly titled as "advisory" committees.

**XI. ACA WSO OFFICE**     *Rev. Motion 04140102*

**A. General**

A priority of the ACA WSO Board is to provide an office that may be contacted by those seeking recovery information through the ACA Twelve Step Program.

The office will be in charge of the locked files of financial records and registered letters.

The office will be in charge of a nightly backup of Computer files in case of an emergency. A listing of all registered meetings will be kept outside the office and updated periodically for protection against theft or fire.

The Office Committee will date all incoming mail and forward any mail to the designee or appropriate Committee Chair for response. (See the Appendix f or Job Descriptions of volunteers and staff.)

**Registration**

a) All Twelve-Step, Twelve-Tradition affiliated Meetings, Intergroups, and Regions are considered members of ACA WSO. (Bylaw III 2.)

b) Each Meeting and Intergroup shall register with the a designated member of the Office Committee its meeting name, location, time and day; and Secretary and/or contact individuals' information.

Meeting guides provided by Intergroups and/or Regions that include alphabetical listings of meetings, day, time and location, may be used to register meetings, provided a contact name and address accompany the guide. The contact name and address indicate a willingness of that meeting to be registered through the efforts of the Intergroup or Region.

c) Regional registrations shall include the name of the Regional Representative to serve on the Board of Trustees, and the names of the ACA WSO member Meetings and/or Intergroups participating in the Group Conscience of Region business and of the selection of the Representative.

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d) All members shall be encouraged to update their registration information annually during the months of September to December in order to ensure receipt of the ABC, Ballot and GCS information, and with each change of officers.

e) The trademark "ACA" shall be limited to only those members registered with ACA WSO for the purpose of identification for meeting listings, names, notifications, and locations.

f) Closure Rev. Motion No. 06109508

#### B. Phone

The office is to have a phone. In absence of a volunteer, answering bureau, or part time worker, a machine will simply inform the caller that the ACA WSO has been reached and give the hours of operation for the office. The message may give out local Intergroup phone numbers for those seeking a meeting who may have called by mistake. An answering bureau may also be used for this.

#### C. Meeting Directories

Meeting guides provided by Intergroups and/or Regions that include alphabetical listings of meetings, day, time and location, may be used to register meeting information provided a contact name and address accompany the guide. The contact name and address indicate a willingness of that meeting to be registered through the efforts of the Intergroup or Region.

All ACA WSO meeting guides (electronic and paper) will carry the Laundry List on the front cover in place of the Problem statement.

The office will provide the listing to produce the International Meeting Guide and keep its records as updated as possible. The Guide may be distributed to the ACA fellowship and other 12 Step organizations and offices. The Directory will include the Copyright phrase as it appears at the top of the meeting minutes and be updated as determined by the Board.

#### D. Correspondence

All form letters sent out by the office in response to correspondence will have received prior approval by the Board. All such material will carry the ACA WSO letterhead/logo.

Office Committee member(s) will respond to general mail and e-mail received by ACA WSO, following the guidelines for correspondence and sending a copy to the archives (either physical or electronic).

#### E. IG/Regional Support

The Office Committee shall support Regional Representatives and/or registered Intergroups by providing mailing labels for those registered groups in their area upon reasonable request.

#### F. Office Committee

The Office Committee shall consist of the current Executive Secretary, Postal mail Secretary(ies), E-mail Secretary(ies), Secretarial Assistant(s), and Database Person(s).

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The Office Committee will be provided with any form letter for the purposes of reproduction.

ACA WSO Office Committee provides the ComLine Liaison or ComLine Editor with the addresses of subscribers, monthly.

G. Closure

Should funds not be available to maintain a physical office, the Office Committee Chair, under the direction of the Executive Committee, shall:

- a) lay off any paid staff with a letter of recommendation.
- b) present a proposal as to the best method of closing down the office.
- c) place all records in storage at a place determined by the Board. Maintain the mailbox or forward the mail to a trusted servant. Transfer the phone to a message phone or answering service.
- d) dispose of all excess equipment as directed with an accounting of items and monies received.
- e) report to the Executive Committee any necessary changes in phone, mail, database updates and/or other procedures necessary for the purpose of doing business in a timely manner.

Should the above plan be unworkable due to lack of funds, or trustees, the Officers and Trustees shall dissolve the corporation in keeping with Bylaw Article XII for dissolution of ACA WSO. They shall donate the office equipment and monies to meet the criteria set by the IRS for WSO's tax, not for profit status. A letter to be forthright with the fellowship will be mailed to all affiliated Meetings, Intergroups, and Regions. Rev. Motion No. 06109511

## XII.ACA WSO LITERATURE (updated Oct 13, 2012)

### A. Adult Children of Alcoholics Literature Development

"The Problem," "The Solution," "Twelve Steps," "Twelve Traditions," and the "Identity Papers" have been standardized and accepted at various Annual Business Conferences. Responding to fellowship requests, ACA WSO develops and publishes literature that provides a source of unity, and carries the ACA logo and copyright. All groups may submit literature for review and possible publication by ACA WSO, at the discretion of the Literature Committee, which will edit such literature for publication, and rewrite it where necessary for ease of reading, adherence to ACA principles, and spelling. It will be submitted first to the group that submitted it, so the group can withdraw it before it is published if it does not agree with the changes. Then it will be treated as any other ACA WSO generated literature, and be put through the process of approval by the Board and the ABC. **Rev. Motion No. 04249804**

### B. Adult Children of Alcoholics Literature Policy

It has always been accepted that ACA should remain eclectic in choosing literature. That is, ACA meetings may draw from various sources without censorship. Each group is cautioned to be extremely careful in selecting materials, reviewing them against the 12 Traditions that govern our fellowship.

#### FOR GUIDANCE:

Tradition One: Does it support the growth of ACA and promote unity and continuity of

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our message?

- Tradition Four: Will the decision to use such material effect other groups in the local area or our fellowship as a whole?
- Tradition Five: Does this decision by the group remain in line with ACA's primary purpose?
- Tradition Six: Is the use of outside literature an endorsement of a particular author? Would the meeting be a "book study" if making the work of a particular author the focus of the meeting rather than an ACA recovery meeting?
- Tradition Eight: Does using such literature border on, or move the meeting toward a therapy session and away from the Twelve Step recovery programs of self-help groups?
- Tradition Ten: Would such use violate any copyrights of others? ACA groups identify with the Problem and work the steps toward the Solution.

Our ACA Identity Papers state who and what we are as children who were raised in alcoholic or otherwise dysfunctional environments. Would the decision of the group identify us a different way and define our recovery outside the 12-Steps?

After considering the above, each meeting ought to announce that the literature used is not approved or endorsed by the ACA fellowship. Each group needs to evaluate what effects the decision to use outside literature might have on the newcomer seeking recovery in ACA.

#### B. Literature Committee

Any literature submitted to the ACA WSO Literature Committee to be reviewed for distribution to the fellowship must promote principles over personality and carry the ACA WSO copyright. The originating group will be given credit in the publication.

The committee will produce and develop literature for distribution to the ACA fellowship in keeping with the ACA WSO stated purpose and policies. The literature will serve to carry the message to the newcomer; promote unity and consistency throughout the fellowship; be of service to the fellowship; and may provide a resource for ACA WSO.

#### C. Approval

The committee will present all proposed literature to the Board for approval prior to presentation to the fellowship at the next ABC.

The ACA WSO Board approves of the teleconference idea as the best means for the Literature Committee to gather a representative active group conscience regarding literature used within the ACA fellowship.

The ACA WSO promotes unity and consistency in the ACA message and has included

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"dysfunctional family" language in all literature where practical.

The ACA WSO Board approves literature for inclusion in the New Meeting Packet.

D. Policies for copying and distribution of WSO Books and Literature.

All ACA WSO materials and books have been copyrighted and are not authorized for general distribution except as authorized by this policy. This policy provides general guidance regarding the use, copying and distribution of this material.

**The WSO Fellowship Text (the “Big Red Book”) and Workbook:** These books are available for purchase from the WSO and selected ACA InterGroups. The resale of purchased books is authorized without further restrictions. Any reproduction (copying) of these books in whole or in part is not authorized except as described below for use within ACA meetings.

- Registered ACA meetings are authorized to make limited extracts of the WSO Fellowship Text (the “Big Red Book”) and Workbook of up to 5 pages for use within the meeting. ACA members and visitors should be encouraged to purchase their own copy of these books for their personal use.

