

# BYLAWS<sup>1</sup> FOR THE OHIO ROUNDUP STEERING COMMITTEE

## PURPOSE

The Ohio Roundup is an annual conference held in August, catering to the recovering gay, lesbian, bisexual, and transgender (LGBTQ) community in Ohio. ~~Every year the Ohio Roundup moves to a select city in Ohio.~~<sup>2</sup>

## PREAMBLE

The Ohio Roundup Steering Committee (ORSC) is the collective group conscience of the gay, lesbian, bisexual, and transgender (LGBTQ) members of Alcoholics Anonymous (AA) in the State of Ohio. Our purpose is trifold:

1. Our primary purpose, as for every AA group and in every type of AA service work, is to carry the AA message to the alcoholic who still suffers.
2. Since our personal recovery depends upon AA unity, our second purpose is the unity of Ohio's LGBTQ recovering alcoholics within the fellowship of Alcoholics Anonymous.
3. Our third purpose is to assure the continuation of the Ohio Roundup — to assure that the direction, effectuation and execution of the Ohio Roundup shall always emphasize the value of sobriety.

The Ohio Roundup Steering Committee shall continually address the problems of all recovering alcoholics with special attention being given to the needs of LGBTQ recovering alcoholics. To this end, we shall establish and maintain an efficient and effective communication network for our members. We shall adhere to the principles of Alcoholics Anonymous. The Twelve Steps, the Twelve Traditions and the Twelve Concepts of World Service shall govern all our affairs.

In acceptance of this Preamble, we hereby approve the following bylaws.

## I. MEMBERSHIP

The Ohio Roundup Steering Committee shall be established in the following manner:

- A. Each city in Ohio shall be represented by an elected or approved delegate.
- B. In the absence of the delegate, his or her designated alternate shall represent the city.
- C. A city's delegate shall serve a term of one year.
- D. A city's alternate shall serve a two-year term - the first year as the alternate and the second year as the delegate.
- E. A new alternate shall be selected by each participating city each year.
- F. Terms of office shall begin with the first meeting of the Steering Committee following the Ohio Roundup. Ohio Roundup Steering Committee will resolve any dispute regarding who holds the rightful vote for a city.<sup>3</sup>
- G. Delegates or alternates shall attend all Steering Committee meetings.
- H. All delegates or alternates shall have a minimum of one year of continuous sobriety.

- I. The delegate or alternate is a trusted servant and representative of the collective group conscious of the city they represent.<sup>4</sup>
- J. It is the delegate's or alternate's responsibility to keep their city informed of ORSC business and actions.<sup>4</sup>
- K. City delegates and the elected officers constitute the entire Ohio Roundup Steering Committee.<sup>9</sup>

## II. MEETINGS

- A. Regularly scheduled meetings shall be held at a minimum of four times annually.
  - 1. One is to be held at the Ohio Roundup.
  - 2. One is to be held on the Sunday before Thanksgiving<sup>4</sup> for the purpose of final report and accounting from Roundup and turn over any excess money<sup>5</sup>.
  - 3. One is to be held on the last Sunday of February.
  - 4. One is to be held on the first Sunday of June.
- B. The chairperson shall be permitted to schedule other meetings as needed.

## III. ROUNDUP HOST CITIES<sup>23</sup>

- A. The requirements and responsibilities of hosting the Annual Ohio Roundup shall be shared by all LGBTQ groups in the major cities in the State of Ohio. Those responsibilities will be rotated among the cities each year. This rotation shall be made on a bid-award basis in accordance with the requirements suggested by Gays and Lesbians in Alcoholics Anonymous (Gal-AA) and must demonstrate sound financial and/or fiscal planning, adhering to the Traditions of Alcoholics Anonymous and work with the State Steering Committee.

The Ohio Roundup will be held in August, preferably the weekend before Labor Day. One city shall commit to having the Conference at an appropriate venue in its city for three consecutive years. The Ohio Roundup Steering Committee will act as treasurer for the conference and set the budget in cooperation with the host and supporting cities. The other requirements will be managed by committees in each city.

