

**BYLAWS OF**  
**THE GREATER HOUSTON COMMUNITY COMMITTEE**  
**OF Co-DEPENDENTS ANONYMOUS**

**ARTICLE I**

A. Name

The name of the organization shall be: The Greater Houston Community Committee of Co-Dependents Anonymous (hereinafter may also be referred to as "The Committee," "Greater Houston CoDA" and/or "Greater Houston CoDA Community Service Committee").

B. Purpose

The Committee has but one purpose, that of serving the fellowship of Co-Dependents Anonymous (CoDA). Its goals are to carry the CoDA message to those who still suffer from Co-Dependency, and to offer healthy support of the continuing growth of those recovering from Co-Dependency. The Committee serves in several ways.

- i. In as much as each CoDA Group is autonomous, Greater Houston CoDA has no authority or control over individual meetings or CoDA as a whole, but serves as an inter-group coordinator and mainline of communication between groups in order to help share information, problems and solutions.
- ii. Greater Houston CoDA serves as the voice of the CoDA Groups it represents in communication with other CoDA Community Committees and with regional and world CoDA organizations.
- iii. Greater Houston CoDA encourages and helps new CoDA Groups with information, suggestions and starter materials.
- iv. Greater Houston CoDA may sponsor certain events, retreats, workshops, scholarships, fellowship opportunities, etc. (see ARTICLE S X and XI).
- v. Greater Houston CoDA may serve as an aid to CoDA Regional or CoDA World Fellowships when so requested.

**ARTICLE II**

Scope

The Greater Houston Community Committee shall provide its services to all CoDA Groups Houston-Galveston Area region of Texas, including: Austin, Brazoria, Chambers, Colorado, Fort Bend, Galveston, Harris, Liberty, Matagorda, Montgomery, Walker, Waller, and Wharton counties.

### **ARTICLE III**

#### Guidelines

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

### **ARTICLE IV**

#### A. Membership

The voting membership of The Greater Houston Community Committee shall consist of elected representatives of every CoDA Group (Group Service Reps) within the scope of Greater Houston CoDA (provided that they are registered with both the CoDA Service Office and Greater Houston CoDA), plus, certain Officers and Sub-Committee Chairs elected by The Committee (see Articles V & VI).

Each CoDA Group is encouraged to elect a Group Service Representative (GSR) and one or more Alternates. As is The Committee's Group Conscience, voting opportunity can be extended to otherwise non-voting Committee Members at Large present at any meeting.

#### B. Terms of Group Service Representatives

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

#### C. Voting

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

### **ARTICLE V**

#### A. Officers

The Officers of The Committee shall consist of the following:

- i. Chair (elected in odd numbered years.)
- ii. Vice Chair (elected in even numbered years.)\*
- iii. Secretary (elected in odd numbered years.)
- iv. Treasurer (elected in even numbered years.)

- v. Community Outreach Chair, Standing Outreach Sub-Committee (elected annually.)
- vi. Regional Representative (elected annually / non-Service Board voting.)
- vii. Parliamentarian (elected annually / non-Service Board voting.)

\* In January 2017, the Vice Chair position will be filled for one year as if a vacant position and thereafter offered for election in even numbered years.

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

#### B. Terms of Office

In keeping with the Twelve Traditions, all officer service positions are intended to be rotated around for all to share.

- i. The Chair, Vice Chair, Secretary and Treasurer terms of office shall be for two (2) calendar years and are limited to one (1) full term.
- ii. The Outreach Sub-Committee Chair, Regional Representative and Parliamentarian terms of office shall be for one (1) calendar year and are limited to two (2) full consecutive terms.
- iii. No officer shall hold more than one office at any one time.
- iv. No person shall serve for any combination of positions for more than four (4) consecutive years.
- v. After one year in a non-officer capacity, full eligibility for holding office is reinstated.

#### C. Election of Officers

Officers shall be elected by Group Conscience of members in attendance at the January Committee Meeting.

- i. Election of the Chair and Secretary shall be by hand or voice vote, to take place at the January meeting of The Committee, in every odd numbered year beginning 2017.
- ii. Election of the Vice Chair shall take place by hand or voice vote at the January meeting of The Committee, in every even numbered year beginning 2018.
- iii. Election of the Treasurer shall take place by hand or voice vote at the January Meeting of The Committee, in every even numbered year beginning in 2016.
- iv. Election of the Outreach Sub-Committee Chair, Regional Representative and Parliamentarian shall take place by hand or voice vote annually at the January Meeting of The Committee beginning in 2016.

