

BYLAWS FOR  
AL-ANON SERVICE CENTER OF  
NORTHERN VIRGINIA, INC.  
EFFECTIVE APRIL 25, 2009

INDEX  
PROCEDURE GUIDE

Article I	Name
Article II	Objectives
Article III	Members
Article IV	Steering Committee
Article V	Officers
Article VI	Alternate District Representatives
Article VII	Information Service Representatives
Article VIII	Standing and Special Committees
Article IX	Meetings
Article X	Contributions and Support
Article XI	Financial Guidelines
Article XII	Rules of Order
Article XIII	Amendment of Procedure Guidelines

BYLAWS FOR THE  
AL-ANON SERVICE CENTER OF NORTHERN VIRGINIA  
EFFECTIVE APRIL 25, 2009

ARTICLE I – NAME

SECTION 1. The name of the corporation is AL-ANON SERVICE CENTER OF NORTHERN VIRGINIA, INC. The corporation shall hereafter be referred to as the Service Center. Incorporation began in 1973. Incorporation was reinstated in August, 1993. Federal Non-Profit Status was granted in 1997.

ARTICLE II - OBJECTIVES

SECTION 1. The objectives of this Service Center are:

- A. To support unity of purpose and the growth of Al-Anon groups in the Northern Virginia Districts: ALEXANDRIA, ARLINGTON, BLUE RIDGE, BULL RUN, FAIRFAX, FALLS CHURCH/ MCLEAN, LOUDOUN, SPRINGFIELD/ANNANDALE, PIEDMONT, and RAPPAHANNOCK
- B. To cooperate with the Virginia Area Assembly, neighboring Al-Anon and Alateen Information Services, and the Al-Anon Family Group Headquarters, Inc. (Al-Anon/Alateen World Service Office, or WSO).
- C. To be a point of contact (by maintaining an office registered with World Service Office) for Al-Anon with those seeking help concerning problems connected with an alcoholic relative, or friend.
- D. To act as a clearing house for information of Al-Anon and Alateen meetings and activities by maintaining current lists and making the information available to all Groups and individual members of Al-Anon, and to keep a listing in the Northern Virginia phone directories.
- E. To offer help and support to member Groups and individual members when appropriate and requested.
- F. To provide information and speakers on the subject of Al-Anon to public and private organizations when appropriate.
- G. To provide Al-Anon meetings and services at institutions.
- H. To conduct special events in accordance with, and in the advancement of, these objectives as approved by the Service Center Steering Committee and/or Information Service Representatives (AGRs) at the General Service Center Meeting.
- I. To be guided in all activities by the Twelve Traditions, the Twelve Concepts of Service, and the Al-Anon Service Manual, and the “Guidelines for Al-Anon Information Services”.
- J. To maintain a Literature Distribution Center.

### ARTICLE III – MEMBERS

#### SECTION 1. Members shall be:

- A. Al-Anon and Alateen Groups in Northern Virginia upon registration with the Service Center.
- B. Officers and Chairpersons of Standing Committees of the Service Center.
- C. Alternate District Representatives of the Virginia Area Assembly Districts in Northern Virginia.
- D. The immediate Past-Chairperson of the Service Center.

#### SECTION 2. Groups shall be eligible for membership in the Service Center when they have submitted to the Service Center Office, in writing:

- A. The name of the Group, day, time, and location of its meeting.
- B. The name, address, and phone number of its Group Representative and Alternate Group Representative and current mailing address (CMA).
- C. Tentative membership will be accepted while waiting for Group WSO number and registration with Area Assembly.

#### SECTION 3: Groups are responsible for submitting to the Service Center office, in writing:

- A. All Changes in GRs, AGRs, and current mailing address (CMA).
- B. All changes in day, time, and location of meeting.
- C. All changes in names and phone numbers of people from the Group who will receive 12<sup>th</sup> step calls.

