

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

BY-LAWS

Amended March 31, 2015

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. It is suggested an ISR serve for a two year term.

- 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 include general AIS Meetings, Service Board Meetings and Special Meetings.

SECTION 2. General meetings of VENTURA COUNTY AIS for all registered ISRs and interested Al-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 general 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.
Although, Al-Anon members who are also members of AA participate fully in all group activities, including group conscience decisions. However, they do not hold Al-Anon service positions that vote in matters affecting another group or Al-Anon or AA as a whole. (Service Manual page 126)
 1. All members of Al-Anon are welcome; however, they have a voice but 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 general VENTURA COUNTY AIS meeting.
 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 Al-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 filled Service Board positions shall constitute a quorum. In the absence of a quorum, the meeting shall be adjourned.
(A Quorum is one more than half of filled service positions)
- 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 are open to any Al-Anon member.
- 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; Coordinators of Public Information, Institutions, Cooperating with the Professional Community, Round Robin, Alateen, Archives/Literature, Web Site and Literature Distribution Center Chairperson.
- B. The immediate past Chairperson of AIS is a member of the Service Board with voice and vote.
- C. The District Representative or Alternate District Representative is a member of the Service Board with voice and vote.
- D. Members of the Service Board are elected for a term of two (2) years.
- E. One half of the members of the Service Board are elected each year: Chairperson, Co-Chairperson, Treasurer, Newsletter Editor, Alateen Coordinator, Alateen Representative, Archives/Literature Coordinator, Cooperating with the Professional Community Coordinator and Literature Distribution Center Chairperson are elected in odd numbered years; Secretary, Spanish Liaison, Public Information Coordinator, Institutions Coordinator, Web Site Coordinator, and Round Robin Coordinator are 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 AI-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 is eligible for re-election to the same office until at least one year after the expiration of the preceding term of office.
- C. AI-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 will 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 will be by show of hands. The nominee receiving the greatest number of votes cast is elected.

SECTION 5. Transition and Installation

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

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 AI-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 general and special meetings of the ISRs.

- E. Report proceedings of each of its meetings to the ISRs at their next general meeting.
- F. Authorize non-budgeted expenditures not to exceed \$300-Any contractual agreements must have 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 general 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 general AIS meetings. The Chairperson may, however, designate the Co-Chairperson or any of the Service Board members to act in this capacity.
- B. Be a member of all standing committees and may appoint such committees as he/she, together with the Service Board, deems 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 general 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.
- H. Be aware of all commitments and obligations of position and follow through appropriately.

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.
- E. Be aware of all commitments and obligations of position and follow through appropriately.

SECTION 4. The Secretary shall:

- A. Record all minutes of all Service Board and AIS general 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 general AIS and Service Board meetings.
- D. Be aware of all commitments and obligations of position and follow through appropriately.

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 general AIS and Service Board meeting with copies for ISR's.
- E. Prepare an annual budget to be presented at the September Service Board meeting and the October general AIS Meeting.
- F. Be aware of all commitments and obligations of position and follow through appropriately.

SECTION 6. The Alateen Coordinator shall:

- A. Maintain AMIAS Certification (Al-Anon Member Involved in Alateen Service Certification.)
- B. Promote the growth of new and existing Alateen groups in Ventura County.
- C. Encourage awareness and participation of Al-Anon members to become certified Alateen sponsors.
- D. Cooperate with Southern California World Service, WSO Alateen Coordinators and District 12 Alateen liaison.
- E. Cooperate with other AIS officers.
- F. Be aware of all commitments and obligations of position and follow through appropriately.

SECTION 7. The Archives/Literature Coordinator shall:

- A. Maintain the AIS archives and protect it from damage.
- B. Encourage Al-Anon members to contribute historical material and donate speaker CD's from conferences.

- C. Maintain record keeping and CD duplication associated with the [audio](#) library [at the Literature Distribution Center](#). Make accessible to ISR's.
- D. Introduce new and old Conference Approved Literature to ISR's,
- E. Cooperate with Southern California World Service and WSO Archives and literature coordinators.
- F. Cooperate with other AIS officers, i.e. CPC, Alateen, Institutions, and PI, encouraging them to utilize archive materials.
- G. Be aware of all commitments and obligations of position and follow through appropriately.

