

**BY-LAWS  
OF  
SOUTH JERSEY INFORMATION SERVICES, INCORPORATED**

**Article I. Organization**

Section 1.01 Name. The name of this corporation shall be SOUTH JERSEY INFORMATION SERVICES, INC. (“SJIS”).

Section 1.02 Change of Name. The corporation may by a vote of a majority of the Information Service Representatives present at a meeting of the members change its name.

**Article II. Definitions**

Section 2.01 “Al-Anon/Alateen Group” shall mean any group which has sent a group records form to the Al-Anon/Alateen World Service Office (the “WSO”) and has an active group WSO number for either an Al-Anon Group or for an Alateen Group within the area where SJIS provides services. The WSO official registration records shall determine whether a group is an Al-Anon or Alateen Group.

Section 2.02 “Al-Anon Registration/Group Record Change Form” shall mean the group data sheet used by the WSO, which is used by SJIS.

Section 2.03 “Service Manual” shall mean the current version of the Al-Anon Alateen Service Manual distributed by the Al-Anon Family Group Headquarters, Inc. The Service Manual shall govern the operation of SJIS in the absence of federal, state or local law to the contrary. In the event of a conflict, these Bylaws and the SJIS Policy Manual shall take precedence over the Service Manual.

Section 2.04 “Guidelines” shall mean the Guidelines for member groups published by the WSO.

Section 2.05 “Literature Distribution Center” shall mean the location that provides Al-Anon members with local access and quick delivery of Al-Anon books, pamphlets, booklets, kits, posters, films, guidelines, and other Al-Anon material.

Section 2.06 “Al-Anon Information Service” shall mean a local service established by the groups and/or districts within its geographical boundaries. It exists to aid the groups it serves in the common purpose of carrying the Al-Anon message to the family and friends of alcoholics.

Section 2.07 “Information Service Representative (ISR)” shall mean the person elected to represent a member group at the members’ meetings and vote on behalf of the member group. The ISR shall attend the meetings of SJIS, shall act as a liaison between the group and SJIS, and shall report SJIS activities to the group. Eligibility of an individual to serve as an ISR and the duties of an ISR are defined in the Service Manual.

### **Article III. Purposes**

Section 3.01 The following are the purposes for which this organization has been organized:

(a) To encourage, assist, and serve the families and friends of alcoholics 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.

(b) Pursuant to Guideline G-4, to aid the groups in South Jersey it serves, and members of Al-Anon and Alateen in carrying the message to the suffering families and friends of alcoholics in South Jersey.

(c) To assist Al-Anon in the conduct of their activities.

(d) Provide relatives and friend of alcoholic with information about the principals and traditions of Al-Anon and locations of Al-Anon and Alateen groups.

(e) To assist in the formation of new Al-Anon and Alateen groups.

(f) To provide an opportunity for the exchange of group ideas by holding periodic meetings, attended by the Information Service Representatives where activity reports are made and notes are taken on matters affecting member groups. Group issues may be discussed and resolved by applying the Traditions and referring to the Service Manual.

(g) To conduct special events in accord with, and in the furtherance of these purposes.

(h) To print and distribute SJIS's newsletter of local activities for the groups in South Jersey.

(i) Pursuant to Guideline G-18, to maintain a Literature Distribution Center that will provide Al-Anon member groups and the public local access and quick delivery of Conference Approved Literature such as Al-Anon books, pamphlets, booklets, kits, posters, films, guidelines and other Al-Anon material. SJIS and the WSO work in partnership to carry the message of hope and recovery through our Conference Approved Literature and service tools.

### **Article IV. Membership**

Section 4.01 Membership. Any Al-Anon/Alateen Group in South Jersey may become a member of SJIS by submitting an Al-Anon Registration/Group Record Change Form to SJIS. Each member group shall have one vote.

Section 4.02 Information Service Representatives (ISRs). Each member group shall elect one ISR to represent it at members' meetings of SJIS. The election and term of office of an ISR (hereinafter "member") is defined in the Service Manual.

Section 4.03 Quarterly Meetings. Regular meetings of the members, also known as ISR meetings, shall be held quarterly in January, April, July, and October.

Section 4.04 Quorum. The presence of five or more members, including at least one member who is not a trustee, shall constitute a quorum for the transaction of business at any meeting of the members.

Section 4.05 Special Meetings. Special meetings of the members may be called by the chair when he or she deems it in the best interests of SJIS. At the request of two members of the board or 25% of the members who have voted in the 12 months prior to the request, the chair shall cause a special meeting to be called but such request must be made in writing to the chair at least two weeks before the requested scheduled date. No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meeting.

Section 4.06 Notice. Notices of special meetings shall be mailed to all member groups at their addresses then on file with SJIS at least two weeks before the scheduled date set for such special meeting. Such notice shall state the reasons that such meeting has been called, the business to be transacted at such meeting and by whom the meeting has been called. No notice shall be required for regular meetings of the members.

Section 4.07 Voting. Each member group shall have one vote which shall be cast on behalf of the group by the ISR. Groups have the right to elect a trusted servant, as defined in the Service Manual, with voting rights when their ISR cannot attend the meeting. Otherwise, voting may not be done by proxy.

