

BY-LAWS  
OF  
AL-ANON INFORMATION SERVICE  
OF THE  
DELAWARE VALLEY, INC.  
(AISDV)

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## ARTICLE 1 - NAME, OFFICE AND PURPOSE

### **Section 1 - Name**

The name of the Corporation is Al-Anon Information Service of the Delaware Valley, Inc. and is herein referred to as AISDV, the Corporation's acronym. AISDV is registered with Al-Anon World Service Organization (WSO) AFG, Inc. (ID# 01011967) and Pennsylvania Al-Anon Assembly AFG, Inc. and has been authorized to use the Al-Anon name and trademark. See Appendix 2 "Policies & Procedures," Section 9 for the registration requirements of these organizations.

### **Section 2 - Office**

The registered office of this Corporation shall be located in the County of Philadelphia, Commonwealth of Pennsylvania at 4021 Walnut Street, Philadelphia, PA 19104 unless otherwise changed by the Service Board. The books and records of the Corporation shall be maintained at such place determined by the Service Board.

### **Section 3 - Purpose**

The primary purpose of AISDV is to help families and friends of alcoholics by offering experience, strength and hope. AISDV is a service arm of the Al-Anon fellowship and works in coordination with Al-Anon World Service Organization and Pennsylvania Al-Anon Assembly. See Appendix 1 for a discussion on the structure of the Al-Anon organization. The specific purposes of AISDV are as follows:

1. To encourage unity of purpose and growth of individual Al-Anon groups in the service area, the Greater Delaware Valley of Pennsylvania.
2. To provide information and serve as a resource to anyone seeking help with problems connected with an alcoholic relative or friend.
3. To serve as the communications center for the individual member groups with respect to matters of policy, publicity and interest.
4. To promote the Twelve Steps, Twelve Traditions and Twelve Concepts of Al-Anon in the service area.
5. To establish and maintain a central business office as a clearing house for Al-Anon activities.

## ARTICLE 2 - MEMBERSHIP

### **Section 1 - Membership**

Individuals attending any Al-Anon group in the AISDV service area are automatically members of AISDV provided that the following steps have been taken by their group:

1. The Group has registered and is recognized by the Al-Anon World Service Organization.
2. The Group has registered with AISDV. The exact requirements are set forth in Appendix 2 "Policies & Procedures," Section 1.

For purposes of definition, a registered Alateen group is included in the term Al-Anon group.

The AISDV service area has been defined to include all Al-Anon groups in the following districts of the Pennsylvania Al-Anon Assembly (also known as WSO Area # 48):

1, 2, 3, 4, 5, 7, 19, 20, 32

See Appendix 1 Section 3 for a map of the various district locations.

Any additions, deletions or changes to the AISDV service area must be approved by the AISDV Service Board.

Membership in AISDV shall not be dependent upon financial contributions from the Group or from individuals attending the Group meetings. While donations and contributions by individuals and Groups are the main sources of income for operation of the Corporation, financial support is not a prerequisite to continuing membership in AISDV.

## ARTICLE 3 - SERVICE BOARD

### **Section 1 - General and Reserved Powers**

The Service Board shall constitute the body corporate and, except as hereinafter expressly limited, shall exercise the rights, powers, and privileges of directors of a corporation organized under the Nonprofit Corporation Law of the Commonwealth of Pennsylvania. Specifically, the Service Board shall perform the following functions:

Approve all budgets

Approve and amend as necessary the Corporation's By-laws and Policies & Procedures

Establish and approve any changes to the Service Area

Establish and elect all officer positions

Establish and elect all coordinator positions

Create all permanent and temporary committees

Approve all funds disbursements

Approve all solicitation of funds methods

Approve any compensation to individuals performing necessary services for the Corporation

Approve all necessary federal, state and local information and tax filings

### **Section 2 - Board Composition**

Each AISDV registered Al-Anon Group as set forth in Article 2 will be entitled to have one member on the Service Board. The Group member shall be known as the Information Services Representative (ISR). Each member will have one vote. The election process for each ISR shall be established by the respective Group and must be in conformity with the Corporation rules as set forth in Appendix 2 "Policies & Procedures," Section 2. However, in compliance with Al-Anon WSO recommendations, members of Alcoholics Anonymous may not serve as ISRs. Officers of the organization as set forth in Article 4 shall also be members of the Service Board but shall have no voting rights.

### **Section 3 - Compensation**

Service Board members shall receive no compensation for any services rendered as part of their Board capacities or as part of their service on any Board committees.

## ARTICLE 4 - OFFICERS, COORDINATORS AND COMMITTEES

### **Section 1 - Officers**

The Service Board shall establish and elect all officer positions. The following officer positions are permanent and are elected every two years:

- Chairperson
- Vice Chairperson
- Secretary
- Assistant Secretary
- Treasurer
- Assistant Treasurer

In addition, the Service Board shall elect an AISDV Liaison officer who will act as a direct interface with the Pennsylvania Al-Anon Assembly AFG, Inc. The term of office will be in concurrence with that for officers of the Pennsylvania Al-Anon Assembly AFG, Inc. In compliance with Al-Anon WSO recommendations, members of Alcoholics Anonymous may not serve as officers.

The specific duties and job functions of each office are set forth in Appendix 2, "Policies & Procedures," Section 6. Election procedures, removal of officers and fulfillment of office vacancies are set forth in Appendix 2 "Policies & Procedures," Section 8. Officers shall receive no compensation for any services rendered in their capacity as an officer or as a Service Board member. All terms of office shall commence on January 1<sup>st</sup>.

