

Book of By-Laws

Al-Anon Inland Empire Service Center

January 2008

BOOK OF BY-LAWS
OF
AL-ANON INLAND EMPIRE SERVICE CENTER
(January 2008)

ARTICLE I	OFFICE	1-2
ARTICLE II	MEMBERSHIP OF INTERGROUP	2
ARTICLE III	MEETINGS OF INTERGROUP AND SERVICE BOARD	2-3
SECTION 1	TYPES OF MEETINGS	2
SECTION 2	ANNUAL	2
SECTION 3	REGULAR	2-3
SECTION 4	SERVICE BOARD	3
SECTION 5	SPECIAL MEETINGS	3
ARTICLE IV	SERVICE BOARD	3-5
SECTION 1	MEMBERSHIP & OFFICERS	3-4
SECTION 2	ELECTIONS	4
SECTION 3	VOTING PROCEDURES	4
SECTION 4	DUTIES	4-5
ARTICLE V	STANDING COMMITTEES	6-7
ARTICLE VI	EMPLOYEES	7
ARTICLE VII	REMOVAL OF SERVICE BOARD MEMBERS	7-8
ARTICLE VIII	FINANCES	8
ARTICLE IX	RULES OF PROCEDURES	8
ARTICLE X	AMENDMENTS OF BY-LAWS	8
ARTICLE XI	ARTICLE OF INCORPORATION	9

ARTICLE I OFFICE

SECTION 1 The name of the Corporation is Al-Anon Inland Empire Service Center. It is operated by the Service Board, responsible to Intergroup.

SECTION 2 The Center for the transaction or all business of this Corporation shall be located in the County of San Bernardino, State of California, at such a place as the Intergroup shall determine.

SECTION 3 The objects of this Corporation are:

1. To promote unity of purpose and the growth of Al-Anon and Alateen Groups within the geographical area served.
2. To maintain a central business center with non-paid volunteers and/or paid employees as a clearing house for Al-Anon and Alateen activities.
3. To provide information and serve as an educational resource to anyone seeking help in the solution of problems connected with an alcoholic spouse, relative, or friend.
4. To serve as the communications center for the member's Groups with respect to matters of local area policy, publicity, and respect.
5. To be guided in all activities by the 12 Suggested Steps, the 12 Traditions, and the 12 Concepts of Al-Anon.

ARTICLE I OFFICE (continued)

SECTION 4 Objects excluded:

1. Al-Anon and Alateen matters of policy and publicity at the national or international level since this is the function and responsibility of the Al-Anon Family Group World Headquarters, Inc. (WSO).
2. The operation of a club or clubhouse.

ARTICLE II MEMBERSHIP OF INTERGROUP

SECTION 1 Persons selected as Intergroup Representatives (IR) or Alternate Intergroup Representatives (AIR) of every Al-Anon Family Group within the geographical area served shall automatically become members of this Corporation. Upon registration there shall be forwarded to the Group a copy of the By-Laws. Intergroup Representatives shall be eligible for membership in this Corporation when the Group has submitted to the Service Center in writing:

- A. The names of the Intergroup Representatives and the Alternate Intergroup Representatives.
- B. The full name of the Group, day, time, and location of its meeting.
- C. The term of office for Intergroup Representatives and Alternate Intergroup Representatives will be one (1) year.

SECTION 2 Each Group shall have the right to withdraw its Intergroup Representative and/or Alternate Intergroup Representative at any time, and upon the withdrawal by the Group her/his membership in the Corporation shall automatically terminate.

SECTION 3 Membership is not dependent upon financial contributions from the Groups. Financial support is not a pre-requisite to continuing membership in the Corporation.

ARTICLE III MEETING OF INTERGROUP AND SERVICE BOARD

SECTION 1 Types of Meetings:

Meetings shall be Annual Meetings, Regular Intergroup Meetings, Service Board Meetings, and Special Meetings.

