

By-Laws of District 7 Al-Anon Information Service

Article I Name and Location

The name of the Corporation shall be The District Seven Al-Anon Information Service, Inc., hereinafter referred to as the D7AIS. The Corporation's services shall be based in Des Moines, Polk County, Iowa.

Article II Objectives

The objectives of this Corporation shall be:

1. To promote unity of purpose and the growth of Al-Anon and Alateen Groups in District 7.
2. To provide information and serve as an educational resource to anyone seeking help with problems connected with an alcoholic relative or friend.
3. To serve as the communications center for the member groups with respect to matters of local area policy, publicity and interest.
4. To be guided in all activities by the 12 Steps, the 12 Traditions and the 12 Concepts of Service of the Al-Anon Family Groups.
5. To exist as the servant of the member groups to carry the message of the Al-Anon Family Groups by methods best accomplished through a common effort of the member groups.
6. To provide a service-advisory function only without authority or direction for all groups and individual members of the Al-Anon Family Groups.

Objectives Excluded:

Al-Anon and Alateen matters of policy and publicity at the national or international level are excluded from jurisdiction of D7AIS, since this is the function and responsibility of the Al-Anon Family Group Headquarters, Inc. (W.S.O.).

Article III Membership

An Al-Anon member is defined as anyone who feels his or her life is or has been affected by someone else's drinking. Alateens are members of the Al-Anon fellowship and, as the name implies, Alateen is designed for members in their teens. All references to Al-Anon automatically include the Alateen members as members of Al-Anon.

For the purposes of this corporation, membership is defined as Group Membership with representation from among the Al-Anon and Alateen Groups made up of individual members.

Group Membership:

1. Any Al-Anon or Alateen group located in District 7 of Iowa is eligible for membership in the D7AIS. To qualify as a group, the group shall be registered with the World Service Office.
2. A group shall be considered registered with the District upon notifying the District of the group's existence; its name, place, date and time of its meetings, the name, address and phone number of its Group representative, hereinafter referred to as the GR, and Alternate Group Representative, hereinafter referred to as the Alternate GR, and its agreement to uphold the traditions of the Al-Anon Family Groups and to abide by the use of only Conference Approved Literature for its meetings.
3. Upon registration with the District, there shall be forwarded to the Group, a copy of the Articles of Incorporation and the By-laws.

Article IV General Warranties

The Corporation and its voting members shall observe the following warranties:

1. In all its proceedings, the D7AIS, its officers, chairpersons and committees shall observe the spirit of the Al-Anon Traditions, taking great care that those committees never become the seat of power.
2. That none of its committee members shall ever be placed in a position of unqualified authority over any of the others.
3. All decisions shall be reached by discussion, vote and whenever possible, substantial unanimity as stated in the Twelfth Concept, Warranty 3.

ARTICLE V Contributions and Support

1. Although not a condition of membership, traditionally, it is suggested that it is the responsibility of the registered groups to make voluntary financial and service contributions to the Information Service and Information Service Center on a regular basis according to group conscience.
2. The D7AIS does not seek or accept support beyond the area it serves, nor from any source except Al-Anon and Alateen members and groups.
3. The acceptance of bequests, unusual donations, or other offerings from any source, is prohibited - whether for general or specifically designated purposes. However, a donation up to \$10,000 a year by an individual Al-Anon member is not to be considered an unusual donation - as noted under "Finances" in Digest of Al-Anon and Alateen Policies. A member may contribute to the D7AIS in memory of anyone who is deceased.
4. Fund raising projects may be conducted by a Group, combined Groups or the District in accordance with the Digest of Al-Anon and Alateen Policies, to benefit the D7AIS.
5. The D7AIS does not stock or offer program-related jewelry or trinkets for sale because that could divert it from its primary purpose and might endanger its tax-exempt status.
6. Contributions received from AA, which are offered to acknowledge Al-Anon support of a function may be accepted.
7. It is understood that no part of any funds taken in will be for the benefit of any members or officers personally, but will be used for the purposes as set forth in these by-laws.
8. The D7AIS shall not act as a trustee of any trust; nor shall any funds be used specifically for investment purposes.
9. The Fiscal Year of the Corporation shall begin on January 1 and shall end on December 31 of each year.
10. The D7AIS shall annually appoint an outside auditor, whose duties it shall be to audit the books of the Corporation and prepare an annual report, in writing, for submission to the Officers of the D7AIS.