Each position will be elected separately. For example, the Chair will be elected from those nominated, and then nominations will be honored for the Vice Chair. The nominee with the most votes shall be elected to office. The Chair, or whoever is presiding, may break, but may not make a tie. If only one person is nominated, the person's election requires a majority of the voting members present.

Incoming officers shall take office immediately following the January Meeting. Outgoing officers shall work closely with their successors during January and February to provide a smooth, overlapping transition.

Prior to the elections, in both the months of November and December, notices of the upcoming election and available positions shall be extended to all CoDA Group Reps, Officers, Subcommittee Chairs and active Committee Members at Large within the scope of The Greater Houston Community Committee.

#### D. Nominations

A Nominating Committee of four (4) Greater Houston CoDA Committee members will be established in October for the purpose of facilitating nominations; however, any qualified CoDA member may be nominated from the floor by a member with voting rights, or may volunteer for office at the time of the elections.

Anyone nominated by a nominating committee, or nominated from the floor, must either:

- i. be present at the time of the election, or
- ii. have told the nominating committee (or a member of GREATER HOUSTON CODA who is present at election),

that s/he is willing to be nominated to a specific office or offices.

#### E. Qualifications for Office

Any member of a CoDA Group within the scope of The Greater Houston Community Committee may hold elective office in GREATER HOUSTON CODA, provided they have:

- i. At least 9 months active in CoDA Program working The Twelve Steps,
- ii. A working familiarity with the Twelve Traditions,
- iii. Read the CoDA Fellowship Service Manual and these Bylaws, and
- iv. Attended at least three (3) Greater Houston CoDA Committee meetings within the last twelve (12) months.

If none who meets the qualifications above is available for an office, an individual may be elected on an interim basis, at the discretion of The Committee.

#### F. Duties of Offices

- **The Chair** shall plan and set the agenda for the monthly meetings of The Committee, and shall conduct the meetings in accordance with The Twelve Traditions, The Committee's Group Conscience, Committee Bylaws and established parliamentary procedure. Between meetings of the Committee, The Chair shall be available to meet the ongoing needs of the CoDA community, may call on other officers for their assistance and advice, and should convene the Service Board whenever deemed necessary (see Article VII). The Chair shall represent The Committee's Group Conscience and serves as the liaison and primary designated representative before other CoDA community committees and CoDA Regional, National and World organizations. The Chair shall be authorized as a signatory on any bank account held by The Committee. If a Group Service Representative is elected Chair, s/he shall resign from the Representative position. The Chair shall not be held responsible for the execution of the financial duties by the other officers.

- **The Vice Chair** shall be responsible for assisting the Chair in all duties and prepared to assume the responsibilities of the Chair when requested, or in the Chair's absence. If a Group Service Representative is elected Vice Chair, s/he shall resign from the Representative position. The Vice Chair shall be authorized as a signatory on any bank account held by The Committee. The Vice Chair shall not be held responsible for the execution of the financial duties by the other officers.
- **The Secretary** shall be responsible for taking and transcribing the minutes of the monthly meetings, which shall include a list of persons present, all announcements and all motions whether carried or not. The Secretary shall distribute the minutes and other materials as the Committee may designate. The minutes of a monthly meeting shall be distributed to each Group Service Representative, Committee Officer, Sub-Committee Chair, and Committee Members at Large prior to the date of the following meeting. The Secretary shall maintain copies of Meeting Minutes and Treasurer and other reports and records for review and historical reference.
- **The Treasurer** shall be responsible for the receipt and proper accounting of all funds and shall provide a formal written monthly accounting to The Committee. Every month, the Treasurer shall furnish to The Chair or Acting Chair the monthly bank statement, the canceled and voided checks, the disbursement sheet or checkbook log of checks written, and other materials within reason that may be deemed necessary. The Treasurer shall not be authorized as a check writing signatory on any bank account held by The Committee. Bank account authorization shall be limited to deposits and account viewing. The Treasurer shall not be held responsible for the execution of the financial duties by the other officers.
- **The Community Outreach Chair** shall develop a CoDA service volunteer network and manage a Standing Community Outreach Committee with responsibility for orchestrating Greater Houston CoDA's outreach plans and service activities.
- **The Regional Representative**, in consultation with the Chair, shall represent the Chair and The Committee's Group Conscience at Regional business meetings and shall report back to the Committee meeting discussions and motions. The Regional Representative may not offer or make Committee commitments that are independent of the Chair's awareness and agreement.
- **The Parliamentarian** ensures Committee meetings are conducted in accordance with the Twelve Traditions, The Committee's group conscience, these bylaws and parliamentary procedures established by The Committee. The Parliamentarian shall be authorized as a signatory on any bank account held by The Committee. The Parliamentarian shall not be held responsible for the execution of the financial duties by the other officers.