## **Article V. Board of Trustees**

Section 5.01 Purpose. The business of SJIS shall be managed by a board of trustees (the "board"). The board shall have the control and management of the affairs and business of SJIS

Section 5.02 Number and Positions. The board shall consist of seven trustees who shall serve as the officers of SJIS. Each trustee shall fulfill one of the following positions:

- (a) Chair
- (b) Vice Chair
- (c) Secretary
- (d) Treasurer

- (e) Immediate Past Chair
- (f) Group Service Trustee
- (g) Public Outreach Trustee

Section 5.03 Term and Election. Subject to the provisions of Section 5.04, the trustees to be chosen for the ensuing year (other than the chair and the immediate past chair) shall be elected by the members at the October meeting of SJIS and all trustees, other than the vice chair, chair and immediate past chair, shall serve for a term of two years commencing on November 1st of the year elected and continuing until his or her successor has been elected and qualified, or until his or her earlier death, resignation or removal.

Section 5.04 Staggered Terms. The trustees shall be divided into three classes. Class A shall consist of the vice chair, chair and immediate past chair. Class B shall consist of the secretary and the group service trustee. Class C shall consist of the treasurer and the public outreach trustee. The terms of each class shall be as follows:

(a) Class A: Each of the vice chair, chair and immediate past chair shall serve a term of one year. When the newly elected vice chair takes office, the vice chair for the prior term shall become the chair, and the chair for the prior term shall become the immediate past chair.

(b) Class B: The term of the initial Class B trustees shall expire on the first October 31st after they take office.

(c) Class C: The term of the initial Class C trustees shall expire on the second October 31st after they take office.

Section 5.05 Term Limit. No person may serve more than six consecutive years on the board in any capacity.

Section 5.06 Meetings. Regular meetings of the board shall be held monthly. Any trustee unable to attend any meeting of the board shall give advance notice of the absence to the Chair or Secretary and indicate the reason for the absence.

Section 5.07 Special Meetings. Special meetings of the board may be called at any time by the chair or not less than two trustees. The board may make such rules and regulations covering its meetings as it may in its discretion determine necessary.

Section 5.08 Quorum. A majority of the board then in office shall constitute a quorum for the transaction of business at any meeting of the board.

Section 5.09 Notice. Notice of the time and place of all meetings shall be given at least two weeks in advance of the meeting, except for regular meetings of the board for which no notice need be given.

Section 5.10 Voting. Each trustee shall have one vote and such voting may not be done by proxy.

Section 5.11 Eligibility. Candidates for a trustee position shall be members in good standing in a registered Al-Anon Group and shall not be currently serving as an officer or make policy decisions for any other allied organization, including, but not limited to, Area 36 NJ Assembly, Inc. and Jal-Con, Inc.

## **Article VI. Officers**

Section 6.01 Officers. The initial officers of SJIS shall be as follows:

- |     |                         |                 |
|-----|-------------------------|-----------------|
| (a) | Chair                   | Kenneth Kazmer  |
| (b) | Vice Chair              | [name]          |
| (c) | Secretary               | Kelly Branscomb |
| (d) | Treasurer               | Nancy Bryant    |
| (e) | Immediate Past Chair    | Larry Anastasia |
| (f) | Group Service Trustee   | Linda Zubrycky  |
| (g) | Public Outreach Trustee | Rich Nelson     |

Section 6.02 Officers, Generally. In addition to the powers and duties set forth in these bylaws, each officer shall have such powers and duties as are usually related to their offices and as the board may determine by resolution.

Section 6.03 Term and Election. Subject to the provisions of Section 5.04 above, the officers to be chosen for the ensuing year (other than the chair and immediate past chair) shall be elected by the members at the October meeting and all officers, other than the vice chair, chair and immediate past chair, shall serve for a term of two years commencing on November 1st of each year and lasting until his or her successor has been selected and qualified, or until his or her earlier death, resignation or removal.

Section 6.04 Chair. The chair shall preside at all meetings, by virtue of the office be chairperson of the board, present at each October meeting of SJIS an annual report of the work of SJIS, see that all books, reports and certificates as required by law are properly kept or filed, be one of the officers who may sign the checks or drafts of the organization, and have such powers as may be reasonably construed as belonging to the chief executive of any organization. The chair shall act in the capacity as president for the purposes of New Jersey law.

Section 6.05 Vice Chair. The vice chair shall in the event of the absence or inability of the chair to exercise his or her office become acting chair of SJIS with all the rights, privileges and powers as if he or she had been the duly elected chair.

Section 6.06 Secretary. The secretary shall keep the minutes and records of SJIS in appropriate books, file any certificate required by any statute, federal or state, give and serve all notices to members of SJIS, be the official custodian of the records and seal of SJIS, be one of the officers required to sign the checks and drafts of SJIS, present to the ISRs at any meetings any communication addressed to the secretary of SJIS, submit to the board any communications which shall be addressed to the secretary of SJIS, attend to all correspondence of SJIS and exercise all duties incident to the office of secretary.

