

OPERATIONS JOURNAL – Revised 08/2009

A. DEFINITION STATEMENT:

1. Used by Board of Directors as reference or historical guide when conducting the business of Dakota Alano Society, Inc.
2. Defines office responsibilities, committee charters, procedures, policies, precedents, etc.
3. Changes within this Journal resulting from a “passed motion” at any general membership or board meeting should be noted with the respective meeting date. Changes within this Journal may be made at any time.

B. OFFICER LIST AND QUALIFICATIONS:

<u>Officer</u>	<u>Qualifications</u>
President	Served on the Board for 1 year
Vice-President	Served on the Board for 1 year
Treasurer	Served on the Board for 1 year
Secretary	None (on/off Board position)

C. DUTIES OF OFFICERS:

1. President

- Conduct Board of Directors and General Membership meetings
- Prepare agendas for meetings and communicates with Secretary
- Authorized signer on checking account
- Primary liaison with Mount Calvary Lutheran Church
- Chair Election Committee
- Oversee and negotiate all contracts
- Call emergency meetings per Article IV, Section 2 of the By-Laws

2. Vice-President

- Assume duties of President in President’s absence
- Contact Directors absent from board meetings
- Authorized signer on checking account
- Reviews and updates Group Leader Guide on an annual basis, distributes updates to Squad Leaders, assures inclusion of Board Member roster as provided by Secretary

3. Treasurer

- Reconciliation of all banking accounts and maintenance of banking records
- Timely and accurate maintenance of QuickBooks accounting files
- Responsible for paying all bills and invoices

- Manages oversight of long term investments and deposits
- Reviews and reconcile deposits made by designated person
- Signs checks up to \$1500
- Presents monthly and annual report on finances
- Prepares annual budget for Board approval
- Alerts Board of immediate and future expenses and Prudent Reserve.
- Oversight of annual pledge drive
- Responsible for timely reimbursement to Board members with pre-approved expenses – (should bring check book to each meeting)
- Maintains memberships approved by the Board (Sam’s Club, etc.)
- Corresponds with pledging members and group treasurers
- Responsible for year-end pledge summaries to pledging members
- Coordinates preparation of tax return if needed
- Secures “assistant treasurer” from Board to assume responsibilities at end of his/her term
- Prepares and presents end of year fiscal reporting

4. Secretary

- Record and publish minutes of all Board of Directors and General Membership meetings
- Repeat motions/amendments as presented before vote
- Maintain Rosters:
 1. *Board Members - complete contact information*. One copy to President, one copy to Mount Calvary Lutheran Church
 2. *Board Members – general contact information* (first name, last initial, phone). One to be posted on Literature cabinet so that Dakota Alano members can reach a Board member when needed, one to be provided in Squad Leader Guide.
 3. *Board Member email list*. Distributed to Board members only
- Update St. Paul and Minneapolis Intergroups with changes to meeting schedule and verify the Dakota Alano Society meeting schedules are listed correctly
- Post meeting agendas received from the Board President one week in advance of the monthly Board meeting

D. COMMITTEES/CHAIRPERSONS:

1. Election Committee/President

- a. Recruit candidates for the Board of Directors and Advisory Board
 - At least one (1) candidate for each vacated position on the Board
 - At least three (3) candidates for three (3) full term positions on the Board
 - Recruit Advisory Board candidates from former Board Members when positions are open on the Advisory Board.

b. Election Rules

- The rules governing election of the Board of Directors are established at the Annual Meeting for the following year.
 - Election Committee members will confer together to decide any unresolved unexpected issues or problems
 - Candidates must be present (emergencies expected)
 - One (1) minute self-introduction
 - Discussion is allowed if desired
 - Elected vacated term positions by written secret ballot, or acclamation if number of candidates equals number of positions. Vote for x number of candidates at once for x number of positions
 - Elect full term positions by written secret ballot or acclamation if number of candidates equals number of positions: Vote for Three (3) candidates at once for Three (3) positions
 - Election Committee collects and counts ballots in a different room
 - Announce results
- c. Publish the Annual General Membership meeting agenda at least 30 days prior to the Annual Membership meeting.**

2. Archives Committee/Board Member

- a. Keep digital and hard copy files of most recent:**
- Articles of Incorporation
 - By-Laws
 - Operations Journal
 - Other relevant official documents
- b. Keep accurate records of all changes to above documents**
- c. Maintain record of Alano History: achievements, milestones, events. Etc.**
- d. Keep records of all Board meeting and General Membership meeting minutes**
- e. Keep copies of leases and contracts – contracts should be kept in the safe deposit box**
- f. Keep copies of the Dakota Alano Newsletter and Intergroup Newsletters**

3. Literature & Medallions /Board Member

- a. Maintain monthly in-house inventory of literature and medallions for AA/Alanon groups, and par sheets of what should be stocked
- b. Orders, stocks and prices all inventory items
- c. Restocks/updates inventory as needed
- d. Reports estimated sales of literature and medallions at Board meetings

4. Facilities Maintenance/Board Member

- a. Responsible for general house maintenance and ongoing repairs and replacements
- b. Make and provide keys to the house, supply closet and literature cabinet to those authorized to have them, as stated in Policies and Procedures
- c. Alert Directors of immediate and potential maintenance problems
- d. Oversee monthly cleaning schedule – contact groups to remind them
- e. Check inventory/availability of cleaning supplies
- f. Monitor heat and air conditioning in the house

5. Publications/Public Relations/Board Member

- a. Publish monthly newsletter, solicit contributions from Dakota Alano Members
- b. Provide meeting schedules to local interested facilities (Eagan Resource Center)
- c. Run free ads for Dakota Alano in local papers (This week in Eagan)