ARTICLE VI Meetings

Regular meetings of the D7AIS are held at least nine (9) times yearly at a location and time designated by consensus or group conscience of the GRs, (or their alternates in their absence) and the Officers of the D7AIS.

Attendance: The District Representative hereinafter referred to as the DR, the Alternate DR, all Standing Committee Chairpersons and GRs attend the D7AIS meetings. Any other Al-Anon or Alateen member may attend and may have a voice but no vote.

ARTICLE VII Representation

GROUP REPRESENTATIVE

The GR serves as the voting member of the D7AIS. The Alternate GR acts as the GR in his or her absence. They shall have been elected by the group they represent in accordance with the World Service Handbook for Al-Anon and Alateen under Conference Procedures, Election of a Group Representative (GR) and an Alternate.

ADDITIONAL QUALIFICATIONS: The GR (or Alternate GR, in the case of the absence of the GR) should have stability and an understanding of the Twelve Steps, the Twelve Traditions and the Twelve Concepts and ample time to perform his or her duties.

DUTIES:

1. To become familiar with these by-laws and the Service Manual.
2. To build and maintain their Group's interest in the D7AIS, both financially and as to service participation.
3. To attend D7AIS meetings to review and approve actions of the Service and its Committees and to report these to their group.
4. To present any service-related suggestions to the D7AIS.
5. Whenever possible, questions should be taken to his or her Group for information, discussion or instruction. However, ultimately, the GR may vote as his or her conscience dictates.
6. To be willing to serve on committees.

DISTRICT REPRESENTATIVE

The DR shall be considered an Officer of the D7AIS. The DR and the Alternate DR are elected from among the current GRs who will have completed a full three year term by the end of the election year, and past GRs who have completed a full three year term and have remained active. This election shall take place in the fall of the year. This is done at a District meeting. The term of office shall be three (3) years, beginning in January following the elections and shall coincide with those of Area Officers and Delegate. The DR who is completing his or her term calls the election meeting.

If the DR resigns, proves to be inactive in the District, or for any reason is unable to serve, the Alternate DR completes the term and a new Alternate is elected at the next regular D7AIS meeting. If the Alternate is unable to fill the remaining term of DR, the Chairperson shall see that written notification is given at least ten (10) days prior to the regular meeting and an election is held at the next regular D7AIS meeting to elect a new DR and Alternate DR. If the election needs to be held sooner, the Chairperson shall (in consultation with the other current officers of the D7AIS) call a special meeting and see that written notification of election is sent to each GR at least ten (10) days prior to the meeting. If the DR fails to attend Area World Service Committee meetings, the AWSC Committee may request a replacement.

QUALIFICATIONS: The DR shall have completed a full three year term as Group Representative, working knowledge of the Steps, Traditions and Concepts and be willing to disclose their name and contact information.

ADDITIONAL QUALIFICATIONS: Frequent access to a computer and email.

DUTIES: See Policies and Procedures.

ALTERNATE DISTRICT REPRESENTATIVE

QUALITIFICATIONS: The Alternate DR shall have completed a full three year term as Group Representative and fulfill the same requirements as the DR. Acts as DR in the absence of the DR and assists the DR with duties as requested.

ADDITIONAL OFFICERS AND SERVICE COMMITTEE CHAIRPERSONS:

Election of Officers (other than the DR and Alternate DR), and Service Committee Chairpersons shall take place during the November meeting and shall be elected by the outgoing GRs of the D7AIS from among eligible members of the Groups in the District. All Officers and Alternates of the D7AIS shall meet the same qualifications as those of GR. Those duly elected officers shall take office as of January 1st of the following calendar year. These elections shall be held every three (3) years and their term of office shall coincide with the term of office of the DR.

All Officers and Service Committee Chairpersons shall have a minimum of two years of active membership in Al-Anon with service experience and shall possess a working knowledge of the Twelve Steps, the Twelve Traditions, the Twelve Concepts and the Service Manual and shall be willing to disclose his or her name, address and phone number as it pertains to the conduct of business of the D7AIS. In the event of an incumbent's resignation or absence from more than two monthly meetings a year without good cause, new officers or chairpersons shall be elected by a vote of the D7AIS voting membership at the regular meeting. When an officer or chairperson completes a portion of a term due to a vacancy, that officer or chairperson is eligible for re-election to one succeeding full term of office. Nominations will be considered from among members who have met the stated qualifications and have expressed a willingness to serve and that willingness has been communicated to the Chairperson.