### **Section 2 - Coordinators**

The Service Board may also establish coordinator positions for key activities. The exact positions, their duties and their term of office are set forth in Appendix 2 "Policies & Procedures," Section 7. In compliance with Al-Anon WSO recommendations, members of Alcoholics Anonymous may not serve as coordinators. Election procedures, removal of coordinators and fulfillment of coordinator vacancies are set forth in Appendix 2 "Policies & Procedures," Section 8. Any compensation rendered to coordinators must be approved by the Service Board and be in compliance with all Policies & Procedures.

### **Section 3 - Committees**

There is one permanent committee, the Steering Committee. It is established to assist in the development of topics and agenda items for consideration by the Service Board. The members of the Steering Committee and its purpose and role are set forth in Appendix 2 "Policies and Procedures," Section 4. The Service Board has the responsibility for establishing all temporary Committees. Any temporary committee established by the Service Board must have its purpose and role defined as set forth in Appendix 2 "Policies and Procedures," Section 5.

## ARTICLE 5 - MEETINGS

### **Section 1 - Service Board**

The annual meeting of the Service Board shall be held during the month of November of each year at a date and place to be determined by the Chairperson who will also set the agenda which will include at least the election of officers (when necessary) and approval of the AISDV budget for the coming fiscal year.

The Chairperson may call from time to time other meetings during the course of the year to conduct necessary business of the Service Board as set forth in Article 3, Section 1. These meetings shall be referred to as Regular meetings and the Chairperson shall set the date and place of such meetings.

The Chairperson shall direct the Secretary to inform the AISDV membership and Service Board members of annual and regular meetings in an appropriate and timely manner. This notification shall include the date, location and agenda of said meeting.

There shall be a quorum requirement of 10% of all registered Al-Anon groups in order for business to be conducted at a Service Board meeting. The Secretary shall announce to the Chairperson at the beginning of the meeting whether a quorum is present. Service Board members with voting privileges present at the meeting shall have the right to decide all motions with a simple majority vote except in those situations specifically identified as requiring a different procedure in these By-laws.

All motions must be made and seconded by Service Board members with voting privileges.

Additional rules to be followed at all Service Board meetings are set forth in Appendix 2 "Policies & Procedures," Section 3. All Service Board meetings are open to any Al-Anon or Alateen member from a participating Group in AISDV.

### **Section 2 - Steering Committee**

The Chairperson may call from time to time a Steering Committee meeting during the course of the year in order to facilitate the discussion of topics and agenda items at a future Service Board meeting. Steering Committee meetings are for administrative purposes only and no formal business of the organization shall be approved at these meetings. The Chairperson shall set the agenda, date and meeting place of all Steering Committee meetings. The Chairperson shall direct the Secretary to inform the AISDV membership and Steering Committee members of all meetings in an appropriate and timely manner. This notification shall include the date, location and agenda of said meeting. Composition and rules to be followed at all Steering Committee meetings are set forth in Appendix 2 "Policies & Procedures," Section 4.

## ARTICLE 5 – MEETINGS (continued)

### **Section 3 - Temporary Committees**

The Chairperson for each temporary Committee will be responsible for all operations of the Committee including holding meetings and making recommendations to the Steering Committee and the Service Board. Specific requirements for a temporary committee as well as rules and regulations to be followed by such committees are set forth in Appendix 2 “Policies & Procedures,” Section 5.

## ARTICLE 6 - FINANCES

### **Section 1 - Fiscal Year**

The fiscal year of the Corporation shall begin on the first day of January and end on the 31st day of December in each year.

### **Section 2 - Budget**

The organization shall establish a Financial Budget for each fiscal year which is based on the concept that revenues shall equal expenditures after consideration of an allowance for a prudent financial reserve. The Treasurer shall propose the budget at the Annual Meeting of the Service Board prior to the fiscal year for which it applies.

### **Section 3 - Contributions and Receipts**

The acceptance of bequests, unusual donations, or other offerings from any source other than Al-Anon or Alateen members is strictly prohibited. The organization shall follow all rules set forth by Al-Anon World Service Organization AFG, Inc. as to the acceptance of contributions. The specific rules and regulations are set forth in Appendix 2 "Policies & Procedures," Section 10.

### **Section 4 - Filing Requirements**

The organization shall make application to the United State Internal Revenue Service as a tax-exempt non-profit organization under Section 501 (c) (3) of the Internal Revenue Code. In addition, the organization shall file as a Domestic Pennsylvania non-profit corporation. All necessary tax filings for Federal, State and County purposes shall be the responsibility of the Treasurer and be made on a timely basis.

### **Section 5 - Commitments and Obligations**

All commitments and obligations of the organization shall be approved by the Service Board. The specific rules and regulations associated with this approval process are set forth in Appendix 2 "Policies & Procedures," Section 11.

### **Section 6 - Disbursement of funds**

Disbursement of funds of the organization shall be made by a business check signed by the Treasurer or other authorized signer as approved by the Service Board. The Treasurer may establish an imprest petty cash fund for the reimbursement of small out-of-pocket expenses. Specific rules and regulations associated with the disbursement of funds are set forth in Appendix 2 "Policies and Procedures," Section 11.

## ARTICLE 6 – FINANCES (continued)

### **Section 7 - Prudent Reserves**

The organization shall maintain a prudent financial reserve in order to insure that it can survive a temporary significant reduction in contributions or receipts or an unexpected or nonrecurring expense. The Treasurer shall be responsible for the maintenance of this reserve. The specific rules and regulations associated with this prudent reserve are set forth in Appendix 2 “Policies and Procedures,” Section 12.