**Free Tri-fold brochures:** Many of these brochures are available for free download from the [adultchildren.org](http://adultchildren.org) web site. Reproduction of these brochures is authorized for use in ACA meetings and InterGroups as well as for general outreach purposes. Counseling and related facilities are also authorized to reproduce these free brochures as needed for ACA related purposes.

**ACA pamphlets and brochures not available for free download:** These items are available for purchase from the WSO and selected ACA InterGroups. The resale of these items is authorized without further restrictions. Any reproduction (copying) of these items in whole or in part is not authorized except as described below for use within ACA meetings. Registered ACA meetings and InterGroups are authorized to make copies of these pamphlets and brochures is authorized for use within the meeting/InterGroup in addition for general outreach purposes. We request counseling and related facilities either purchase copies of these materials from the WSO (or suitable resale store) or coordinate with a local ACA meeting or Intergroup for copies of these items.

**Chips and Medallions:** These items are available for purchase from the WSO and selected ACA InterGroups. The resale of these items is authorized without further restrictions. No reproduction (copying) of these items is authorized.

**Use on Web Sites:** To ensure that latest version of ACA material is provided, we ask other sites to direct users to the [adultchildren.org](http://adultchildren.org) for purchase and/or download of ACA copyright materials. Listing of ACA material purchased from the WSO for resale purposes is authorized (discounts are available for quantity purchases, and shipping costs can be reduced with such quantity purchases). In no case should any site provide any WSO copyright material for download that is not otherwise available for free download on the [adultchildren.org](http://adultchildren.org) web site. For further questions or clarifications regarding this policy, please contact the WSO thru the Contact WSO form on the [adultchildren.org](http://adultchildren.org) web site.

E. Translations of WSO Books and Literature.

The WSO encourages ACA members to translate ACA Books and Literature into their native languages as an outreach to their community and local ACA meetings. However, such translations must be in accordance with policies established by the WSO. Those involved in

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such translations must agree that copyright and ownership of the translations are to remain with the WSO. In no case will such translations attempt to blend the ACA message with those in other non-ACA approved books or materials. Procedures and guidance will be provided by the WSO to ensure such translations are accurately translated and retain the message of the source copyright materials.

### XIII. ARTICLES OF INCORPORATION

The Articles of Incorporation and Bylaws are separate publications.

The ACA WSO is registered in the State of California and established as a nonprofit, tax-exempt corporation. These documents and any corporate Seal shall be kept in a locked file within the ACA WSO office or a Safety Deposit Box.

### XIV. BYLAWS

**Rev. Motion No. 06139803**  
Appendix VI

### XV. ACA WSO OPERATING POLICY & PROCEDURE MANUAL

The Operating Policy and Procedure Manual (OPPM) will determine the everyday working policies of the ACA WSO. Policies and procedures must be in keeping with the current Bylaws.  
**Rev. Motion No. 06139802**

Each Board member shall be responsible for knowing the current policy or procedure, and updating the manual as required, either by downloading the current version from the forum where it is posted, or by keeping a paper copy and adding footnotes to it where necessary to keep it current.

All proposed revisions of the Bylaws, OPPM or other legal documentation be presented in completed form with the suggested deletions be indicated by reduced pitch, italics, and additions be indicated by bold italic characters. The approved motion number as the update code. **Rev.**  
*Motion No. 04259704*

### XVI. ACA WSO COMLINE

#### A. Purpose

The focus and intent statement of the ComLine is: 'The primary purpose for the ComLine is to act as an open forum for the fellowship on sharing recovery experiences, where articles and stories are submitted by the fellowship', and that its slogan is 'experience, strength, and hope.'

The ACA Trademark and the ACA WSO copyright statement are to be printed on the first page of each issue.

#### B. Subscriptions

A ComLine one-year, complimentary subscription is to be provided to any registered meeting or Intergroup that provides a donation to ACA WSO of an amount equal to or greater than the prevailing ComLine subscription rate.

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Donations are not accruable to meet the above criteria. Meetings or Intergroups that make multiple donations of less than the prevailing ComLine rate are encouraged to delay making the donation until the amount qualifies for a complimentary subscription.

To qualify for a renewed subscription, the Treasurer may take into consideration a single donation of an amount equal to or greater than the prevailing ComLine rate made prior to expiration.

Unless otherwise directed in written material provided with the 7<sup>th</sup> Tradition donation, qualifying subscriptions for the meetings will be mailed to the address indicated on the check or the return address on the envelope. The WSO Office will determine from the financial records when the support requirement is met, and register new (and expired) subscriptions for these meetings.

***Rev. Motion No. 12080101***

Individuals may subscribe to the ComLine. The subscription is for 13 issues of the ComLine (This includes a monthly issue and an additional issue of the ACA Annual Business Conference.). The ComLine will be distributed the first of each month. ***Rev. Motion No. 08119803***

All subscriptions not renewed within one month of notification to renew will be dropped. Notification of renewal occurs when the mailing label of a subscriber's ComLine is marked "Last Issue." ***Rev. Motion No. 08119803***

In 2006, upon recommendation of the committee, the Board established an annual subscription rate of U.S. \$16.00, Canada \$19.25, foreign \$24.00 payable in U.S. funds.

Intergroups may purchase Comline in bulk quantities of 20 to 99 copies at 75 cents (\$.075) per copy plus mailing cost. ***Rev. Motion No. 08119803***  
The ComLine is also available online for free.

Bulk orders from 100 to 1,000 may be filled at 50 cents (\$0.50) copy plus mailing costs. Because anonymity may inhibit individuals from identification of their mailing addresses, the ComLine may be purchased by participating Intergroups in bulk on an annual order basis. ***Rev. Motion No. 08119803***

The ComLine mailing list is not to be sold, leased, or made available to any other source for any purpose other than the subscription of the ComLine, ABC mailing or other ACA WSO official business.

#### C. Submissions

All items for publication shall be submitted two weeks in advance.

The minutes of the ABC shall be published in an extra edition of the ComLine.

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The Editor may create one article per issue in keeping with the purpose statement.

The Editor may include ACA WSO activities as deemed appropriate, with the exception of the Executive Board Meeting Minutes.

D. Budget

The ComLine Committee Chair will be confined to the quarter budget as set by the Board and will include in the monthly report the detailed expenses of each publication.

E. Approval/Oversight

ComLine will be sent to two board members for review prior to ComLine being published.

F. Committee

A group that desires to serve as the next year's ComLine committee and produce the ComLine for ACA WSO shall submit an intent letter to the Board for review prior to the upcoming ABC. The Board will appoint a Trustee to liaison with the committee to insure that the guidelines, intent, and fiscal policies are understood, and assist a smooth transition between committees.

## XVII. LOGO

The logo and the ACA initials are trademarked for use of the Adult Children of Alcoholics World Service Organization, Inc. The Master Filing of this Trademark is maintained within the locked files of the ACA WSO. **Rev. Motion No. 04259705**

The Trademark shall not be approved for use by outside commercial entities, and may not be altered or added to in any manner.

The ACA WSO Trademarks may be used by registered meetings, Intergroups, and Regions affiliated with the ACA WSO. The use of these symbols indicates current registration only, and they are not to be used to imply endorsement of the content of letters, statements, policies, or the actions of bodies other than the ACA WSO. **Rev. Motion No. 04259705**

## XVIII. LEGAL

History: In the interest of representing the fellowship, the Board contracted with counsel, as discussed previously, and allocated \$1,500 for an initial retainer to take decisive legal action to send out "cease and desist" letters to all parties associated with The Adult Children Anonymous General Service Network (ACA/GSN) as named in their own documents. As a result of this confrontation it was determined that the Board, when necessary, may retain legal counsel on issues deemed necessary by the Board.

Prior to retaining legal counsel, verbal and written contact will be made by a designee of the Board, to attempt to bring about a satisfactory agreement (settlement) to any issue in which the ACA WSO fellowship is being violated.

The Board will attempt to obtain volunteer council on every occasion prior to designating funds for such expense.

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## XIX. ANNUAL BUSINESS CONFERENCE

*OPPM 1995 Rev. Motion No. 09149604*

### A. Brief History and Purpose

In 1983, the Adult Children of Alcoholics (ACA) Business Conference (BC) was organized by the Central Service Board, located in Los Angeles, California.

The Conference Purpose was: To bring unity and consistency to the Adult Children of Alcoholics. Toward this end, [it was] to establish guidelines for service and communication links within ACA.

In 1987 the ABC Committee was authorized to print and mail the letters intended for the individual meetings and Intergroups.

