

SC State Association Meeting Procedure



1. Call Meeting to order with serenity prayer

- a. Call out start time
- b. Announce agenda for the meeting

2. Roll Call

- a. Roll call of Chapters present; ask for motion to fine absent Chapters
- b. Individual introductions, including what house, how long, and position on House, Chapter, and Association level

3. Reading of the “Association Mission Statement”

As a grass-roots, democratically-run organization Oxford House understands that important decisions come from the bottom of the organization up. It also understands that good quality control is essential for protecting the good name and reputation of Oxford House. An Oxford House State or Regional Association has as its primary purpose the assistance of Chapters within it’s area by providing training, technical support and assistance in expansion through the development of new houses. Each Association has a three-fold mission: [1] internal knowledge transfer and quality assurance, [2] development to meet the need for Oxford House recovery beds to satisfy state or regional demand, and [3] public relations to educate the public about Oxford House.

4. Read minutes of last meeting

- a. Ask for corrections or additions
- b. Ask for a MOTION to accept as read or corrected

5. Treasurer’s report

- a. Beginning balance, money deposited, money spent, and ending balance
- b. Ask for any corrections or additions to financial report
- c. Ask for a MOTION to accept as read or corrected

6. Comptroller Report

- a. Report on Association dues owed, paid, and fines assessed
- b. Ask for any corrections or additions
- c. Ask for a MOTION to accept as read or corrected

7. Loan Officer Report

- a. Report on association loans owed, money paid, and balances
- b. Ask for any corrections or additions
- c. Ask for MOTION to accept as read or corrected

8. Chairperson Report

- a. Report Association activities since last meeting
- b. Report on Regional Association activities since last meeting

9. Vice Chairperson Report

- a. Report on activities since last meeting

10. Chapter Services Report

- a. Report on visits to Chapter meetings and HSC meetings
- b. Report on open houses, fund-raisers, events, etc.

11. Reentry

- a. Report on re-entry activity

12. Chapter Summary Reports

- a. Have each Chapter read their report
- b. Remind Chapters to turn in report to the Secretary
- c. Discuss any concerns or acknowledgments with Chapters

13. Old Business

- a. Discuss any unresolved business or tabled motions

14. New Business