

# **SANTA BARBARA AL-ANON/ALATEEN INFORMATION SERVICES BY-LAWS**

## **ARTICLE I. PURPOSE**

SECTION 1. The name of the organization shall be Santa Barbara Al-Anon/Alateen Information Services (SBAIS).

SECTION 2. The purpose of the organization shall be to transact all business for Santa Barbara Al-Anon and Alateen Family Groups. Groups are located in Santa Barbara area in the State of California.

SECTION 3. The object of this organization shall be:

- A. To promote unity of Purpose within the Al-Anon and Alateen Groups 1; Santa Barbara.
- B. To promote the growth of Al-Anon and Alateen Groups in Santa Barbara.
- C. To serve as an Information Service for Santa Barbara Al-Anon and Alateen Family Groups in accordance with Al-Anon Family Groups principles and practices.

Functions to include, but not be limited to:

1. Maintain a listing in the local telephone directory.
2. Maintain an office address so it can be registered with the World Service Office and listed in World Service Directories.
3. Receive mail and phone inquiries and channel them to nearest Group.
4. Publish and distribute lists of Group meetings.
5. Serve as an avenue for Public Information, CPC and Institutions work.
6. Print and distribute its own newsletter of activities for the Al-Anon and Alateen Groups in Santa Barbara.
7. To encourage and provide support for District 12 and World Service beyond the local level.
8. To be guided in all activities by the Twelve Steps, the Twelve Traditions and the Twelve Concepts of Service of Al-Anon.

SECTION 4. The following objects are excluded:

- A. Al-Anon and Alateen matters of policy and publicity at the national and international level, since this is the function and responsibility of the Al-Anon Family Group National Headquarters.
- B. Operation and maintenance of a club or clubhouse.

## **ARTICLE II. MEMBERSHIP**

SECTION 1. Any person selected as an Information Services Representative (ISR) or Alternate Information Services Representative (Alt. ISR) of any Santa Barbara Al-Anon or Alateen Group shall become a member of SBAIS when they have submitted to the SBAIS Secretary, in writing:

1. The names, addresses and telephone numbers, if available, of the ISR, the Alt. ISR (if any), and the Group officers' names.
2. The day, time and location of the Group's meeting.

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3. An indication that the Group members **will** be willing to accept 12 Step Work, and abide by the 12 Traditions of the Al-Anon Family Groups.

SECTION 2. Each Group shall have the right to withdraw its ISR at **any** time; and upon withdrawal of an ISR by the Group, his/her membership in the organization shall automatically terminate.

SECTION 3. ISR shall continue to be eligible for membership in the organization by submitting to the SBAIS in writing, all changes in ISR, A l t . I S R , Group officers, and changes in day, time, and location of meetings.

SECTION 4. Membership is not dependent on financial contribution from the Group or ISR. However, traditionally, each Group supports SBAIS either by monthly pledges or by special contributions. This financial support is the main income for the operation of the SBAIS. Financial support is not a pre-requisite to continuing membership in the SBAIS.

## **ARTICLE III. MEETINGS**

SECTION 1 Information Services Meetings: Meetings shall be Regular Information Services Meetings and Special Meetings.

SECTION 2 Regular Meetings of SBAIS for all registered ISR's and interested Al-Anon/Alateen members shall be held monthly at a place to be determined by the SBAIS.

A, Voting membership shall include all registered ISR's or Alt. ISR's, one vote per group.

B All motions at SBAIS meetings must be made and seconded by an ISR or Alt. ISR.

C Fifteen (15%) percent of the voting membership shall constitute a quorum for an SBAIS meeting, except for the Amendment of the By-Laws. In the absence of a quorum, the meeting shall be adjourned, and a subsequent meeting called by written notice a t least ten (10) days prior to the meeting, at which time ten (10%) percent of the voting membership shall constitute a quorum.

D. The agenda shall include:

1. Opening: Serenity Prayer
2. Read: the Twelve Traditions
3. Reading of minutes of the last SBAIS meeting.
4. Reports of the Chairperson, Treasurer, Standing and Special Committee Coordinator.
5. Old Business
6. New Business
7. Adjournment
8. Closing prayer

SECTION 3. Special Meetings

Special meetings, depending on whether they are Special or SBAIS as a whole, may be called by the Chairperson, or at the written request of three (3) or more ISR's.

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- A. Special meetings shall be called by telephone or written notice mailed to each registered ISR at least seven (7) days before the time of the meeting. The notice shall state purpose of the meeting and no other business shall be acted upon at the Special Meeting except that stated in the notice.
- B. Rules governing quorum for SBAIS meetings shall also govern Special Meetings. In the absence of a quorum, the meeting shall be adjourned.

## **SECTION 4. Notification**

Notice of all meetings of the ISR's or member shall be sent by telephone or regular mail to each ISR or member at least two weeks in advance of such meeting to the address or phone number listed on the roster of registered ISR's.

## **ARTICLE IV. SERVICE BOARD**

### **SECTION 1. Members**

- A. The Service Board shall consist of the Chairperson, Co-Chairperson, Secretary, Treasurer, Voyage Newsletter Editor, Public Information Coordinator, Institutions Coordinator, Literature Coordinator, Alateen Coordinator, International Meetings Coordinator, World Service Liaison, Round Robin Coordinator, Meeting List Coordinator and Hot-Line Coordinator. It is suggested that each position have a Co-Chairperson.
- B. The immediate past Chairperson of the Service Board shall be an ex-officio member of the Service Board with voice and vote.
- C. The District Representative or Alternate District Representative may be an ex-officio member of the Service Board with voice and vote.
- D. Members of the Service Board shall be elected for a term of no more than two (2) years in the same position.

