

BY-LAWS

AL-ANON/ALATEEN INFORMATION SERVICE CENTER

Boise, Idaho

(This is an internal document of the Al-Anon/Alateen Information Service Center. By-Laws are not filed with the state or IRS and they are not part of the Articles of Incorporation)

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ARTICLE I

Purpose:

The Al-Anon/Alateen Information Service Center is a local service center established by groups located close enough to one another for easy access and communication. It exists to aid the groups it serves in the common purpose of carrying the Al-Anon/Alateen message to the families and friends of alcoholics.

ARTICLE II

Member Groups:

Membership shall be open to all Al-Anon or Alateen groups located close enough for easy access and communication to the Al-Anon/Alateen Information Service Center in Boise, Idaho.

ARTICLE III

Financial Support:

The Al-Anon/Alateen Information Service Center is supported by the groups it serves. Contributions are voluntary and are not a condition of membership. Contributions from each member group shall be designated by group conscience, but it is the responsibility of the member groups and their individual members to see that such financial support be given in order to achieve the best results in carrying the message through the Twelve Traditions and Twelve Concepts of Al-Anon/Alateen. In addition to the regular support provided from member groups, monies can be raised in the following manner:

- ◆ Special appeals to the various member groups.
- ◆ Sale of Conference Approved Literature (CAL) to local and out-of-town groups, other entities, and individuals.
- ◆ Acceptance of individual donations up to \$100,000.00.
- ◆ Individual contributions can be accepted up to \$12,000.00 annually.
- ◆ Social functions to which all Al-Anons/Alateens and their families are invited. A basket may be passed after reading of the preamble and Traditions.
- ◆ Garage sales and bazaars open to the public but not identified as Al-Anon/Alateen.
- ◆ Sale of program-related articles proposed by the Board of Trustees and approved by District Three.
- ◆ A service fee of 5% or less may be implemented by the Board of Trustees. A service fee of more than 5% shall be proposed to District Three for approval. The Board of Trustees can lower or remove any service fee.
- ◆ The Board of Trustees shall maintain the cost of literature in accordance with the guidelines of World Service.

ARTICLE IV

Scope of Service:

The Al-Anon/Alateen Information Service Center will serve its member groups in the following ways:

- ◆ Maintain a listing in the local telephone directory, providing a telephone number for those seeking information about Al-Anon/Alateen.
- ◆ Maintain a P.O. Box number or an office address for listing with the World Service Office.
- ◆ Receive mail and channel it to the appropriate group or district.
- ◆ Publish and distribute lists of group meetings.
- ◆ Serve as an avenue for local Al-Anon/Alateen Public Outreach work, which is channeled through the districts whenever possible.
- ◆ Maintain a stock of Conference Approved Literature (CAL) and maintain registry with the World Service Office as a Literature Distribution Center (LDC) for CAL.

ARTICLE V

BOARD OF TRUSTEES

The Board of Trustees position will be that of custodian and guarantor of good management of the Al-Anon/Alateen Information Service Center. Therefore the Board will:

- ◆ Determine policy and manage the business affairs of the Al-Anon/Alateen Information Service Center.
- ◆ Appoint a computer technician and approve hardware and software.
- ◆ Appoint committees as needed, including fund-raising events.
- ◆ If any subsidiary services are formed, the Board of Trustees will be primarily responsible for their policy and financial integrity.
- ◆ Present a proposed yearly budget to District Three.

Except in great emergency, the Board of Trustees ought never take action liable to affect Al-Anon or Alateen as a whole without consulting District Three.

Qualifications:

Those who wish to be nominated to serve on the Board of Trustees should have the following qualifications:

- ◆ Be a member of Al-Anon with experience, stability and an understanding of the Traditions and how they work, as applied in the Al-Anon/Alateen Service Manual.
- ◆ Be a member of Al-Anon for at least one year.
- ◆ Hold one service position prior to or concurrent with the Board of Trustees term.
- ◆ Bookkeeping, accounting, or financial experience for the Treasurer position. This is due to the complexity of the position.

Composition

The Board of Trustees will be comprised of five persons:

- ◆ Four persons to be elected from Al-Anon membership at large.
- ◆ The fifth member will be the Treasurer of the Al-Anon/Alateen Information Service Center elected from the Al-Anon membership.
- ◆ The District Representative from District Three will be an ex officio member to the Board of Trustees, having voice but no vote.
- ◆ The Board of Trustees shall elect a Chairperson from the carry over members at the beginning of each calendar year.
- ◆ The Board of Trustees shall elect a Secretary at the beginning of each calendar year.
- ◆ Board of Trustees shall elect a liaison to the World Service Committee.
- ◆ A quorum shall be defined as three of the five persons from the Board in attendance.
- ◆ No paid employee will be a member of the Board of Trustees. The Board may, however, invite paid employees to attend monthly meetings where they would have voice but no vote. (reference to Concept IV)

Term of Office:

The term of office for members of the Board of Trustees will be three years.

- ◆ Two Board members elected every three years coinciding with District Three elections.
- ◆ Three Board members including the Treasurer to be elected two years after district elections.
- ◆ Vacancies shall be filled by a special or regular meeting of District Three.

Replacing a Member of the Board of Trustees:

- ◆ A member of the Board may be dismissed if they miss two Board of Trustee meetings in a calendar year without notifying the Chairperson with a valid excuse. He/She may be removed from the Board after notification by certified mail.
- ◆ A member of the Board may resign at any time during their term by notifying the Chairperson.