### **Section 8 - Accounting Records**

The Treasurer shall be responsible for maintaining the accounting records of the organization and shall make them available at the organization's registered office to any member of the organization, Al-Anon organizations or any respective taxing authority.

## ARTICLE 7 - POLICIES & PROCEDURES

### **Section 1 - Purpose**

In order to facilitate the conciseness and clarity of the organization's By-laws, the discussions in the main body of the By-laws have been limited to those of a general nature. Specific operations, rules and regulations of the organization have been incorporated into the "Policies & Procedures" section which is shown as Appendix 2 to the By-laws. This process will also aid in the modification of policies & procedures.

### **Section 2 - Approval**

The Policies & Procedures, as well as any changes or amendments to them, must be approved at a Service Board meeting by a majority of the voting members present.

### **Section 3 - Content**

The actual content of the Policies and Procedures as well as any changes to them must be approved at a Service Board meeting by a majority of the voting members present. As a basic minimum, there shall be a Policy & Procedure associated with each of these areas:

- AISDV Group Registration Procedures
- Group ISR Selection and Responsibilities
- Service Board and Steering Committee Meeting Procedures and Locations
- Steering Committee Discussions
- Temporary Committee Discussions
- AISDV Officer Positions Descriptions and Responsibilities
- Coordinator Position Descriptions and Responsibilities
- AISDV Officer and Coordinator Position Elections, Removals and Vacancy Replacement
- World Service Organization (WSO) and PA Area Assembly Registration Procedures
- World Service Organization (WSO) Contribution Acceptance and Fund-Raising Rules
- Expenditure Approval and Disbursement Process
- Prudent Reserve Determination

### **Section 4 - Consistency with AI-Anon World Service Organization AFG, Inc.**

All policies and procedures of the organization shall be in conformity with those promulgated by AI-Anon World Service Organization AFG, Inc. as set forth in the AI-Anon Alateen Service Manual.

## ARTICLE 8 - LIABILITY AND INDEMNIFICATION

### **Section 1 - Personal Liability of Service Board Members and Officers**

To the fullest extent permitted by law, no Service Board member or Officer of the Corporation shall be personally liable for monetary damages as such for any action taken, or any failure of action taken as a Board member or member of any Committee, unless:

- A. The Service Board Member or Officer has breached or failed to perform the duties of his or her office in good faith, and fails to perform his or her duties in a manner compliant to the due care standard as a reasonably and ordinarily prudent individual would exercise under similar circumstances, including making reasonable inquiry, exercising reasonable skill and diligence in the performance of his or her corporate duties; and
- B. The breach or failure to perform constitutes self-dealing, willful misconduct or recklessness.

The provisions of this Section shall not apply to:

- A. The responsibility or liability of a Service Board Member or Officer arising from violation of any criminal statute; or
- B. The liability of a Service Board Member or Officer for the payment of taxes pursuant to local, state or federal law.

### **Section 2 - Indemnification**

A. To the extent not inconsistent with the requirements of Internal Revenue Code Section 501 (c) (3), and unless prohibited by law, the Corporation shall indemnify any Officer or Service Board Member of the Corporation made or threatened to be made a party to any civil, criminal, administrative or investigative action, suit or proceeding (whether brought by or in the name of the Corporation or otherwise) arising out of such person's service to the Corporation or to another organization at the Corporation's request against all expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit or proceeding. Persons who are not Service Board Members or Officers of the Corporation (hereinafter referred to as "Other Persons") may be similarly indemnified in respect of such service to the extent authorized at any time by the Service Board and permissible under Pennsylvania law. Such right to indemnification, whether of Officers, Directors, or Other Persons, shall not apply in relation to matters as to which such person shall be finally adjudicated to have been guilty of willful misconduct or recklessness.

## ARTICLE 8 - LIABILITY AND INDEMNIFICATION (continued)

B. Expenses which the Corporation is obligated to indemnify pursuant to paragraph (A) above, including expenses of Other Persons whose indemnification has been properly authorized by the Service Board, shall be paid by the Corporation upon receipt of an undertaking (in form and scope satisfactory to the Corporation) by or on behalf of such person to repay such amount if it shall ultimately be determined that he is not entitled to such indemnification.

C. The indemnification and advancement of expenses provided by this Section shall not be deemed exclusive of any other rights to which a person seeking indemnification may be entitled under any by-law, vote of Service Board, agreement or otherwise, and shall continue as to any person who has ceased to be an Officer or Service Board Member of the Corporation or to otherwise perform services for or at the request of the Corporation and administrators of such person.

D. The Corporation may purchase and maintain insurance, create a fund of any nature, grant a security interest or otherwise secure or insure in any manner its indemnification obligations, whether arising hereunder or otherwise.

## ARTICLE 9 - AMENDMENT OF BY-LAWS

### **Section 1 - Proposal**

A proposal to amend the By-laws of the organization may be made by any AISDV member. It must be in writing and submitted to the Steering Committee. The Steering Committee then reviews the proposal and recommends to the Service Board whether or not the proposal should be approved.

### **Section 2 - Notification to Service Board**

A copy of the proposed amendment(s) must be presented in writing to AISDV groups and Service Board members at least two (2) weeks before the meeting at which action is to be taken on the proposed amendment. The Secretary shall be responsible for this action.

### **Section 3 - Approval**

For purposes of amending these By-laws, this matter may occur at any meeting of the Service Board. A two-thirds affirmative vote of all voting Service Board members present must occur for the amendment(s) to be approved.

