

AL-ANON INFORMATION SERVICE
OF
GREATER ROCHESTER, NEW YORK
CHARTER AND BY-LAWS

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AL-ANON INFORMATION SERVICE OF GREATER ROCHESTER

CHARTER

Article 1

The name of the Association shall be Al-Anon Information Service of Greater Rochester (A.I.S.).

Article 2

The place in this state where the principal office of the Association is to be located is in the City of Rochester, County of Monroe, State of New York.

Article 3

Said Association is organized exclusively for charitable, religious, educational and/or scientific purposes, including, for such purposes, the making of distributions to Associations that qualify as exempt Associations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

Article 4

The A.I.S. Charter and By-Laws are intended to be consistent with the Al-Anon Traditions and Concepts and the Manual of Principles and Practices, the world Service Handbook, and Digest of Al-Anon and Alateen Policies. Guidelines in these documents are subject to the group conscience as determined by Al-Anon in the Greater Rochester area.

Article 5

Any local registered Al-Anon or Alateen group may agree to support an Information Service but joining is purely voluntary.

Article 6

The Information Service is supported by the groups it serves within its geographical boundaries; it should not seek support outside that area. Contributions are voluntary and are not a condition of membership.

Article 7

Officers are only trusted servants, remembering always that they do not govern. Officers are directly responsible to the Al-Anon fellowship for actions and decisions of any kind that might reflect directly or indirectly upon Al-Anon as a whole.

Article 8

No part of the net earnings of A.I.S. shall insure to benefit of, or be distributable to its members, trustee, officers or other private persons, except that A.I.S. shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of purpose set forth in Article 3 hereof. No part of the activities of A.I.S. shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and A.I.S. shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Article 9

Notwithstanding any other provision of these articles, A.I.S. shall not carry on any other activities not permitted to be carried on (a) by an association exempt from Federal Income tax (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Article 10

In the future, should A.I.S. of Greater Rochester cease to function for any reason, any money in the treasury shall be forwarded to the World Service Office Al-Anon Headquarters with a note of explanation.

Upon the dissolution of A.I.S., the Financial Committee shall, after paying or making provisions for the payment of all the liabilities of A.I.S., in such a manner, or to such association or organizations organized and operated exclusively for charitable, educational or scientific purposes as shall at the time qualify as an exempt association or organization under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal revenue Law), as the Service Center Committee shall determine. Any such assets not so disposed of shall be disposed of by remitting to the World Service Organization.

AL-ANON INFORMATION SERVICE OF GREATER ROCHESTER

BY-LAWS

SECTION I - DUTIES AND FUNCTIONS OF A.I.S.

A. Entertains matters on the Intergroup level that may come before it, with the purpose of promoting the unity, fellowship and general well-being of Al-Anon in the community.

B. The information service performs the following functions:

- 1 Maintains a listing in the local telephone directory and a P.O. Box or an office address.
- 2 Receives mail and phone inquiries and provides information about meetings.
- 3 Publishes and distributes a regular list of group meetings.
- 4 Serves as an avenue for local Public Information/Cooperating with the Professional Community (PI/CPC) and Institution work which is channeled through the Districts whenever possible.
- 5 Maintains a stock of Conference Approved Literature (CAL) and acts as a distribution center for CAL.
- 6 Holds periodic meetings attended by all the Information Service Representatives (ISRs). Group problems are discussed in light of the Twelve Traditions and Twelve Concepts of Service.
- 7 Prints and distributes its own newsletter of local activities.
- 8 Coordinates area Alateen sponsors and encourages the exchange of ideas and suggestions for the growth and unity of Alateen.
- 9 Maintains records of its meetings, activities and finances.

SECTION II - A.I.S. REPRESENTATIVES

A. INFORMATION SERVICE REPRESENTATIVES (ISR) AND ALTERNATES

1. Each Al-Anon/Alateen group shall be represented by one (1) ISR.
 - a. Each group elects one ISR to represent it at the A.I.S. The Group Representative (GR) of each group may serve as the alternate ISR. Each group has only one vote.
 - b. Each group exercises its own judgment as to its ISR's qualifications (length of service, experience, etc.) with suggested guidelines available in the four service manuals.
 - c. Except, according to Al-Anon/Alateen policy, and Al-Anon/Alateen member who is also a member of Alcoholics Anonymous is not eligible to serve as an ISR.
2. Al-Anon/Alateen members may attend any regular A.I.S. meeting.
3. District Representatives (DR) are encouraged to attend monthly A.I.S. meetings.