The minutes from the ABC, in addition to being sent to all Intergroups, were sent to all registered delegates present at the ABC where addresses are known.

### B. Date and Location

The ABC will meet on the fourth (4th) weekend of April, at a location approved by the ACA WSO Board. If the fourth (4th) weekend coincides with the celebration of Easter, the ABC will meet on the fifth (5th) weekend, unless April of that year has only four (4) weekends, in which case, it will meet on the third (3rd) weekend. **(Bylaw IX.1) Rev. Motion No. 03110002**

### C. Process for Accepting Committee and Caucus Reports

The process for presenting and accepting committee and caucus reports explains the ramifications and effects of such reports and is found in the OPPM in: Section VII. PLACING ISSUES BEFORE THE BOARD and Section X. COMMITTEES, E. Reports

### D. Counting Group Conscience Ballots and Delegate Votes – Substantial

Unanimity Ballots, that are filled in and returned, will be counted. A vote of two-thirds of the ballots is required for an item to remain on the ABC agenda for consideration.

The delegates attending the ABC will vote on the items. A majority vote of the delegates in attendance is required for an item to be forwarded to the WSO board for possible action. (See Concepts VI, VII and VIII for detail on the relationship and responsibilities of the ABC and WSO Board – pp. 37-38)

### E. ABC Committee

1. The ABC Committee Chairperson shall be selected by the ACA WSO Board from those who volunteer for this position. The term of service for this Committee shall be one (1) year. A member may serve for two consecutive years.'
2. The Completion of the Duties of the office of the ABC Conference Chairperson shall be upon completion of the ABC and submittal of the ABC Report. The ABC Committee Report shall include, but not be limited to:
  - a) the Minutes of the ABC Conference Meetings in either written or audio tape format.
  - b) a written summary of all motions and the results.

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- c) a written summary of any additional items requiring action by the ACA WSO Board.
  - d) a written summary of recommendations for ACA WSO Board.
3. The ABC Committee Report shall be filed with the ACA WSO Board prior to the next regularly scheduled ACA WSO Board Meeting.
  4. The ABC Committee will coordinate with a Ballot Committee. The ABC Committee will ensure that the ABC is held in accordance with the ACA WSO bylaws and OPPM. The ABC Committee actions shall be submitted on a monthly basis to the ACA WSO Board for approval.

F. Mailings

Conference Agenda and other materials relative to the ABC will be sent in the ComLine for inclusion in the November and December publication.

A Conference Registration Form will be mailed to all meetings that have an address within the computer database, with or without contact person information.

The following information shall be stated clearly to the delegates and included in the packet information:

1. That reports are reports to the Board and delegates, which is received at the ABC.
2. Recommendations can be made to the Board for action.
3. Motions would follow for the assembly to second and take action on.
4. Any meeting who returns the registration form will be sent a ballot packet (when one exists), and further that any individual representing a registered meeting who shows up at the Conference with a ballot (whether they have paid for the delegate packet or not) shall be given a voting card, unless that meeting has already in a representative already in attendance.
5. Intergroups and Meetings are encouraged to have as many representatives as possible attend the ABC. However, registered ACA Intergroups and Meetings may have only one voting representative, to whom will be given a voting card, identified for that meeting upon notification to the Board.

G. Delegate Packets

The Delegate Packet will contain the ACA WSO Annual Committee Reports; the Annual Fiscal Report, which shall show donations received by each registered group; the Annual Business Conference Guidelines regarding the process for accepting Caucus/Committee reports; the Problem and Solution; the Commitment to Service; and any other materials deemed relevant.

*Rev. Motion No. 09149604*

The ABC Delegate packages shall include but not be limited to:

1. Examples of all new Literature Approved in the last Year.
2. The current year's ABC Agenda
3. The Reports from ALL standing Committees: Literature, last year's ABC, etc.
4. The OPPM and modifications.

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5. The By-laws
6. The Statements of purpose from each newly Elected Officer and New Trustee.
7. The Commitment To Service
8. Short form parliamentary procedures
9. Meeting Format

These Delegate Packets shall be available at cost (times 1.5, plus postage) to any interested party.

*Rev. Motion 03089701*

**Twelve Concepts:**

That *The 12 Concepts of ACA* (Approved by Motion 01119708) be included in the ABC Mailing. *Rev. Motion 03089707*

## XX. BALLOT/GROUP CONSCIENCE SURVEY PREPARATION COMMITTEE (BPC)

### A. Submissions

The Ballot Request form (soliciting for ballot issues) will be prepared for mailing with the Conference Agenda in November.

The BPC will write a cover letter explaining the ballot item procedure, a form to be used to send in a GCS item, and will send these and a meeting registration form to each registered group and Intergroup, with the ABC registration form. It will be sent to the groups by fourth-class bulk mail, and to the Intergroups by first class mail.

The Ballot/GCS item must be received by the BPC by the cutoff date of December 3. The maximum length for a GCS item will be 500 words, including the proposal itself, history of the issue involved, and arguments in favor of the proposal.

In the same piece of paper containing the information regarding the policy for GCS items, it shall state, "We recognize that our program operates within the Spirit of the Twelve Steps and Twelve Traditions and that we must exercise judicious behavior in being of service to our fellowship.

We encourage all submissions to strive to embrace the needs of our fellowship as a whole." It would be included in the "How to Submit" guidelines.

Ballot items may be submitted by the GCS process above or by a majority vote of the trustees of the ACA WSO.

When an issue is submitted for the Ballot, and a perception of controversy exists, it may be placed on a separate document for the purpose of obtaining an informed Group Conscience.

### Group Conscience Survey (GCS)

The "Group Conscience Survey" will be mailed just as a Ballot and the results reviewed

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by the Board. Both the Ballot and the Group Conscience Survey are tools for obtaining Group Conscience throughout the fellowship and used for guiding the direction and identifying priorities/problems within the fellowship.

Any GCS (Group Conscience Survey) will be included if any registered ACA group had, by the process of gathering a group conscience in its meetings, submitted the item to the Ballot Proposal Committee in writing signed by the group secretary or equivalent. Surveys will contain the group's registration number and contact information. Proposals shall be verified by the Annual Business Conference committee. Electronic ballots adhering to these guidelines and containing the name and contact of the group secretary or equivalent, will be accepted in place of a signature.

GCS items may also be placed on the GCS by a majority of the trustees of the ACA WSO. Any GCS that is passed by a two-thirds (2/3) majority vote of the groups responding will appear on the ballot the following year as a ballot item.

**B. Mailing**

Ballot/Group Conscience Survey (GCS) booklets will be sent out annually to all registered groups.

These booklets will be sent out the first week of January (by the 7th). If any group does not receive a booklet by January 21, that group can call ACA WSO to request one.

The Board adopted the policy for the purpose of counting the votes for Ballot and GCS (GCS) items where there are three possible responses Yes, No and Undecided where the total vote will include the undecided votes.

Ballots, that are filled in and returned, will be counted. A vote of two-thirds of the ballots is required for an item to remain on the ABC agenda for possible consideration.

**XXI. ACA WSO WEBSITE**

A. The official website of ACA WSO was established with the purpose of providing information to members and prospective members about ACA meetings, literature, events and other ACA related resources. The website shall include lists of all ACA meetings and Intergroups registered with the WSO.

B. In accordance with our Traditions, the website shall not contain advertising or links to outside enterprises.

C. Additionally, in accordance with our Traditions, the ACA WSO Website and Forum pages do not contain links to outside entities due to the nature of affiliation by such links. Outside entities include, but are not limited to, other 12-Step programs, personal recovery pages, public/private agencies, or similar organizations.

D. The webmaster is authorized to include links to ACA sponsored events upon notification of such events by persons leading the events.

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E. Web page administrators, forum moderators and others involved with the functioning or maintenance of WSO Web pages and similar pages shall be approved by a vote of the Trustees. (*Rev. Motion – 2007*).

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APPENDICES

APPENDIX I — RIGHT TO PETITION

In the event ACA WSO has declined to take action on an issue, or there is dissent with some action, or other dissatisfaction on a matter considered by ACA WSO, the fellowship may formally petition for reconsideration or some other specific action to be taken by ACA WSO.

ACA WSO may refer such petitions to any of their committees for initial consideration, but will be obligated to place same on the ACA WSO agenda at the next board meeting held 30 days after receipt of the petition. A petition may be submitted, in writing, by five (5) registered meetings, at least three (3) of which are from different geographical areas, or by the petition of three (3) affiliated Intergroups. The above shall have no affect on the present right of any meeting or Intergroup to submit to ACA WSO any matter for consideration.

