

**BYLAWS OF THE  
GREATER SEATTLE  
AL-ANON INFORMATION SERVICE**

Revised 30 June 2016

Approved: 14 July 2016



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**BYLAWS  
OF**

**ARTICLE I.           NAME**

The name of the organization is GREATER SEATTLE AL-ANON INTERGROUP COUNCIL, dba AL-ANON INFORMATION SERVICE (AIS).

**ARTICLE II.           PURPOSE**

The Greater Seattle Al-Anon Intergroup Council, dba Al-Anon Information Service (AIS), is a body of members guided by the principles of Al-Anon, incorporated in the state of Washington to serve Al-Anon and Alateen. The AIS is guided by the Twelve Traditions of Unity, the Twelve Concepts of Service, the principles and practices of Al-Anon; more especially by the First Tradition, "Our common welfare should come first, personal progress for the greatest number depends upon unity".

These Bylaws are a formal agreement between AIS and Greater Seattle Al-Anon Groups and Districts as a whole, setting forth the means by which Al-Anon can give service to the Greater Seattle area. These Bylaws are intended as an instrument to preserve Al-Anon unity. The organization is organized exclusively for purposes pursuant to section 501(c)(3) of the Internal Revenue Code.

**Section 2.01   Objectives.**

The objectives of AIS are charitable and educational, as AIS is a service body only and it will:

- a. Cooperate with member Groups and Districts in their effort to make the public aware that Al-Anon and Alateen are for relatives and friends of alcoholics.
- b. Act as a point of contact with Al-Anon and Alateen for the general public.
- c. Serve as a "clearinghouse" for member Groups and Districts' activities and information.
- d. Serve as a communication center for member Groups and Districts with respect to matters of local policy, publicity and interest.
- e. Serve as a literature distribution center.

**Section 2.02   Standing Rules and Procedures Manual (SRPM).**

The AIS's listing of officer duties, committee duties, and other general operating procedures are contained in the Standing Rules and Procedures Manual (SRPM) document. The SRPM is a separate document from this bylaws document. The SRPM can be changed by discussion, vote, and, whenever possible, by substantial unanimity of participating Board of Directors at any Board meeting and ratified by vote and whenever possible, by substantial unanimity of participating AIS Council members at any Council meeting.

**ARTICLE III.           AIS MEMBERSHIP**

**Section 3.01   Group Eligibility and Qualifications.**

To become a member of AIS, any Al-Anon or Alateen Group located in Washington Area Districts in and around Greater Seattle, which has registered (or is in the process of registering)

with the World Service Office (WSO), may register with AIS, with the understanding that it will abide by the Twelve Traditions of Unity, Twelve Concepts of Service, and keep its doors open to anyone whose life is or has been affected by someone else's drinking.

**Section 3.02 Representatives and Alternates.**

Each Group elects one of its members to serve as Information Service Representative (ISR). The Alternate Group Representative (AGR) generally serves as the ISR. The Group Representative (GR) generally serves as the Alternate Information Service Representative (AISR).

**Section 3.03 Qualifications of Representatives.**

The ISR and AISR should have stability and an understanding of the Twelve Traditions of Unity, Twelve Concepts of Service, and ample time to perform their duties.

**Section 3.04 Term.**

The term for both the ISR and the AISR is three years beginning in January, following the Washington Area elections.

**Section 3.05 Restrictions on Membership.**

An Al-Anon or Alateen member who is also a member of Alcoholics Anonymous (AA) is not eligible to serve in AIS as an ISR or AISR.

**ARTICLE IV. MEETINGS**

Regular Council meetings, regular Board meetings, and any Special Meetings will be held as necessary.

**Section 4.01 Council Meetings.**

The primary purpose of this meeting is the operation of AIS.

**a. Location and Time.**

Regular Council meetings shall be held at a location and time designated by the Council.

**b. Attendance.**

Council meetings shall be attended by Officers, Coordinators, Office Manager, AIS Liaison, Editors, Archivist, Parliamentarian and ISR's or their Alternates. Any member of Al-Anon or Alateen is welcome to attend.

**Section 4.02 Board Meetings.**

The primary purpose of this meeting is to establish the policy for running the organization, supervision of paid special workers, and to set the agenda for the regular Council meeting.

**a. Location and Time.**

Regular Board meetings shall be held at least four (4) times during the year (unless decided differently by the Board). The time and place of the Board meetings shall be at the discretion of the Board.

**b. Attendance.**

Board members are expected to attend all Board meetings. All meetings of the Board shall be open to any member of any registered Al-Anon or Alateen group.

**Section 4.03 Special Meetings.**

Special meetings of either the Board or the Council may be called by the Chair, or at the written request of three (3) or more Board or Council members.

**a. Notice.**

Notice shall state the purpose of the meeting. No other business shall be acted upon at any Special Meeting.

- (i) Special Council meetings shall be called by written notice mailed or e-mailed to each member of the Council at least ten (10) days before the date of the meeting.
- (ii) Special Board meetings shall be called by written notice mailed or e-mailed to each member of the Board at least five (5) days before the date of the meeting.

**b. Location and Time.**

The time and place of the Special meetings shall be at the discretion of the Chair.

**c. Governing Rules.**

Rules governing Regular Board or Regular Council meetings shall also govern Special Meetings of the Board or of the Council respectfully.

**ARTICLE V. BOARD**

The Board consists of the AIS Officers, Alternate District Representatives (ADR) or their Alternates, the Liaison to the Area World Service Committee (AWSC) meeting, the Office Manager, Coordinators, Editors, Parliamentarian, Archivist, and Advisory Member(s).

