

BY-LAWS
OF
AL-ANON INFORMATION SERVICE, INC.

AS AMENDED November 29, 2018

ARTICLE I

NAME AND OFFICE

1. The name of this corporation is Al-Anon Information Service, Inc., hereinafter called the AIS and its principal office address is 3801 NW 63rd Street, Building 3, Suite 129, Oklahoma City, Oklahoma 73116-1930.
2. The Al-Anon Information Service from its' principal location provides service to Area 46 encompassing districts 11 through 23.

ARTICLE II

PURPOSES AND OBJECTIVES

The Al-Anon Information Service office exists to serve as a clearinghouse and information center for Al-Anon and Alateen groups and members; to distribute Conference Approved Literature; to coordinate and inform members of special events in support of the program's mission; to maintain listings of all meetings within the service area; to conduct outreach to the professional and general communities, and to assure that the experience, strength and hope of the Al-Anon and Alateen programs are made available to the greatest possible number of those in need.

ARTICLE III

MEMBERSHIP

1. The membership of the AIS shall consist of each present Al-Anon/Alateen group, or any future Al-Anon/Alateen groups, located in Central Oklahoma Districts. Each group shall have one representative vote at meetings called to conduct business of the member groups collectively.
2. Each Al-Anon/Alateen group electing to participate in the AIS shall send One Group Representative or Information Service Representative, one vote per group, for their group

at duly called meetings of the membership at large. Each Al-Anon/Alateen group shall determine the terms of service of the representatives for their individual group, using the guidelines given in the Service Manual.

ARTICLE IV **MEETINGS**

1. Representative Meetings shall be held quarterly or any other time as may be called by a majority of the duly elected Board of Trustees or upon written request of at least two-thirds (2/3) of the Information Service Representatives.
2. The current Chairperson of the Board of Trustees shall preside at all duly called meetings of the member Information Service Representatives; in absence of the Chairperson, the Co-Chairperson shall preside; in the absence of both of the above, the next succeeding officer present shall preside.
3. There shall be an annual meeting of the membership at large during the first quarter of each year at which time any vacant positions on the Board of Trustees shall be elected and business may be transacted.
4. Notice of the time and place of all annual, quarterly and special meetings shall be given in writing by means such as but not limited to postal, e-mail, or fax notification, of the time and place of the meeting, at least ten (10) days before said meeting. The Office Manager shall issue notices of all Membership Meetings.
5. A quorum shall be established at the discretion of the Chairperson of the Board of Trustees, a quorum may be declared by a motion, a second, and a simple majority vote from the floor of the member Group Representatives or Information Service Representatives.

ARTICLE V **TRUSTEES**

1. The business and property of the corporation shall be managed by a Board of Trustees made up of not less than five (5) nor more than nine (9) Trustees, who shall be elected by the Group Representatives or Information Service Representatives at the annual meeting or at any other regularly scheduled quarterly meeting or specially called meeting of the member groups. The Board of Trustees is responsible for oversight of the daily operations of the AIS Office. and All Trustees will attend the quarterly Board of Trustees and Membership meetings. The Meetings of the Board of Trustees shall be closed to the general membership.
2. The Group Representative or Information Service Representative from a member Al-Anon/Alateen group shall represent said Al-Anon/Alateen group at the annual meeting

where they shall elect the Trustees who are to serve in that capacity on the Board for the three (3) year period next ensuing. Nomination for the Trustees to the Board shall be from the floor by the Representatives.

3. The representatives at the March meeting of each year shall elect a minimum of three (3) Trustees to serve for three (3) years term with the intent of maintaining nine (9) board members with having staggered terms. Trustees so elected shall take office the 1st day of the month following election with the mentorship of previous board members.
4. Following the annual election, the then Trustees and the Trustees-elect shall hold a meeting and elect a Chairperson, Co-Chairperson, Secretary and Liaison, if or when these positions are at term end. These positions shall be by election only, not succession. The Chairperson & Co-Chairperson shall be elected from current members who served on the Board the previous year.
5. Trustees shall be elected or may be removed by two-thirds (2/3) vote of the participating Group Representatives or Information Service Representatives or the other voting members.
6. If the Board of Trustees has fewer than nine (9) members, vacancies will be filled by special election at the next quarterly meeting. Nominations for election will be made by participating Group Representatives or Information Service Representatives to the Chairperson at or prior to the quarterly meeting. The Chairperson will verify the qualifications of nominees who desire to serve on the Board of Trustees, Group Representative or Information Service Representative will vote to fill the vacancy from verified nominees at the next quarterly meeting.
7. No trustee may be elected for two (2) consecutive terms, except in certain cases. If the newly appointed/elected trustee fills an unexpired term of more than one (1) year, that trustee will not be eligible for election to a second consecutive term. However, if a trustee is appointed or elected to fill an unexpired term of less than one (1) year, that trustee may be nominated and elected to a full three (3) year term at the next annual meeting. The sitting Board of Trustees may appoint by simple majority an outgoing trustee or other qualified member to fill a vacancy for the purpose of reducing vacancies on the Board of Trustees. This appointment will continue until the new election cycle ensues for the position.
To assure continuity of experience on the Board of Trustees, following any year in which more than five members are elected and/or appointed, the Board may choose to extend the term(s) of one or more members for one additional year, provided that no member's term be extended for more than a single year.
8. Special meetings of the Board of Trustees may be called by the Chairperson and/or, in their absence, by the Co-Chairperson or by a majority of members of the Board of Trustees. By unanimous consent of the seated Trustees, a special meeting of the Board of Trustees may be held without notice at any time and place. Except those meetings called by unanimous