SECTION 2 Annual Meetings:

1. The annual election meeting of the members of this Corporation shall be held during the month of November of each year.
2. Fifteen percent (15%) of the membership shall constitute a quorum.

SECTION 3 Regular Intergroup Meetings:

1. The Regular Meetings of the Intergroup Representatives shall be held on the first Saturday of each odd month (January, March, etc) unless this date falls on a holiday and/or at the discretion of the Board.
2. Fifteen percent (15%) of the membership shall constitute a quorum for an Intergroup Meeting.
3. In the absence of a quorum, the meeting shall be held to carry information but no business shall be transacted.
4. The agenda shall include:
 - A. Reading of the minutes of the last Regular Meeting and of any Special Meeting.

ARTICLE III MEETING OF INTERGROUP AND SERVICE BOARD – SECTION 3 (continued)

- B. Reports of the Chairperson, Treasurer, Standing, and Special Committee Chairpersons
 - C. Obtain a quorum count
 - D. Unfinished business
 - E. New business
 - F. Adjournment
5. All motions at all Intergroup Meetings must be made and seconded by either a registered Intergroup Representative or Alternate Intergroup Representative and only the Intergroup Representatives and/or Alternate Intergroup Representatives may vote.
 6. All meetings shall be made open to any member of any Group.

SECTION 4 Service Board Meetings:

1. Regular Service Board Meetings shall be held on the first Saturday of each even month (February, April, etc.) unless this date falls on a holiday and then at the discretion of the Board.
2. The presence of a majority of the Service Board shall constitute a quorum. In the absence of a quorum, the meeting shall be held to carry information but no business shall be transacted.
3. The agenda shall include the following items but may be varied at the discretion of the Chairperson:
 - A. Ask for any corrections or additions to be made in the minutes of the last Regular Meeting and of any Special Meeting
 - B. Reports of the Treasurer, Standing and Special Committee Chairpersons
 - C. Obtain a quorum count
 - D. Unfinished business
 - E. New business
 - F. Adjournment
4. All meetings of the Service Board shall be open to any member of every Group.

SECTION 5 Special Meetings:

1. Special Meetings of the Intergroup or the Service Board may be called by the Chairperson or at the written request of three (3) or more members of the Corporation.
2. Special Meetings shall be called by written notice sent by regular mail to each Intergroup Representative at least ten (10) days before the time of the meeting. Such notice shall state the purpose of the meeting and no other business shall be acted upon except that stated in the notice.
3. In the exceptional case of an emergency a Special Meeting may be called by telephone to either the Intergroup Representatives or Service Board members as applicable. Ten percent (10%) shall constitute a quorum.

SECTION 6 At all Regular Intergroup or Special Meetings each registered Group shall have one (1) vote. This vote is to be cast by the registered Intergroup Representative or Alternate Intergroup Representative.

ARTICLE IV SERVICE BOARD

SECTION 1 Membership and Officers:

1. Any person who is a member of any registered Group and has served as an Intergroup Representative or Alternate Intergroup Representative for at least one (1) year, or is currently serving and is not committed to a like capacity in any other geographical area shall be eligible for election as a member to the Service Board.
2. No member of the Service Board shall be eligible for re-election until after the expiration of the original term of office.
3. A Service Board member shall not hold a position of Intergroup Representative or Alternate Intergroup Representative simultaneously.
4. The Service Board shall consist of four officers: Chairperson, Alternate Chairperson, Secretary, and Treasurer; and ten to fifteen (10-15) members to be elected by the registered Intergroup Representative. The Alternate Intergroup Chairperson, Secretary, and Treasurer shall be elected by the Service Board.
5. The outgoing Chairperson of the Board shall be an ex-officio member of the Service Board for one (1) year with voice to vote.

SECTION 2 Service Board Elections:

1. Nominations:
At least five (5) members shall be nominated by the Intergroup Representative at the Regular Meetings to be held in September and November of each year.
2. Elections:
The five (5) members, or more if required to fill the Service Board membership, receiving the greatest number of votes shall be deemed to be elected.
3. The member of the Service Board shall be elected to serve a term of two (2) years.
4. The Chairperson must have served one (1) year on the Service Board.

