

**OXFORD HOUSES OF FLORIDA STATE
ALUMNI ASSOCIATION**

BYLAWS

MISSION AND PURPOSE

The mission and purpose of the Oxford Houses of FLORIDA State Alumni Association is to assist former Oxford House residents in maintaining quality recovery. We do so by offering continued support and presenting opportunities to serve and enrich the local Oxford House network in accordance with Oxford House Tradition 9. We share experience, strength, and hope with new Oxford House residents and alumni to ensure healthy individuals in recovery. Conduct fundraising for recovery promoting events and sending residents and alumni to the Oxford House World Convention.

TRADITION 9

Members who leave an Oxford House in good standing are encouraged to become associate members and offer friendship, support, and example, to newer members.

CORE VALUES

Recovery: Abstinence from drugs and alcohol stands at the foundation of our organization. It is only through recovery that individuals can find peace and happiness in life.

Unity: Working together towards a common goal requires strong communication, participation, and responsibility by each member.

Service: Freely giving time, energy, and support to help others stay on the path to wellness.

Integrity: Doing the right thing with right motives and for the right reasons.

Responsibility: Following through with commitments and acting in accordance with a strong sense of moral and ethical standards.

Accountability: Standing up for what is right by placing principles before personalities.

Transparency: Publicly advocating recovery through open communication and cooperation with the community.

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ARTICLE I: MEMBERSHIP AND DUES

Section 1 – Membership: The Alumni Association has two classes of membership: Voting Members and Associate Members. Only voting members may vote on decisions made by the association. Membership is decided by a majority vote at an association meeting after an application has been reviewed and a brief interview has been conducted.

Section 2 - Eligibility: Voting Members must have 6 months of continuous recovery. They must have left an Oxford House voluntarily, in good standing, with a current zero balance. They must be current on their annual dues to the association. They must not miss more than 2 consecutive association meetings or more than 4 association meetings classified as unexcused within a calendar year.

Section 3 - Dues: Annual dues for membership are set at \$25.00 and are to be paid to the association treasurer by January 1st of each calendar year. Membership fees for those who join after June 1st will be \$12.50.

Section 4 - Resignation & Termination: A member may resign from the association at anytime with a written notice presented to the association Chairperson. Termination of membership must be discussed and decided upon at an association meeting with a majority vote required by voting members.

ARTICLE II: MEETINGS OF MEMBERS

Section 1 - Regular Meetings: The Association will meet at least once per month to conduct regular business.

Section 2 - Special Meetings: The Chairperson of the association may call for a special meeting to take place at anytime to discuss important matters.

Section 3 - Annual Meeting: An annual meeting of all members and officers will take place immediately following the Oxford House World Convention. This meeting will consist of the election of officers, a review of the last year's activities, and a plan for action concerning the upcoming year.

Section 4 - Notice of Meeting: Notice of upcoming regular and annual meetings will be given to each member, in writing, not less than 2 weeks prior to the meeting by the secretary. Special meetings notice will be given to each member, in writing, not less than 24 hours prior to the meeting.

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Section 5 - Quorum: The members present at any properly announced meeting shall consist of a quorum.

Section 6 - Voting: All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place. Voting will be conducted using Parliamentary Procedure based on Robert's Rule of Order. All voting members receive one vote each, including those members who are elected as officers.

ARTICLE III: OFFICERS

Section 1 - Chairperson: The Association shall have a Chairperson who presides over the Association meetings. The Chairperson will show general leadership within the Association and the Oxford House and recovery community. The Chairperson shall notify members of upcoming meetings in accordance with Article II: Section 4. The Chairperson will represent the Association in any outside correspondence and be a spokesperson at any events, meetings, and/or presentations. The Chairperson will assist the Treasurer with conducting a quarterly financial audit of the Association checking and savings accounts.

