

**BY-LAWS OF THE  
UTAH AREA AL-ANON  
INFORMATION SERVICE**

ARTICLE I- NAME

UTAH AREA AL-ANON INFORMATION SERVICE (herein referred to as "Information Service.")

ARTICLE II- PURPOSE

- A. The Information Service is organized and shall be operated exclusively for educational and charitable purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1954

ARTICLE III- OBJECTIVES

The Information Service, whose objectives are charitable and educational, is a service body only and it will:

- A. Provide and maintain an Information Service for all Utah Area Al-Anon groups.
- B. Serve as a point of contact with Al-Anon for the general public, accepting and relaying to the nearest group, pleas for help.
- C. Cooperate with Alcoholics Anonymous in providing information concerning these services.
- D. Act as a clearinghouse for information on Al-Anon meeting and other activities, maintaining current list and making the information available to all groups and individual members of Al-Anon as well as to visitors and other interested parties.

ARTICLE IV- FUNCTIONS

The Information Service functions are to:

- A. Maintain an office which aids in carrying out its objectives in the most efficient matter.
- B. Maintain a telephone directory listing and mailing address.
- C. Maintain a stock of literature to give to the interested public and the professional community. A supply will be maintained for all Utah Area Al-Anon groups served.
- D. Receive mail and phone inquiries from those who need help and channel them to the nearest group.
- E. Offer information to the professional community, the media and other organizations, and channel inquires to the proper contact.
- F. Maintain a supply of lists of A-Anon meetings.
- G. Hold periodic meetings and workshops.
- H. Maintain a list of members willing to speak.
- I. Encourage groups to register directly with World Service Office and to consult their District Representatives and Service Manuals for help with group problems.
- J. Cooperate with Alcoholics Anonymous in efforts to acquaint the public with Al-Anon, Al-Anon Adult Children, and Alateen.

## ARTICLE V- MEMBERSHIP

Any group located in the Utah Area, which has also registered with the World Service Office, is a member of the Information Service.

## ARTICLE VI- CONTRIBUTIONS AND SUPPORT

- A. The Information Service will be self-supporting through the voluntary contributions of groups and the individual members of Al-Anon.
- B. The Information Service does not seek or accept support beyond the area it serves, nor from any source except Al-Anon members, Al-Anon Adult Children, Alateens and their families.
- C. Contributions may be made by or bequeathed in the name of an individual Al-Anon member up to an amount of \$1,000.
- D. Contributions may also come in the form of voluntary donations from group meetings, joint group meetings and fund raising projects (i.e. bazaars, bake sales, potlucks, etc.)

## ARTICLE VII- ORGANIZATION

- A. UTAH AREA CONFERENCE- The Utah Area Conference is the existing governing body of Utah Al-Anon and will have responsibility to oversee the operations of the Information Service.
- B. SERVICE BOARD- The Service Board shall be composed of seven members who are willing and able to attend monthly Board meetings. The AAIS Coordinator, elected by the Utah Area Conference, shall serve as Board Chair. Other members shall be volunteers appointed for 3-year terms by the existing Service Board. The Service Board positions are:
  - 1. Chair
  - 2. Assistant Chair
  - 3. Secretary
  - 4. Treasurer
  - 5. Group Correspondence Secretary
  - 6. Inventory Control
  - 7. Member-at-Large
- C. VOLUNTEERS- Volunteers are to be Al-Anon members whose function is to staff the information Service office when needed.
- D. CONTRACT WORKER- A Contract Worker will be paid to staff the office and perform defined duties.

## ARTICLE VIII- DUTIES

### A. DUTIES OF THE UTAH AREA CONFERENCE (as applied to the operation of the Information Service.)

Members of the Utah Area Conference shall:

1. Represent Utah Al-Anon as a whole and bring to the Information Service the viewpoints of all groups.
2. Elect the Service Board Chair/AAIS Coordinator for a three-year term.
3. Meet and review actions of the Service Board.
4. Review financial reports of the Information Service.
5. Report all actions of the Information Service to the groups.
6. Build up and maintain interest of the groups in the Information Service, its functions, and need for Utah Area financial and service support.
7. Review and vote upon any amendments to these By-Laws of the Utah AAIS as necessary.