Because AIS is incorporated by the State of Washington, it must comply with these Bylaws. The Board is the ultimate authority on compliance with these Bylaws and ensuring the financial wellbeing of AIS.

**Section 5.01 AIS Liaison.**

The AIS Liaison is a member of the Board and represents AIS at the AWSC and serves a term of one (1) year. The AIS Liaison: a) attends the two (2) Washington Area AWSC meetings each year, at the expense of AIS, b) serves as the information link between AIS and AWSC, encouraging the exchange of information between the two entities and c) votes at the AWSC meetings, but not at any other Washington Area meetings. The AIS Liaison may ask the Council for help with the expenses incurred while attending Washington Area Pre- Conference, Summer Service Assembly, and Fall Assembly.

**Section 5.02 Removal of Board Members.**

**a. Board Procedure.**

The Board may remove, by majority vote, any Board member, including the Chair, who fails to attend two (2) consecutive meetings of the Board.

**b. Council Procedure.**

The Council, at any regular or special meeting, may remove from office the Chair or any Board member by a motion duly made, seconded, and carried by a majority vote of those entitled to vote.

**ARTICLE VI. OFFICERS**

**Section 6.01 Officers.**

The AIS Officers are the Chair, Vice-Chair, Secretary, and Treasurer. Officers should have experience, stability, and an understanding of the Twelve Traditions of Unity, Twelve Concepts of Service, the Service Manual, these Bylaws, and have ample time to perform their duties. The AIS Officers and Board members, with the exception of the Chair, may also continue to act in the capacity of an ISR.

**a. Chair.**

The Chair presides at all meetings of the Council, the Board, and the Executive Committee; and ensures that the duties of the Council, the Board, and the Executive Committee are implemented.

**b. Vice Chair.**

The Vice-Chair presides at meetings of the Council, the Board, and the Executive Committee in the absence of the Chair.

**c. Secretary.**

The Secretary records minutes at meetings of the Council, the Board, and the Executive Committee.

**d. Treasurer.**

The Treasurer confirms accuracy of all month-end financial statements for the Board, the Council, and official records.

**Section 6.02 Election and Term.**

At the November Council meeting, officers are elected from among members of the groups, by simple majority, with a written ballot. Term of office is one year beginning in January. The AIS Officers shall be installed at the January Council meeting.

**Section 6.03 Eligibility, Nominations, and Resumes.**

An Al-Anon or Alateen member, who is not a member of AA, is eligible to serve. The Board functions as the Nominating Committee. At the regular September Council meeting, the Nominating Committee can submit at least one (1) candidate for each vacant office, with further nominations accepted from the floor. Each nominee, upon accepting the nomination, can submit a brief Al- Anon/Alateen resume to be published in the October and/or November issues of the newsletter.

**Section 6.04 Vacancies.**

Vacancies and unexpired terms are filled temporarily by appointment by the Chair and elected by the Council at the next regular Council meeting.

## **ARTICLE VII. EXECUTIVE COMMITTEE**

The effective, efficient functioning of AIS is the responsibility of all officers who, when a decision must be made quickly between regular meetings, act as an Executive Committee. The Executive Committee consists of the four officers of the Board and the Chair of the Policy Committee. Its purpose is to provide responsible emergency decision making between the Board and Council meetings, so that the Chair has official support and AIS is protected in truly unusual pressure situations. It follows the guidelines for the Board. Any actions will be fully reported at the next Council meeting.

## **ARTICLE VIII. STANDING COMMITTEES**

All Standing Committees have Coordinators as chairpersons who have been appointed and continue to serve at the request of the Chair. Coordinators support the Districts and the Groups by coordinating activities for outreach and by planning participatory work projects if appropriate. Coordinators may also have specific duties at the AIS level as listed in the SRPM. An Al-Anon or Alateen member who is also a member of AA is not eligible to vote while serving as a Coordinator.

Coordinators will consult with and keep the AIS Chair current regarding activities and work projects in progress. A written record of activities should be kept throughout the year for insertion in the SRPM to serve as a reference for new Coordinators. Also, retiring Coordinators are encouraged to introduce the new Coordinator to the position.

Expenses of the Standing Committees and/or of their Coordinators must be approved in advance by the Council. Approved expenses will be reimbursed upon presentation of receipts. In some cases, specific Committee expenses may be part of the annual budget approval. Any mileage agreed upon in advance will be paid at the current rate paid by Washington Area.

The Standing Committees consist of Al-Anon members who serve at the request of the Coordinator, and representatives appointed from the nine member Districts to participate on the Committee. Consult the SRPM for specific details regarding each Committee and the Office Manager.

### **Section 8.01 List of Standing Committees.**

Standing Committees are listed in the SRPM.

## **ARTICLE IX. OFFICE MANAGER**

The Office Manager works closely with the Chair, Vice Chair, Treasurer, Office Committee Chair, Newsletter Editor, Web Site Editor, and Volunteers Coordinator to ensure proper office management and maintenance and fulfills responsibilities and duties of a paid Literature Distribution Center office employee as suggested in the current Al-Anon/Alateen Service Manual and outlined specifically in the Standing Rules and Procedures Manual.

**Section 9.01 Hiring.**

The Office Manager is hired and reviewed on an annual, or as needed, basis by the Office Committee, which consists of at least one active Board Officer.

**Section 9.02 Vacancy.**

In the event of a vacant position, a temporary Office Manager may be hired by the Office Committee and/or the Board.

**Section 9.03 Removal.**

The Office Manager's employment may be terminated with just cause by a majority vote of the Board.