The term of office for all Officers and Service Committee Chairpersons of the D7AIS shall serve for three (3) years beginning in January following the elections and running concurrently with the terms of office of the Iowa Area Officers.

CHAIRPERSON

ADDITIONAL QUALIFICATIONS: Ability to plan and conduct meetings in an orderly manner at the District level. Communication and cooperation with others are elements of a good Chairperson.

DUTIES:

1. Presides at all D7AIS meetings according to Parliamentary Procedures.
2. Presents an agenda for District meetings.
3. Appoints such committees as is deemed necessary for the efficient functioning of the D7AIS.
4. Responsible for seeing yearly audit is done.
5. Reads and disburses By-laws at first D7AIS meeting of the year.

ALTERNATE CHAIRPERSON

ADDITIONAL QUALIFICATIONS: Shall fulfill the same requirements as Chairperson.

DUTIES:

1. Acts as Chairperson in the absence of the Chairperson.
2. Assists Chairperson with duties as requested.

SECRETARY

ADDITIONAL QUALIFICATIONS: Due to the importance of accurate communications, administrative skills are required. Must have access to a computer and email.

DUTIES:

1. Records accurate D7AIS minutes.
2. Distributes copies of all meeting minutes as directed by the voting body.

ALTERNATE SECRETARY

ADDITIONAL QUALIFICATIONS: Shall fulfill the same requirements as Secretary.

DUTIES:

1. Acts as Secretary in the absence of the Secretary.
2. Assists Secretary with duties as requested.

TREASURER - Primary responsibility is to the D7AIS.

ADDITIONAL QUALIFICATIONS: Due to the complexity of the position, some bookkeeping experience is advisable. Member must be bondable.

DUTIES:

1. Collects the D7AIS contributions, monies from the sale of Conference Approved Literature and from District functions.
2. Balances D7AIS books at the end of each month.
3. Reconciles the D7AIS bank statement at the end of each month.
4. Submits financial reports at each D7AIS meeting.
5. Submits books for yearly audit.
6. Handles D7AIS financial transactions.
7. Is one of three (3) persons authorized to sign dual-signature checks. Two signatures shall be required on any amount exceeding \$200. The other persons authorized on the account shall be the DR and the Chairperson.
8. Prepares and forwards any reports and/or taxes required by city, state and /or federal law.
9. Serves as the Alternate D7AISC Treasurer and is able to sign financial instruments for Service Center and District.

ALTERNATE TREASURER - Primary responsibility is to the SERVICE CENTER hereinafter referred to as D7AISC.

ADDITIONAL QUALIFICATIONS: Same as Treasurer, must be able to become bondable.

DUTIES:

1. Acts as D7AIS Treasurer in the absence of the Treasurer.
2. Assists the D7AIS Treasurer with duties as requested and serves as the D7AISC Treasurer.
3. Collects D7AISC contributions, monies from sale of CAL and Service Center functions.
4. Balances D7AISC books at end of each month.
5. Reconciles the D7AISC bank statement at the end of each month.
6. Submits financial reports for the D7AISC at each D7AIS meeting.
7. Submits books for yearly audit.
8. Is one of three (3) persons authorized to sign D7AISC dual-signature checks. Two signatures shall be required on any amount exceeding \$200.00. The other persons authorized are Treasurer and the DR.
9. Prepares and forwards any reports and/or taxes required by state and/or federal law.

DISTRICT 7 (D7) AL-ANON INFORMATION SERVICE CENTER (D7AISC) BOARD OF TRUSTEES

1. The District 7 (D7) Al-Anon Information Service Center Board of Trustees, hereinafter referred to as the Board of Trustees (BOT), shall exist to oversee the operation of the District 7 Al-Anon Information Service Center (D7AISC).
2. The Board of Trustees shall consist of the D7 District Representative, the D7 Alternate Treasurer, and five (5) elected Trustees-At-Large (TAL).
3. The Trustees-At-Large shall be elected by the D7 Group Representatives, from among eligible members of the Groups in the District, in accordance with the general election provisions of the D7 By-Laws.

To be eligible to stand for the position of Trustee-At-Large, an individual must have completed at least one full three-year (3) term as a Group Representative, must be an active Al-Anon member, and must currently meet the qualifications to be a Group Representative under Article VII of the D7 By-Laws.

