

What follows is a transcript of the Literature Distribution Centre Charter.

Amendments: October 2005, Amended Oct. 26, 2013

The original is signed by the members, holding the following positions, at that time:

- LDC Chairperson
- World Service Delegate
- LDC Secretary

The Literature Office Committee holds the original document.

1. **Name:** The organization is called the Literature Distribution Centre (hereinafter referred to as the LDC). It is chartered as a unit of The Ontario South Assembly (hereinafter referred to as the OSA), Area 86, of the Al-Anon Family Groups. (hereinafter referred to as the AFG.) Its governing body shall be the Literature Office Committee (hereinafter referred to as the LOC) by the Ontario South Assembly (hereinafter referred to as OSA). Its fiscal year shall be January 1 to December 31.

2. **Purpose:** The purpose of the LDC shall be:

- a. To manage and operate a centralized Al-Anon LDC for the OSA.
- b. To operate in accordance with the Traditions, Concepts and Warranties of AFG.

3. **MEMBERS OF THE LITERATURE OFFICE COMMITTEE:** Membership on the LOC shall be limited to six members:

- a. One of whom shall be elected by the Area World Service Committee (hereinafter referred to as the AWSC) from among the current District Representatives (hereinafter referred to as the DR) for a three-year term of office.
- b. The current Delegate.
- c. The Past Delegate (to serve as Chairperson of the LOC. If the Past Delegate is not available, any Past Delegate with LOC experience.
- d. The Preceding Past Delegate. If the Preceding Past Delegate is not available or serving as Chairperson of the LOC, the Chairperson of the Assembly.
- e. The Treasurer of OSA.
- f. The Literature Coordinator of OSA.

Note: The Office Manager of the LDC will be invited to attend all LOC Meetings.

4. **By-Laws:** The LOC of the LDC shall create By-Laws as needed. As a minimum, the By-Laws shall be written to establish financial policies and procedures; specific guidance and performance criteria for the Office Manager defining both the specific responsibilities and authorities for the day-to-day operation of the LDC; and the provision of monthly financial reports to the Treasurer.

5. **Finances:** No member of the LOC shall (except for payment of expenses incurred on behalf of the LDC) receive any of the income from the LDC. The activities of the LDC shall be carried on with two goals of no profit, and no debt. It shall operate as an independent "cost centre" of the OSA, sufficient unto itself.

6. **Dissolution:** On dissolution of the LDC, the assets remaining after payment of all debts shall be transferred to the OSA.

7. **Amendment:** This Charter may be amended, from time to time, by a resolution of the OSA that is approved by two-thirds of the votes cast at an annual meeting.

Approved and invoked this 22nd day of October 2005 at the annual meeting of the OSA in Toronto, Ontario.

Amended: October 26, 2013 at Assembly in Windsor

Joan P. (LOC chairperson) Jane H. (World Service Delegate) Bonnie R. (LOC Secretary)