

**PREFACE TO THE BY-LAWS**  
**THE AKRON AREA AL-ANON INTERGROUP SERVICE**

In all its proceedings, the Akron Area Intergroup of Al-Anon shall observe the spirit of the Traditions and General Warranties:

1. That only sufficient operating funds, including an ample reserve, be its prudent financial principle.
2. That no Intergroup member shall be placed in unqualified authority over other members;
3. That all decisions be reached by discussion, vote and whenever possible unanimity;
4. That no Intergroup action ever be personally punitive or an incitement to public controversy;
5. That though the Intergroup serves Al-Anon, it shall never perform any act of government, and that , like the fellowship of the Al-Anon Family Groups which it serves, it shall always remain democratic in thought and action.

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## **BY-LAWS OF THE AKRON AREA AL-ANON INTERGROUP SERVICE**

### **I. TITLE**

The name of this organization shall be the Akron Area Al-Anon Intergroup and Literature Distribution Service (AAAIS).

### **II. PURPOSE**

The function of the Akron Area Al-Anon Intergroup Service shall be to coordinate resourceful development of the programs of the Al-Anon Family Groups and to support, maintain, and operate an Al-Anon/Alateen Information Service and Literature Distribution Center; hereinafter referred to as the Al-Anon Intergroup Office and to:

- A. Promote unity of purpose
- B. Handle questions of policy, Inter-group relations and any internal problems that are presented: all such questions are to be considered and adjusted in accordance with the Al-Anon Family Group Traditions.
- C. Provide opportunity for exchange of group ideas
- D. Receive and respond to requests from individuals and organizations about the Al-Anon/Alateen programs
- E. Issue a monthly newsletter
- F. Encourage new Al-Anon Family Groups and support their growth
- G. Maintain an internet website of Al-Anon/Alateen for our service area.
- H. Host an annual conference.

### **III. MEMBERSHIP**

- A. The June 1988 Intergroup conscience decided that the Akron Area Intergroup will place on its meeting schedule any group designating itself as an Al-Anon Family Group provided that the group:
  - 1. Is registered with the World Service Office (WSO)
  - 2. agrees to abide by the Al-Anon Traditions
  - 3. opens their meetings to all members except by group conscience.
  - 4. uses only Al-Anon Conference Approved Literature
- B. Any Al-Anon group can become a member by informing Akron Intergroup in writing of its desire to participate, and by electing one Intergroup Service Representative (ISR) and one alternate, each to serve a term of one year.

### **IV. STANDARD PROCEDURES**

- A. It is recommended that Officers and Intergroup Service Representatives (ISR) shall not succeed themselves except in extenuating circumstances. Officers and Intergroup Service Representatives assigned by the Intergroup to function in specific capacities are to keep up-to-date records and turn over records to succeeding officers.
- B. The Treasurer position shall have co-officer whenever possible. The individual will hold the title of co-officer for the first year and the officer title for the second year.
- C. All financial records are to be permanently maintained at the Intergroup office. An audit will be performed annually. No disbursements will be

made without proper receipts. There will be two signers on the bank account (Treasurer and one other officer).

- D. The retiring chairperson may act as ex-officio in Intergroup activities and assist the incoming chairperson during the transition period by providing records and/or recommendations for the coming year.
- E. Co-coordinators may be appointed by each coordinator, if feasible. **elected when needed for succession or support purposes.**
- F. All office volunteers must read and sign receipt of the operations manual.
- G. The Intergroup Office fiscal year will begin January 1<sup>st</sup> and end December 31<sup>st</sup>.