Section 6.07 Treasurer. The treasurer shall have the care and custody of all monies belonging to SJIS, be solely responsible for such monies or securities of SJIS and be one of the officers who shall sign checks or drafts of SJIS. No special fund may be set aside that shall make it unnecessary for the treasurer to sign the checks issued upon it. The treasurer shall render at stated periods as the board shall determine a written account of the finances of SJIS and such report shall be physically affixed to the minutes of the board of such meeting and shall exercise all duties incident to the office of treasurer.

Section 6.08 Immediate Past Chair. The immediate past chair shall serve as an advisor to the chair, shall have supervisory authority over the offices of SJIS and any employees thereof, and will be the SJIS liaison to Area 36 NJ Assembly, Inc.

Section 6.09 Group Service Trustee. The group service trustee shall assist current groups or assist in creating new groups, maintain a directory of Al-Anon speakers, assist with special events, assist with the publication of the newsletter, and post special events to the website. The group services trustee may be assisted by coordinators who shall be appointed by the board to assist with group services.

Section 6.10 Public Outreach Trustee. The public outreach trustee provides information to the general public in South Jersey using all media approved by Al-Anon and Alateen, including, but not limited to, television, radio, and podcasts; conducts in-person outreach at schools, hospitals, health fairs and with medical professionals; and arranges for Al-Anon and Alateen speakers and literature, when requested. The public outreach trustee may be assisted by coordinators who shall be appointed by the board to assist with public outreach.

Section 6.11 Membership on the Board of Trustees. Officers shall by virtue of their office be members of the board.

## **Article VII. General Provisions Regarding Trustees and Officers**

Section 7.01 Service Manual and Guidelines. All trustees and officers shall be given a copy of the Service Manual and Guidelines G-4 and G-18.

Section 7.02 Vacancies. Vacancies in the board shall be nominated by the chair and confirmed by a vote of the majority of the remaining members of the board for the balance of the term. The individual appointed may stand for election for the next term and the partial term served will not be considered part of the six year limit referred to in Section 5.05.

Section 7.03 Resignation and Removal. Any trustee or officer may resign at any time by providing written notice to the chair. A trustee or officer may be removed at any time by a two-thirds vote of the members. An officer may be suspended for cause by a majority vote of the board. A trustee may be removed for cause by a majority vote of the board. For cause shall mean an unexcused absence from three meetings of the board in twelve months, a conflict of interest or a conflict of commitment violation, or failure to adhere to any policies or procedures of the board.

Section 7.04 Compensation. No officer or trustee shall for reason of the office be entitled to receive any salary or compensation, other than reimbursement for expenses incurred in the conduct of the business of SJIS.

### **Article VIII. Committees and Coordinators**

Section 8.01 Executive Committee. The board, by resolution adopted by a majority of the trustees in office, may designate and appoint an executive committee, which committee, to the extent provided in said resolution, shall have and exercise the authority of the board in the management of the corporation; provided, however, that the executive committee shall not have the authority of the board in reference to amending, altering or repealing the bylaws; electing, appointing or removing any trustee of the corporation; amending the certificate of incorporation; adopting a plan of merger or adopting a plan of consolidation with another corporation; authorizing the sale, lease, exchange or mortgage of all or substantially all of the property and assets of the corporation; authorizing the voluntary dissolution of the corporation or revoking the proceedings therefor; or adopting a plan for the distribution of the assets of the corporation.

Section 8.02 Nominating Committee. In July of each year, the board shall appoint a Nominating Committee composed of two members of the board and three ISRs. The Nominating Committee shall communicate opportunities for service to members and present a slate of candidate for the open trustee and officer positions at the October members' meeting.

Section 8.03 Other Committees and Coordinators. The board may by resolution establish such other committees and appoint coordinators for specific activities as it deems necessary or appropriate for the operation of SJIS. The board may delegate such authority to a committee or a coordinator as it deems appropriate and is not prohibited by statute. All committees and their members shall serve at the pleasure of the board.

Section 8.04 Term. Committee chairs, committee members and coordinators shall be appointed by the board at its monthly meetings or at such other time as the board may deem appropriate. Unless a different term is determined by resolution of the board, committee chairs, committee members, and coordinators shall serve for a term of one year and until successors are elected and have qualified, unless sooner removed or unless such committee is sooner disbanded by the board. Vacancies in the membership of a committee or position of coordinators shall be filled by appointments made in the same manner as the initial appointments.

Section 8.05 Quorum/Voting. One-tenth of the members of a committee shall constitute a quorum for the transaction of any business and the acts of a majority of the members present at a meeting at which a quorum is present shall be the acts of the committee, unless otherwise required by statute, these bylaws or the resolution of the board establishing the committee.

## **Article IX. Indemnification**

Section 9.01 Right to Indemnification. SJIS shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, by reason of the fact that such person is or was a director or officer of SJIS, or, while a trustee or officer of SJIS, is or was serving at the request of SJIS as a director, trustee or officer of another corporation, partnership, joint venture, trust or other enterprise, including an employee benefit plan, against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit or proceeding, whether or not the indemnified liability arises or arose from any threatened, pending or completed action by or in the right of SJIS, to the extent that such person is not otherwise indemnified and to the extent that such indemnification is not prohibited by applicable law.

