

BY-LAWS OF ONTARIO SOUTH ASSEMBLY LITERATURE DISTRIBUTION CENTRE

ARTICLE I – ORGANIZATION

Section 1. Charter:

The Literature Distribution Centre (LDC) has been chartered as a unit of the Ontario South Assembly (OSA). The LDC is operated by one permanent employee and volunteers who adhere to the principles and objectives of Al-Anon Family Groups (AFG). The purpose of the LDC is to distribute Conference Approved Al-Anon/Alateen Literature (CAL).

Section 2. Authority and Name:

The LDC operation is supervised by a permanent employee (Office Manager) reporting directly to the Chairperson of the Literature Office Committee (LOC)

ARTICLE II – OBJECTIVES

Section 1. Limits

The objectives of the LDC are stated in its Charter. Nothing in these By-Laws shall be interpreted in any manner to be inconsistent with the terms of the Charter.

Section 2. Objectives

The specific objectives of the LDC are as follows:

- (a) To organize and operate a facility for the distribution of CAL
- (b) To operate in accordance with the Traditions, Concepts and Warranties of AFG.

ARTICLE III – The Literature Office Committee

Section 1. Membership

- (a) Members of the LOC shall be:
 - Chairperson (immediate Past Delegate)
 - Preceding Past Delegate (if not available, Area Chairperson)
 - Current Delegate
 - Area Treasurer
 - Area Literature Coordinator, and
 - An elected current District Representative (DR)

One of the members will serve as Secretary

In the event the Committee Chairperson cannot attend a meeting, the Current Delegate will chair.

In the event of the resignation of the Chairperson, the LOC will select a replacement Chairperson with past committee experience. At the discretion of the LOC, the selected person may be asked to share his/her LDC experience

- (b) One DR shall be elected to the LOC by the Area World Service Conference (AWSC) every three years.
- (c) The term of office for each member shall be three years.
- (d) The voting body of the LOC shall be both elected and appointed members. The Chairperson shall vote only if needed to break a tie.
- (e) Any voting member may vote by proxy.

Section 2. Duties of the Literature Office Committee

- (a) To serve as the governing body of the LDC directly responsible to the OSA through its executive Committee.
- (b) To receive reports from the Office Manager before their presentation at AWSC and Assembly.
- (c) To vote, by two-thirds majority, the removal of any LOC Member or employee who does not fulfill his/her duties.
- (d) To hold meetings each year concurrent with AWSC and Assembly. Special meetings may be called by the Chairperson or by three members of the LOC. A request for a special meeting must be submitted in writing to the Chairperson.
- (e) At least a seven day notice shall be given for special meetings.

Section 3. Quorum Requirements

A quorum is two-thirds of the LOC members (i.e. four members) present or by proxy

ARTICLE IV – MEMBERS AND THEIR DUTIES

Section 1. Members Eligibility

Each elected/appointed member of the LOC shall be an active member of an AI-Anon/Alateen Group.

Section 2. The duties of the Members

- (a) **The duties of the CHAIRPERSON shall be:**
 - To preside at all LOC meetings.
 - To represent the LOC LDC at all times or to designate someone in his/her absence.
 - To be the liaison between the LDC and the OSA Executive Committee.
 - To employ such full time personnel as may be necessary to carry on the work of the LDC.
 - To authorize all expenditures of the LDC funds over \$750.00 per transaction, which is other than budgeted.
 - To be in contact with the LDC quarterly.
 - To notify all LOC members of the time and place of any special meeting.
- (b) **The duties of the SECRETARY shall be:**
 - To be responsible to the Chairperson for true and accurate records of the proceedings of all meetings of the LOC within 15 working days of such meetings.
- (c) **The duties of the Treasurer**
 - To receive a monthly update of the accounts of the LDC for analysis and submission of changes or adjustments.
 - To assist the Office Manager in the maintenance of records and accounts of the LDC and to ensure an audit trail for all funds received and disbursed by the LDC.

Section 3. Records

- (a) The Area Treasurer and Area Literature Coordinator shall deliver all records, files and properties of the LDC, of their term, to their successors at the Area Executive Handover meeting
- (b) All the members of the LDC LOC shall forward all records, files and properties of the LDC, of their term, to the outgoing Chairperson before the end of the year.
- (c) All members of the LDC LOC will maintain an up-to-date file of procedures for the fulfillment of their jobs so that successors will have available all the facts necessary to assume their responsibilities.
- (d) The current Delegate will keep the records from the preceding LOC and send the prior records to the Archivist.