**Section 9.04 Eligibility.**

The Office Manager may not serve as a volunteer in a policy-making position, such as Group Representative (GR), District Representative (DR), Area Assembly Office, Area Assembly Coordinator, Delegate, or WSO trustee.

**ARTICLE X. PARLIAMENTARY PROCEDURE**

Unless they conflict with the Twelve Traditions of Unity, the Twelve Concepts of Service, or these Bylaws, the most recent edition of "Al-Anon Alateen Service Manual" may be used as a guide in conducting AIS meetings.

**ARTICLE XI. AMENDMENTS**

These Bylaws may be amended and/or repealed in part or in whole at any regular AIS Council meeting by discussion, vote, and, whenever possible, by substantial unanimity of participating AIS Council members. The participating AIS Council members at the AIS Council meeting will decide, by a simple majority vote, what the requirements of substantial unanimity should be, whether two-thirds, three-quarters, or an even greater majority. A copy of the proposed amendment or amendments shall have been made available in e-media form or written to each ISR at least sixty (60) days prior to the meeting.

**ARTICLE XII. INDEMNIFICATION**

**Section 12.01 Right of Indemnification.**

Each person who is, or was threatened to be made a party to or is otherwise involved (including, without limitation, as a witness) in any actual or threatened action, suit or proceeding, whether civil, criminal, administrative, or investigative, by reason of the fact that he or she is or was a director, coordinator, trustee, officer, employee, or agent of AIS shall be indemnified and held harmless by AIS, to the full extent permitted by applicable law as then in effect, against all expense, liability and loss (including attorney's fees, judgments, fines, ERISA (The Employee Retirement Income Security Act of 1974) excise taxes, or penalties and amounts to be paid in settlement) actually and reasonably incurred or suffered by such person in connection therewith, and such indemnification shall continue as to a person who has ceased to be a director, coordinator, trustee, officer, employee, or agent and shall inure to the benefit of his or her heirs,

executors and administrators; provided, however, that except as provided in Section 2 of this Article 12 with respect to proceedings seeking solely to enforce rights to indemnification, AIS shall indemnify any such person seeking indemnification in connection with a proceeding (or part hereof) initiated by such person only if such proceeding (or part thereof) was authorized by the board of directors of AIS.

The right to indemnification conferred in this Section 1 shall be a contract right and shall include the right to be paid by AIS the expenses incurred in defending any such proceeding in advance of its final disposition; provided, however, that the payment of such expenses in advance of the final disposition of a proceeding shall be made only upon delivery to AIS of an undertaking, by or on behalf of such director, coordinator, trustee, officer, employee or agent to repay all amounts so advanced if it is ultimately determined that such director, coordinator, trustee officer, employee or agent is not entitled to be indemnified under this Section 1 or otherwise.

**Section 12.02 Right of Claimant to Bring Suit.**

If a claim for which indemnification is required under Section 1 of this Article is not paid in full by AIS within sixty (60) days after a written claim has been received by AIS, except in the case of a claim for expenses incurred in defending a proceeding in advance of its final disposition, in which case the applicable period shall be twenty (20) days, the claimant may thereafter bring suit against AIS, as provided by applicable law and statutes of limitation, to recover the unpaid amount of the claim and, to the extent successful in whole or in part, the claimant shall be entitled to be paid also the expenses of prosecuting such claim. The claimant shall be presumed to be entitled to indemnification under this Article 8 upon submission of a written claim (and, in any action brought to enforce a claim for expenses incurred in defending any proceeding in advance of its final disposition, where the required undertaking has been tendered to AIS), and thereafter AIS shall have the burden of proof to overcome the presumption that the claimant is not so entitled.

Neither the failure of AIS (including its board of directors, independent legal counsel or its members, if any) to have made a determination prior to the commencement of such action that indemnification of or reimbursement or advancement of expenses of the claimant is proper in the circumstances nor an actual determination by AIS (including its board of directors, independent legal counsel or its members, if any) that the claimant is not entitled to indemnification or to the reimbursement to advancement of expenses shall be a defense to the action or create a presumption that the claimant is not so entitled.

**Section 12.03 Non-exclusivity of Rights.**

The right to indemnification and the payment of expenses incurred in defending a proceeding in advance of its final disposition conferred in this Article 12 shall not be exclusive of any other right which any person may have or hereafter acquire under any statute, provision of the Articles of Incorporation, these Bylaws, agreement, vote of members, if any, or disinterested directors or otherwise.

**Section 12.04 Contract and Funding.**

AIS may maintain insurance at its expense to protect itself and any director, coordinator, trustee, or officer, employee or agent of AIS. AIS may, without further membership act, enter into contracts with any director, coordinator, trustee, officer, employee or agent of AIS in furtherance

of the provisions of this Article and may create a trust fund, grant a security interest or use other means (including without limitation, a letter of credit) to ensure the payment of such amounts as may be necessary to effect indemnification as provided in this Article 12.

**Section 12.05 Indemnification of Employees and Agents of AIS.**

AIS may, by action of its Board of Directors from time to time, provide indemnification and pay expenses in advance of the final disposition of a proceeding to employees and agents payments of AIS with the same scope and effect as the provisions of this Article with respect to the indemnification and advancement of expense of directors and officers of AIS or pursuant to rights granted pursuant to, or provided by, the Washington Business Corporation Act, as applied to nonprofit corporations, or otherwise.

**ARTICLE XIII. CONTRIBUTIONS AND SUPPORT**

Although not a condition of membership, traditionally, it is suggested that it is the responsibility of the registered Groups to make voluntary financial and service contributions to AIS on a regular basis, according to their Group conscience.

