

BYLAWS OF THE OXFORD HOUSES OF WASHINGTON STATE ASSOCIATION

Statement of Purpose

Since the conception of Oxford House in the mid-seventies, we have had trusted servants selected from our peers to provide the leadership and structure needed to maintain the Oxford House concept of self-run, self-supported housing for recovering alcoholics and drug addicts to help themselves. Our trusted servants have performed well, yet as Oxford House grows, the need for leadership and structure grows with it.

During the eighties the need for more structure was solved by developing chapters, which unified individual houses in an area into one family. These chapters provide support greatly needed during a time of rapid expansion, and pave the way by having all houses share their experience, strength and hope with each other to assure that each house is truly self-run and self-supported.

Oxford House's growth continued into the nineties, it was fast-paced with houses multiplying throughout the United States. Again we need to rely on our peers to provide the necessary leadership and structure to unify Oxford House as a whole so that all its parts become one.

Oxford House's goals for the future are to promote equal representation and greater self-sufficiency throughout the country. This can be accomplished through further expansion efforts and the development of state associations so that leadership and structure can always be close to the individual Oxford Houses, which make up the national network of Oxford House.

Oxford Houses are self-run and self-supported recovery homes for individuals in recovery from addiction to alcohol and/or other drugs. Since Oxford House began in 1975, thousands of people have given up the use of drugs and alcohol and have returned to productive citizenship.

The state association was created to assist chapters within the State of Washington in the expansion of new houses and to provide training and support. Changes in these by-laws will require a two-thirds majority vote by the association members. In keeping with the Oxford House concepts, the state association shall not act as a governing body.

Article I: State Association Members

Members of the state association shall consist of all chapter chairpersons, association officers, committee chairs, world council members, and six alumni members.

Article II: Officers

The association shall elect officers consisting of a chairperson, vice-chairperson, parliamentarian, secretary, treasurer, chapter services chair, housing services chair, finance and budget chair, and alumni coordinator. These officers shall be elected every January by the association and shall serve a term of one year and may be re-elected, but not for more than two consecutive terms.

Chairperson's Duties:

1. To conduct and lead state association meetings;
2. To encourage the cooperation and fairness of other association members;
3. To set an agenda for each association meeting;
4. To be the official spokesperson for the region with respect to the state association and the Oxford House region, as a whole; and
5. Audit the state association checking account before each meeting with the treasurer and finance and budget chair.

Vice-Chairperson's Duties:

1. The same as the duties of the chairperson whenever the chairperson is not available to conduct business;
2. The vice-chairperson serves until the chairperson returns or a new chairperson is elected; and
3. Assist the chapter and housing services chairs with chapters that need help.

Parliamentarian Duties:

1. He/She shall attend all meetings and act as the advisor of parliamentary rule of order with regard to the meeting and agenda and aid the new chairperson in the transition process;
2. He/She shall ensure compliance of the state association bylaws and resolutions; and
3. He/She shall maintain all current changes or additions in written form. copies of the updated bylaws and resolutions shall be forwarded to the members of the association for approval. Changes or additions to the state association by-laws require a 2/3-majority vote by the membership.

Secretary's Duties:

1. Record accurate minutes of each state association meeting;
2. Keep a log of all state association meeting minutes;
3. Mail out copies of minutes to all members of the state association; and
4. Mail out any public relations correspondence and letters of appreciation.

Alumni Coordinator Duties:

1. Establish a link with Oxford House alumni;
2. Encourage involvement of the alumni; and
3. Mail newsletters and flyers for events to alumni.

Treasurer's Duties:

1. Set up and maintain a bank checking account in the name of the state association;
2. The signatures shall be the chairperson, vice-chairperson, and another state association member with at least two signatures required;
3. Set up a ledger book to record dues received and dues that are outstanding and submit a financial report to the secretary at the regular meetings;
4. Audit the state association checking account before each meeting with the chairperson and finance and budget chair; and
5. To present a written report at the state association meetings including the following:
 - a. Bank balance for the previous month;
 - b. Checks written since the last report;
 - c. Monies deposited since the last report;
 - d. Present bank balance;
 - e. Amount still to be deposited; and
 - f. A list of chapters with outstanding dues.