#### SECTION 4: Membership is not dependent upon financial contributions from the Groups; traditionally, each Group supports the Service Center. This financial support is the main source of income for the operation of the Service Center.

### ARTICLE IV – STEERING COMMITTEE

#### SECTION 1. The Steering committee shall be formed as follows:

- A. The eight (8) elected Service Center Officers: Chairperson, Co-Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Literature Distribution Center Chairperson, and Alternate Literature Distribution Center Chairperson.

- B. The ten (10) appointed Chairpersons of the Standing Committees: Institutions Chairperson, Exchange Speaker Chairperson, Public Outreach Chairperson, Newsletter Chairperson, Directory /Group Records Chairperson, Office Manager, Daytime Volunteer Coordinator, Nighttime Volunteer Coordinator, Archives Coordinator, Webmaster and the Alateen Forum Chairperson.
- C. All Alternate District Representatives.
- D. The outgoing Chairperson of the Service Center as ex-officio member.

SECTION 2. The duties of the Steering Committee members shall be:

- A. To set the agenda for the General Meetings of the Service Center.
- B. To plan for workshops and special events.
- C. To attend all General and Steering Committee Meetings of the Service Center.
- D. To authorize capital expenditures not to exceed \$500.00.
- E. To refer all matters arising in the Steering Committee meeting which require discussion and action on the part of the Information Service Representatives to the next General Meeting.
- F. To review the activities of, and act as an advisory body to, the Standing Committees and any special committees and activities.
- G. To approve those persons selected by the Nominating Committee.
- H. To report committee activities to the general membership by way of the newsletter and during General Service Meetings.
- I. To call a special election as soon as possible whenever an elected officer vacates office prior to completing of their term of office.

SECTION 3. The Steering Committee meetings will concurrently be Board of Director meetings so long as a majority of the three officers who hold membership on the Board of Directors are in attendance

#### ARTICLE V – OFFICERS

SECTION 1. The eight (8) elected officers of the Service Center shall be: CHAIRPERSON, CO-CHAIRPERSON, SECRETARY, ALTERNATE SECRETARY, TREASURER, ALTERNATE TREASURER, LITERATURE DISTRIBUTION CENTER CHAIRPERSON, AND ALTERNATE LITERATURE DISTRIBUTION CENTER CHAIRPERSON.

SECTION 2. The Officers shall be elected by the Information Service Representatives, assembled from a slate offered by the Nominating Committee at the General

Meeting held in the last half of the last year of the scheduled term. Nominations will also be taken from the floor.

SECTION 3: The term for each elected office is three (3) years.

SECTION 4: Eligibility for elected positions shall be those with no less than two (2) years in Al-Anon and who do not have dual membership in Alcoholics Anonymous (AA).

SECTION 5: The duties of the elected officers shall be:

- A. **CHAIRPERSON** – To preside at all regular and special meetings of the Service Center and Steering Committee; to be responsible for the administration of the Service Center; to appoint chairpersons of all Standing and Special Committees, except the Alateen Forum; to appoint an active or past member of the Steering Committee as Chairperson of the Nominating Committee; to maintain contact with the Standing and Special Committees. The Chairperson is an ex-officio member of all Standing and Special Committees. The Chairperson is a liaison member of the Virginia Area World Service Committee. Upon leaving office, the Chairperson shall automatically become an ex-officio member of the Steering Committee for one term of office and shall have a voice but no vote. The Chairperson is a member of the Corporate Board of Directors and election to this office constitutes election to the Board of Directors.
- B. **CO-CHAIRPERSON** – To officiate in the absence of the Chairperson, to assist the Chairperson in the administration of the Service Center, as delegated; to be responsible for the annual Gratitude Brunch/ Lunch; to be responsible for setting up special committees for any workshops and special activities as requested by the Chairperson. The Co-Chairperson is a member of the Corporate Board of Directors and election to this office constitutes election to the Board of Directors.
- C. **SECRETARY** – To record proceedings of General and Steering Committee Meetings of the Service Center, copies to be submitted to the Chairperson and the Service Center office; to be responsible for notices and correspondence to members of the Service Center and the Steering Committee; to provide correspondence at the request of the Chairperson; to maintain any changes to the Bylaws and provide a copy to the Officers, Steering Committee members, and General Meeting members; to provide and be responsible for a sign-in sheet for those attending Steering Committee and General Meetings, and to be responsible for committees for mailing of the Newsletter and Service Center notices. The Secretary is a member of the Corporate Board of Directors and election to this office constitutes election to the Board of Directors.
- D. **ALTERNATE SECRETARY** - To assume duties in the absence of the Secretary; to assist the secretary as requested.
- E. **TREASURER** – To be responsible for the receipt and deposit of all Service Center funds, deposits to be made into an account under the name, AL-ANON

