

**BOOK OF BY-LAWS
OF
AL-ANON INFORMATION SERVICE OFFICE OF ORANGE COUNTY and
GREATER LONG BEACH**

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ARTICLE I. OFFICE

SECTION 1. Name

The name of the Corporation is Al-Anon Information Service Office of Orange County and Greater Long Beach (AIS OC/GLB).

SECTION 2. Location

The office, for the transaction of the business of this Corporation, shall be located in the County of Orange, State of California at such place as the Service Board shall determine.

ARTICLE II. The Objectives of this Corporation are:

- A. To encourage a unity of purpose and the growth of Al-Anon and Alateen Groups in Orange County and Greater Long Beach.
- B. To serve individuals seeking help with the problems connected with an alcoholic relative or friend and to provide information regarding Al-Anon and Alateen meetings in the area.
- C. To serve as the communications center for the member groups of Orange County and Greater Long Beach.
- D. By leadership of the Office Oversight & Continuity Committee:
 - 1. To maintain the AIS Office with paid employees and non-paid volunteers as a clearing house for Al-Anon and Alateen activities.
 - 2. To operate a Literature Distribution Center.
 - 3. To maintain update and update a website and oversee the AIS Office Internet presence, and its access by the public.
- E. To be guided in all activities by the 12 Suggested Steps, the 12 Traditions and the 12 Concepts of Service and General Warranties of Al-Anon.

ARTICLE III - Objectives Excluded:

- A. Al-Anon and Alateen matters of policy and publicity at the national or international level, since this is the function and responsibility of the Al-Anon Family Group Headquarters, Inc. (W.S.O.) & Southern California World Service Area (SCWS).
- B. The operation and maintenance of a club or clubhouse.

ARTICLE IV MEMBERSHIP

SECTION 1. Intergroup

- A. Any member of Al-Anon may be selected as an Intergroup Information Service Representative (ISR) or as an Alternate Intergroup Information Service Representative (AISR), of any WSO-REGISTERED AL-ANON FAMILY GROUP in the FOUR Districts (District 57, 60, 63, and 66) and shall automatically become a member of this Corporation. **Members of A.A. may not serve as an ISR or AISR.**
- B. Any member of the Office Oversight and Continuity Committee shall automatically become a member of this Corporation.

- C. ISRs and AISRs can access the Articles of Incorporation and the by-laws at www.ocalanon.org.
- D. ~~Information Service~~ ~~tergroup~~ Representatives (ISRs) shall be eligible for membership in the Corporation after submitting their information to SCWS records coordinator and the AIS OC/GLB via online form. Information will include the following:
 - 1. The REGISTERED ISR and AISR (if any) and contact information (names, phone numbers, email addresses).
 - 2. The meeting day, time, and location of the group and WSO ID number.
 - 3. A statement that the Group members will be willing to be of service and abide by the 12 Traditions and 12 Concepts of Service of Al-Anon Family Groups.

SECTION 2. Withdrawal of Membership

Each group shall have the right to withdraw its ISR & AISR at any time, and, upon the withdrawal of an ISR & AISR by the group, his/her membership in the Corporation shall automatically terminate.

SECTION 3. Financial Support

There are no dues, fees or assessments required for membership in AIS OC/GLB. Contributions are encouraged but are entirely voluntary.

ARTICLE V - MEETINGS

SECTION 1. Intergroup Meetings

Meetings shall be ANNUAL Meetings, REGULAR Intergroup Meetings, SERVICE BOARD Meetings, OFFICE OVERSIGHT & CONTINUITY COMMITTEE Meetings, and SPECIAL Meetings.

SECTION 2. Annual Meetings

The ANNUAL Meeting of the members of this Corporation shall be held during the month of APRIL of each year at a date and place to be determined by the Service Board.

SECTION 3. Regular Meetings

- A. The REGULAR Meetings of the ISR & AISR ~~and or~~ members of this Corporation shall be held at least once every EVEN month (February, April, etc.) at a place to be determined by the Service Board.
- B. Fifteen percent (15%) of the membership shall constitute a quorum for an Intergroup Meeting, except for the Amendment of the By-Laws. In the absence of a quorum, the meeting shall

be held to carry information, but no business shall be transacted. A subsequent meeting may be called by written notice to the REGISTERED ISRs at least ten (10) days prior to the meeting, at which time ten percent (10%) of the membership shall constitute a quorum.

