

BY-LAWS

AL-ANON/ALATEEN INFORMATION SERVICE CENTER

**Overseen by Idaho Area District
Three, 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 Article of Incorporation)

Original	6/12/86
Revised	3/12/87
Amended	12/7/87
Amended	2/11/88
Revised	5/10/94
Revised	6/11/96
Amended	10/13/98
Revised	4/21/99
Revised	11/17/05
Revised	11/20/08
Revised	1/31/2016
Revised	9/21/2022

ARTICLE I

Purpose:

The Al-Anon/Alateen Information Service Center is a ~~local~~ service center established by groups within Area 13 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 in Area 13.

ARTICLE III

Financial Support:

The Al-Anon/Alateen Information Service Center is supported by the groups it serves. District 3 underwrites the stability and continuity of the center. 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 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 by member groups, money can be raised in the following manner:

- ♦ Special appeals to the various member groups.
- ♦ Sale of Conference Approved items including Conference Approved Literature (CAL) to local and out-of-town groups, other entities, and individuals.
- ♦ AAISC may accept a one-time bequest from an Alanon Member in any amount, provided it's use is not restricted by the donor.
- ♦ An Alanon Member may contribute to AAISC any amount.
- ♦ A basket may be passed after reading the preamble and Traditions ~~at~~
- ♦ Social functions to which all Al-Anons/Alateens and their families are invited.
- ♦ Garage sales and bazaars open to the public but not identified as Al-Anon/Alateen.
- ♦ 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
- ♦ 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 Conference Approved Literature (CAL) to provide to newcomers, the professional community and the public.
- ♦ 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, using Traditions and Concepts as applied in the Service Manual.
- ♦ Appoint a computer technician and approve hardware and software. This may be a volunteer or hired position
- ♦ Appoint committees as needed to include fundraising events.
- ♦ Present an estimated annual budget to District Three. Except in great emergency, the Board of Trustees ought never take action likely 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:

- ♦ At least one year membership in AlAnon
- ♦ Hold one service position prior to or concurrent with the Board of Trustees term.
- ♦ Bookkeeping, accounting, or Treasurer experience is needed for the AAISC Treasurer position.
- ♦ Dual members may serve on the Board in all positions except Liaison to the Area Committee. (See WSO Guideline G3).

Composition

- ♦ The Board of Trustees will be comprised of five people to be nominated by the AAISC Board of Trustees as follows:

- o Chairperson
- o Vice Chairperson
- o Secretary
- o Liaison to the Area World Service Committee
- o Treasurer

With exception of the Treasurer, all others may hold their positions for the entire term or rotate to other positions as determined by a quorum.

- ♦ The AAISC Volunteer Coordinator, AAISC Literature Coordinator and the District 3 Representative will be ex officio members to the Board of Trustees, having voice but no vote.

A quorum shall be defined as three of the five elected positions

No paid employee will be a member of the Board of Trustees.

Term of Office:

District three elects five Board members to serve staggered terms of office.

- ♦ The Treasurer serves a three-year term.
- ♦ Vice Chair serves a three-year term
- ♦ The remaining Board members each serves two-year terms.

Replacing a Member of the Board of Trustees:

- ♦ A Board member may resign by notifying the Chairperson.
- ♦ Board members missing three meetings within twelve months without informing the Chairperson or Co-Chairperson may be asked to leave after a quorum vote of the Board.
- ♦ Vacancies shall be nominated by the Board and elected by District Three.

Responsibilities of the Board of Trustees:

- ♦ Meet each month at a regularly scheduled time and place.
- ♦ Call special Board meetings as needed.
- ♦ Be the designated signatories for all checks drawn for the Al-Anon and Alateen Information Service Center. At the discretion of the Board of Trustees, the Volunteer Coordinator may be designated as one of the signatories along with one of the Board members.
- ♦ Request an independent financial review.
- ♦ Supervise a physical inventory of Conference Approved Literature on at least an annual basis.
- ♦ Oversee literature purchases by the AAISC Literature coordinator from World Service Office.
- ♦ Create and maintain policies regarding off-premises sale of literature. (See Event Procedures and Guidelines)
- ♦ Present to District Three for approval all decisions regarding hiring and retention of employees.