Section 9.02 Advance of Expenses. Expenses incurred by a trustee or officer in defending a civil or criminal action, suit or proceeding shall be paid by SJIS in advance of the final disposition of such action, suit or proceeding upon receipt of an undertaking by or on behalf of the director or officer to repay such amount if it shall ultimately be determined that such person is not entitled to be indemnified by SJIS.

Section 9.03 Procedure for Determining Permissibility. To determine whether any indemnification or advance of expenses under this Article is permissible, the board by a majority vote of a quorum consisting of trustees not parties to such action, suit or proceeding may, and on request of any person seeking indemnification or advance of expenses shall be required to, determine in each case whether the applicable standards in any applicable statute have been met or such determination shall be made by independent legal counsel if such quorum is not obtainable, or, even if obtainable, a majority vote of a quorum of disinterested directors so directs. The reasonable expenses of any trustee or officer in prosecuting a successful claim for indemnification, and the fees and expenses of any special legal counsel engaged to determine permissibility of indemnification or advance of expenses, shall be borne by SJIS.

Section 9.04 Contractual Obligation. The obligations of SJIS to indemnify a director or officer under this Article, including the duty to advance expenses, shall be considered a contract between SJIS and such trustee or officer, and no modification or repeal of any provision of this Article shall affect, to the detriment of the director or officer, such obligations of SJIS in connection with a claim based on any act or failure to act occurring before such modification or repeal.



Section 9.05 Indemnification Not Exclusive; Inuring of Benefit. The indemnification and advancement of expenses provided by this Article shall not be deemed exclusive of any other right to which one indemnified may be entitled under any agreement, vote of trustees or otherwise, both as to action in such person's official capacity and as to action in another capacity while holding such office, and shall inure to the benefit of the heirs, executors and administrators of any such person.

Section 9.06 Insurance, Security and Other Indemnification. The board shall have the power to (i) authorize SJIS to purchase and maintain, at SJIS's expense, insurance on behalf of SJIS and others to the extent that power to do so has not been prohibited by applicable law, (ii) create any fund of any nature, whether or not under the control of a trustee, or otherwise secure any of its indemnification obligations and (iii) give other indemnification to the extent not prohibited by statute.

## **Article X. Tax Exempt Status**

Section 10.01 Prohibited Activities. SJIS may engage in all activities consistent with its purposes set forth in Article III, subject to the following restrictions:

(a) SJIS shall not lobby, carry on propaganda or otherwise attempt to influence legislation except to the extent permitted under the Internal Revenue Code (the "Code");

(b) SJIS shall not participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office;

(c) No part of SJIS's net earnings shall inure to the benefit of its members, trustees, officers, or other private persons, except that SJIS may pay reasonable amounts for goods and services provided to it and make payments in furtherance of the purposes set forth in Article II; and

(d) SJIS shall not carry on any activity not permitted to be carried on by an organization (i) that is exempt from federal income tax under section 501(c)(3) of the Code and (ii) contributions to which are deductible under sections 170, 2055 and 2522 of the Code.

Section 10.02 Dissolution. Upon the dissolution of SJIS, its net assets shall be distributed in equal shares to NJ Area 36 Assembly, Inc., Jal-Con, Inc., Al-Anon Family Group Headquarters, Inc., and North Jersey Information Service, Inc.; provided that any organization receiving a distribution under this Section must be (i) exempt from federal income taxation under section 501(c)(3) of the Code and (ii) an organization for which contributions are tax deductible under sections 170, 2055 and 2522 of the Code. If none of the above organizations exist or qualify at the time of dissolution, the net assets of SJIS shall be distributed to an organization determined by the board that does so qualify.

## **Article XI. Miscellaneous Provisions**

Section 11.01 Policy Manual and Conflict of Interest Policy. The board shall adopt a Policy Manual which shall set out the duties and obligations of all trustees and officers of SJIS, including a Conflict of Interest Policy, and establish a code of conduct that all trustees and officers must follow. Changes to the Policy Manual may be made by a majority vote of the trustees.

Section 11.02 Liaisons From Allied Organizations. The president or other representative appointed by the president of Area 36 N.J. Assembly, Inc. and Jal-Con, Inc. shall be invited to all members' and trustees' meetings. Such representatives shall not have a vote.

Section 11.03 Fiscal Year. The fiscal year of SJIS shall be fixed by resolution of the board.

Section 11.04 Order of Meetings. Unless otherwise determined by the Chair, the order of business at all meeting shall be as follows:

- (a) Serenity Prayer
- (b) Concept of the month
- (c) Call of roll
- (d) Approval of minutes
- (e) Agenda items
- (f) Announcement of next scheduled meeting
- (g) Al-Anon Declaration

Section 11.05 Budget. The annual budget shall be prepared by the board and approved by a majority vote of the ISRs at the January meeting of the members.

Section 11.06 Reserve. SJIS shall maintain an ample reserve of funds as an important means of ensuring the future of SJIS.

Section 11.07 Audit. The board may select an independent public accountant to audit the books and accounts of SJIS for each fiscal year.