SERVICE CENTER OF NORTHERN VIRGINIA, INC., in such bank as may be designated by the Steering Committee; to maintain accurate records of all transactions; to provide receipts for contributions; to prepare an annual report of the treasury; to prepare a list of all individual and Group contributions; to prepare a budget for the Service Center to be approved by the Steering Committee, and voted on by the ISRs at the General Meeting held in the last quarter of the year; to reimburse expenses incurred by members of the Steering Committee in the implementation of Service Center business; to prepare all financial and tax reports required to ensure legal compliance. The Treasurer will serve as Corporate Agent.

- F. ALTERNATE TREASURER – To assume duties in the absence of the treasurer; to assist the Treasurer as requested.
- G. LITERATURE DISTRIBUTION CENTER (LDC) CHAIRPERSON – to administer the LDC; to advise the member Groups on matters relating to the contents, usage, and ordering of Conference Approved Literature (CAL); to provide the Service Center with an updated order form; make available new CAL publication; to provide a starter package of literature to new Al-Anon and Alateen Groups on a one-time basis; to order literature used by PUBLIC OUTREACH, ALATEEN, PI, and INSTITUTIONS Committees as provided by the approved budget; to provide for the mailing of Literature orders, to keep an updated accounting of Literature inventory; to maintain contact and cooperate with the Virginia Area Literature Coordinator and WSO; to be responsible for selling literature at Service Center meetings, special events, and Area functions as requested.
- H. Alternate Literature Distribution Center Chairperson – To assume duties in the absence of the LDC Chair; to assist the LDC Chair as requested.

#### SECTION 6. Vacancies may occur by resignation or removal from office

- A. An Officer may resign from the Service Center by written notice to the Steering Committee.
- B. An Officer who fails to meet the responsibilities of his or her respective office may be removed from said office by majority recommendation of the Steering Committee prior to final vote by the ISRs at a regular or special General meeting. Written notice of the action for removal shall be given to the Officer prior to any action being taken.
- C. The Steering Committee shall recommend a replacement Officer for the remainder of the scheduled term. At the next General Service meeting, the eligible voting members shall vote on the acceptance of the replacement.

### ARTICLE VI – ALTERNATE DISTRICT REPRESENTATIVES (ADRs)

#### SECTION 1. Alternate District Representatives (ADRs) shall be elected by the GRs of Groups in their District. The same person serves as representative to the Service Center.

SECTION 2. In the absence of an ADR, the DR shall fulfill these duties with all the rights and privileges of the ADR.

SECTION 3. The Duties of the ADR as pertains to the Service Center are:

- A. To attend all General and Steering committee meetings of the Service Center.
- B. To vote at all these meetings.
- C. To be liaison between the Steering Committee and Groups in their District by coordinating major functions and validating Group information as needed.
- D. To help the Groups with any problems relative to the Service Center.

#### ARTICLE VII – INFORMATION SERVICE REPRESENTATIVES (ISRs)

SECTION 1. Alternate Group Representatives (AGRs) shall be elected by their autonomous Groups. The same persons serve as representatives to the Service Center as ISRs. In the absence of an ISR, the Group Representative may fulfill these duties with all the rights and privileges of the ISR.