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APPENDIX II—TELECONFERENCED MEETING PROTOCOL

Board members who are unable to attend teleconferenced meetings because of prior ACA commitments will be allowed to vote by absentee ballot. Such Board members will inform the Board Chairperson of the commitment and cast their signed vote on agenda motions by regular mail, if such mail will reach the Board Chairperson before the meeting. Notification and voting by e-mail addressed to the Board Chairperson, with copies to all Board members, will be also allowed.

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APPENDIX III -- OPPM DEVELOPMENT

This Policy Guide has been put together combining the appropriate bylaws and past motions of the Board of Trustees and the ABCs. It was accepted into use at the 1992 Annual Business Conference and in 1995. The OPPM was revised in 2010 by the ACA WSO Board of Trustees and contains the day to day operating guidelines by which the Board and Annual Business Conference shall function.

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APPENDIX IV

This Appendix is designed to contain a copy of current policies as they are accepted and/or updated.

Joanne O. Literature Chair 1995

APPENDIX V

This appendix contains historical dates and events.

Handbook for Adult Children. ACA WSO brought this LA/SFV IG project under the auspices of the Literature Committee Sept. 12, 1992 and provided as much support as was possible. **Rev. Motion No. 06109513** (Renamed the ACA Fellowship Text (Steps & Traditions Book), the Handbook was published in November 2006).

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APPENDIX VI – BYLAWS

**Adult Children of Alcoholics World Service Organization Bylaws**

ARTICLE ONE (I) NAME

1. The name of this organization shall be ADULT CHILDREN OF ALCOHOLICS WORLD SERVICE ORGANIZATION, INC. (hereafter referred to as ACA WSO).
2. The principal office of this Organization shall be in the County of Los Angeles, in the State of California, at such place as designated by the ACA WSO Board of Trustees (hereafter referred to as the Board).
3. The Board shall designate the name and address of its agents in keeping with the Articles of Incorporation.

ARTICLE TWO (II) PURPOSE

1. ACA WSO shall be incorporated under the laws of the State of California as a public benefit corporation. The organization shall maintain a nonprofit and tax exempt status under the laws of the United States and the State of California. This organization shall be organized for purposes as defined under Internal Revenue Service Code Title 26 U.S.C., Section 501 (c) 3., and shall be incorporated in accordance with California Corporation Revenue and Taxation Code, Section 23701 (d).
2. The sole purpose is to serve the fellowship of Adult Children of Alcoholics (ACA) by maintaining service for those who might be seeking, through ACA, the means for recovering from being raised in an alcoholic or otherwise dysfunctional home.
  - 2.1 No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.
3. To achieve its purpose, ACA WSO shall:
  - 3.1 Provide public information, meeting locations, educational material and such other services as may be deemed necessary.
  - 3.2 To organize and provide support service to those Meetings, Intergroups, and Regions that are registered with ACA WSO and are guided by the Twelve Steps and follow the Twelve Traditions of ACA.
  - 3.3 Convene an annual conference where consideration regarding the business of ACA WSO occurs and priorities for the coming year are discussed and implemented when/where feasible.

ARTICLE THREE (III) MEMBERS

1. ACA WSO, as a nonprofit corporation, shall consist of a Board of Trustees who, by law, are ultimately responsible for any decisions pertaining to the corporation.
2. All Twelve Step, Twelve Tradition ACA affiliated Meetings, Intergroups, and Regions are considered members of ACA WSO.

ARTICLE FOUR (IV) BOARD OF TRUSTEES / OFFICERS / MEETINGS

1. Trustees shall serve on the ACA WSO Board without compensation.
2. The ACA WSO Operating Policy and Procedure Manual (OPPM) shall contain the day to day

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operating guidelines by which the Board shall function.

3. Trustees shall be seated and/or removed in keeping with established guidelines as set forth in the ACA WSO OPPM.

4. Trustees shall not be personally liable for the debts, liabilities, or other obligations of the corporation.

5. The number of Trustees seated on the Board at any one time shall not exceed twenty (20).

6. Terms of service shall be in keeping with the OPPM (Operating Policies and Procedures Manual).

7. The following officers shall be elected from among its members: Chairperson, Vice Chairperson, Secretary and Treasurer. One person may hold more than one office, except that the Chairperson may not also be the Secretary or Treasurer.

8. Elections shall be conducted as set forth in the OPPM.

9. The term of office shall be two (2) years.

10. Duties of the officers shall be in keeping with those outlined in the OPPM.

11. The Board shall meet in accordance with the guidelines set forth in the OPPM.

ARTICLE FIVE (V) RIGHT TO PETITION

1. All members have a right to petition any decision made by the Board in keeping with the guidelines set forth in the "Right to Petition" as contained in the OPPM.

ARTICLE SIX (VI) COMMITTEES

1. The Board shall form an Executive Committee from among its members who shall be delegated the powers and authority as deemed appropriated by the Board, and shall serve in keeping with the guidelines set forth in the OPPM.

ACA WSO Bylaws

2. Committees shall be formed as deemed necessary to conduct the business of ACA WSO in keeping with the definition and guidelines set forth in the OPPM.

ARTICLE SEVEN (VII) FINANCE

1. The fiscal year of the corporation shall begin on the first day of January and end on the last day of December of each year.

2. The Board shall ensure that it conducts all financial matters in keeping with the State and Federal requirements set forth in Title 26, U.S.C. Section 501 (c) 3 concerning nonprofit corporations.

3. ACA WSO shall be primarily supported by the voluntary contributions of its members.

4. Individual gifts, donations or bequests shall be accepted in keeping with the guidelines set forth in the OPPM.

5. Contributions, donations, gifts or bequests shall generally not be accepted from any source outside the ACA fellowship.

6. The Board shall make fiscal reports available to its members in keeping with the guidelines outlined in the OPPM.

ARTICLE EIGHT (VIII) PARLIAMENTARY AUTHORITY

1. The latest edition of Robert's Rules of Order shall be used as a guide in resolving any disputes; however, the ultimate authority shall be the group conscience of those persons present.

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ARTICLE NINE (IX) ANNUAL BUSINESS CONFERENCE (ABC)

1. The ABC shall be convened on the fourth (4th) weekend of April at a location approved by the Board of Trustees in keeping with the OPPM.
2. The purpose of the ABC shall be to bring Unity and Consistency to the ACA fellowship. Toward this end, it may establish guidelines for service and communication links within ACA.
3. All members of ACA shall be invited to attend the ABC, with each affiliated Meeting and Intergroup designating one voting delegate and an alternate.
4. The group conscience obtained from the delegates in attendance shall provide direction, recommendations, and/or Special Committees to the Board for conducting the business of ACA WSO.
5. All Trustees shall be presented to the delegates with a Motion to ratify their membership on the Board.
- 5.1 In the event ratification of a Trustee is not obtained, the Board shall follow the procedures as outlined in the OPPM.
6. A quorum for voting at the ABC shall be defined as a two thirds (2/3) vote of the registered delegates, as defined in the OPPM.

ARTICLE TEN (X) AUDIT AND ANNUAL REPORT

1. ACA WSO shall maintain, in accordance with generally accepted business practices and accounting principles, accurate accounts, books and records of its business.
2. All records shall be open to inspection by any officer or member in keeping with the guidelines set forth in the OPPM.
3. The Board, at each ABC, shall submit a complete report of its acts and of the affairs of the organization.
4. A copy of its "Corporate Seal," Articles of Incorporation, bylaws and Tax Number, shall be kept in trust by the Corporate Officers and made available to its members in keeping with the guidelines set forth in the OPPM.

ARTICLE ELEVEN (XI) ACCEPTANCE/AMENDMENT OF THE BYLAWS

1. These Bylaws shall initially be approved by a two-third (2/3) majority vote of the Board.
2. The provisions set forth in these bylaws shall be consistent with State or Federal Law or the Articles of Incorporation.
3. The Bylaws shall be amended by a two-third (2/3) majority vote of the Board, provided the proposed amendment has been submitted in writing at a prior regular business meeting.
4. A copy of these Bylaws shall be made available to its members in accordance with the OPPM.

ARTICLE TWELVE (XII) CORPORATE SUSPENSION OR DISSOLUTION

1. On the suspension of corporate business, all assets shall be held in trust by the corporate officers in keeping with State and Federal requirements.
2. On the dissolution of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities, shall be distributed to the Alanon National Headquarters from which ACA emerged.