6. Supplies/Board Member

- a. Review Supplies List Inventory (posted on supply closet door)
- b. Purchase depleted supplies on a timely basis
- c. Publish group contribution envelopes and club schedules when needed
- d. Maintain cleaning supplies, remove extraneous supplies from house

E. PROCEDURES:

1. Propositions (motions) – How to Advance a Motion

- a. A motion may be put to the board by any board member. Motion may be from discussion, or brought on behalf of any group of individuals who attend meetings at the Dakota Alano
- b. Secretary reads motion back, confirming its accuracy
- c. Motion must be seconded in order to be open to discussion
- d. Motion is opened to discussion. President reserves the right to limit discussion, but must allow a minimum of 5 minutes discussion for advancing and dissenting views
- e. Approved amendments/motions are read back by the secretary for approval
- f. President or any Board member may call for a close of discussion as long as the minimum time has been allowed, or no additional discussion is needed
- g. If no objection, President calls for a vote of Board members only. If there is any confusion as to the outcome, a show of hands will be taken and recorded in the minutes
- h. Result of vote is announced and recorded in the minutes
- i. A motion that is not seconded will die for lack of a second and not be discussed or voted upon

2. Sample Board Meeting Agenda

- a. Open with the Serenity Prayer
- b. Introductions of all persons present
- c. Read 12 Traditions
- d. Secretary's Report, corrections and approval by motion
- e. Treasurer's Report, corrections and approval by motion
- f. Squad Leader and visitor questions, concerns, suggestions
- g. Board Member Reports from areas of responsibilities
 - Maintenance
 - Supplies
 - Publishing/PR
 - Literature & Medallions
 - Archives and other reports as needed
- h. Special Committee Reports (Events, Operations)
- i. Old Business
- j. New Business
- k. Motion to Adjourn
- l. Close with the Lord's Prayer

3. Sample Annual General Membership Meeting Agenda

- a. Open with Serenity Prayer
- b. Introductions of all persons present
- c. Read 12 Traditions
- d. Annual Secretary's Report, corrections and approval by motion
- e. Annual Treasurer's Report, corrections and approval by motion
- f. Presentation of changes to the By-Laws
- g. Presentation of other business from the floor
- h. Election of Board members
 - Election Rules review
 - Nominations, ballot and result
- i. Announcement of changes to Election Rules for next Annual Membership meeting
- j. Motion to adjourn
- k. Close with Lord's Prayer

4. Board Meeting Quorum

- The presence of 2/3 (6) of the elected Board of Directors members shall constitute a quorum, as stated in Article IV, Section 3 of the Dakota Alano Society By-Laws

- In the event a quorum is not present at any scheduled Board of Directors meeting, no official business shall be presented, discussed or recorded

- At the Board's discretion, monthly meetings may be rescheduled if a quorum is not possible on the regularly scheduled date, accomplished by telephone or email vote.

- Notice of meeting changes must be posted 7 days in advanced of new meeting date.

F. POLICIES

1. The disposition of excess funds is a Board of Directors decision
2. House Activities – each request is dealt with on an individual basis
3. Pledges – Drives to be conducted at Discretion of Board of Directors
4. Distribution of Dakota Alano Keys
 - Keys to Literature Cabinet – all Board members and delegates
 - Keys to Supply Closet - all Board members and delegates
 - Keys to Front Door – all Board members, delegates and Squad Leaders
5. Copies of all current leases and contracts to be stored in the safe deposit box
6. The Dakota Alano Society website is the official notification forum for all Board Business

G. MEETING/SQUAD LEADER RESPONSIBILITIES

1. Familiarity with Group Leader Guide
2. Collection, distribution and verification of group donations
3. Administration of group mail, check group mailbox weekly and share all relevant material with group
4. Post-meeting clean-up and house lock-up:
 - a. Cleaning
 - Wash and put away coffee pots and cups
 - Wipe off table tops and counters in the kitchen and bathroom
 - Pick up trash – deposit in trash container
 - b. Lock-up
 - Turn off lights and fans
 - Turn off big exhaust fan (upstairs bathroom closet)
 - Lock doors and windows
 - Take out trash
5. Monthly Board Meeting attendance
6. Annual General Membership attendance
7. Monthly cleaning of entire house per schedule
8. Transfer House key and Group Leader Guide upon change in group leadership

H. ADVISORY BOARD QUALIFICATIONS AND RESPONSIBILITIES

1. The purpose of the Advisory Board is to provide history of past decisions and a working history of Dakota Alano Society Inc., and to provide advice and counsel on current and future issues under discussion
2. Advisory Board positions shall be filled for One (1) year terms by election from a slate of former Directors at the first Board meeting held following the Annual Membership meeting
3. 2-6 Advisory Board members are recommended at any one time

4. Advisory Board members are welcome at every Board meeting, but attendance is not required at every meeting. Advisory Board members are encouraged to attend Board meetings at least once a quarter to stay informed on current business.

5. Advisory Board members are not voting members of the Board of Directors

I. TRANSITION OF AUTHORITY

1. The September Board meeting will be held on the last Sunday of September, One (1) week after the Annual General Membership meeting. At the conclusion of regular Board Business, new Officers will be elected for the next fiscal year.

2. Current Officers are expected to assist new Officers in transition during October. The outgoing Treasurer is required to prepare and present end of Fiscal Year reporting at the October Board meeting.

3. The outgoing Secretary is required to prepare minutes from the Annual General Membership meeting and September Board meeting for distribution at the October Board meeting.

4. Outgoing Publications Board member is expected to prepare October newsletter. Supplies, Maintenance, Literature and Medallions Board members should hand off keys, stock sheets, materials, memberships, etc.