

**VENTURA COUNTY AL-ANON
INFORMATION SERVICES/INTERGROUP**

BY-LAWS

Last amended March 12, 2009

ARTICLE I. PURPOSE

SECTION 1. The name of the organization shall be VENTURA COUNTY AL-ANON INFORMATION SERVICES (AIS)/INTERGROUP.

SECTION 2. The goals of this organization shall be:

- A. To promote unity of purpose within the Al-Anon/Alateen groups in Ventura County, the State of California.
- B. To promote the growth of Al-Anon/Alateen groups in Ventura County.
- C. To serve as the Al-Anon Information Service (AIS) for Ventura County Al-Anon/Alateen Family Groups in accordance with Al-Anon Family Groups principles and practices. Functions to include, but not be limited to:
 - 1. Maintain a listing in the local telephone directory.
 - 2. Maintain an office address so it can be registered with the World Service Office and listed in World Service Directories.
 - 3. Receive mail and phone inquiries and channel them to the appropriate person.
 - 4. Publish and distribute lists of group meetings.
 - 5. Coordinate "Round Robin" to provide an opportunity for growth and fellowship within the Ventura County Al-Anon/Alateen groups.
 - 6. Serve as an avenue for Public Information, Cooperating with the Professional Community, and Institutions work.
 - 7. Print and distribute a newsletter (Scoop) of activities for the Al-Anon/Alateen groups in Ventura County.
 - 8. Encourage and provide support for District 12 and World Service beyond the local level.
 - 9. Be guided in all activities by the Twelve Steps, the Twelve Traditions and the Twelve Concepts of Service in Al-Anon/Alateen.
 - 10. Maintain a website

SECTION 3. The following are excluded:

- A. Al-Anon/Alateen matters of policy and publicity at the national and international level, since this is the function and responsibility of the Al-Anon Family Groups Headquarters, Inc.
- B. Operation and maintenance of a club or clubhouse.

ARTICLE II. MEMBERSHIP

SECTION 1. Any person selected as an Information Service Representative (ISR) or Alternate Information Service Representative of any registered Ventura County Al-Anon/Alateen group shall automatically become a member of this organization. A person may serve as ISR in no more than one group at a time.

- A. Each ISR will submit to the AIS Secretary, in writing:
 - 1. The names, addresses and telephone numbers, if available, of the ISR, the Alternate ISR (if any), and the Group officers' names.
 - 2. The day, time and location of the Group's meeting.

SECTION 2. Each Group shall have the right to withdraw its ISR at any time; and upon withdrawal of an ISR by the Group, his/her membership in the organization shall automatically end.

SECTION 3. ISRs shall continue to be eligible for membership in the organization by submitting to the VENTURA COUNTY AIS, in writing, all changes in ISRs, Alternate ISRs, Group officers, and changes in day, time, and location of meetings.

SECTION 4. Membership is not dependent on financial contribution from the Group or ISR. However, traditionally, each group supports VENTURA COUNTY AIS by contributions. This financial support is the main income for the operation of the AIS. Financial support is not a prerequisite to the continuing membership in the AIS.

ARTICLE III. MEETINGS

SECTION 1. AIS Meetings:

Meetings shall be regular AIS Meetings, Service Board Meetings and Special Meetings.

SECTION 2. Regular Meetings of VENTURA COUNTY AIS for all registered ISRs and interested AI-Anon/Alateen members shall be held at least once every two months at a place to be determined by the Service Board.

- A. Notice of all regular meetings of the ISRs or members shall be sent to each ISR or member at least two (2) weeks in advance of such meeting to the address listed on the roster of registered representatives.
- B. Voting membership shall include all registered ISRs (or designated alternates). One vote per registered group.
 1. All others in attendance shall have voice and no vote.
- C. All motions at VENTURA COUNTY AIS meetings must be made and seconded by ISRs.
- D. Fifteen (15%) percent of the voting membership shall constitute a quorum for a VENTURA COUNTY AIS meeting, except for the Amendment of the By-Laws (as stated in Article 9, Section 1). In the absence of a quorum, the meeting shall be adjourned, and a subsequent meeting called by written notice at least ten (10) days prior to the meeting, at which time ten (10%) percent of the voting membership shall constitute a quorum.
- E. The printed agenda shall include:
 1. The Serenity Prayer
 2. A Conference Approved Reading
 3. Reading of minutes of the last regular VENTURA COUNTY AIS meeting and of the last meeting of the VENTURA COUNTY AIS Service Board.
 4. Reports of the Chairperson, Co-Chairperson, Treasurer, Coordinators and Special Committee Chairpersons.
 5. Seventh Tradition
 6. Old Business
 7. New Business
 8. Adjournment with the AI-Anon Declaration.

