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SECRETARY OF STATE

BY-LAWS
OF

AL-ANON ALATEEN INFORMATION SERVICE CENTER, INC.

ARTICLE I. MEMBERS

Section 1. Meetings of members shall be held at the corporate offices of the corporation unless another place shall have been determined by the directors and stated in the notice of meeting. Annual meetings shall be held at 7:00 o'clock p.m., on the second Thursday of December, unless a holiday, and then on the next business day.

ARTICLE II. OFFICERS

Section 1. The officers of the corporation shall be a Chairperson, a Co-Chairperson, a Secretary, a Treasurer, and a Chairperson of answering service, who shall be elected annually at the regular meeting of the board of directors held after the annual meeting of the members and shall hold office for a period of one year unless sooner removed by the board of directors.

Section 2. The Chairperson shall be the principal executive officer of the corporation to put into effect the decisions of the board of directors. Subject to such decisions, he shall supervise and control the business and affairs of the corporation, he shall preside at the meetings of the members and directors.

Section 3. Qualifications of Officers.

a. Chairperson.

Qualifications: 2 years in Al-Anon, past ISR or have served as officer on Service Center Committee.

Duties: The Chairperson conducts the monthly service meeting and in general shall perform all duties incident to the office of Chairperson. The Chairperson may vote only to break a tie. Chairperson may co-sign checks and savings withdrawals. The Chairperson is the designated liaison member to the Area World Service Committee.

b. Co-Chairperson.

Qualifications: 2 years in Al-Anon.

Duties: The Co-Chairperson performs the duties of the Chairperson in absence of the Chairperson. The Co-Chairperson should be able to serve the unexpired term of the Chairperson (if necessary) and heads the Fund Raising Committee. The Co-Chairperson may co-sign checks and savings withdrawals.

c. Secretary.

Qualifications: 2 years in Al-Anon.

Duties: The Secretary takes the minutes of the meeting, handles all correspondence that is not channeled to a specific committee, maintains a listing in the local telephone directory, maintains a post office box number, and publishes the meeting schedules. The Secretary may co-sign checks and savings withdrawals.

d. Treasurer.

Qualifications: 2 years in Al-Anon; due to the complexity of the position, some bookkeeping experience is necessary.

Duties: The Treasurer collects the contributions, monies from the sale of Conference Approved Literature (CAL), keeps an accounting of these funds, pays all bills, and maintains a savings account. A full financial report is to be prepared twice a year and distributed to the groups. The Treasurer will prepare monthly financial reports to be presented to the Service Center Committee.

e. Chairperson of Answering Service.

Qualifications: 1 year in Al-Anon.

Duties: The Chairperson of Answering Service is to coordinate after office hours answering service.

ARTICLE III. MISCELLANEOUS

Section 1. 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.

Section 2. 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 except as may be established by the Board of Trustees from time to time. 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:

- a. Special appeals to the various member groups.
- b. Sale of Conference Approved Literature (CAL) to local and out-of-town groups.
- c. Acceptance of one-time bequests, up to \$5,000.00.
- d. Individual contribution can be accepted up to \$500.00 annually.
- e. 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.
- f. Garage sales and bazaars open to the public but not identified as Al-Anon/Alateen.
- g. Special large open meetings to which all groups in the

community are encouraged to attend. A basket may be passed after reading of the preamble and traditions.

h. Sale of program-related articles proposed by the Board of Trustees and approved by the Service Center Committee.

Section 3. The Al-Anon/Alateen Information Service Center will serve its member groups in the following ways:

- a. Maintain a listing in the local telephone directory.
- b. Provide an office for the sale of Conference Approved Literature (CAL) and maintain an adequate inventory of literature for sale.
- c. Maintain a post office box number, or an office address to the Information Service Center can be registered with the World Service Office and listed in the World Directory.
- d. Receives mail and phone inquiries and channels these inquiries to the member groups, committees, or districts, whenever possible.
- e. Publishes and distributes meeting schedules for its member groups.
- f. Provides educational information about Al-Anon and/or Alateen to the community.
- g. Provide a 24-hour answering service.
- h. Holds monthly meetings the second Thursday of each month, that should be attended by all Information Service Representatives, Officers and interested Al-Anon/Alateen members.

Section 4. Structure. The Al-Anon/Alateen Information Service Center will be comprised of:

a. Service Center Committee: The Service Center Committee will be responsible for the operation of the Al-Anon/Alateen Information Service Center.

