

# **BYLAWS OF THE AL-ANON INFORMATION CENTER OF THE EAST VALLEY**

## **I. NAME**

The name of the association shall be the Al-Anon East Valley Information Center hereinafter referred to as EVIC.

## **II. PURPOSE**

EVIC exists as the servant of the member groups to carry the message of Al-Anon by methods best accomplished through a common effort of the member groups. The functions of EVIC shall be those described in our current Al-Anon/Alateen Service Manual and in the most recent Al-Anon Information Services (G-4) and Literature Distribution Center (G-18) guidelines from the WSO and other functions as may be authorized by EVIC.

## **III. RULES OF PROCEDURE:**

1. Knowledge Based Decision Making (KBDM) in accordance with the 2006 WSC Summary, page 6, and the 2015 WSC Summary, page 110, shall be used to arrive at an informed group conscience prior to making a motion.
2. Roberts Rules of Order as revised shall be the parliamentary authority for all matters of procedures not specifically covered by the By-Laws or by special rules of procedure adopted by EVIC.
3. Substantial unanimity is equal to two-thirds of those present in accordance with 1991 WSC Summary, Motion #2 which states "a 2/3 vote would be needed for substantial unanimity. It was further clarified that abstention votes would reduce the total number of voters when determining whether substantial unanimity had indeed been reached."
4. As used in these Bylaws, the term "group" is to be construed as meaning an Al-Anon Family Group or Alateen group as defined in the Twelve Traditions.
5. EVIC shall not violate AZ non-profit corporation laws or Federal 501(c)(3) laws.
6. The Board of Directors will also serve as the Officers of the Corporation voted in by its members. Hereafter, the Board of Directors will be referred to as Officers of the Corporation.
7. AA members do not hold Al-Anon service positions that vote in matters affecting another group or Al-Anon or AA as a whole. Therefore, the Officers of EVIC shall not be dual members.
8. Districts in EVIC include but are not limited to Districts 11, 12, and 13.

## **IV. MEMBERSHIP**

Any active Al-Anon Family Group or Alateen group registered with WSO and in a district as defined in Article III - Rules of Procedure, Section 8, is a voting member in EVIC.

## **V. DUES OR FEES**

There shall be no dues or fees for membership in EVIC. It shall be self-supporting in accordance with Al-Anon's Seventh Tradition.

## **VI. ANONYMITY OUTSIDE AL-ANON**

Our Eleventh Tradition reads: "Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, and TV. We need guard with special care the anonymity of all AA members."

However, members should be willing to leave their full name, address, and telephone number with the people we contact for public information or outreach, making sure the Al-Anon tradition of anonymity at the level of press, radio, films, and TV is understood. If a member prefers to remain anonymous in all areas, the member should not become involved in public outreach work.

Additionally, EVIC officers must be willing to provide contact information with appropriate bodies such as banking institutions and the Arizona Corporation Commission.

## **VII. BOARD OF DIRECTORS**

Arizona state law requires that a corporation have a Board of Directors to provide oversight of EVIC to ensure proper legal and financial functioning. The Board shall consist of four directors. The EVIC Officers of the corporation as defined in Article VIII EVIC Officers will serve as ex-officio members of the Board of Directors. The EVIC Chair will be the Chairman of the Board. The remaining EVIC Officers will be called Directors.

The Board is assisted by the Steering Committee when needed and meets at least once a year. Any gathering of the Board members for the purpose of discussing EVIC business can be called a meeting of the Board of Directors.

## **VIII. EVIC OFFICERS**

There shall be four EVIC officers: Chairperson, Vice Chairperson, Secretary, and Treasurer. Additional officers, if deemed necessary, may be elected by the EVIC membership. EVIC officers serve for a term of one year. An officer may be removed from their position in accordance with Article X - Voting.

### **1. Officer Duties and Responsibilities**

The basic responsibilities of the Officers shall be as follows:

#### **1.1. Chairperson shall**

- Preside at monthly EVIC business meetings
- Form the Steering Committee
- Call special meetings as required

- Execute and deliver in the name of East Valley Al-Anon Information Center all contracts and other instruments authorized by EVIC pursuant to specific authority given
- Inquire to determine which tax laws apply to EVIC and ensure adherence to those laws
- Serve as the statutory agent for the corporation
- Update the Arizona Corporation Commission with the current officers
- Serve as liaison to Area World Service Committee (AWSC) if the Area Liaison Committee Coordinator position is vacant
- Retain signature authority on EVIC bank account
- Form the audit committee on an annual basis
- Review the bylaws and recommend updates

