

# **Indianapolis Information Services Bylaws**

## ARTICLE I NAME

### SECTION 1.

This organization shall be known as the Indianapolis Information Services, Inc., hereinafter referred to as Indianapolis Information Services (IIS).

## PURPOSE

### SECTION 2.

The purpose of this organization is to provide education and guidance to the families and friends of those affected by the disease of alcoholism.

## MEMBERSHIP

### SECTION 3.

Members of this organization, consisting of District Representatives and their Alternates, Group Representatives and their Alternates, designated trustees and officers, are drawn from the registered Al-Anon Family Groups of Districts 8, 9, and 10.

## ARTICLE II CONTRIBUTIONS & SUPPORT

### SECTION 1.

While realizing there are no dues or fees in Al-Anon, we must recognize, if the aims and purposes of the Indianapolis Information Services are to be served and carried out, it must be self-supporting. This support must, of necessity, be derived through the voluntary contributions of the area groups and individual members of Al-Anon. It is the responsibility of the member groups and their individual members to see that such financial support be given in order to achieve the best results in carrying the message through the Twelve Steps of Al-Anon.

## INDIANAPOLIS LITERATURE DEPOT PROFITS

### SECTION 2.

The Indianapolis Literature Depot monies received from the sale of literature shall be used to purchase replacement materials and pay related office operating expenses. Profits derived from the purchase of quantity stock shall be turned over to the Treasurer at such time as it is deemed possible.

## UNUSUAL DONATIONS

### SECTION 3.

The acceptance of bequests, unusual donations or other offerings from any source is prohibited, whether for general or specifically designated purposes. However, a donation of up to \$1,000 per year by an individual Al-Anon member or a bequest of up to \$1,000 by an individual Al-Anon member is not to be considered an unusual donation.

## CONTINGENCY FUND

### SECTION 4.

A contingency (operating) fund has been established and shall be maintained in an amount sufficient to support the Indianapolis Information Services and the Indianapolis Literature Depot, for one (1) year, in the event of a decline in contributions and literature sales, according to the laws governing non-profit organizations.

## SURPLUS FUNDS

### SECTION 5.

Surplus funds shall be returned to Districts 8, 9, and 10 in the same ratio they respectively contributed funds during the prior year. Surplus funds are defined as contributions and support in excess of annual operating expenses in the event the contingency fund is fully funded.

## ARTICLE III MEETINGS

### SECTION 1.

The Indianapolis Information Services shall hold meetings three times per year, approximately four months apart. The Board of Trustees shall hold meetings prior to the Indianapolis Information Services, on the

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same day. In the absence of the chairman, the district representative of the host district shall chair the meetings. Additional meetings may be called by the Chairman as needed.

### VOTING REQUIREMENTS

#### SECTION 2.

A quorum shall consist of at least five voting representatives of groups with at least one representative from each of Districts 8, 9, and 10. All decisions shall be reached by discussion, vote and, whenever possible, by substantial unanimity. Substantial unanimity is defined as 2/3 of the votes cast, unless otherwise agreed upon by the members present. Each group shall have one vote. This vote may be cast by the group's designated representative.

District Representatives or Alternate District Representatives are not entitled to vote unless the Group or Alternate Representative of a group is not present, and they are asked to represent said group.

### OFFICERS

#### SECTION 3.

The officers shall consist of Chair, Secretary, Treasurer, and Board of Trustees. Their terms of service and duties are as follows:

- a. The Chair's term of office shall be for not more than three (3) consecutive terms of one (1) year each, and shall begin on January 1st. Duties of the Chair shall include preparing an agenda for meetings of the Board of Trustees and the Indianapolis Information Services, conducting said meetings, communicating relevant information regarding IIS to stakeholders, and coordinating various matters concerning IIS and the Indianapolis Literature Depot. Requirements for nomination to the office of Chair shall be that the nominee be a member of AI-Anon for at least three (3) years, and, preferably, be or have been a group representative or district representative.
- b. The Secretary's term of office shall be for not more than three (3) consecutive terms of one (1) year each and shall begin on January 1st. Requirements for nomination to the office of Secretary shall be membership in AI-Anon and ability to regularly attend IIS Board and Business meetings.
- c. The Treasurer's term of office shall be for not more than three (3) consecutive terms of one (1) year each, and shall begin on January 1<sup>st</sup>. Requirements for nomination to the office of Treasurer shall be at least (3) years membership in AI-Anon and a bookkeeping or accounting background. The Treasurer shall be responsible for the Indianapolis Information Services checking and contingency accounts, preparing monthly financial reports (said report to show all receipts and expenditures), and preparing a separate report showing monthly contributions by Groups, Districts, individuals, or special events.
  - 1) The checking account shall carry two (2) names but shall require only one (1) signature on the checks.
  - 2) The contingency fund account shall carry two (2) names and require two (2) signatures.
  - 3) The Treasurer shall advance seed money to those AI-Anon Groups within the three specified districts that wish to have Open Meetings or Workshops, so long as the meeting is held for the purpose of educating members and the general public in the area of alcoholism. The seed money shall be returned to the Treasurer from fund raising activities (raffles, bazaars, meals served, etc.) unless said function is a Public Information function. Monies are not to be furnished for recreational purposes and activities only.
- d. Board of Trustees
  - 1) The Board shall consist of the three (3) District Representatives from Districts 8, 9, and 10, the three (3) Alternate District Representatives from Districts 8, 9, and 10, and three (3) designated trustees, one elected from each of Districts 8, 9, and 10 and elected by the corresponding District from past or present group representatives. The Office Manager of the Indianapolis Literature Depot, the Secretary, the Treasurer, the Chair, and any appointed Coordinators shall serve on the Board of Trustees in an advisory capacity only, and shall have no vote, unless also serving as the trustee of a district. Likewise, they shall have no vote at meetings of the Indianapolis Information Services, unless also serving as the representative of a group.
  - 2) Duties of the Board of Trustees shall be as follows:
    - a) To oversee the operation of the Indianapolis Information Services and be responsible for its functioning.
    - b) Select, hire, and aid the Office Manager.
    - c) Supervise and approve all financial transactions of the Indianapolis Information Services.

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- d) Authorize capital expenditures not to exceed \$200.00, but not to have the authority to enter into contract agreements without the approval of the voting members as stated herein.
- e) Elections of all officers whose terms are expiring shall be held at the last meeting of the year, terms of office to begin in January.

### ARTICLE IV AMENDMENTS

#### SECTION 1.

These bylaws may be amended by a two-thirds (2/3) vote of the Trustees present at any regular meeting of said Board, provided a copy of the proposed amendment was mailed to each voting member at least twenty (20) days before the meeting at which action is to be taken on the amendment.

### ARTICLE V GENERAL WARRANTIES

#### SECTION 1.

In all its proceedings the Board of Trustees shall observe the spirit of the AI-Anon Traditions, taking care that this organization never become the seat of power, and that none of its members shall ever be placed in a position of unqualified authority over any of the others.

### ARTICLE VI DISSOLUTION

#### SECTION 1.

In the event it becomes necessary to dissolve Indianapolis Information Services, Inc., the following procedure will apply. Identify and address all outstanding liabilities. Liquidate all resources and apply resulting funds to liabilities as needed. Once all liabilities have been addressed, distribute remaining resources evenly among the three districts in the Indianapolis area: District 8, District 9, and District 10.

Amended 4/26/2014; effective immediately  
Amended 4/10/2006; effective immediately  
Amended 2/25/2006; effective immediately  
Approved 4/9/2005; effective immediately