1. The Service Center Committee will be comprised of one Information Representative (ISR) from each Al-Anon/Alateen member group and officers.

2. The functions of the Service Center Committee will include the operation of the Service Center, coordinating group interest in the Service Center and service operations, approving all financial transactions of the Service Center, considering other ways and means of aiding the Al-Anon/Alateen program in accordance with the traditions and principles.

3. A nominating committee of three Information Service Representatives (ISR's) will be appointed each year at the October meeting by the Chairperson. This committee will submit two candidates for each officer of the Service Center Committee and members of the Board of the Trustees. Elections will be held in December by ballot to be elected by the ISR's. Candidates may be chosen from Al-Anon at large, according to time in Al-Anon, service work, and qualifications

as set out for each position. No more than one family member shall hold an elective office at the same time. Should an ISR be elected an officer of the Service Center Committee, it is suggested that person resign as ISR.

(a) Only ISR's will be entitled to a vote.

(b) The term of service for officers of the Service Center Committee will be for one year, beginning January 1st with exception of the Treasurer which will be two years.

(c) Vacancies shall be filled by a special or regular meeting of the Service Center Committee.

Section 5. Dissolution. Upon dissolution hereof, the assets of the corporation shall not inure to any member, but shall be distributed only to another duly qualified non-profit corporation, with similar purposes, to be determined by the Board of Trustees.

ARTICLE IV. BOARD OF TRUSTEES

Section 1. The Board of Trustees position will be that of director, custodian and guarantor of good management of the Al-Anon/Alateen Information Service Center. The Trustees will act in two major capacities: (a) in matters of policy and finance; they are principal planners and are responsible for final decisions; and, (b) the board shall provide a report to the Service Center Committee at every monthly meeting.

(1) The Board of Trustees will consist of four persons elected from past ISR's in December for a term of one year beginning January 1 of each year. The Treasurer shall be the fifth member of the Trustees.

(2) This board shall elect a Chairperson from the four-member board. The Chairperson shall serve as a representative on the Service Center Committee.

(3) The board shall meet the second Thursday preceeding the Service Center Committee meeting of each month.

(4) The board shall audit funds quarterly; specifically, April, July, October, and January.

(5) This board shall conduct a physical inventory of Conference Approved Literature (CAL) on a quarterly basis.

(6) This board shall review and approve requirement of future literature purchases monthly. Intermittent purchases shall be approved by the Treasurer of the Service Center Committee.

(7) The board will be responsible for all literature leaving the office. No consignments or credit will be extended without purchase orders.

(8) This board shall review and make recommendations to the Service Center Committee regarding personnel actions.

- (a) Hiring and retention of employees;
- (b) Formulation of job description;
- (c) Establishes schedule, leave time, and personnel replacement during absence.
- (d) In extraordinary circumstances, the board may perform such personnel actions as may be required.


(9) This board shall make an annual performance evaluation of paid employees and make recommendations to the Service Center Committee.

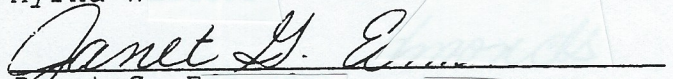
(10) No paid employee will be a member of the Board of Trustees. This board may, however, invite paid employees to attend monthly meetings where they would have voice but no vote. (Reference to Convent IV.)

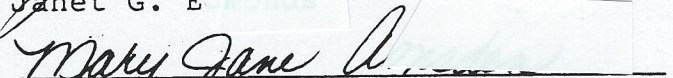
(11) No officer, director, trustee, or employee shall have the right to bind the corporation in any respect without specific authorization from the Board of Trustees. Any violation will subject the offender to removal from office and shall require such offender to indemnify the corporation from such unauthorized acts.

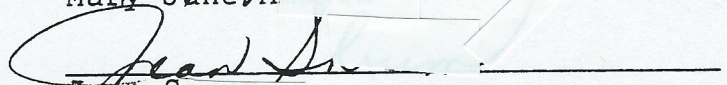
ARTICLE V. AMENDMENTS

Section 1. These By-Laws may be altered, amended or repealed and new by-laws may be adopted only by two-thirds majority vote of the members, at a meeting duly called for the purpose.


Myrna W.


Janet G. E.


Mary Jane A.


Jean S.