### **Section 4 - Review of By-laws**

The By-laws shall be reviewed on a regular interval of not less than three (3) years nor longer than four (4) years from the original date of approval of these By-laws. Every subsequent review of the By-laws shall also follow this time frame. A written record of any review must be completed and maintained along with the official copy of the By-laws. The Chairperson holding office at the required review time is responsible to see that this review is performed.

## ARTICLE 10 - DISSOLUTION

### **Section 1 - Proposal for Dissolution**

The Steering Committee shall have the sole power of proposing a voluntary dissolution of the Corporation. Any proposal to be submitted to the Service Board must have a two-thirds majority of all voting members of the Steering Committee. While this action must be taken at a Steering Committee meeting, proxy votes for those voting members unable to attend will be permissible. The Secretary will be responsible for obtaining these proxy votes and submitting them at the meeting.

### **Section 2 - Notification**

A copy of the proposed dissolution agreement must be presented in writing to AISDV groups and Service Board members at least two (2) weeks before the meeting at which action is to be taken on the dissolution agreement. The Secretary shall be responsible for this action.

### **Section 3 - Approval**

For purposes of dissolution of the Corporation, this may occur at any meeting of the Service Board. A two-thirds affirmative vote of all voting Service Board members present must occur for the dissolution agreement to be approved.

### **Section 4 - Dissolution Agreement Requirements**

As part of the dissolution agreement, a process must be set forth on the settlement of all liabilities and obligations. Also, assuming there are assets remaining after the settlement of all liabilities and obligations, it must state the specific disposition of said assets. In addition, said remaining assets can only be distributed to another AI-Anon organization. Finally, the dissolution agreement must be in compliance with all laws of the Commonwealth of Pennsylvania and County of Philadelphia and meet all necessary rules and regulations of the Internal Revenue Service.

### **Section 5 - Involuntary Dissolution**

If the organization is forced into an involuntary dissolution, the Corporation shall follow all necessary laws of the Commonwealth of Pennsylvania and County of Philadelphia and perform all necessary filing requirements. The Chairperson shall be responsible to insure these actions.

ARTICLE 10 – DISSOLUTION (continued)

**Section 6- Maintenance of Files & Records**

The organization shall maintain all necessary files & records as long as required by the laws of the Commonwealth of Pennsylvania and County of Philadelphia and the rules and regulations of the Internal Revenue Service. The Chairperson shall be responsible to insure these actions. The Service Board shall establish the location where the files & records shall be maintained.

APPENDIX 1  
AL-ANON STRUCTURE

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**Section 1 – Structure of the Al-Anon/Alateen Fellowship**

Source: Al-Anon/Alateen Service Manual  
2006 – 2009  
Al-Anon Family Groups  
Virginia Beach, VA  
Pages 55 through 66

**Section 2 – Incorporation/Taxes**

Source: Al-Anon/Alateen Service Manual  
2006 – 2009  
Al-Anon Family Groups  
Virginia Beach, VA  
Pages 101 – 103

**Section 3 – PA Area Assembly (WSO Area # 48) Map of Districts**

Source: PA Area Assembly, 2007

## SECTION 1 WRITE-UP FROM SERVICE MANUAL

SECTION 2 WRITE-UPS FROM SERVICE MANUAL

### APPENDIX 1- SECTION 3

The following PA Area Assembly Districts are part of the AISDV organization:

<u>County</u>	<u>District</u>
Bucks	19, 20
Chester	7, 32
Delaware	4, 5
Montgomery	3, 4, 20, 32
Philadelphia	1, 2, 4, 19

See the next page for a map of all PA Area Assembly Districts.

# MAP OF PA AREA ASSEMBLY DISTRICTS

APPENDIX 2  
POLICIES AND PROCEDURES

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9. World Service Organization (WSO) and PA Area Assembly Registration Procedures
10. World Service Organization (WSO) Contribution Acceptance and Fund-Raising Rules
11. Expenditure Approval and Disbursement Process
12. Prudent Reserve Determination

## **Section 1 - AISDV Group Registration Procedures**

In order for an Al-Anon Group and its members to participate in the AISDV organization, it must be officially registered with the Al-Anon World Service Organization AFG, Inc. and receive a Group identification number. Then, the name of the Group, its Group identification number, its mailing address, point of contact and other pertinent information must be submitted to the AISDV Secretary. The Secretary is then responsible to verify this information. Any changes to the above information must be submitted to the AISDV Secretary on a timely basis.

## **Section 2 - Group Information Service Representative (ISR) Selection and Responsibilities**

Each registered Al-Anon Group is entitled to one representative on the AISDV Service Board. The representative is referred to as the Group's Information Service Representative. Each Group shall have the sole responsibility of designating its ISR. While it is strongly recommended that the ISR be formally elected by the Group for a specified period of time, this is not an absolute requirement. It is also acceptable if the Group appoints a temporary ISR to attend any meetings of the AISDV organization. All ISRs must register with the AISDV Secretary immediately prior to any organization meetings. It is the responsibility of the AISDV Secretary to assure that the ISR or temporary ISR has been given the authority to represent the respective Group at that meeting.

## **Section 3 - Service Board and Steering Committee Meeting Procedures and Locations**

All meetings of the organization shall be conducted at the discretion of the chairperson. The location and times for all regularly scheduled meetings for the year shall be proposed by the Chairperson and approved by the Service Board at the annual meeting prior to the start of that year. The Chairperson has the sole authority to schedule any other meetings during the year.

#### **Section 4 - Steering Committee Discussions**

This committee has been established to assist and advise the Service Board in the execution of its duties. Members of the Steering Committee are as follows:

All officers and coordinators

A representative from each registered District in the Al-Anon Service Area (usually the Alternate District Representative)

Any Al-Anon or Alateen Group member from a participating Group in AISDV is entitled to attend any meeting of the Steering Committee as long as there is no objection by a majority of the officers, coordinators or District representatives at that meeting.