SECTION 3 Voting Procedure:

1. Voting shall be by written ballot.
2. Election Procedure:
 - A. Names of candidates nominated at the September Meeting should be mailed to each Group informing them that the registered Intergroup Representative will be casting the vote for their Group at the November Intergroup Annual Meeting.
 - B. Balloting
 - a. Names of all candidates are to be clearly displayed.
 - b. The Secretary calls the roll of voting members present.
 - c. Paper and pencils are distributed for written ballots
 - d. Non-voting members may serve as committees to tally votes and record them.
 - e. The greatest number of votes will be considered elected with the runner-ups to be kept as alternates.
3. Officers
 - C. Nominations:
One or more persons shall be nominated for Chairperson at the Annual Meeting of the Intergroup Representatives to be held in November of each year.
 - D. Voting:
Voting shall be by secret ballot by the registered Intergroup Representative or Alternate.

ARTICLE IV SERVICE BOARD - SECTION 3 (continued)

E. Installation:

The Service Board members and officers shall be installed at the Annual Meeting to be held in January of each year.

SECTION 4 Service Board Duties:

1. At the first meeting of the Service Board following their election, the Board shall elect from among their members all Standing Committee Chairpersons and Officers to serve for the ensuing year or at the discretion of the Service Board.
2. The Service Board shall:
 - A. Have the obligation to carry on the day to day activities and business affairs of the Al-Anon Inland Empire Service Center in accordance with the Officer Procedural Manual.
 - B. Submit to and follow the directives of the Intergroup Representatives on matters of general policies and programs which affect the Al-Anon Groups of the Inland Empire area providing that the policies and programs are within the framework of the Twelve Traditions.
 - C. Attend all Regular and Special Meetings of the Service Board and Intergroup.
 - D. Report proceedings of each of its meeting to the Intergroup.
 - E. Authorize capital expenditures not to exceed three hundred fifty dollars (\$350.00) with the exception of literature purchases; but does not have the authority to enter into contract agreements without the approval of the Intergroup.
 - F. Refer all matters arising in the Service Board Meetings which require discussion and action on the part of the Intergroup Representatives to the next Regular Intergroup Meeting.
 - G. Determine which special committees are necessary.
 - H. Review activities of and act as advisory body too all committees.
 - I. If a Service Board position is vacated an interim appointment may be made by the Service Board to fill the vacancy through the unexpired term.
 - J. Keep a procedure book to be given to the Chairperson at the Annual Meeting.
3. Duties of the Chairperson:
 - A. Preside at all meetings of the Service Board, Intergroup, and Special Meetings or designate the Alternate Chairperson or in the absence of that member request a member of the Service Board to act in the capacity.
 - B. Be an ex-officio member of all Standing committees and may appoint such committees as she/he together with the Service Board shall deem necessary of the welfare of the operation of the Intergroup.
 - C. In the absence of the Treasurer, may sign all Al-Anon Inland Empire Service Center checks.
 - D. Be responsible for administration of the Service Board and maintain contact with the committees.
 - E. Read the By-Laws at the first Service Board Meeting of the year.
4. Duties of Alternate Chairperson:
 - A. Assist the Chairperson in the exercise of the Chairperson's duties and perform the duties of the Chairperson at all times when she/he cannot give active service.
 - B. Service the unexpired term of office of the Chairperson if necessary.
 - C. In the absence of the Treasurer and the Chairperson, may sign all Al-Anon Inland Empire Service Center checks.