BYLAW REVISIONS—DECEMBER 1998 TO PRESENT

--Bylaw Article Nine (IX), Annual Business Conference (ABC), 1. -- December 12, 1998

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APPENDIX VII -- ACA TWELVE STEPS; TWELVE TRADITIONS; TWELVE CONCEPTS

**Twelve Steps of Adult Children of Alcoholics**

1. We admitted we were powerless over the effects of alcoholism or other family dysfunction, that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God as we understand God.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked God to remove our short comings.
8. Made a list of all persons we had harmed and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God, as we understand God, praying only for knowledge of God's will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these Steps, we tried to carry this message to others who still suffer, and to practice these principles in all our affairs.

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Twelve Traditions of Adult Children of Alcoholics

1. Our common welfare should come first; personal recovery depends on ACA unity.
2. For our group purpose there is but one ultimate authority – a loving God as expressed in our group conscience. Our leaders are but trusted servants, they do not govern.
3. The only requirement for membership in ACA is a desire to recover from the effects of growing up in an alcoholic or otherwise dysfunctional family.
4. Each group is autonomous except in matters affecting other groups or ACA as a whole. We cooperate with all other Twelve-Step programs.
5. Each group has but one primary purpose – to carry its message to the adult child who still suffers.
6. An ACA group ought never endorse, finance, or lend the ACA name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.
7. Every ACA group ought to be fully self-supporting, declining outside contributions.
8. Adult Children of Alcoholics should remain forever nonprofessional, but our service centers may employ special workers.
9. ACA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Adult Children of Alcoholics has no opinion on outside issues; hence the ACA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we maintain personal anonymity at the level of press, radio, TV, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

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Twelve Concepts of Adult Children of Alcoholics

Concept I

The final responsibility and the ultimate authority for ACA World Services should always reside in the collective conscience of our whole fellowship.

Concept II

Authority for the active maintenance of our world services is hereby delegated to the actual voice, the effective conscience for our whole fellowship.

Concept III

As a means of creating and maintaining a clearly defined working relationship between the ACA meetings, the ACA WSO Board of Trustees, and its staff and committees, and thus ensuring their effective leadership, it is herein suggested that we endow each of these elements of service with the traditional Right of Decision.

*The right of decision as defined herein refers to:*

- 1) the right and responsibility of each trusted servant to speak and vote his/her own conscience, in the absence of any contrary mandate, on any issue regardless of the level of service;*
- 2) the 12 Steps, 12 Traditions, and the Commitment to Service will be followed by trusted servants in decision making;*
- 3) delegates to the Annual Business Conference are trusted servants and therefore equally guided by the 12 Steps, 12 Traditions, 12 Concepts, and the Commitment to Service;*
- 4) standard practice that decisions made by subcommittees are subject to the authority of the service body which creates its mission and defines its parameters.*

Concept IV

Throughout our structure, we maintain at all responsible levels a traditional Right of Participation.

Concept V

Throughout our structure, a Right of Petition prevails, thus assuring us that minority opinion will be heard and that petitions for the redress of grievances will be carefully considered.

Concept VI

On behalf of ACA as a whole, our Annual Business Conference has the principal responsibility for the maintenance of our world services, and it traditionally has the final decision respecting large matters of general policy and finance. But the Annual Business Conference also recognizes that the chief initiative and the active responsibility in most of these matters would be exercised primarily by the Trustee members of the World Service Organization when they

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act among themselves as the World Service Organization of Adult Children of Alcoholics.

Concept VII

The Annual Business Conference recognizes that the Articles of Incorporation and the Bylaws of the Adult Children of Alcoholics World Service Organization are legal instruments: that the Trustees are thereby fully empowered to manage and conduct all of the world service affairs of Adult Children of Alcoholics. It is further understood that our World Service Organization relies upon the force of tradition and the power of the ACA purse for its final effectiveness.

Concept VIII

The Trustees of the World Service Organization act in this primary capacity: with respect to the larger matters of over-all policy and finance, they are the principal planners and administrators. They and their primary committees directly manage these affairs.

Concept IX

Good service leaders, together with sound and appropriate methods of choosing them, are, at all levels, indispensable for our future functioning and safety. The primary world service leadership must necessarily be assumed by the Trustees of the Adult Children of Alcoholics World Service Organization.

Concept X

Every service responsibility should be matched by an equal service authority – the scope of such authority to be always well defined whether by tradition, by resolution, by specific job description, or by the Operating Policy and Procedures Manual and bylaws.

Concept XI

While the Trustees hold final responsibility for ACA's World Service administration, they should always have the assistance of the best possible standing committees, corporate trustees, executives, staffs, and consultants. Therefore the composition of these underlying committees and service boards, the personal qualifications of their members, the manner of their induction into service, the systems of their rotation, the way in which they are related to each other, the special rights and duties of our executives, staffs and consultants, together with a proper basis for the financial compensation of these special workers, will always be matters for serious care and concern.

Concept XII

In all its proceedings, Adult Children of Alcoholics World Service Organization shall observe the spirit of the ACA Twelve Traditions, taking great care that the conference never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Conference members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion vote and whenever possible, by substantial unanimity; that no WSO action ever be personally punitive or an incitement to public controversy; that though the WSO may act for the service of Adult Children of Alcoholics, it shall never perform any acts of government;

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and that, like the fellowship of Adult Children of Alcoholics which it serves, the WSO itself will always remain democratic in thought and action.

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# BYLAWS

ADULT CHILDREN OF ALCOHOLICS→ /  
DYSFUNCTIONAL FAMILIES  
WORLD SERVICE ORGANIZATION, INC.

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ACAWSO bylaws 1

2009 ABC ACAWSO

By-Laws

ARTICLE ONE (I) NAME

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2. The principal office of this Organization shall be in the County of Los Angeles, in the State of California, at such place as designated by the ACAWSO Board of Trustees (hereafter referred to as the Board).

3. The Board shall designate the name and address of its agents in keeping with the Articles of Incorporation.

ARTICLE TWO (II) PURPOSE

1. ACAWSO shall be incorporated under the laws of the State of California as a public benefit corporation. The organization shall maintain a nonprofit and tax exempt status under the laws of the United States and the State of California. This organization shall be organized for purposes as defined under Internal Revenue Service Code Title 26 U.S.C., Section 501 (c) 3., and shall be incorporated in accordance with California Corporation Revenue and Taxation Code, Section 23701 (d).

2. The sole purpose is to serve the fellowship of Adult Children of Alcoholics (ACA) by maintaining service for those who might be seeking, through ACA, the means for recovering from being raised in an alcoholic or otherwise dysfunctional home.

2.1 No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

3. To achieve its purpose, ACAWSO shall:

3.1 Provide public information, meeting locations, educational material and such other services as may be deemed necessary.

3.2 To organize and provide support service to those Meetings, Intergroups, and Regions that are registered with ACAWSO and are guided by the Twelve Steps and follow the Twelve Traditions of ACA.

3.3 Convene an annual conference where consideration regarding the business of ACAWSO occurs and priorities for the coming year are discussed and implemented when/where feasible.

ARTICLE THREE (III) MEMBERS

1. ACAWSO, as a nonprofit corporation, shall consist of a Board of Trustees who, by law, are ultimately responsible for any decisions pertaining to the corporation.

ACAWSO bylaws 2 2009 ABC

2. All Twelve Step, Twelve Tradition ACA affiliated Meetings, Intergroups, and Regions are considered members of ACAWSO.

ARTICLE FOUR (IV) BOARD OF TRUSTEES / OFFICERS / MEETINGS 1. Trustees shall serve on the ACAWSO Board without compensation.

2. The ACAWSO Operating Policy and Procedure Manual (OPPM) shall contain the day to day

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operating guidelines by which the Board shall function.

3. Trustees shall be seated and/or removed in keeping with established guidelines as set forth in the ACA WSO OPPM.

4. Trustees shall not be personally liable for the debts, liabilities, or other obligations of the corporation.

5. The number of Trustees seated on the Board at any one time shall not exceed twenty (20). 6. Terms of service shall be in keeping with the OPPM.

7. The following officers shall be elected from among its members: Chairperson, Vice Chairperson, Secretary and Treasurer. One person may hold more than one office, except that the Chairperson may not also be the Secretary or Treasurer.

8. Elections shall be conducted as set forth in the

OPPM. 9. The term of office shall be two (2)

years.

