

WASHINGTON METROPOLITAN AREA AL-ANON/ALATEEN
INFORMATION SERVICE ARTICLES OF ORGANIZATION AND BYLAWS

The undersigned citizens of the United States, desiring to form a non-profit organization, do hereby certify:

1. The name of the organization shall be the Washington Metropolitan Area Al-Anon and Alateen Information Service (WMAAAIS).

2. The mailing address for the organization shall be:
278 Carroll Street, NW,
Washington, DC 20012

3. The organization is organized exclusively for charitable and education purposes, including occasional contributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future U.S. Internal Revenue Law).

4- The policies of the organization shall be formulated within the Framework of the Twelve Traditions and the Twelve Concepts of Service of Al-Anon and its activities shall conform thereto. Copies of the Traditions and Concepts are attached and hereby made a part of these Articles of Organization and Bylaws.

5. The membership of the organization shall comprise those Al-Anon and Alateen groups in the District of Columbia and Prince George's, and Montgomery Counties in Maryland that by a majority vote of their Members express a desire to affiliate with this organization. Each member group shall appoint an Information Service Representative (ISR) or an Alternate Information Service Representative (AISR) to vote at meetings of the organization. (It is suggested that the Alternate Group Representative serve as the Information Service Representative and the GR serve as the Alternate Information Service Representative. Al-Anon members who are also members of AA may not serve as Information Service Representative (I.S.R.) or an Alternate I.S.R. The meetings of the organization shall be open to all Al-Anon and Alateen members.

6. a. The elected officers of the organization shall consist of:
1) a WMAAAIS Chairperson,

- 2) a WMAAAIS Alternate Chairperson,
- 3) a Secretary,
- 4) an Alternate Secretary,
- 5) a Treasurer,
- 6) an Alternate Treasurer,
- 7) a Service Center Coordinator, and
- 8) an Alternate Service Center Coordinator.

b. Officers shall appoint the following committee chairpersons:

- 1) Literature Distribution Committee
- 2) Newsletter Committee
- 3) Directory Committee
- 4) Alateen Committee
- 5) Public Outreach Committee
- 6) Computer Committee
- 7) Spring Workshop Committee
- 8) Fall Luncheon Committee

c. Each committee chairperson shall select committee members to help perform the committee's specific function.

7. There shall be a Steering Committee comprising all of the officers of the organization and all the Committee Chairpersons. The Steering Committee will prepare the agenda for the regular meetings of the organization, propose a budget and a calendar for the upcoming year, appoint a nominating committee to develop a slate of officers for the following year or to fill interim vacancies, consider requests for support of other than WMAAAIS activities and appoint a Bylaws Committee on those occasions when the organization votes to review or change these Articles of Organization and Bylaws. When a committee chair will not be at a steering committee meeting he/she may appoint, with advance notice to the chair, alternate chair, secretary, or alternate secretary, a committee member to vote in place of the committee chair; no person will have more than one vote.

8. a. The officers shall be elected by a majority vote for a one year term at the last meeting of each calendar year. The only requirements for becoming an officer are that the individual be an elected Information Service Representative or an Alternate Information Service Representative and have attended at least two (2) meetings of the organization during the past year.

b. Committee Chairpersons shall be appointed for a one year term by the newly elected officers. The only requirements for Committee chairpersons and their Committee members are membership in participating Al-Anon Family Groups and willingness to serve.

9. Officer and Committee Responsibilities:

WMAAAIS CHAIRPERSON - conducts meetings of the organization and the Steering Committee, in accordance with the approved Calendar, and has overall responsibility for the functioning of the WMAAAIS.

WMAAAIS ALTERNATE CHAIRPERSON - assists and/or stands in for the Chairperson.

SECRETARY - takes and maintains minutes of regular and Steering Committee meetings and handles correspondence that is not channeled to a specific committee.

ALTERNATE SECRETARY - assists and/or stands in for the Secretary.

