

Southern California Alateen Conference (SCAC)

By-Laws

ARTICLE I – ORGANIZATION AND PURPOSE

Section 1.1: Organization

The Southern California Alateen Conference (SCAC) operates as a Not-for-Profit Sponsored Organization with Southern California World Service of AFG, Inc., A California Nonprofit Public Benefit Corporation (SCWS), as its Fiscal Sponsor.

Section 1.2: Purpose

The purpose of SCAC is to provide a safe and supportive opportunity for Alateen members in the Southern California Area to share experience, strength and hope, with other Alateens. SCAC is based on the Twelve Steps, the Twelve Traditions and the Twelve Concepts of the Al-Anon/Alateen Family Groups. The conference is known to be very effective in increasing the growth and stability of Alateen members and Alateen groups throughout Southern California.

Section 1.3: Authority

SCAC recognizes the authority of the Southern California World Service Assembly (SCWS), will be in compliance with the *Southern California Area Alateen Safety and Behavior Requirements (ASBR)*, and automatically adopt any revisions approved by the SCWS Assembly.

The SCAC Committee agrees that the SCAC Board of Directors, which includes the SCWS Area Treasurer, will have oversight of the SCAC finances. SCAC agrees to maintain a working relationship with the SCWS Area Board.

ARTICLE II – ATTENDANCE CRITERIA

Section 2.1: Alateen

Attendance at SCAC is open to all members of Alateen who are between 12 and 18 years of age.

Section 2.2: Al-Anon

Attendance at SCAC is open to all Al-Anon Members Involved in Alateen Service (AMIAS) whose eligibility has been determined by the SCWS Area Alateen Process Person (AAPP).

Section 2.3: Other

Program speakers and required safety staff can attend for their designated purposes.

ARTICLE III – ELECTIONS & APPOINTMENTS

Section 3.1: Voting Eligibility

The Alateen members in attendance at the conference are the only members eligible to cast a vote in the elections for the SCAC Alateen Chairperson Elect.

The certified AMIAS in attendance at the conference are the only members eligible to cast a vote in the elections for the SCAC AMIAS Chairperson Elect.

Section 3.2: Leadership Rotation

Each year, the SCAC Alateen Chairperson Elect will rotate into the SCAC Alateen Chairperson position, and the SCAC AMIAS Chairperson Elect will rotate into the SCAC AMIAS Chairperson position. Annual elections will be held for new Chairpersons Elect.

Section 3.3: Qualifications for SCAC Alateen Chairperson and Chairperson Elect

The following requirements must be met in order for an Alateen Member to stand for the position of SCAC Alateen Chairperson and Alateen Chairperson Elect:

- Age requirement 15 – 17 and able to meet the commitment before aging out.
- Consistent Alateen membership 2 years
- Recommendation from their Alateen Group Sponsor
- Previous SCAC committee experience
- No other significant commitments on other committees

Desired Experience and Leadership Qualities

- Familiarity with the current:
 - *Al-Anon/Alateen Service Manual*
 - ASBR
 - SCAC By-Laws & Procedures
- Alateen event experience
- Event planning & leadership experience
- Experience in District, Area or AIS service
- References within Al-Anon/ Alateen

Section 3.4: Election of SCAC Alateen Chairperson Elect

- Applications for SCAC Alateen Chairperson Elect will be requested at least 3 months prior to SCAC

- Applications are due by May 1
- Applications will be screened for qualifications by the Screening Committee (See Sec.3.7)
- Voting will take place by secret ballot at the SCAC Business Meeting

Section 3.5: Qualifications for SCAC AMIAS Chairperson and Chairperson Elect

The following requirements must be met in order for a certified AMIAS to stand for the positions of SCAC AMIAS Chairperson and AMIAS Chairperson Elect:

- Alateen Group Sponsor with at least two years of consistent service
- Attended two previous SCACs
- 5 Years continuous membership in Al-Anon
- No other major service commitments during the term.
- DR/DAL recommendations
- Term as GR

Desired Experience and Leadership Qualities

- Familiarity with the current:
 - *Al-Anon/Alateen Service Manual*
 - ASBR
 - SCAC By-Laws & Procedures
- Experience as DR or DAL
- Some understanding of Al-Anon/Alateen policies and procedures
- Service beyond the group level
- Additional skills or talents such as:
 - Tech skills
 - Communication skills
 - Organization skills

Section 3.6: Election of SCAC AMIAS Chairperson Elect

Applications for SCAC AMIAS Chairperson Elect will be requested at least 3 months prior to SCAC

Applications are due by May 1.

Applications will be screened for qualifications by the Screening Committee

Voting will take place by secret ballot at the SCAC Business Meeting

Section 3.7: Screening Committee

A Screening committee will verify that all applicants meet the required qualifications.