B. INTERGROUP REPRESENTATIVE

A member appointed or elected by A.I.S. He/She provides a link between A.I.S. and the Area World Service Committee (WSC) exchanging information between the two. He/she votes at the Area WSC as A.I.S. representative, but not at the Assembly unless a GR. He/She meets with DR's and GR's on a regular basis (schedules to be determined by those involved), carries information between the District and Information Service meetings.

SECTION III - OFFICERS

A. OFFICERS

A.I.S. officers shall consist of: Chairperson, Vice-Chairperson, Secretary, and Treasurer.

B. ELEGIBILITY

An A.I.S. officer must have served or is serving as an ISR (Alternate GR) or had experience with A.I.S.

C. VOTING

Any A.I.S. officer may vote if he/she is concurrently an ISR.

D. DUTIES OF OFFICERS

1. Chairperson of A.I.S.

- a. Conducts all A.I.S. meetings.
- b. Sets the agenda.
- c. Coordinates with the Vice-Chairperson and A.I.S. Officers to call special meetings when necessary.
- d. Is the Alternate Intergroup Representative.
- e. Coordinates the Service Workshop with Vice-Chairperson.
- f. Attends AWSC meetings or finds substitute.

2. Vice-Chairperson

- a. Serves in the absence of the Chairperson and/or Secretary.
- b. Can appoint a temporary secretary.
- c. May act as welcoming liaison for new ISR's.
- d. Chairs the Nominating Committee.

3. Secretary

- a. Takes minutes of A.I.S. meetings.
- b. Keeps accurate records that are available at the Service Center.
- c. Informs the Chairperson of the third consecutive absence of an officer or Standing Committee Chairperson.
- d. Calls all A.I.S. meetings and publishes the agendas.
- e. Reads the minutes of the previous A.I.S. meeting.
- f. Reads the report of any absent officer.

4. Treasurer – Finance

- a. Handles all financial matters and maintains appropriate accounts through recognized financial institutions.
- b. Maintains appropriate records.
- c. Gives oral financial report at monthly A.I.S. meetings.
- d. Provides a written monthly report for the Newsletter and the A.I.S. Office.
- e. Is responsible for administering the preparation and filing of all necessary forms required by city, county, state or federal government.
- f. Maintains books for Annual Review.

E. RESPONSIBILITIES OF OFFICERS

1. An officer who is unable to attend the monthly A.I.S. meeting should forward his/her report to the Secretary or Office Manager so that it can be read (by the Secretary) at the meeting.
2. Officers shall submit an oral report at the regular A.I.S. business meeting and a written report to the Newsletter Editor before the monthly deadline.
3. Vacancies – See Section VI, B.

F. TERM OF OFFICE

The term of office is two (2) years.

SECTION IV – MEETINGS

A. MEETINGS

Meetings are held for business purpose of A.I.S. It is suggested that participants act with decorum and mutual respect.

B. REGULAR MEETINGS

1. There shall be regular monthly meetings of A.I.S.
2. The SUGGESTED agenda of the regular business meeting is:
 - a Open with a moment of silence, followed by the Serenity Prayer.
 - b Reading of the Twelve Concepts of Service.
 - c Reading of the expanded version of one of the Concepts
 - d Officers reports.
Secretary (reading of the minutes of the previous meeting)
Treasurer (financial report)
Vice Chairperson
Chairperson
 - e. Reports of Standing and Special Committees.
 - f. Unfinished business.
 - g. New business.
 - h. Group conscience.
 - i. Adjournment
- 3 Meeting nights shall be rotated each year, Monday through Thursday.

C. VOTING

1. The ISR (or alternate) of each group has voice and full voting privileges.
2. Each group has one (1) vote if there is an ISR or alternate representative of that group present at the time of voting.

D. SPECIAL MEETINGS AND GROUP CONSCIENCE

Any Al-Anon member may call for a special meeting or group conscience of A.I.S. body by contacting the Chairperson or Office and making such request.

SECTION V – COMMITTEES

A. COMMITTEES

All business shall be delegated to Standing or Special Committees whenever possible. Chairpersons may appoint members or accept volunteers who may be ISR's or Al-Anon/Alateen members. Each chairperson shall hold only one Chair position.

B. SPECIAL COMMITTEES

Special Committees may be formed as the need arises, subject to the approval of majority of A.I.S. voting members at the meeting.

