

# **Texas Area Service Gulf Coast (TASGC) Structure & Bylaws**

## **ARTICLE I Robert's Rules of Order**

- A. Incorporate the Rules of Order as stated in the World Service Manual. Discussion during the meeting may be limited at Area Chair's discretion.
- B. In the event where the group conscience is not in session and a situation arises requiring action before the TASGC voting body is scheduled to meet again, the Executive Board, which consists of the Area Chairperson, Area Vice Chairperson, Area Treasurer, and Area Secretary may meet to conduct Area business.

## **ARTICLE II Voting Procedures**

- A. The Area voting members shall be Area Officers, Area Committee Chairs or Designee, DSR, GSR or Alternate GSR, Delegates or Alternate Delegates, Convention Chair or Designee from Convention Steering Committee, Member at large holding no position in Area, and Area Chair in case of a tie.
- B. Member At large to be selected by Area Chair, at the beginning of each meeting.
- C. Any voting member can proxy their vote in writing to a voting member in the event of their absence, proxy must be presented at the meeting.
- D. Voting Members can carry no more than two (2) votes.

## **ARTICLE III Voting Quorum**

- A. Two third (2/3) of the voting members present.
- B. Three fourths (3/4) voting members to change bylaws.

## **ARTICLE IV Delegate and Area Officer Elections**

- A. The number of delegates shall be determined as set forth in the World Service Manual. The number of Alternate Delegates shall be five.
- B. All Area officer candidates (Chair, Vice Chair, Secretary, and Treasurer), Delegates and Alternates, and Committee Chair (Except CATW) shall be held at the February Area meeting. The convention steering committee shall be elected at the February Area meeting but, may be elected in a special election if needed.
- C. Delegates are required to have previously served and completed service work on the group, district and area levels, as well as meet all qualifications as set forth by the World Service Manual.

## **ARTICLE V Regional Service Assembly**

- A. According to the World Service manual, Subsection Regional Service Assembly, Delegates and Area Chairpersons expense should be provided exclusively by their local areas. The Regional Service Assembly is held annually.
- B. The WSC delegates and Area Chairpersons may carry no more than two votes at the Regional Assembly (one proxy pursuant to WSC voting procedures). All proxies must be approved by the Area Chair before attending the Regional Assembly.
- C. The purpose of the Assembly is for the election of the trustee candidates to be placed on the Trustee-Elect slate. Each area may submit a complete service resume, which must be signed by the Area Chair and a statement of willingness to serve at the World Service Level. The Regional Assembly will consider the names submitted by each Area for nominations as Trustee. The Area shall approve any and all candidates for Regional Trustee within the TASGC no later than September's meeting prior to the scheduled Regional Assembly each year.
- D. Prior to the Regional Assembly, the Area Chair will hold a meeting for the voting members of the assembly from TASGC. This meeting will be held at the Regional Convention, but prior to the Regional Assembly. The Area Chair will determine the time and local of said meeting.
- E. In a case where the Area Chair cannot be present at the Regional Conference, the Vice Chair will conduct the meeting to discuss voting procedures.

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## ARTICLE VI Frequency of Area Meeting

- A. TASGC shall hold monthly meetings.
- B. The meetings will be held on the second Saturday at 2:00 p.m.
- C. Other regular Area meetings may be scheduled by a group conscience or Area Chair by determining the meeting date, location and time at least 30- days prior to said meeting.

## ARTICLE VII Location of Meetings

Texas Area Service Gulf Coast meeting shall be held at 725 Bateswood Dr. Houston, TX 77079; however, upon group conscience decision, the meeting may be taken to other locations in TASGC.

## ARTICLE VIII Meeting Attendance

- A. All positions at the Area level are allowed only three (3) absences a year.
- B. In the event of more than allowed absences the Area may decide by a group conscience to keep that individual in the position depending on the circumstances of the absence.
- C. Notification of the absence is to be given to the Area Chair prior to its occurrence and, whenever possible a written report submitted and a vote provided to another member.
- D. All voting members are expected to attend Area meetings on a regular basis and submit a written report at each meeting.