Responsibilities of the Officers of the Board of Trustees:

Chairperson:

- ♦ Prepares an Agenda for Board meetings.
- ♦ Chairs monthly Board meetings.
- ♦ Opens the meeting with members reading Traditions and Concepts.
- ♦ Appoint a Board member(s) to provide a quarterly report to District Three.
- ♦ Prepares performance evaluation of the Office Manager (if employed) and makes recommendations to the Board and District Three.

Vice-Chairperson:

- ♦ Performs the duties of the Chairperson in his/her absence.
- ♦ Serve the unexpired term of the Chairperson.
- ♦ Chairs the Fundraising Committee (working with D3 as fundraising is through that entity).

Secretary:

- ♦ Takes minutes of the BOT meeting and provides an approved copy for a permanent record at the office for District Three members and BOT.
- ♦ Manages all correspondence that is not channeled to a specific committee.
- ♦ Maintains minutes in a standardized format, as determined by the Board.

Treasurer:

- ♦ For the Treasurer position, bookkeeping, accounting, or treasurer experience is needed.
- ♦ Tracks all monies associated with AAISC.
- ♦ Maintains checking and savings accounts.
- ♦ Keeps current with sales tax and other taxing authorities
- ♦ Prepares monthly, quarterly and annual financial reports to be presented to the BOT, District 3 and 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 Assistant Treasurer may serve in the absence of the Treasurer, at the Treasurer's Request.
- ♦ See Treasurer Oversight Document for details.

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.
- ♦ Attends and votes at the Area World Service Committee meetings
- ♦ Attends and participates at the Assemblies but does not have a vote.
- ♦ Arranges for delivery and return of literature to the Al-Anon Assemblies, the Round-Up and District Fundraising Events, following event procedures and guidelines.
- ♦ Works with the Volunteer Coordinator to staff the sale of Conference Approved Literature at AA Assemblies, the Round-up and District Fundraisers.
- ♦ Provides report to the AAISC after off premises meetings and assemblies.

ARTICLE VI

DISTRICT THREE

Concept One suggests that the groups are to be the final authority for the Al-Anon/Alateen Information Service Center. The Board of Trustees are 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.

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

- ♦ Oversight and ultimate financial responsibility
- ♦ Meet at a regularly scheduled time and place and review AAISC reports. Review the AAICS's Treasurer's report quarterly and annually.
- ♦ Discuss and vote on items brought to District 3 by a representative of the Board of Trustees ~~meeting~~.

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 quarterly.
- ♦ Include Board of Trustees recommendations needing a District vote on the agenda.

Answering Service Coordinator:

- ♦ Coordinate the after-office hour's answering service (call forwarding) and keep information up to date.
- ♦ Update volunteer hot line phone list as needed.

ARTICLE VII

VOLUNTEER COORDINATOR:

Qualifications:

- Be a member of Al-Anon/Alateen with a willingness to use Traditions and Concepts as applied in the Service Manual.
- Working knowledge of computers.
- AlAnon member for one year.

- May be a dual member.

Term of Office:

- Two years.

Responsibilities:

- Recruit and train volunteers from the membership.
- Staff the AAISC with volunteers during regular business hours: 11-5 Monday – Friday, 10-2 Saturday
- Keep job procedures current with approval of changes from the Board of Trustees.
- Maintain and purchase office supplies.
- May delegate above responsibilities to volunteers.

ARTICLE VIII

AAISC LITERATURE COORDINATOR:

Qualifications:

- Be a member of AI-Anon/Alateen with a willingness to use Traditions and Concepts as applied in the Service Manual.
- Working knowledge of Computers.
- Member of AIAnon for at least 1 year.
- May be a dual member.

Term of office:

- Two years

Responsibilities:

- Maintain an adequate amount of conference approved literature.
- Order literature from WSO
- Train volunteers to receive, price and shelve literature.
 - Schedule date, and time for inventory and conduct same.

ARTICLE IX

Volunteers:

Qualifications:

- Be a member of AI-Anon/Alateen with a willingness to use Traditions and Concepts as applied in the Service Manual.
- May be a dual member.

Responsibilities:

- Follow the current Volunteer Office Procedures.

ARTICLE X

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

These By Laws, as revised, were approved by District Three Group Representatives on:

(month, date and year)