

**By-Laws
And
Articles
Of
Association
"Porterville 12 Step Recovery Club"
A Non-Profit Association**

ARTICLE I

Purpose

The purpose of the Porterville 12 Step Recovery Club is to provide a facility for meetings of all 12 step recovery programs. There will be no discrimination of individuals regardless of sex/gender identification, race, creed, religion or lack of. In addition to 12 Step meetings, the facility shall provide gatherings of social interaction and non-professional counseling designed to enhance, encourage and maintain recovery and a positive way of life.

ARTICLE II

Membership

1. Eligibility for Membership

- A. Persons desiring release of an addiction or family member of a person addicted are eligible to be a member of the Porterville 12 Step Recovery Club.
- B. Members of a 12 Step Recovery Program with 30 days continuous recovery are eligible for membership.

2. Types of Members

A. Voting Members shall be members who have paid dues for (3) three-month blocks on a continuous basis and are up to date.

- 1. Members with 1 or more delinquent month dues forfeit voting privilege.
- 2. Voting privileges may be reinstated with the payment of dues, past and current, for a (3) three-month block.
- 3. An open roster of members shall be posted in the Club premises at all times with a record of dues status.
- 4. Any deviation of the above shall be at the discretion of the Board members as a quorum. A quorum consists of 6 of 9 Board Members.

B. Non-Voting Members shall be members who have paid dues month by month on a non-consecutive basis.

ARTICLE III

Dues

1. Membership dues shall be established by a meeting of the Board.
2. In a hardship situation, payment of dues may be forgiven for a period not exceeding 2 months, and at the discretion of the Board.

ARTICLE IV

Discipline

1. It shall be the duty of any (3) three club members at their discretion to require any person under the influence of any substance or creating a nuisance to leave the grounds immediately. The Police and or Sheriff's Department will be called on anyone disturbing the peace.
2. The Board shall have summary power, by a vote of the majority of members, to expel, suspend, or terminate the membership of any person or persons whose behavior disrupts and/or disturbs the order, dignity, harmony, or impairs the good name, property or popularity of the organization. Termination, expulsion and suspension of members may also be made by Board members for any conduct violation of the By-Laws, rules or regulations hereafter adopted by the Association as they are made from time to time.
3. No person shall be allowed to attend social functions at the Club while under the influence of, or immediately after/during consummation of any quantity or amount of alcohol or drugs.

ARTICLE V

Management

Management of the Club shall consist of a Board of Directors who are dues paying members of the Club. The Board shall consist of no more than Nine (9) dues paid members. A Member of the Board of the Club must be a member of a 12 Step Program, a voting member in good standing, and have at least (2) two years of continuous recovery. If necessary, the Board has the authority to employ someone other than a member of the Board to provide service including cleaning, cooking, etc., with rules as shall be established by the Board regarding job requirements and responsibilities.

ARTICLE VI
BOARD ELECTION, TERMS, DUTIES & REQUIREMENTS

1. ELECTION

The Board shall elect the following officers from its membership; Chairperson, Vice-Chairperson, Recording Secretary, Treasurer, Membership Chairperson, Meeting Secretary Chair, Activities Chair, Purchasing Chair, Internet Technology (website and Facebook) Chair and ad hoc committee members as deemed necessary by the Board.

2. TERMS

- A. There will be an election every two years, except for the Treasurer position, which shall be every four years. Members desiring a board position will fill out and submit a resume prior to the election.
- B. All board members must have two years continuous recovery/sobriety/clean time and be elected by a majority vote of the club members.
- C. A board member may not remain on the board after a two-year term unless elected by the voting members at the election process.

3. DUTIES

The Duties of the Board Officers shall be as follows:

Chairperson: Shall conduct all Board Meetings and be responsible for setting agenda schedule. The chair shall preside over general membership meetings. The Chairperson is elected by voting Members and cooperates with other Board Members in the management, direction, and control of the 12 Step Club. All documents executed for and on behalf of the 12 Step Club shall be executed by the Chairperson together with (2) two or more committee people. It is the duty of the Chairperson to call special membership meetings of the Board and general membership meetings of the Club as is necessary or when requested to do so by the majority (2/3) of the Board or general membership.

Vice-Chairperson: In the absence of the Chairperson, the Vice-Chair shall perform all duties as described above unless otherwise so directed/dictated by the Board Members. The Vice Chair will also work in conjunction and assist the Treasurer with regards to understand income and expenses, creating reports and understand the filings of State and IRS.

Secretary: Shall maintain clear minutes of all Board and Membership meetings, give notice of and attend all business meetings, prepare all

correspondence, and work in cooperation with the Meeting Secretary Chairperson and the Membership Chairperson to keep and maintain an up-to-date list of all meetings and members of the Club.