consent of the Trustees, notice of all regular and special meetings, shall be given by written notice to each member by means such as but not limited to postal, e-mail, or fax notification of the time and place of the meeting ten (10) days prior to the meeting.

9. Any person nominated to election as a Trustee must be an active member of an Al-Anon/Alateen group with at least two (2) years of participation in Al-Anon and shall maintain his/her membership in Al-Anon/Alateen while serving as a Trustee following the suggested guidelines in the Al-Anon Service Manual. Dual members may not serve in any elected position.
10. A Trustee may resign his/her duties at any time. Absence of a Trustee from three (3) meetings without explanation constitutes resignation. If a Trustee is unable to attend a Board Meeting, that Trustee must notify either the Chairperson or Co-Chairperson of their absence.
11. The Trustees shall elect an Executive Committee consisting of not less than four (4) Trustees, namely the Chairperson, the Co-Chairperson, Secretary, and Liaison. They shall be responsible for all activities of the AIS subject to the instruction given by the full Board of Trustees or by the representatives through formal resolution.
12. A quorum required to conduct Board business shall be two-thirds (2/3) of the Trustees. Quorum shall be satisfied by personal attendance at the meeting or electronic participation including but not limited to conference calling.
13. If a quorum is not available, as referenced in Section 12 above, at a duly called meeting of the Board of Trustees, a subsequent meeting may be called upon written notice including fax, e-mail or any and all other electronic means available, to all Board members at which time and at such duly called meeting, a simple majority of the current seated Board shall constitute a quorum.

ARTICLE VI

DUTIES OF TRUSTEES AND OFFICERS

1. Each member duly elected as a Trustee shall faithfully and honorably discharge his or her responsibility as an officer of trust, bearing in mind at all times that his or her actions are for the benefit of all Al-Anon/Alateen groups and that principles shall always come before personalities.
2. Each officer of the Board elected to serve in office shall perform such duties as usually pertain to his or her office and other duties as may be specified by the member Representatives as is further outlined in the guidelines for the Board of Trustees.

3. The Chairperson for the Board of Trustees shall preside at all meetings of the Board of Trustees, including Special Meetings and Membership Meetings. The Chairperson shall be familiar with and knowledgeable of the By-Laws and the Al-Anon/Alateen Service Manual. The Chairperson shall draft an Agenda of all meetings and submit it to the Office Manager for distribution 14 days prior to the meeting.
4. The Co-Chairperson of the Board of Trustees shall preside at any meetings where the Chairperson is absent or late. The Co-Chairperson shall be familiar with and knowledgeable of the By-Laws and the Al-Anon/Alateen Service Manual.
5. The Secretary's duties shall include keeping a record of all meetings in the form of minutes properly signed by the Chairperson, affixed with the corporate seal and filed with the corporate records. The Secretary shall attend and keep the minutes of all Trustee and Membership meetings and shall attest with his or her signature and impress with the corporate seal all such minutes. The Secretary shall also keep a current copy of the By-Laws, Al-Anon/Alateen Service Manual and Robert's Rules of Order on the table at all meetings.
6. The Liaison of the AIS shall attend all World Service Committee meetings to represent the AIS by vote and by voice. He/she shall also attend all Area Assembly meetings, providing a written report on AIS activities to the Area Secretary, and giving an oral report to the Assembly. In addition, the Liaison shall communicate any pertinent information from the Area Assembly and the World Service Committee to the Board of Trustees of the AIS.

ARTICLE VII

FINANCING

The financing of all administrative activities of the AIS shall be by pledge and/or contribution of the member groups and interested Al-Anon/Alateen members.

ARTICLE VIII

CHANGES, AMENDMENTS AND RATIFICATIONS

1. Changes to the By-Laws may be submitted for a vote by, Group Representative or Information Service Representatives, or by the Trustees of the Board at any regularly scheduled meeting of the membership or at any special meetings properly called for such purpose.
2. Copies of all By-Laws or Amendments must be posted at the AIS office and on the AIS website at least thirty (30) days before the meeting at which such action is to be taken on the By-Laws or Amendment.
3. When these By-Laws are amended, as provided in paragraph 1 and 2 of this Article, such amendments shall become a part of these By-Laws as if fully set forth herein and made a part thereof.
4. The AIS By-Laws with corrections, changes and amendments were approved by the AIS Board of Trustees on November 29th, 2018

Secretary

AIS Board of Trustees

11/29/2018

Nancy Schuler

AIS Board of Trustee, Secretary