

BYLAWS
AL-ANON SERVICE CENTER OF NORTHERN VIRGINIA, INC.
May 2, 2018

PREAMBLE

This document is a complete restatement and revision of the NVSC bylaws dated July 26, 2014, incorporating the amendment approved by the General Service Committee on January 31, 2018.

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ARTICLE I: ORGANIZATION NAME

The name of the organization is the AL-ANON SERVICE CENTER OF NORTHERN VIRGINIA, INC., hereinafter known as the NVSC or the Service Center. The organization was incorporated as a nonprofit in 1973. It was reinstated as a nonprofit corporation in August 1993. Federal 501(c)(3) nonprofit status was granted in 1997.

ARTICLE II: ORGANIZATION OBJECTIVES

1. Use as a guide in all activities Al-Anon's Twelve Steps, the Twelve Traditions, the Twelve Concepts of Service, the Al-Anon Alateen Service Manual and the Guidelines for Al-Anon Information Services.
2. Maintain a Literature Distribution Center.
3. Support unity of purpose and the growth of Al-Anon groups in the following Northern Virginia Districts: Alexandria, Arlington, Blue Ridge, Bull Run, Fairfax, Falls Church-Vienna-McLean, Loudoun, Piedmont, Springfield-Annandale and Rappahannock. Future District name changes do not require changes to these bylaws.
4. Serve as a point of contact to help families and friends of alcoholics.

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1 5. Offer help and support to affiliated Al-Anon and Alateen Groups and to individual
2 members when requested and appropriate.

3
4 6. Act as a clearinghouse for information about Al-Anon and Alateen meetings and
5 activities by maintaining a directory of current meetings and making the information
6 available to all Groups and individual members of Al-Anon and Alateen in print or
7 electronic form.

8
9 7. Provide information and speakers on the subject of Al-Anon and Alateen to public
10 and private organizations when appropriate.

11
12 8. Cooperate with the Virginia Area Assembly, neighboring Al-Anon and Alateen
13 Information Services and the Al-Anon and Alateen World Service Office (WSO), and to
14 cooperate with Alcoholics Anonymous in accordance with Al-Anon Tradition Six.

15
16 9. Conduct special events in accordance with, and in the advancement of, these
17 objectives.

18
19 **ARTICLE III: CORPORATION MEMBERS**

20
21 Members of the NVSC corporation are the elected Officers, appointed Committee
22 Chairs, appointed Coordinators and volunteers as described in Articles VII and VIII.
23 District and Group Representatives and Group members are members of and
24 participants in the NVSC community and meetings but are not part of the corporation.

25
26 **ARTICLE IV: GENERAL SERVICE COMMITTEE**

27
28 1. The purpose of the General Service Committee (GSC) is to decide matters affecting
29 the NVSC-served Al-Anon community that have been referred to the GSC by the
30 Steering Committee (SC). The SC presents motions to the GSC for a vote. Any member
31 of the GSC may propose a motion for a vote of the GSC, by first presenting it to the SC
32 through any SC member or by personally presenting the motion during an SC meeting.

33
34 2. In accordance with the First Al-Anon Concept of Service, the GSC is the sole voting
35 authority, as guided by a Higher Power, to decide issues affecting the conduct of NVSC
36 business and the Al-Anon community of Northern Virginia, through motions presented
37 by the SC, and to elect candidates to fill the Officer positions of the NVSC.

38
39 3. The GSC voting members are the elected NVSC Officers, appointed Committee
40 Chairs, appointed Coordinators and Group Representatives (GRs), or their designated
41 alternates, of the Groups in the ten Districts served by the NVSC.

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ARTICLE V: STEERING COMMITTEE

1
2
3 1. The purpose of the Steering Committee (SC) is to advise the Board of Directors and
4 the elected Officers of the NVSC and to refer motions on matters affecting the Al-Anon
5 community served by the NVSC, to the GSC for a vote. The SC refers a motion to the
6 GSC by voting on a motion to refer, as presented by a member of the SC or other Al-
7 Anon member.