- A. The agenda shall include:
 - 1. Approval of the minutes of the last REGULAR meeting, any SPECIAL meetings, and a summary of business discussed at the last SERVICE BOARD meeting.
 - 2. Reports of the Chair, Treasurer, Standing and Special Committee Chairs & Liasions.
 - 3. Obtaining a quorum count.
 - 4. Unfinished Business (old business)
 - 5. New Business
 - 6. Adjournment

B. ALL MOTIONS at ALL INTERGROUP MEETINGS must be made and seconded by REGISTERED ISR's or Registered AISR's (only one representative per meeting). Clarify who can make motions and who may not.

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SECTION 4. Service Board Meetings

- A. SERVICE BOARD Meetings shall be held on the THIRD WEDNESDAY of each ODD month (January, March, etc.) unless this date falls on a holiday and then at the discretion of the Chair.
- B. The presence of a majority of the Service Board shall constitute a quorum. In the absence of a quorum, the meeting may be held but no business acted upon.
- C. The agenda shall include the following items, but may be varied at the discretion of the Chair:
 - 1. Approval of the minutes of the last REGULAR meeting of the Service Board and of any SPECIAL meetings.
 - 2. Reports of the Treasurer, Standing and Special Committee Chair & Liasions.
 - 3. Obtaining a quorum count.
 - 4. Unfinished Business (old business)
 - 5. New Business
 - 6. Adjournment
- D. Meetings of the Service Board are limited to the board members and OCCC Members, unless otherwise specified.

SECTION 5. OFFICE OVERSIGHT & CONTINUITY COMMITTEE Meetings

- A. OFFICE OVERSIGHT & CONTINUITY COMMITTEE Meetings shall occur no less than 6 (six) times per year at a time agreed upon by the committee.
- B. A simple majority of the committee shall constitute a Quorum.
- C. The agenda shall include reports from each member, and topics raised to the committee by office staff and volunteers.
- D. Meetings of the Committee shall be limited to committee members, and those invited by committee members.

SECTION 6. Special Meetings

- A. Special Meetings may be called by the Chair, or at the written request of three (3) or more members of the Corporation.
- B. Special Meetings shall be called by written notice, emailed to each ISR & AISR at least ten (10) days before the time of the meeting. Such notice shall state the purpose of the meeting, and no other business shall be acted upon at the special meeting, except that stated in the notice.
- C. Rules governing quorum for Intergroup Meetings and Service Board Meetings shall also govern for Special Meetings, depending upon whether the Special Meeting is held for the Service Board or for the Intergroup as a whole. In the absence of a quorum, the meeting may be held but no business transacted.

SECTION 7. Voting

At all REGULAR or SPECIAL meetings, each REGISTERED Group shall have one vote. This vote is to be cast by the REGISTERED ISR or REGISTERED AISR of each REGISTERED Al-Anon Group. Clarify voting.

ARTICLE VI – SERVICE BOARD

SECTION 1. Membership

- A. The Service Board shall consist of the Chair, Chair-Elect and sixteen members (four members from each District – 57, 60, 63 and 66), to be elected by the registered ISRs or AISRs.
- B. All former Service Board Chairs shall be ex-officio members of the Service Board with voice but no vote, except in the event of a tie vote, the most recent ex-officio will break the tie. Also, during the year following his/her Chair year, he/she will act as Parliamentarian for the Intergroup, Service Board and Special Meetings.

SECTION 2. Chair - Eligibility

The person serving in the capacity of Chair-Elect will serve the ensuing year as Chair. That person shall not be committed to a like capacity in any other Al-Anon Service. Define “like capacity”

SECTION 3 Chair-Elect - Eligibility

Any person who has served or will have served as a member of the Service Board for at least one year by June 30th of the current term and is not committed to a like capacity in any other Al-Anon Service, shall be eligible to serve as Chair-Elect.