ARTICLE IV SERVICE BOARD - SECTION 4 (continued)

5. Duties of the Secretary:
 - A. Record minutes and maintain records of all Service Board, Intergroup, and Special Meetings.
 - B. Be responsible for all notices and correspondence to the Intergroup and Service Board, submitting a copy to the Chairperson.
 - C. Record the attendance at all meetings.
 - D. In the absence of the Treasurer, Chairperson, and Alternate Chairperson, may sign all Al-Anon Inland Empire Service Center checks.
6. Duties of the Treasurer:
 - A. Submit a current financial report at each Intergroup and Service Board Meeting.
 - B. Submit the books for yearly audit.
 - C. Be responsible for payment of all bills.
 - D. May sign checks.

ARTICLE V STANDING COMMITTEES

SECTION 1 Standing Committees shall, at the beginning of the year, submit a tentative budget to the Intergroup Representatives for approval.

SECTION 2 Standing Committees shall be:

1. News Editor (The Serenity Sheet)
 - A. Consist of a Chairperson and as many members as deemed necessary to carry out its responsibilities.
 - B. Be responsible for the publication of the Serenity Sheet.
 - C. Mail one (1) copy of each publication of the Serenity Sheet to each registered Group and all subscribers.
2. Ways and Means:
 - A. Consist of a Chairperson and as many members as deemed necessary to carry out its responsibilities of fund raising events.
3. Hospital and Institutions (H&I):
 - A. Consist of a Chairperson and as many members as deemed necessary to carry out its responsibilities.
 - B. Be responsible for maintaining liaison between the Service Board and the Hospital and Institutions meetings.
4. Public Information (PI):
 - A. Consist of a Chairperson and as many members as deemed necessary to carry out its responsibilities.
 - B. Be responsible for Public Information activities at the local level.
 - C. Serve as a member of the Public Information Committee with the Public Information Coordinator of the World Service.
5. Alateen:
 - A. Consist of a Chairperson and as many members as deemed necessary to carry out its responsibilities.
 - B. Serve as a member of the Alateen Activities Committee with the Alateen Coordinator to the World Service.

ARTICLE V STANDING COMMITTEES – SECTION 2 (continued)

6. Program:
 - A. Consist of a Chairperson and as many members as deemed necessary to carry out its responsibilities.
 - B. Be responsible for presenting informational reports or programs at the Intergroup Meetings.
7. World Service Liaison:
 - A. Be responsible for maintaining liaison between the Service Board and the World Service.
8. Center Manager:
 - A. Consist of a Chairperson, Volunteer Coordinator, Computer Coordinator, and as many members, deemed necessary to carry out its responsibilities.
 - B. Be responsible for ascertaining that the Center Affairs are conducted in a harmonious and efficient manner and in accordance with policies.
 - C. Be responsible for signing all Service Center Manager account checks.
 - D. Report to the Service Board and Intergroup Meetings.
9. Literature:
 - A. Consist of a Chairperson and as many members as deemed necessary to carry out its responsibilities.
 - B. Be responsible for ordering, stocking, and inventory of literature for the Service Center.
 - C. Run monthly computer sales and inventory report and present it to the Service Board and Intergroup Meetings.
10. Group Records:
 - A. Consist of a Chairperson and as many members as deemed necessary to carry out its responsibilities.
 - B. Be responsible for maintaining Group records and recording changes.
 - C. Presents reports pertaining to group records.
11. *Archives & By-Laws:
 - A. Consist of a Chairperson and as many members as deemed necessary to carry out its responsibilities.
 - B. Responsible for maintaining a current copy of the By-Laws of Al-Anon Inland Empire Service Center including all amendments to them.
 - C. Presents reports pertaining to Archives and By-Laws.
12. *Spanish Liaison:
 - A. Consist of a Chairperson and as many members as deemed necessary to carry out its responsibilities.
 - B. Responsible for maintaining records pertaining to this position.
 - C. Presents reports of activities and group changes for meetings conducted in Spanish.

ARTICLE VI EMPLOYEES

SECTION 1 The Service Board shall have the right to hire such employees as it deems necessary as set down in the Office Procedure Manual. Paid employees may not continue to act as a member of the Service Board, Intergroup Representative, and cannot be committed to a like capacity in any other Al-Anon service.