#### 1.2. Vice Chairperson shall

- Perform the duties of the Chairperson in the absence of the Chair
- Coordinate with the District Representatives to ensure all active Al-Anon Family Groups are listed with EVIC
- Provide current information to the Insurance Coordinator
- Complete the unexpired term of the Chairperson, if necessary
- Review the bylaws and recommend updates

#### 1.3. Treasurer shall

- Be responsible for keeping accurate accounts, receipts, and disbursements for EVIC and for the deposit of all monies in the bank designated by EVIC
- Be responsible to maintain what literature is available and the pricing on the Square Online Store and coordinate the notification of new online orders
- Record all deposits and disbursements in Quickbooks and prepare monthly reports for the EVIC business meetings
- Prepare annual budget for the Steering Committee review
- File the appropriate tax return with the IRS and the registration with the Arizona Corporation Commission
- Be a member of the audit committee and provide information required by the committee

#### 1.4. Secretary shall

- Keep minutes of all EVIC Business Meetings and Steering Committee Meetings
- Archive minutes for a period of seven years
- Be responsible for adding and removing officers on the EVIC bank accounts
- Preside at the EVIC Business Meeting in the absence of the Chairperson and Vice Chairperson
- Maintain the EVIC membership list, keeping it up to date, in accordance with the WSO Group Records database

2. Requirements for election as an EVIC Officer are the following:
  - Has served a minimum of one year as a Group Representative (GR) or Alternate Group Representative (Alt GR) or two terms as an EVIC Standing Committee Coordinator
  - Is not a member of Alcoholics Anonymous
  - Has a working knowledge of the Twelve Traditions, Twelve Concepts of Service, and the Al-Anon/Alateen Service Manual
  - Is willing to disclose any legal or financial difficulties as specified in the Arizona Corporation Commission C003 Certificate of Disclosure
  - Is elected annually at the regular business meeting of EVIC for a one-year term

## **IX. REGULAR BUSINESS MEETINGS OF THE EVIC**

The regular business meeting of EVIC will use Article III Rules of Procedure to conduct all meetings.

### **1. Requirements**

The Officers of EVIC shall preside over the EVIC business meeting. The minimum number of EVIC Officers required to be present at the meeting is one (1) Officer plus someone to act in a secretary capacity to record the minutes.

### **2. Time and Location**

The EVIC meetings shall be held once each month at such time and place as shall be selected in January for that year. Once such time and place are chosen for that calendar year, no change in time and place shall be made without one week's prior notice to all members of EVIC. Emergency meetings of EVIC may be called by the Chairperson or Vice Chairperson if deemed necessary. (See Article III - Rules of Procedure)

### **3. Quorum**

The EVIC Officers and representation by 10% of the voting membership (as defined in Article IV), including at least one group from each district, constitutes a quorum to conduct business.

### **4. Voting**

- 4.1 The Officer presiding as the Chair of the regular business meeting of EVIC will be a non-voting member acting in an advisory position unless there is a tie. All other Officers present are each entitled to one (1) vote.
- 4.2 Each Al-Anon Family Group that is part of EVIC membership may elect one (1) duly appointed representative to vote at the meeting. Each voting member present shall cast only one (1) vote.
- 4.3 The Standing Committee Coordinators and Liaisons do not have a vote unless they are also elected as the one (1) duly appointed voting representative defined in Section 4.2.

## **X. VOTING**

Decisions shall be reached by a simple majority except when significant changes will affect the groups of the membership including but not limited to changes in the bylaws. Decisions shall then be reached by discussion, vote, and whenever possible, substantial unanimity.

Any change requiring substantial unanimity shall be presented in writing at one meeting and placed in the meeting minutes with notice that it shall be voted on at the following meeting.

Only voting members present at a meeting shall make or second a motion. In the event of a tie, the Chair may cast the deciding vote or decide to postpone the decision until substantial unanimity can be reached. Decisions shall then be reached by substantial unanimity at another meeting or at a special meeting called by the Chair of the meeting.

No major decisions may be reach without:

1. 25% of the voting membership (as defined in Article IV) represented by their GR, Alternate GR, or duly appointed representative.
2. A minimum of two voting member groups from each district (as defined in Article III) being represented.
3. At least 2 Officers of the EVIC being represented.

Any Al-Anon/Alateen attending any meeting may express their opinion on an issue under discussion prior to the matter being put to vote.