The Chairperson shall be responsible for the orderly discussion of all agenda items. All members of the Steering Committee attending the meeting shall have the right to vote on a motion with a majority necessary for approval of the recommendation.

#### **Section 5 - Temporary Committee Discussions**

From time to time, the Service Board has the power to establish a temporary committee to handle a nonrecurring matter or issue. In regard to a temporary committee, the Service Board shall set forth the following factors:

Exact purpose of the Committee

Projected time frame for the accomplishment of its tasks

Reporting requirements to the Service Board

Any funds to be allocated to the Committee to meet expenses

The Service Board is responsible for appointing a Committee Chairperson who then has the full and complete authority to achieve the goal and purpose of the Committee. This shall include the following tasks:

Appointing of Al-Anon Group members to it

Establishing the time, place and location of all meetings

Establishing of the agenda for all meetings

Determining the formulation of recommendations to the Service Board

## **Section 6 - AISDV Officer Position Descriptions and Responsibilities**

### **Chairperson -**

The responsibilities listed here are in addition to or expand on those areas already outlined in the By-laws.

The Chairperson attends and presides at all Service Board and Steering Committee meetings.

The Chairperson is responsible for maintaining contact with all coordinators.

The Chairperson introduces the Steering Committee and Service Board members at all AISDV affairs.

The Chairperson shall contact any member of the Service Board or Steering Committee who miss two consecutive meetings without contacting the Chairperson. If a third meeting is then missed, the Chairperson may request a vote of the Service Board to remove the individual from their position.

The Chairperson's signature shall be registered on all bank accounts as an authorized signer. Thus, in the event of the disability of the Treasurer and Assistant Treasurer, the Chairperson may sign AISDV checks.

The Chairperson is responsible for having a copy of the By-laws available at the Annual Service Board meeting and the first meeting of the year of the Service Board. Upon request, it is the duty of the Chairperson to give a brief overview of the By-laws and to answer any questions raised by the Committee.

The Chairperson shall continue on the AISDV Steering Committee for an additional one year at the end of the two-year term. This is an advisory position for the new committee and does not have voting privileges.

The Chairperson is responsible for the preparation of the Service Board and Steering Committee meeting agendas, and upon its completion submits it to the Secretary for distribution.

## **Vice Chairperson -**

The responsibilities listed here are in addition to or expand on those areas already outlined in the By-laws.

The Vice Chairperson shall attend all Service Board and Steering Committee meetings. The Vice Chairperson shall officiate in the absence of the Chairperson and assist the Chairperson as delegated.

The Vice Chairperson shall serve the unfinished term of the Chairperson should that become necessary.

The Vice Chairperson succeeds to the position of Chairperson upon the completion of the current Chairperson's term of office.

The Vice Chairperson is responsible for the fund-raising activities of the organization. If there is a fund-raising committee established, the Vice Chairperson chairs it and insures that all AISDV fund-raising guidelines are followed. Only AI-Anon or Alateen members may serve on any fund-raising committee. It is the responsibility of the Vice Chairperson to report on any fund-raising activities to the Service Board and Steering Committee as well as the RAP coordinator. Upon completion of any fund-raising events, all funds must be turned over to the Treasurer on a timely basis.

## **Secretary -**

The responsibilities listed here are in addition to or expand on those areas already outlined in the By-laws.

The Secretary shall attend and record the minutes of all Service Board and Steering Committee meetings.

The Secretary is responsible for the timely distribution of all meeting agendas to the appropriate individuals. The Secretary shall distribute the Service Board meeting minutes as well as the agenda for the next meeting to all Steering Committee members and all Service Board members who were in attendance. Steering Committee meeting minutes shall be given to the Chairperson who then shall decide on their distribution.

The Secretary shall bring sufficient copies of the Service Board minutes to the next Service Board meeting.

The Secretary shall be responsible for recording the attendance at all meetings and noting members present at each meeting in the respective meeting minutes. The attendance record shall consist of member names and positions.

## **Secretary – (continued)**

If requested by the Chairperson or upon a vote of the members present at any meeting, the Secretary shall read aloud the minutes of the previous meeting at the beginning of that meeting. The Secretary is responsible for making the motion to approve all meeting minutes.

### **Assistant Secretary -**

The responsibilities listed here are in addition to or expand on those areas already outlined in the By-laws.

The Assistant Secretary shall attend all Service Board and Steering Committee meetings. The Assistant Secretary shall assume the responsibilities of the Secretary if the Secretary is unable to perform his/her duties.

The Assistant Secretary succeeds to the position of Secretary upon the completion of the current Secretary's term of office.

The Assistant Secretary shall notify all AISDV groups of the date, time and site of any Service Board or Steering Committee meetings. The Assistant Secretary coordinates with the Secretary to insure that all appropriate individuals have copies of the meeting agendas, meeting minutes or other items.

The Assistant Secretary shall keep a current list of all AISDV groups, their addresses and points of contact.

### **Treasurer -**

The responsibilities listed here are in addition to or expand on those areas already outlined in the By-laws.

The Treasurer shall attend all Service Board and Steering Committee meetings.

The Treasurer is responsible for updating the signatory authority on all bank accounts so as to enable the Treasurer, the Assistant Treasurer and Chairperson the right to sign checks.

