

# BYLAWS OF THE OXFORD HOUSES OF OREGON STATE ASSOCIATION

## **Statement and 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 developing Chapters, which unified individual houses in an area into one family, solved the need for more structure. 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 Association 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 Oregon in the expansion of new houses and to provide training and support. The primary purpose of the state association shall be to assure that the 9 traditions be upheld and that each house in the state follows the conditions of the charter. Changes in these by-laws will require a two-thirds majority vote by the Association Members. In keeping with the Oxford 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, and Association Officers. Association officers shall serve for one-year terms and may be re-elected, but not more than two consecutive terms.

Voting privileges will be extended to all chapter chairs/representatives (1 vote per chapter).

No State Association Officer shall individually have a vote. In the case of a tie the State Association officers present in that meeting will break and reconvene with 1 vote to be used as a tie- breaker.

**Chapter Chair:**

1. Must attend all State Association meetings
2. Report on the status of their chapter
3. Turn in chapter audit and copy of bank statement to the treasurer
4. Turn in chapter summary to secretary
5. Turn in copy of all 24-hour notices of eviction
6. Required to bring Chapter Chair Binder to all State Association Meetings and signed State Association meeting minutes from prior State Association Meeting

**Article II: Officers**

The Association shall elect officers consisting of a Chairperson, Co-Chairperson, Parliamentarian, Secretary, Treasurer (must be a current member of an Oxford House), Chapter Services Chair, Chapter Services Co-Chair, Housing Services Chair, Housing Services Co-Chair, Comptroller, Alumni Chair, Southern Oregon housing service chair and Re-Entry Chair. 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. All State Association Officers and Committee Chairs shall submit (forward) a report to secretary for the State Association meeting within 1 week following the State Association meeting.

**Expulsion of a State Association Member:**

1. If an Association member relapses, he or she will be immediately expelled from the Association.
2. If an Association member misses two (2) unexcused State meetings then he or she can be expelled by the majority vote of the Association.
3. If an Association member is deemed to not be acting in the best interest of the Association or Oxford House, as a whole, he or she can be expelled by a majority vote of the Association.

**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 State with respect to the State Association and Oxford House of Oregon as a whole
5. Review the audit of the State Association checking account before each meeting with the Treasurer and Comptroller
6. Communicate regularly with the Legal Committee and Outreach

**Co-Chairperson's Duties:**

1. The same as the duties of the Chairperson whenever the Chairperson is not available to conduct business
2. The Co-Chairperson serves until the Chairperson returns or a new Chairperson is elected.
3. Assist the Chapter and Housing Services Chairs and re-entry chair with Chapters that need help
4. Communicate regularly with outreach and all committee chairs

**Parliamentarian Duties:**

1. 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. Ensure compliance of the State Association Bylaws and Resolutions
3. 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 of the State Association voting members
4. Train state association members in parliamentary procedure

**Northern/Southern Housing Services Chair/Co-Chair Duties:**

1. Assist in establishing and training of 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 trainings
5. Work closely with Chapter Services Chair
6. Work closely with the State Co-Chairperson
7. Work with the Activities Committee
8. Work closely with Re-Entry chair

**Treasurer's Duties:**

1. Set up and maintain bank account in the name of the State Association.
2. The signers shall be, at minimum, Chairperson and 2 other State Association members, with at least two signatures required on all checks.
3. Audit and then review State Association bank accounts before each meeting with the Chairperson and comptroller.
4. To present a written report at the State Association meetings including the following:
  - a) Bank balance for the previous months
  - b) Checks written since the last report
  - c) Monies deposited since the last report
  - d) Present bank balances

**Secretary's Duties:**

1. Record accurate minutes of each State Association meeting to include:
  - a) All motions made
  - b) All association members reports
  - c) All discussion topics
  - d) List of all attendees
  - e) List number of vacancies and relapses (as included in chapter reports)
  - f) Results of any “call-around” between state meetings
2. Keep logs of all State Association meeting minutes
3. Forward copies of minutes to all members of the State Association
4. Mail out any public relations correspondence and letters of appreciation
5. Do call-around and keep minutes of any call-around

**Alumni Chair Duties:**

1. Establish a link with Oxford House Alumni and work closely with the Associate Members.
2. Encourage registration and involvement of the Alumni.
3. Forward newsletters and flyers for events to Alumni.
4. Coordinate with the State alumni and committees for events.
5. Assist chapters in the registration of alumni.

