

**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 AAIS).

ARTICLE II – PURPOSE

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

AAIS, whose objectives are charitable and educational, is a service body only and it will:

- A. Provide and maintain an information 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, and making the information available to all groups and individual members of Al-Anon as well as other interested parties.

ARTICLE IV – FUNCTIONS

AAIS functions are to:

- A. Maintain an office which aids in carrying out its objectives in the most efficient manner.
- B. Maintain a telephone directory listing and mailing address
- C. Maintain a stock of literature for the interested public and the professional community.
A supply will be maintained for all Utah Area Al-Anon groups served.

- D. Receive inquiries from those who need help and refer them to the appropriate AI-Anon resource.
- E. Offer information to the professional community, the media and other organizations.
- F. Maintain a supply of lists of AI-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 AI-Anon 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 – CONTRIBUTIONS AND SUPPORT

- A. AAIS will be self-supporting through the voluntary contributions of groups, districts, the individual members of AI-Anon and the sale of AI-Anon literature.
- B. AAIS does not seek support beyond the area it serves, nor from any source except AIAnon members, Alateens and their families.
- C. Contributions may be made by or bequeathed in the name of an individual AI-Anon member.
- D. Contributions may also come in the form of voluntary donations from group meetings, joint group meetings and fund raising projects.

ARTICLE VI – ORGANIZATION

- A. UTAH AREA ASSEMBLY – The Utah Area Assembly is the oversight body of Utah AIAnon and will have the responsibility to oversee the operations of the AAIS.
- B. AAIS BOARD – The AAIS Board shall be composed of seven members who attend scheduled Board meetings. The AIS Coordinator, elected by the Utah Area Assembly, shall serve as Board Chair. Other members shall be volunteers appointed for 3-year terms by the existing AAIS Board and who shall serve through the end of the current Area panel. The AAIS Board positions are:
 - 1. Chair
 - 2. Assistant Chair
 - 3. Secretary
 - 4. Treasurer
 - 5. 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 AI-Anon members whose function is to staff the AAIS office.
- E. CONTRACT WORKER – A Contract Worker will be paid to staff the office and perform defined duties.

ARTICLE VII – DUTIES

A. DUTIES OF THE UTAH AREA ASSEMBLY (as applied to the operation of the AAIS). Members of the Utah Area Assembly shall:

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

1. CHAIR

The Chair shall:

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

2. ASSISTANT CHAIR

The Assistant Chair shall:

- a) Attend meeting of the AAIS Board and preside in the Chair's absence.
- b) Maintain an active interest in all AAIS 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 AAIS Board meetings, take minutes and distribute copies to all persons on the 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 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 AAIS Board and the Utah Area Assembly Officers and Coordinators, updating and distributing copies as needed.
- e) Review and update the AAIS portion of the Area website.

4. TREASURER

The Treasurer shall:

- a) Attend meetings of the AAIS Board and its activities.
- b) Prepare and present monthly financial reports for the AAIS Board; present financial reports to Area and District meetings as requested.
- c) Disburse funds under the direction of the AAIS Board with regard to office functions and committee projects.
- d) Maintain AAIS checking and savings accounts; be one of three authorized to sign checks, together with the Chair and Secretary.
- e) Assist the Chair 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-keeping procedures.
- f) Secure appropriate property insurance coverage for the office and literature inventory.

5. LITERATURE PROMOTION

The Literature Promotion member shall:

- a) Attend AAIS Board meeting and activities.
- b) Handle correspondence as directed by the AAIS Board.
- c) Distribute the AAIS activity calendar through the Utah Area Alanews and/or Utah Area website.

d) Write AAIS articles for the Alanews.

6. INVENTORY CONTROL

The Inventory Control member shall:

- a) Attend AAIS Board meetings and activities.
- b) Perform an annual (or more frequent as requested by the AAIS Board) literature inventory.
- c) Place inventory orders.
- d) Maintain packing order paper forms for two years.

7. MEMBER-AT-LARGE

The Member-At-Large shall:

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

The AAIS Board may remove, by majority vote, any member, including Chair, who fails to fulfill their responsibilities.

ARTICLE VIII – CONTRACT WORKER

The Contract Worker shall:

- A. Be contracted by the AAIS Board.
- B. Be an Al-Anon member.
- C. Work with the Member-At-Large to recruit and train volunteers.
- D. 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 into the 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.
- J. Place inventory orders when the Inventory Control member is unavailable.
- K. Be accountable to the AAIS Board Chair, who confers with the AAIS Board on a regular basis and with the Secretary and Treasurer on an as-needed basis.

ARTICLE IX – AMENDMENTS

These By-Laws of the Utah AAIS may be amended by a two thirds (2/3) vote of the Utah Area 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 X – GENERAL WARRANTIES

- A. In all its proceedings, the AAIS Board, all volunteers and Contract Worker shall observe and be guided by the letter and 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.