

# GUIDELINES OF SOUTHERN ARIZONA AL-ANON INFORMATION SERVICES, INC.

## ARTICLE I – MISSION & PURPOSE

**Mission:** Southern Arizona Al-Anon Information Services, Inc. (hereafter referred to as “AIS”) serves as a guardian of the Twelve Traditions and the Twelve Concepts of Al-Anon/Alateen. AIS is a service body, not a governing body, and has no authority over individual members or groups.

These Guidelines are intended to help AIS members be willing to be *obedient to the unenforceable* and to provide service guidance to the Al-Anon/Alateen Family Groups and Districts in Southern Arizona. All questions and interpretation of these Guidelines shall be settled through an informed group conscience as expressed by a duly constituted vote of AIS.

**Purpose:** AIS’s purpose is to encourage, assist and serve the relatives and friends of alcoholics in dealing with the problems concerning and attendant to alcoholism by disseminating information pertaining to the Al-Anon/Alateen Family Groups fellowship and by providing the following services to those Groups:

1. Cooperate with, but not affiliate with, Alcoholics Anonymous (AA) and other community agencies dealing with families of alcoholics.
2. Schedule and hold AIS meetings at least once a month at a time and place selected by AIS.
  - a. Knowledge Based Decision Making (KBDM) shall be used to arrive at an Informed Group Conscience with Robert’s Rules of Order (most recent version) used when a motion is brought forward. This is consistent with Al-Anon’s Traditions and Concepts.
  - b. If any meeting scheduled pursuant to these Guidelines falls on a legal holiday, it shall be rescheduled by AIS.
  - c. Special meetings may be called by either the Chairperson or by eight (8) Information Service Representatives (ISRs), Alternate Group Representatives (Alt GRs), or Group Representatives (GRs) upon notice to the Recording Secretary, provided that notice of the date, time, place and purpose of the meeting is provided to all ISRs, Alt GRs or GRs at least seven (7) days before the meeting.
3. Establish and operate a conveniently located Al-Anon Information Services/Literature Distribution Center (AIS/LDC) according to the Guidelines published by the World Service Office (WSO) of Al-Anon/Alateen; establish policy and functions for the AIS/LDC; review operations and financial affairs and amend them when necessary. Following are functions of the AIS/LDC:
  - a. Serve as a clearinghouse for the circulation and exchange of information in the Southern Arizona Al-Anon/Alateen community.

- b. Maintain a telephone listing for Al-Anon/Alateen in the local telephone directory.
  - c. Maintain AIS website.
  - d. Purchase, resell, or distribute only Al-Anon/Alateen Conference-Approved Literature and materials. No outside items will be sold.
  - e. Arrange for volunteers to take Twelve-Step Calls.
  - f. Assist in carrying the Al-Anon/Alateen message to institutional facilities, the media and other public outreach areas.
4. Keep current and publish:
- a. A monthly informational newsletter (Al-A-Note).
  - b. A list of Al-Anon/Alateen meetings in the community.
  - c. A list of *Southern Arizona Information Services, Inc. Service Position Descriptions* that details responsibilities and duties of Officers and Coordinators.
5. Establish standing and special sub-committees for specific purposes.
6. Undertake other functions appropriate to the Al-Anon/Alateen program (i.e. supporting conventions, workshops, fundraisers, TEAM events).

## **ARTICLE II – GROUP MEMBERSHIP**

Any Al-Anon/Alateen Family Group meeting in Southern Arizona is eligible for membership in AIS provided that, as a Group, it has registered with the World Service Office (WSO) and it has no other affiliation.

## **ARTICLE III – FINANCES**

In keeping with the Seventh Tradition, there are no dues or fees for AIS membership. AIS is self-supporting through its member's contributions. Means of support for AIS comes from:

- 1. Sale of Al-Anon/Alateen Conference Approved Literature and materials available from WSO.
- 2. Voluntary Al-Anon/Alateen Family Group contributions.
- 3. Individual contributions not to exceed \$1,000 per year.
- 4. Revenues from special functions as approved by AIS.
- 5. No outside contributions shall be accepted.

