

Clusters of Oxford Houses



Chapters



State Associations



National Network Of Oxford Houses

# State Association By-laws for Oxford Houses

## State of Kansas

### Statement and Purpose

The state association was created to assist chapters within the States in the expansion of new houses and to provide training and support. Changes in these by-laws will require a 2/3 majority vote by the association members. In keeping with the Oxford House concepts, the state association shall not act as a governing body.

### Article 1: State Association Members

Members of the state association shall consist of all chapter chairpersons, association officers, committee chairs, world council members, and no more than 1 alumni member for every 3 chapters. Outreach workers are encouraged to participate but in an advisory capacity.

### Article II: Officers

The association shall elect officers consisting of a chairperson, vice-chairperson/parliamentarian, secretary, treasure, state services chairs, finance and budget chair, alumni coordinator, and re-entry chair. All officers must attend state association meetings or send a duly appointed representative. 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 treasure and finance and budget chair.

### Vice-Chairperson/Parliamentarian's Duties:

1. The same as the duties of the chair persons whenever the chairperson is not available to conduct business;

2. The vice-chairperson serves until the chairperson returns or a new chairperson is elected;
3. Assist the state services chairs with chapters that need help;
4. 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;
5. Ensure compliance of the state association and resolutions; and
6. 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.

**Treasure 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. Setup 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. Money deposited since the last report;
  - d. Present bank balance;
  - e. Amount still to be deposited; and
  - f. A list of the chapters with outstanding dues.

### **Finance and Budget Chair Duties:**

1. Audit the state association checking account with the chairperson and treasure 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 the state association treasure 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 the association members in march; and
  - d. Committee shall review budget quarterly

### **State Services Chair Duties (Eastern/Western):**

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

### **Re-entry Chair Duties**

1. Coordinate re-entry applications and facilitate to appropriate houses;
2. Report status of re-entry;
3. Provide support to re-entry houses;
4. Act as liaison between state agencies and Oxford House;
5. Coordinate with state services chairs on development and promoting of re-entry houses; and
6. Educate houses and chapters on benefits and procedures of re-entry process

### **Article III: Voting Members**

The association shall grant permanent voting privileges to chapter chairpersons, world council members, and one alumni member for every three chapters.

**Chapter Chairpersons:**

1. Must attend all meetings;
2. Report on the status of his/her chapter;
3. Deliver state association dues to the treasure;
4. Turn in chapter audit to the treasure; 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. Encouraged to serve as a role model and mentor.

**World Council Members:**

1. Should attend all meeting;
2. Report on the activities of the world council;
3. Maintain communication between the state association and the world council;
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 beginning in January every year;
2. Time and location of meetings will be voted on at each meeting
3. Consequences can be considered for non-compliance.

**Article V:**

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 bi-monthly at each state association meeting to the treasure.

**Article VI: Reimbursements**

1. An expense claim must be submitted, with receipts, to the association for reimbursements for out of pocket expenses incurred for service work for the state association;

2. The association shall vote to pay such expenses; a simple majority is needed to pass; and
3. All motions to spend State Association Oxford House money, budgeted by the Budget and Finance Committee, must identify which part of the budget the money will come from, and, there must be sufficient funds in the budget to cover expenses. All proposals to spend money that exceeds the funds in that part of the budget must be referred to the Budget and Finance Committee to determine how the budget can be reallocated to cover the proposed spending. An urgent matter requiring the attention of the State Association can be resolved by a 2/3 vote of the membership.

#### **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;
  - a. Establish a checking account in the name of the new chapter; and
  - b. Have submitted a request to Oxford House World Services for chapter recognition;
2. 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
3. A majority vote of the state association is needed to grant voting privileges.

#### **Article VIII: Dissolution**

1. Any chapter dissolving should notify state association before doing so.
2. 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 Kansas; 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.
3. A motion for disposition of the assets of the Association shall be approved by a 2/3 of its voting members present at a duly noticed meeting.