

Book of By-Laws

Al-Anon Inland Empire

Service Center

Revised September 9th, 2023

BOOK OF BY-LAWS
OF
AL-ANON INLAND EMPIRE SERVICE CENTER

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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.

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 Service Representatives (ISR) or Alternate Intergroup Service Representatives (AISR) 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 Service 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 Service Representatives and the Alternate Intergroup Service Representatives.
- B. The full name of the Group, day, time, and location of its meeting.
- C. The term of office for Intergroup Service Representatives and Alternate Intergroup Service Representatives will be one (1) year; and an individual shall not be an Intergroup Service Representative for more than one Group.
- D. Members of Al-Anon Family Groups who are also Members of Alcoholics Anonymous may serve as Intergroup Service Reps, as long as they don't serve as an Alternate Group Rep, an AIS Liaison, or in any other Area position.

SECTION 2 Each Group shall have the right to withdraw its Intergroup Service Representative and/or Alternate Intergroup Service 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, Special Meetings, and Electronic Meetings, i.e. Online or Virtual 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 Service Representatives shall be held on the second 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.
 - 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 registered Intergroup Service Representative or Alternate Intergroup Service Representative and all the Intergroup Service Representatives and/or Alternate Intergroup Service 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 second Saturday of each even month (February, April, etc.) unless this date falls on a holiday and then at the discretion of the Board.
2. Twenty percent (20%) 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 email notice sent to each Intergroup Service 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 sending emails to either the Intergroup Service Representatives or Service Board members as applicable. Ten percent (10%) shall constitute a quorum.

SECTION 6 Group Votes:

1. 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 Service Representative or Alternate Intergroup Service 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 Service Representative or Alternate Intergroup Service 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 service as a member to the Service Board. (Exception: See requirements the election of the Chair found in the middle of page 4 of the original test).
2. A Service Board member shall not hold a position of Intergroup Service Representative or Alternate Intergroup Service Representative simultaneously.
3. The Service Board shall consist of four officers: Chairperson, Alternate Chairperson, Secretary, and Treasurer; and ten to fifteen (10-15) members. The Chairperson will be elected by the Intergroup Service Representatives; the remainder of the Board can be selected by the Chairperson or the Service Board, or an individual can volunteer for a position. A vote shall be held by the Intergroup Service Representatives if more than one individual volunteers for the same Board position.
4. The outgoing Chairperson of the Board shall be an ex-officio member of the Service Board for one (1) year.

SECTION 2 Service Board Elections:

1. Nominations:

Nominations for Chairperson shall be by the Intergroup Service Representatives at the Regular Meeting to be held in September of each year. In the event that no nominations occur at the September Regular Meeting, then nominations for Chairperson may be made from the floor at the November Regular Meeting.

2. Elections:

The member receiving the greatest number of votes shall be deemed to be elected as the Chairperson.

3. The Chairperson of the Service Board shall be elected to serve a term of one (1) year; the remainder of the Service Board shall serve a term of two (2) years.

4. The Chairperson must have served a minimum of six (6) months, preferable one (1) year on the Service Board.

SECTION 3 Voting Procedure:

1. Voting shall be by written ballot.

2. Election Procedure:

A. Names of Chairperson candidates nominated at the September Meeting will be posted on the Inland Empire Al-Anon website, along with their resumes. The registered Intergroup Service Representative will cast the vote for their Group at the November Intergroup Regular 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 individual with the greatest number of votes will be considered the winner of the Chairperson position.

C. Voting:

Voting shall be by secret ballot by the registered Intergroup Service Representative or Alternate. There is only one vote per Group.

D. 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 the Chairperson election, the Board shall accept volunteers or shall select from among their members any open Standing Committee Chairpersons and Officers to serve for the ensuing term 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 Service Representatives on matter 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 meetings 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 Service Representatives to the next Regular Intergroup Meeting.
- G. Determine which special committees are necessary.
- H. Review activities of and act as advisory body to 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.

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.
- D. Lead the New Intergroup Service Representative Orientation meeting after the Intergroup Meetings as needed. Provide updated notebooks for each new Intergroup Service Representative. Examples of updates in the notebooks would be a copy of the By-Laws and contact information of Service Board members.

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.
- E. Submit a proposed budget to the Intergroup Service Representatives for approval at the

January Meeting.

7. Duties of the Ex-Officio:

- A. The outgoing Chairperson of the Board shall be an ex-officio member of the Service Board for one (1) year, with voice to vote in Service Board meetings.

ARTICLE V STANDING COMMITTEES

SECTION 1 Standing Committees should, at the end of the year, submit a tentative budget for their particular Committee to the Treasurer, so that he/she may compile the following year's budget.

