

# REVISION OF THE AREA AL-ANON INFORMATION SERVICE (AAIS) BY-LAWS

## Introduction

It has been some time since the By-Laws have been reviewed in detail. The AAIS Board determined a detailed review was prudent. The review sought to determine the answers to several questions:

1. Are AAIS By-Laws and operations in tune with Guidelines published by the World Service Office (WSO)?
2. What By-Laws updates are necessary to:
  - a. Reflect AAIS's role as a combined Area Information Service/Literature Distribution Center (AIS/LDC)?
  - b. Bring terms and descriptions used in the By-Laws current?
  - c. Consider the operational changes brought about by technology advancements?
  - d. Reflect current operating procedures resulting from operational efficiencies the Board has implemented?

The resulting updates submitted to Assembly for approval represent the thoughts and suggestions of the seven members of the AAIS Board and the Contract Employee.

## Review Process

Over the past two plus years Board members spent time at most of our monthly meetings familiarizing ourselves with:

1. The Concepts of Service
2. WSO Guidelines and
3. Information gleaned from AFG Connects and related periodic training sessions hosted by WSO

and then undertaking an extensive line-by-line review and updating of the AAIS By-Laws.

## Contents

Following this introductory page are the By-Laws showing changes, additions and deletions suggested by the Board members.

Following the suggested changes is the Board's response to the Knowledge Based Decision Making (KBDM) questions relating to this review project.

**BY-LAWS OF THE  
UTAH AREA AL-ANON  
INFORMATION  
SERVICE/LITERATURE  
DISTRIBUTION CENTER**

ARTICLE I- NAME

UTAH AREA AL-ANON INFORMATION SERVICE/LITERATURE DISTRIBUTION CENTER (herein referred to as "~~Information Service.~~AAIS")

ARTICLE II- PURPOSE

- A. ~~The Information Service-AAIS~~ 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~~ AAIS, whose objectives are charitable and educational, is a service body only and it will:

- A. Provide and maintain an ~~Information information Service-service and literature distribution center~~ 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 meetings 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-AAIS~~ 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~~ for 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,~~ refer them to the appropriate Al-Anon resource.
- 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 Al-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.
- K. Keep the AAIS portions of the Area website current, which includes coordinating with the Area Group Records Secretary regarding group meeting changes, based on communications received.

#### ~~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~~ V- CONTRIBUTIONS AND SUPPORT

- A. ~~The Information Service-AAIS~~ will be self-supporting through the voluntary contributions of groups, ~~districts,~~ and the individual members of Al-Anon and the sale of Al-Anon literature.
- B. ~~The Information Service-AAIS~~ 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~~ VI- ORGANIZATION

- A. ~~UTAH AREA-CONFERENCE ASSEMBLY-~~ The Utah Area ~~Conference-Assembly~~ is the ~~existing governing oversight~~ body of Utah Al-Anon and will have responsibility to oversee the operations of the ~~Information Service-AAIS.~~
- B. ~~SERVICE-AAIS BOARD-~~ The ~~Service-AAIS~~ Board shall be composed of seven members who ~~are willing and able to attend monthly scheduled~~ Board meetings. The ~~AAIS-AIS~~ Coordinator, elected by the Utah Area ~~Conference Assembly,~~ shall serve as Board Chair. Other members shall be volunteers appointed for 3-year terms by the existing ~~Service-AAIS~~ Board and who shall serve through the end of the current Area panel. The ~~Service-AAIS~~ Board positions are:
1. Chair
  2. Assistant Chair
  3. Secretary
  4. Treasurer
  5. ~~Group Correspondence Secretary~~ Literature Promotion
  6. Inventory Control
  7. Member-at-Large
- C. QUORUM – For purposes of conducting Board business, a quorum shall consist of the Chair plus at least three other Board members.
- D. ~~VOLUNTEERS-~~ Volunteers are ~~to be~~ Al-Anon members whose function is to staff the ~~information Service-AAIS~~ office ~~when needed.~~
- E. ~~CONTRACT WORKER-~~ A Contract Worker will be paid to staff the office and perform defined duties.