Treasurer: Shall work cooperatively with the Vice Chairperson to keep an accurate record of the finances of the Club, deposit all monies belonging to the Club, and pay all bills upon receipt. The Treasurer shall also prepare monthly and annual reports of all income and expenses and stay current by filing quarterly Federal and State tax returns and any forms necessary to keep the Club's operating status current. All expenditure of funds beyond the monthly bills and quarterly taxes, must be approved by two-thirds vote of the Board.

Meeting Secretary Chairperson: Shall maintain and keep a current record of all meetings and secretaries. This Chairperson will also keep a list of how many keys are given out and returned. The Chair shall hold a regular business meeting at the Chairperson's discretion of the 12 Step Meeting Secretaries.

Membership Chairperson: Shall keep and maintain an accurate record of the paid Club Members and cooperate with the Board in sharing this information.

Activities Chairperson: Shall create and organize fundraiser activities. Work cooperatively with the Board Members. Board members are expected to participate in events.

Purchasing Agent: Shall purchase supplies for vending machine, coffee, etc., and items needed to clean and maintain the club in a neat and orderly manner. Shall stock and maintain vending machine.

Internet Technology: Shall understand and maintain the Club Website, and be an admin with two other Board members on the Facebook page. Shall monitor and reply to emails.

4. REQUIREMENTS

A. Board Members, members or persons hired by the Club as provided for in the By-Laws, shall maintain sobriety, clean-time and recovery at all times, and includes attendance at non-meeting functions, fundraisers and special activities. Non-compliance will result in physical expulsion from the Club, termination of Club membership and involvement in the Club. Law-enforcement may be called.

B. Should any Board Member be under the influence of alcohol and/or drugs, that Office automatically becomes vacant. The Board shall appoint a Member to fill the vacancy for the duration of the term or until a special election meeting shall be

called by the remaining Board Members. Said appointee shall meet the requirements as those elected by the Membership.

C. Any Board Member who fails to attend (3) three consecutive regular or special meetings, unless such absences were due to extenuating circumstances, said Member may be removed by two-thirds vote of the Board.

ARTICLE VII **MEETINGS**

1. Board meetings shall be held on a regular monthly basis as determined by the Board. All Club members are welcome to attend. During said meetings, all business matters shall be discussed, the monthly financial report shall be presented and approved, and a calendar of events planned and organized.

2. Elections for Board Members shall be held in October. Notice of the election meeting shall be provided to the general membership in writing at least (10) days prior to the date set for the election. A full report of activities and a financial report shall be provided to the membership at the election meeting. An outline of planned events for the coming year shall also be provided.

3. Special or emergency meetings may be called by the Board Members by notification to the Members at least (48) forty-eight hours prior to the meeting.

(10) Ten Members may petition the Board Chairperson for an emergency meeting in writing forty-eight hours prior to the meeting.

4. Regular Board meetings shall require two-thirds of Board Members present to constitute a quorum. (If there are 9 Board members, there must be 6 present to constitute a quorum)

ARTICLE VIII **RENT USE of FACILITY**

1. Rent and use of the facility shall be limited to 12 STEP MEETINGS, related activities, parties, or personal use by paid members provided that the request is submitted either verbally or in writing and approved by the Board Members. Other usage requests may be considered by the Board Members so long as By-Law Articles are not violated.
2. Rental fees shall be established by and reviewed on a regular basis by the Board. Time of payment and fees shall be paid by the renter at least 24 hours prior to the event.
3. Both renter and Board member will sign a contract agreement.

ARTICLE IX

BY-LAW AMENDMENTS

1. (10) Ten voting members in good standing of the PORTERVILLE 12 STEP RECOVERY CLUB can initiate an amendment to the By-Laws. Such amendments must be presented to the Board in writing and posted in the CLUB premises and shall be read at (2) two monthly Board meetings before voted on by the general membership of the CLUB. After the second reading of the proposed amendment to the By-Laws, a vote shall be taken of the voting members present at a meeting called for the purpose and if the proposed amendment is approved by a 2/3 majority of the voting members present, the amendment will be enacted.
2. The final authority in all matters shall rest with a majority of the voting membership of the PORTERVILLE 12 STEP RECOVERY CLUB.

ARTICLE X

PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall govern the conduct of all meetings both by the Board and Members providing it does not conflict with the By-Laws of the Porterville 12 Step Recovery Club, in which case, the Porterville 12 Step Recovery Club By-Laws will govern. The election procedures will use the 3rd legacy system which uses resumes and a 2/3 vote of unanimity.

ARTICLE XI

DISSOLUTION OF ASSOCIATION

Should the situation arise that necessitates the cessation of the Porterville 12 Step Recovery Club, all monies and property will be donated to a 12 Step program or entity/agency deemed effective in providing continuance of the recovery process.