SECTION 8. The Cooperating with the Professional Community Coordinator shall:

- A. Build teams of AI-Anon members to support the work of communication with professionals such as therapists, doctors, lawyers, police and treatment centers. Encourage AI-Anon members to participate.
- B. Communicate with professionals to make them aware of what AI-Anon and Alateen is.
- C. Distribute the *Fact Sheet for Professionals*.
- D. Cooperate with Southern California World Service, World Service Office CPC Coordinators and District 12 Liaisons.
- E. Cooperate with other AIS officers such as Alateen, Institutions and Public Information.
- F. Be aware of all commitments and obligations of position and follow through appropriately.

SECTION 9. The Scoop/newsletter Editor shall:

- A. Enroll members in contributing news and sharing to the newsletter.
- B. Manage the birthday list and assure birthday notices are promptly printed.
- C. Encourage the AIS Coordinators and officers to generate articles appropriate to their positions.
- D. Edit and generate newsletter masters.
- E. Print and label newsletters. Arrange for delivery of the newsletter at the general AIS meetings.
- F. Arrange for distribution of the newsletters to the ISRs who were not present at the AIS general meeting.
- G. Manage and mail subscriptions to subscribers.
- H. Coordinate with the Secretary to keep the mailing list current.
- I. Be aware of all commitments and obligations of position and follow through appropriately.

SECTION 10. The duties of the Website Coordinator are:

- A. Maintain the website, updating and incorporating meeting changes, special events, the calendar, and the newsletter.
- B. Report to the Service Board and AIS general meeting regarding Web Site activity.
- C. Respond to email addressed to alanon@alanonventura.org. Questions about response will be brought to the Website Committee or the Service Board committee for group assistance in response.
- D. Act as a liaison between web host and AIS.
- E. Make sure the website hosting fees, and annual domain name registration is current and communicates with the Treasurer for payment for those services.
- F. Act as chairperson for any Website Committee that is formed.
- G. Be aware of commitments and obligations of position and follow through appropriately.

SECTION 11. The Public Information Coordinator shall:

- A. Be responsible for updating and publishing directories for Ventura County. Prints and distributes at all general meetings.
- B. Coordinate volunteers to receive phone calls annually.
- C. Be the liaison between volunteers and answering service.
- D. Cooperate with District coordinators for health fair and other public venues.
- E. Be aware of commitments and obligations of position and follow through appropriately.

SECTION 12. The Institutions Coordinator shall:

- A. Coordinate panels to visit institutions when initiated.
- B. Circulate signup sheets for panel volunteers.
- C. Cooperate with District officer and coordinators.
- D. Represent Ventura County Information Services at the Alcoholics Anonymous H & I Convention
- E. Be aware of commitments and obligations of position and follow through appropriately

SECTION 13. The Spanish Coordinator shall:

- A. Cooperate with the Literature and Archive Coordinator to introduce Spanish literature to ISRs at general meetings.
- B. Encourage Spanish meetings to participate in AIS activities
- C. Be aware of commitments and obligations of position and follow through appropriately.

SECTION 14. The Round Robin Coordinator shall:

- A. Encourage Ventura County meetings to host Round Robins.
 - 1. Circulate flyers for the event
 - 2. Support meetings hosting the event
- B. Suggested goal is to hold at minimum quarterly Round Robins throughout the county.
- C. Be aware of commitments and obligations of position and follow through appropriately.

SECTION 15. Literature Distribution Center Chairperson:

A. To be nominated as LDC Chairperson, the person must currently be serving on the LDC Committee for a minimum of one year.

B. Preside at all monthly LDC Committee meetings. The chairperson may, however, designate any of the committee members to act in its capacity.

C. Submit minutes of the monthly LDC Committee meeting and Treasure's report to AIS Chair and AIS Treasurer.

D. Cooperate with other AIS Officers.

E. Communicate with AI-Anon members to make them aware of what the LDC is.

F. Be aware of all commitments and obligations of position and follow through appropriately.

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 AI-Anon/Alateen entity is prohibited. However, AIS may accept a one-time legacy from an AI-Anon member in any amount up to \$10,000.

SECTION 3. The limit on all contributions from individual members of AI-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.