

**BYLAWS**  
**OF**  
**IOWA STATE AL-ANON FAMILY GROUPS ASSEMBLY, INC**

**ARTICLE I**  
**CORPORATE NAME**

The name of this Corporation, as set forth in its Articles of Incorporation, is IOWA STATE AL-ANON FAMILY GROUPS ASSEMBLY, INC. In these Bylaws, the Corporation is sometimes referred to as the Corporation or a/k/a I.S.A.F.G.A, Inc. For the purpose of these Bylaws, the term Corporation and the name IOWA STATE AL-ANON FAMILY GROUPS ASSEMBLY, INC. shall be deemed synonymous and interchangeable with each other.

1. As used in these Bylaws:
  - a) Al-Anon group means a group of relatives and friends of alcoholics organized and functioning in keeping with the principles and Traditions of the Al-Anon fellowship.
  - b) Alateen group means a group of teenage relatives and friends of alcoholics organized and functioning in keeping with the principles and Traditions of the Al-Anon fellowship.
  - c) Al-Anon means the organization described herein of these Bylaws.
  - d) AWSC means the Area World Service Committee, which is comprised of District Representatives, Coordinators, Officers and Past Delegates.
  - e) The Board means individuals serving in the position of Delegate, Alternate Delegate, Chairperson, Secretary and/or Treasurer (“the Area Officers”).

**ARTICLE II**  
**PURPOSES**

1. The purposes for which the Corporation was formed, as set forth in its Articles of Incorporation, are: “To encourage, assist and serve the families and friends of alcoholics of Iowa in dealing with the problems concerning and attendant on alcoholism; to reinforce their efforts to understand the alcoholic and to foster his or her restoration to normal life; to disseminate information in relation thereto and to conduct, and participate in, any other classes of service to assist families and friends of alcoholics in dealing with their problems.”

2. In furtherance of the purposes set forth in the Certificate of Incorporation, the Corporation will:

- a) Coordinate policy among the Al-Anon and Alateen groups throughout the State of Iowa;
- b) Assist Al-Anon and Alateen groups of Iowa in the conduct of their activities;
- c) Provide relatives and friends of alcoholics with information about the principles and Traditions of Al-Anon and locations of Al-Anon and Alateen groups;
- d) Assist in the formation of new Al-Anon and Alateen groups;
- e) Maintain an accurate listing of all available Al-Anon/Alateen groups within the state of Iowa;
- f) Provide Public Outreach, which may include Al-Anon/Alateen information, assistance and/or literature, to the attention of concerned or interested public.
- g) Establish and maintain policies for the work of the Corporation.

### **ARTICLE III** **OFFICERS**

1. The Officers of the Corporation shall consist of a Delegate, Alternate Delegate, Chairperson, Treasurer, and Secretary (“the Area Officers”)

2. The Area Officers shall be elected at the Election Assembly of Group Representatives or respective Alternates. These representatives are listed with the Area Group Records Coordinator thirty (30) days prior to the election assembly. All terms of office shall begin on January 1 following the fall election.

3. Any vacancy of an Area Officer, excluding the Delegate, may be filled for the unexpired term by a majority vote of the AWSC.

4. Any Area Officer may be removed from office by an affirmative vote if s/he is not fulfilling their duties. The Area Officers are given latitude in determining the reasonable cause, such as absence from more than two area meetings in a calendar year, without notification or valid excuse, illness or a death. If the matter involves one of the officers, the other officers would decide. The Area Chairman acts on the recommendations. If there is a death or resignation of an Area Officer, the AWSC has the jurisdiction to elect a replacement to complete the term. The Area Officers may appoint an interim officer until the next meeting of the AWSC.

**ARTICLE IV**  
**DUTIES OF AREA OFFICERS**

1. **Delegate.** The Delegate shall perform all the necessary duties, and exercise all the customary powers incident to the office. The Delegate shall represent all Iowa Area groups at the annual World Service Conference. The Delegate shall be the primary link of communication between groups and the World Service Office and shall perform all necessary duties and leadership of the office to support the groups within the Area. The Delegates shall serve as Chairperson of the Area Serenity Weekend. The Delegate shall be an ex officio member of all committees. The Delegate shall refer to the Iowa Al-Anon Policy and Procedures Guidelines and Al-Anon Alateen Service Manual for further enumeration of specific duties.

2. **Alternate Delegate.** The Alternate Delegate shall be an aide to the Delegate and shall perform the duties of the Delegate in the absence or disability of the Delegate. The Area Officers shall in its sole discretion determine the matter of the Delegate's disability. In the event it is determined that disability has occurred, the office shall be deemed vacant. The Alternate Delegate will assume the duties of the Delegate until which time a new election can take place to fill the Alternate Delegate's position. The Alternate Delegate acts as the Forum Coordinator and serves as liaison to the host committee for two Assemblies each year. The Alternate Delegate shall refer to the Iowa Al-Anon Policy and Procedures Guidelines and Al-Anon Alateen Service Manual for further enumeration of specific duties.