**Section 13.01 Local Al-Anon and Alateen.**

AIS does not seek or accept support beyond the area it serves nor from any source except Al-Anon and Alateen members and groups.

**Section 13.02 AA Contributions.**

Contributions received from AA which are offered to acknowledge Al-Anon participation in a function may be accepted.

**Section 13.03 Individual Contribution Limit.**

Individual contributions and bequests can be limited to the same amount specified as the limit for contributions to the World Service Office in the Al-Anon/Alateen Service Manual in use at the time of the contribution. If contributions exceed the limit, the acceptance of the contributions will be determined by the AIS Board and Council.

**Section 13.04 Memorial Contributions.**

AIS can accept contributions in memory of deceased Al-Anon members from “family” who are not Al-Anon members. AIS recognizes accepting such contributions can give comfort to families as described in Tradition Five. AIS defines family as anyone who has a close relationship of loving care and concern for another. The individual donor defines his or her relationship to the deceased Al-Anon member. This one-time gift of gratitude can be limited to the same amount specified as the limit for contributions to the World Service Office in the Al-Anon/Alateen Service Manual in use at the time of the contribution. If contributions exceed the limit, the acceptance of the contributions will be determined by the AIS Board and Council. Memorial contributions by non-members are not solicited.

**Section 13.05 Fund Raising.**

Fund raising projects (auctions, bazaars, bake sales, potlucks, speakers' meetings, etc.) may be conducted by registered Groups and/or AIS in accordance with the Al-Anon/Alateen Service

Manual in use at the time.

**Section 13.06 Merchandise Sales.**

AIS does not stock nor offer program related jewelry or trinkets for sale because these items could divert AIS from its primary purpose and may endanger its tax-exempt status.

**ARTICLE XIV. DISSOLUTION**

Upon dissolution, the AIS Council shall, after paying or making provision for the payment of all liabilities, dispose of all its assets exclusively for the purposes of the fellowship in such manner or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under 501(c)(3) of the Internal Revenue Code of 1954 (as amended).

It is anticipated that any assets on hand at the dissolution of the Greater Seattle Al-Anon Intergroup Council DBA Al-Anon Information Service, shall be disbursed or distributed to Al-Anon Family Group Headquarters, Inc. qualified since 1956 as tax exempt under Section 501(c)(3) of the Internal Revenue Code of 1954 (as amended). Any such assets not so disposed of shall be disposed of by a court having jurisdiction in the county in which the principle place of business is then located. Distribution shall be exclusively for such purposes or to such organizations as said court shall determine which are organized and operated exclusively for such purposes.

**ARTICLE XV. DECLARATION OF AUTHENTICITY OF DOCUMENTS**

The undersigned, the duly elected, and acting officers of AIS, hereby declare these Bylaws by which they govern themselves.

IN WITNESS HEREOF we have hereunto subscribed our names

this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Chair: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Vice-Chair: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Secretary: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

***This document was signed by the officers on 14 July 2016. The signed document and a copy will be submitted to Washington State and kept on file in the AIS office. Information in this document was left blank for publication on the AIS website.***

**STANDING RULES AND PROCEDURES' MANUAL (SRPM)**  
**OF THE**  
**GREATER SEATTLE AL-ANON INFORMATION SERVICE**

**Revised 14 July 2016**



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## 1 PREAMBLE

This Standing Rules and Procedures Manual (SRPM) document contains the Al-Anon Information Service's (AIS) listing of officer duties, board duties, committee duties, and other general operating procedures. The SRPM can be changed by discussion, vote, and, whenever possible, by substantial unanimity of participating Board of Directors at any Board meeting and ratified by discussion, vote, and, whenever possible, by substantial unanimity of participating AIS Council members at any Council meeting. The participating Board of Directors at any Board meeting or participating AIS Council members at the AIS Council meeting will decide, by a simple majority vote, what the requirements of substantial unanimity should be, whether two-thirds, three-quarters, or an even greater majority.

## 2 ABBREVIATIONS AND DEFINITIONS

The following abbreviations and definitions are used in the Bylaws and in this document:

- **AA** - Alcoholics Anonymous.
- **ADR** - Alternate District Representative.
- **Advisory Member** - A member appointed by the Chair to have a voice, but no vote.
- **AGR** - Alternate Group Representative.
- **AIS** - Al-Anon Information Service, the service arm of Washington Area Districts 14, 15, 16, 17, 18, 19, 20, 21, and 22.
- **AISR** - Alternate Information Service Representative.
- **AWSC** - Area World Service Committee.
- **Board** - Officers, ADR's, Coordinators of the Standing Committees, Office Manager, the liaison to AWSC, and Advisory Member(s).
- **CAL** - Conference Approved Literature.
- **Coordinator** - Board member appointed by the Chair to head a Standing Committee.
- **Council** - The Board plus a representative from each Al-Anon Family Group in Washington Area Al-Anon Districts 14 through 22.
- **District** - Any one of Districts 14, 15, 16, 17, 18, 19, 20, 21, or 22 located in Washington Area.
- **DR** - District Representative.
- **Executive Committee** - Consists of the Officers and the Chair of the Policy Committee.
- **GR** - Group Representative.
- **Group** - Any Al-Anon or Alateen group located in Washington Area Districts 14 through 22 that has registered with the WSO.
- **ISR** - Information Service Representative.
- **Liaison** - Member of the Board and AWSC.
- **Officers** - Chair, Vice-Chair, Secretary, and Treasurer.
- **Service Manual** - The Al-Anon/Alateen Service Manual published by Al-Anon Family Groups, Inc.
- **Simple Majority Vote** - A majority in which the highest number of votes cast for requirements of substantial unanimity exceeds the second-highest number, while not constituting an absolute majority.
- **SRPM** - Standing Rules and Procedures Manual
- **Standing Committee** - Ongoing committee chaired by a Coordinator.
- **WSO** - World Service Office.