## ARTICLE ~~VIII~~VII- DUTIES

### A. DUTIES OF THE UTAH AREA ~~CONFERENCE ASSEMBLY~~ (as applied to the operation of the

~~Information Service- AAIS~~.) Members of the Utah Area ~~Conference Assembly~~ shall:

1. Represent Utah AI-Anon as a whole and bring to the ~~Information Service~~ AAIS the viewpoints of all groups.
2. Elect the ~~Service- AAIS~~ Board Chair/~~AAIS~~ AIS Coordinator for a three-year term.
3. Meet and review actions of the ~~Service- AAIS~~ Board.
4. Review financial reports of the ~~Information Service~~AAIS.
5. Report all actions of the ~~Information Service~~AAIS to the groups.
6. Build up and maintain interest of the groups in the ~~Information Service~~AAIS, 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- AAIS~~ BOARD MEMBERS

#### 1. CHAIR

The Chair shall:

- a) Attend all meetings of the Utah Area ~~Conference – Assembly, Area World Service Committee~~ and preside at all meetings of the ~~Service – AAIS~~ Board and Board activities.
- 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- AAIS~~ Board on a regular basis and the Secretary and Treasurer on an emergency basis.
- g) Remain ~~on-~~ an advisory member of the ~~Service- AAIS~~ Board, as needed, ~~when the term of the office is over.~~ during the term of the subsequent AIS Coordinator.

#### 2. ASSISTANT CHAIR

The Assistant Chair shall:

- a) Attend meetings of the ~~Service- AAIS~~ 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- AAIS~~ Board meetings, take minutes and distribute copies to all persons on the ~~Service- AAIS~~ Board roster; attend Board activities.
- b) Be one of three authorized to sign checks, together with the Chair and Treasurer.
- c) Assist the Chair ~~in an emergency~~ as necessary, 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-AAIS Board, ~~alternates~~, and the Utah Area Conference-Assembly Officers and Coordinators, updating and distributing copies as needed.
- ~~e) Contact districts periodically for current meeting lists.~~
- ~~f) Maintain the volunteer Log Book~~Review and update the AAIS portion of the Area website.

#### 4. TREASURER

The Treasurer shall:

- a) Attend meetings of the Service-AAIS Board and its activities.
- b) Prepare and present monthly financial reports ~~and forms as deemed necessary by the Service Board and give financial reports to for the AAIS Chair for distribution, as required~~ Board; present financial reports to Area and District meetings as requested. (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~~ AAIS Board with regard to office functions and committee projects.
- d) Maintain AAIS checking and savings accounts; Be-be one of three authorized to sign checks, together with the Chair and Secretary.
- e) Assist the Chair ~~in an emergency as necessary~~, together with the Secretary, in the supervision of the Contract Worker; coordinate with the Contract Worker and Member At Large in training Volunteers on proper financial record-keep procedures.
- f) Secure appropriate property insurance coverage for the office and literature inventory.

#### 5. ~~GROUP CORRESPONDENCE SECRETARY~~LITERATURE PROMOTION

The ~~Group Correspondence Secretary~~Literature Promotion member shall:

- a) Attend Service-AAIS Board meetings and activities.
- b) Handle correspondence as directed by the Service-AAIS 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-AAIS Board meetings and activities
- b) ~~Keep up the inventory log~~Perform annual (or more frequent as requested by the AAIS Board) literature inventory.
- c) Place ~~all~~ inventory orders.
- d) Maintain ~~inventory control~~packing order paper forms for two years.

#### 7. MEMBER-AT- LARGE

The Member-At-Large shall:

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

The ~~Service-AAIS~~ 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~~ fulfill their responsibilities.