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SECTION 4. Service Board - Eligibility

- A. Any person who is a member of any REGISTERED Group and has served or will have served as an ISR for at least one year by June 30th of the current term and is not committed to a like capacity in any other Al-Anon Service, shall be eligible for election as a member to the Service Board.
- B. Elected members of the Service Board (including Chair) shall be eligible for re-election to the Service Board after a break in service of ~~two~~^{five} years.

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ARTICLE VII - SERVICE BOARD ELECTION

SECTION 1. Chair

- A. Nominations
 - 1. Should the Chair-Elect be unable to advance to the Chair, one or more persons from the past or present Orange County Service Board shall be nominated for Chair at the regular meeting of the ISR's to be held in February of each year.
 - 2. Each nominee, upon accepting the nomination, shall submit a brief Al-Anon resume to be published in the Orange Blossom and on the OC Al-Anon website.<<Clarify>>
- B. Election
 - 1. Should the Chair-Elect be unable to advance to the Chair, a Chair shall be elected by the ISR's at the ANNUAL Meeting to serve for a period of one year. The nominee receiving the greater number of votes shall be deemed to be elected.

SECTION 2. Chair-Elect

- A. Nomination
 - 1. One or more persons from the present or past Orange County Service Board shall be nominated for office of Chair-Elect at the regular meeting of the ISR's to be held in February of each year.
 - 2. Each nominee, upon accepting the nomination, shall submit a brief Al-Anon resume to be published in the Orange Blossom and on the OC Al-Anon website.
- B. Election
 - 1. The Chair-Elect shall be elected for a period of one year by the ISR's (Group Conscience vote) at the ANNUAL Meeting to be held in APRIL of each year. The nominee receiving the greater number of votes shall be deemed to be elected.
 - ~~1-2.~~ ISRs cast the Group Conscience vote from their meeting. If for some reason, the ISOr vote as a trusted servant of their group. (check service manual, check language)

SECTION 3. Service Board

- A. Nominations

1. The ISR's shall nominate at least three (3) Al-Anon members from each District at the REGULAR Meeting of the ISR's - to be held in FEBRUARY of each year. Nominations will close at this time.
 - a. Nominees shall be contacted and accept the nomination before such time as their name is submitted. Nominees shall be present at the Annual Meeting in April.
 - b. Nominees for each district are made from among the ISR's of the groups within the nominees' home district.
 - c. Nominees should have served one year (past or present) in the capacity of Intergroup Representative for a group within the three Orange County Districts.
 - d. Nominees should not be committed to a like capacity in any other Al-Anon Service.
- B. Election**
1. The Service Board members shall be elected to serve for a period of two years by the ISR's at the annual meeting to be held in April of each year.
 2. The eight persons receiving the greatest number of votes shall be deemed to be elected, i.e., two members from each district (57, 60, 63 and 66).
 3. In the event the person elected as Chair-Elect is, at the time of such election, a member of the Service Board, a third person will be elected from the Home District to serve the unexpired term.
 4. Service Board members shall not continue to act in the capacity of Intergroup Representative.

SECTION 4. Voting

Voting for Chair-Elect and Service Board members shall be by written or electronic ballot at the ANNUAL Meeting to be held in APRIL of each year. Registered ISRs or AISRs will be eligible to vote and must be present at the annual meeting.

SECTION 5. Balloting

- A. A flyer shall be emailed to each group ISR at least ~~two six~~ (26) weeks prior to the date of the election, which will indicate those Service Board nominees for each District and nominees for the Chair--Elect.
- B. Votes will be collected physically or electronically at the ANNUAL Meeting, as determined by a group conscience of the Service Board members.
- C. Two nominees with the greatest number of votes shall be deemed elected to the Service Board.
- B.D. Election results shall be announced after votes are validated by the Service Board Officers.

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SECTION 6. Installation

The Chair, Chair-Elect and Service Board Members shall be installed at the REGULAR Intergroup Meeting to be held in JUNE of each year.

ARTICLE VIII - DUTIES OF THE SERVICE BOARD

SECTION 1. Service Board

A.