All contributions shall be deposited into a bank account. At least two (2) officers shall be on record with the bank as signers on the account. An ample reserve of four (4) months' operating expenses shall be maintained. Account funds shall be used to pay for all operating expenses incurred in the name of AIS, including but not limited to:

1. Expenses of operating AIS/LDC.
2. Expenses for public outreach.
3. Expenses incurred by Officers and Coordinators in support of their duties.
4. Contributions to the AZ Area and WSO.

Donations to AIS cannot be earmarked for special purposes (i.e. Alateen, Public Outreach, etc.). All income from contributions and literature sales will be allocated to the General Fund.

#### **ARTICLE IV – AIS SERVICE POSITIONS**

Any Al-Anon members with two (2) years of continuous membership, who is not also a member of AA, may volunteer as a candidate to serve AIS. It is not necessary to be an ISR, Alternate GR or GR to serve. All service positions have a one (1) year term. An Al-Anon member may hold any one (1) position for a period of three terms either consecutively or otherwise. The principle of rotation of leadership promotes the effective development of the Group conscience of AIS. The following are the service positions within AIS:

1. The Officers of AIS shall consist of a Chairperson, an Alternate Chairperson, a Secretary, a Treasurer and an Office Manager.
  - a. Officers shall be elected by a majority vote at the AIS Meeting in February and will assume their position in March.
  - b. If a vacancy occurs among the AIS Officers, a replacement may be appointed by the Chairperson until another can be elected. AIS should never be long without a full quota of Officers.
  - c. An Officer may be removed from office by a majority vote of registered groups.
2. AIS Coordinators shall be elected or appointed to coordinate the various activities determined necessary to serve the mission and purpose of AIS as described in the published *Southern Arizona Al-Anon Information Services, Inc. Service Position Descriptions*.
3. With the exception of serving as ISR, Alt GR or GR a member may hold only one (1) position of service as District Representative, AIS Officer or Coordinator during a term.
4. AIS officer and coordinator candidates must be available, either in person or via an electronic format (phone, computer, etc.), at the AIS meeting when the election for the position takes place.

#### **ARTICLE V – STEERING COMMITTEE**

To carry out the purpose of AIS as stated in these Guidelines, a Steering Committee is formed and authorized to oversee the implementation of all decisions and resolutions of AIS. The

Alternate Chair shall be the chairperson of the Steering Committee. The Steering Committee shall:

1. Consist of all the current Officers of AIS plus enough interested and experienced AI-Anon members (at-large members) agreed upon by a majority of the Officers to compose up to a maximum of ten (10) members.
  - a. At-large members will serve for a one (1) year term with a maximum of three (3) terms.
2. Meet from time to time as may be necessary and must meet at least quarterly.
3. Make recommendations of topics to be considered at the regular AIS meetings.
4. Receive suggestions from membership and perform necessary research and groundwork to bring proposals to the AIS membership for decision making.
5. Execute contracts or delegate the execution of contracts.
6. Publish and maintain the *Southern Arizona AI-Anon Information Services, Inc. Service Position Descriptions*.
7. Facilitate the resolution of AIS issues (i.e. internal office procedures, volunteer coordination, policy, finance and public information).
8. Budget Committee
  - a. Appoint a Budget Committee consisting of the Treasurer of AIS and at least two (2) other AI-Anon members. The members of the Budget Committee need to have a minimum of two (2) years in AI-Anon. This committee will present an annual budget for approval at the AIS November meeting. In addition, the committee will review AIS finances mid-year and, if appropriate, recommend budget adjustments to AIS.
  - b. The Budget Committee will present the annual budget to the Steering Committee in October and make other presentations as appropriate throughout the year
  - c. Reports from the Budget Committee will be kept on file at the AIS/LDC Office and with the Chairperson of AIS.
9. Audit Committee
  - a. Appoint an Audit Committee consisting of a minimum of:
    - Two (2) AI-Anon members
    - One (1) Steering Committee member,
    - The AIS Treasurer will assist this committee as outlined in the position description.