### **3 MISSION STATEMENT**

The Al-Anon Information Service (AIS) is a function of Al-Anon Districts 14 through 22, in Washington State, to provide a network of communication to their communities and to the fellowship.

### **4 VISION STATEMENT**

The AIS will provide the best services possible to all the Al-Anon and Alateen groups in the Greater Seattle Area.

### **5 FUNCTIONS**

The AIS is a function of Districts 14 - 22 and the Groups they serve in providing a network of communication, as AIS is a service body only and it will:

- Maintain an office that aids in carrying out AIS functions.
- Maintain a literature depot for the sale and distribution of CAL.
- Maintain a telephone directory listing, mailing address, and 24-hour telephone service.
- Receive inquiries from those who need help and channel them to the nearest Group or District.
- Offer information to and respond to requests from the professional community and other organizations including the media.
- Arrange Special Meetings as necessary.
- Publish and distribute a directory of group meetings.
- Suggest fund raising and service participation plans to guide individual members, Groups, and Districts in their support of AIS.
- Hold business meetings, workshops, and fund raising events.
- Distribute information (via website, monthly newsletter and/or other means) of Group, District, and AIS activities.
- Maintain a list of members willing to speak and chair at Group meetings.
- Encourage new Groups to register with the WSO.
- Cooperate with Alcoholics Anonymous (AA) in efforts to acquaint the public with Al-Anon and Alateen.
- Maintain checking and/or savings accounts for management of AIS funds.

### **6 KNOWLEDGE-BASED DECISION MAKING (KBDM)**

Knowledge-Based Decision Making (KBDM) is defined as the process of looking at a topic through certain agreed upon criteria. Pertinent background information is gathered and shared with those responsible for making the decision. Then a decision can be made through a motion and vote.

The KBDM is not intended to prohibit introduction and voting on a topic that comes up suddenly and requires an immediate decision nor would it be required for non-policy or non-procedural items.

#### **6.1 Key Elements**

##### **6.1.1 Open communication**

“Talk to each other, and reason things out”, is a phrase we hear at the closing of every Al-Anon meeting and best describes our flow of two- way communication between our membership and leadership. The KBDM is a process that keeps

communication alive.

### **6.1.2 Dialog before deliberation**

As a general rule using the current Al-Anon Alateen Service Manual, there must be a motion on the floor with a second before any discussion can take place.

After hearing the motion, we then enter discussion and often find ourselves focusing on getting the commas and wording the way we think it should be, rather than discussing the pros and cons of the topic of the motion itself. Often the discussion about whether the underlying idea is something that would have the desired results for the greatest number, fails to happen. The minority may believe that they must wait for the decision before it can adequately be heard.

### **6.1.3 All decision makers have common access to information**

In order for KBDM to work successfully, it is essential the members of the group assigned to make a decision will have access to the necessary information required to make an informed decision. This information may be marked “For Members Use Only.” Members of the group involved in the discussion and the decision, will have then the full context of the subject for the discussion.

### **6.1.4 We exist in a culture of trust**

Al-Anon provides a loving environment where new things can be tried until faith and trust in one another is developed. Learning to trust changes the way we interact with each other. We learn to have a firm belief that each of us would never knowingly do anything to hurt Al-Anon. We have a belief in the reliability and integrity of each other.

## **6.2 KBDM Questions**

- What do we know about our members' needs, wants, and preferences that relates to this discussion?
- What do we know about our resources relative to this issue?
- What do we know about our “culture” or “environment” (technology, our steps, traditions, concepts, spiritual principles) that relates to this issue?
- What are the implications of our choices (pros and cons)?
- What do we not know about this issue that we wish we knew?
- How do Al-Anon’s legacies apply to this issue?

## **7 AIS MEMBERSHIP**

### **7.1 Representatives' Duties**

- Become familiar with the Bylaws, the SRPM, and the Al-Anon Alateen Service Manual (a copy of the Bylaws and the SRPM shall be available at each meeting).
- Act as a spokesperson for the Group they represent at AIS.
- Attend AIS Council meetings and act as a liaison between their Group and AIS.
- Bring to the attention of AIS the wishes, desires, and requests of their home group.
- Cast their group's vote at the Council meeting.

## **8 MEETINGS**

### **8.1 Council Meetings**

#### **8.1.1 Location and Time**

Monthly meetings of the Council shall be held at a location and time designated by the Council. A monthly meeting of the Council can be cancelled by the voting (9.1.3) and quorum (9.1.5) processes.

#### **8.1.2 Conduct**

In the interest of good order, proper respect shall be given the Chair at all times.

#### **8.1.3 Motions**

To make a motion--first be recognized, then state name, group or voting entitlement, and motion. Finally, submit the motion in writing or the motion is recorded in the meeting minutes.

#### **8.1.4 Voting**

All decisions are reached by discussion, vote, and, whenever possible, by substantial unanimity of participating AIS Council members. The participating AIS Council members at the AIS Council meeting will decide, by a simple majority vote, what the requirements of substantial unanimity should be, whether two-thirds, three-quarters, or an even greater majority.