At the first meeting of the Service Board following their election, the Board shall affirm the Chair's appointment of persons selected from among their members to serve as Secretary, Co-Secretary, Treasurer and Co-Treasurer for the ensuing year or at the discretion of the Service Board.

B. The Service Board shall:

1. Make such decisions as are necessary to carry on the general purposes of the groups in the handling of questions pertaining to Public Information and Intergroup activities as the same may arise.
2. Submit to, and follow, the directives of the ISRs on matters of general policies and programs, which affect the Al-Anon Groups of Orange County & Greater Long Beach, providing the policies and programs are within the framework of the Twelve Traditions.
3. Attend all REGULAR and SPECIAL Meetings of the Service Board and of the ISR's.
4. Report proceedings of each of its meetings to ISR's at their next REGULAR Meetings.
5. Execute the functions of Service Board Coordinator positions, and assist other coordinators as needed.
6. Authorize capital expenditures not to exceed \$2,000; but does not have the authority to enter into contract agreements without the approval of the ISR's.
7. Refer all matters arising in the Service Board Meetings which require discussion and action on the part of the ISR's, to the next REGULAR Intergroup Meeting.
8. Determine which special committees are necessary.
9. Review activities of, and act as an advisory body to all committees.
10. If a Service Board position is vacated, appoint the person who received the next greatest number of votes cast at the ANNUAL Meeting to serve the unexpired term.
 - a. Such person is appointed from the list of names from within the Home District of the resigned.
 - b. If no such list is available, appointment is made from ISR's within the Home District of the resigned.

SECTION 2. Duties of the Chair

- A. Preside at all meetings of the Service Board, Intergroup and Special Meetings or designate the Chair-Elect or any member of the Service Board to act in this capacity.
- B. Appoint from among the elected Service Board members, a Secretary, a Treasurer, and a Coordinator for each Standing Committee.

- C. Act as an ex-officio member of all Standing Committees except the Nominations Committee.
- D. Form Standing Committees as he/she, together with the Service Board, shall deem necessary for the welfare and operation of the groups.
- E. Sign all Al-Anon Family Group checks, subject to the approval of the Service Board, provided however, such checks bear the countersignature of the Secretary, Treasurer or Chair-Elect, or Office Employee (Clarify signers).
- F. Approve electronic payments made by office staff on a recurring or one-time basis.
- G. Be responsible for the administration of the Service Board and maintain contact with the committees.
- H. READ THE BY-LAWS at the FIRST Service Board Meeting of the year.
- I. Serve as proofreader for the Orange Blossom or assign another Service Board member.
- J. Each year, at the beginning of his/her term of office, the Chair will call a meeting of the Board Officers and Office Coordinator at which time they will familiarize themselves with the Security Procedure/Policy Plan and sign new bank signature cards.

SECTION 3. Duties of the Chair-Elect

- A. Officiate in the absence of the Chair.
- B. Assist the Chair at Intergroup and Service Board Meetings.
- C. Be understudy to the Chair in preparation to serve as Chair the ensuing year.
- D. Serve the unexpired term of the Chair, if necessary.
- E. Serve as the Program Chair for the New ISR orientation meetings.
- F. Assist the Immediate Past Chair to coordinate the Annual Information Service Office Anniversary Celebration held every September.

SECTION 4. Duties of the Secretary and/or Co-Secretary (Clarify – positions difficult to fill, and other board members could be asked to help)

- A. Record minutes of all Service Board, Intergroup and Special Meetings.
- B. Submit minutes to the Chairman, Service Board members, including Webmaster, and retaining a copy in the Office files.
- C. Maintain a special file of all motions made at Service Board Meetings and Intergroup or Special Meetings.
- D. Email ALL notices and correspondence to members of the Intergroup and Service Board; submit a copy to the Chairman and retain a copy in the Office files.
- E. Record the attendance at Service Board, Intergroup and Special Meetings.
- F. Record in the minutes of the ANNUAL Meeting, the number of votes cast for each nominee in each District.
- G. At each Intergroup Meeting, report a summary of old (unfinished) business, new business, and any motions that were passed from the previous month's Service Board Meeting.