## ARTICLE IX Financial Guidelines

- A. **Money Handling Techniques:**
  - a. Do not borrow funds from the treasury: There is no reason for anyone to borrow the TASGC funds!
  - b. There will be NO commingling of funds. Personal monies and TASGC monies shall NEVER be combined or co-mingled.
- B. **Prudent Reserve:**
  - a. TASGC shall keep a prudent reserve of three (3) months operating expenses. All monies as it relates to 7th tradition exceeding prudent reserve will be passed on to the next level, the World Service Office (WSO).
  - b. Prudent reserve will be determined by an average of three (3) months operating expenses, annual Insurance premium, and delegate expenses for World Conference and SW Regional Convention, and will include a 25% contingency.
  - c. This amount may be changed with approval of a 2/3 majority group conscience vote of TASGC.
  - d. In the event that the 7th tradition funds are depleted; the order of spending from other area funds are to be as follows: 1. H&I, 2. Chips and Literature, 3. Prudent Reserve, 4. C.A.T.W., 5. Convention.
  - e. The order of fund replacement will be as follows unless otherwise determined by 2/3 majority vote: 1. Operating Expenses, 2. Chips and Literature, 3.H&I, 4. C.A.T.W., 5. Convention, 6. Prudent Reserve.
- C. **Bank Deposit Procedure:**
  - a. Depositing of funds shall be made on the following business day.
  - b. The TASGC treasurer should keep the receipt that is given by the bank in a safe place and reconcile with the bank statement at the end of the month.
- D. **Area Fundraisers and Other Events:**
  - a. Every TASGC event should have a treasurer. This individual is responsible to the event committee and the TASGC Treasurer for timely financial reports. The TASGC treasurer can also serve if necessary in this capacity.
  - b. At the end of the event a reconciliation of income and expenses needs to be forwarded to the TASGC Treasurer along with any donations from that event to the Area. A copy of this reconciliation should be available to all members of the TASGC committee.

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## E. **Bank Account Maintenance:**

- a. Checking Accounts should require two signatures. Those authorized to sign consist of the TASGC Chairperson, Vice Chairperson, Secretary and Treasurer.
- b. Checks should never be pre-signed.
- c. The TASGC treasurer is a required signer in order to facilitate the proper conducting of TASGC Service business.
- d. The Area Treasurer shall handle the checkbook for the Area account.
- e. The Area Treasurer shall maintain the PayPal account.
  - i. The Area Officers shall be on the PayPal account as any other area bank account.
  - ii. The Internet Chair will be responsible for adding and removing names from the PayPal account and assigning permissions, user IDs, passwords, and assisting with shopping cart setups for smart devices.
  - iii. The Area Treasurer, Convention Treasurer, Area Chair, and Area Vice-Chair shall have the authority to transfer funds to the appropriate Area bank account.
  - iv. The Area Treasurer shall be the keeper of the phone swipes and keep a record of whom they are issued to for use that is announced in the Area meeting for record in the minutes.

## F. **Request for Funds:**

- a. All requests for funds from TASGC Must have written verification i.e. receipts, quotes, invoices etc. A receipt should accompany all requests for reimbursements.
- b. For expenditures over \$500.00, there must be a 3 bid process to verify that the Area is getting the best deal possible.

## G. **Treasurer Replacement:**

- a. Upon resignation / or Election of a new treasurer, a new bank signature card shall go into effect in no later than 3 business days.
- b. The current treasurer shall go to the bank, get signature cards, have them signed and return them to the bank immediately. This is done so that the new treasurer can take over their newly assigned duties.
- c. When a treasurer is elected all records need to be turned over to the new treasurer. The former treasurer should be available to assist the new treasurer in continuing a successful financial statement for the Area by the next reporting period following the new treasurer's election.

## H. **Financial Review:**

- a. A financial review of TASGC financial records should take place at least once a year by the TASGC Chairperson, Vice Chairperson, Secretary and Treasurer.

## I. **Bank Deposits Procedures for Fundraisers**

- a. When the Fundraisers are held at a group level i.e. "Celebrate Around the World", the area Treasurer or Area Secretary shall deposit monies the next business day into the TASGC bank account.

## **ARTICLE X Convention Money Handling Procedures**

- A. Any and all contracts that exceed \$500.00 shall be reviewed, approved and signed by the Area Chairperson.
- B. The Area Chair, Convention Chair, Convention Vice Chair, Convention Delegate and Convention Treasurer shall be signers on the Convention Account.
- C. The Convention Cash Handling committee is made up of the Convention Chair, Vice Chair, Treasurer, Co-Treasurer, Hotel Liaison, Area Chair, and Area Treasurer.
  - a. The Convention Cash Handling pick up schedule shall be determined by the Cash Handling Committee.
  - b. Books containing triplicate receipts are to be used whenever funds are picked up (cash or credit card receipts).
  - c. One member of the host/information committee and one from the cash handling committee will pick up from the point of sale. Funds are transferred in a cash bag.
  - d. Funds are transferred to the cash handling room and counted separately by 2 members of the cash handling committee. Both verifiers sign the receipt. The original is placed in an envelope with the funds, sealed, and both verifiers initial across the seal. The 2nd copy is returned to the originating committee. 3rd copy stays in the receipt book.
  - e. Marathon 7th tradition funds will be delivered to Treasury Room between 12 midnight and 7 a.m.
  - f. It is recommended that bank deposits be made at minimum Saturday a.m. and Monday a.m. No funds shall be deposited directly to the Area account.