ARTICLE V – OFFICE MANAGER

Section 1. Eligibility and Selection:

- (a) Any active member of AFG within OSA, with the necessary office skills and computer literacy, is eligible for selection as the Office Manager of the LDC providing he/she is familiar with the AI-Anon Traditions and service structure.
- (b) The selection of the Office Manager will be made by the LOC on the recommendation of the Chairperson.

Section 2. Duties

- (a) To be responsible only to the Chairperson of the LOC
- (b) To maintain an office to fulfill the purposes of the LDC, excluding legal Canadian holidays and vacation. The Office Manager is expected to work a minimum of 30 hours per week.
- (c) To be responsible for the physical security of the office.
- (d) To receive all communication addressed to the LDC and prepare appropriate responses or forwarding as required.
- (e) To receive literature orders.
- (f) To determine the adequacy of enclosed payments.
- (g) To fill orders from inventory, and if necessary to adjust the order to match the payment.
- (h) To package and ship all orders as soon as practical.
- (i) To deposit all funds received as required.
- (j) To post inventory adjustments and financial data to assure all accounting is correct.
- (k) To maintain an inventory of CAL to assure timely response to order. (Inventory quantities are maintained large enough to meet the requirements.
- (l) To provide written operating procedures for the operation and administration of the LDC that will assure the efficient and continued functioning of the office whether the Office Manager is present or not.
- (m) To prepare and submit quarterly reports by the 20th of the following month and delivered to the members of the LOC at AWSC and Assembly in a timely manner.
- (n) To attend all LOC meetings and present updated reports.
- (o) To select, train and assign work to all LDC volunteers.
- (p) To maintain, with the assistance of the Treasurer, an accounting system that will ensure the presence of an audit trail for the recording of all receipts and disbursements of funds.
- (q) To post all financial transactions on the computer system of accounts. These accounts will be reconciled monthly with statements provided by the bank.
- (r) To provide, monthly, a backup record of the accounts to the Treasurer and to provide a semi-annual printout of the totals of each inventory item sold and received during the period.

(s) To perform additional work as may be assigned from time to time by the LDC LOC.

Section 3. Compensation and Time-Off:

- (a) The Office Manager shall be compensated, by annual salary, at a rate to be established by the LDC LOC at its Assembly Committee meeting each year.
- (b) Annually the LOC will determine whether a bonus is to be paid.
- (c) The normal workweek of the Office Manager is up to 30 hours.
If more hours are required to meet the duty requirements specified above, authorization shall be obtained from the Chairperson for a specific number of overtime hours that will be compensated at 150% of the normal hourly rate of pay;
or, when overtime authorization is granted, if mutually agreed and subsequently confirmed in writing, compensatory time off may be taken equal to the number of overtime hours actually worked.
- (d) The Office Manager will be granted vacation:
- After the first 12 months, for the first three years of employment, ten (10) workdays
 - From the fourth thru seventh year of employment, 15 workdays.
 - From the eighth year of employment on, 20 workdays.

ARTICLE VI – FINANCES

Section 1. Cheques, Drafts, etc.:

- (a) The Treasurer shall from time to time review all cheques, drafts, and other orders for payment of monies out of the funds of the OSA LDC and all notes and other evidence of indebtedness of the LDC.
- (b) For routine day-to-day operation, all cheques, drafts, etc., shall be signed by the LDC Office Manager.

ARTICLE VII – LIABILITY OF MEMBERS OF THE LOC AND EMPLOYEES

Section 1. Members:

No member of the LDC LOC shall be held personally liable for any action performed in fulfilling the responsibilities specified herein, unless held accountable for such action in a Court of Law, and then only to the extent of the actual loss incurred

Section 2. Employees:

Full time employees of the LDC shall be held personally accountable for the action taken to fulfill the duties defined herein and will therefore be required to post a bond that shall define the limit of that accountability. Such a bond will be paid for by the LDC and shall serve to define the total liability of the employee associated with it.

ARTICLE VIII – DECISION MAKING

Knowledge Based Decision Making shall govern the meetings.

ARTICLE IX – AMENDMENTS

Section 1. Amendment:

These By-Laws may be amended by a two-thirds vote of the members of the LDC LOC, in person or by proxy, provided that the proposed Amendment or Amendments have been sent to each member with the call of a meeting.

ARTICLE X – EXPENSES

Section 1. Special Meetings:

Costs for special meetings will be covered by OSA, keeping to the OSA expense guidelines.

Section 2. Office Manager Expenses for AWSC and Assembly:

The Office Manager's expenses will be covered in accordance with Coordinator status.

Amended the 25th day of May 2007 by a two-thirds vote of the LOC

Amended the 25th Day of October 2013 by a two-thirds vote of the LOC.

Approved by a unanimous consent.

Certified and Recorded by Joan P. (Chairperson) and Bonnie R. (Secretary)