Finance and Budget Chair Duties:

1. Audit the state association checking account with the chairperson and treasurer bi-monthly;
2. Manage the reserve account established by the state association;
3. Act as chairperson of finance and budget committee;
4. Chair the committee for the annual planning of the budget;
 - a. The committee shall consist of state association treasurer and vice-chair as standing members and three at large Oxford House resident or alumni members;
 - b. The budget committee shall elect officers for the committee as deemed necessary;
 - c. Annual budget shall be presented by February of each year for a simple majority approval by association members; and
 - d. Committee shall review budget quarterly.

Chapter Services Chair Duties:

1. Encourage all chapters to share their experience, strength and hope;
2. Assist chapter housing service committees to develop programs for starting new houses;
3. Provide support to existing chapters and assist with start-up of new chapters where needed;
4. Assist with scheduling and coordination of regional workshops;
5. Work closely with housing services chair; and
6. Work closely with vice-chairperson on matters concerning chapters.

Housing Services Chair Duties:

1. Assist in establishing housing services committees in each chapter in the state;
2. Provide communication between treatment providers and the state association;
3. Develop ideas to help chapters fill vacancies;
4. Assist with scheduling and coordination of regional workshops;
5. Work closely with chapter services chair; and
6. Work closely with the vice-chairperson on matters concerning chapters.

Article III: Voting Members

The association shall grant permanent voting privileges to chapter chairpersons, world council members, and six alumni members.

Chapter Chairpersons:

1. Must attend all meetings;
2. Report on the status of his/her chapter;
3. Deliver state association dues to the treasurer;
4. Turn in chapter audit to the treasurer; and
5. Turn in chapter summary to the secretary.

Voting Alumni:

1. Must be a former member of an Oxford House who has maintained good standing;
2. Must attend all meetings;
3. May be elected to a two-year term, not to exceed five consecutive terms; and
4. Should serve as a role model and mentor.

World Council Members:

1. Should attend all meetings;
2. Report on the activities of the world council;
3. Maintain communication between the state association and the world council; and
4. Advise the state association in matters relating to the Oxford House traditions.

Article IV: Meetings

1. The state association shall convene every other month on the second Saturday at noon beginning in January every year;
2. A \$50.00 fine will be imposed on any chapter not attending a scheduled meeting; and a \$50.00 fine will be imposed for not turning in chapter reports; with a maximum of \$50.00 per meeting allowed to be levied against any chapter.
3. Time and location of meetings will go in succession by chapter number.

Article V: Dues

1. Chapters will pay dues to the state association at the rate of \$3.00 per bed per month; and
2. Dues are to be paid monthly and sent to the state association treasurer

Article VI: Expenditures and Reimbursements

1. The association shall set, for planning purposes, a fiscal year that begins at the second quarter of the calendar year and runs through the end of the first quarter the following year.
2. All motions to spend Washington State Association of Oxford Houses money, budgeted by the Budget & Finance Committee, must identify which part of the budget the money will come from, and, there must be sufficient funds in that budget to cover the expense; and
3. All proposals to spend money that exceed the funds available in that part of the budget must be referred to the Budget & Finance Committee to determine how the budget can be reallocated to cover the proposed spending. An urgent matter requiring the attention of the State organization can be resolved by a 2/3 vote of the membership.
4. An expense claim must be submitted to the association for reimbursements for out of pocket expenses incurred for service work for the state association; and
5. The association shall vote to pay such expenses; a simple majority is needed to pass.

Article VII: New Chapters

1. Before granting voting membership privileges to a new chapter in the state association, the new chapter must attend two state association meetings in a row and the following must be in order;
2. Establish a checking account in the name of the new chapter, and have submitted a request to Oxford House World Services for chapter recognition;
3. During the second state association meeting the new chapter may ask to become a voting state association member, provided that Oxford Inc./Oxford World Services has recognized the new chapter; and
4. A majority vote of the state association is needed to grant voting membership privileges.

Article VIII: Dissolution

1. In the event that the Association is to be dissolved, the assets of the Association shall be distributed as follows:
 - A. To all the local Oxford House Chapters within the state of Washington or
 - B. To Oxford House Inc. or
 - C. In the event options A and B are not available: To a nonprofit fund, foundation, or corporation which is organized as a 501(c)(3) corporation and operated exclusively for charitable purposes and which agrees to administer the assets of this Association in accordance with its goals and purposes; and
 - D. A motion for disposition of the assets of the Association shall be approved by 2/3 of its voting members present at a duly noticed meeting and a majority of the members casting ballots.