

Bylaws of the Minnesota Regional Committee of Co-Dependents Anonymous

Article I

Name

The name of the Organization is Minnesota Co-Dependents Anonymous, also referred to as Minnesota CoDA (MinnCoDA) and is inclusive to all members in Minnesota. A member is anyone who attends Minnesota CoDA meetings regularly, desiring healthy and loving relationships.

Article II

Purpose

The purpose of MinnCoDA is to carry the message of experience, strength, and hope to co-dependents who still suffer following the 5th Tradition of CoDA. The MinnCoDA is independent to CoDA Inc. but follows the principles and practices of it. MinnCoDA accomplishes this by:

- a. Providing regular face-to-face meetings to meet the needs of CoDA groups in Minnesota and to be of service to its membership.
- b. Facilitate information and support when needed to CoDA Inc., the World Fellowship, and the intergroup meetings in Minnesota.
- c. Coordinating outreach activities provided to the public by managing and maintaining the State Meeting List and forwarding information to CoDA World.
- d. Planning and facilitating local and statewide CoDA sponsored events.
- e. Selecting Minnesota Delegates and an Alternate to serve as formal representatives, underwriting the participation at the annual CoDA Service Conference (CSC) when deemed necessary and appropriate by majority vote of MCI members.
- f. Employing special workers to provide needed services.

Article III

Preamble

Minnesota CoDA Intergroup (MCI) is a service board responsible to those they serve, the CoDA groups in Minnesota. Therefore, all that the MCI does is guided by the Twelve Steps, Twelve Traditions, Twelve Service Concepts of Co-Dependents Anonymous, and CoDA Fellowship Service Manual (FSM). These can be found on the National CoDA website at www.CoDA.org. A spirit of unity and service ought to pervade MCI meetings. For our group unity there is but one ultimate authority- a loving Higher Power as expressed to our group conscience. Decisions are made by group conscience as outlined in the CoDA FSM.

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The Twelve Steps

1. We admitted we were powerless over others- that our lives had become unmanageable.
2. Came to believe that a power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God, as we understood God.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked God to remove our shortcomings.
8. Made a list of all persons we had harmed and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God, as we understood God, praying only for knowledge of God's will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to other codependents, and to practice these principles in all our affairs.

The Twelve Traditions of Co-Dependents Anonymous

1. Our common welfare should come first- personal recovery depends on CoDA unity.
2. For our group purpose there is but one ultimate authority- a loving Higher Power as expressed to our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership in CoDA is a desire for healthy and loving relationships.
4. Each group should remain autonomous except in matters affecting other groups or CoDA as a whole.

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5. Each CoDA group has but one primary purpose- to carry its message to other co-dependents who still suffer.
6. A CoDA group ought never endorse, finance or lend the CoDA name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary spiritual aim.
7. Every CoDA group ought to be fully self-supporting, declining outside contributions.
8. Co-Dependents Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. CoDA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. CoDA has no opinion on outside issues, hence the CoDA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.
12. Anonymity is the spiritual foundation of all our traditions; ever reminding us to place principles before personalities.

Twelve Service Concepts of Co-Dependents Anonymous

1. The members of the Fellowship of Co-Dependents Anonymous, in carrying out the will of a loving Higher Power, advance their individual recoveries, work to insure the continuance of their groups and their program, and carry the message to codependents who still suffer. They may also collectively authorize and establish service boards or committees and empower trusted servants to perform service work.
2. The Fellowship of CoDA has the responsibility of determining, through its group conscience, the service work to be performed, and the best manner to perform such work. This authority is expressed through our group conscience. Authority carries responsibility; thus, CoDA groups conscientiously provide adequate funding and support for the service work they authorize.
3. Decisions about service work in the Fellowship and all CoDA affairs are made through the group

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conscience decision making process. For this spiritual democratic process to work, every member of the group is encouraged to participate, consider all the facts and options concerning the issue, listen respectfully to all opinions expressed, then reflect and meditate to find a loving Higher Power's will. Finally, we deliberate honestly and respectfully to determine the proper course of action. Unanimity in the group is the desired outcome; a majority vote is a group conscience.

4. All those who volunteer to do service work for CoDA by serving on committees, boards, or corporations are trusted servants, not authority figures. Ideally, trusted servants volunteer out of a desire to follow their Higher Power's will, out of gratitude for the gifts they have received from CoDA, out of a desire to grow in their ability to create and keep healthy relationships, and to contribute what they can of themselves to CoDA. The Fellowship recognizes the need to select the most qualified people willing to serve as trusted servants. At times, trusted servants may hire individuals outside of the Fellowship for commercial services.

5. Trusted servants are directly responsible to those they serve and are bound to honor the group conscience decision making process and uphold those decisions concerning their service work. The Fellowship also recognizes the need and right for members to honor their own experience, strength, and hope and their Higher Power's will as expressed to them. When the group conscience violates an individual's own truth and makes participation impossible, the individual may relinquish the service position.