10. Duties of the officers shall be in keeping with those outlined in the OPPM.

11. The Board shall meet in accordance with the guidelines set forth in the

OPPM. ARTICLE FIVE (V) RIGHT TO PETITION

1. All members have a right to petition any decision made by the Board in keeping with the guidelines set forth in the "Right to Petition" as contained in the OPPM.

ARTICLE SIX (VI) COMMITTEES

1. The Board shall form an Executive Committee from among its members who shall be delegated the powers and authority as deemed appropriated by the Board, and shall serve in keeping with the guidelines set forth in the OPPM.

2. Committees shall be formed as deemed necessary to conduct the business of ACAWSO in keeping with the definitions and guidelines set forth in the OPPM.

ARTICLE SEVEN (VII) FINANCE

1. The fiscal year of the corporation shall begin on the first day of January and end on the last day of December of each year.

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2. The Board shall ensure that it conducts all financial matters in keeping with the State and Federal requirements set forth in Title 26, U.S.C. Section 501 (c) 3 concerning nonprofit corporations.

3. ACAWSO shall be primarily supported by the voluntary contributions of its members.

4. Individual gifts, donations or bequests shall be accepted in keeping with the guidelines set forth in the OPPM.

5. Contributions, donations, gifts or bequests shall generally not be accepted from any source outside the ACA fellowship.

6. The Board shall make fiscal reports available to its members in keeping with the guidelines outlined in the OPPM.

ARTICLE EIGHT (VIII) PARLIAMENTARY AUTHORITY

1. The latest edition of Robert's Rules of Order shall be used as a guide in resolving any disputes; however, the ultimate authority shall be the group conscience of those persons present.

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ARTICLE NINE (IX) ANNUAL BUSINESS CONFERENCE (ABC)

1. The ABC shall be convened on the fourth (4th) weekend of April at a location approved by the Board of Trustees in keeping with the OPPM.
2. The purpose of the ABC shall be to bring Unity and Consistency to the ACA fellowship. Toward this end, it may to establish guidelines for service and communication links within ACA.
3. All members of ACA shall be invited to attend the ABC, with each affiliated Meeting and Intergroup designating one voting delegate and an alternate.
4. The group conscience obtained from the delegates in attendance shall provide direction, recommendations, and/or Special Committees to the Board for conducting the business of ACAWSO.
5. All Trustees shall be presented to the delegates with a Motion to ratify their membership on the Board.
- 5.1 In the event ratification of a Trustee is not obtained, the Board shall follow the procedures as outlined in the OPPM.
6. A quorum for voting at the ABC shall be defined as a two thirds (2/3) vote of the registered delegates, as defined in the OPPM.

ARTICLE TEN (X) AUDITAND ANNUAL REPORT

1. ACAWSO shall maintain, in accordance with generally accepted business practices and accounting principles, accurate accounts, books and records of its business.
2. All records shall be open to inspection by any officer or member in keeping with the guidelines set forth in the OPPM.

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3. The Board, at each ABC, shall submit a complete report of its acts and of the affairs of the organization.
4. A copy of its "Corporate Seal," Articles of Incorporation, bylaws and Tax Number, shall be kept in trust by the Corporate Officers and made available to its members in keeping with the guidelines set forth in the OPPM.

ARTICLE ELEVEN (XI) ACCEPTANCE/AMENDMENT OF THE BYLAWS

1. These Bylaws shall initially be approved by a two-third (2/3) majority vote of the Board.
2. The provisions set forth in these bylaws shall be consistent with State or Federal Law or the Articles of Incorporation.
3. The Bylaws shall be amended by a two-third (2/3) majority vote of the Board, provided the proposed amendment has been submitted in writing at a prior regular business meeting.
4. A copy of these Bylaws shall be made available to its members in accordance with the OPPM.

ARTICLE TWELVE (XII) CORPORATE SUSPENSION OR DISSOLUTION

1. On the suspension of corporate business, all assets shall be held in trust by the corporate officers in keeping with State and Federal requirements.
2. On the dissolution of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities, shall be distributed to the Alanon National Headquarters from which ACA emerged.

BYLAW REVISIONS—DECEMBER 1998 TO PRESENT

--Bylaw Article Nine (IX), Annual Business Conference (ABC), 1. -- December 12, 1998

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## The ACA Twelve Concepts

Concept I – The final responsibility and the ultimate authority for ACAWorld Services should always reside in the collective conscience of our whole fellowship.

Concept II – Authority for the active maintenance of our world services is hereby delegated to the actual voice, the effective conscience for our whole fellowship.

Concept III – As a means of creating and maintaining a clearly defined working relationship between the ACA meetings, the ACAWSO Board of Trustees, and its staff and committees, and thus ensuring their effective leadership, it is herein suggested that we endow each of these elements of service with the traditional Right of Decision.\*

*\*The right of decision as defined herein refers to:*

- 1) the right and responsibility of each trusted servant to speak and vote his/her own conscience, in the absence of any contrary mandate, on any issue regardless of the level of service;*
- 2) the 12 Steps, 12 Traditions, and the Commitment to Service will be followed by trusted servants in decision making;*
- 3) delegates to the Annual Business Conference are trusted servants and therefore equally guided by the 12 Steps, 12 Traditions, 12 Concepts, and the Commitment to Service;*
- 4) standard practice that decisions made by subcommittees are subject to the authority of the service body which creates its mission and defines its parameters.*

Concept IV – Throughout our structure, we maintain at all responsible levels a traditional Right of Participation.

Concept V – Throughout our structure, a Right of Petition prevails, thus assuring us that minority opinion will be heard and that petitions for the redress of grievances will be carefully considered.

Concept VI – On behalf of ACA as a whole, our Annual Business Conference has the principal responsibility for the maintenance of our world services, and it traditionally has the final decision respecting large matters of general policy and finance. But the Annual Business Conference also recognizes that the chief initiative and the active responsibility in most of these matters would be exercised primarily by the Trustee members of the World Service Organization when they act among themselves as the World Service Organization of Adult Children of Alcoholics.

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## **The ACA Twelve Concepts**

(continued)

Concept VII – The Annual Business Conference recognizes that the Articles of Incorporation and the Bylaws of the Adult Children of Alcoholics World Service Organization are legal instruments: that the Trustees are thereby fully empowered to manage and conduct all of the world service affairs of Adult Children of Alcoholics.

Concept VIII – The Trustees of the World Service Organization act in this primary capacity: with respect to the larger matters of over-all policy and finance, they are the principal planners and administrators. They and their primary committees directly manage these affairs.

Concept IX – Good service leaders, together with sound and appropriate methods of choosing them, are, at all levels, indispensable for our future functioning and safety. The primary world service leadership must necessarily be assumed by the Trustees of the Adult Children of Alcoholics World Service Organization.

Concept X – Every service responsibility should be matched by an equal service authority – the scope of such authority to be always well defined whether by tradition, by resolution, by specific job description, or by the Operating Policy and Procedures Manual and bylaws.

Concept XI – While the Trustees hold final responsibility for ACA's World Service administration, they should always have the assistance of the best possible standing committees, corporate trustees, executives, staffs, and consultants. Therefore the composition of these underlying committees and service boards, the personal qualifications of their members, the manner of their induction into service, the systems of their rotation, the way in which they are related to each other, the special rights and duties of our executives, staffs and consultants, together with a proper basis for the financial compensation of these special workers, will always be matters for serious care and concern.

Concept XII – In all its proceedings, Adult Children of Alcoholics World Service Organization shall observe the spirit of the ACA Twelve Traditions, taking great care that the conference never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Conference members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion vote and whenever possible, by substantial unanimity; that no WSO action ever be personally punitive or an incitement to public controversy; that though the WSO may act for the service of Adult Children of Alcoholics, it shall never perform any acts of government; and that, like the fellowship of Adult Children of Alcoholics which it serves, the WSO itself will always remain democratic in thought and action.

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# THE BOOK OF TELECONFERENCE MOTIONS

APRIL 2016 – MARCH 2017

ADULT CHILDREN OF ALCOHOLICS /  
DYSFUNCTIONAL FAMILIES  
WORLD SERVICE ORGANIZATION, INC.

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THIS SPACE RESERVED FOR  
MAY 2016 – APRIL 2017 MOTIONS

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# THE BOOK OF TELECONFERENCE MOTIONS

MAY 2015 – APRIL 2016

ADULT CHILDREN OF ALCOHOLICS /  
DYSFUNCTIONAL FAMILIES  
WORLD SERVICE ORGANIZATION, INC.