Section 11.08 Salaries. The board shall hire and fix the compensation of any and all employees which they in their discretion may determine to be necessary in the conduct of the business of SJIS

Section 11.09 Dues. The dues of SJIS shall be \$0 per annum.

## **Article XII. Amendments and Dissolution**

Section 12.01 Amendment. These bylaws may be altered, amended, repealed, or added to by an affirmative vote of not less than two-thirds of the ISRs present at a meeting of the members. Notice of such amendments shall be sent to the members not less than 21 days before the vote takes place.

Section 12.02 Dissolution. Subject to the provisions of Section 10.02, SJIS may be dissolved by an affirmative vote of not less than two-thirds of the ISRs present at the meeting of the members.

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**Volume 10, Number 1**

# **AL-ANEWS**

**February 2010**

## **A Note From Your Chairperson**

Hello my name is Ken K., from Manahawkin. After serving one year as Vice-Chair, I became Chairperson November 1. The new Steering Committee, elected in October, is listed on the last page. As a team, we will address SJIS' two primary purposes: serving those individuals and groups already in the fellowship and getting the message of hope of Al-Anon and Alateen to those who are unaware.

What do we hope to do this year for groups or individuals already in the fellowship? Make it simple and easy for the members and their groups to connect to SJIS, enjoy its fellowship events, receive literature, and get updates.

We continue to do offer email notices(over 400 people have signed,) so you can get information directly. We'll offer new services such as being able now to have SJIS ship literature orders to P. O. Box addresses.

**New Website** —As soon as Al-Anon Headquarters, WSO, gives approval, SJIS will shortly launch its first website. WSO checks that our citations to Conference Approved Literature (CAL) are accurate and gives us written permission to include Steps, Traditions, Concepts and other Al-Anon and Alateen information on our website. Lynn M. is our website creator and will be its webmaster for the first year.

You will be able to: download Group Record Change Forms, Literature Order Forms, any announcements of Group Anniversaries and SJIS Events (Workshop, Luncheon, Al-Anon Program at the AA Area 45 Convention, and the New Years Eve Party). You will also be able to volunteer to be the Coordinator of these events, or just offer to help (registration table, setting up the rooms, being a moderator of a session, etc.) Our N.J. Delegate, Paul G., has been involved in the review of the website. SJIS will link to the excellent N.J. Assembly website ([www.nj-al-anon.org](http://www.nj-al-anon.org)) so people can find meetings by zip code.

Also, with a SJIS website, we will have a place to direct those targeted in our SJIS Public Outreach. Whether those people are doctors, teachers, counselors, or just individuals seeking help, our website will provide the needed information about Al-Anon and Alateen.

Some other examples of planned new initiatives by SJIS:

- Our Alateen Coordinator, Tracy S., will hold a luncheon inviting all current SJIS area AMIAS (Al-Anon Member In Alateen Service) and anyone interested in Alateen service to share their experience, strength, and hope. Hopefully, more Alateen meetings will result.
- Our Public Outreach person, Rich N., will communicate to the groups to get local public access "scroll TV" announcements to include one slide on Al-Anon and Alateen meetings citing our new website and the SJIS phone number for more information.
- Our Groups Services person, Linda Z., will mail/email to all groups a "SJIS Email Sign-Up Form." This form, and our process, keeps your anonymity but allows you to get email updates and announcements.

I hope you will support us in these new efforts and join us too in service to the Al-Anon and Alateen fellowship in the SJIS area.

Ken K, Chairperson

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## **SJIS to SJIS Inc. Transition**

As many of you know, SJIS is in the process of incorporating, an action long overdue, and one advocated by Al-Anon's Concepts of Service. Al-Anon's Area 36 (New Jersey), Jal-Con, (Area 36 Annual Convention), and North Jersey Information Service (NJIS), the other three arms of Al-Anon service in N.J., have already been incorporated, providing legal protection for those who serve as their Trustees.

The 2008-2009 (terms ending 10/31/09) SJIS Steering Committee entrusted to Ken K., Nancy B., and me the task of completing the incorporation.

The most recent ISR meeting was attended by a record 30 voting ISR's, GR's, or Group-Elected Representatives. Twenty-eight were present for voting and overwhelmingly approved the initial Bylaws, which will form the foundation of SJIS, once incorporated. At this meeting, I expressed my personal gratitude for such an awesome turnout.

I explained the logic and essence of the major structural change to SJIS that is presented in these Bylaws. This structure came from my experience of serving two separate times on the SJIS Steering Committee for a total of seven and one half years of the ten ending October 31, 2009. It also came from having personally recruited at least 15 initially reluctant people to serve on this Committee, which has never, in my experience, had all eighteen available positions filled (currently we have nine filled.) Energy for this structure also came from seeing persons like Anita S., Keith P., Ann G., Audrey G., O'B, and me remaining on the Committee for longer than good Al-Anon rotation of service suggests.

Upon examining the reasons many were reluctant to serve on the Steering Committee, it became clear to Ken, Nancy, and me that the current SJIS Constitution does not make a clear distinction between Trustees and Project Coordinators. We believe that many who would "step up" to coordinate an SJIS event like a Workshop, New Year's Eve Party, or Luncheon want nothing to do with the "Business" of Al-Anon, and do not want to

attend a monthly meeting that has little or nothing to do with the scope of their service.