SECTION 2. The duties of the ISR, as pertains to the Service Center, are:

- A. In the General Service Center Meeting, to be the final authority on all official action of the Service Center, except in matters specifically entrusted to the Steering Committee in these Bylaws.
- B. To attend all General Meetings of the Service Center.
- C. To vote at General Meetings.
- D. To inform their Groups of the agenda and action taken at the General Meeting.
- E. To notify their Groups of Service Center activities and needs: to provide whatever cooperation is needed.

#### ARTICLE VIII – STANDING AND SPECIAL COMMITTEES

SECTION 1. Standing committees shall be: ALATEEN, EXCHANGE SPEAKER, PUBLIC OUTREACH, NEWSLETTER, OFFICE MANAGEMENT, DAYTIME VOLUNTEER, NIGHTTIME VOLUNTEER, DIRECTORY/GROUP RECORDS, WEBMASTER, and ARCHIVES.

SECTION 2. Chairpersons of Standing Committees shall be appointed by the Service Center Chairperson – with the exception of the Alateen Chairperson who is chosen by the Alateen Forum – to serve concurrent with the term of the Service Center Chairperson. Chairpersons of Special Committees shall serve for the time deemed necessary by the Service Center Chairperson.

SECTION 3. Eligibility for Chairperson of a Standing Committee shall be those with no less than two (2) years in Al-Anon who are willing to serve and learn.

SECTION 4. Members of each Standing and Special Committee shall be appointed by the Committee Chairperson, except for the Alateen Forum, whose members are Alateen GRs and Certified Alateen Sponsors.

SECTION 5. Each Standing and Special Committee Chairperson may appoint as many subcommittees and subcommittee chairpersons as are necessary.

SECTION 6. Each committee chairperson shall be responsible for the job description and guidelines for that committee. The Service Center will be the facilitator for maintaining the guidelines of that committee.

SECTION 7. Vacancies may occur by resignation or removal from office.

- A. A committee Chairperson may resign by notification to the Steering Committee.
- B. A Committee Chairperson who fails to attend to the responsibilities of the Committee may be removed from office by majority vote of the Steering Committee. Written notice of a motion for removal shall be given to the Committee Chairperson prior to the motion being made, seconded, and carried.
- C. The Service Center Chairperson shall appoint a replacement at the earliest possible moment.

SECTION 8. The ALATEEN COMMITTEE shall:

- A. Be known as the Northern Virginia Forum and functions within the guidelines of that body.
- B. Elect the Alateen Chairperson.
- C. Maintain contact and cooperate with the Service Center, Virginia Area Alateen Coordinator and WSO.
- D. Perform all Alateen Public Outreach activity.

SECTION 9. The EXCHANGE SPEAKER COMMITTEE shall:

- A. Provide Speakers and Speaker Tapes for the use of groups in the Northern Virginia area as requested.

SECTION 10. The PUBLIC OUTREACH COMMITTEE shall:

- A. Coordinate Public Information activities in Northern Virginia; provide speakers, literature or other participation whenever feasible for public and private organizations.
- B. Make individual members, Groups, and Districts aware of various Public Information projects, and request and encourage their participation.
- C. Maintain contact and cooperation with the Virginia Area Public Outreach Coordinator and the WSO.
- D. Initiate avenues of communications to the professional community.

SECTION 11. The NEWSLETTER COMMITTEE shall:

- A. Publish and distribute a Newsletter for the Service Center at an interval determined by the current Steering Committee.
- B. Be guided by the Twelve Traditions, the Twelve Concepts of Service, the current edition of the Al-Anon Service Manual, and the WSO Newsletter Guidelines.
- C. Maintain contact and cooperate with the Virginia Area Newsletter Coordinator and the WSO.
- D. Exchange newsletters with other Al-Anon /Alateen jurisdictions.
- E. Send one free copy of each issue to registered Northern Virginia Groups and the WSO.