#### ARTICLE ~~IX~~VIII- CONTRACT WORKER

The Contract Worker shall:

- A. Be contracted by ~~and accountable to the Service-AAIS~~ Board.
- B. Be an Al-Anon member ~~who is not also a member of Alcoholics Anonymous~~.
- C. Work with Member-At-Large to ~~coordinate recruit and train~~ volunteers.
- D. ~~Maintain the office and have~~ Have a working knowledge of Al-Anon literature and the ability to greet the public.
- E. Maintain the physical office facilities.
- F. Fill and ship outgoing literature orders.
- G. Deposit monies received from literature purchases into AAIS bank account.
- H. Maintain the daily volunteer log book and the contact information list of the office volunteers.
- I. Request printed meeting schedules from the Districts.
- ~~G~~.J. Place inventory orders when the Inventory Control member is unavailable.
- ~~H~~.K. Be accountable to the Service-AAIS Board Chair, who confers with the Service-AAIS Board on a regular basis and with the Secretary and Treasurer on an emergency as needed basis.

#### ARTICLE ~~X~~IX- AMENDMENTS

These Bylaws of the Utah AAIS may be amended by a two thirds (2/3) vote of the Utah Area ~~Conference-Assembly~~ 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~~XI- GENERAL WARRANTIES

- A. In all its proceedings, the ~~Service-AAIS~~ 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.

## **AAIS Bylaws Revision**

### **Four KBDM Questions**

**1. What do we know about our members' (and prospective members') needs, wants and preferences that relate to this issue? What do we wish we knew, but don't?**

*(How important is it? Is it what our current members want? What purpose would this serve? Is it necessary? Is it helpful? Might our decision have unintended consequences?)*

- ∇ Prospective members need/want a single, easily accessible point of contact for information about Al-Anon in general and resources such as meetings and literature.
- ∇ Our members need to find out all they can about the family disease (*Letter From the Alcoholic*). Literature provides this knowledge.
- ∇ We want our bylaws to be clear as to how we operate at AAIS, so we help those in need of help with living with alcoholism. Keep it Simple.
- ∇ ) Our members want us to efficiently provide Al-Anon literature at the local level.

**2. What do we know about the resources and our vision for Al-Anon and our meetings that are relevant to this issue? What do we wish we knew, but don't?**

*(What are our resources? Can we afford it? Do we have enough volunteers to make it happen? Do we have any background information in our archives that can help us answer this question?)*

- ∇ AAIS is positioned to provide a broad spectrum of Al-Anon recovery resources to members, groups, recovery community and general public.
- ∇ Our culture encourages, even requires service. By distributing literature (*When I Got Busy, I Got Better*, P-78, *Service Sponsorship*, P-88, and other literature), we prompt members to carry the message via service.
- ∇ AAIS has information on available literature, events, meetings, service arms, opportunities for service and a friendly face, or voice to help all interested in learning about living with the disease of alcoholism. We want easy access to all this information.

▽ Many of our Groups depend on the bookstore for recovery literature.

**3. What do we know about our “culture” and “environment” that is relevant to this discussion?** In other words--Will our decision be consistent with our principles, policies, and legacies: the Twelve Steps, Traditions, and Concepts? What are the implications of our choices? **What do we wish we knew, but don't?**

*(How would this affect our meeting? How would this affect our fellowship? Newcomers? Al-Anon (and A.A.) as a whole? Does our Service Manual provide any guidance about this issue? Pros/Cons: What might the dis/advantages of this change might be?)*

- ▽ Our Board and volunteers are focused on service (see preamble to the Twelve Concepts of Service).
- ▽ We understand the many problems associated with living with alcoholism and realize the need for information to help those in need. Let it begin with me.
- ▽ Our work promotes unity in our Groups (Tradition 1) and helps keep things simple.
- ▽ Revising the Bylaws helps us stay current and relevant.

**4. What are the ethical implications of our choices? Would we be practicing our “principles in all our affairs”?** What do we wish we knew, but don't? *(Is our decision legal? Will our decision help us fulfill our primary purpose? If we decide to take an action, will it be the “right” thing to do?)*

- ▽ AAIS, created to serve members and groups in most of the Area, strives to adhere to Al-Anon's Twelve Traditions - particularly 1, 7-9.
- ▽ Knowing more clearly the bylaws helps us all better understand how the AAIS office runs and what we are responsible for. Together we can make it.
- ▽ Our process of revising the Bylaws recognizes our responsibility to the Area.