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## The Book of Teleconference Board Meeting Motions

MAY 2015 – APRIL 2016

### May 9, 2015

**Approval of Minutes:** A motion was made and 2nd, and the minutes of the April 11, 2015 teleconference meeting were unanimously approved. (submitted by Karen R.)

Motion #1: That the Board reimburse the Literature Committee Design Editor for the expenses incurred in upgrading the Dropbox account, increase her personal email volume for three months and layout software update. The motion passed unanimously. **Motion 05091501**

Motion #2: The Board validate on the record the Board's specific concurrence to pay \$450 to Centauria to do necessary programmatic improvements to the website concerning the meeting directory and xcart. The motion passed unanimously. **Motion 05091502**

Motion #3: That the system of Committee budgets be changed to annual amounts instead of monthly amounts. Budgets will be reviewed at mid-year by the Finance Committee to determine if they are adequate. Unused funds do not carry over from year to year. The motion passed unanimously. **Motion 05091503**

Motion #4: That the Board approve the expenditure of up to \$350 to buy Barcodes to place on our literature. This amended motion passed. **Motion 05091504**

Motion #5: That the Board authorize the chair to sign a maintenance contract with Centauria as revised. The motion passed unanimously. **Motion 05091505**

Note: Motion #4 as listed on the agenda was withdrawn.

### June 13, 2015

**Approval of Minutes:** Point of Order, approval of the minutes was done after the report of the ACA WSO Literature committee. The motion to approve was amended to change the person submitting the minutes for approval to read: submitted by Joan and Ines. A motion was made and 2nd, and the minutes of the May 9, 2015 teleconference meeting were unanimously approved. (Joan and Ines)

Motion #1: To validate on the record the Board's Specific Concurrence to authorize the former

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web host to disconnect the old ACA web site from his server. This motion passed unanimously.

**Motion 06131501**

Motion #2: To validate on the record the Board's Specific Concurrence to hire Scott as an IT Special Worker (title subject to change) as an independent Contractor. Among other duties, the ITSW will manage all aspects of the WSO's IT needs, provide technical support for the Joomila Repository, as well update the events page. The ITSW will also help develop and roll out the use of official email addresses for all WSO correspondence. Motion passed unanimously. **Motion 06131502**

Motion #3: Motion: To select Larry as the Chair of the Website and Database Committee.

Motion was unanimously approved. **Motion 06131503**

Motion #4: That the Board shall have monthly Working Sessions on the fourth Saturday of every month at a time to be determined. Motion passed unanimously. **Motion 06131504**

Motion #5: That the Board validate on the record the Board's decision to approve the expenditure of \$295 for 10 ISBN numbers and \$460 for 20 bar codes.

This motion was amended to read: That the Board validate on the record the Board's decision to approve the expenditure for 10 ISBN numbers and 20 bar codes. The amended motion passed unanimously. **Motion 06131505**

Motion #6: That the 11th Tradition be amended as approved by the delegates at the 2015 ABC: "Our public relations policy is based on attraction rather than promotion; we maintain personal anonymity at the level of press, radio, T.V., films and other public media." Motion passed unanimously. **Motion 06131506**

Motion #7: To appoint Larry A to act as the ABC Board Liaison for the 2016 ABC. Motion passed unanimously. **Motion 06131507**

Motion #8: That the Board approve the expenditure of \$129 to have the designer provide for the functionality of sending the purchaser an order-shipped email and an order-print capability.

Motion passed unanimously. **Motion 06131508**

**July 11, 2015**

**Approval of Minutes:** A motion was made and 2nd, and the minutes of the June 13, 2015 teleconference meeting were unanimously approved. (Ines)

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Motion #1: That the Board validate on the record the Board's Specific Concurrence to change the deadline for the submission of proposals for the ABC to September 30. The proposals will be analyzed and translated into several languages, and sent to registered ACA groups and Intergroups by December 2. The groups and Intergroups will have until February 28 to vote on the proposals. Motion passed unanimously. **Motion 07111501**

Motion #2: That the Board validate on the record the Board's Specific Concurrence to pay for the machine translations of all the booklets, tri-folds, or free downloadable meeting starter information into Danish, Finish and Spanish at a cost of about \$24,000. Motion passed unanimously. **Motion 07111502**

Motion #3: Approve travel cost for Mary Jo, Ines and Majbrit to Distribution Center in California at a cost of \$7000. Motion passed unanimously. **Motion 07111503**

**August 8, 2015**

**E. Approval of Minutes:** A motion was made and 2nd, and the minutes of the July 11, 2015 teleconference meeting were unanimously approved. (Ines)

Motion #1: Request for concurrence to reactive the Survey Monkey account to use for the 2016 ABC. The cost is \$26/month. Motion carried unanimously. **Motion 08081501**

Motion #2: That the Board meet near Signal Hill, California, for a three-day strategic planning meeting from November 12th through the 15th, and that those Board members who are able to stay longer may do so to work with the Special Workers and organize the archives at the Distribution Center. Motion passed unanimously. **Motion 08081502**

Motion #3: The Board validate on the record the Board's Specific Concurrence to print 2,000 copies of Laundry List Workbooks (LLWB) at a cost of \$7,568 and sell at a price of \$12. The LLWB will be included in the 10% Bulk Discount and Intergroup 30% Discount offers. Motion carried unanimously. **Motion 08081503**

Motion #4: The Board send complimentary copies of the Laundry List Workbook (LLWB) to all the contributors/editors/proofreaders, of which there are 7, and each Board member for a total of 12 complimentary copies. Motion passed unanimously. **Motion 08081504**

Motion #5: The Board authorize the payment \$280 for the US Copyright application for the Laundry List Workbook (LLWB). Motion passed unanimously. **Motion 08081505**

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Motion #6: Specific Concurrence to authorize payment for an additional 25 hours of work on X-Cart for programmatic fixes. Motion passed unanimously. **Motion 08081506**

Motion #7: That the Board validate on the record the Board's Specific Concurrence to spend \$2,053 on upgrades to the x-cart and email account.

Amendment: Change number to \$2,188 and consolidate motions 7 & 8. Amended motion passed unanimously. **Motion 08081507**

Motion #8: To validate on the record the Board's concurrence to paying the necessary expenses incurred by Will C, the Secretary of the European Committee, to attend the European Meeting in Helsinki, Finland, 28-30 August 2015. Motion passed unanimously. **Motion 08081508**

Motion #9: Specific concurrence to obtain available Archives. Motion passed unanimously. **Motion 08081509**

Motion #10: To select John M. as Chair of the MPS Committee. Motion passed unanimously. **Motion 08081510**

Motion #11: Concurrence to formalize the DC Oversight Committee

- Mary Jo - Operations and Financial oversight
- Majbrit - Operations oversight
- Ines - HR oversight

Motion passed unanimously. **Motion 0808111**

Note: Motion #8 as listed on the agenda was withdrawn and collapsed into motion #7.

**September 15, 2015**

**Approval of Minutes:** A motion was made and the minutes of the **August 8, 2015** meeting were approved as posted. (Ines)

Motion #1: The Board validate on the record the Board's Specific Concurrence to reclassify certain existing copies of literature and coins, as well as new coins and new literature and revisions, as Historical Archive Materials and reclassify their value as Long Term Assets. Motion passed unanimously. **Motion 09151501**

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Motion #2: The Board validate on the record the Board's Specific Concurrence to authorize the Chair to sign the contract to host the ABC//WAC at the Duncan Center in Delray Beach, Florida. The mandatory registration deadline for both the ABC & WAC shall be March 11, 2016. Motion passed unanimously. **Motion 09151502**

Motion #3: The Board validates on the record the Board's Specific Concurrence to pay an additional \$215 to add auto correction to the shopping cart to minimize the payment errors resulting from mistyped city, states or countries. Motion passed unanimously. **Motion 09151503**

**October 10, 2015**

**Approval of Minutes:** A motion was made to approve the minutes of the September 12, 2015 ACA WSO Teleconference Meeting. (Ines) The motion was seconded and approved unanimously.

Motion #1: That the registration deadline for the ABC and AWC be March 11, 2016. Motion passes unanimously. **Motion 10101501**

Motion #2: That the Board validate on the record their Specific Concurrence to hire a transcription service to type the minutes of the Board's working sessions at a rate of about \$1/minute. Motion passes unanimously. **Motion 10101502**

**November 14, 2015**

**Approval of Minutes:** A motion was made to table the minutes of the October 10, 2015 ACA WSO Teleconference Meeting for corrections. (Ines) The motion was seconded and approved unanimously.