## **V. ELECTED OFFICERS**

### **A. CHAIRPERSON**

Duties:

- 1. Chair Intergroup meetings
  - 2. Coordinate activities and assume responsibility for Intergroup and the Founders Day Committee meetings.
  - 3. Chairs the Founders Day Committee
  - 4. Serves on the Annual Conference Committee
- TERM: TWO (2) YEARS  
[ONE (1) as co-chairperson, ONE (1) as chairperson]

### **B. CO-CHAIRPERSON**

Duties:

- 1. Assist the Chairperson in duties pertinent to the welfare of Intergroup and Al-Anon as a whole
  - 2. Assume chairing meetings in the absence of the chairperson
  - 3. Publish and mail the monthly newsletter
  - 4. Attend all Founders Day Committee meetings
  - 5. Serve on the Annual Conference Committee
- TERM: TWO (2) YEARS  
[ONE (1) as co-chairperson, ONE (1) as Chairperson]

### **C. SECRETARY**

Duties

- 1. Keep active and inactive membership lists of Al-Anon Family Groups and ISR's
  - 2. Record minutes of Intergroup meetings (during the Intergroup meetings a tape recorder may be used provided the tape is erased after transcription)
  - 3. Provide a copy of the Intergroup minutes to be mailed with the monthly newsletter
  - 4. ~~Make a provision for after hours Twelfth Step call through use of either a professional or volunteer phone service.~~ **Move to Office Coordinator**
  - 5. Provide a list of eligible candidates prior to the Intergroup nomination of officers
  - 6. Recommended to serve on the Annual Conference Committee -
- TERM: ONE (1) YEAR

### **D. TREASURER**

## Duties

1. Maintain Intergroup bank account, accessible to the Treasurer, Co-Treasurer and Chairperson only.
2. Perform the financial duties at the Intergroup office
3. File IRS forms or have them completed by a professional
4. Review Lease and Insurance documents
5. Keep detailed records of all transactions, group and individual donations, office receipts, disbursements and all other financial responsibilities as necessary (including timely reporting and paying of Ohio sales tax)
6. Provide monthly financial report for the Intergroup meeting and newsletter
7. Prepare an annual budget prior to the beginning of each calendar year, at the end of the calendar year; prepare an actual income and expenditures versus budget statement.
8. Work closely with the Office Coordinator and Literature Coordinator.
9. Recommended to serve on the Annual Conference Committee.
10. Retiring Treasurer shall:
  - a. Turn over the current financial records to a committee of three (3) ISR's for simple auditing. This is to be done between Founders Day and the August Intergroup meeting, at the conclusion of his/her term.

TERM: TWO (2) YEARS

[ONE (1) as co-treasurer, ONE (1) as treasurer]

## F. Archivist

### DUTIES

1. Collect, catalogue and preserve past and present materials pertinent to the local AI-Anon history.
2. When applicable, monitor the provisions of the insurance rider and keep them updated.
3. Prepare materials and have them available for display at area functions and Founders Day.

TERM: Five (5) YEARS with the appointment of a Co-Archivist in the third year of the Archivist's five year term.

## VI. COMMITTEES/COORDINATORS

### A. OFFICE COORDINATOR

#### DUTIES

1. Maintain the office (office supplies, equipment, etc.)
2. Maintain adequate copies of current schedules
3. Coordinate and train office volunteers
4. Works with coordinators and other officers
5. **Make a provision for after hours Twelfth Step calls through use of either a professional or volunteer phone service**
6. Maintain mailing list of area professional community and provide them with meeting schedules on a quarterly basis.

**Proposed Changes to Intergroup Bylaws 4/2/13**

7. Volunteer a minimum of one day per week in the office  
TERM: Recommended TWO (2) years

## **B. STEERING COMMITTEE**

**The purpose of the Steering Committee is to act as an advisory body to the current intergroup officers and to serve in a special projects capacity as needed to support Intergroup activities. The Steering Committee shall consist of previous four AAIS chairpersons.** ~~the present officers and any or all of the officers from the preceding three years of the Akron Al-Anon Intergroup. The officers from the previous years shall act only in an advisory position.~~

## **C. LITERATURE COORDINATOR**

### DUTIES

1. Assumes responsibility for the Literature Distribution Center
2. Maintain inventory
3. Maintain literature distribution and sales
4. Organize literature display at Founders day
5. Present new literature information from WSO
6. Provide a literature display for local AFG's upon request
7. Will provide a list of inventory/value to the Treasurer for fiscal reporting in June and December

TERM: TWO (2) YEARS

ONE (1) as co-literature, ONE (1) as literature chair]

## **D. PUBLIC INFORMATION COORDINATOR (PIC)**

In all public contacts, the basic objective is to create a wider knowledge of the purpose and availability of Al-Anon/Alateen programs.