The Treasurer shall be responsible for the receipt and timely deposit of all contributions and fund-raising efforts. Also, all disbursement of AISDV funds shall be the responsibility of the Treasurer with all checks being signed by the Treasurer unless he/she is unable to perform this duty.

The Treasurer shall reconcile all monthly bank statements with the checkbook and financial records on a timely basis.

### **Treasurer – (continued)**

The Treasurer shall submit a written financial report at each Service Board meeting with sufficient copies available for all attendees and the RAP Coordinator.

The Treasurer shall submit an oral financial report at all Steering Committee meetings.

The Treasurer shall keep an accurate record of all business transactions and is responsible to see that all financial policies and procedures are followed.

The Treasurer and the Assistant Treasurer shall prepare an annual budget proposal for the upcoming fiscal year to be presented at the Annual Meeting of the Service Board. The approved budget shall be enacted for the following fiscal year.

### **Assistant Treasurer -**

The responsibilities listed here are in addition to or expand on those areas already outlined in the By-laws.

The Assistant Treasurer shall attend all Service Board and Steering Committee meetings.

The Assistant Treasurer shall assume the responsibilities of the Treasurer if the Treasurer is unable to perform his or her duties. This includes the signing of any AISDV checks.

The Assistant Treasurer succeeds to the position of Treasurer upon the completion of the current Treasurer's term of office.

If approved by the Service Board, the Assistant Treasurer prepares and sends out the annual Seventh Tradition personal contribution appeal letter to all Groups in AISDV.

The Assistant Treasurer helps to prepare the annual budget proposal.

### **AISDV Liaison -**

The responsibilities listed here are in addition to or expand on those areas already outlined in the By-laws.

The AISDV Liaison shall attend all Service Board and Steering Committee meetings. The election of this position is held every three years with the term of office to coincide with the term of office of the PA Area Assembly officers.

The AISDV Liaison shall attend all PA Area Assembly meetings and any Area World Service Committee (AWSC) meetings and is authorized to represent AISDV and its position on any matters before it.

## **AISDV Liaison – (continued)**

The AISDV Liaison shall report to the Chairperson on any meetings noted in the preceding paragraph.

## **Section 7 - Coordinator Positions Descriptions and Responsibilities**

### **Public Outreach Coordinator -**

The Public Outreach Coordinator shall be responsible for public outreach activities at the local level for localities served by AISDV. The Coordinator forms a committee with as many members as deemed necessary to carry out its responsibilities. Meetings are to be held as often as deemed necessary by the Coordinator.

The Public Outreach Coordinator shall report directly to the Chairperson and attend all Steering Committee and Service Board meetings. A verbal report shall be given on the status of all public outreach efforts at all meetings unless the Chairperson requests a written report in lieu of it. Any requested written report shall be given to the Secretary on a timely basis for distribution to the appropriate individuals.

The Public Outreach Coordinator shall be responsible for carrying the message of Al-Anon and Alateen to the professional communities by involving Al-Anon and Alateen members throughout the AISDV service area.

The Public Outreach Coordinator shall coordinate efforts with the Institutions coordinator.

The Public Outreach coordinator shall maintain contact with the PA Area Public Outreach Coordinator.

### **Institutions Coordinator -**

The Institutions Coordinator shall be responsible for activities at all institutions such as hospitals, rehab centers, correctional facilities and educational centers. The Coordinator forms a committee with as many members as deemed necessary to carry out its responsibilities. Meetings are to be held as often as deemed necessary by the Coordinator.

The Institutions Coordinator shall report directly to the Chairperson and attend all Steering Committee and Service Board meetings. A verbal report shall be given on the status of all institutions efforts at all meetings unless the Chairperson requests a written report in lieu of it. Any requested written report shall be given to the Secretary on a timely basis for distribution to the appropriate individuals.

### **Institutions Coordinator – (continued)**

The Institutions Coordinator shall be responsible for carrying the message of Al-Anon and Alateen to the abovementioned organizations by initiating regularly scheduled Al-Anon meetings and by involving Al-Anon and Alateen members throughout the AISDV service area.

The Institutions Coordinator shall coordinate efforts with the Public Outreach Coordinator.

The Institutions Coordinator shall maintain contact with the PA Area Public Outreach Coordinator.

### **Alateen Coordinator -**

The Alateen Coordinator is responsible for insuring that Alateen groups in the AISDV service area work together on projects and activities benefiting all current and prospective Alateen members. The Coordinator promotes interest in sponsorship for Alateen groups by bringing awareness to Al-Anon members of the fact that Alateen is an integral and equal part of the fellowship. To help make Al-Anon members aware of the need for our children to have the opportunity to use the Alateen program, the Coordinator shall hold sponsor workshops, visit Alateen Group GRs, keep in touch with Alateen sponsors in the AISDV service area and be in touch with the PA Area Alateen Coordinator. This position must be held by a current Alateen sponsor who has met all the necessary clearances and registration procedures.

The Coordinator may form a committee with as many members as deemed necessary to carry out its duties. Meetings are to be held as often as deemed necessary by the Coordinator.

The Coordinator shall report directly to the Chairperson and attend all Steering Committee and Service Board meetings. A verbal report shall be given on the status of all Alateen efforts at all meetings unless the Chairperson requests a written report in lieu of it. Any requested written report shall be given to the Secretary on a timely basis for distribution to the appropriate individuals.

### **RAP Coordinator -**

The RAP Coordinator is responsible for the publication and distribution of the RAP (Reaching Al-Anon People), the AISDV monthly information newsletter. The Coordinator will be responsible for the format of the RAP. This format, as well as any changes to it, must be approved by the Service Board.

