**GREATER CINCINNATI**

**AL-ANON INFORMATION SERVICE (GCIS)**

 **2017-2020 GUIDELINES**

**Article I: NAME**

 **The Greater Cincinnati Information Service (GCIS), sometimes referred to as Intergroup, was named by past members who were committed to being an Al-Anon Information Service (AIS). The Information Service Office/Literature Distribution Center was incorporated and named the Greater Cincinnati Information Office (GCISO, Inc.) by past members in 1988.**

**Article II: OBJECTIVES**

 **Section 1**

The purpose of the Greater Cincinnati Information Service/Intergroup is to aid the Districts of the Greater Cincinnati Al-Anon/Alateen Groups with the common purpose of carrying the Al-Anon/Alateen message to the suffering families and friends of alcoholics.

 **Section 2**

The principal function of GCIS is to coordinate group services and public outreach by organizing and maintaining the Al-Anon/Alateen Directory and financially supporting the Greater Cincinnati Information Service Office, Inc. (currently serving as the registered Literature Distribution Center) 2051 E. Kemper Road, Sharonville, Ohio 45241-1803 (513-771-5959).

  **Section 3**

The guiding principles of GCIS are the Al-Anon/Alateen Twelve Traditions and Twelve Concepts together with the policies set forth in the Al-Anon/Alateen Service Manual. (P24/27)

**Article III: MEMBERSHIP**

 **Section 1**

Membership in GCIS is open to all Al-Anon/Alateen Groups in the Greater Cincinnati Area in Districts 14, 15, 16 registered with the World Service Office (WSO).

 **Section 2**

Each group registered with WSO may select one Information Service Representative (ISR). The Information Service Representative duties are listed in the Al-Anon/Alateen Service Manual. (P24/27)

 **Section 3**

GCIS is supported by the groups it serves within its Districts’ boundaries. Contributions are voluntary and not a condition for membership.

**Article IV: VOTING**

 **Section 1**

Each group is entitled to one vote. No individual may represent more than one group. The voting members are Information Service Representative (ISR) or the Group Representative (GR), or a member designated by the group. Voting members need to be present at GCIS meetings for a vote to be valid.

 **Section 2**

 All important decisions shall be made in accordance with the principle of Substantial Unanimity (2/3 majority or greater as may be decided by majority vote at the start of each meeting).

 **Section 3**

 All important decisions should follow the Knowledge Base Decision Process. Refer to ohioal-anon.org for the KBDM form and description.

**Article V: MEETINGS**

 **Section 1**

 The regular Greater Cincinnati Information Service meetings shall be held in January, March, May, July, September and November on the second Thursday at 7:00 p.m. at the Wyoming Presbyterian Church, 225 Wyoming Ave.

 **Section 2**

 Special GCIS meetings can be held at other times by request of 25% of the member groups. Each Information Service Representative is to be notified of any special meetings at least two weeks in advance.

 **Section 3**

 The GCIS Chairperson may call special meetings of any committee.

  **Section 4**

 All meetings are open to any Al-Anon member.

**Article VI: STEERING COMMITTEE/OFFICERS**

 **Section 1**

 The Steering Committee shall consist of GCIS Officers: Chairperson, Co-Chairperson, Recording Secretary, Corresponding Secretary and Treasurer. The Steering Committee determines the agenda and helps facilitate all GCIS meetings.

 **Section 2**

 An elected Officer who is not fulfilling a responsibility according to the Al-Anon Traditions may be removed from office by a majority vote of the Steering Committee. The Steering Committee will appoint a new Officer.

 **Section 3**

 All Officers serve for a term of one year with the option of succeeding themselves for one additional year. Wherever possible, the nominees should have a minimum of two years’ participation in Al-Anon and Chairperson three years in Al-Anon. The year term begins on January 1.

  **Section 4**

 **Chairperson:**

* Conducts all regular and special GCIS meetings
* Is the alternate signatory for the GCIS bank account
* Functions as the Liaison to the GCISO Board
* Serves or appoints a GCIS Liaison to the Area World Service Committee (AWSC)

 **Co-Chairperson:**

* Assists the Chairperson and chairs any GCIS meeting in the absence of the Chairperson
* Furnishes an Orientation Packet to new ISR’s

 **Recording Secretary:**

* Records and sends out the minutes of all GCIS meetings
* Maintains a current membership list and emails of all ISR’s

 **Corresponding Secretary:**

* Communicates with the local and Area Group Records Coordinator to keep a current list of all member groups, their meeting places, times and days of the meetings
* Orders and distributes Al-Anon Directories
* Shares information with the Website Chairperson to keep an up to date directory on the website

 **Treasurer:**

* Receives, records and distributes all GCIS monies
* Is the primary signatory for the GCIS bank account
* Presents a report at each GCIS meeting
* Presents an annual financial report

**Article VII: GENERAL COMMITTEES, CHAIRPERSONS AND Al-ANON BASIC SERVICE POSITIONS**

**Alateen:**

* Maintains close contact with Alateen groups and Al-Anon members in Alateen Service (AMIAS) keeping them informed of workshops, conferences, rallies and conventions.
* Ensures that all current Alateen group information is reported to the Area Alateen Process Person (AAPP). Ensures all Alateen certifications for all AMIAS members are accomplished and kept current.