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- D. The TASGC Convention committee members who have signatory authority for the hotel safety deposit box shall be the Convention Chairperson, Area Chairperson, Convention Treasurer, and the Area Treasurer and Hotel Liaison.
  - a. No obligations or indebtedness shall be issued in the name of the convention without the affirmative vote of the majority (permission) of the TASGC Convention Committee.
  - b. At the end of the convention, all monies transferred to the Area account with the exception of the \$2,500 seed money for the following year's convention. The Convention checkbook shall be turned over to the following year's Convention Treasurer.
  - c. The TASGC Convention Committee Treasurer will monitor the convention committee's bank account and be able to give an account for the balance.
- E. No co-mingling of any funds raised on behalf of the TASGC Convention and TASGC until funds are transferred from the convention account.
- F. The Convention Committee is dissolved at the end of the convention wrap-up meeting, with the exception of the Chair and Treasurer who shall remain until final reconciliation of bank, credit card, and hotel accounts. All archives from the convention shall be passed on to the Area Archives Chair at the next meeting following the convention.

### **ARTICLE XI Distribution of Monies from Convention**

- A. Seed money for the convention is a fixed amount. Amount to be \$2,500.00.
- B. All monies transferred from the convention account in accordance with Article X.Db above shall be distributed as follows: replenish prudent reserve, fund World Service Conference Delegate expenses as considered practical by the General Committee, and provide Celebrate Around the World seed money, with remaining monies distributed equally to WSO and to TASGC.

### **ARTICLE XII Procedures for Revisions of the TASGC Bylaws**

- A. TASGC Structure and Bylaws AdHoc Committee shall include Area Chair, two (2) GSR's, two (2) Delegates, and any member of the fellowship that wants to participate.
- B. AdHoc Committee shall meet a minimum of two times a year to review and amend bylaws.
- C. Secretary shall create a list of motions passed in the Area General Session, to act as standing rules to accompany the Structure & Bylaws. These standing rules will be reviewed by the AdHoc Committee as necessary.
- D. Area Chair shall call AdHoc Committee meetings as he or she deems necessary and to receive guidance on area issues.
- E. AdHoc Committee does not itself amend the Bylaws however, makes recommendation for the Area to vote and approve.
- F. Anyone may submit changes in writing at a TASGC meeting to be considered by the AdHoc Committee for review.
- G. TASGC Chair shall add an agenda line item entitled "AdHoc Submittal Requests" to insure that any and all parties interested in submitting a request is acknowledged.

### **ARTICLE XII Removal of Officers**

An area officer will be removed by the Area in the event of any of the following reasons:

1. Violent Behavior
2. Relapse
3. Stealing
4. Any other behavior deemed inappropriate by a 2/3 majority TASGC group conscience vote.

### **ARTICLE XIV**

An Area Officer shall not express opinion or binding commitment in public arenas concerning TASGC, without the expressed permission of a group conscience by the TASGC body.

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## **ARTICLE XV**

Any quotation of a sentence or phrase from a published source outside of Cocaine Anonymous that is used on CA memorabilia, flyers, or in any other form should always cite the original source of the quote. Doing so is not considered to be materially modifying the design of any artwork.

## **ARTICLE XVI**

Delegate/Alternate Responsibilities:

1. Attend Monthly Delegate and TASGC Area Meeting
2. Are allowed only three (3) absences a year of either the Monthly Delegate or TASGC Area Meeting
3. In the event of more than allowed absences, the Area may decide by a group conscience to keep that individual in the position depending on the circumstances of the absence.
4. Notification of the absence is to be posted in the Yahoo Group email prior to its occurrence and, if a voting Delegate, proxy vote provided to another member.
5. If applicable, Senior Delegate will print out notification of proxy vote to submit at Area for minutes.
6. Delegates/Alternate Delegates are expected to participate at any events that require Delegate participation unless written notification is given.