The Screening Committee will consist of:

- Area Alateen Sponsor Coordinator (AASC)
- Area Alateen Member Coordinator (AAMC)
- At-Large AMIAS with SCAC experience to be selected by the AASC

ARTICLE IV – SCAC COMMITTEE AND EXECUTIVE COMMITTEE

Section 4.1: Requirements to hold SCAC Committee Positions

To be on the SCAC Alateen Committee, a member must have attended at least one SCAC prior to the appointment.

Additional qualities will be required based on the duties of each position.

Section 4.2: Appointment of SCAC Alateen Committee Members

Before the turnover meeting, the SCAC Alateen Chairperson, with input from the SCAC Alateen Chairperson Elect, appoints Alateen members to serve on the SCAC Committee which will organize and facilitate the next SCAC. The SCAC Alateen Chairperson appoints Alateen members to hold the following positions:

- SCAC Alateen Co-Treasurer
- SCAC Alateen Secretary
- SCAC Alateen Co-Secretary
- SCAC Alateen Registration Female Co-Chairperson
- SCAC Alateen Registration Male Co-Chairperson
- SCAC Alateen Co-Security Chairperson
- SCAC Alateen Hospitality Chairperson
- SCAC Alateen Co-Hospitality Chairperson
- SCAC Alateen Publicity Coordinator
- SCAC Alateen Co-Publicity Coordinator
- SCAC Alateen Ways & Means Coordinator
- SCAC Alateen Co-Ways & Means Coordinator
- SCAC Alateen Literature/Archives Coordinator
- SCAC Alateen Program Coordinator
- SCAC Alateen Co-Program Coordinator
- SCWS Alateen Member Coordinator*

*The SCWS Alateen Member Coordinator is a member of the committee by virtue of their position on the SCWS Board.

The elected SCAC AMIAS Chairperson and SCAC AMIAS Chairperson Elect may participate in the appointment of SCAC Committee members by offering suggestions and guidance to the SCAC Alateen Chairperson and SCAC Alateen Chairperson Elect.

Section 4.3: Appointment of SCAC AMIAS Committee Members

The elected SCAC AMIAS Chairperson, with input from the SCAC AMIAS Chairperson Elect, will appoint the following AMIAS Positions:

- SCAC AMIAS Security Chairperson
- SCAC AMIAS Treasurer

- SCAC AMIAS Female Registration Chairperson
- SCAC AMIAS Male Registration Chairperson

The following requirements must be met in order for a certified AMIAS be appointed to the SCAC AMIAS Committee:

- Currently certified AMIAS
- Alateen Group Sponsor with at least two years of consistent service
- Attended two previous SCACs
- 5 Years continuous membership in Al-Anon
- No other major service commitments during the term.
- DR/DAL recommendations
- Term as GR

These requirements are necessary due to the possibility of succession into the position of AMIAS Chairperson Elect.

Section 4.4: SCAC Nurse

The AMIAS Chairperson will appoint a Nurse for SCAC. The Nurse may be an AMIAS. However, it is not required. (See SCAC Procedures and Al-Anon Guidelines/Alateen Conferences G-16)

Section 4.5: SCAC Executive Committee

The Executive Committee will act on behalf of the SCAC Committee in between regularly scheduled SCAC Committee Meetings in case of urgent situations that require immediate attention. The Board of Directors is to be notified of any action taken as soon as possible.

The SCAC Executive Committee will include the following positions:

- SCAC Alateen Chairperson
- SCAC Alateen Chairperson Elect
- SCAC AMIAS Chairperson*
- SCAC AMIAS Chairperson Elect
- SCAC AMIAS Security
- SCAC AMIAS Treasurer
- SCAC Alateen Secretary
- SCWS Alateen Member Coordinator

*The SCAC AMIAS Chairperson will serve as chairperson of the Executive Committee.

The following members of the SCAC Executive Committee will serve as the Sub-Committee for onsite emergencies:

- SCAC Alateen Chairperson
- SCAC AMIAS Chairperson
- SCAC AMIAS Chairperson Elect

- SCAC AMIAS Security

AMIAS members of the Executive Committee will have voice & vote on all safety and security issues, keeping in mind the principle of substantial unanimity as stated in Concept 12, Warranty 3. The Alateen members of the Executive Committee will have voice only on all safety and security issues.

Section 4.6: SCAC Ad-Hoc Committees

The SCAC Alateen Chairperson and SCAC Alateen Chairperson Elect may appoint SCAC Ad-Hoc Committees and members as deemed necessary. The SCAC AMIAS Chairperson and SCAC AMIAS Chairperson Elect may participate in the appointment of SCAC Ad-Hoc Committee members by offering suggestions to the SCAC Alateen Chairperson and SCAC Alateen Co-Chairperson.