The requirements and committees needed for producing a Conference are:

- 1. Registration. The duties of the Registration Committee include creating a registration form and having online and physical methods to preregister for the Conference. Registration will collect fees established for registration which will be deposited into the Roundup secondary checking account. Registration will keep tallies of all preregistered people. Registration will log people registering on the weekend of the Conference. Will coordinate with the Program committee to sell memorabilia at the Roundup. Registration must provide an assurance that a mailing address for registration will be established. Registration will report total registrations to the ORSC after the Conference.
- 2. Program. The duties of the Program Committee include selecting the theme and logo of the year's Conference. The program committee will provide the workshops and speakers for the conference and be responsible for running the workshops and meetings. Program will order t-shirts and other

memorabilia as appropriate. Will coordinate with the Registration committee to sell memorabilia at the Roundup. Program will also be responsible for the creation of a banner. The size of the conference banner may not exceed four feet by six feet in size. Program will be given a budget by ORSC.

3. Marketing. The duties of the Marketing Committee are to use available resources to market the conference to the recovery community. The resources include but are not limited to social media platforms, AA central offices, and email. Marketing will keep the recovery community informed of fundraising activities across the state. ORSC will give marketing a budget.
4. Hospitality. The duties of the Hospitality Committee are to provide the hospitality room at the conference with appropriate provisions for those attending the conference. The provisions are (traditionally) coffee service and various snacks within whatever stipulations may be made by the hosting venue. Hospitality will be given a budget by ORSC.
5. Entertainment. The duty of the Entertainment Committee is to provide appropriate entertainment for those attending the conference. This includes activities for Friday and Saturday evenings after the speaker meetings. Entertainment may also be provided in the hospitality suite, lobby, poolside, or other appropriate venues. ORSC will give entertainment a budget.
6. Decorations/Signage. The duty of the Decorations and Signage Committee is to provide appropriate decorations and signage for the convention. This includes decorations for the banquet, banners from the archives, and appropriate signage as needed to assist attendees in finding the various activities of the conference. Decorations and signage will be given a budget by ORSC.

B. The State Steering Committee will have these responsibilities:

1. It will act as treasurer for the Roundup.
2. It will collect all registration fees and donations and will pay all expenses of the Roundup.
3. The State Steering Committee will use its own checking account and other financial tools as needed and necessary (such as PayPal).
4. Maintain the mailing/contact information list (currently on MailChimp.com)
5. Will secure Special Event liability insurance sufficient to protect the host committee and Roundup Steering Committee.

C. Additional requisites for the hosting city:

1. Must show to have contracted for an adequate block of rooms to be made available to reserve by attendees of Roundup.
2. Must agree to provide a detailed report on progress and/or difficulties regarding Roundup implementation at each scheduled meeting of the Roundup Steering Committee.

D. Each participating city will conduct at least one fundraising event each year to benefit the Ohio Roundup.

E. The following shall be incorporated into all roundup logos:

1. The name "Ohio Roundup"
2. The name of the city

3. The four-digit year
  4. The annual numerical number
  5. The dates of the roundup
  6. The theme of the roundup<sup>15</sup>
- F. Each city's committee must furnish to the ORSC at the first meeting following the Roundup the following:
1. A copy of the mailing list used for the Roundup.
  2. The number of banquets and brunches sold.
  3. The number of hotel rooms rented.
  4. The number of T-shirts and mugs ordered.
  5. A list of suggested fundraisers that were successful.
  6. List of Scholarship Recipients.
  7. The total number of registrations received.
- G. Must limit fundraising sales of taxable goods to the Roundup itself. State sales tax collected by host cities shall be reported on its final report of income and expenses.<sup>8</sup>

#### IV. ADMINISTRATION

- A. The Roundup Steering Committee<sup>20</sup> shall elect the following officers:
1. Chairperson - The chairperson shall preside over all meetings of the Steering Committee and shall have the authority to appoint committees and committee chairpersons from the fellowship as a whole, with the exception of the Host Committee for the Ohio Roundup.
  2. Vice-Chairperson - The Vice-Chairperson shall serve in the absence of the chairperson and shall assume the position of Chairperson in the event that the elected Chairperson is unable to complete his/her term of office. The Vice-Chairperson shall have other duties as assigned by the Chairperson. The Vice-Chairperson will succeed the Chairperson after two years.<sup>9</sup>
  3. Secretary - The Secretary, or his/her assigned alternate, shall be present at all Steering Committee meetings and shall reduce to writing the abbreviated minutes of the meetings, including action taken on all motions; shall be responsible for maintaining minutes from past meetings and current meetings in order for the Archives; and, shall forward minutes to each delegate, officer, and alternate after each Steering Committee meeting.
  4. Treasurer - The treasurer shall keep the books and records of accounts and shall give a financial status report at each meeting. The Treasurer should have a minimum of five years sobriety.<sup>4</sup>
  5. Alternate Secretary - The Alternate Secretary shall serve in the absence of the Secretary and shall assume the position of Secretary in the event that the elected Secretary is unable to complete his/her term of office. The Alternate Secretary will succeed the Secretary after two years.<sup>9</sup>