8
9 2. The SC voting members are the elected NVSC Officers, appointed Committee
10 Chairs, appointed Coordinators and District Representatives (DRs), or their designated
11 alternates, of the ten Districts served by the NVSC.

12
13 3. Other duties include:

14
15 a. Authorizing single expenditures not explicitly identified in the NVSC operating
16 budget, of NVSC funds in excess of \$1,000.00 by a simple majority vote.

17
18 b. Planning for NVSC workshops and special events.

19
20 c. Appointing a Nominating Committee from among the members of the SC to
21 recommend candidates to fill the eight elected Officer positions of the next Panel.

22
23 d. Recommending candidates to fill NVSC elected positions vacated by the
24 incumbents of the current Panel before the end of their respective terms and
25 presenting these candidates' names to the GSC for a vote.

26
27 **ARTICLE VI: BOARD OF DIRECTORS**

28
29 1. Virginia state law requires that a corporation have a Board of Directors. The task of
30 the Board of Directors is to provide oversight of the NVSC to ensure proper legal and
31 financial functioning.

32
33 2. The Board is composed of the NVSC Chair, Treasurer, Secretary and Literature
34 Distribution Center Chair, all of whom are called Directors. The NVSC Chair is the Chair
35 of the Board. The Alternate Chair, Alternate Treasurer, Alternate Secretary and
36 Alternate Literature Distribution Center Chair are members of the Board in the absence
37 of the primary officer.

38
39 3. The Board is assisted by the SC when needed and meets at least quarterly. Any
40 gathering of the four named NVSC Officers for the purpose of discussing NVSC
41 business, can be called a meeting of the Board of Directors.

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ARTICLE VII: OFFICERS

1
2
3 1. The eight elected officers of the Service Center are: the Chair, Alternate Chair,
4 Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Literature Distribution
5 Center Chair and Alternate Literature Distribution Center Chair.

6
7 2. The term for each elected office is three years. The eight Officers, when combined
8 with the Committee Chairs and Coordinators, is called a Panel.

9
10 3. The candidates for elected office are proposed from a list offered by the SC
11 Nominating Committee at the General Service Committee (GSC) meeting held no later
12 than the end of October of the last year of the Panel's three-year term. Ad-hoc
13 nominations are also accepted from the members of the GSC. Officers are elected by a
14 simple majority of voting members of the GSC, not counting abstentions.

15
16 4. Any member of an Al-Anon group in the Northern Virginia Al-Anon area is eligible for
17 elected office and for appointment as Committee Chair or Coordinator.

18
19 5. Vacancies may occur by resignation or removal from office.

20
21 a. An Officer may resign from the Service Center by written notice to the NVSC
22 Chair or other Officer.

23
24 b. An elected Officer who fails to meet the responsibilities of his or her respective
25 office, or who behaves in an inappropriate manner, may be removed from said
26 office by a simple majority of the GSC, not counting abstentions, after a referral
27 from the SC. Before SC or GSC action, the NVSC Chair or another Officer will
28 provide the Officer first with written notice of proposed removal and later with
29 written notice of the GSC final decision to remove him or her. Email will suffice as
30 written notice. The Fifth Concept of Service protects the right of appeal.

31
32 c. The SC will recommend a replacement Officer for the remainder of the
33 departed Officer's term. The recommended replacement will be approved at the
34 next GSC meeting. The Board of Directors can appoint an interim replacement
35 pending the GSC decision.

36
37 6. Duties of the Officers.

38
39 a. **Chair:**

40
41 i. Presides at all regular and special meetings of the SC and GSC.

42
43 ii. Oversees the administration of the Service Center.

44
45 iii. Forms or dissolves special committees as needed.