At all regular or special Council meetings, each registered group shall have one vote. This vote will be cast by the designated eligible representative of each registered group in attendance. Board members entitled to vote at the Board meetings (excluding the ADRs) are entitled to vote at the Council meetings. The nine ADRs only have a vote at Board meetings. At all meetings, each person shall have only one vote, regardless of the number of voting entitlements. Voting may be done by a show of hands, by written ballots, by e-media, and/or by e-mails. E-mail votes should be addressed to both the Chair and the Secretary.

#### **8.1.5 Quorum**

A quorum shall consist of two-thirds of voting AIS members participating at the Council meeting at the time. No Council vote can be considered binding unless it passes with two-thirds of the voting Council. Recommendations can be made for consideration at the next meeting.

#### **8.1.6 New Business**

All new business is to be cleared through the Chair at least two (2) days prior to the Council meeting.

#### **8.1.7 Agenda**

The agenda shall include, but not be limited to:

- Opening meditation and Serenity Prayer.
- Roll call.
- Reading of the Twelve Traditions of Unity and the Twelve Concepts of Service.
- Secretary's report/prior meeting minutes.
- Approval of the minutes.
- Treasurer's report.
- Office Manager's report.
- Standing Committee reports--oral or written.
- Special Committee reports.

- Group, District, Event Announcements.
- Unfinished business.
- New business.
- Adjournment with the closing prayer.

## **8.2 Board Meetings**

### **8.2.1 Location and Time**

Meet at least once a quarter in a calendar year. The Board Meeting shall be held at a location and time designated by the Board. More than four meetings in a calendar year may be called by the Chair.

### **8.2.2 Conduct**

In the interest of good order, proper respect shall be given the Chair at all times.

### **8.2.3 Motions**

To make a motion--first be recognized, then state name, voting entitlement, and motion. Finally, submit the motion in writing or the motion is recorded in the meeting minutes.

### **8.2.4 Voting**

All decisions are reached by discussion, vote, and, whenever possible, by substantial unanimity of participating Board members. The participating Board members at the Board meeting will decide, by a simple majority vote, what the requirements of substantial unanimity should be, whether two-thirds, three-quarters, or an even greater majority.

At all regular or special Board meetings, Board members are entitled to vote. At all meetings, each person shall have only one vote, regardless of the number of voting entitlements. Voting may be done by a show of hands, by written ballots, by e-media, and/or by e-mails. E-mail votes should be addressed to both the Chair and the Secretary.

### **8.2.5 Quorum**

A quorum shall consist of two-thirds of voting Board members participating at the Board meeting. No Board vote can be considered binding unless it passes two-thirds of the voting Board. Recommendations can be made for consideration at the next meeting.

### **8.2.6 New Business**

All new business is to be cleared through the Chair at least two (2) days prior to the Board meeting.

### **8.2.7 Agenda**

The agenda shall include, but not be limited to:

- Reading of the minutes of the last regular meeting of the AIS Board, and of any Special Meetings.
- Reports of the Treasurer, Office Manager, and the Standing and Special Committee Chairs, as requested.
- Unfinished business.
- New business.
- Setting of next Council Agenda.
- Adjournment.

## **9 BOARD**

### **9.1 Board Duties**

#### **9.1.1 Communication**

Communication between Boards members may be person to person or in the forms of teleconferences, e-mails, or internet media.

#### **9.1.2 Review of Suggestions**

Review suggestions from ISRs, Groups, Districts, Coordinators, Editors, or other sources pertaining to service projects.

#### **9.1.3 Council Agenda**

Plan the agenda and supplies for Council meetings.

#### **9.1.4 AIS Calendar**

Prepare an annual AIS calendar.

#### **9.1.5 Audit, Budget, Inventory**

Arrange for an annual audit, preparation of the AIS annual budget, inventory of office supplies, literature, and equipment of the AIS office.

#### **9.1.6 Emergency Action**

Except in great emergency, the Board shall not take action liable to affect AIS substantially without consulting the Council.

#### **9.1.7 Expenditures**

Expedite expenditures as authorized by the budget approved by the Council.

#### **9.1.8 Office Committee and Staff**

Appoint and assist the Office Committee in the hiring and supervision of paid staff and the office.

### **9.2 Removal of Board Members**

#### **9.2.1 Board Procedure**

The Board may remove, by majority vote, any Board member, including the Chair, who fails to attend two (2) consecutive meetings of the Board.

#### **9.2.2 Council Procedure**

The Council, at any regular or special meeting, may remove from office the Chair or any Board member by a motion duly made, seconded, and carried by a majority vote of those entitled to vote.

## **10 DUTIES OF OFFICERS**

Each officer is expected to attend all meetings of both the Council and the Board. Each officer has the regular duties expected of their office, some of which are itemized below.

In an emergency, other officers may assist the Chair with paid staff. In this activity, the Chair and other officers are guided by office policies, the current Al-Anon /Alateen Service Manual, and regularly confer with the Board.

Disbursements of funds is the direct responsibility of the Treasurer, following the directions of the Council and the Board, however, each officer if authorized by the Treasurer may disburse checks.

### **10.1 Chair**

- Presides at all meetings of the Council and the Board.
- Ensures that the duties of the Board are implemented.
- Calls special meetings when necessary.
- Creates and dissolves special committees when necessary.

- Serves as an ex-officio member of all committees.
- Serves as or appoints a liaison to the AWSC meeting.
- Appoints Coordinators as needed.
- Remains as Chair of the AIS Policy Committee when his or her term of office has expired.
- Supervises the Office Committee in the supervision of paid staff.

#### **10.2 Vice Chair**

- Presides at meetings of the Council and the Board in the absence of the Chair.
- Can attend all committee meetings.
- Completes the unexpired term of the Chair, if necessary.
- Maintains an active interest in all AIS functions in order to assist the Chair.