3. **Treasurer.** The Treasurer shall be the financial officer of the Corporation and shall provide advice to the Corporation with respect to general financial policy and ancillary matters such as the collection, custody, and control of funds and maintenance of books of accounts and financial records subject to such directions as may be given by the AWSC. The Treasurer is an authorized signatory for disposition of funds of the Corporation on deposit in banks and other holding accounts. The Treasurer shall not be individually responsible for accounting procedures, security of funds, books of accounts or financial records, but does have general oversight authority respecting these matters. The Treasurer shall refer to the Iowa Al-Anon Policy and Procedures Guidelines and Al-Anon Alateen Service Manual for further enumeration of specific duties.

4. **Secretary.** The Secretary shall record the minutes of all meetings of the Corporation, shall be the custodian of books and records of the Corporation and shall perform such other duties as may be delegated. The Secretary shall refer to the Iowa Al-Anon Policy and Procedures Guidelines and Al-Anon Alateen Service Manual for further enumeration of specific duties.

5. **Chairperson.** The Chairperson shall have general supervision of all of the affairs of the Corporation. The Chairperson sets the business agenda for AWSC and area assembly. The Chairperson sets dates and signs facility contracts for AWSC meetings and the area service workshop. The Chairperson coordinates with the Treasurer in maintaining and filing the area nonprofit status with the State of Iowa, including knowledge of the EIN number.

The Chairperson shall refer to the Iowa Al-Anon Policy and Procedures Guidelines and Al-Anon Alateen Service Manual for further enumeration of specific duties.

The Area Officers of the Corporation shall perform such other duties as may be delegated to them by the AWSC as well as such other duties as shall pertain to their respective offices enumerated in the Iowa Al-Anon Policy and Procedures Guidelines and Al-Anon Alateen Service Manual for further enumeration of specific duties.

## **ARTICLE V** **FINANCES**

The fiscal year of the Iowa State Al-Anon Family Groups Assembly, Inc. shall begin on the first day of January in each year and end on the 31<sup>st</sup> day of December thereof. All Checks shall be made in the name of the Corporation and shall be signed by two Area Officers for quantities exceeding the designated amount pursuant to the Iowa Al-Anon Policy and Procedures Guidelines.

## **ARTICLE VI** **MEETINGS**

1. Pursuant to Iowa State law, the Corporation shall hold a membership meeting Annually and it may hold regular meetings as it deems necessary. AWSC members are to attend two (2) assemblies in June and October; and are to attend three (3) AWSC meetings in January, March, and August annually, known as Area meetings. Regular meetings shall be held during the year at a time and place designated by the Chairperson.

2. All Area Officers may consent to participate in a meeting by means of a conference call telephonically or any other communication means so long as all participants can hear one another in real time.

3. Special meetings of the Area Officers may be called by the Chairperson at any time. The Chairperson shall call a special meeting upon the written application of an officer for the transaction of such business as may be described in such application.

4. Notice of each meeting shall be provided at least fourteen (14) days in advance of each meeting or through any other means as agreed upon and deemed appropriate by the officers. Forty-eight (48) hours written notice of any meeting may be sent electronically. Officers may waive notice of meetings by executing appropriate waivers.

5. A majority of members shall constitute a quorum for the transaction of business at any meeting. Each member shall have one vote. The vote of the majority of the Officers present at the time of the vote, if a quorum is then present, shall be the act of the Officers, except as otherwise provided by law. In the absence of a quorum, a majority of the Officers present may adjourn the meeting from time to time until a quorum is obtained.

6. Any member unable to attend any meeting of the AWSC shall give advance

notice of the absence to the Chairperson or Secretary and indicate the reason for the absence. Any member who fails to attend at least three meetings per year for reasons deemed inadequate shall be subject to dismissal for such cause.

7. Unless otherwise determined by the Chairperson, the order of business at all meetings shall be as follows:

- a) Calling of roll;
- b) Approval of minutes;
- c) Report of Treasurer;
- d) AWSC members and Committee reports and communication;
- e) Elections (if such action is scheduled for such meetings);
- f) Old business;
- g) New business.

## **ARTICLE VII** **INDEMNIFICATION**

1. Each individual serving or having served as an Officer of the Corporation shall be indemnified in the circumstances and to the full extent permitted by law, against any and all costs, expenses and financial consequences of whatever nature, including 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 serving or having served as an Officer of the Corporation. This indemnification shall also extend to any individual made party defendant to any actions, suits or legal proceedings referenced in the preceding sentence by reason of the fact that his/her testator or intestate served as Officer of the Corporation.

2. The foregoing indemnification shall apply also to each individual serving or having served (in his individual capacity, and not as an Officer) as a member of the Corporation, any Committee(s) or of any special committee as may be authorized from time to time.

## **ARTICLE VIII** **COMMITTEES**

1. There shall be five selected committees of the Iowa AWSC: Alateen, Area Guidelines/Policy and Procedure, Area Inventory Committee, Budget, and a Web Page Committee. Each selected committee shall adhere to the responsibilities enumerated in the AI-Anon/Alateen Policy and Procedure Guidelines.

2. Other committees may be appointed as may from time to time be appropriate.

3. Committee members shall hold office for a term as enumerated.

4. Committee members shall serve without remuneration but shall be entitled to reimbursement and payment of reasonable expenses.

5. Any Committee member may be removed from office for cause by affirmative vote of two-thirds of the AWSC.

**ARTICLE X**  
**AMENDMENTS**

The Officers shall have the power to amend or alter these ByLaws in whole or in part by the affirmative vote of two-thirds at a meeting called for the purpose of amending the ByLaws.