

**BYLAWS OF  
INFIDELITY SURVIVORS ANONYMOUS (ISA)**

**ARTICLE I: NAMES**

As used in these BYLAWS

1. The name of the organization shall be **Infidelity Survivors Anonymous (ISA)**.
2. **ISA Group** is a group of individuals who have experienced infidelity and function in keeping with the principles and traditions of the ISA fellowship.
3. **Service Board** means a group of people who are or become trusted servants pursuant to these BYLAWS.
4. **ISA Meeting Contact** is the contact person responsible for responding to any questions or requests related to their home meeting. They also communicate between the ISA Service Board and their home meeting.

**ARTICLE II: PURPOSES**

1. The purposes for which the Corporation was formed, as set forth in its Certificate of Incorporation: **Infidelity Survivors Anonymous (ISA)** is “exclusively for charitable purposes, more specifically to provide emotional support for individuals who have suffered from the consequences of infidelity.”
2. In furtherance of the purposes set forth in the Certificate of Incorporation, the Service Board will:
  - a. Coordinate policy among the ISA Groups throughout the world;
  - b. Assist ISA groups in their activities;
  - c. Provide ISA groups with information about the principles and Traditions of ISA;
  - d. Provide information about the locations of ISA groups;
  - e. Assist in the formation of new ISA groups;
  - f. Publish literature of interest to ISA groups.

### **ARTICLE III: MEMBERS**

The corporation shall have no membership and shall consist only of trusted servants who are ISAs.

### **ARTICLE IV: SERVICE BOARD**

1. The Service Board shall consist of not fewer than three nor more than eight persons. The Service Board receives no compensation other than reasonable expenses.
2. The Service Board shall meet quarterly at an agreed upon time and place.
3. Elections: ISA Meeting Contacts shall be notified after the last Quarterly Meeting of the year to hold a Group Conscience and submit names to the current Service Board of prospective Service Board trusted servants.
4. ISA Meeting Contacts shall be asked to bring nominations from their groups to replace those whose terms will expire no later than 30 days prior to the first Quarterly Meeting of each year.
5. The current Service Board shall vote for nominees in the first Quarterly Meeting and the incoming persons shall take office on the day following such meeting. In the event a nominee is not elected by the Service Board, that nominee will be withdrawn, and the position declared vacant. The position may be filled in accordance with Article IV, paragraph 10.
6. Once the Service Board has reached eight, the two longest tenured servant(s) are the next to move off.
7. Terms: All Service Board trusted servants shall serve at least one-year terms and up to a three-year term. After they roll off the board, they are then eligible for additional terms.
8. Resignation: If a trusted servant wishes to vacate their obligation to the Service Board before their turn to roll off, they may give notice in writing to the Secretary.

9. Quorum: A quorum must be attended by at least 75% of the Service Board before business can be transacted or motions made or passed. Trusted servants do not have to be present to vote.
10. Vacancies: Any vacancy which occurs in any year between the first Quarterly Meeting and the last Quarterly Meeting may be filled at a meeting of the Service Board by a majority vote. Any such person appointed by the Service Board to fill such vacancy shall serve until the remainder of that calendar year.
11. Termination: Any trusted servant of the Service Board may be removed for just cause by a vote of at least two thirds (2/3) of the Service Board at a regular or special meeting. Just cause may be found to exist based on: i) Absence from two or more meetings in any twelve-month period without the Board's prior approval. ii) A conflict of interest or a conflict of commitment violation; or iii) Failure to adhere to any written policies and procedures of the Service Board.

Upon finding just cause by the Service Board, the Secretary shall send written notice of the proposed removal of such person at his or her last recorded address at least fifteen (15) days before final action is taken on such removal. At any time after such finding by the Service Board, the Chair or Secretary, or both, may meet with the person to discuss the finding(s) concerning such person.

The person in question may submit a written statement to the Service Board regarding the proposed removal not less than five (5) days before any final action of the proposed removal. The Service Board shall review any such statement submitted and determine the mitigating factors, if any, on the proposed removal before the final vote of the Service Board to remove such person. Upon the vote of at least two-thirds (2/3) of the Service Board to take final action, the removal will become effective as of the date of the meeting, or at such later date as may be determined by the Service Board at such meeting, and the person in question shall be notified in writing by the Service Board of its decision.

12. Absences: Prior notice for a meeting absence is requested before any meeting commences. Absent persons should respond to the Secretary after meeting minutes have been released of any necessary voting to reach Quorum.

## **ARTICLE V: OFFICERS**

1. Officers and Duties: There shall be three officers of the Service Board consisting of a Chair, Secretary, and Treasurer, and such other officers as may be deemed necessary from time to time by the Service Board.
2. The Chair, Secretary, and Treasurer shall be elected at the first annual meeting from among the Service Board for a term of one (1) year each.
3. Their duties are as follows:
  - a. The Chair shall convene regularly scheduled Service Board meetings, and shall provide a written agenda or arrange for other trusted servants to do so at least three (3) days before each meeting. Other officers to preside at each meeting in the following order: Secretary and Treasurer. The Chair must serve on the Service Board for at least one year prior to becoming the Chair.
  - b. The Secretary will take notes, hold written records and communicate to the fellowship.
  - c. The Treasurer shall make a report at each Service Board meeting. Treasurer shall chair the finance committee, assist in the preparation of the budget and make financial information available to Service Board and the public.

## **ARTICLE VI: DUTIES OF THE SERVICE BOARD**

1. The Service Board shall manage the affairs of the Corporation.
2. The Service Board duties include:
  - a. To maintain policies of ISA;
  - b. To oversee the finances of ISA;
  - c. To authorize expenditures;
  - d. To elect the officers of the Service Board;
  - e. To take such measures as may be necessary to carry out the purposes of ISA.

## **ARTICLE VII: MEETINGS**

1. Quarterly Meeting: The date of the regular Quarterly Meetings shall be set by the Service Board who shall also set the time and place. The next Quarterly Meeting shall be set at the end of each Quarterly Meeting.
2. Special Meetings: Special meetings shall be called upon by the Chair or one-third (1/3) of the Service Board.
3. Notice: An official Service Board meeting requires that each Service Board trusted servant is provided written notice one week in advance.

## **ARTICLE VIII: COMMITTEES**

1. The Service Board may form and appoint committees as needed, such as Retreat and Tools Workshops, Finance, etc.
2. Retreat Committee: The Retreat Committee plans and oversees the annual ISA retreat.
3. Tools Workshop Committee: The Tools Workshop Committee coordinates the implementation of ISA Tools Workshops.
4. Finance Committee: The Treasurer is chair of the Finance Committee. The Finance Committee is responsible for developing and reviewing fiscal procedures with the Service Board. The Treasurer must approve all expenditures. The fiscal year shall be the calendar year. Quarterly reports are required to be submitted to the Service Board showing income and expenditures. The financial records of the organization are public information.
5. Literature Committee. The Literature Committee exists to develop literature that reflects the group conscience of ISA.

## **ARTICLE XI: AMENDMENTS**

These Bylaws may be amended when necessary by a 75% majority of the Service Board. Proposed amendments must be submitted to the Chair and voted on by the Service Board.

These Bylaws were approved at a meeting of the Service Board of Infidelity Survivors Anonymous (ISA) on **October 8, 2020**