ARTICLE V – SCAC BOARD OF DIRECTORS

Section 5.1: Board of Directors Membership

The SCAC Board of Directors will consist of nine members:

- SCAC AMIAS Chairperson*
- SCAC AMIAS Chairperson Elect
- SCAC Alateen Chairperson
- SCAC Alateen Chairperson Elect

- SCWS Area Alateen Sponsor Coordinator
- SCWS Area Treasurer

- SCAC AMIAS Treasurer
- A Past SCAC AMIAS Chairperson (Appointed by: SCAC AMIAS Chairperson)
- SCAC Alateen Secretary

*The SCAC AMIAS Chairperson serves as Chairperson of the Board.

Responsibilities of the SCAC Board of Directors include: ASBR compliance, interface with SCWS, financial oversight, contractual agreements, and supervisory functions as needed.

Board Chairperson’s responsibilities include:

- Set Board meeting agendas.
- Facilitating the meetings.
- Delegate specific duties and tasks as needed.

Section 5.2: Appointments

The SCAC Board of Directors are appointed by virtue of their position on the SCAC Committee or SCWS Area Board.

The *SCAC members* of the SCAC Board will assume their duties annually during the month of August.

The *SCWS members* of the SCAC Board will assume their three-year term in January, the first year of their panel on the SCWS Board.

Section 5.3: Duties

- Attend all SCAC Board of Directors meetings during the term.
- Hold at least four meetings annually.
 - Review and approve all SCAC budget and expense reports.
 - Authorize and sign contracts pertaining to SCAC.
 - Minutes of these meetings are to be recorded and kept on file.
- Attend interim meetings called by the SCAC AMIAS Chairperson.
- Assure that an annual audit of the SCAC finances is conducted by September 30, and addresses any discrepancies noted in the Auditor's report.
- SCWS Area Treasurer and the SCAC AMIAS Treasurer are required to assist in annual audit and annual tax preparation.
- Oversee requirements of the Fiscal Sponsor Agreement.
- Incorporate any revisions and approved amendments to the SCAC Bylaws.
- Review Bylaws at least every three years.

Section 5.4: Board Voting

Two-thirds (Six members) of the Board members must be present in order for voting to occur. *That all important decisions be reached by discussion, vote and whenever possible, decisions will be made by substantial unanimity.* Only the Board members in attendance will be eligible to vote. (Reference Concept 12, Warranty 3)

ARTICLE VI –ANNUAL TIMELINE

Section 6.1: Committee Meetings

The Committee will meet monthly to plan SCAC. Meetings are chaired by the SCAC Alateen Chairperson. They have the autonomy to decide to have meetings in person, electronically, or any combination of the two.

Section 6.2: Committee Events and Fundraisers

The SCAC committee will plan periodic events and fundraisers during the year leading up to SCAC. Subcommittees will be responsible for planning each event.

Event Plans will be prepared in accordance with the SCWS Area Safety and Behavioral Requirements.

- The SCAC AMIAS Security Chairperson is responsible to submit plans to the Area Alateen Events Coordinator for approval.
- A Provisional Approval Form must be submitted and approved by the AAEC for each periodic event. All flyers and forms must include the phrase “Pending Final Approval”.
- The Final Event Plan must be submitted to the SCWS AAEC a minimum of 30 days in advance of each event for final approval.

Section 6.3: SCAC Event Plans

The SCAC Committee is responsible for planning the conference.

The Event Plan will be prepared in accordance with the SCWS Area Safety and Behavioral Requirements.

- The SCAC AMIAS Security Chairperson is responsible for submitting the plan to the Area Alateen Events Coordinator for approval.
- A Provisional Approval Form must be submitted and approved by the AAEC for the event. All flyers and forms must include the phrase “Pending Final Approval”.
- The Final Event Plan must be submitted to the SCWS AAEC a minimum of 45 days in advance of each event for final approval.