### DUTIES

1. Handle public relations by informing the public what Al-Anon is and what Al-Anon is not
2. Hold special open meetings
3. Supply speakers to non Al-Anon groups
4. Arrange for literature display tables at the request of the public and professional community
5. Handle media coverage of Al-Anon and Alateen information
6. Handle all PIC related correspondence and provide copies of all correspondence to the secretary.

TERM: TWO (2) YEARS

[ONE (1) as co-PIC, ONE (1) as PIC]

## **E. MEETING ON WHEELS COORDINATOR (MOW)**

### DUTIES:

1. Make arrangements for speakers and/or programs to be presented at outside facilities and institutions

TERM: ONE (1) YEAR

## **F. ALATEEN COORDINATOR**

### DUTIES:

1. Handle all forwarded calls and requests regarding Alateen
2. Arrange for Alateen speakers for PIC and Founders Day

3. Secure qualified sponsors for Alateen meetings
4. Act as a liaison between schools and Intergroup **with the support of PIC.**
5. **Is responsible to direct the Treasurer in the expenditure of Alateen Designated Funds**

TERM: TWO (2) YEARS

[ONE (1) as co-Alateen Coordinator, ONE (1) as Alateen Coordinator]

#### **G. LIAISON TO OAA (OHIO AREA ASSEMBLY)**

DUTIES:

1. To serve as a link between the Akron Al-Anon Information Service to the Area World Service Committee and exchange information between the two. Votes at the Ohio World Service Committee meetings on behalf of Akron Intergroup.
2. Provide a written report of assembly activities for inclusion in the newsletter.

TERM: THREE (3) YEARS

#### **H. INTERGROUP INTERNET WEBMASTER**

DUTIES:

1. Routinely update Intergroup website: our priority to reflect accurate meeting location and information for the newcomer.
2. Provide invoices for website fees to Intergroup Treasurer to allow for payment or reimbursement.
3. Advise Intergroup of any technical problems or improvements that need to be considered, i.e.: disaster recovery assistance, etc.

TERM: Recommended THREE (3) YEARS

### **VII. ELECTIONS**

**A.** In June, eligible candidates may volunteer or be nominated for any open Intergroup positions. Additional nominations may be accepted from the floor in July. Two or more candidates could be nominated for each office. Each open position should be voted on separately starting with the positions of officers (Co-Chairperson, Secretary, Treasurer) and followed by **the coordinator and co-coordinator positions.** ~~with other elected positions.~~ in the order listed in the by-laws.

**B.** To be eligible to run for any position, it is recommended an Al-Anon member have:

1. a minimum of one (1) year active involvement in Al-Anon
2. and attended four (4) Intergroup meetings within the past year
3. or successfully completed past Intergroup service and remain in good standing.

**C.** The elections will be held by secret ballot and only ISR's are eligible to vote, unless an alternate is representing the group or a written proxy is sent. The ballots will be counted by the Secretary and the Treasurer. In case of a tie, the two candidates will advance to a run-off vote.

**D.** August will be considered the first month of our Intergroup year. All new officers will assume their new positions on August 1<sup>st</sup> of every year. An audit

of the books, if requested, will be performed prior to the August meeting (see Article IV-C and V – D).

E. The Intergroup office fiscal year will begin January 1<sup>st</sup> and end December 31<sup>st</sup>.

~~F. Co-Coordiators are to be appointed.~~

### **VIII. MEETINGS**

The first Tuesday of every month has been established by Intergroup as the regularly scheduled time for meetings, unless the first Tuesday is a major holiday. If, due to circumstances beyond our control, the regular meeting must be postponed, the officers shall notify ISR's and Coordinators of the rescheduled date. Extra meetings may be held at the request of 25% of the members groups or officers.