 **Answering Service:**

* Maintains the Al-Anon telephone information line (513-947-3700)
* Responds to requests for Al-Anon information
* Schedules volunteers on a regular basis
* Communicates directory changes to current volunteers

 **Historian:**

* Maintains the history of Al-Anon groups in the Cincinnati districts for Archives
* Advises GCIS of all AL-Anon Group Anniversaries

 **Group Records:**

* Maintains group information in the GCIS Cincinnati Districts
* Updates the area database with all changes received from the groups or WSO

 **Public Outreach:**

* Handles requests for AL-Anon/Alateen information by professionals
* Provides professionals within the community informational Al-Anon/Al-Lateen materials

 **Website:**

* Maintains the GCIS website ([www.cincinnatiafg.org](http://www.cincinnatiafg.org))
* Coordinates with the Corresponding Secretary to keep the meeting schedule accurate on the website

 **Literature:**

* Becomes familiar with Al-Anon/Alateen literature
* Introduces new Al-Anon/Alateen literature and materials to Intergroup

 **Special Events:**

* Organizes workshops and/or fundraisers. Maintains records of receipts and expenditures to each event reported to GCIS

 **Budget Committee:**

* Consists of at least 3 people including the current GCIS Chairperson, GCIS Treasurer and a member at large
* Budgets annual expenses based on the ample reserve
* Reviews estimated allocations for officers, committee chairs, and GCISO, Inc.

 **Guideline Committee:**

* Consists of 3 past GCIS Chairpersons and a member at large with 3 or more years GCIS experience.
* Responsible for the drafting of proposed amendments to the Guideline

 **2019 OAA Hosting (Ohio Area Assembly)**

 **2024 OAC Hosting (Ohio Area Convention)**

 **Information Service Representative (ISR):**

* An active Al-Anon member selected by their group as the primary GCIS voting member
* Keeps their group informed of GCIS information

 **Group Representative (GR):**

* In the absence of the ISR can be the primary voting member at GCIS meetings

 **District Representative (DR):**

* Elected by the GRs from within their district
* Chairs the district meetings
* Represents the groups in their district at Area World Service Committee meetings
* Serves as a resource and information source for the groups

**Article VIII: Reports**

 **Section 1**

The Steering Committee and all Chairpersons should present a report at each GCIS meeting. An electronic report should be sent to the Recording Secretary and Chairperson two weeks prior to each meeting.

**ARTICLE IX: GUIDELINES**

 **Section 1**

 Any proposed amendment or revision to the Guidelines is to be presented to the voting members four months in advance of the proposed motions to be changed and is accepted by 2/3 majority of voting members present at the meeting in which the formal motion is presented.

 **Section 2**

 Guidelines should be reviewed every three years.

 **Section 3**

 The Guidelines were last updated on September 8, 2016

**WORLD SERVICE OFFICE GUIDELINES (al-anon.org)**

**G-1 Members interested in speaking**

**G-2 Beginners’ meeting**

**G-3 Cooperation between Al-Anon and A.A.**

**G-4 Al-Anon Information Service**

**G-5 Alateen Meetings in Schools**

**G-6 Area Literature Coordinators**

**G-7 Participation in an Area A.A. Convention**

**G-8a Taking a Group Inventory**

**G-8b Taking a Group Inventory**

**G-9 Outreach to Institutions**

**G-10 Outreach to the Public/Media**

**G-11 Group Representative**

**G-12 Starting an Al-Anon group**

**G-13 Suggested Programs for Meetings**

**G-14 Services in Correctional Facilities**

**G-15 District Meetings**

**G-16 Alateen Conferences**

**G-18 Literature Distribution Centers**

**G-19 Starting an Alateen Group**

**G-20 Al-Anon/Alateen Area Conventions**

**G-21 Guideline for Newsletter Editors**

**G-22 A Meeting on Wheels**

**G-24 Area Alateen Coordinators**

**G-27 The Open Al-Anon Meetings**

**G-29 Outreach to Professionals**

**G-30 Area Archives**

**G-31 Ordering Literature**

**G-32 Area Forum Coordinators**

**G-34 Alateen Safety Guidelines**

**G-36 Group Records Coordinator**

**G-37 District Representative**

**G-38 Area Public Outreach Coordinator**

**G-39 Electronic Meeting Guidelines**

**G-40 Guideline for Al-Anon Web sites**

**G-41 Reserve Fund Guidelines**