#### **10.3 Secretary**

- Records minutes at meetings of the Council and the Board.
- Maintains a list of all Council motions passed. Summarizes and presents a list of passed motions to the Board at year-end.
- Prepares the previous month's Council minutes for distribution to those present at Council meetings.
- Prepares the previous month's Board minutes for distribution to those present at Board meetings.
- Records attendance at meetings of the Council and the Board.

#### **10.4 Treasurer**

- Confirms accuracy of all month-end financial statements for the Board, the Council, and official records. Regularly reports to the Council and prepares this information for publication in the newsletter.
- Develops an annual budget for the coming year and presents the proposed budget to the Board, no later than the November Board meeting.
- Ensures purchases and cash, including checks and bank accounts, are recorded and managed in accordance with sensible and commonly established accounting practices.
- Recommends changes in insurance and cash management to the AIS Board.
- Cooperates with Office Manager on purchase of literature to ensure cost effective management of available resources and reviews the annual inventory.
- Prepares or has a qualified tax service prepare all tax returns required to be filed with government agencies during his or her term of office.
- Reconciles the bank statement monthly and ensures a non-check signer who is a member of the Council reviews the monthly statements in a timely way.

### **11 AIS LIAISON**

The AIS Liaison is a member of the Board and represents AIS at the AWSC and serves a term of one (1) year. The AIS Liaison:

- Attends the two (2) Washington Area AWSC meetings each year, at the expense of AIS.
- Serves as the information link between AIS and AWSC, encouraging the exchange of information between the two entities.
- Votes at the AWSC meetings, but not at any other Washington Area meetings.
- Can ask the Council for help with the expenses incurred while attending

Washington Area Pre-Conference, Summer Service Assembly, and Fall Assembly.

## **12 STANDING COMMITTEES**

### **12.1 Alateen Coordinator and Committee**

#### **12.1.1 Purpose**

- Serve as a resource for Alateen sponsors and groups.

#### **12.1.2 Responsibilities**

- Helps those who wish to start an Alateen group.
- Coordinates Al-Anon/Alateen activities.
- Works with District Coordinators (Districts 14 - 22) and their Groups providing information, giving support, and coordinating activities when appropriate.
- Reports activities to the Board and the Council.
- Cooperates and coordinates with other AIS Coordinators in doing educational workshops, work parties, and public outreach.
- Fulfills responsibilities as defined in the Service Manual.

### **12.2 Archivist Coordinator and Committee**

#### **12.2.1 Purpose**

- To maintain AIS archive.

#### **12.2.2 Responsibilities**

- Fulfills responsibilities as defined in the Service Manual.

### **12.3 Literature Coordinator and Committee**

#### **12.3.1 Purpose**

- To inform members and Groups about CAL.

#### **12.3.2 Responsibilities**

- Cooperates with Districts and Groups and the Office Manager to make literature available for sale in the office and at special functions.
- Informs the Public Information Coordinator between Council meetings of regular and special activities.
- Fulfills responsibilities as defined in the Service Manual.

### **12.4 Newsletter Editor and Committee**

#### **12.4.1 Purpose**

- To prepare a newsletter with information pertinent to AIS.

#### **12.4.2 Composition**

- The Newsletter Editor receives items for publication and information from the Office Manager, current events editor, AIS Treasurer, AIS Chair, Volunteer Coordinator, other AIS Coordinators, Districts, and Groups; and may be assisted by any of these parties.

#### **12.4.3 Responsibilities**

- Prepares for printing and/or e-printing the monthly newsletter (BITS of Al-Anon & Alateen) distributed to member Groups, AIS Board members, Council attendees, AWSC members, Past Delegates, the newsletter exchange list, subscribers, and the Seattle AA Intergroup office plus current AA District Reps.
- Fulfills responsibilities as defined in the Service Manual.

## **12.5 Office Committee Chair and Committee**

### **12.5.1 Purpose**

- The Office Committee oversees the day-to-day operations of the AIS Office and provides guidance in its management. It is under the direct supervision of the AIS Board. It does not decide policy.

### **12.5.2 Composition**

- The Office Committee includes the following: AIS Chair, AIS Vice-Chair, Volunteer Coordinator, Office Manager, and may include one or more active office volunteers. The Office Committee Chair is selected from those on the committee and is subject to approval by the AIS Chair.

### **12.5.3 Responsibilities**

- The Office Committee schedules meetings as needed to insure the proper operation and management of the AIS Office. The Office Committee Chair works with the Office Manager, Volunteers Coordinator, and the AIS Treasurer. The Office committee recommends to the AIS Board a person to serve as Office Manager and/or other employees. All candidates for paid positions shall be interviewed by at least three persons, including the Office Committee Chair, AIS Chair, AIS Vice-Chair, and/or alternates appointed by the AIS Chair.
- Fulfills responsibilities as defined in the Service Manual.

## **12.6 Parliamentarian and Committee**

### **12.6.1 Purpose**

- The Parliamentarian and committee are knowledgeable in rules of order and the proper procedures for the conduct of meetings and inform the meeting of errors in parliamentary procedure if they affect the basic rights of members. The Parliamentarian and committee assist in the drafting and interpretation of bylaws and rules of order, and the planning, and conduct of meetings.

## **12.7 Policy Coordinator and Committee**

### **12.7.1 Purpose**

- To deal with questions of AIS policy, procedure, public relations, and internal problems that may be presented to the AIS. All such matters should be resolved in the light of our Twelve Traditions and Twelve Concepts.