### **IX. VOTING**

A. All Intergroup activities, including Founders Day and the Annual Conference, are subject to the approval of the ISR's.

B. One vote is allowed each group.

C. A quorum to conduct business or vote will consist of representation of at least one-half of the active member groups. Any group represented four (4) times within the past Intergroup year (August-July) has met the requirements to be considered active, and it will be from this standard of attendance that active status will be determined for voting. Officers and Coordinators do not have a vote unless they are also serving as an ISR.

### **X. AMENDMENTS**

A. By Laws may be amended only by a two-thirds majority vote of the active member groups.

B. Written notice of a desired change in the bylaws must be given to each ISR at least four (4) weeks before the meeting at which time the change and/or changes are to be voted upon. The ISR, upon receiving such notice of proposed amendments to the by-laws, must get instructions on how to vote from their individual groups.

### **XI. VACANCIES**

A. In the event of a vacancy of an elected position, i.e., three consecutive absences from Intergroup meetings due to illness, withdrawal, or resignation, Intergroup shall appoint an active member for the remainder of the term. If the position of Chairperson is vacant, a previous Intergroup Chairperson shall be appointed

B. In the event of illness, resignation or withdrawal of an ISR, the alternate becomes the ISR. The home group shall elect a new alternate for the remainder of the term.

C. In the event that the ISR or the alternate cannot attend an authorized meeting, the secretary of the home group shall act as the representative at the meeting or a proxy may be sent to the chairperson.

## **XII. FINANCIAL CONDITION**

- A. The Intergroup, as a unified association of the Al-Anon Family Groups in the Akron area, shall be supported by the groups which participate in the Intergroup. It has been agreed that each group will contribute what it can financially, when it can.
- B. That only sufficient operating funds, including an ample reserve, be its prudent financial principle. This “Prudent Reserve” is to be maintained at a minimum of three months operating expenses if possible and not to exceed one year’s operating expenses. Excess Prudent Reserve Funds shall be divided between Al-Anon World Services and Ohio Area Assembly at the discretion of AAAIS.**

## **XIII. Organization Structure**

- A. Said organization is organized exclusively for charitable, religious and educational purposes, including for such purpose, the making of distributions to organizations that qualify as exempt organizations under section 501[c][3] of the Internal Revenue Code, or corresponding section of any future federal tax code.
- B.** No part of the net earnings of the organization shall inure to the benefit of, or be distributed to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on
  - (1)** by an organization exempt from federal income tax under section 501[c] [3] of the Internal Revenue Code, corresponding section of any future federal tax code, or
  - (2)** by an organization, contributions to which are deductible under section 170 (c)(2) of the internal Revenue Code, or corresponding section of any future federal tax code.
- C.** Upon the dissolution of the organization, assets shall be distributed to the World Service Office if it qualifies under section 501[c] [3] at the time of dissolution. Otherwise, assets shall be distributed for one or more exempt purposes within the meaning of section 501 [c][3] of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.



Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principle office of the organization is located, exclusively for such purposes or to such organization or organizations, as said Court shall determine which are organized and operated for such purposes.

#### **XIV. Dissolution**

In the event that the Intergroup would be dissolved, all assets will be donated to the World Service Office (WSO), Al-Anon Family Group Headquarters, Inc., located in the State of Virginia.

#### **XV. ANNUAL CONFERENCE**

- A.** The Annual Conference shall serve as a standing committee of the Akron Al-Anon Intergroup.
- B.** No changes shall be made to the current conference guidelines without the collective agreement of the Annual Conference Committee and the Intergroup body.
- C.** Written notice of a desired change in the Annual Conference guidelines must be given to each ISR at least four (4) weeks before the meeting at which time the change or changes are to be voted upon.

#### **XVI. FUNDRAISING**

Fundraising shall be for the express purpose of allowable expenses as an exempt organization under section 501 [c][3] of the Internal Revenue Code, or corresponding section of any future tax code.