SECTION 5. Duties of the Treasurer and/or Co-Treasurer Clarify

- A. Confirming that the following is completed by the 3rd Party Bookkeeping Service:
 - i. Balancing of the books monthly.
 - ii. Reconciling bank statements monthly.
 - iii. Preparation of Sales Tax Reports.
 - iv. Preparation of monthly financial reports.
 - v. Preparation and filing of Quarterly Payroll Tax Reports to both Internal Revenue Service and the Employment Development Department.
 - vi. Preparation and filing of yearly Income Tax Return.
 - vii. Any other financial reports as may be required.
- B. Reporting and approval of biweekly payroll data for paid personnel with bookkeeping service. If unable to, delegating the preparation to another Officer (i.e., Chair-Elect).
- C. Submitting a financial report at each ISRs Meeting and Service Board Meeting.
- D. Conducting yearly audit of books.
- E. Proposing an operating budget for Al-Anon Information Service Office of Orange County and Greater Long Beach and Service Board committees, to be voted upon and approved by the Service Board.
- F. Serving as a participant for any ad hoc committee in which financial changes would occur.
- G. Co-signing, along with another authorized Service Board officer (i.e., Chair), all checks distributed for the purposes of payroll taxes and bills, on an ~~or~~ as needed basis. In case of Treasurer's absence, two authorized Service Board officers (i.e., Chairperson and Chairperson-elect) may co-sign the checks. (Clarify – Office Workers?)
- H. Monitoring bank account transactions and balances.
- I. Assisting Office Staff with Point Of Sale system.

SECTION 6. Duties of Immediate Past Chair (Ex-officio member)

- A. Serve as Advisor and Parliamentarian for the ensuing year of term of office.
- B. Coordinate the Annual Orange County Information Service Office Anniversary Celebration held every September, with the assistance of the Chair-Elect.

ARTICLE IX - STANDING COMMITTEES

SECTION 1. Standing Committees shall be:

- A. Orange Blossom Editor(s) This committee shall:
 - 1. Consist of at least one Service Board member, but no more than two Service Board members, acting as chairperson(s).
 - 2. Be responsible for the publication of the monthly newsletter.
 - 3. Post Orange Blossom on www.oaac.org/anon.org each month.
 - 4. ~~Review Report on~~ Review Report on Orange Blossom activity at meetings.
 - 5. ~~4.~~ Carry out the responsibilities of this committee by enlisting Al-Anon members to help with those activities as needed.

Field Code Changed

- B. Nominations/Historian Coordinator(s) This committee shall:
1. Consist of at least one Service Board member, but no more than two Service Board members, acting as chairperson(s).
 2. Collect the slate of names of nominees at the FEBRUARY ISR Meeting.
 3. Count and tally votes at ANNUAL Meeting.
 4. Retain a record of nominees and balloting results in Office files or other designated storage site.
 5. As Historian, collect from all Standing Committee Coordinators and Liaisons any historical articles for records and retain same in Office or other designated place.
 6. Carry out the responsibilities of this committee by enlisting Al-Anon members to help with those activities as needed.
- C. Public Information Coordinator(s) This Committee shall:
1. Consist of at least one Service Board member, but no more than three Service Board members, acting as coordinator(s).
 2. Be responsible for Public Information activities at the local Orange County and Greater Long Beach level.
 3. Serve as a member of the Public Information Committee with the P.I. Coordinator of Southern California World Service (SCWS).
 4. Carry out the responsibilities of this committee by enlisting Al-Anon members to help with those activities.
- D. Alateen Activities Coordinator(s) This Committee shall:
1. Consist of at least one Service Board member, but no more than three Service Board members, acting as coordinator(s).
 2. Coordinator(s) must be AMIAS certified – Al-Anon Member Involved in Alateen Service.
 3. Serve as a member of the Alateen Activities Committee with the Alateen Coordinator of Southern California World Service (SCWS).
 4. Carry out the responsibilities of this committee by enlisting Al-Anon members to help with those activities as needed.
- E. Fundraising and Telephone Coverage Coordinator(s) This committee shall:
1. Consist of at least one Service Board member, but no more than two Service Board members, acting as coordinator(s).
 2. ~~May a~~Act as the Treasurer for the ~~Annual Holiday Alathon Committee~~. [AIS sponsored events](#).
 3. ~~2~~ Encourage and coordinate Round Robins at local meetings. Funds benefit the AIS.
 3. ~~4~~ Maintain a record of hosting groups and District locations where Round Robins were held.
 5. ~~4~~ Coordinate AIS Office phone coverage for weekends and holidays.
 6. ~~5~~ Submit fundraising ideas to the Service Board for approval. Coordinate approved fundraising events for the benefit of the Al-Anon Information Service of Orange County and Greater Long Beach.
 7. Carry out the responsibilities of this committee by enlisting Al-Anon members to help with those activities as needed.
- F. Institutions Coordinator(s) This committee shall:
1. Consist of at least one Service Board member, but no more than three Service