Accordingly, the new structure reduces the number of Trustees to seven. We recognize that this narrows the span of control, but our hope is that we can broaden the number of Coordinators, prompting more people to serve SJIS without it being burdensome to them. We also believe that with only seven Trustee positions to fill and with only three of them changing each year that we will have "control" broadened by more Trustee participants for shorter periods of time.

We worked very hard to map the current Steering Committee positions into the new structure:

Chair, Vice-Chair, Secretary, Treasurer, and Immediate Past Chair are the Trustee positions that seemed obvious to us. It is at this point that we created some change. We believe that SJIS serves two purposes: 1) To facilitate Public Outreach; and 2) To connect the groups we serve. Therefore; it seemed that of the remaining two Trustees, one should focus on Outreach (Public Outreach Trustee) and the other should focus on current and new Groups (Group Service Trustee). All the other positions on the current Steering Committee, then, will be Coordinator positions, supported by specific Trustees. These Coordinators will not be responsible for the "Business" of SJIS, and they can participate in it at the level they choose.

The outline below displays how the current Constitutional responsibilities are mapped into the new structure:

- 1) Chairperson  
Coordinators: 1) Website  
2) Al-Anews
- 2) Vice-Chair — SJIS Events  
Coordinators: 1) New Year's Eve Party,  
2) Participation in Area 45 AA Convention,
- 3) SJIS Workshop,
- 4) SJIS Luncheon

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## **SJIS to SJIS Inc. Transition - continued**

- 3) Secretary
- 4) Treasurer
- 5) Immediate Past Chair — Liaison to Assembly and Office Staff/Volunteers
- 6) Public Outreach Trustee
  - Coordinators: 1) Event Requests,
  - 2) Institutions,
  - 3) TV/Radio
- 7) Group Service Trustee
  - Coordinators: 1) Contributions,
  - 2) Literature Sales,
  - 3) Group Records,
  - 4) Alateen Support

The proposed new structure, then, will require thirteen Coordinators who do not have to concern themselves with the "Business" aspects, but can grow in service with focused responsibilities supported directly by a specific Trustee. Our current Constitution allows for three Members-At-Large who have a voice, but no vote at Steering Committee meetings. In reality, for all the time that I have been on the Committee, only Anita S. (Past Delegate) has chosen to serve in this capacity, and has offered us over and over again her Al-Anon wisdom accumulated through 30 plus years of service.

It seemed to us that having a Trustee with no vote (that is, liability without real control) is not fair to the individual. However, we do not want to lose the wisdom of long-time trusted servants like Anita. Therefore; we will make it clear that current Delegates, Alternate Delegates, and Trustees of Jal-Con, as well as Past Delegates are always welcome at Trustee meetings.

Descriptions of responsibilities for the various Coordinator positions will be sent out in future emails. If you have just a glimmer of interest in growing (yes it really does happen) your recovery through service, please contact the SJIS office by phone or email, and let me know the best time and way to reach you. Thank you.

Larry A. Immediate Past Chair and Liaison to Area 36 Assembly



## **SJIS ISRs Overwhelmingly Approve Bylaws of SJIS Inc.**

When SJIS was created many years ago, it was done as an unincorporated association. All the other arms of service in N.J., N.J. Assembly Inc., Jal-Con Inc., NJIS Inc., are all corporations. Al-Anon headquarters, Al-Anon Family Group Headquarters Inc. (also known as WSO), has been incorporated since the mid 1950's. The Al-Anon Service Manual encourages arms of service organizations to consider being incorporated. Why? It offers more protection for the organization, trustees, staff, and volunteers.

A key first step to becoming a nonprofit corporation in N.J. is to agree on the Bylaws that define the structure of the organization and the roles of its trustees, officers, and voting members. On January 23, the Bylaws of South Jersey Information Inc., were a key agenda item at the quarterly Information Service Representatives (ISR) meeting. The vote: 24 voted yes, 2 voted no, and 2 abstained. If you would like a copy of the SJIS Inc. Bylaws, email the SJIS office.

Next steps include applications to N.J. to become a nonprofit corporation, registration as a public charity, and also an application to the federal IRS for tax-exempt status. SJIS already is a tax-exempt nonprofit organization but it is not transferrable to SJIS Inc. The entire process of getting both N.J. and IRS approvals will take many months. We will keep you informed.

The ISRs, under SJIS Inc., will continue to meet quarterly, elect our leaders, approve the budget, and bring their experience, strength, and hope to the meetings.

**SJIS continues to operate, as we have before, serving our member groups and the public who want to learn about Al-Anon and Alateen.**

Ken K., Chairperson

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# **SOUTH JERSEY INFORMATION SERVICES**

# **AL-ANEWS**

**Volume 10, Number 1**

## **Openi**

### **ng for Coordinator for SUS Spring Workshop**

Last year over 150 people attended the SJIS Workshop in Toms River, NJ. This year we do not have anyone to Chair the workshop. Help us help you, by volunteering to do the workshop.

