

## **By Laws of Women to Women New England**

### **Article I – Name**

**Section 1:** The name of the organization shall be Women to Women New England.

**Section 2:** Women to Women New England are organized exclusively for educational purposes, more specifically for the holding of an annual conference for women in recovery from alcoholism.

### **Article II – Membership**

**Section 1:** Membership shall consist only of the members of the Advisory council.

### **Article III – Annual Meeting**

**Section 1:** The date of the annual meeting shall be set by the members of the Advisory council who shall also set the time and place. The meeting will be held within thirty days of the annual conference (if possible).

**Section 2:** any member of the Advisory Council may request special Meetings.

### **Article IV – Advisory Council**

**Section 1:** Advisory Council Role. The Advisory Council is responsible for overall policy and direction of W2WNE and delegates responsibility for day to day operations to the W2WNE Conference Director and committees. The Advisory Council shall have up to seven and not fewer than five members. The Advisory council receives no compensation other than reasonable expenses.

**Section 2:** Meetings. The Advisory Council shall meet as needed, at an agreed upon time and place.

**Section 3:** Elections. Elections shall be held at the annual business meeting as needed.

**Section 4:** Terms. All Advisory Council members shall serve a term of three years. However, one member of the council shall remain on an additional year, for a total of four years, in order to provide continuity and to ensure that every future Council will include one member with prior experience. All members are eligible for re-election.

**Section 5:** Quorum. A quorum of at least three Advisory Council members must be present before business can be transacted or motions made or passed.

**Section 6:** Officers and Duties. There shall be five Officers of the Board, including a Chair, a Co-Chair, Secretary, Treasurer, and Web Chair.

- The Chair shall convene regularly scheduled Board meetings, shall preside or arrange for other members of the Advisory Council to preside at each meeting in the following order: Co-Chair, Secretary, Treasurer, and Web Site Chair.
- The Co-Chair will take the place of the Chair as needed.
- The Secretary shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all Board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and assuring that records are maintained.
- The Treasurer shall make a report at each Board meeting and shall make financial information available to Board members.
- The Web Site Chair shall maintain the website and advise committee of updates and changes.

**Section 7:** Vacancies. Vacancies shall be filled as they arise.

## **Article V – Committees**

**Section 1**: The Advisory Council may create committees as needed.

## **Article VI – Amendments**

**Section 1**: These Bylaws may be amended when necessary by a two-thirds majority of the Advisory Council. Proposed amendments must be submitted to the Secretary to be sent out with regular Board announcements.

## **Article VII Cease to Function**

**Section 1**: If for any reason, the organization shall cease to function, all monies, records, and other property held in its name shall become the property of its successor organization, or if none such exists, it shall become the property of the General Service Office of Alcoholics Anonymous.

## **Article VIII Finances**

**Section 1** : Each Host Committee is fully responsible for Conference costs. Some funds are advanced from prior conferences. This is known as “**seed money**” to be used for paying for some items which come due before registrations start to come in – such as printing and postage and hotel deposit. The seed money is really a loan that is to be returned in full at the close of each conference **as well as any additional monies raised**. It will then be advanced to the succeeding Committee at the new state location.

**Section 2**: Of primary importance is the carefully worked-out pre-conference budget to determine how much the registration fee needs to be. Most expenses can be figured in advance by checking locally; close estimates of other items are possible. The succeeding Committee may wish to do a pre-registration at the current year’s conference.  
(added from conference handbook 2016 to By Laws).

**Section 3:** If the Hosting Committee makes a profit, \$500.00 may be donated to the **AA entity** of the Hosting Committee's choice. Donation receipt should be submitted to the committee as well.

Amended May 2016, with the old advisory council (2010-2015) and Barbara Lozanski-Byrnes, Chair of 2016 advisory council.