- Board members, acting as coordinator(s).
2. Be responsible for Institutions activities at the local Orange County and Greater Long Beach level.
 3. Serve as a member of the Institutions Committee with the Institutions Coordinator of SCWS.
 4. Maintain a list of panels, coordinators, panel leaders, panel locations, and facility contacts at the Information Service Office.
 5. Carry out the responsibilities of this committee by enlisting Al-Anon members to help with those activities as needed.

G. World Service Liaison This committee shall:

1. Consist of at least one Service Board member, but no more than two Service Board Members.
2. Shall be responsible to attend Southern California World Service Assembly and Committee meetings (4 annually) to carry information between the Service Board/~~Information Service of~~ [Service of Orange County and Greater Long Beach](#) and Southern California World Service.
3. Be responsible for carrying information between each of the four District meetings and the Service Board/Intergroup of Orange County.

H. Volunteer Coordinator(s) This committee shall:

1. Consist of at least one Service Board member, but no more than two Service Board Members.
2. Identify, train and schedule AIS Office volunteers.
3. Serve as main liaison between volunteers and office staff regarding scheduling, absences and other matters.

ARTICLE X SERVICE BOARD LIAISON MEMBERS

SECTION 1. Liaison members shall be:

- A. ~~Foreign Community Language~~-Liaison [and/or District 64 Liaison](#)
 1. Shall be appointed by the Chairman – liaison(s) for each non-English speaking group of meetings [or other community group.](#) ~~(Spanish, Farsi, Korean etc.). Is this~~
 2. Shall be a member of the Service Board with voice and vote.
 3. Be responsible to carry information between the Service Board and the non-English speaking groups, to help better serve their needs.
 4. Spanish [Language](#) Liaison shall be responsible to carry information between District 64 and ~~the AIS OC/GLB.~~ [How to make this broader? Work with Marilen/Cindy R. and others to clarify](#)
- B. Alateen Liaison
 1. Shall be appointed by the Alateen Activities Chairman – one Alateen member from each Orange County District (57,60, 63, and 66).
 2. Shall be members of the Alateen Activities Chairman's Committee
 3. Carry the Alateen message to the Service Board.

C. Annual Alathon Chair (Clarify...)

1. Shall be voted in as chair by the prior year's Alathon Committee.
2. Establish a volunteer committee for the Annual Holiday Alathon.
3. Appoint a Secretary and Treasurer to the committee. Board Fundraising Coordinator or other Board member may serve as the Alathon Treasurer. (clarify)
4. Begin Committee Meetings by August or sooner each year. (clarify)
5. Hold Alathon event in early December.
6. Deliver Final Report and Accounting to Information Service Board no later than March-January of each year.
7. Hold turnover meeting to provide information to the following year's Alathon Chair.

**ARTICLE IXI – OFFICE OVERSIGHT & CONTINUITY
COMMITTEE MEMBERS **To be voted on by ISRs** Is it an
article or a “committee”**

A. Number and Qualifications of Committee Members

The authorized number of Committee Members shall be as set by resolution of the Committee Members, but not less than one (1)? or more than seven (7). Committee Members shall be residents of the state of California or members of the corporation. ? The qualification to be a Committee Member is to have served as a Chairperson of the AIS OC/GLB Service Board or be a current officer of the Service Board (and be approved by majority of the Committee) clarify. -

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B. Duties of the Committee:

1. General Administration of Al-Anon Information Service Office, its affairs, and concerns.
2. Liaison with Office Staff.
3. Employment decisions regarding Office Staff.
4. Provide Employee Handbook and cCompliance Ssupport regarding employees.
5. Oversee maintenance of the ocalanon.org website and meeting directory.
6. Assist with Volunteer Coordination.
7. Volunteer in Office for experience.
8. Provide Office Report to Information Service Representatives and AIS Service Board.