6. Alternate Treasurer - The Alternate Treasurer shall serve in the absence of the Treasurer and shall assume the position of Treasurer in the event that the elected Treasurer is unable to complete his/her term of office. The Alternate Treasurer will succeed the Treasurer after two years.<sup>9</sup>
- B. The following are the eligibility requirements for Steering Committee officers/candidates:
1. The Chairperson shall not be a member of the current Roundup Host Committee.
  2. All officers must have a minimum of one year of continuous sobriety, except for the Treasurer, who must have a minimum of five years sobriety.
  3. No elected officer shall succeed himself/herself in any given office. An officer, who is elected to fulfill an unexpired term, may succeed himself/herself in the same office, provided the succession is the result of a regular election held for that office.<sup>21</sup>
  4. It is suggested potential officers of the ORSC shall have first served as city delegates on the general committee prior to being voted in to hold an office.<sup>4</sup>
- C. Election of officers
1. Election of officers shall be held at the Roundup biannually and will consist of electing new Vice Chairperson, Alternate Secretary and Alternate Treasurer.<sup>9</sup>
  2. All terms commence at the first regularly scheduled Committee Meeting following the Roundup.
- D. All officers shall serve a term of two years, or until they are duly replaced.
- E. In the event an officer cannot fulfill the entire term, a replacement will be elected by the remaining committee at the next regularly scheduled committee meeting.<sup>9</sup> The replacement officer will remain until the next regular election for that office or until the position becomes vacant.<sup>21</sup>
- F. All officers are vested with the authority to represent the Steering Committee in its ongoing activities.
- G. Conflict of Interest Policy<sup>15</sup>
1. The purpose of the conflict-of-interest policy is to protect the Ohio Roundup Steering Committee's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer of the ORSC or might result in a possible excess benefit transaction. This policy is intended to supplement not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable ORSCs.
  2. The conflict-of-interest policy is a separate document that shall be provided to all officers of the Ohio Roundup Steering Committee and the Roundup Host City Committee on an annual basis. A signed statement must be provided from each officer and director of receipt and understanding of the conflict-of-interest policy.
- H. All Ohio Roundup Steering Committee and Roundup Host City Committee members are volunteer positions with no financial compensation for serving on these committees. All financial transactions involving these interested parties must follow the ORSC's conflict of interest policy.<sup>15</sup>

- I. To ensure continuity of operations, election and rotation of Chairperson, Vice-Chairperson, Treasurer, & Alternate Treasurer shall occur in odd-numbered years and election and rotation of Secretary and Alternate Secretary shall occur in even-numbered years.<sup>18</sup>

## V. RELATIONSHIP TO THE OHIO ROUNDUP

The Ohio Roundup Steering Committee shall oversee the Ohio Roundup Host Committee and shall bear the burden of decision on any matter that would result in major changes in the spirit or effectuation of the Ohio Roundup.

## VI. DISBURSEMENT OF FUNDS

- A. A maximum of \$2,000 will be provided by the treasurer of the ORSC as seed money to each future host committee. \$500 shall be provided upon receipt of written intent to bid. \$1,500 shall be provided upon acceptance and award of a formal bid by the ORSC.
- B. Profit from the Roundup, in excess of the transferred amount, shall be transferred to the Steering Committee treasurer at the next meeting of the Committee following the Roundup. The Ohio Roundup Steering Committee will not release funds to cover any deficit or debt incurred by the host committee without a complete financial report.<sup>12</sup>
- C. At the next meeting following the Roundup, the <all committees> last Host Committee shall make a full and complete report of income and expenses to the Steering Committee.
- D. In order to maintain a current 501-3C non-profit status with the IRS, the Ohio Roundup Steering Committee and the annual <all committees Host Roundup Committee must keep complete, accurate, and accessible records. The items listed will be used to annually file the appropriate IRS form 990/990-EZ/990-N (based on annual gross receipts according to current IRS guidelines), to report to the Ohio Attorney General, and to support non-profit status in the event of an IRS audit.<sup>21</sup>
  1. Bank statements and reconciliations
  2. Checkbooks and canceled checks
  3. Receipt files for paid bills
  4. Reports to IRS and Attorney General must be made before May 15.
- E. The revenue in excess of seed money returned from the current Roundup host city to the ORSC treasury minus the expenses of the ORSC for the year (past 12 months)<sup>19</sup> shall be divided in the following manner:
  1. 50% to the ORSC treasury in the following manner:
    - a. Checking Account – enough money to cover annual operating expenses.
  2. The remaining funds will be distributed:
    - a. 40% divided equally to the various State General Service Areas in Ohio.
    - b. 40% to the GAL-AA organization.
    - c. 20% to the World Service Office.<sup>17</sup>
- F. All checks will require two signatures. Signatories will be the Chairperson, Treasurer and Alternate Treasurer.<sup>7</sup>