The Coordinator may form a committee with as many members as deemed necessary to carry out their duties. Meetings are to be held as often as deemed necessary by the Coordinator.

### **RAP Coordinator – (continued)**

The Coordinator shall report directly to the Chairperson and attend all Steering Committee and Service Board meetings. A verbal report shall be given on the status of all RAP newsletter efforts at all meetings unless the Chairperson requests a written report in lieu of it. Any requested written report shall be given to the Secretary on a timely basis for distribution to the appropriate individuals.

### **Office Coordinator -**

The Office Coordinator shall be responsible for the operation, maintenance and upkeep of the AISDV administrative offices. In this regard, the Coordinator shall be responsible for maintaining a telephone listing in the local telephone directories, distribution of mail, and the maintenance of all office equipment. The Coordinator shall insure that adequate access to the office is available to all members who require its use. Finally, the Coordinator shall insure that the office is maintained in a safe and secure manner.

The Coordinator shall report directly to the Chairperson and attend all Steering and Service Board meetings. A verbal report shall be given on the status of the office at all meetings unless the Chairperson requests a written report in lieu of it. Any requested written report shall be given to the Secretary on a timely basis for distribution to the appropriate individuals.

### **Literature Coordinator -**

The Literature Coordinator is responsible to coordinate the purchase of all literature by the organization. The Coordinator shall insure that only Conference Approved Literature (CAL) is ordered and that the literature orders are done in an efficient and cost effective way. The Coordinator is also tasked with the establishment of a storage and distribution system that will insure that all forms of literature are available to AISDV coordinators and other AISDV members.

The Coordinator shall report directly to the Chairperson and attend all Steering Committee and Service Board meetings. A verbal report shall be given on the status of literature at all meetings unless the Chairperson requests a written report in lieu of it . Any requested written report shall be given to the Secretary on a timely basis for distribution to the appropriate individuals.

### **Directory Coordinator -**

The Directory Coordinator is responsible for the generation, printing, storage and distribution of the AISDV Directory. The Coordinator shall insure that all information is accurate and that the directory is updated on a timely basis.

The Coordinator shall report directly to the Chairperson and attend all Steering Committee and Service Board meetings. A verbal report shall be given on the status of the directory at all meetings unless the Chairperson requests a written report in lieu of it. Any requested written report shall be given to the Secretary on a timely basis for distribution to the appropriate individuals.

### **Telephone System Coordinator -**

The Telephone System Coordinator is responsible for all activities associated with the organization's telephone system. These activities include its setup and maintenance as well as that of any automated telephone answering system. The Coordinator shall insure that the system is operated in an efficient and cost effective manner.

The Coordinator shall report directly to the Chairperson and attend all Steering Committee and Service Board meetings. A verbal report shall be given on the status of the telephone system at all meetings unless the Chairperson requests a written report in lieu of it . Any requested written report shall be given to the Secretary on a timely basis for distribution to the appropriate individuals.

### **Website Coordinator –**

The Website Coordinator shall be responsible for the operation, maintenance and modification of the AISDV website. In this regard, the Coordinator may contract out vital administrative tasks. Any contractual arrangements must be in compliance with the AISDV Bylaws and Policies and Procedures.

All significant changes to the AISDV website (other than administrative efforts) must be approved by the Service Board.

The Coordinator shall report directly to the Chairperson and attends all Steering and Service Board meetings. A verbal report shall be given on the status of the website at all meetings unless the Chairperson requests a written report in lieu of it. Any requested written report shall be given to the Secretary on a timely basis for distribution to the appropriate individuals.

### **Archives Coordinator –**

The Archives Coordinator will be responsible for the operation, maintenance and modification of the AISDV Archives. In this regard, the Coordinator may contract out vital administrative tasks. Any contractual arrangements must be in compliance with the AISDV Bylaws and policies and procedures.

All significant changes to the AISDV Archives (other than administrative efforts) must be approved by the Service Board.

The Coordinator shall report directly to the Chairperson and attends all Steering and Service Board meetings. A verbal report shall be given on the status of the AISDV Archives at all meetings unless the Chairperson requests a written report in lieu of it. Any requested written report shall be given to the Secretary on a timely basis for distribution to the appropriate individuals.

### **E-Communities Coordinator -**

The E-Communities Coordinator will be responsible for the communication efforts between Al-Anon World Service Organization (WSO) and the AISDV. This will include notifying WSO of any changes to the AISDV information on file with them (address, phone number, etc.) as well as keeping them informed of vital AISDV activities that may have an impact on the WSO. The Coordinator will also be responsible for communicating all vital WSO information and communications to the AISDV Service Board.

The Coordinator shall report directly to the Chairperson and attends all Steering and Service Board meetings. A verbal report shall be given on the status of E-Communities at all meetings unless the Chairperson requests a written report in lieu of it. Any requested written report shall be given to the Secretary on a timely basis for distribution to the appropriate individuals.

### **Section 8 - AISDV Officer and Coordinator Elections, Removals and Vacancy Replacements**

All officer and coordinator positions are elected by the Service Board. The term of office is two years. The elections take place at the Annual Meeting of the Service Board. Officers and coordinators shall begin their term of office the following January 1st. The current Vice Chairperson, Assistant Treasurer and Assistant Secretary are automatically elected to the positions of Chairperson, Treasurer and Secretary for the succeeding term.

To be eligible for nomination to a position, a member must have at least one year of Al-Anon and/or Alateen affiliation with some time involved in service. No member shall be eligible for re-election as an officer to the same office until at least one year after the expiration of the original term of office. Coordinator positions are not subject to this restriction.