### B. DUTIES OF SERVICE BOARD MEMBERS

#### 1. CHAIR

The Chair shall:

- a) Attend all meetings of the Utah Area Conference and preside at all meetings of the Service Board.
- b) Call special meetings when necessary.
- c) Create special committees as needed.
- d) Act as ex officio member of all committees.
- e) Be one of three authorized to sign checks, together with the Secretary and Treasurer.
- f) Supervise the Contract Worker, conferring with the Service Board on a regular basis and the Secretary and Treasurer on an emergency basis.
- g) Remain on as advisory member of the Service Board, as needed, when the term of the office is over.

#### 2. ASSISTANT CHAIR

The Assistant Chair shall:

- a) Attend meetings of the Service Board and preside in the Chair's absence.
- b) Maintain an active interest in all Information Service functions in order to assist the Chair.
- c) Work with the Treasurer and audit the books at least annually.
- d) Serve the unexpired term of the Chair, if necessary.

#### 3. SECRETARY

The Secretary shall:

- a) Attend Service Board meetings, take minutes and distribute copies to all persons on the Service Board roster.
- b) Be one of three authorized to sign checks, together with the Chair and Treasurer.
- c) Assist the Chair in an emergency, together with the Treasurer, in the supervision of the Contract Worker.

- d) Be responsible for, but may delegate, the maintenance of a roster showing the name, address and phone numbers of the Service Board, alternates, and the Utah Area Conference Officers and Coordinators, updating and distributing copies as needed.
- e) Contact districts periodically for current meeting lists.
- f) Maintain the volunteer Log Book.

#### 4. TREASURER

The Treasurer shall:

- a) Attend meetings of the Service Board.
- b) Prepare financial reports and forms as deemed necessary by the Service Board and give financial reports to AAIS Chair for distribution, as required (such as at Utah Area Conference meetings and periodically in the Utah Area Alanews).
- c) Disburse funds under the direction of the Utah Area Conference and Service Board with regard to office functions and committee projects.
- d) Be one of three authorized to sign checks, together with the Chair and Secretary.
- e) Assist the Chair in an emergency, together with the Secretary, in the supervision of the Contract Worker.

#### 5. GROUP CORRESPONDENCE SECRETARY

The Group Correspondence Secretary shall:

- a) Attend Service Board meetings.
- b) Handle correspondence as directed by the Service Board.
- c) Distribute the Information Service Activity Calendar through the Utah Area Alanews and/or Utah Area website.
- d) Write Information Service articles for the Alanews.
- e) Maintain volunteer list.

#### 6. INVENTORY CONTROL

The Inventory Control member shall:

- a) Attend Service Board meetings
- b) Keep up the inventory log.
- c) Place all inventory orders.
- d) Maintain inventory control forms.

#### 7. MEMBER-AT- LARGE

The Member-At-Large shall:

- a) Attend Service Board meetings.
- b) Exchange information between the Information Service and the Utah Area and World Service structures.
- c) Recruit volunteers and assist the volunteers with orientation and training.

The Service Board may remove, by majority vote, any member, including Chair, who fails to attend two (2) consecutive meetings of the Service Board without valid reason.

## ARTICLE IX- CONTRACT WORKER

The Contract Worker shall:

- A. Be contracted by and accountable to the Service Board.
- B. Be an Al-Anon member who is not also a member of Alcoholics Anonymous.
- C. Work with Member-At-Large to coordinate volunteers.
- D. Maintain the office and have a working knowledge of Al-Anon literature and the ability to greet the public.
- E. Fill and ship outgoing literature orders.
- F. Deposit monies received from literature purchases into AAIS bank account.
- G. Be accountable to the Service Board Chair, who confers with the Service Board on a regular basis and with the Secretary and Treasurer on an emergency basis.

## ARTICLE X- AMENDMENTS

These Bylaws of the Utah AAIS may be amended by a two thirds (2/3) vote of the Utah Area Conference present at any regular meeting of said body, provided a copy of the proposed amendment was made available to each voting member at least twenty (20) days before the meeting at which the action is to be taken on the amendment.

## ARTICLE XI- GENERAL WARRANTIES

- A. In all its proceedings, the Service Board, all volunteers and Contract Worker shall observe and be guided by the letter and the spirit of the Al-Anon Twelve Traditions and Twelve Concepts of Service.
- B. No person involved shall ever be placed or place themselves in a position of unqualified authority over any others.
- C. All important decisions should be reached by discussion, vote and, wherever possible, by unanimous vote.