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1 iv. Appoints Chairs of all standing and special committees.
2

3 v. Appoints an active or past member of the SC as Chair of the
4 Nominating Committee.
5

6 vi. Remains knowledgeable of the activities of the standing and special
7 committees.
8

9 vii. Signs checks when neither the Treasurer nor the Alternate Treasurer is
10 available.
11

12 viii. Signs contracts for the Service Center when required.
13

14 ix. Serves as a member of the Board of Directors.
15

16 x. Attends meetings of the Virginia Area World Service Committee
17 (VAWSC) and the Virginia Area Assembly, or sends a representative.
18

19 **b. Alternate Chair:**

20 i. Assists the Chair in the administration of the NVSC when requested.
21

22 ii. In the absence of the Chair, the Alternate Chair serves as the Chair and
23 as a member of the Board of Directors.
24

25 **c. Secretary:**

26 i. Records minutes of SC and GSC meetings.
27

28 ii. Keeps an attendance record of SC and GSC meeting attendees and
29 include it in the meeting minutes.
30

31 iii. Provides copies of the minutes to the members of the SC and GSC.
32

33 iv. Prepares or forward notices and correspondence to NVSC members
34 and the SC.
35

36 v. Prepares and distribute correspondence at the request of the Chair.
37

38 vi. Maintains changes and amendments to the bylaws and provide copies
39 to the members of the SC and GSC.
40

41 vii. Serves as a member of the Board of Directors.
42
43
44
45

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1 **d. Alternate Secretary:**

- 2
- 3 i. Assists the Secretary in the duties of the office when requested.
- 4
- 5 ii. In the absence of the Secretary, the Alternate Secretary serves as the
- 6 Secretary and as a member of the Board of Directors.
- 7

8 **e. Treasurer:**

- 9
- 10 i. Oversees or performs the receipt, deposit and accounting of all Service
- 11 Center funds, with deposits to be made into an account under the name,
- 12 "Al-Anon Service Center of Northern Virginia, Inc.," in the bank used by
- 13 the NVSC.
- 14
- 15 ii. Maintains accurate records of all transactions.
- 16
- 17 iii. Prepares quarterly and annual financial reports showing income,
- 18 expenses and bank account balances, including a detailed list of District,
- 19 Group and individual contributions.
- 20
- 21 iv. Prepares a budget for the Service Center to be forwarded by the SC
- 22 and approved at a GSC meeting held no later than the end of October.
- 23
- 24 v. Reimburses expenses incurred by members of the Steering Committee
- 25 in the implementation of Service Center business.
- 26
- 27 vi. Prepares all legally required Federal, State and local tax reports.
- 28
- 29 vii. Serves as the NVSC Corporate Agent registered with the Virginia State
- 30 Corporation Commission. Maintains corporate registration.
- 31
- 32 viii. Serves as a member of the Board of Directors.
- 33

34 **f. Alternate Treasurer:**

- 35
- 36 i. Assists the Treasurer in the duties of the office when requested.
- 37
- 38 ii. In the absence of the Treasurer, the Alternate Treasurer serves as the
- 39 Treasurer and as a member of the Board of Directors.
- 40

41 **g. Literature Distribution Center (LDC) Chair:**

- 42
- 43 i. Orders, processes, inventories, distributes and documents the sale of
- 44 Conference Approved Literature (CAL).
- 45

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1 ii. Coordinates and provides CAL services as necessary to member
2 Groups including Alateen, to the Service Center, to the Districts, to the
3 Virginia Area and to public outreach events.

4
5 iii. Supports District and Group events as requested.

6
7 iv. Advises member Groups on the content, usage, and the process for
8 ordering CAL.

9
10 v. Coordinates with the Virginia Area Literature Coordinator and the WSO
11 to ensure the Service Center is kept abreast of new CAL and new
12 procedures.

13
14 vi. Serves as a member of the Board of Directors.

15
16 **h. Alternate Literature Distribution Center (LDC) Chair:**

17
18 i. Assists the LDC Chair in the duties of the office when requested.

19
20 ii. In the absence of the LDC Chair, the Alternate LDC Chair serves as the
21 LDC Chair and as a member of the Board of Directors.

22
23 **ARTICLE VIII: COMMITTEES AND COORDINATORS**

24
25 1. The two Standing Committees are the Public Outreach and Website Committees.

26
27 2. The Coordinators are the Group Records Coordinator, Office Manager, Daytime
28 Volunteers Coordinator, Nighttime Volunteers Coordinator and Archives Coordinators.

29
30 3. Special Committees are appointed by the NVSC Chair for a specific event or function.
31 Special Committees will be dissolved automatically when they have completed their
32 functions.