It will be easier to head it up this year. Why? We have detailed information on what food and beverages to order. We have templates in Word for the announcements, program, and registration forms. Registration is handled by SJIS office staff prior to the event. The workshop is listed on the N.J. Assembly calendar for Saturday, May 1.

The job description for the workshop coordinator is available from SJIS. If you are interested, just email the office and put in the subject "Workshop Coordinator". Your assignment starts ASAP and ends in May. You will get volunteers to help you!

Want to volunteer to do some of the other things, other than Coordinator? Again, just email or call the SJIS office.

### **Public Outreach**

January 2010 brings the beginning of a new year and the continuation of building a more modern SJIS. What better time to expand our South Jersey Public Outreach efforts. In the coming months, we will be looking for members who would like to join us in our Public Outreach efforts. In addition to important traditional outreach efforts, new ideas are welcome. We want the public to hear about our program, not only in print and public speaking, but also via television and radio. Have you been called to service? You can volunteer to share your story, help spread the word about Al-Anon, share your knowledge in broadcasting, and help attract those affected by someone else's drinking to our program. Spreading the word about Al-Anon and Alateen to those unfamiliar with our 12 step recovery program, will make our groups stronger and more united. What a great feeling to walk into your regular meeting and see new faces! I hope our Public Outreach efforts this year help bring the hope and serenity that we've come to enjoy, to all those in need. Volunteers please contact SJIS.

In Service, Rich N., SJIS Public Outreach Chair

### **A Message From Your Alateen Coordinator — Tracy S.**

I'm Tracy S. from Manahawkin, and I'm grateful to announce that I will be serving as Alateen Coordinator for SJIS. I have been a member of Al-Anon for four years and an AMIAS (Al-Anon Member In Alateen Service) for one year. I have always been interested in service with the Alateens. About two years ago, I was beginning to hear a gentle voice guide me into Alateen service. Last year I took the AMIAS training, with some members of the groups I attend, and we started the Sunday night Manahawkin Alateen meeting. Currently we have eight Alateen meetings in South Jersey. I would like to see that number increase. My first goal would be to reach out to Al-Anon members and find people interested in Alateen service. We need trained AMIAS to provide the children and teens a safe place to go and receive the experience, strength, and hope we have been given.

There will be trainings throughout the year in North Jersey as well as in South Jersey. Another goal I have is to improve communication among AMIAS in South Jersey. There is an Alateen Action Committee Meeting scheduled for February 28, '11-4 p.m. at St. Cecilia's Church in Iselin. All AMIAS are welcome; please RSVP if you can attend. The slogan that comes to mind is, "Together We Can Make It." I would love to share ideas about topics, have speaker meetings, and also get the Alateens together for outreach or just for fun! I'm planning a luncheon for early spring for AMIAS and anyone interested in becoming an AMIAS.

***I'm going to ask you all one thing, please consider serving as an Alateen Group Sponsor.*** Read in our CAL, sharing's about Alateen Sponsorship, to see if it's right for you. Turn to your higher power and ask if service in Alateen will benefit you. Maybe you know someone in your home group or someone you sponsor who would benefit from service in Alateen, please encourage them to give it a try. **You may contact me through MIS.**

The N.J. Assembly has elected a new Alateen Coordinator serving a three year term. Her name is Christine S. I am looking forward to participating in Alateen service with her. She may be reached at [www.nj-al-anon.org](http://www.nj-al-anon.org), go to contacts and click Alateen.

# **SOUTH JERSEY INFORMATION SERVICES**

# **AL-ANEWS**

Volume 10,

Number 1

## **Al-Anon Program and Skit at AA Area 45 Convention March 26-28, Crowne Plaza Hotel, Cherry Hill, N.J.**

M's Area 45 Convention has cooperated for years with SJIS in offering an Al-Anon program. There are lots of reasons to take the time to attend this convention!

- Registration to attend the convention sessions is only \$35 for the day or weekend.
- Al-Anon is offering many sessions both on Friday and Saturday.
- An Al-Anon Recovery Skit is being performed on Saturday afternoon — it is a real treat.
- SJIS has a huge offering of Al-Anon and Alateen Literature for sale!
- All AA sessions are open, so Al-Anon members can "hear the other side."
- You can make a weekend of it by staying at the hotel and attending the Saturday night banquet hearing wonderful M and Al-Anon speakers.

For a flyer and registration forms go to the M web site:

<http://www.snjaaconvention.org/register.htm>

### **The Al-Anon meeting sessions for Friday and Saturday are listed below:**

#### Friday, March 26

Keeping Your Hand In: *Service*

Never Let Your Left Hand Know What the Right is Doing:  
*Denial and Secrets*

Candlelight Session-A Bird in the Hand Is Worth Two in  
the Bush: *Gratitude*

#### Saturday, March 27

Lending a Hand: *The 12 Steps and Traditions*

Hand In Hand: *Using the AFG Fellowship*

The Handy Al-Anon Toolbox: *Using the Tools of the AFG  
Program*

Hands Off!: *Detachment*

To Force One's Hand: *Control*

If you would like to volunteer to be a meeting session leader at the M Area 45 Convention contact me through this website with two choices. Each meeting should have two facilitators so if you have a buddy, send me both names. If not, I can match you with another person. Include your name, email address, and phone number.