**Comptroller Duties:**

1. Review the audit of the State Association checking account with the Chairperson and Treasurer bi-monthly.
2. Manage Accounts Receivable established by the State Association
3. Be responsible for retrieving/distributing mail from the State Association mailbox
4. Keep track of promissory notes
5. Set up a ledger book to record monies, including dues, fines and loans received and provide receipts
6. Must report amount of monies to still be deposited and a list with dues, loans and fines to State Association

**Chapter Services Chair/ Chapter Services Co-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 area trainings, including forms
5. Work with Housing Services Chair, Alumni Chair, Co-Chairperson, Re-entry Chair and Activities Committee on matters concerning Chapters

**Re-Entry Chair:**

1. Assist prisons, treatment centers, jails, and institutions regarding interviews
2. Contact Parole and Probation Officers around the state to promote the Oxford Model
3. Do presentations at institutions and treatment centers around the state
4. Assist chapters with any problems arising from re-entry issues
5. Work closely with the Co-Chairperson, Housing Services Chair, and Chapter Services Chair on any matters concerning Oxford

**Committee Chairs:**

1. Report on finances, status of future activities, and next meeting scheduled
2. Provide audit and bank statement at State Association meeting

**Article III: Meetings**

1. The State Association shall convene every other month on the third Saturday at 2pm beginning in January every year.
2. A \$50.00 fine will be imposed on any Chapter not represented at a regularly scheduled meeting, a \$50.00 fine will be imposed for not bringing an audit with a bank statement, a \$50.00 fine for not bringing a summary report, and a \$25.00 fine for not bringing the Chapter Chair Binder, and a \$25.00 fine for not bringing the signed meeting minutes.
3. Location of meetings will go in succession by Chapter number.
4. Locations of meetings will be 1 in the tri-county and 1 in the outlying area
5. Any Association Officer with two consecutive unexcused absences (no call no show no report) at regularly scheduled meetings will be asked to step down.
6. A \$50.00 fine will be imposed on any Association Officer not attending a regularly scheduled Association meeting or an unexcused absence (no call no show no report).
7. The State Association shall operate under the current parliamentary process unless inconsistent with these bylaws or any special rules of order this body may adopt.

**Article IV: Dues**

1. Chapters will pay dues to the State Association at the rate of \$8.00 per chartered bed, per month
2. Dues are to be paid monthly by the last day of the month and sent to the State Association PO Box 66699 Portland OR 97290

**Article V: Reimbursements / Expenses**

1. An Expense Claim must be submitted to the Association for reimbursements for out of pocket expenses incurred for service work for the State Association
2. Reimbursement for out of pocket expenses requires a simple majority vote by state association
3. The State Chair will be allowed \$2000 expenses per year for State Chair expenses that may be reimbursed with receipts without a vote of the body. These expenses will be reported to and reviewed by the state association.
4. State officers may be reimbursed for gas for state association business upon submission of a millage report with receipts

## **Article VI: New Chapter**

1. Before granting Voting Membership privileges to a new Chapter in the State Association, the new Chapter must attend a State Association meeting and the following must be in order:
  - a) Establish a checking account in the name of the new Chapter, and have submitted a request to Oxford House World Services for Chapter Recognition.
  - b) During the State Association meeting the new Chapter may ask to become a Voting State Association Member.
  - c) A majority vote of the State Association is needed to grant Voting Membership privileges.
  - d) They have their dues for the preceding month.