33
34 4. Committee Chairs and Coordinators are appointed by the NVSC Chair to serve
35 concurrently with the term of the NVSC Chair. Chairs of Special Committees serve for
36 the time necessary to perform a specific function.

37
38 5. Any member of an Al-Anon Group in the Northern Virginia Al-Anon area is eligible for
39 membership on a committee and for appointment as committee chair or coordinator.

40
41 6. Members of each Standing and Special Committee are appointed by the respective
42 Committee Chair. Coordinators may ask other members for full or part-time assistance.

43
44 7. Each Committee Chair and Coordinator is responsible for the job description and
45 guidelines for that committee or function.

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1 8. Vacancies may occur by resignation or removal from office.

2
3 a. A Committee Chair or Coordinator may resign by notification to the NVSC
4 Chair or other Officer.

5
6 b. A Committee Chair or Coordinator who fails to fulfill the responsibilities of the
7 committee or function, or who behaves in an inappropriate manner, may be
8 removed from office by a two-thirds vote of the elected Officers. The NVSC Chair
9 will provide the Committee Chair or Coordinator first with written notice of
10 proposed removal and later with written notice of the Officers' final decision to
11 remove him or her. Email will suffice as written notice. The Fifth Concept of
12 Service protects the right of appeal.

13
14 c. The NVSC Chair will appoint a replacement at the earliest possible
15 opportunity.

16
17 7. Duties of the Committees and Coordinators.

18
19 a. **Public Outreach Committee:**

20
21 i. Provides Speakers and materials for the use of Groups in the Northern
22 Virginia area as requested whenever feasible.

23
24 ii. Coordinates Public Information activities in Northern Virginia; provides
25 speakers and materials whenever feasible for public and private
26 organizations.

27
28 iii. Makes individual members, Groups, and Districts aware of various
29 Public Information projects, and requests and encourages their
30 participation.

31
32 iv. Maintains contact and cooperation with the Virginia Area Public
33 Outreach Coordinator and the WSO.

34
35 v. Initiates communication with the professional community.

36
37 b. **Website Committee:**

38
39 i. Administers and maintains a Service Center website delivering the
40 message of Al-Anon and provides information about Al-Anon to the public.

41
42 ii. Ensures continued ownership of the Al-Anon domain name for the
43 Service Center.

44

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1 iii. Acquires and maintains web hosting services through service providers
2 as needed.

3
4 iv. Operates the website in accordance with the “Guideline for Al-Anon
5 Web Sites (G-40).”

6
7 v. Safeguards and maintains the personal anonymity of all members in
8 accordance with Tradition Eleven.

9
10 vi. Posts the most recent Meeting Directory, service opportunity notices,
11 literature request forms, other pertinent outreach information and a
12 calendar of other Al-Anon events of importance to members.

13
14 vii. Coordinates with the Virginia Area Web Coordinator to ensure
15 consistency of practices.

16
17 viii. Posts links to other relevant Al-Anon related sites as appropriate.

18
19 **c. Group Records Coordinator:**

20
21 i. Maintains and updates a Meeting Directory of the Groups supported by
22 the NVSC.

23
24 ii. Makes Meeting Directories available for distribution to public and private
25 organizations and the general public as appropriate.

26
27 iii. Maintains a Service Center roster consisting of current names,
28 addresses, email addresses and telephone numbers of Officers,
29 Committee Chairs, Coordinators, DRs and GRs. Makes the roster
30 available to SC members and to the Virginia Area Assembly Group
31 Records Coordinator.

32
33 iv. Coordinates Group records with the Virginia Area Assembly Group
34 Records Coordinator.

35
36 **d. Office Manager:**

37
38 i. Administers the Al-Anon Service Center office.

39
40 ii. Maintains a current database of persons willing to receive Twelfth Step
41 calls with the assistance of DRs and ADRs.

42
43 iii. Maintains all files, bulletin board items and other communications
44 pertinent to the Service Center.