Section 6.4: Key Meetings/Events

August

- Turnover meeting including committee members from the current year’s and upcoming year’s committees
 - Turn over reports and materials
 - Must be held no later than August 31
- The committee will meet to layout calendar year of events immediately following the turnover meeting – should be at least six events between October and June before SCAC

September

- Executive Committee meeting with Board of Directors to review and finalize a budget that must be held before the September committee meeting.
- Board of Directors assure that an annual audit of the SCAC finances is conducted by September 30

December

- Board of Directors must meet before December 31 to review budget reports and any contracts

January

- Committee releases SCAC Logo, Slogan and registration packet

March

- Board of Directors must meet before April 30 to review budget reports and any contracts

April

- Request applications for SCAC Alateen Chairperson Elect and SCAC AMIAS Chairperson Elect

May

- Applications for SCAC Alateen Chairperson Elect and SCAC AMIAS Chairperson Elect due and submitted to Screening Committee by May 1st.
- A Committee meeting to determine the meeting topics and speakers at SCAC must be held no later than 60 days before the conference.
- Last Chance picnic
 - To be held at least 30 days before conference

June

- Board of Directors must meet before June 30 to review budget reports and any contracts

July

- Conference
 - Must be held no later than mid July

ARTICLE VII - FINANCIAL PROCEDURES

Section 7.1: SCAC Bank Account

The SCAC bank account must be maintained by the SCAC AMIAS Treasurer together with the SCAC Alateen Co-Treasurer. All deposits and withdrawals must be logged to keep a detailed report of all SCAC income and expenses. The SCAC bank account will always be kept separate from the SCWS account.

Section 7.2: Account Accessibility

The SCAC bank account accessibility will be limited to the SCAC AMIAS Treasurer, SCAC AMIAS Chairperson, and SCAC AMIAS Chairperson-Elect. The SCWS Area Treasurer will have oversight of the SCAC bank account and finances. The SCAC bank account must be turned over to the following year's committee at the turnover meeting which should be held prior to the beginning of the next fiscal year (September 1).

Section 7.3: Cash On Hand

The SCAC AMIAS Treasurer should keep a sufficient amount of cash on hand in a cashbox for minor purchases or to use as a change fund at events.

Section 7.4: Reimbursements

All expenditures and reimbursements must comply with the approval process outlined in the SCAC Procedures document. Receipts are required for all expenditures.

ARTICLE VIII – SPECIAL CIRCUMSTANCES

Section 8.1: SCAC AMIAS Chairperson/Chairperson Elect Resignation

In the case of the resignation or incapacitation of the SCAC AMIAS Chairperson, the SCAC AMIAS Chairperson Elect will assume the responsibilities of the SCAC AMIAS Chairperson. In the case of the resignation or incapacitation of the SCAC AMIAS Chairperson Elect, the SCAC AMIAS Chairperson will appoint a new SCAC AMIAS Committee member to serve as the SCAC AMIAS Chairperson Elect. The newly appointed Chairperson Elect must meet all of the qualifications listed in Section 3.5.

Section 8.2: SCAC Alateen Chairperson/Chairperson Elect Resignation

In the case of the resignation or incapacitation of the SCAC Alateen Chairperson, the SCAC Alateen Chairperson Elect will assume the responsibilities of the SCAC Alateen Chairperson. In the case of the resignation or incapacitation of the SCAC Alateen Chairperson Elect, the SCAC Alateen Chairperson will appoint a new Alateen SCAC Committee member to serve as the SCAC Alateen Chairperson Elect. The newly appointed Chairperson Elect must meet all of the qualifications listed in Section 3.3.

Section 8.3: SCAC Committee Resignation

In the case of the resignation or incapacitation of a SCAC Alateen committee member, it is up to the SCAC Alateen Chairperson and SCAC Alateen Chairperson Elect to appoint a replacement who meets all of the qualifications listed in section 4.1.

In the case of the resignation or incapacitation of a SCAC AMIAS committee member, it is up to the SCAC AMIAS Chairperson and SCAC AMIAS Chairperson Elect to appoint a replacement who must meet all of the qualifications listed in Section 4.3.

Section 8.4: Restarting SCAC After an Unforeseen or Delayed Postponement

Some of the provisions laid out in the Bylaws will need to be waived in order to:

- Address matters that need to be implemented to facilitate restarting SCAC after which the committee will adhere to the Bylaws for successive annual Conferences. The SCWS Chairperson will assign the Area Alateen Resolution Committee or create a Task Force to establish a committee for the first SCAC.

ARTICLE IX – RATIFICATION & AMENDMENTS

Section 9.1: Ratification

The Bylaws will be ratified by the SCAC Board of Directors and affirmed by vote at SCAC by the membership.

Section 9.2: By-Law Revision

A Bylaw committee including the following Board members, SCAC AMIAS Chair, SCAC Alateen Chair, SCWS AASC, SCAC AMIAS Treasurer, SCAC Alateen Secretary will review Bylaws every three years.

Section 9.3: Amendments

Proposed amendments must be made in written form and submitted to the SCAC Board of Directors prior to the next SCAC Board meeting.

Once approved by the SCAC Board of Directors, the proposed amendment will be brought to a vote by the membership at the annual Business Meeting at SCAC.

Section 9.4: Amendment History