C. Term of Service / Rotation of Leadership

6.

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**ARTICLE XII - MEMBER SERVICES REPRESENTATIVES
(necessary for bylaws?)**

SECTION 1. Selection / Duties

- ~~A.~~ The Office Oversight and Continuity Committee (OCC) shall select Member Services Representatives (MSRs) as it may deem necessary for operation of the AIS office.
- ~~B.~~ MSRS must be active Al-Anon members.
- ~~A.C.~~ MSRS must not be a dual member of Al-Anon and Alcoholics Anonymous.
- ~~B.D.~~ Member Services Representatives DO NOT decide POLICY and are under the DIRECT SUPERVISION of the Office Oversight and Continuity Committee.
- ~~C.E.~~ MSRs may not be members of the Service Board while employed.
- ~~D.F.~~ MSRs shall discharge the business functions of the Information Service Office of Orange County and Greater Long Beach. The employee(s) shall also be responsible for the maintenance of the records of the Office.
- ~~E.G.~~ A member of the Office Oversight & Continuity Committee (OCC) shall attend a portion of the Service Board Meetings and ISR Meetings, and provide updates to the Service Board, ISRs and Office Staff.

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SECTION 2. Compensation of the Member Services Representatives

- A. The Office Oversight & Continuity Committee (OCC) shall determine wages with an annual review (as set down in the Office Manual).
- B. Any change in wages is to be reported to the ISRs at the next Intergroup Meeting.

SECTION 3. Anonymity

The office employee(s) and the volunteers shall guard the anonymity of all members of Al-Anon, Alateen and AA, and SHALL NEVER, under any circumstances, break any individual's anonymity unless directly authorized to do so by such individual.

ARTICLE XIII - REMOVAL OF SERVICE BOARD MEMBERS

SECTION 1. By Service Board

The Service Board may remove, by majority vote, any member, including the Chair, for the following reasons:

- A. Failing to attend two (2) consecutive meetings (unexcused) of the Service Board
- B. Not following the principles of the Al-Anon program as defined by Al-Anon's 12 Traditions and 12 Concepts of Services.

SECTION 2. By the Information Service Representatives

The Information Service Representatives, at any REGULAR or SPECIAL Meeting, may remove from office –The Chair or any Service Board member by a motion duly made, seconded, and carried by a 50% (substantial unanimity?) vote of the Quorum (a Quorum 15% of the REGISTERED ISRs).

ARTICLE X~~III~~IV - FINANCES

SECTION 1. Acceptance of Contributions

The acceptance of contributions is in accordance with the policy of the World Service Office, as stated in the Al-Anon Service Manual (noted under DIGEST OF AL-ANON AND ALATEEN POLICY~~IES~~ - Finances), and current Al-Anon ~~g~~Guidelines: Al-Anon Information Service G-4 and as set forth in Attachment "A" to this document.

SECTION 2. Trustee

The Al-Anon Information Service Office of Orange County and Greater Long Beach shall not act as a trustee of any trust; nor shall any funds be used specifically for investment purposes.

Article XV Rules of Procedure

Section 1. Roberts Rule of Order

The rules contained in Roberts Rule of Order (revised) shall act as a guide for the chair unless otherwise provided in these by-laws.

Section 2. Knowledge Based Decision Making shall be used for voting procedures.

Section 3. Who is eligible to make a motion?

Section 4. Who is eligible to vote?