The committee members should be:

      - detail-oriented,
      - able to communicate with others via email and/or text,
      - be able to attend committee meetings reliably,

- have a basic understanding and/or experience through personal, business, or related fields with budgets, checkbook balancing, accounting and/or bookkeeping.
- b. This committee is charged with:
- reviewing the Southern Arizona AIS income and expenditures,
  - examining the organization's "paper trail" and reports for accuracy and thoroughness,
  - completing an "Audit Committee Checklist" provided by the Steering Committee,
  - reporting audit results to the Steering Committee at least twice a year with:
    - description of audit results,
    - description of recommendations and/or remedial action to be taken to correct concerns.
- c. Reports and Minutes
- The Audit Committee will file electronic reports and minutes with the AIS Chairperson.
  - The reports and minutes will be listed in the Members section of the Southern Arizona AIS website under the heading "Audit Committee."
  - Paper copies of reports and minutes will be kept on file in the AIS/LDC for a period of three (3) years.

## **ARTICLE VI – VOTING**

Each member group shall be entitled to one (1) vote in AIS, whether that vote is cast by the ISR, Alt GR, GR or a designated representative.

1. No individual may represent two (2) or more groups at one (1) time. Proxies and absentee votes may not be utilized.
2. Officers, Coordinators and District Representatives (DRs) shall each have one (1) vote in AIS. Such person may also serve as an ISR, Alt GR or GR, or a designated representative of a group; however, he/she is still entitled to only one (1) vote.
3. ISRs, Alt GRs, GRs, or a designated representative, District Representatives or Alternate DRs may make or second motions.
4. Motions pass by a simple majority vote, except the revision of these Guidelines shall require a two-thirds (2/3) majority of voting members in attendance. In the event of a tie vote, the motion shall fail.
5. A voting member may not also be a member of Alcoholics Anonymous.

## **ARTICLE VII – ELECTIONS COMMITTEE**

The AIS Chairperson shall appoint an Elections Chair for the purpose of conducting AIS Officer elections. Election procedures are outlined in the Service Position Descriptions. The Election Committee conduct elections in such a way as to encourage all who wish to do so to stand for office. The Election Committee consists of:

1. Election Committee Chairperson – a non-voting member of Al-Anon (such as a former ISR, Alt GR, GR or AIS Officer who chooses not to stand for AIS office).
2. Non-voting members as needed to assist in conducting the election.

## ARTICLE VIII – AMENDMENTS TO GUIDELINES

Any voting member of AIS may propose amendments to these Guidelines at a regular AIS meeting. Following discussion, if the attendees determine the proposal has merit, it will be forwarded to the Steering Committee for action.

1. Proposed amendments to these Guidelines shall be incorporated into a documented proposed revision, presented to the AIS membership at a regular meeting and voted on at the following monthly meeting.
2. Amendments shall require a two-thirds (2/3) majority vote of the voting members present to pass.
3. Approved amendments to these Guidelines shall become effective as decided upon by AIS at the time of such approval.
4. Records of the history of revisions to these Guidelines shall be briefly and clearly documented in the History Revision box below.

DATE	HISTORY REVISION
09/6/1989	Approved original revision of Guidelines
12/1989	Original revision of Guidelines take effect
01/1992	Changed Office Manager
08/2002	Added: Website Coordinator and keyed in MS Word 97
07/2004	Added: District Representatives can vote on Intergroup business where a vote is required
07/12/2006	Revised and keyed in WordPerfect
09/2/2009	Revised to reformat and clarify language, added History Revision box, replace <i>Tucson</i> with <i>Southern Arizona</i> , increase years individual may serve from 2 to 3, created Steering Committee and defined its role, clarified Office Manager as Officer, added references to Alateen throughout, created the document <i>Intergroup Service Position Descriptions</i> , and removed most of the detail of those descriptions from these Guidelines. Approved by membership vote at Intergroup Meeting on 9/2/09.
03/7/2012	By membership vote at Intergroup, changed legal name to Southern Arizona Al-Anon Information Services, Inc.
07/20/2016	Changed ample reserve to 4 months (Article III Finances)
05/04/2019	Added item 4 to Article IV
05/04/2019	Revised item 8 to Article V specifying the Budget Committee duties. The Audit Committee is no longer in Item 8. Item 9 will be added later specifying the Audit Committee duties.
10/04/2019	Section 9 added to Article 5 to establish an Audit Committee.