SECTION 12. The OFFICE MANAGEMENT COMMITTEE shall:

- A. Administer the Al-Anon Service Center office.
- B. Maintain a list of persons willing to receive 12<sup>th</sup> step calls and update the list annually with the assistance of DRs/ADRs.
- C. Maintain all files, bulletin board items and other correspondence pertinent to the Service Center.
- D. Purchase and maintain all needed office supplies.
- E. Maintain a petty cash box and submit petty cash reports as required by the treasurer.
- F. Purchase and maintain upkeep of daily log book.
- G. Expedite solutions to problems arising in physical location of the Service Center office concerning repairs and replacements.

SECTION 13. The DAYTIME VOLUNTEER COMMITTEE shall:

- A. Provide one (1) shift of volunteers Monday through Friday from 12:30 P.M. to 4:00 P.M. and on the second Saturday of each month from 12:30 P.M to 4:00 P.M.
- B. Provide training and guidelines for all daytime volunteers. Training should include a minimum of two sessions with a trainer.
- C. Distribute meeting directories to the outside community, when requested.
- D. Coordinate with the nighttime Volunteer Coordinator for holiday coverage of the telephones.

SECTION 14. The NIGHTTIME VOLUNTEER COMMITTEE shall:

- A. Provide volunteers Monday through Friday from 4:00 P.M. to 9:00 A.M. and on weekends from Friday 4:00 P.M. to Monday 9:00 A.M.
- B. Provide training and guidelines for all nighttime volunteers.

- C. Provide updated directories for all nighttime volunteers.
- D. Coordinate with Daytime Coordinator on holiday coverage of telephones.

SECTION 15. The DIRECTORY/GROUP RECORDS COMMITTEE shall:

- A. Publish and distribute, as needed, the Northern Virginia Al-Anon Meeting Directory to member Al-Anon and Alateen Groups.
- B. Make available for distribution Meeting Directories for public and private organizations and the general public, as needed, in cooperation with the other Standing Committees.
- C. Maintain a Service Center Roster which consists of up-to-date names, addresses, and telephone numbers of Officers, Standing Committee Chairpersons, DRs, ADRs, GRs, and ISRs; to provide said Roster to members of the Steering Committee, to the Secretary, and to the Group Records Chairperson of the Virginia Area Assembly.
- D. Provide quarterly, a District list of each DR/ADR for corrections and updating.
- E. Provide quarterly, an Alateen/Young Alateen listing to the Alateen Chairperson for corrections and updating.
- F. Provide a desk copy of the updated Meeting Directory for the Daytime Volunteers.

SECTION 16. The WEBMASTER COMMITTEE shall:

- A. Administer and maintain a website representing the Service Center, carrying the message of Al-Anon and providing information about Al-Anon to the public by :
  - i. Registering the domain name using Al-Anon Service Center of Northern Virginia listed as the domain owner.
  - ii. Coordinating and setting up web hosting through a service provider, and
  - iii. Posting and updating meeting lists, a calendar, newsletters, Alateen information, service opportunities, literature request forms, and other pertinent outreach information.
- B. Use the website as a public outreach vehicle, presenting only publicly available information about Al-Anon.
- C. Ensure the website stays in accordance with the Twelve Traditions and Website Guidelines of Al-Anon, particularly
  - i. ensuring anonymity of all Al-Anon members by following G40 Guidelines, and
  - ii. Presenting no affiliation, endorsement or display of any non-Al-Anon entity.

- D. Comply with copyright and trademark laws and acknowledge lawful use of copyrighted material when permission is granted.

SECTION 17. The ARCHIVES COMMITTEE shall:

- A. Coordinate Archives activities in the Northern Virginia Service Center area to include liaison between the Virginia Area World Service Committee and the Northern Virginia Districts and Groups.
- B. Preserve and organize historical Al-Anon/Alateen material of the Northern Virginia Service Center area.
- C. Collect, preserve and maintain memorabilia pertaining to the Northern Virginia Service Center area.

