

## Our Vision

Providing homes for long-term recovery and promoting responsible replication.

## Our Mission Statement

The sole purpose of this body is to provide clear communication between chapters, houses and the state association. We aim to provide a platform to ensure the long-term goal of healthy houses through supporting chapters. We will use this document to guide and resolve any and all issues arising from the operation and replication of Oxford Houses in Colorado, and steer our members towards service for the greater good of the state, and Oxford House Inc.



## Oxford Houses of Colorado

## State Association Bylaws

## Article I: State Association Members

Members of the state association shall consist of all chapter chairpersons, association officers, committee chairs, world council members, and elected alumni members.

## Article II: Officers

The state association shall elect officers consisting of a chairperson, vice-chairperson, parliamentarian, secretary, treasurer, housing services chair, finance and budget chair, comptroller and alumni coordinator. These officers shall be elected every July 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 treasurer, comptroller, and finance budget chair.

### Vice-Chairpersons Duties:

1. The same as the duties of the chairperson 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 housing services chair with chapter that need help.

### Parliamentarian Duties:

1. They shall 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. They shall ensure compliance of the state association bylaws and resolutions; and
3. They 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 bylaws require a 2/3-majority vote by the membership.<sup>12</sup>

## Secretary's Duties:

1. Record accurate minutes of each state association meeting;
2. Keep a log of all state association meeting minutes;
3. E-mail out copies of minutes to all members of the state association within two weeks of the last meeting; and
4. E-mail out any public relations correspondence and letters of appreciation within two weeks of the last meeting.

## Alumni Coordinator Duties:

1. Establish a link with Oxford House Alumni;
2. Encourage involvement of the alumni; and
3. E-mail newsletters and flyers for events to alumni

## Treasurer's Duties:

1. 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. Audit the state association checking account before each meeting with the chairperson, finance and budget chair, and comptroller; and
4. 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) Monies deposited since the last report;
  - d) Present bank balance; and
  - e) Amount still to be deposited.

## Comptroller Duties:

1. Set up a ledger book to record dues received and dues that are outstanding and submit a financial report to the secretary at the regular meetings;
2. Compile a list of chapters with outstanding dues;
3. Audit the state association bank account with the chairperson and the finance and budget chair.
4. Collect all dues owed by chapters at regular meetings.

## Finance and Budget Chair Duties:

1. Audit the state association checking account with the chairperson, treasurer, and comptroller 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 state association treasurer, comptroller and vice-chair as standing members and three at large Oxford House residents, or alumni members;
  - b) The budget committee shall elect officers for the committee as deemed necessary;
  - c) Annual budget shall be presented by August of each year for a simple majority approval by association members; and
  - d) Committee shall review budget quarterly.

## Housing Services Chair duties:

1. Assist in establishing 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 regional workshops;
5. Provide support to existing chapters and assist with start-up of new chapters where needed;
6. Assist chapter housing service committees to develop programs for starting new houses; and
7. Work closely with the vice-chairperson on matters concerning chapters.

## Article III: Voting Members

The state association shall grant current voting privileges to chapter chairpersons, world council members and elected alumni members.

## Chapter Chairpersons:

1. Must attend all meetings;
2. Report on the status of their respective chapter;
3. Deliver state association dues to the comptroller;
4. 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. Should serve as a role model and mentor.

## World Council Members:

1. Should attend all meetings;
2. Report on the activities of the world council;
3. Maintain communication between the state association and the world council; and
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 on the fourth Saturday at 11:00am beginning in July every year;
2. A \$100.00 fine will be imposed on any chapter not attending a scheduled meeting; and a \$50.00 fine will be imposed for not turning in chapter reports; with a maximum of \$100.00 per meeting allowed to be levied against any chapter.
3. Time and location of meetings will go in succession by chapter number.

## Article V: Dues

1. Chapters will pay dues to the state association at the rate of \$7.00 per bed per month; and
2. Dues are to be paid bi-monthly and turned in at the state association comptroller at regular meetings.

## Article VI: Expenditures and Reimbursements

1. The association shall set, for planning purposes, a fiscal year that begins at the second quarter of the calendar year and runs through the end of the first quarter of the following year.
2. All motions to spend Colorado State Association of Oxford Houses 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 that budget to cover the expense; and
3. All proposals to spend money that exceed the funds available in that part of the budget must be referred to the Budget & Finance Committee to determine how the budget can be reallocated to cover the proposed spending. An urgent matter requiring the attention of the state organization can be resolved by a 2/3 vote of the membership.

4. An expense claim must be submitted to the state association for reimbursements for out of pocket expenses incurred for service work for the state association; and
5. The association shall vote to pay such expenses; a simple majority vote is needed to pass.
6. All votes for expenses and spending need to be presented to the state body in person, not over text or email.

## 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 meeting in a row and the following must be in order;
2. Establish a checking account in the name of the new chapter, and have submitted a request to Oxford House World Services for chapter recognition;
3. During the second state association meeting the new chapter may ask to become a voting state association member, provided that Oxford House Inc./Oxford World Services has recognized the new chapter; and
4. A majority vote of the state association is needed to grant voting membership privileges.
5. These guidelines apply to new chapters, and not to expanded chapters with established houses.

## Article VIII: Dissolution

1. In the event that the state association is to be dissolved, the assets of the Association shall be distributed as follows:
2. To all the local Oxford House Chapters within the state of Colorado; or
3. To Oxford House Inc. or
4. In the event that options A and B are not available: To a non-profit 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; and
5. A motion for disposition of the assets of the Association shall be approved by 2/3 of its voting members present at a duly noticed meeting and a majority of the members<sup>3</sup>casting ballots.

## Article IX: Review and Amendments

This document is to be reviewed every year starting in July and will be amended as seen fit by state association members. All amendments passed by a 2/3 vote.