ARTICLE XI~~IV~~V AMENDMENT OF BY-LAWS

SECTION 1. Procedure

These By-Laws may be amended and/or repealed in part or in whole at any REGULAR Information Service Representative Meeting by an affirmative vote of 2/3 of the Quorum, provided a copy of the proposed amendment(s) and/or repeal(s) is presented to each ISR in writing, at least four (4) weeks before the meeting – at which time the action is to be taken on the amendment(s)

and/or repeal(s). If at such meeting, the proposed amendment(s) and/or repeal(s) is not adopted, a revised amendment(s) and/or repeal(s) is referred to the next ISR Meeting.⁴

⁴By laws of AL ANON INFORMATION SERVICE OFFICE OF ORANGE COUNTY
Accepted 08-19-76 (Amended: 04-19-78, 02-18-87, 02-21-90, 08-21-91, 04-19-95, 08-18-99, 06-20-01, 12-7-11, 06-2024)

SERVICE BOARD STRUCTURE:

Shall consist of:

- 16 -20 Service Board Members (up to 5 members from each District)
- 1 Intergroup/Service Board Chair
- 1 Intergroup/Service Board Chair-Elect
- 18 – 22 Total members serving each year [\(check the math\)](#)

OFFICERS: (4-6 seats)

- Chair – 1 year commitment
- Chair-Elect – 1 year commitment
- Secretary (Co-Secretary if necessary) 2-year commitment
- Treasurer (Co-Treasurer if necessary) 2-year commitment

STANDING COMMITTEES: (14 seats) (2-year commitments): [check the math](#)

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- Orange Blossom Editor(s)
- Public Information Coordinator(s)
- Alateen Activities Coordinator (s)
- Nominations/Historian Coordinator(s)
- Fundraising/ Phone Coverage Coordinator (s)
- Institutions Coordinator (s)
- World Service Liaison

Volunteer Coordinator

Coordinators may act as Co-Secretary or Co-Treasurer as needed. [clarify](#)

Foreign Language Liaison

Appointed by Chairperson

One (1) for each non-English speaking area

Member of Service Board; voice and vote

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LIAISON POSITIONS (1-year commitments):

~~Foreign Language Liaison~~

~~Appointed by Chairperson~~

~~One (1) for each non-English speaking area~~

~~Member of Service Board; voice – no vote (?)~~

Alateen Liaison (Alateen members): (4)

One Alateen from each district

Not members of Service Board; voice – no vote (?)

Alathon Chair [\(?\)](#)

Volunteer elected by prior year’s Alathon Committee

Not members of Service Board; voice – no vote (?)

Changing name of the corporation? Greater Long Beach? Include 2-4 pages of articles of incorporation to the By-Laws.

ATTACHMENT "A" to By-Laws
Reference to: ARTICLE XI FINANCES, SECTION 1.

Individual Contributions

At any time during the year, individuals may contribute directly to the Al-Anon Information Service Office of Orange County and Greater Long Beach, indicating their membership since Al-Anon is self-supporting. The limit on individual contributions is \$10,000 per year.

Birthday Contribution

The Birthday Contribution is an optional means of members expressing their gratitude to Al-Anon by contributing an affordable amount.

Memorial Contributions

Any Al-Anon or Alateen member may make contributions to the Al-Anon Information Service Office of Orange County and Greater Long Beach in memory of Al-Anon Member who is deceased.

Bequests

The Al-Anon Information Service Office of Orange County and Greater Long Beach may accept a *one-time* legacy from an Al-Anon member in any amount up to \$100,000. (Contact the office for details.)

Contributions - Groups

Groups usually make donations to Al-Anon Information Service Office of Orange County and Greater Long Beach, on a regular basis without limit.

Contributions – Other Al-Anon Service Contributions

Districts (57,60, 63, 66) may also contribute directly to the Al-Anon Information Service Office of Orange County and Greater Long Beach without limit.

All Contributions are added to the general fund and can not be earmarked for a specific use.

Al-Anon and Alateen Conventions

A portion of the funds derived from Al-Anon and Alateen conventions is often contributed to the Al-Anon Information Service Office of Orange County and Greater Long Beach.

AA Conferences/Conventions

Contributions received from AA conferences/conventions that are offered to Al-Anon as acknowledgement of its participation in these functions may be accepted by the Al-Anon Information Service Office of Orange County and Greater Long Beach.