SECTION 2 Standing Committees shall be:

1. Ways and Means:

A. Consists of a Chairperson and as many members as deemed necessary to carry out its responsibilities for planning events: Annual Gratitude dinner and at least one other fundraising event.

B. Carry out the responsibilities of this committee by enlisting Al-Anon members to help with those activities as needed.

2. Institutions:

A. Consists 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. Examples of institutions are Recovery Centers, prisons and Hospitals.

C. Be responsible for maintaining an up-to-date list of panels, coordinator, panel locations, and facilities contacts at the Information Service Center.

D. Carry out the responsibilities of this committee by enlisting Al-Anon members to help with those activities as needed.

3. Public Information:

A. Consists of a Chairperson and as many members as deemed necessary to carry out its responsibilities.

B. Be responsible for Public Information activities in the local Inland Empire Area. Examples of Public Information are Health Fairs, the Recovery Happens event in September, Red Ribbon week as public schools.

C. Serve as a member of the Area World Service Public Information Committee.

D. Carry out the responsibilities of this committee by enlisting Al-Anon members to help with those activities.

E. Maintain an online presence: examples are directories and social media, in accordance with WSO guidelines.

4, Alateen:

- A. Consists 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.

5. Programs:

- A. Consists 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.

6. Al-Anon Information Service Liaison (AISL)

- A. Be responsible for maintaining liaison between the Service Board and the World Service.
- B. Consists of a Chairperson and Co-Chairperson if deemed necessary to carry out the following responsibilities:
 - 1. Attend all Intergroup and Service Board Meetings.
 - 2. Attend the following four Southern California World Service Meetings: 2 committee meetings, typically held in February and August, and 2 assembly meetings, typically held in May and November.
 - 3. Submit written reports to SCWS Meetings covering the events and highlights of the Service Board and what the members are planning to do or have already done. Be prepared to present the report orally in front of the Assembly.
 - 4. Submit a written report to the Service Board at its next meeting following the Area Assembly. Be prepared to make an oral report to the Board and the Intergroup.

7. Center Manager:

- A. Consists 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. In the absence of the Treasurer, Chairperson, Alternative Chairperson and Secretary, may sign all Al-Anon Inland Empire Service Center checks.
- D. Report to the Service Board and Intergroup Meetings.
- E. Become familiar with point of sale system, bank deposit procedures, and QuickBooks.

8. Literature:

- A. Consists of a Chairperson and as many members as deemed necessary to carry out its responsibilities, which includes being at the Service Center once a week.
- B. Assist the Office Coordinator in receiving and inventory of literature for the Inland Empire Service Center.
- C. Run monthly computer sales and inventory report and present it to the Service Board and Intergroup Meetings.
- D. Be responsible for arranging special events such as selling literature at Conventions and at the Area World Service Assembly and SCWS/TEAM events when asked, by enlisting Al-Anon members to help with these activities as needed.

9. Archives & By-Laws:

- A. Consists 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.

10. Spanish Liaison:

- A. Consists 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.

11. Website Coordinator/Webmaster:

- A. Be responsible for maintaining and updating the website in a timely manner.
- B. Responsible for updating the online meeting directory as changes occur.
- C. Add/Delete literature and make price changes when necessary on the website.
- D. Upload Service Board Reports monthly and when asked.
- E. Coordinate with the Office manager to adjust tax updates and any other changes required.
Expand the website in the future to include more Inland Empire Al-Anon related information.

12. AA Intergroup Liaison:

- A. Attend Alcoholics Anonymous Intergroup Meetings, which are typically held on the first Wednesday of each month in Colton, at 7:00pm. Further information can be found on the Inland Empire AA Website.
- B. Announce Al-Anon Service Board activities. Provide flyers, give a brief presentation on Al-Anon topics.
- C. Give a report to the Al-Anon Service Board and Intergroup about the highlights of the AA Intergroup meeting.

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 Service 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. If there is no Center Manager, report to the Service Board Chair.
3. 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.

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 Service 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 Service 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 Service 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 and KBDM (Knowledge Based Decision Making) shall act as guides 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 Service 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 Service Representative in writing; or by posting on the Al-Anon Inland Empire Service Center website, 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 Service Representatives Meeting.

The decision has been made to indicate changes within the By-Laws by indicating the page changes for the most recent revision:

July 11th, 2020: Intergroup Service Representative has been added to the text to keep in accordance with current World Service Office terminology; grammatical errors corrected. No changes to the text have been made.

Amendments approved (prior to 2017):

September 9, 2023—Page 2

July 10, 2021—Pages 3 and 4

September 12th, 2020—Page 2

May 11, 2019—Pages 3, 4, 5, and 8

November 4, 2017, 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, January 2006, May 9, 2015

ARTICLE XI ARTICLES 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 nonprofit 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.”