SECTION 3. Service Board Meetings:

Service Board Meetings of VENTURA COUNTY AIS shall be held regularly at a time and place determined by the Service Board.

- A. The presence of a majority of the Service Board shall constitute a quorum. In the absence of a quorum, the meeting shall be adjourned.

- B. The agenda shall include:
 - 1. Reading of minutes of the last Service Board meeting and of any special meetings.
 - 2. Reports of Chairperson, Co-Chairperson, Treasurer, Coordinators and Special Committee Chairpersons.
 - 3. Old Business
 - 4. New Business
 - 5. Adjournment
- C. All Service Board Meetings shall be open to any member of any registered group.
- D. Voting membership at all Service Board meetings shall include all current officers plus the immediate past Chairperson and the District Representative (or the Alternate District Representative).

SECTION 4. Special Meetings

Special meetings shall be called by the Chairperson, or at the written request of three (3) or more ISRs.

- A. Special meetings shall be called by written notice to each registered ISR at least seven (7) days before the time of the meeting. Notice shall state purpose of the meeting and no other business shall be acted upon at the special meeting except that stated in the notice.
- B. Rules governing quorum of VENTURA COUNTY AIS and Service Board meetings shall also govern for Special Meetings, depending on whether the Special Meeting is held for the Service Board or the AIS. In the absence of the quorum, the meeting shall be adjourned.

ARTICLE IV. SERVICE BOARD

SECTION 1. Membership:

- A. The Service Board shall consist of the Chairperson, Co-Chairperson, Secretary, Treasurer, Newsletter (Intergroup Scoop) Editor, Spanish Liaison, Alateen Representative and Coordinators of Public Information, Institutions, Cooperating with the Professional Community, Round Robin, Alateen, Archives/Literature, and Web Site.
- B. The immediate past Chairperson of AIS shall be a member of the Service Board with voice and vote.
- C. The District Representative or Alternate District Representative may be a member of the Service Board with voice and vote.
- D. Members of the Service Board shall be elected for a term of two (2) years.
- E. One half of the members of the Service Board shall be elected each year: Chairperson, Co-Chairperson, Treasurer, Newsletter Editor, Alateen Coordinator, Alateen Representative, Archives/Literature Coordinator, and Cooperating with the Professional Community Coordinator shall be elected in odd numbered years; Secretary, Spanish Liaison, Public Information Coordinator, Institutions Coordinator, Web Site Coordinator, and Round Robin Coordinator shall be elected in even numbered years.

SECTION 2. Eligibility - Chairperson

- A. To be nominated as Chairperson the person must have served on the Service Board for at least one year.
- B. Chairpersons, present or past, cannot be re-elected to the office of Chairperson or Co-Chairperson.

SECTION 3. Eligibility - Service Board

- A. Any active Al-Anon/Alateen member of any registered group who has attended meetings for one year is eligible for election to Service Board. It is suggested to have served one year as an ISR.
- B. No member of the Service Board shall be eligible for re-election to the same office until at least one year after the expiration of the preceding term of office.
- C. Al-Anon/Alateen members who are also members of Alcoholics Anonymous are not eligible for election to Service Board.

SECTION 4. Service Board Elections

- A. Elections shall be held every October at the regularly scheduled AIS meeting.
- B. ISRs shall nominate from the floor. However, prior permission shall have been granted from the nominee before placing his/her name in nomination.
- C. Nominees shall leave the room. Election shall be by show of hands. The nominee receiving the greatest number of votes cast shall be elected.

SECTION 5. Transition and Installation

- A. A transition meeting of the old and new Service Board shall be held in November following the election.
- B. The new Service Board members shall be installed at the December meeting following the election.

ARTICLE V. DUTIES OF THE SERVICE BOARD.

SECTION 1. The Service Board shall:

- A. Have the obligation to carry on the day-to-day activities and business affairs of the VENTURA COUNTY AIS.
- B. Make such decisions as are necessary to carry on the general purposes of the groups in the handling of questions pertaining to AIS activities as they arise.
- C. Submit to and follow the directives of the ISRs on matters of general policies and programs which affect the Al-Anon/Alateen groups of Ventura County, providing the policies and programs are within the framework of the Twelve Traditions and the Twelve Concepts of Service.
- D. Attend all regular and special meetings of the Service Board and all regular and special meetings of the ISRs.