1. The salaried employee(s) does not decide policy and is under the direct supervision of the Center Manager.
2. The salaried employee(s) shall discharge the business functions of the Service Center and supervise volunteer help. The employee(s) shall also be responsible for maintenance and protection of the records of the Center.

ARTICLE VI EMPLOYEES (continued)

SECTION 2 Compensation of the Salaried Employees:

1. Salaries shall be determined by the Service Board with annual review.
2. Any change in salary is to be reported to the Intergroup Representatives at the next Intergroup Meeting.

SECTION 3 Anonymity:

1. The salaried employee(s) and the volunteers shall zealously guard the anonymity of all members of Al-Anon and shall never under any circumstances break any individual's anonymity unless directly authorized to do so by such individual.

ARTICLE VII REMOVAL OF SERVICE BOARD MEMBERS

SECTION 1 The Service Board may remove, by majority vote any member who fails to attend two (2) consecutive meetings (unexcused) of the Service Board.

SECTION 2 The Intergroup Representatives at any Regular or Special Meeting, may remove from office any Service Board member by a motion duly made, seconded and carried by two-thirds (2/3) vote of the quorum.

SECTION 3 Procedure:

1. Fifteen (15) days prior notice must be given of expulsion, suspension, or termination and the reasons therefore.
2. The member may have an opportunity to be heard orally or in writing, no less than five (5) days before the effective date of the expulsion, suspension, or termination, by either the Service Board or the Intergroup Representatives (whichever is applicable) who are authorized to reverse the proposed action.

ARTICLE VIII FINANCES

SECTION 1 The acceptance of bequest, unusual donations, or other offerings will be in accordance with current World Service policies.

SECTION 2 The Al-Anon Inland Empire Service Center shall not act as a trustee of any trust; nor shall funds be used specifically for investment purposes except for a prudent reserve.

ARTICLE IX RULES OF PROCEDURE

SECTION 1 The rules contained in Robert's Rule of Order, Revised shall act as a guide for the Chairperson unless otherwise provided by the By-Laws.

ARTICLE X AMENDMENT OF BY-LAWS

SECTION 1 These By-Laws may be amended and/or repealed in part or in whole at any Regular Intergroup Representatives Meeting by an affirmative vote of two-thirds (2/3) of the members there present, provided a copy of the proposed amendment(s) and/or repeal(s) is presented to each Intergroup Representative in writing, at least four (4) weeks before the meeting at which time the action is to be taken on the amendment(s) and/or repeal(s). If at such meeting the proposed amendment(s) and/or repeal(s) are not adopted, a revised amendment(s) and/or repeal(s) can be referred to the next Intergroup Representatives Meeting.

* Amendments approved (2006):

The decision has been made to indicate changes within the By-Laws, as well as indicating the pages changes are made on for the current year changes are made.

January 2006 – Page 7 – Archives & By-Laws and Spanish Liaison duties added

Amendments approved (prior to 2006):

September 8, 1984

May 4, 1985

July 9, 1988

July 8, 1989

July 7, 1990

November 16, 1992

January 8, 1994

1996

May 8, 1999

March 1, 2003

July 12, 2003

ARTICLE XI ARTICLE OF INCORPORATION

SECTION 1 “The property of this Corporation is irrevocably dedicated to charitable and educational purposes meeting the requirements for exemption provided by Section 214 of the Revenue and Taxation Code and no part of the net income or assets of this organization shall inure to the benefit of any private persons.”

SECTION 2 “Upon the dissolution or winding up of the Corporation its assets remaining after payment, or provision for payment, of all debts and liabilities of this Corporation shall be distributed to a non-profit fund, foundation, or Corporation which is organized and operated exclusively for charitable and educational purposes meeting the requirements for exemption provided by Section 214 of the Revenue and Taxation Code and under which has established its tax exempt status under Section 501 (c) (3) of the Internal Revenue Code.”