Each Officer shall be responsible for contacting the Chair or Vice Chair ahead of time if unable to attend a community meeting.

#### G. Voting by Officers

Each Committee officer shall be entitled to one vote. The fact that a Group Service Representative is elected to any office shall not entitle them to an additional vote.

#### H. Succession - Meetings

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

#### I. Vacancies and Resignations

If an officer fails to attend two consecutive meetings without prior notice to the Chair, their office may be declared vacant by a two-thirds majority of those members present and voting. Any officer may resign at any time by giving written notice to the Chair.

#### J. Removal from Office

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

#### K. Filling of Vacancies

If the office of Chair becomes vacant, the Vice Chair automatically succeeds to the Chair position. All other vacancies shall be filled within 75 days of the vacancy's announcement to the fellowship and by a majority two thirds vote of members present at a meeting. Appointment of acting officers shall follow the nomination procedures established in Article V Section C, and qualifications set forth in Article V, Section E. Such persons chosen to fill said vacancies shall serve for the remainder of the unexpired term.

#### L. Delivery of Materials

Should a vacancy, resignation or removal occur, all pertinent information and materials shall be delivered within 30 days to the Committee Chair, or to whomever the Chair may designate.

#### M. Officer's Expenses

The Committee shall reimburse any travel and living expenses deemed reasonable that are incurred by the primary designated representative(s) to CoDA regional business meetings, assemblies and/or conventions. The expenses of additional representatives or Alternates may be covered by Group Conscience of The Committee. Expense reports with receipts shall be submitted by any officer being reimbursed (see Article IX, Section E.)

#### N. Liabilities

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

O. "Business" Officers

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

- President: The Chair
- Vice President: The Vice-Chair
- Treasurer: The Treasurer
- Secretary: The Secretary
- Compliance Officer: The Parliamentarian

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

**ARTICLE VI**

A. Sub-Committees

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

B. Sub-Committee Chairs

Standing Sub-Committee Chairs shall be elected at the same time and in the same manner as GREATER HOUSTON CODA Officers (Article V, Section C), shall have one year term(s) of office (Article V, Section B), and meet the same qualifications (Article V, Section E).

- i. Standing Sub-Committee Chairs shall have a vote on matters that come before The Committee.
- ii. Ad Hoc Sub-Committee Chairs shall be appointed by the sitting Chair, and shall meet the requirements for office indicated in (see ARTICLE V, Section E). Such Chairs shall serve until completion of the particular need for which the committee was established. Ad Hoc Sub-Committee Chairs shall have voting rights while the subcommittee is active.

C. Sub-Committee Membership

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

D. Standing Sub-Committee Procedures

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

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

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

#### F. Sub-Committee Reports

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

#### G. Ex-Officio Members

The Committee Chair and Vice-Chair may serve as ex-officio members to all Sub-Committees.

#### H. Removal

Removal of a Standing Sub-Committee Chair can be made in the same manner as indicated in Article V, Section J. Ad Hoc Sub-Committee Chairs may be removed by the vote of the members present at a Committee Meeting.

### **ARTICLE VII**

#### A. Open Meetings

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

At the discretion of The Committee's Group Conscience, voting rights and opportunity to offer and second a motion may be extended to Committee Members at Large in attendance at any meeting.

#### B. Regular Meetings

The Committee shall establish a specific and on-going time, day and place for its monthly meetings and communicate that information to all concerned.