Each nominee, upon accepting nomination, shall submit an oral resume of their Al-Anon and/or Alateen experience. Voting procedures are as follows:

*If there is only one nomination, the vote will be taken by show of hands.  
If more than one nomination, written secret ballots shall be taken.*

A simple majority of the voting members present at the meeting is required for election to the officer or coordinator position.

The Service Board at any Service Board meeting may remove any Officer, Coordinator or Service Board member. A two-thirds majority vote of the voting members present is required for removal. Any individual who is the subject of removal shall have the right to present his or her case for retainment at the Service Board meeting where his or her removal is under consideration.

If a resignation or removal should occur, the officer or coordinator position must be filled at the next Service Board meeting by election. If there are no nominees for election, it becomes the Chairperson's responsibility to appoint an eligible member to finish the term. The Service Board at the next Service Board meeting shall approve or disapprove this appointment.

### **Section 9 - World Service Organization (WSO) and PA Area Assembly Registration Procedures**

The WSO registers an Information Service (Intergroup) when it meets the following requirements:

- Has a title indicative of the nature of its operation, e.g., "Al-Anon Information Service"
- Acquires a post office box number or an office address
- Maintains a listing in the local telephone directory
- Conducts activities in addition to Twelfth Step telephone calls
  - For example: works with local Al-Anon/Alateen service committees,
  - arranges group exchange meetings, publishes meeting lists,
  - and performs any other function as outlined in "Groups at Work".

(Source of information is Al-Anon Alateen Service Manual: 2006-2009, page 89)

The PA Area Assembly recognizes the WSO registration procedures and does not have any additional requirements.

## **Section 10 - World Service Organization (WSO) Contribution Acceptance and Fund-Raising Rules**

Many groups, districts, Areas, Information Services, Conventions, Conferences, Assemblies, or other gatherings of Al-Anon/Alateen members often raise funds to provide services.

### **Activities and Service -**

Fund-raising activities such as potluck suppers, dances, or other social events are conducted only within the fellowship and in agreement with the groups directly involved. If, however, such events are open to the public, use of the name Al-Anon or Alateen would violate the spirit of our Traditions.

### **Outside Contributions -**

Al-Anon and Alateen groups do not accept contributions from outside the Al-Anon membership in order to adhere to the Seventh Tradition of full self-support.

### **Avoiding Commercialism -**

Raffling various articles at meetings or other gatherings is a matter of autonomy (see "Selling Products/Chances"), but to avoid commercialism in the fellowship, it is suggested that these items relate in some way to our spiritual principles. Items such as Al-Anon or Alateen books, subscriptions to the Forum, or the donated products of the creative efforts of individual members are suggested.

### **WSO Does Not Provide Lists of Suppliers -**

In keeping with Tradition Six, the WSO does not provide lists of suppliers for articles associated with the fellowship, i.e., plaques, jewelry.

### **Selling Products/Chances -**

Tradition Five states that the one purpose of each Al-Anon group is to help families of alcoholics. Therefore, it is inappropriate for an individual or outside entity to use Al-Anon meetings or other Al-Anon events as a marketplace before, during, or after these gatherings for the sale of services or products.

In keeping with Tradition Seven, Al-Anon and Alateen members should refrain from soliciting or selling any products at Alcoholics Anonymous (AA) meetings.

Raffles/lotteries are subject to state/provincial laws. If it is determined that the proposed raffle and/or lottery falls within the legal restriction of the area where it is to be held, additional precautions need to be taken so that we are not diverted from our primary purpose and do not imply endorsement. Distribution and sale of lottery/raffle tickets should be limited to AI-Anon/Alateen meetings and events.

U.S. Federal Law (Title 18, Sec. 1302 U.S.C.) make it illegal to send lottery tickets through the mail. These regulations prohibit solicitation of ticket money by lottery or by the sales of chances on a prize.

(Source is AI-Anon Alateen Service Manual: 2006-2009, page 86 - 89)

## **Section 11 - Expenditure Approval and Disbursement Process**

Expenditures and disbursements of funds shall be approved by the Service Board before their occurrence except for the specific exceptions listed in this section. This approval is obtained through the budget approval process. It is the responsibility of the Treasurer to insure that this occurs by identifying all expenditures and disbursements by their respective approval (Budget, Service Board special authorization, or specific exceptions).

All expenditures must be accounted for in a budget line item or be specifically approved for disbursement by the Service Board at a Service Board meeting before their disbursement. However, at the discretion of the Chairperson and with the approval of the Treasurer, disbursements not to exceed \$500 may be made without Service Board approval but this should be kept to emergency items only and a full briefing must be made to the Service Board at the next Service Board Meeting.

The Treasurer may establish an imprest petty cash fund for the reimbursement of small out-of-pocket expenses. The amount of the petty cash fund must be approved by the Service Board. The Treasurer is responsible for all aspects of the petty cash fund and must report to the Chairperson on a timely manner all activity to this fund. Each disbursement from the fund must have the necessary supporting receipts and Treasurer's approval.

All checks require only one authorized signer. The Treasurer shall sign all checks unless unable to perform this task which then falls to the Assistant Treasurer and Chairperson in that order.

Expenditures, disbursements, and compensation of services shall meet all the requirements of the AISDV Conflict of Interest Policy.

## **Section 12 - Prudent Reserve Determination**

In general, AISDV shall maintain an annual balanced budget whereby receipts equal expenses. However, AISDV has the right and obligation to establish and maintain a Reserve Fund. This fund has a two-fold purpose: ensuring the continuation of essential services and the funding of special projects. Any prudent reserve shall be reviewed by the Service Board on an annual basis as part of the budget process.