### **12.7.2 Composition**

- Past Chairs of AIS, subject matter experts, and persons with experience that are interested in participating. The Coordinator will be determined by the committee or the AIS Chair.

### **12.7.3 Responsibilities**

- Advises the Chair, the Board, and the Council on the Bylaws.
- Incorporates changes to the Bylaws that have been voted on by the Council following due process.
- Fulfills responsibilities as defined in the Service Manual.

## **12.8 Public Information Coordinator and Committee**

### **12.8.1 Purpose**

- Handles local public relations, and to find and use opportunities for newspaper, radio, TV, and other media to explain Al-Anon.

### **12.8.2 Responsibilities**

- Works with District Coordinators (Districts 14 - 22) and their groups providing information, giving support, and coordinating activities when appropriate.

- Reports activities to the Board and the Council.
- Cooperates and coordinates with other AIS Coordinators in doing educational workshops, work parties, and public outreach.
- Fulfills responsibilities as defined in the Service Manual.

## **12.9 Speakers' Bureau Coordinators and Committees - North, South, and East**

### **12.9.1 Purpose**

- To provide a roster of speakers for Al-Anon meetings as well as those requested by outside agencies, churches, schools, hospitals, family court, and etc.

### **12.9.2 Responsibilities**

- Informs the Public Information Coordinator between Council meetings of regular and special activities.
- Fulfills responsibilities as defined in the Service Manual.

## **12.10 Volunteer Coordinator and Committee**

### **12.10.1 Purpose**

- To coordinate volunteers for the 24-hour answering of the AIS telephones in the office or home phones, when the office is not open. The Volunteer Coordinator prepares and distributes a monthly volunteer schedule to the AIS Office and to all scheduled volunteers. Only Al-Anon and Alateen volunteers shall be used in the office.

### **12.10.2 Composition**

- The Committee shall be composed of the Volunteers Coordinator, Volunteers Scheduler for the AIS Office and the seven Daily Schedulers for home phones.

### **12.10.3 Responsibilities**

- Works closely with the Office Manager and the Office Committee Chair to insure adequate volunteer staffing of the office and of the 24-hour phone answering system with the assistance of the other schedulers.
- Fulfills responsibilities as defined in the Service Manual.

## **12.11 Website Editor and Committee**

### **12.11.1 Purpose**

- To prepare a website with information pertinent to AIS.

## **12.12 Cooperating with the Profession Community (CPC) Coordinator and Committee**

### **12.12.1 Purpose**

- Serves as liaison between AIS and the Professional Community.

### **12.12.2 Responsibilities**

- Handles correspondence with clergy, educational agencies, welfare workers, judges and courts, physicians, alcoholism information centers, state agencies, and people who need Al-Anon.
- Cooperates with local Councils on Alcoholism and other agencies working with problems of alcoholism and inform them about Al-Anon.
- Works with District Coordinators (Districts 14 - 22) and their Groups to provide information, gives support, and coordinates activities when appropriate.
- Reports activities to the Board and the Council.
- Cooperates and coordinate with other AIS Coordinators in doing educational workshops, work parties, and public outreach.
- Fulfills responsibilities as defined in the Service Manual.

## **12.13 Institutions Coordinator and Committee**

### **12.13.1 Purpose**

- Serves as liaison between AIS and institutions.

### **12.13.2 Responsibilities**

- Coordinates institutions activities as defined in the Service Manual.
- Works with District Coordinators (Districts 14 - 22) and their Groups to provide information, gives support, and coordinates activities when appropriate.
- Reports activities to the Board and the Council.
- Cooperates and coordinate with other AIS Coordinators in doing educational workshops, work parties, and public outreach.
- Fulfills responsibilities as defined in the Service Manual.

## **13 OFFICE MANAGER**

### **13.1 Office Manager**

#### **13.1.1 Purpose**

- To organize and coordinate office operations and procedures in order to ensure organizational effectiveness and efficiency.

#### **13.1.2 Responsibilities**

- The Office Manager works closely with the Office Committee Chair and assumes responsibility for proper office management and maintenance, which includes working closely with the Newsletter Editor, the Volunteer Coordinator, and the AIS Treasurer.
- Fulfills responsibilities as defined in the Service Manual.

#### **13.1.3 Correspondence**

- Relays any notices and correspondence to AIS members and submits a copy to the Chair.

#### **13.1.4 Daily Log**

- Keeps a daily log and records all telephone calls coming into the AIS Office.

#### **13.1.5 Al-Anon Speakers**

- Accepts calls for Al-Anon speakers to outside organizations and relays such information to the appropriate Speaker's Bureau Chair.

#### **13.1.6 Group Records**

- Keeps accurate and up-to-date records on member groups of AIS as follows:
  - Name of group and meeting address.
  - Mailing address.
  - Telephone contact-name and number.
  - GR, AGR, ISR, and AISR e-mail addresses. (Optional)
  - Meeting time and day.
  - Type of meeting.
  - Other information as necessary.

#### **13.1.7 Communication**

- Serves as the local Al-Anon communications center, issuing information regarding group activities, special events, and the like.
- Maintains a list of Twelve Steppers who will return calls of those seeking help.

#### **13.1.8 Assets**

- Maintains an inventory of office furniture and equipment.

**13.1.9 Training**

- Thoroughly briefs volunteers in handling telephone inquiries, sending and receiving FAX's, selling literature, and the end of the day closing procedures including dropping off the cash bag at the bank.

**13.1.10 Retail Inventory**

- Maintains an ample inventory of CAL literature for sale to groups and individuals.

**13.1.11 Meeting Schedules**

- Publishes up-to-date meeting schedules as needed.