- E. Report proceedings of each of its meetings to the ISRs at their next regular meeting.
- F. Authorize non-budgeted expenditures not to exceed \$300, but does not have the authority to enter into contractual agreements without the approval of the ISRs.
- G. Refer all matters arising in the Service Board Meetings which require discussion and/or action on the part of the ISRs to the next regular AIS Meeting.
- H. Determine if special committees are necessary.
- I. Review activities of and act as an advisory body to all committees.
- J. Have the right to fill any vacancy on the Service Board occurring for any reason by selecting a person who shall serve only until the next election.
- K. Members of the Service Board, who are not current ISRs, shall have voice and vote only at Service Board meetings.

SECTION 2. The Chairperson shall:

- A. Preside at all meetings of the Service Board and AIS. The Chairperson may, however, designate the Co-Chairperson or any of the Service Board members to act in this capacity.
- B. Be ex-officio member of all standing committees and may appoint such committees as he/she, together with the Service Board, shall deem necessary for the welfare and operation of the groups.
- C. Be responsible for the administration of the Service Board and maintain contact with the Service Board members.
- D. Read aloud the By-Laws at the first Service Board Meeting of the Year.
- E. Read aloud those portions of the By-Laws, which clarify the purpose, membership and procedures for VENTURA COUNTY AIS and its meetings at the February meeting each year.
- F. Act as or appoint a liaison to Southern California World Service Assembly.
 - 1. Attend the Assembly
 - 2. Present a written and oral report of the AIS activities.
- G. Act as liaison to District 12
 - 1. Attend meetings.

SECTION 3. The Co-Chairperson shall:

- A. Officiate in the absence of the Chairperson.
- B. Attend and assist the Chairperson at AIS Meetings.
- C. Serve the unexpired term of the Chairperson, if necessary.
- D. Be responsible for all fund raising activities.

SECTION 4. The Secretary shall:

- A. Record all minutes of all Service Board and AIS Meetings with a copy submitted to the Chairperson.
- B. Be responsible for all notices and correspondence to members of AIS and Service Board members; a copy submitted to the Chairperson.
- C. Record attendance at AIS and Service Board meetings.

SECTION 5. The Treasurer shall:

- A. Be responsible for deposit of monies and payment of bills.
- B. Balance the books at the end of each month.
- C. Reconcile the bank statement each month.
- D. Submit a written financial report at each AIS and Service Board meeting with copies for distribution.
- E. Prepare an annual budget to be presented at the September Service Board meeting and the October AIS Meeting.

ARTICLE VI. REMOVAL OF SERVICE BOARD MEMBERS

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

SECTION 2. The ISRs, at any regular or special meeting, may remove from office the Chairperson or any Service Board member by a motion duly made, seconded and carried by a majority vote of the ISRs present.

ARTICLE VII. FINANCES

SECTION 1. The main financial support of VENTURA COUNTY AIS is provided by the Groups it serves. Traditionally, each Group supports AIS by regular contributions. While this support is the main income for AIS, it is not a prerequisite to continuing membership in VENTURA COUNTY AIS.

SECTION 2. The acceptance of unusual contributions from any outside source other than an Al-Anon/Alateen entity is prohibited. However, AIS may accept a one-time legacy from an Al-Anon member in any amount up to \$10,000.

SECTION 3. The limit on all contributions from individual members of Al-Anon/Alateen is \$1000 per year and a one-time contribution from the immediate family in memory of a member is limited to \$1000.

SECTION 4. A prudent reserve of six (6) months operating expenses shall be maintained in the Treasury.

ARTICLE VIII. RULES OF PROCEDURE

SECTION 1. The suggestions contained in the current Al-Anon Alateen Service Manual, shall act as a guide for the Chairperson unless otherwise provided for in these By-Laws.

ARTICLE IX. AMENDMENT OF BY-LAWS

SECTION 1. These By-Laws may be amended and or/repealed in part or in whole at any regular VENTURA COUNTY AIS meeting by an affirmative vote of two thirds (2/3) of the ISRs present, provided a copy of the proposed amendment(s) and/or repeal(s) is presented to each ISR in writing, at least four (4) weeks before the meeting at which time the vote will be taken. If, at such a meeting, the proposed amendment (s) or repeal (s) is not adopted, a revised amendment and/or repeal must be referred to the next AIS meeting.