## **XI. ELECTIONS**

Any members of Al-Anon may nominate any other member in good standing including themselves for office.

Election of Officers and committee coordinators shall begin during the September meeting and continue until positions are filled. Duly elected Officers and committee coordinators shall take office as of January 1<sup>st</sup> of the following calendar year.

## **XII. TERM OF OFFICE**

The Officers and committee coordinators of EVIC shall serve for a term of one year. The Area Liaison serves for a term of three years. An Officer or committee coordinator shall be eligible for election to the same office for a maximum of two sequential terms of office. In the event that no volunteer can be found to assume an office, Article XII may be temporarily suspended in order that offices necessary to keep EVIC running may be filled.

## **XIII. TENURE IN OFFICE**

Whenever an Officer, Standing Committee Coordinator, or Liaison position becomes vacant, a new officer or coordinator shall be elected by a vote of the membership present at the regular monthly meeting and the newly elected officer or coordinator shall finish out the former's term.

## **XIV. CONFLICT OF INTEREST**

Whenever any member of Al-Anon/Alateen has a financial or personal interest in any matter coming before any EVIC meeting, this person shall fully disclose the nature of the interest and refrain from discussion and voting on the matter.

## **XV. EVIC COMMITTEES**

### **1. Standing Committees and Liaisons**

The Standing Committees support the EVIC Districts and groups. All Standing Committees have Coordinators as chairpersons that attend all regular business meetings of EVIC. All EVIC Committees will follow the Article III Rules of Procedure when conducting business.

#### **1.1. Requirements**

Standing Committee Coordinators shall have been an active member of Al-Anon for one (1) continuous year and shall have a working knowledge of the Twelve Traditions, Twelve Concepts of Service, and the Al-Anon/Alateen Service Manual. A dual member of Alcoholics Anonymous may hold a Standing Committee Coordinator position.

#### **1.2. Election and Term**

Standing Committee Coordinator positions are a one (1) year term with the exception of the Area Liaison which is a three (3) year term. Standing Committee Coordinator positions are voted in annually at the regular business meeting of EVIC by the EVIC membership present. Refer to Article X - Elections and Article XI, Term of Office.

#### **1.3. Voting**

All Standing Committee Coordinator positions have a voice but do not have a vote at the regular business meeting of EVIC.

#### **1.4. Composition**

EVIC liaisons are: AA Liaison, Area Liaison

Standing Committees are: Alateen, Answering Service, Family Recovery Night, Fundraising (Winter Extravaganza), Information Distribution, Institutions (Outreach), Insurance, Literature Inventory, Literature Delivery, Meeting List, Website.

Committee or Liaison additions and subtractions can be voted on at a regular business meeting of the EVIC by the EVIC membership present.

### **2. Steering Committee**

A Steering Committee shall be formed to establish the annual goals for EVIC and to provide guidance by sharing experience. The Steering Committee may make recommendations to be considered at the regular business meetings of EVIC. The Steering Committee shall see that all decisions and resolutions of EVIC are put into effect.

## **2.1. Requirements**

The Steering Committee shall consist of the current and outgoing EVIC Officers *plus* enough seasoned AI-Anons to make a total of nine (9) members. No Steering Committee member shall be a member of Alcoholics Anonymous.

## **2.2. Election & Term**

Steering Committee members are appointed annually by the EVIC Chairperson and voted in at a regular business meeting of EVIC by the EVIC membership present.

## **2.3. Meetings**

The Steering Committee shall meet at least once each calendar year as determined by the Officers of the EVIC.

## **2.4 Quorum**

A quorum of two-thirds of the Steering Committee members must be present at the Steering Committee meeting to conduct business.

## **2.5. Voting**

The Chairman of EVIC will preside over the Steering Committee meeting and will be a non-voting member of this committee acting in an advisory position. All other members are entitled to one vote. In the event of a tie, the Chairperson shall cast the deciding vote. Refer to Article X - Voting.

## **3. Special or Ad-Hoc Committees**

Special or Ad-Hoc Committees can be created by the Officers or Committees of EVIC. These are temporary committees formed to address specific issues or initiatives. A committee shall make recommendations based upon substantial unanimity.

## **4. Audit Committee**

The audit committee is a special committee and will review the finances of EVIC on an annual basis to make recommendations to the membership based upon its findings. It is composed of the Vice-Chairperson, the Treasurer, and at least one at-large member with financial experience.

## **XVI. FISCAL YEAR**

The fiscal year of EVIC shall be the same as the calendar year.