TREASURER - presents a draft of an annual budget to the Steering Committee meeting, manages the funds, collects contributions, keeps an accounting, pays the bills, provides periodic financial reports to the organization, and maintains tax exempt status and specific insurances as needed.

ALTERNATE TREASURER - assists and/or stands in for the Treasurer.

SERVICE CENTER COORDINATOR - coordinates the activities of the office staff, including the administrative clerk and volunteers. Serves as Chairperson of the Service Center Committee. The Service Center Committee consists of the Alternate Service Center Coordinator, and the former Service Center coordinators. The Service center committee supports the operation of the office and supports the present Service Center Coordinator.

ALTERNATE SERVICE CENTER COORDINATOR - Assists and/or stands in for the Service Center Coordinator.

LITERATURE DISTRIBUTION COMMITTEE – A Literature Distribution Center has been established under the auspices of the WMAAAIS and is administered by an LDC Committee. This Committee is comprised of Al-Anon volunteers who agree to maintain supplies of Al-Anon Conference Approved Literature (CAL) for sale to Al-Anon groups and individual Al-Anon members. Literature is ordered from Al-Anon World Services, taking advantage of discounts offered to LDCs. The Committee may choose to elect a Chairperson, Secretary, and Treasurer and Alternates for these positions. The Chairperson is a voting member of the WMAAAIS. With the agreement of the full WMAAAIS, the LDC Committee designates the times during which the LDC is open. The LDC Chairperson or his/her designee makes financial reports to the WMAAAIS at that body's regular meetings. The LDC Committee recruits volunteers, ensures that they are adequately trained, and creates guidelines to assist in this endeavor.

NEWSLETTER COMMITTEE - prepares and distributes a newsletter to the AFG's, including: a calendar, directory updates, the annual budget as periodic and year-end treasurer's reports, and updates on committee activity. The committee follows Newsletter Guideline G-21

DIRECTORY COMMITTEE - maintains a master list of all member group meetings, has copies printed, and oversees their distribution to AFGs.

ALATEEN COMMITTEE - Coordinates Alateen activities in the Washington Metropolitan Area. Holds regular meetings with Area Alateen Sponsors and Alateen GRs.

PUBLIC OUTREACH COMMITTEE- makes Al-Anon better known in the community by providing Al-Anon and Alateen speakers for civic and professional meetings and by developing better communication with professionals in medicine, religion, law, and education, with employers, governments, courts, prisons, mental hospitals, and with other enterprises in the field of alcoholism.

COMPUTER COMMITTEE - coordinates programming and operations of the computer resources.

SPRING WORKSHOP COMMITTEE – plans for and holds the spring workshop.

FALL LUNCHEON COMMITTEE - plans for and holds the Fall luncheon.

The officers may appoint committees and/or assistants to help perform their specific functions. It is the responsibility of each officer and each Committee Chairperson to have a representative at each regular meeting of the organization to report on activities.

10.a. There shall be at least six (6) meetings of the organization annually. Regular meetings will be held on the fourth (4th) Thursday of the month with the following exception: the December meeting will be held on the first (1st) Thursday.

b. Steering Committee meetings will be held on the Monday 10 days before the WMAAIS business meetings except when that Monday is a federal holiday, in which case the Steering Committee meeting will be held on the Monday 17 days before the WMAAIS business meeting.

11. There shall be no membership dues or fees. The sole sources of funds shall be the voluntary contributions of member groups and such educational activities as the organization may conduct.

12. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Three (3). No part of the activities of the organization shall be for the carrying on of propaganda, or otherwise attempting to influence Legislation, and the organization shall not participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future U.S. Internal Revenue Law) or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future U. S. Internal Revenue Law).

13. No part of net earnings of the organization shall be used for other than the functions directly related to or sponsored by this organization such as the Spring Workshop and the Fall Luncheon.