SECTION 18. Special Committees shall be appointed by the Chairperson with the consent of the Steering Committee for the purpose of some specific event to which they shall confine their activities. Such committees shall be automatically dissolved when they have discharged their function.

#### ARTICLE IX – MEETINGS

SECTION 1. Regular General Meetings of the Service Center shall be:

- A. Held at the discretion of the Steering Committee at least once a quarter per year. Written notice shall be mailed to all members at least two (2) weeks prior to the date of the meeting.
- B. The simple majority of voting members in attendance at General Service Center Meetings shall pass the vote. Only one vote per Group shall be permitted.

SECTION 2. Steering Committee Meetings of the Service Center shall be:

- A. Held prior to General Meetings at least once a quarter per year or as needed.
- B. The simple majority of Steering committee members in attendance at Steering Committee meetings shall pass the vote.

SECTION 3. Special Meetings

- A. Special Meetings may be called by the Chairperson or at the written request of five (5) or more members.
- B. Special Meetings shall be called by notice to each member at least ten (10) days before that meeting. Such notice shall state the purpose of the meeting and that shall be the only business conducted at that time.
- C. The simple majority of voting members present shall pass the vote.

## ARTICLE X – CONTRIBUTIONS AND SUPPORT

- SECTION 1. Contributions to the Service Center shall be given by member Groups or individuals within Al-Anon in accordance with Tradition Seven. A limit of One Thousand dollars (\$1,000) a year is placed on any individual's donation.
- SECTION 2. Support may also be gained from income from projects or activities that are authorized by the Steering Committee or approved by the ISRs.
- SECTION 3. Bequests and Donations
- i. Bequests and donations from a non Al-Anon member in the name of a deceased Al-Anon member will not be accepted.
  - ii. Bequests and donations from an Al-Anon member in the name of a deceased Al-Anon member will be accepted and disbursed according to the donor's wishes.
- SECTION 4. The acceptance of donations, or other offering from any other source, is prohibited.
- SECTION 5. The Service Center shall not act as a trustee for any trust fund.

## ARTICLE XI – FINANCIAL GUIDELINES

- SECTION 1. A proposed budget will be presented at the last meeting of each year. ISRs will vote and approve a budget for the next year.
- SECTION 2. A prudent Reserve will be authorized not to exceed one (1) year's operating expenses. This money will be set aside and can be used for capital expenditures if necessary.
- SECTION 3. Outside of the Prudent Reserve, no money will be set aside for investment purposes. Money can be set aside for specifically defined capital investments such as office equipment.
- SECTION 4. The Service Center will operate as a business abiding by all Federal, State, and Local requirements. Insurance will be maintained for the Service Center and its activities.
- SECTION 5. The Tax-free, non-profit status, which applies to the Service Center, does not cover individual Groups within the Northern Virginia Districts. Each Group is autonomous and the Service Center has no control over their financial affairs nor does it have any say on how they conduct their business.
- SECTION 6. No debt shall be incurred and no continuing financial obligation entered into without the consent of two-thirds (2/3) vote of the members at a Steering Committee meeting. No funds of the Service Center shall be appropriated for any use, or paid out, without the consent of the Steering Committee, unless payment be directed by two-thirds (2/3) vote of ISRs at a General Meeting.
- SECTION 7. The Treasurer and the Chairperson are authorized to sign Service Center checks.

ARTICLE XII – RULES OF ORDER

SECTION 1. Robert's Rules of Order shall prevail at all meetings of the Service Center unless otherwise provided for in the Bylaws .

ARTICLE XIII – AMENDMENT OF BYLAWS

SECTION 1. These Bylaws may be amended and /or repealed in whole or in part at any regular General Meeting by an affirmative vote of two-thirds (2/3) of the members present.