Motion #1: That the Treasurer be authorized to open a second bank account with a new bank. Due to stricter banking regulations, the Chairperson and/or Secretary of the Board must also be present in person at the bank during this process. Additionally, the authorization for same must be minuted as part of an official regular Board meeting. Motion passed unanimously. **Motion 11141501**

Motion #2: That the WSO Board authorize the Chair to retain MCR Business Solutions to transcribe audio recordings into minutes for the Board. Motion passed unanimously. **Motion 11141502**

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Motion #3: To authorize the Treasurer to open a credit card for WSO Trustee and European Committee Chairperson Majbrit M. of Denmark. This will eliminate the need for wire transfer fees and allow her to directly ship H&I and other types of literature within Europe. It will also allow her to pay for other reimbursable expenses directly, all of which will be pre-approved by category or specific line item. Checks and balances would be accomplished through submission of receipts that are then balanced against credit card statements. Motion passed unanimously.

**Motion 11141503**

**December 12, 2015**

**Approval of Minutes:** Motion to approve the minutes of the October 10, 2015 ACA WSO Teleconference Meeting as amended. (Ines) Approved unanimously.

**Approval of Minutes:** Motion to table minutes of November 14, 2015 Teleconference Meeting. Approved without objection. Transcription service was hired.

Motion #1: That the Board validate on the record that the Chair may execute the William Boca Raton Courtesy Agreement and the Residence Inn Agreement to reserve rooms for any spill over for the ABC/AWC. Motion passed unanimously. **Motion 12121501**

**January 9, 2016**

**Approval of the Minutes:** Motion to approve the minutes of the November 14, 2015 ACA WSO Teleconference Meeting. (Mary Jo-second) Mary Jo commented that the report listed in the November minutes is not actually from November's Treasury Report, it's from October. The motion was tabled until the next meeting for further review.

**Approval of the Minutes:** Motion to approve the minutes of the December 12th, 2015 ACA WSO Teleconference Meeting. Mary Jo indicated that the Finance Committee is being listed separately instead of being listed as part of the Treasurer's Report. It also states that the Finance Committee report was tabled, but there was no report for December because there haven't been any meetings. The motion was amended to approve the minutes with the change that there was no report from the Finance Committee. The amended minutes passed, unanimously. (Amendment: there was no report for the finance committee).

Motion #1: To approve expenditure of \$260 to program the x-cart to capture shipping bug information. Motion passes unanimously. **Motion 01091601**

Motion #2: Approve minimum orders for the 30% intergroup discount. Minimum orders as follows:

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- a) Full Boxes of Books The number of books per box will vary according to the title. A box of Fellowship Texts will contain 20 books, a box of 12 Step Workbooks will contain 22 books, a box of Meditation Books hard cover will contain 18 books, a box of Meditations Books soft cover will contain 52 books, and a box of Laundry Lists Workbooks will contain 14 books. Each box will contain only one title and will not be mixed with other titles.
- b) **Complete Rolls of Chips or Medallions**  
There are 25 chips/medallions in each roll. Each roll to contain one kind of chip or medallion; i.e., Welcome chips, 1 month chips, 1 year medallions, 2 years medallions etc. The coins will not be mixed.
- c) **Sets of 10 of Each Title of Either Tri-fold Sets, the Tri-fold Assortment or Booklets**
- d) **Minimum of 2 Meeting Starter Kits**
- e) **Minimum of 3 New Meeting Packets**
- f) The minimum overall order is \$630 per order.
- g) All orders will be delivered to only one address. It is the responsibility of the Intergroups to distribute literature locally.
- h) After this program is rolled out, the WSO can reevaluate the minimum amounts to assure accessibility by the Intergroups and affordability by the WSO.

Motion passes unanimously. **Motion 01091602**

Motion #3: Approve the purchase of an additional 100 ISBN numbers at a cost o \$575. Motion passes unanimously. **Motion 01091603**

**February 13, 2016**

**Approval of the Minutes:** Motion brought to approve the minutes of the November 14, 2015 ACA WSO Teleconference Meeting with no changes. Motion passed unanimously.

**Approval of the Minutes:** Motion to approve the minutes of the January 9th, 2016 ACA WSO Teleconference Meetings. Motion passed, unanimously.

Motion #1: To validate on the record the Board's Specific Concurrence to pay the expenses of the

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European Chair to attend an ACA conference in Riga for the purpose of speaking about WSO Service. Motion passes unanimously. **Motion 02131601**

Motion #2: To approve the expenditure of \$782.50 for AWC medallions. Motion passes unanimously. **Motion 02131602**

Motion #3: To authorize payment of \$258 to have the intergroup shopping cart programmed by x-cart. Motion passes unanimously. **Motion 02131603**

Motion #4: Authorize the Chair to execute contract with Regency Party Rental & Productions for the installation of a riser for the AWC in the amount of \$807.41, not including tax. Motion passes unanimously. **Motion 02131604**

**March 12, 2016**

**Approval of Minutes:** Motion brought forward by Secretary, Ines Z. to table the minutes of the February 13, 2015 ACA WSO Teleconference Meeting. Motion tabled to April 2016.

Motion #1: To approve the extension of the Centauria IT service contract at \$90/hour for up to 22 hours per month. Motion passes unanimously. **03121601**

**April 9, 2016**

**Approval of Minutes:** Motion to approve the minutes of the February 13, 2015 ACA WSO Teleconference Meeting. Motion passed unanimously.

**Approval of Minutes:** Motion to approve the minutes of the March 12, 2016 ACA WSO Teleconference Meeting. Motion Passed Unanimously.

Motion #1: That the Board approve a wage increases for the Distribution Center Staff. Motion passes unanimously. **Motion 04091601**

Motion #2: Verify the nomination of Bill B. as the chair of the MPS committee. Motion passes unanimously. **Motion 04091602**

Motion #3: To validate on the record to postpone any decision on when, where and with which printer the Russian language version of the Big Red Book will be printed and delivered until a review of all known costs, printing options, logistics, and risks associated with this activity. This assessment will be prepared and submitted in a few months' time by the European Committee and the Russian Intergroup. Motion passes unanimously. **Motion 04091603**

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Motion #4: WSO install security cameras inside of the Signal Hill Distribution Center Offices and Warehouse as soon as possible with recording capability no less than one month using LA Security Cameras at a cost of approximately \$3,250.00, adding \$395 each for two additional exterior cameras. The installation of the camera system, which include integration of the camera reorder into our existing network, will allow for remote monitoring. Motion passes unanimously. ***Motion 04091604***

Motion #5: That the European Committee Chair be authorized to travel to Holland to speak and give an update on the European Committee at their ACA Event on the 9th of April, 2016. Motion passes unanimously. ***Motion 04091605***

Motion #6: That the Board approve the Chair of the Hospitals and Institutes Subcommittee, Joan B, and the Chair of the Intergroup Liaison Subcommittee Bonnie KM, pay for their reasonable expenses to attend the ABC/AWC. Motion passes unanimously. ***Motion 04091606***

Motion #7: The Board approve the use of ACA/AWC and or the BRB image to be printed on a cake to celebrate the 10th anniversary of the publication of the Big Red Book and expend \$100 on the cake. Motion passes unanimously. ***Motion 04091607***

Note: Motion #4 as listed on the agenda was withdrawn.

**April 22, 2016 Annual Business Conference  
(The 2016 ABC minutes which include these motions will be approved and/or amended at the 2017 Annual Business Conference.)**

Motion #1: The minutes of the 2015 ABC as amended were approved by majority vote. ***Motion 04221601/abc***

Motion #2: To approve the Finance/Treasurer's Report. The Finance/Treasurer's Report was approved unanimously. ***Motion 04221602/abc***

Motion #3: To approve all the reports. Motion passed unanimously. ***Motion 04221603/abc***

**April 23, 2016 Annual Business Conference (The 2016 ABC minutes which include these motions will be approved and/or amended at the 2017 Annual Business Conference.)**

Motion #1: To create a handbook for delegates. Motion passed unanimously. ***Motion 04231601/abc***

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Motion #2: To create a subcommittee for Delegate World Service Training. Motion passed unanimously. ***Motion 04231602/abc***

Motion #3: To revitalize the Ballot Review and Group Conscious Survey Committee. Motion passed unanimously. ***Motion 04231603/abc***