C. STANDING COMMITTEES

1 ALATEEN

Maintains up-to-date information about, and coordinates Alateen activities in the A.I.S. area. Communicates and cooperates with the New York North Alateen Coordinator.

2. BOOK DEPOT

- a. Maintains an adequate inventory of Al-Anon/Alateen Conference Approved Literature (CAL) for sale at the Service Center. Fills literature orders and dispenses CAL to Al-Anon/Alateen groups and the Community.
- b. Maintains accurate inventory records.
- c. Informs A.I.S. of new CAL publications; works with committee chairs to coordinate set-ups of CAL as needed for health fairs, days of Al-Anon and conferences.

3. FINANCE – TREASURER

- a. Reviews the financial records of A.I.S.
- b. Prepares and submits a written annual financial report to A.I.S. by the end of the first quarter of each new year.
- c. Receives all chairpersons budget requests by September first
- d. Prepares a preliminary Budget by October first. Provides the preliminary Budget to each Standing Committee for review.
- e. Receives the reviewed budget copy from the Standing committees by November first.
- f. Presents the proposed Budget for publication in the December Newsletter.
- g. Presents and recommends the proposed budget for approval at the December A.I.S. meeting.
- h. The committee will consist of:
 - i. Finance Committee Chairperson
 - ii. Treasurer
 - iii. Up to three (3) Al-Anon/Alateen members appointed for 2 years.

4. NEWSLETTER

Compiles and publishes a Newsletter for A.I.S. and administers the mailing and distribution.

5. NOMINATING

- a. The nominating Committee will function throughout the year under the direction of the Chairperson or Vice Chairperson and shall be active whenever a vacancy arises
- b. The nominating committee shall consist of the Vice-Chairperson as Chairperson of this committee, plus at least three (3) active Al-Anon/Alateen members appointed by the Chairperson of this committee.
- c. A slate of candidates should be submitted at least one month prior to the November election meeting.

6. PUBLIC OUTREACH

- a. **PI/PCP (Public Information/Cooperating with the Professional Community)**
Provides Al-Anon/Alateen information to the general public via the various media, and to professionals who are in contact with persons affected by the disease of alcoholism. Communicates and cooperates with the Districts and with New York North PI/CPC Coordinator.
- b. **INSTITUTIONS**
Coordinates all volunteers for health care centers and correctional institutions to carry the Al-Anon message to the A.I.S. area. Communicates and cooperates with the Districts and New York North Institutions Coordinator.
- c. **SPECIAL SERVICES**
Provides Al-Anon/Alateen information for special interest groups (i.e. hearing impaired, etc.).

7. SERVICE CENTER

- a. The Service Center Committee (SCC) shall consist of the following members:
 1. SCC Chairperson
 2. Book Depot representative
 3. Volunteer representative
 4. Finance representative
 5. Office Manager (if applicable)
 6. Telephone representative
 7. Three (3) AL-Anon/Alateen members at large elected for a two-year term of office
- b. The Committee will:
 1. Oversee the operations of the Service Center.
 2. Employ and supervise the Service Center Office Manager (when applicable).
 3. Make additions, corrections or deletions to job description of Office Manager when needed.
 4. Be in charge of employment of additional help, after budget considerations and approval of A.I.S. voting members.
 5. Be responsible for annual performance review of SCC employee(s).
 6. Submit equipment service contracts and purchases or changes in equipment not provided for in the Approved budget to the voting membership one month prior to the next regularly scheduled monthly A.I.S. meeting. Final approval is obtained from the A.I.S. voting members.
 7. Reviews and negotiates the lease.
- c. A minimum of five (5) committee members must be present for the committee to vote on any issue.

8. VOLUNTEER – TELEPHONE COORDINATORS

- a. **VOLUNTEER Coordinator** schedules and arranges training for volunteers to answer the telephones and assist with operation of the A.I.S. office during working hours. Has available and maintains a list of these volunteers' names and phone numbers at the service center
- b. **TELEPHONE COORDINATOR** provides the necessary phone coverage outside of normal business hours.

9. ACTIVITIES

Coordinates special activities for A.I.S. (such as the Tureen Supper).

SECTION VI – ELECTION PROCEDURES AND VACANCIES

A. ELECTIONS

Committee chairpersons are elected for a two (2) year term of office. To insure experienced leadership, all committee chairpersons should not be elected in the same year. No committee chairperson shall succeed himself/herself unless elected unanimously.