14. Upon dissolution of the organization, the officers shall, after paying or making provision for the payment of all of the liabilities of the organization, dispose of all of the assets of the organization exclusively for the purposes of the organization in such manner, or to such other organization(s) organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization(s) under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future U.S. Internal Revenue Law), as the officers shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county or city in which the principal office of the organization is then located, exclusively for such purposes or to such other organization(s) as said Court shall determine, which are organized and operated exclusively for such purposes.

15. A vote by majority of the Information Service Representatives or Alternate Information Service Representatives present shall be sufficient for all business except the amendment of these Articles of Organization and Bylaws. Proxy voting shall not be allowed.

16. These Articles of Organization and Bylaws may be amended by a two-thirds vote of the Information Service Representatives or Alternate Information Service Representatives present at any regular meeting, providing such amendment has been duly proposed at a previous regular meeting and all Information Service Representatives or Alternate Information Service Representative duly notified thereof. Proxy voting shall not be allowed.

October 25, 1979
1st revision Jan. 23, 1986
2nd revision May 24, 1990
3rd revision January 4, 1999
4th revision June 24, 2010

Twelve Traditions—Al-Anon

1. Our common welfare should come first; personal progress for the greatest number depends upon unity.
2. For our group purpose there is but one authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants—they do not govern.
3. The relatives of alcoholics, when gathered together for mutual aid, may call themselves an Al-Anon Family Group, provided that, as a group, they have no other affiliation. The only requirement for membership is that there be a problem of alcoholism in a relative or friend.
4. Each group should be autonomous, except in matters affecting another group or Al-Anon or AA as a whole.
5. Each Al-Anon Family Group has but one purpose: to help families of alcoholics. We do this by practicing the Twelve Steps of AA *ourselves*, by encouraging and understanding our alcoholic relatives, and by welcoming and giving comfort to families of alcoholics.
6. Our Family Groups ought never endorse, finance or lend our name to any outside enterprise, lest problems of money, property and prestige divert us from our primary spiritual aim. Although a separate entity, we should always co-operate with Alcoholics Anonymous.
7. Every group ought to be fully self-supporting, declining outside contributions.
8. Al-Anon Twelfth Step work should remain forever nonprofessional, but our service centers may employ special workers.
9. Our groups, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. The Al-Anon Family Groups have no opinion on outside issues; hence our name ought never be drawn into public controversy.
11. 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.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles above personalities.

Twelve Concepts of Service

1. The ultimate responsibility and authority for Al-Anon world services belongs to the Al-Anon groups.
2. The Al-Anon Family Groups have delegated complete administrative and operational authority to their Conference and its service arms.
3. The right of decision makes effective leadership possible.
4. Participation is the key to harmony.
5. The rights of appeal and petition protect minorities and insure that they be heard.
6. The Conference acknowledges the primary administrative responsibility of the Trustees.
7. The Trustees have legal rights while the rights of the Conference are traditional.
8. The Board of Trustees delegates full authority for routine management of Al-Anon Headquarters to its executive committees.
9. Good personal leadership at all service levels is a necessity. In the field of world service the Board of Trustees assumes the primary leadership.
10. Service responsibility is balanced by carefully defined service authority and double-headed management is avoided.
11. The World Service Office is composed of selected committees, executives and staff members.
12. The spiritual foundation for Al-Anon's world services is contained in the General Warranties of the Conference, Article 12 of the Charter.

In all proceedings the World Service Conference of Al-Anon shall observe the spirit of the Traditions:

1. that only sufficient operating funds, including an ample reserve, be its prudent financial principle;
2. that no Conference member shall be placed in unqualified authority over other members;
3. that all decisions be reached by discussion, vote, and whenever possible, by unanimity;
4. that no Conference action ever be personally punitive or an incitement to public controversy;
5. that though the Conference serves Al-Anon it shall never perform any act of government; and that like the fellowship of Al-Anon Family Groups which it serves, it shall always remain democratic in thought and action.