#### C. Special Meetings

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

#### D. Conduct of Meetings

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

#### E. Quorum

A quorum shall be constituted by either the presence of five (5) voting Committee members and three (3) members at large or representatives of at least 30 percent (rounded up to the next whole number) of the CoDA Groups practicing the Seventh Tradition in the prior calendar year. A Committee officer or sub-committee chair may be considered the representative from their home meeting in the absence of the elected Group Service Representative of that meeting. Quorum is established at the beginning of the meeting and applicable for all motions during the meeting.

#### F. Proxies

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

### **ARTICLE VIII**

#### A. Service Board

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

#### B. Purpose

The purpose of The Board shall be to facilitate the functioning of GREATER HOUSTON CODA by providing support, assistance and guidance; and to maintain the continuity of The Committee between meetings. At all times, The Board shall be guided by the Twelve Steps, the Twelve Traditions, its best understanding of the Group Conscience of The Committee, these Bylaws and, when appropriate, Robert's Rules of Order.

#### C. Guidelines for Operations

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

- i. The Chair and two (2) members of The Board must agree that action is necessary, and on what to do.

- ii. For expenditures in excess of \$125, the concurrence of the Chair and two (2) additional Board members shall be required.
- iii. The Service Board need not meet face-to-face, but may conduct business by phone or other means of communications that may be agreed upon by the members of The Board.

Any interim action of the Service Board shall be reported to the next meeting of GREATER HOUSTON CODA, and subject to review by the full Committee.

## **ARTICLE IX**

### A. Monetary Policy

All moneys collected or distributed by The Greater Houston Community Committee shall be accounted for by the Treasurer and the Chair, or their assignees, in writing on a monthly basis. This accountability applies to any events, meetings, gatherings, etc. that may be conducted by The Committee or under its auspices. In the case of checking accounts, all checks shall require the signatures of two individuals responsible to GREATER HOUSTON CODA. No checks shall be made payable to cash. All Seventh Tradition funds from the Groups shall be acknowledged with a Committee issued letter and receipt number, and reported in Meeting Minutes. No Officer is authorized to request or accept Seventh Tradition funds in the form of cash.

### B. GREATER HOUSTON CODA Operating Account

At any given time there shall be three authorized check writing/check cashing signatories on any GREATER HOUSTON CODA's bank account: The Chair, Vice Chair and Parliamentarian. It shall be the responsibility of the two signers of each individual check to verify the validity of that disbursement.

### C. Checking of Bank Accounts

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

### D. Accountability

Any member or representative of The Committee whose responsibilities include the supervision of funds is required to attend the monthly GREATER HOUSTON CODA meeting, submit a written monthly summary of expenses including income/donations and distribution of funds and deliver any excess funds to GREATER HOUSTON CODA's Treasurer. If unable to attend, separate arrangements are to be made with the Treasurer in advance of the monthly meeting. In the event that these requirements are not met, and the individual is incommunicado, the Treasurer shall, without delay, inform The Chair, or in their absence the Vice-Chair, who shall then attempt to contact the individual. If unsuccessful, The Chair or Vice-Chair shall call an immediate meeting of the Service Board to decide on appropriate action.

E. Receipts

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

F. Advances

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

G. Pre-approval of Expenditures

Any expenditure in the service of GREATER HOUSTON CODA in an amount greater than \$50 must be pre-approved by The Committee.

**ARTICLE X**

Literature Grants and Scholarships

Any newly formed CoDA Group in the scope of The Greater Houston Community Committee may request a one-time \$40 grant in support of the Group's purchase of CoDA Conference Approved Literature specifically of benefit to newcomers. In the event such a meeting is dissolved, all literature remaining on hand shall be delivered to The Committee.

The Committee shall establish a need based scholarship fund and request process for members needing some financial assistance to register for Committee and/or CoDA Regional sponsored or supported workshops, retreats, conferences/assemblies and other fellowship opportunities. 10% of all Seventh Tradition receipts and 50% of all outreach activity net proceeds will be set aside for this purpose.

**ARTICLE XI**

A. Sponsorship of Events

In sponsoring or supporting events, retreats, workshops, and fellowship opportunities, The Committee will ensure that these activities are in keeping with our primary spiritual aim. Further, in keeping with our Seventh Tradition, all such events will strive to be self-supporting.

## ARTICLE XII

### Amendments to the By-Laws

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

### **Certification by Secretary**

These by-laws were adopted by the affirmative vote of the members of the Committee Meeting at a meeting held on June 28th, 2015.

***Cara R***

Secretary, Greater Houston CoDA Community Service Committee