Section 2 - Secretary: The Association shall have a Secretary who records minutes for each Association meeting. These minutes will be distributed, in writing, to all members of the Association no later than 1 week following the meeting. The Secretary will keep an accurate and up to date contact list of all voting and associate members of the Association. The Secretary shall oversee all written communication with outside entities. The Secretary shall monitor all social media communications involving the Association. The Secretary will send thank you notes to all entities that donate resources or manpower in support of the Association activities.

Section 3 - Treasurer: The Association shall have a Treasurer who records and reports on all incoming and outgoing finances for the Association. The Treasurer will be responsible for writing checks, making deposits, and protecting the checkbook. The Treasurer, with the assistance of the Chairperson, will conduct a quarterly audit of the Association checking and savings accounts. The Treasurer will monitor all funds spent and raised through fundraising events. The Treasurer will monitor all donations received by the Association. The Treasurer will issue promissory notes for all loans issued and monitor the status of each loan in accordance with Oxford House Tradition 6. The Treasurer shall prepare an annual budget to be presented at the Association annual meeting. The Treasurer may not be a signer on the Association checking or savings account.

Section 4 - Eligibility: Only voting members may be elected as officers for the Association.

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Section 5 - Elections: Elections for officer positions will take place at the annual meeting unless a position becomes vacant mid-year, in which an election will take place at the following regular meeting. Officers are elected by a majority vote.

Section 6 - Terms: Each officer position is a 1-year term that runs from October 1 through September 30 of each calendar year. Officers may be re-elected to an additional 1-year term but may not serve more than two full terms in consecutive years. Officers elected mid-year will have to be re-elected at the annual meeting.

Section 7 - Resignation, Termination, and Absences: Officers may resign from their position by providing a written notice to another Association officer. Termination of officers requires a majority vote by the Association based on evidence of failure to perform officer duties or changes to eligibility status. Automatic termination will result to any officer that misses two consecutive regular meetings or more than 4 regular meetings annually.

ARTICLE IV: COMMITTEES

Section 1 - Committee Formation: The Association, through a majority vote at a regular meeting, may form a committee to oversee special projects. A Committee chairperson will be elected, by a majority vote, at the same regular meeting in which the committee was formed.

Section 2 - Committee Involvement: Once formed, the Committee chairperson may acquire additional officers and volunteers to assist with the completion of the project.

Section 3 - Committee Responsibilities: The Committee has a responsibility to meet frequently to discuss the project of focus and carry out activities to achieve the goals set by the Association. The Committee will present progress of activities each month during the Association regular meeting for the duration of the committee's existence. Reports will include all action taken by the committee and any financial transactions that have taken place since the last report.

Section 4 - Committee Changes: The Association may, at any time, with a majority vote at a regular meeting, make changes to the officer status of a Committee or the direction and goals of the Committee.

ARTICLE V: FINANCES & REIMBURSEMENTS

Section 1 - Expenditures: All expenditures of Association funds must be approved by a majority vote at any Association meeting.

Section 2 - Check Signers: All Association checks must be signed by two voting members that are authorized signers on the bank account.

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Section 2 - Reimbursements: Reimbursement of funds must be approved by a majority vote of the Association at a regular meeting following the review of a receipt presented by the individual requesting reimbursement.

ARTICLE VI: AMENDMENTS

Section 1 - Amendments: These bylaws may be amended when necessary by two-thirds majority vote at any Association meeting. Proposed amendments must be submitted in writing to the Secretary, who will distribute the proposed amendments to all Association members. Amendments must be noted in bylaws.

ARTICLE VII: DISSOLUTION

Section 1 - Dissolution: The dissolution of the Alumni Association requires a two-thirds majority vote by Association members at a regular meeting.

Section 2 - Financial Distribution: In the event that the Association is to be dissolved, the members must decide through a two-thirds vote to distribute the remaining funds in the checking and savings account among the Chapters, State Association, Oxford House World Council, and/or Oxford House World Services.

CERTIFICATION

These bylaws were approved at the Annual Meeting of the Oxford House Florida State Alumni Association by a two-thirds majority vote held on _____, **2022**.

Secretary Date