6. The Fellowship guarantees trusted servants the right and authority to freely make decisions commensurate with their responsibilities and the right to participate in group conscience decisions affecting their responsibilities. Each CoDA member is also guaranteed the right to respectfully dissent during the group conscience decision making process. A member may freely and safely express any personal grievances as long as no particular person or group is unexpectedly singled out as the subject of the grievance. Members are encouraged to honor their own integrity as well as the integrity of others.

7. Trusted servants do practice the Twelve Steps and Twelve Traditions in their service work and in all of their affairs. Trusted servants do not seek power, prestige, wealth, status, or acclaim; do not govern, coerce, or attempt to control others; and do not push a personal agenda, promote controversy, or

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advance outside issues at CoDA's expense. Since issues over authority, will, money, property, and prestige can and do arise in service work, trusted servants need to practice emotional sobriety, including anonymity, humility, tolerance, gratitude, making amends, and forgiveness.

8. The CoDA Service Conference (Conference), through its group conscience decision making process, guides the Fellowship in making policy decisions and in following the Twelve Steps and Twelve Traditions. The Conference, though providing guidelines, holds no authority over the decision making process of individual groups. The group conscience process is our decision making process. Failure to honor this process may violate Traditions One and Four and a sanction may be imposed. The harshest sanction Conference can impose on an individual or group is to no longer recognize it as belonging to CoDA; this sanction may only be imposed on those who consistently violate the Twelve Steps and Twelve Traditions, as determined by guidelines accepted by Conference.

9. By tradition, the CoDA Service Conference gives responsibilities to working committees composed of Conference Delegates and other CoDA volunteers or to separate service boards or corporations. All are directly responsible to the Conference. The scope of the work a committee does is determined by the Conference group conscience. The chairperson of each committee assumes the responsibility to ensure the work assigned to the committee is completed in a timely manner.

10. When the CoDA Service Conference is in session, the CoDA Board of Trustees is directly responsible to the Conference. When not in session, the Conference assigns its decision-making authority on material matters to the Trustees. The Board of Trustees is authorized to monitor the work of Conference-appointed service committees and may provide assistance or guidelines when necessary. The Trustees serve as the boards of directors of CoDA, Inc., the non-profit corporation, are assigned custodial control of all money and property held in trust for the Fellowship, and are responsible for prudent management of its finances.

11. The powers of the CoDA Service Conference derive from the pre-eminent authority of the group conscience decision-making process. Arizona State law gives the Board of Trustees legal rights and responsibilities to act for the Fellowship in certain situations. CoDA, Inc.'s Articles of Incorporation and Bylaws are legal documents enumerating these Board rights and responsibilities.

12. The Fellowship strives to practice and encourage spiritual principles in all its material, financial, and

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business affairs, including fairness, equality, and respect for individual rights. Every member within CoDA has a voice and is encouraged to use it. Every member has the right to know what is happening within our organization. To honor this right, and in the spirit of CoDA unity, our CoDA, Inc. organization publishes and distributes group conscience decisions, such as minutes of our service boards and motions from our CoDA Service Conferences, in the most inclusive and timely manner possible.

MinnCoDA shall use its best efforts to ensure that these Twelve Traditions are maintained, for it is regarded by the Fellowship of Co-Dependents Anonymous as a custodian of these Traditions.

*These documents can be found on the CoDA website (www.CoDA.org).

ARTICLE IV

Membership and Voting

Section 1

Any CoDA group, duly registered with CoDA Inc., reported on the CoDA website, and meeting within the state of Minnesota is considered a member group.

Section 2

Each member group is entitled to one voting representative in MCI meetings or assemblies, referred to as a Group Service Representative (GSR). Each GSR may represent only one CoDA group for voting purposes. Each CoDA group may have only one vote. As GSRs represent the group conscience of their group, they must be voted in by their group and subsequently notify the MCI secretary to receive an initial orientation packet and education on MCI procedures prior to assuming their active role at MCI meetings and assemblies. A simple majority of all members present shall constitute a candidates' election.

Each Minnesota CoDA Officer (see Article V) is entitled to one vote. To vote you must be in attendance, there shall be no voting by proxy. All other Minnesota CoDA members are considered observers but can join in on discussions as time permits and at the discretion of the Chair.

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Anonymous

Section 3

MCI meetings use as their guide the Twelve Steps, Twelve Traditions, Twelve Service Concepts, FSM (fellowship service manual) and "Robert's Rule of Order" to aid them. MCI meeting agendas are set beforehand to keep business from going over scheduled time. Any new business is noted and at the discretion of the Chair for discussion in future meetings. Members are encouraged to use their GSR's to bring new items up for business at the next Minnesota CoDA Intergroup or Assembly.