- G. The Ohio Roundup Steering Committee will provide one scholarship in the name of “The Ohio Roundup Steering Committee Memorial Scholarship.” A check will be written in the amount of one full registration package (not to include hotel lodging) and given to the host committee. The host committee will administer the scholarship.<sup>8</sup>
- H. An annual filing is due to the IRS and<sup>22</sup> Ohio Attorney General on the 15th day of the fifth month following the close of the fiscal year. The state fee schedule is based on the amount of contributions received; this amount can be confirmed with the accountant.<sup>17</sup>

## VII. VOTING RIGHTS

- A. Each officer<sup>9</sup> and delegate to the Ohio Roundup Steering Committee shall be empowered with one vote.
- B. Designated alternates will be recognized only in the absence of the authorized delegate.
- C. In no event shall any delegate (or recognized alternate) cast more than one vote.
- D. A two-thirds majority is required for amendments to the By-Laws; the simple majority shall carry all other motions.
- E. The Third Legacy procedure shall be used in the election of officers, and to break ties in all other votes.

## VIII. PRUDENT RESERVE

- A. A prudent reserve shall be established to ensure that all bills will be paid.
- B. The amount will be determined by the average cost of the Roundup for the prior three years.
- C. The cost of the Roundup shall include the total expenses incurred by the host city as reported in their final financial report and the total expenses incurred by the Steering Committee (not to include the seed money passed on to the next host city).<sup>6</sup>

## IX. NON-COMMITTEE MEMBERS<sup>20</sup>

- A. A service position of Webmaster will be created and filled by a person elected by the committee. The Webmaster will serve the committee and the current host city committee by keeping the Web site ([www.ohioroundup.org](http://www.ohioroundup.org)) current and up-to-date. The Webmaster may resign with due notice to the committee or be replaced at the discretion of the committee.<sup>9</sup>
- B. The service position of past Chairperson shall commence upon expiration of a Chairperson's elected term and continue until replaced by rotation of the current ORSC Chairperson into the role.<sup>18</sup>
- C. A service position of Archivist will be created and filled by a person elected by the committee. The Archivist will preserve the history of the Ohio Roundup by collecting and preserving records, banners and memorabilia as requested by the Steering Committee and the Host City.<sup>13</sup>
  - 1. A storage locker shall be maintained in the city of Columbus to house the ORSC archives. There shall be two keys that provide access to the storage locker and shall be maintained by the current Archivist and the current ORSC Chair. The key and access codes shall be passed on to the incoming Chair and Archivist when the board positions have been vacated and/or replaced.<sup>17</sup>

Adopted originally by the First Ohio Roundup Steering Committee on June 30, 1985, and amended by the Roundup Steering Committee as deemed necessary.

- <sup>1</sup> Amended June 23, 2001
- <sup>2</sup> Amended February 27, 2005
- <sup>3</sup> Repealed amendment from February 22, 1987, and inserted new November 23, 2003
- <sup>4</sup> Amended June 6, 2004
- <sup>5</sup> Amended February 26, 2006
- <sup>6</sup> Amended November 11, 2005
- <sup>7</sup> Amended February 27, 2005
- <sup>8</sup> Amended June 5, 2005
- <sup>9</sup> Amended June 1, 2008
- <sup>10</sup> Amended November 26, 2007
- <sup>11</sup> Amended August 24, 2002
- <sup>12</sup> Amended August 18, 2008
- <sup>13</sup> Amended February 22, 2009
- <sup>14</sup> Amended June 7, 2009
- <sup>15</sup> Amended February 28, 2010
- <sup>16</sup> Amended December 15, 2010
- <sup>17</sup> Amended November 18, 2012
- <sup>18</sup> Amended March 29, 2014
- <sup>19</sup> Amended August 26, 2017
- <sup>20</sup> Amended June 3, 2018
- <sup>21</sup> Amended August 25, 2018
- <sup>22</sup> Amended February 24, 2019
- <sup>23</sup> Amended June 4, 2023