45

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- 1 iv. Purchases and maintain all needed office supplies.
2
3 v. Maintains oversight of a petty cash box and submit petty cash reports
4 as required by the Treasurer.
5
6 vi. Maintains a daily log book.
7
8 vii. Expedites solutions to problems arising in the physical location of the
9 Service Center office concerning repairs and replacements.
10
11 viii. Maintains the Service Center office space and equipment.

12
13 **d. Daytime Volunteer Coordinator:**

- 14 i. Signs up volunteers to operate the Service Center.
15
16 ii. Provides guidelines and training for all daytime volunteers.
17
18 iii. Distributes meeting directories as requested.
19
20 iv. Coordinates with the Nighttime Volunteer Coordinator for holiday
21 coverage of the telephones.
22
23

24 **e. Nighttime Volunteer Coordinator:**

- 25 i. Signs up volunteers to answer the Service Center telephones at night.
26
27 ii. Provides guidelines and training for all nighttime volunteers.
28
29 iii. Distributes meeting directories as requested.
30
31 iv. Coordinates with the Daytime Volunteer Coordinator for holiday
32 coverage of the telephones.
33
34

35 **f. Archives Coordinator:**

- 36 i. Coordinates Archives activities in the NVSC area to include liaison
37 between the Virginia Area World Service Committee and the Northern
38 Virginia Districts and Groups.
39
40 ii. Collects, preserves and maintains memorabilia of the NVSC.
41
42
43
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ARTICLE IX: MEETINGS

1
2
3 1. Except for emergencies, the NVSC Chair will provide at least three weeks' advance
4 notice of SC regular or special meetings and four weeks' advance notice of GSC regular
5 or special meetings. SC meetings will precede GSC meetings by four weeks or more.
6 Written motions requiring a vote will be provided along with the announcement of the
7 meetings to allow DRs and GRs adequate time to make informed decisions.

8
9 2. The number of voting members attending any meeting of the SC or the GSC will
10 constitute a quorum. A voting member can attend in person or remotely by electronic
11 means (telephone or videoconference).

12
13 3. Unless otherwise provided for in the bylaws, Robert's Rules of Order is the suggested
14 guide for the conduct of Service Center meetings except when in conflict with the Al-
15 Anon Traditions and Concepts of Service.

16
17 4. General Service Committee meetings.

18
19 a. Meetings are held at least once per calendar year.

20
21 b. A simple majority, not counting abstentions, of GSC voting members in
22 attendance at GSC meetings is adequate to approve any motion voted upon,
23 except that changes to these bylaws require a two-thirds vote for approval.

24
25 5. Steering Committee meetings.

26
27 a. Meetings are held at least once per calendar year, at least four weeks prior to
28 a GSC meeting.

29
30 b. A simple majority, not counting abstentions, of SC voting members in
31 attendance at SC meetings is adequate to approve any motion voted upon for
32 referral to the GSC.

33
34 6. Special Meetings of the SC or the GSC.

35
36 a. Meetings may be called by the NVSC Chair or at the written request of five or
37 more members from either the SC or the GSC or both.

38
39 b. A simple majority, not counting abstentions, of SC or GSC voting members in
40 attendance at SC or GSC meetings is adequate to approve any motion voted
41 upon, except that changes to these bylaws require a two-thirds vote of the GSC
42 for approval.

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1 7. Unless otherwise determined by the Chair, the agenda items for all SC and GSC
2 meetings will include:

- 3
- 4 a. Roll call of the voting members.
- 5
- 6 b. Approval of minutes of the most recent previous meeting.
- 7
- 8 c. Approval of the latest Treasurer's report.
- 9
- 10 d. Other motions requiring a vote.
- 11
- 12 e. Nominations or elections of Officers, when required.
- 13
- 14 f. District or Group reports of significant matters.
- 15
- 16 g. New business.
- 17

ARTICLE X: CONTRIBUTIONS AND SUPPORT

18

19

20 1. Operating income comes from contributions from Districts, Groups, individuals and
21 Service Center sales.

22

23 2. Contributions to the Service Center are welcomed from Districts, Groups or
24 individuals within Al-Anon in accordance with Tradition Seven.

25

26 3. Income may also be obtained from projects or activities that are authorized by the
27 GSC.