### **SECTION 2. Eligibility - Chairperson**

- A. To be eligible to be nominated as Chairperson, the person must have served on the Service Board for at least one year.
- B. The Chairperson, present or past, cannot be reelected to the office of Chairperson or Co-Chairperson.

### **SECTION 3. Eligibility - Service Board**

- A. Any active Al-Anon member of any registered group who has attended SBAIS for at least one year past or present shall be eligible for election to the Service Board.
- B. No member of the Service Board shall be eligible for re-election to the same office until at least one year after the expiration of the original term of office.

### **SECTION 4. Service Board Elections**

- A. Elections shall be held every February at the regularly scheduled SBAIS meeting. The new Service Board assumes duties at the March meeting following election.

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- B. ISR's shall nominate from the floor. However, prior permission shall have been granted from the nominee before placing his/her name in nomination.
- C. Election shall be by written ballots if there are more than one nominee for an office. The nominee receiving the greatest number of votes cast shall be deemed to be elected,

## **ARTICLE V. DUTIES OF THE SERVICE BOARD**

### **SECTION 1. The Service Board shall:**

- A. Have the obligation to carry on the day to day activities and business affairs of the SBAIS.
- B. Make such decisions as are necessary to carry on the general purposes of the groups in the handling of questions pertaining to Public Information, Public Relations and SBAIS activities as the same may arise.
- C. Submit to and follow the directives of the ISR's on matters of general policies and programs which affect the Al-Anon and Alateen Groups of Santa Barbara, providing the policies and programs are within the framework of the Twelve Traditions.
- D. Attend all regular and Special Meetings of the SBAIS. Report proceedings of each of its meeting to the ISR's at their next regular meeting.
- F. Authorize capital expenditures not to exceed \$50.00, but does not have the authority to enter into contract agreements without the approval of the ISR's.
- G. Determine which special committees are necessary, Review activities of, and act as an advisory body to, all committees.
- H. Have the right to fill any vacancy on the Service Board occurring for any reason by selecting a person who shall serve only until the next election.

### **SECTION 2. The Chairperson shall:**

- A. preside at all meetings of the SBAIS. The Chairperson may, however, designate the Co-Chairperson or any of t h e S e r v i c e Board members to act in this capacity.
- B. be ex-officio member of all standing committees and may appoint such committees as he/she, together with the Service Board, shall deem necessary for the welfare and operation of the groups,
- C. be responsible for the administration and maintain contact with the SBAIS membership.
- D. read aloud those portions of the By-Laws which clarify the purpose, membership and procedures for SBAIS at the February meeting each year.
- E. serve as SBAIS Alternate World Service Liaison with a voice and vote in the absence of the World Service Liaison at District and SCWS Committee and Assembly Meetings.

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SECTION 3. The Co-Chairperson shall:

- A. officiate in the absence of the SBAIS Chairperson.
- B. assist the SBAIS Chairperson at all meetings.
- C. serve the unexpired term of the SBAIS Chairman, if necessary
- D. be responsible for all fund raising activities

SECTION 4. The Secretary shall:

- A. record all minutes of all SBAIS meetings with a copy submitted to the Chairperson; copies to be made available to all SBAIS members.
- B. be responsible for all notices and correspondence to members of SBAIS; a copy submitted to the Chairperson.
- C. Be responsible for the recording of attendance at SBAIS meetings

SECTION 5. The Treasurer shall:

- A. be responsible for the deposit of moneys and payment of bills
- B. be responsible for balancing the books at the end of each month
- C. be responsible for reconciling the bank statement each month
- D. be responsible for submitting a written financial report at each SBAIS meeting with copies for distribution.

## **ARTICLE VI. REMOVAL OF SERVICE BOARD MEMBERS**

SECTION 1. The ISR's, at any Regular or Special Meeting, may remove, by majority vote, any member including the Chairperson, who fails to attend two (2) consecutive meetings of the Service Board.

SECTION 2. The ISR's, at any Regular or Special Meeting, may remove from office the Chairperson or any Service Board member by a motion duly made, seconded and carried by a majority vote of the ISR's present.

## **ARTICLE VII. FINANCES**

SECTION 1. The main financial support of SBAIS is provided by the Groups it serves. Traditionally, each Group supports the SBAIS by monthly pledges with special contributions. While this support is the main income for SBAIS, it is not a pre-requisite to continuing membership in the group.

SECTION 2. The acceptance of unusual donations or other offerings from any source is prohibited, whether for general or specifically designated purposes. However, the SBAIS may accept a one-time legacy from an Al-Anon member in any amount up to \$5000.

SECTION 3. The limit on all contributions from individual members of Al-Anon and Alateen Family Groups is \$500 per year and a one-time contribution from the family in memory of a member is limited to \$500.

## **ARTICLE VIII. RULES OF PROCEDURE**

The rules contained in Roberts Rules of Order, Revised, shall act as a guide for the Chairperson unless otherwise provided for in these By-Laws.

## **ARTICLE IX. AMENDMENT OF BY-LAWS**

These By-Laws may be amended and/or repealed in part or in whole at any regular

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SBAIS meeting by an affirmative vote of two-thirds (2/3) of the member ISRs present, provided a copy of the proposed amendment(s) and/or repeal(s) is presented to each ISR in writing by either hand, U.S. mail, or receipted email delivery at least three (3) weeks before the meeting at which time the vote will be taken. If, at such a meeting, the proposed amendment and/or repeal is not adopted, a revised amendment and/or repeal must be referred to the next SBAIS meeting.