

**BYLAWS OF
DISTRICT 13 AL-ANON INFORMATION SERVICE**
a California Nonprofit Public Benefit Corporation

ARTICLE 1. LOCATION

SECTION 1. AREA SERVED

The area served by the District 13 Al-Anon Information Service (IS) shall be all that portion of San Mateo County from Burlingame on the north to Palo Alto on the south, from the Pacific Ocean to San Francisco Bay. A boundary of the district may be changed by mutual agreement with the other Al-Anon district that shares the boundary.

SECTION 2. ADDRESS

The address of the District 13 Al-Anon Information Service on Oct 10, 2022, is 233 Topaz St., Redwood City, CA 94062. The address may be changed by the IS. Such an address change shall be noted in these Bylaws.

ARTICLE 2. PURPOSES

SECTION 1. OBJECTIVES AND PURPOSES

The Al-Anon Family Groups are a fellowship of relatives and friends who share their experience, strength, and hope in order to solve their common problems. We believe alcoholism is a family illness and that changed attitudes can aid recovery.

Al-Anon is not allied with any sect, denomination, political entity, organization, or institution; does not engage in any controversy, neither endorses nor opposes any cause. There are no dues for membership. Al-Anon is self-supporting through its own voluntary contributions.

Al-Anon has but one purpose: to help families of alcoholics. We do this by practicing the Twelve Steps, by welcoming and giving comfort to families of alcoholics, and by giving understanding and encouragement to the alcoholic.

The District 13 Al-Anon Information Service is a local service center established by the district. It performs the following functions:

- Maintains listings in local telephone directories.
- Maintains a physical address so it can be registered with the World Service Office (Al-Anon Family Group Headquarters, Inc.) and listed in the World Directory, and for the purposes of California State and Tax authorities and banking purposes.
- Receives mail and phone inquiries and channels them to the nearest group.
- Publishes and distributes lists of group meetings.
- Coordinates local Public Information and Institutions work.
- Maintains a stock of Conference Approved Literature for distribution and sale when there is a District Literature Coordinator.
- Holds monthly meetings attended by the District Representative, Group Representatives, Officers, and Coordinators. Group problems are discussed in the light of the Twelve Traditions.
- Prints and distributes its own newsletter of local activities when there is a Newsletter Editor.
- Conducts workshops on the Al-Anon program.

ARTICLE 3. MEMBERSHIP

SECTION 1. MEMBERS

The members of the District 13 Al-Anon Information Service (IS) shall be the Group Representatives (GRs) elected by each of the Al-Anon/Alateen groups within the area served and registered with the World Service Office (Al-Anon Family Group Headquarters, Inc.). Any registered Al-Anon/Alateen group within the area served may join the IS, but joining is purely voluntary. A GR may represent only one group at a time; members of Alcoholics Anonymous may serve as GRs but do not have a vote at the NCWSA Assemblies. Each GR shall serve for three years, to coincide with the three year term of the Northern California Al-Anon World Service Assembly.

SECTION 2. VOTING RIGHTS

Each member shall have one vote. In the event that a GR is absent, that GR's designated

Alternate, if present, shall vote as a member.

ARTICLE 4. ANNUAL MEETINGS

SECTION 1. ANNUAL MEETINGS

The annual meeting of the District 13 Al-Anon Information Service (IS) shall be held at seven o'clock in the evening of the second Monday of October. All members shall be notified of the meeting place no later than the second Monday in September.

SECTION 1. REGULAR MEETINGS

Regular meetings of the IS shall be held on the second Monday of each month except October, when the annual meeting is held. All meetings shall be open to any Al-Anon member.

SECTION 3. QUORUM

The members present shall constitute a quorum.

ARTICLE 5. OFFICERS

SECTION 1. NUMBER OF OFFICERS

The officers of this corporation shall be a Chairperson, a Secretary, and a Treasurer.