28

29 4. The Service Center shall not act as a trustee for any trust fund.

30

31 5. Bequests and Donations.

32

- 33 a. NVSC acceptance of bequests or other gifts from any source shall be in
34 accordance with the Al-Anon Traditions, taking into consideration the guidelines
35 and resolutions of the Virginia Area Assembly and the World Service
36 Conference.

37

- 38 b. Donations in the name of a deceased Al-Anon member, from a non Al-Anon
39 member or from an Al-Anon member, will be governed by the needs of the
40 Service Center as determined by the Steering Committee in accordance with the
41 Al-Anon Traditions, taking into consideration the guidelines and resolutions of the
42 Virginia Area Assembly and the World Service Conference.

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ARTICLE XI: FINANCIAL GUIDELINES

1
2
3 1. A proposed budget for the next year will be approved by the GSC no later than the
4 end of October of each year. The SC will refer the proposed budget to the GSC not less
5 than three weeks prior to the GSC vote.

6
7 2. An ample reserve will be authorized not to exceed one year's operating expenses.

8
9 3. Outside of the ample reserve, except for certificates of deposit and savings accounts
10 which contain the ample reserve, funds can also be set aside for specifically defined
11 capital investments such as office equipment, or as seed money for NVSC events, if
12 required.

13
14 4. The Service Center will operate as a business abiding by all Federal, State, and local
15 requirements. Insurance will be maintained for the Service Center and its activities.

16
17 5. The nonprofit status, which applies to the Service Center, does not cover individual
18 Districts or Groups within the service area of the NVSC. Each District and Group is
19 autonomous and the Service Center has no control over any aspect of District or Group
20 business.

21
22 6. No debt shall be incurred and no continuing financial obligation entered into outside
23 of the approved budget unless the budget is amended by a vote at a special GSC
24 meeting.

25
26 7. Only the Chair, the Treasurer and the Alternate Treasurer are authorized to sign
27 Service Center checks or to make purchases with the NVSC debit card. The Chair may
28 temporarily delegate this authority to another member of the NVSC staff as needed. No
29 staff member may make purchases for the Service Center without explicit approval of
30 the Chair.

31
32 8. Only the Chair and Alternate Chair are authorized to sign contracts on behalf of the
33 NVSC unless such authority is explicitly delegated in writing to another Officer each
34 time such delegation is required.

ARTICLE XII: CONFLICTS OF INTEREST

35
36
37
38 1. Whenever a District Representative, Group Representative, Committee Chair,
39 Officer, or Coordinator has a financial or personal interest in any matter coming before
40 the SC or the GSC, this person shall (a) fully disclose the nature of the interest and (b)
41 refrain from discussion and voting on the matter.

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1 2. Any transaction or vote involving a potential conflict of interest shall be approved only
2 when a majority of disinterested voting members present determine that it is in the best
3 interest of the corporation to do so. The minutes of meetings at which such votes are
4 taken shall record such disclosure, abstention and rationale for approval.

ARTICLE XIII: INDEMNIFICATION

5
6
7
8 Each individual serving or having served as an NVSC Officer, Committee Chair,
9 Coordinator or office volunteer shall be personally indemnified to the full extent
10 permitted by law, against any and all costs, expenses and financial consequences of
11 whatever nature, including legal fees actually incurred in connection with any action, suit
12 or legal proceeding of any kind in which such an individual is a defendant by reason of
13 acting or having acted in their official capacity in accordance with the law and in
14 accordance with these bylaws.

ARTICLE XIV: AMENDING THE BYLAWS

15
16
17
18 1. These bylaws may be amended or repealed in whole or in part at any GSC meeting
19 by an affirmative vote of two-thirds of the members in attendance, not counting
20 abstentions, after being presented at the previous SC meeting and passing there by a
21 simple majority.

22
23 2. Administrative changes to the bylaws to correct spelling, indentation, spacing,
24 punctuation and inconsistency in nomenclature do not require a vote of any committee,
25 unless such changes alter the substance or meaning of the bylaws.

26
27 3. Amendments will be numbered in order of approval by the GSC and attached to this
28 document.