1. In November of the year the original charter was adopted (1989) and every odd numbered year thereafter, elections shall be for:
 - a. A.I.S Chairperson
 - b. Secretary
 - c. Book Depot Chairperson
 - d. Institutions Chairperson
 - e. Service Center Chairperson
 - f. Volunteer Chairperson
 - g. Finance Chairperson
 - h. Intergroup Representative

2. In November of the even numbered years, elections shall be held for:
 - a. Vice-Chairperson
 - b. Treasurer
 - c. Alateen Chairperson
 - d. Telephone Chairperson
 - e. Special Service Chairperson
 - f. Newsletter Chairperson
 - g. Public Information/Cooperating with the Professional Community (PI/CPC) Chairperson
 - h. Activities Chairperson

3. When the Vice-Chairperson is running for election as Chairperson, other nominations may be taken from the floor the night of the election; at the time of election; or submitted to the Secretary in writing prior to the election.

4. Election of officers will be held at the November meeting. Newly elected officers will assume office in January of the coming year.

B. VACANCIES

1. Any office vacated during an elected term shall be filled by a special election.
2. The nominating committee should call for nominations at the A.I.S. meeting.
3. If there are nominations for the vacancy, elections should be held at the next A.I.S. meeting after publication in the newsletter. If there are no nominations the committee shall appoint a person. Those people elected or appointed to fill an interim vacancy shall serve until the next scheduled A.I.S. election for that term.
4. Those filling vacancies may be elected at the regular November election, of the appropriate year, for one more full term in office in the same capacity or any other position.
5. A vacancy may be declared after three consecutive absences without submitting a report.
6. A vacancy shall be declared after:
 - a. Termination of Al-Anon/Alateen membership.
 - b. Receiving written resignation submitted to the A.I.S. Secretary.

SECTION VII – FINANCES

- A.** Sufficient operating funds, enough for a one-year operating reserve, (equal to the fixed expenses of the previous year, for example), is the financial goal of A.I.S.
- B.** The financing of A.I.S. activities shall be from:
 - 1. Contributions by groups or interested individuals within Al-Anon/Alateen.
 - 2. Book Depot literature sales.
 - 3. Special projects or activities
- C.** Suggested limits on contributions by individual members to Al-Anon/Alateen are contained in the Service Handbook, Digest of Al-Anon/Alateen Policies.
- D.** All contributions and income from donations/special projects/literature sales are allocated to the General Fund. Funds cannot be earmarked for special purposes unless recommended by the World Service Conference.
- E.** All checks must be signed by the Treasurer or Service Center Manager, or other approved person.
- F.** A yearly budget is to be a Balanced Budget.

SECTION VIII – SALARIED EMPLOYEES

- A.** The Service Center will employ a Service Center Manager and additional employees as necessary and as financially able.
- B.** The SCC shall recommend any additional employees, as it may deem necessary to the Finance Committee. The Finance Committee will submit this request to the voting members of A.I.S. Any employee should disqualify himself/herself from office as Group Representative (GR), District Representative (DR), Assembly Officers, Delegate or Regional Trustee (RT) candidate. This also applies equally to any member of the Area Word Service Committee, such as coordinator of a special service. No paid employee may continue to serve as an Al-Anon/Alateen Officer, or as a voting member of A.I.S.
- C.** A Service Center employee shall be compensated at a reasonable salary in accordance with the approved budget.
- D.** The salary of the Service Center Employees shall be recommended by the Service Center Committee, with an annual review. Salary should reflect the employee's skill as well as current salary scales in the community.
- E.** The Service Center Manager is under the direct supervision of the Service Center Committee. Additional employees are under the direct supervision of the Service Center Manager.

SECTION IX – RETENTION OF A.I.S. RECORDS

- A.** All official records of A.I.S. shall be kept at the A.I.S. office.
- B.** All publications deemed of ongoing value to the local membership will have a copy on file at the A.I.S. office. These should include:
 - 1.** The Forum – 1 Year
 - 2.** Northern Highlights – 1 Year
 - 3.** W.S.O. routine newsletters and pamphlet distribution – 1 Year
 - 4.** The A.I.S. Newsletter – indefinitely
 - 5.** A.I.S. minutes – indefinitely (floppy disc or hard copy)

SECTION X – ADOPTION AND AMENDMENT

- A.** Charter revisions shall be adopted by a majority of ISR's
- B.** The By-Laws may be amended at any regular meeting of A.I.S. A proposed amendment must be published in the previous month's Newsletter and must be adopted by a majority of ISR's attending the monthly A.I.S. meeting.