10. A paid employee of the D7AISC may not become a member of the Board of Trustees.

At the inception of the Service Center, the five initial Trustees-At-Large shall be elected as follows:

- a. One Trustee-At-Large to serve a 3 year term to run concurrently with the term of the D7 District Representative;
- b. Two Trustees-At-Large to serve a 2 year term; and
- c. Two Trustees-At-Large to serve a 1 year term.

Thereafter, one Trustee-At-Large shall be elected and shall serve concurrently with the D7 District Representative, two Trustees-At-Large shall be elected the following year, and the remaining two Trustees-At-Large elected the following year.

Elections shall take place annually in November and shall be conducted in the manner specified in the D7 By-Laws. Each Trustee-At-Large shall serve a three-year term beginning on the January 1 next following an election.

In the event that a Trustee-At-Large is unable to complete his/her term a special election will be called by the D7 Chairperson at the next regular District meeting.

An original Trustee-At-Large elected to serve less than a full three-year term or anyone elected to complete an unexpired term for a Trustee-At-Large will be eligible to serve for one full succeeding three-year term.

STANDING COMMITTEE CHAIRPERSONS

Service Committee Chairpersons shall include Alateen, Answering Service, Archives, Forum, Group Records, Literature, Newsletter, Public Outreach and Website.

DUTIES:

1. The Service Committee Chairpersons shall fulfill the responsibilities of their position at the direction of the District and shall make regular reports at regular D7AIS meetings.
2. General responsibilities for each chairperson are as follows:
 - a. Alateen – oversees activities within District 7 for Alateen
 - b. Answering Service – gathers statistics on answering service activity and reports at each monthly meeting
 - c. Archives – manages and obtains materials for Al-Anon archives
 - d. Forum – provides support and guidance for use of monthly Forum subscriptions
 - e. Group Records – maintains contact information for all positions within D7
 - f. Literature – provides literature for District 7 events
 - g. Newsletter – publishes the monthly, district 7 newsletter
 - h. Public Outreach – facilitates activities within District 7 related to Al-Anon outreach
 - i. Website – updates content of the district website

Specific duties for each position are outlined in the District 7 Policies and Procedures.

ARTICLE VIII Changes and Decisions

Changes in policy and procedure of the D7AIS may be moved and voted upon at any regular meeting provided that a quorum is present. A quorum shall be considered one third (1/3) of the eligible GRs of the D7AIS (or their Alternates); Three (3) D7AIS Officers present, (Officers defined as the DR, the Chairperson, the Secretary and the Treasurer. The Alternate DR, the Alternate Chairperson, the Alternate Secretary or the Alternate Treasurer is considered a valid officer if their respective counterpart is unable to attend).

All Al-Anon and Alateen members attending a D7AIS meeting may express an opinion on an issue under discussion prior to the matter being put to a vote.

ARTICLE IX Amendments

These by-laws may be amended at any regular meeting by two-thirds (2/3) voting members present, provided that the amendment has been submitted in writing at the previous regular meeting or has been mailed to the entire voting membership of the D7AIS at least ten (10) days prior to the meeting at which it will be considered.

ARTICLE X Dissolution

To effect dissolution of the D7AIS, these by-laws must be rescinded by a two-thirds (2/3) vote of the membership (present or by their proxy) after ten (10) days notice has been mailed to each member. A “no response” proxy shall indicate a positive proxy vote. In the event of dissolution, the D7AIS shall notify the Area Chairperson and the World Service Office in writing, indicating the reason(s) for dissolution and shall return any pertinent record to the Area World Service Committee. Upon the dissolution of the D7AIS whether such dissolution shall result from voluntary action on the part of the committee, court order or other reasons, no part of the remaining assets of the Information Service, after discharge of all liabilities, shall inure to the private profit, benefit or advantage of any individual or Al-Anon group. After paying or making provision for the payment of all liabilities of the Information Service, all remaining assets should be converted to cash by sale.

Such proceeds, together with all cash in the bank and on hand, shall be contributed directly to the Iowa Area Al-Anon Family Group, which qualifies as an exempt organization under Section 501(c)(3) of the Internal Revenue Code. (As Amended 7/89, 8/92, 12/95, 01/96, 10/97,1/98, 7/03, 3/06, 12/09, 12/13, 12/16, 6/18)