**Also note:** this year we have set aside Plaza III for a Spanish language meeting of the same topic. If you wish to lead one of those meetings, please let me know.

### **New Year's Eve Party**

The SJIS sponsored New Year's Eve Party was a great way to celebrate continued recovery with others in the fellowship. This was the fifth year for this event, and it continues to be a fun and successful endeavor. The New Year's Party started as a fundraiser to help carry the Al-Anon message at the Area 45 M Convention, but has become much more. Our DJ, 'Digital\_K' had everyone dancing the night away. As usual the food went fast, but Al's coffee flowed all night. Many thanks to the set up and clean up folks, and those that brought covered dishes. But special thanks to Kathy and Al K., Chairpersons of the event.

In Service, Keith P.

### **SJIS Working on A Website Want To Give Comments?**

Lynn H., our Webmaster volunteer, presented snap shots of pages of the new website to the SJIS Steering Committee at the January meeting. Lynn had many suggestions to work on. All agreed Lynn could use more feedback from others in the fellowship.

She does not need technical help. We seek ideas on topics, appearance, color, layout, what is on the first page versus later pages, Alateen, etc. We already have a draft layout. We need people to give comments. Have an eye for layout and color? Use websites and have an opinion on what we should put on our website? Join a group, for just 30 days, working from home by email, to provide some feedback to our webmaster.

Just email [sjis@verizon.net](mailto:sjis@verizon.net) and put in the subject line: "Web Site Feedback."



### **A Crisis of Service in N.J. Arms of Service**

Tradition Seven says: "Every group should be fully self supporting, declining outside contributions."

The arms of service organizations of Al-Anon and Alateen in N.J., are not self supporting in terms of people volunteering their service for the many things that need helping hands to get done.

Fully self supporting includes service, not just money! Just as a local group could not operate without someone getting the mail or chairing a meeting, the arms of service organizations are dependent on service volunteers to do most of the work. We have a crisis in terms of members serving!

Over exaggerating? Recall the letter from Jal-Con saying that Jal-Con's annual convention was on the verge of being cancelled? Well they "dodged the bullet" when several members saw a real crisis and stepped up for service. Now the convention will be held on

July 16-18, 2010, in New Brunswick. To one degree or another SJIS, NJIS, Jal-Con, and N.J. Assembly are hurting.

Jal-Con has seven voting trustees but only five in service. N.J. Assembly elects their six officers every three years. At the election, back in November, only five people were willing to serve. N.J. Assembly still has no Treasurer. Another part of the N.J. Assembly structure is District Representatives (DR.) Of the 27 Districts in N.J., only eight have DRs. There are 19 Districts without a DR.

Our situation at SJIS? Of 18 Steering Committee members' slots we have nine filled with people in service.

Our N.J. arms of service organizations are sick. We are suffering from a lack of awareness but also a lack of commitment of people to serve. The few that do serve are asked to do more than they should to make up for others not serving.

There are many types of service that range from simple one day assignments (registration table at an event) to being a trustee of one of the arms of service. You can start to crawl, then walk, then run at your own pace. Other articles in this newsletter will give some examples of opportunities to serve.

Talk to your Al-Anon friends and volunteer together! Speak to your sponsor about service benefits

in your personal recovery. Reason it out with someone else about how you may be able to serve—even in a small way. Doing so will encourage those in service and inspire those not serving to join you.

If you are interested in serving just email [sjis@verizon.net](mailto:sjis@verizon.net) and put "Service" in the subject line of your email, or call our office from 10 a.m.-3 p.m., Monday through Friday at 856-547-0855.

In service, Ken K., Chairperson

### **Upcoming Events**

- **March 4** — Lois W. Birthday
- **March 6** — N.J. Assembly Meeting
- **March 18 and April 15** — Steering Committee Meetings
- **March 26, 27** — Al-Anon Program as part of 46<sup>th</sup> Annual Area 45 AA Convention, Crowne Plaza Hotel, Cherry Hill, N.J.
- **April 17** — ISR Meeting, Manahawkin, N.J.

### **Steering Committee Members:**

*Chairperson — Ken K*

*Secretary — Kelly B.*

*Treasurer — Nancy B.*

*Contributions Chairperson — Linda Z.*

*Public Outreach Chairperson — Rich N.*

*Liaison to Assembly/Office Staff — Larry A*

*N.J. Area 36 Delegate — Paul G.*

*Member-at-Large — Anita S.*

*Al-Anon Participation in AA Convention*

*(2010) Chairperson — Keith P.*

*Alateen Activities Coordinator — Tracy S.*

### **Coordinators:**

*Al-Anews Editor — Karen S.*

*Webmaster — Lynn M.*

**A Note From the Editor** Please submit your Al-Anon group announcements or personal sharing for inclusion in future editions of Al-Anews through SJIS. All submissions to Al-Anews are brought before the Steering Committee for approval to assure that the traditions are followed. In service, Karen S., Al-Anews Editor