## **XVII. INDEMNIFICATION**

Each individual serving or having served as an EVIC Officer, Committee Chair, Coordinator, or office volunteer shall be personally indemnified to the full extent permitted by law, against any and all costs, expenses, and financial consequences including but not limited to legal fees actually incurred in connection with any action, suit, or legal proceeding of any kind in which such an

individual is a defendant by reason of acting or having acted in their official capacity in accordance with the law and in accordance with these bylaws.

Indemnification shall be limited to the financial resources of EVIC and shall in no event be cause for indebtedness by EVIC.

In any event, the corporation shall have the right to purchase and maintain insurance on behalf of any such persons whether or not the corporation would have the power to indemnify such person against the liability insured against.

### **XVIII. DISSOLUTION OF EVIC**

Upon dissolution of EVIC, the Officers and its members, after paying or making provisions for the payment of all liabilities of EVIC, shall determine where any undisposed assets shall be distributed within the Arizona Al-Anon structure.

### **XIX. AMENDMENTS**

These Bylaws may be amended or repealed in whole or in part by the proposal of any member of EVIC with such proposal being submitted at the next EVIC meeting to a vote of EVIC. Such proposals are to be submitted at a regular meeting of the EVIC and voted on at the following monthly meeting.

Ratification of any proposed amendment to these Bylaws shall be reached by substantial unanimity at a duly constituted meeting of EVIC by the voting members in attendance.

Administrative changes to the Bylaws to correct spelling, indentation, spacing, punctuation, and inconsistency in nomenclature are considered minor changes. If such changes alter the substance or meaning of the Bylaws they are then considered major changes and shall adhere to the major decision voting requirements as defined in Article X.

The Bylaws of the Al-Anon East Valley Information Center were originally constituted at the 8/24/82 meeting of EVIC and adopted on 9/24/82. These Bylaws are based upon the 2006 Bylaws that were voted on and approved by EVIC officers and members on 03/27/2006.

### **BYLAWS OF THE AL-ANON EAST VALLEY INFORMATION CENTER**

Date Revised	Article Revised	Revision Description	Motion Information
02/22/2022	I. NAME	Changed Name to reflect current usage	
02/22/2022	II. PURPOSE	Clarified description of EVIC in accordance with Al-Anon Guidelines G-4 and G-18	



02/22022	III. RULES OF PROCEDURE	Replaced INTERPRETATION with RULES OF PROCEDURE, established KDBM for use in arriving at a motion, defined “substantial unanimity” as 2/3 of those present in accordance with 1991 WSC Summary, Motion #2, and established composition of EVIC as Districts 11, 12, and 13	
02/22022	IV. MEMBERSHIP	Referred to Article III, Section 8 to define voting members, removed need to register with EVIC	
02/22022	VI. ANONYMITY OUTSIDE AL-ANON	Amended to address need for complete anonymity while doing public outreach work and in Officer positions	
02/22022	VII. BOARD OF DIRECTORS	Added article to define Board of Directors and their function	
02/22022	VIII. OFFICERS OF THE EVIC	Updated duties and requirements for each of the four officer positions	
02/22022	IX. REGULAR BUSINESS MEETINGS OF EVIC	Moved article forward and renumbered	
02/22022	X. VOTING	Set procedures for voting using simple majority in doing regular business and substantial unanimity for more important issues that impact the groups, including changes to bylaws	
02/22022	XI. ELECTIONS	Moved information about coordinators to Article XV. EVIC COMMITTEES – Section 1.1 -- Requirements	
02/22022	XII. TERM OF OFFICE	Clarified term of office for officers and coordinators	
02/22022	XIII. TENURE IN OFFICE	Clarified whose tenure in office is addressed	
02/22022	XIV. CONFLICT OF INTEREST	Added an article to address any member’s Conflict of Interest on an Al-Anon/Alateen issue	
02/22022	XV. EVIC COMMITTEES	Moved further down and renumbered. Replaced STEERING AND AD HOC COMMITTEES with EVIC COMMITTEES and defined types of committees including voting, requirements, membership, etc.	
02/22022	XIV. THE AL-ANON INFORMATION CENTER OFFICE	Removed this article.	
02/22022	XVI. FISCAL YEAR	Renumber this article	
02/22022	XVII. INDEMNIFICATION	Added section on indemnification of officers and others in service	

02/22022	XVIII. DISSOLUTION OF EVIC	Added section on dissolution of EVIC	
02/22022	XIX. AMENDMENTS	Renumbered this article and added clarification.	