SECTION 2. QUALIFICATIONS, ELECTION, AND TERM OF OFFICE The officers shall be current or past GRs and shall be elected by the members of the IS. The term of office shall be three years and coincide with the three-year term of the Northern California Al-Anon World Service Assembly.

SECTION 3. REMOVAL AND RESIGNATIONS

Any officer may be removed from office by a two-thirds vote of the members. Should an officer resign, his (or her) resignation shall be submitted to the members of the IS.

SECTION 4. VACANCIES

In the event of a vacant office, a new officer shall be elected by the members of the IS to fill the remaining term.

SECTION 5. DUTIES OF THE CHAIRPERSON

The Chairperson will chair the annual and regular meetings in an orderly manner, preparing agenda in advance of the meeting. The chair is also responsible for the filing of "Statement of Information" that is required by the State of California Secretary of State. The "Statement of Information" must be filed Every Odd Year by May 31st of that year. A "Statement of Information" must also be filed whenever there is a change of Officers and/or a change of the address of District 13 Al-Anon Information Service.

SECTION 6. DUTIES OF THE SECRETARY

The Secretary will take minutes of annual and regular meetings and maintain permanent records to be passed on to successive secretaries.

SECTION 7. DUTIES OF THE TREASURER

The treasurer will manage the funds, collect contributions, keep accurate accounts, pay the bills, and report at annual and regular meetings. It is the treasurer's responsibility to file in a timely manner all the tax forms and registration forms that are required by federal and state taxing and regulatory agencies.

ARTICLE 6. DISTRICT REPRESENTATIVE

SECTION 1. LIAISON

The elected District Representative shall be liaison between the IS and the NCWSA and between the IS and Al-Anon World Service.

ARTICLE 7. COMMITTEES

SECTION 1. STANDING COMMITTEES

The standing committees may be the following:

Alateen — Meet periodically with Alateen sponsors and groups to exchange ideas and suggestions for growth and unity. Encourage Al-Anon involvement with Alateen.

Archives — Collect and organize a permanent file of minutes and pertinent reports from officers and chairpersons of special events.

Institutions — Arrange for Al-Anon meetings in institutions for families of

alcoholics.

Literature — Maintain a stock of Conference Approved Literature for distribution to groups.

Meeting Directory — Maintain an up-to-date list of all meetings in the district and supervise printing of the directory.

Newsletter — Prepare and distribute newsletters to the groups.

Public Information — Coordinate subcommittees in getting the Al-Anon message to the public and work with speakers at public-information functions.

Quarterly Speaker Meeting — Secure a speaker and a location and run a special speaker meeting each quarter of the year.

Teleservice — Act as liaison with the commercial answering service, coordinate volunteers to respond to telephone inquiries, and provide requested literature.

SECTION 2. AD HOC COMMITTEES

Ad hoc committees may be established by the District 13 Al-Anon Information Service. Chairpersons of ad hoc committees will be elected by members of the IS.

SECTION 3. COMMITTEE CHAIRPERSONS

Standing Committee Chair persons shall be elected by the members of the IS, serve for a term of three years, and report at annual and regular meetings. Chairpersons and members of Standing or Ad Hoc Committees need not be members of the IS, and shall not have voting rights by virtue of their Committee membership.

ARTICLE 8. BYLAWS

SECTION 1. AMENDMENT OF BYLAWS

These bylaws may be amended at any annual or regular meeting of the IS. These Bylaws were adopted at the regular meeting of the District 13 Al-Anon Information Service on July 23, 1984, amended at the regular meeting of the District 13 Al-Anon Information Service on December 8, 2008 and amended again at the regular meeting of the District 13 Al-Anon Information Service on November 13, 2017; these By-Laws were amended again at the Annual Meeting of the District 13 Al-Anon Information Service on October 10, 2022. These Bylaws were amended again at the June 12, 2023 meeting.

Nicholas J.

Chairperson

Talvin J. Oct 2023

Secretary