Responsibilities of the Board of Trustees:

- ◆ Meet each month at a regularly scheduled time and place, prior to the District meeting.
- ◆ Call special Board meetings as needed.
- ◆ Be the designated signatories for all checks drawn for the Al-Anon and Alateen Information Service Center. Two signatures will be required on all checks. At the discretion of the Board of Trustees, the office manager may be designated as one of the signatories along with one of the Board members.
- ◆ Request an independent financial review annually.
- ◆ Supervise a physical inventory of Conference Approved Literature on a quarterly or bi-annual basis, as decided by the Board.
- ◆ Oversee literature purchases by the office manager from World Service Office.
- ◆ Recommend policies regarding both off-premise sale of literature and extension of credit and submit to District Three for approval or disapproval.

- ◆ Present to District Three for confirmation all decisions regarding hiring and retention of employees.
 - Formation of job description.
 - Establishment of schedule and leave time.
 - In extraordinary circumstances the Board may take action regarding personnel as required.

Responsibilities of the Officers of the Board of Trustees:

Chairperson:

- ◆ Prepares an Agenda for Board meetings.
- ◆ Chairs monthly Board meetings.
- ◆ Prepares an annual performance evaluation of the Office Manager and makes recommendations to the Board and District Three.
- ◆ Designates a Trustee member to take and receive recommendations at the monthly District Three meetings.

Vice-Chairperson:

- ◆ Performs the duties of the Chairperson in the absence of the Chairperson.
- ◆ May be required to serve the unexpired term of the Chairperson.
- ◆ Chairs the Fund-raising Committee.

Secretary:

- ◆ Takes minutes of the Board meeting and provides a copy to the office manager for a permanent record at the office.
- ◆ Handles all correspondence that is not channeled to a specific committee.
- ◆ Provides copies of Board minutes to the District Three Group Representatives and the Board of Trustees.
- ◆ Maintains records in a standardized format, as determined by the Board.

Treasurer:

- ◆ Supervises the collection and accounting of contributions and monies from the sale of Conference Approved Literature.
- ◆ Maintains an interest-bearing checking account, except when to do so would cost the Information Service Center more money than is received from interest.
- ◆ Prepares a monthly financial report to be presented to the Board of Trustees, District Three Group Representatives, and to the Office Manager for a permanent record at the office.
- ◆ Prepares a full financial report for annual review and distributes the report to District Three Group Representatives, the Board of Trustees, and the office manager for a permanent record at the office.
- ◆ At the Treasurer's discretion an Assistant Treasurer may be selected as a non-voting member of the Board to assist in all responsibilities of that position. The Assistance Treasurer may serve in the absence of the Treasurer, at the Treasurer's Request.

Liaison to Area World Service Committee:

- ◆ Provides a link between the Information Service Center and Area and encourages the exchange of information between the two.
- ◆ Encourages the exchange of information between the two.
- ◆ Votes at the Area World Service Committee meetings, but not at the Assembly unless serving as a Group Representative.

- ◆ Arranges for delivery and return of literature to Assemblies.

ARTICLE VI

DISTRICT THREE

Concept One clearly implies that the groups are to be the final authority for the Al-Anon/Alateen Information Service Center. The Board of Trustees are to be entrusted with delegated responsibilities only. Therefore, District Three will:

- ◆ Review and confirm policy and business affairs recommended by the Board of Trustees.
- ◆ Serve on committees as needed.
- ◆ Make recommendations to the Board of Trustees.

Composition:

- ◆ District Three will be comprised of all district positions as defined by district.

Term of Office:

- ◆ All positions are elected for three years or as determined by district.

Responsibilities of District Three as relates to the Al-Anon/Alateen Information Service Center:

- ◆ Meet at a regularly scheduled time and place once a month, after the Board of Trustees' meeting.
- ◆ Review Service Center Board of Trustees monthly and annual Treasurer's report and approve or disapprove.
- ◆ Discuss and vote on items brought to District Three by the District Representative from the Board of Trustees meeting.
- ◆ Approve or disapprove all fund-raisers recommended by the Board of Trustees.
- ◆ Approve or disapprove recommendations from the Board of Trustees concerning the Office Manager.

Responsibilities of District Officers/Coordinators as relates to the Al-Anon/Alateen Information Service Center:

District Representative:

- ◆ Review highlights of the Board of Trustees meeting.
- ◆ Include a Board of Trustees member on District Three's meeting agenda.
- ◆ Include Board of Trustees recommendations needing a District vote on the agenda.
- ◆ Notify the Office Manager of any changes in meetings to keep the District Three meeting schedules and answering service information up-to-date.

Answering Service Coordinator:

- ◆ Coordinate the after-office hours answering service.
- ◆ Notify the Office Manager of meeting schedule changes.

ARTICLE VII

OFFICE MANAGER:

Requirements:

- ◆ Member of Al-Anon with experience, and an understanding of the Traditions and how they work, as applied in the Al-Anon/Alateen Service Manual.
- ◆ Working knowledge of software systems including, but not limited to, online purchasing, email, word processing, and spreadsheets.
- ◆ Board approval of motor vehicle record.

Responsibilities:

- ◆ Job procedures may change from time to time with approval of District Three. These procedures are reviewed and maintained by the Board of Trustees. A copy will be given to the Office Manager.

Evaluation

The Office Manager will be evaluated annually based on the job procedures by two or more Board members.

Contract

A contract for employment after 3-month probationary period will be signed. This can be renewed annually at the Board's discretion.

ARTICLE VIII

Amendments to these by-laws are possible by a two-thirds (2/3) vote of the District Three Group Representatives present at a meeting called for that purpose.