ARTICLE V

Officers

Section 1: Officers

Officers consist of Chairperson, Vice-Chairperson, Treasurer, Secretary, Hospitals and Institutions Chairperson, up to two Delegates and one Alternate. If the MCI votes to send representatives to the CoDA Service Conference, Delegates and Alternate are chosen by election of GSRs and Officers. This may be done annually. These Officers do not govern, they are elected only to facilitate the mission of the Intergroup.

Section 2: Eligibility

Any member of MinnCoDA is eligible to hold office. It is suggested but not required to have one year in a CoDA program, possess a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Service Concepts, attend CoDA meetings regularly, have a sponsor and work with other codependents.

Section 3: General Duties

A. Chairperson

Duties include, but are not limited to the following:

1. Facilitating the Minnesota CoDA Intergroup (MCI) business meetings according to the fellowship Service Manual Guidelines.
2. Communicating with other Minnesota Trusted Servants and Committees along with group members to formulate the agenda for the business meetings. Reviews minutes, and sends communications to service members for distribution.
3. Receives nominations for Service Members to be approved by the MCI prior to election.

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4. Acts as a Co-signor on the MinnCoDA bank account and other legal documents (e.g., hotel contracts).
5. Aids host city with business arrangements regarding intergroup meeting.

B. Vice-Chairperson

Duties include, but are not limited to the following:

1. Takes leadership role if the Chair cannot fulfill his/her duties.
2. Assists in setting MCI agenda.
3. Assists MCI Chair and committee chairs as needed.

C. Treasurer

Duties include, but are not limited to the following:

1. Maintains bank accounting and prepares a bi-monthly report on income, expenditures and account balances.
2. Reimburses any MinnCoDA member that incurs approved expenses related to the functioning of MinnCoDA.
3. Deposits incoming money into MinnCoDA's bank account in a timely manner.

D. Secretary

Duties include, but are not limited to the following:

1. Assist Chair, Vice-Chair in the preparation for business meetings.
2. Takes minutes at each Minnesota CoDA phone conference or face-to-face meetings.
3. Prepares draft version of minutes to Service Officers and GSR's for final review.
4. Maintains records of attendance at MCI meetings and assemblies. Collects records of GSR contact information for each member group.
5. Provides an orientation to all new GSRs and Alternates as to MCI procedures and responsibilities prior to their participation at MCI meetings.
6. Works with the delegates to send Voting Entity Issues to CoDA Inc. Board at least 70 days prior to the annual CoDA Service Conference (CSC).

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E. State Delegates and Alternate to CoDA Service Conference

Duties include, but are not limited to the following:

1. Represents Minnesota's "Voting Entity" at the annual CoDA Service Conference when necessary. Using the two votes afforded to them, they reflect the higher power of the group conscience of Minnesota's CoDA.
2. Present a report after the CoDA Service Conference to the Minnesota CoDA Intergroup.
3. Perform all duties listed on CoDA's Delegate Checklist.
4. If Delegates and Alternates are unable to attend CSC and fulfill the Delegates duties, the MinnCoDA Officers may choose to elect one or two Delegates to attend CSC if funds are available and it is deemed a prudent use of such funds.

F. Hospitals and Institutions Chairperson

Duties include, but are not limited to the following:

1. Chairs the committee responsible for providing guidelines and assistance to Community Committees to aid them in implementing the CoDA World Fellowship H & I Service Manual in their area.

Section 4: Removal of Officers

Any Officer of MinnCoDA who is absent 3 consecutive meetings without prior notice may be removed from their position.

Article VI

Election of Service Officers

Section 1

Elections for open Officer positions shall be held in a face to face annual meeting held in the fall of each year or at the November MCI meeting. Newly elected Officers will assume their roles beginning at the subsequent MCI January meeting.

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Section 2

A one-month notice of elections shall be made by the Intergroup and GSR's to the member groups and contact persons.

Section 3

A simple majority of all voting GSR's and Service Officers present shall constitute a candidates' election.

Section 4

Terms for all Service Officers including Delegates shall be for two years. Officers may serve no more than two consecutive terms. Delegates will serve two consecutive years at CSC as funding is available.

Section 5

Should a vacancy occur, the Intergroup and Service Officers will hold an election in a timely manner to fill the position.

Section 6

It is recommended (but not required) that Delegates have a year of service work, either through a GSR position or as a Service Officer.

Article VII

Section 1

By Laws may be amended by a two-thirds (2/3) vote at the MCI business meeting or Special Meeting. Proposed amendments to the bylaws must be submitted to the Minnesota CoDA Secretary at least 45 days prior to an official business meeting for distribution to the Minnesota Fellowship. This distribution shall take place at least thirty (30) days prior to a business meeting, but preferably longer in order to allow discussion by the Fellowship.