

**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 relatives and friends under the age of 19, 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 of Directors is comprised of the individuals serving in the position of Chairperson, Delegate, Alternate Delegate, Secretary and/or Treasurer.

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 their 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 - AREA STRUCTURE

The Area is comprised of registered groups within the state of Iowa.

The Area Assembly is composed of one Group Representative (GR) for each Al-Anon or Alateen group from the Area, one District Representative (DR) from each district, an Area Chairperson, Area Delegate, Area Alternate Delegate, Area Secretary, Area Treasurer, Area Coordinators, Past Delegates and other interested members of the fellowship. Only Group Representatives (or their designated alternates) have a vote at area assemblies. Each group is entitled to only one vote. The number of Group Representatives present at the Area Assembly meeting shall be considered a quorum of Voting Members.

ARTICLE IV - AREA OFFICERS

The Officers of the Board of Directors shall be the Area Chairperson, Area Delegate, Alternate Area Delegate, Area Secretary, and/or Area Treasurer.

ARTICLE V - AREA COORDINATORS

The Area World Service Committee may elect the following Area Coordinators every 3 years: The Area Alateen Coordinator/Area Alateen Process Person (AAPP); Area Archives Coordinator; Area Group Records Coordinator; Area Literature Coordinator; Area Newsletter Coordinator; Area Public Outreach Coordinator; Area Technology Coordinator; and the Area Website Coordinator.

ARTICLE VI- AREA WORLD SERVICE COMMITTEE

The Area World Service Committee (AWSC) is composed of the Area Chairperson, Area Delegate, Alternate Area Delegate, Area Secretary, Area Treasurer, Area Coordinators, District Representatives and Past Delegates. The purpose of the AWSC is to consider Area matters and

make recommendations to the Area Assembly with the purpose of informing and unifying the groups in the Area. The Area World Service Committee shall act as the members of the Corporation with the Officers as the Board of Directors of the Corporation.

ARTICLE VII - OFFICERS

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

2. The Area Officers shall be elected at the Election Assembly of Group Representatives or respective Alternates. The Group 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 their position if they are not fulfilling their duties such as absence from more than two area meetings in a calendar year, without notification or valid excuse, illness, resignation or a death. The Area Officers are given latitude in determining the reasonable cause. The Area Chairperson acts on the recommendations from the Officers. If the Area Chairperson is unable to fulfill their duties, then the Area Delegate acts in their absence. 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 VIII - DUTIES OF AREA OFFICERS

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.

1. **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, with the assistance of the AWSC. The Chairperson sets the dates and signs all contracts pertinent to Iowa Al-Anon Family Groups. 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.

2. **Delegate.** The Delegate shall perform all the necessary duties and exercise all the customary powers inherent 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 Delegate shall serve as Chairperson of the Area Serenity Weekend

3. **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 their 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. A new election will need to 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.

4. **Secretary.** The Secretary shall record the minutes of all meetings of the Corporation, shall be the custodian of the minutes, motion log, current AWSC mailing list, and records of the Corporation and shall perform such other duties as may be delegated. -

5. **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.

ARTICLE IX - 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 31st day of December thereof. All Checks shall be made in the name of the Corporation. Those quantities exceeding the designated amount shall be signed by two Area Officers pursuant to the Iowa Al-Anon Policy and Procedures Guidelines

ARTICLE X - MEETINGS

1. Pursuant to Iowa State law, the Board of the Corporation shall hold its annual meeting at the January AWSC meeting. It may hold regular meetings throughout the year as deemed necessary. AWSC members are to attend two (2) Assemblies and three (3) AWSC meetings 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 electronic communication or any other means of communication 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 additional meetings upon the written communication from an officer. The transaction of such business will be outlined in the request.

4. Notice of each meeting shall be provided electronically 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, e.g., inclement weather, illness, etc. Notification of absence from a meeting should be made to the Area Chairperson in accordance with the Iowa Policy and Procedure Guidelines.

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

A quorum at Assembly is based on the number of GRs registered and present at the business meeting. See Iowa Area Al-Anon/Alateen Policy and Procedure Guidelines for Officer and Coordinator voting procedures

6. Any AWSC member unable to attend any meeting of the AWSC shall give advance notice of the absence to the Chairperson 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, these points of business shall be conducted at all meetings:

- a) Roll Call
- b) Approval of Minutes - *Note: Approval of prior minutes is on the Friday night of Assembly*
- c) Treasurer's Report
- d) AWSC Member Reports
- e) Elections (if such action is scheduled for such meetings)
- f) Old Business
- g) New Business

ARTICLE XI - 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 their 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 XII - SELECT COMMITTEES

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

2. Other committees may be appointed by the Area Chairperson as may from time to time be appropriate.

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

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

ARTICLE X - AMENDMENTS

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