

AREA 32 AFG GUIDELINES

The Area 32 Guidelines is to be used in conjunction with The Al-Anon/Alateen Service Manual, WSO Guidelines and Conference Approved Literature.

MONTANA AREA VISION STATEMENT

To ensure that all Al-Anon/Alateen groups in Montana have an opportunity to affect the direction of Al-Anon as a whole through shared information between the groups and the WSC (World Service Conference).

MONTANA AREA MISSION STATEMENT

To collect and distribute information and reports, initiate projects and make recommendations that support Al-Anon/Alateen at all levels (groups, districts, and WSC).

AREA 32 AFG GUIDELINES

Preface

The Montana Area 32 Assembly adheres to the policies set forth by the World Service Conference and follows the procedures listed in the AI-Anon/Alateen Service Manual. All members of the Area 32 Assembly should have a copy of this manual.

The statements on the following pages are meant to define specific guidelines, which Montana Area 32 has approved. Changes and additions will be made, as circumstances and our growth require.

Area 32 Guidelines will be handed out at the Election Assembly. It is the responsibility of each Area World Service Committee (AWSC) member and Group Representative (GR) to bring the AFG Guidelines to all area meetings and add new or changed information until a new book is printed. Additional copies will be available for a fee from the Literature Coordinator.

STATEMENT TO NEW ASSEMBLY ATTENDEES

Attendees unfamiliar with assembly agendas may find help by referring to the AI-Anon/Alateen Service Manual. In order to keep the Montana Area 32 informed, much of the Assembly is composed of regularly scheduled reports. Items of Old Business can be determined, prior to arriving at the Assembly, by reviewing the minutes of previous sessions for unresolved issues. New Business is brought forth by the Area World Service Committee (AWSC) just prior to the Assembly. Questions and suggestions for upcoming agendas should be directed to your District Representative or to another appropriate member of the AWSC.

It is requested that all Assembly attendees arrive on time so that the Assembly can start promptly when called to order. Cell phones should be turned off and no pets are allowed.

Motions

Motions: Will be read (verbatim, from a written copy). The issue will be discussed and then the motion will be called for. The written copy will be given to the Chairperson so it can be repeated correctly during the discussion. All Motions will be presented in a positive form before the vote, the motion will be

read a final time by the Chairperson. The results of the vote will be shared before moving on to another topic for vote. Motions forms can be obtained from the Area Secretary.

Please note: “Parliamentary Procedures” will not be strictly complied with, but all Group Representatives (GRs) will be given reasonable chance to voice their Group’s conscience during the discussion prior to voting on the motion.

Sources of motions: Recommendations from the Area World Service Committee (AWSC) plus any necessary background information; Assembly members who have a vote; Group Representatives (GRs) or in their absence, the Alternate GR.

(C32) - A vote be mandatory on any issue impacting AI-Anon as a whole at Area Assembly.

(C132) - Informed group conscience -- In order to have an informed assembly, copies of any AWSC Motions to be voted on, will be handed out to all voting GRs at the beginning of the assembly.

(C134) - Motions – Motions made during the course of the assembly will be written on a visual aid for the attendees.

Knowledge-Based Decision-Making

- Open communication between leadership and membership
- Dialogue before deliberation including the minority opinion is part of the process
- All decision makers will have common access to full information
- We have confidence in the competency of our partners, “Presume Goodwill”
- Frame and Summarize Discussions
- Create a Culture of Trust
- Use Knowledge-Based Questions to gather information prior to and during the discussion
- Understand that not every discussion leads to a motion or a decision
- Take the time it takes to fully discuss an issue

Voting

The Area Chairman is asked to ensure the use of the following process for establishing, and voting on a motion.

1. Problem solve - Identify the topic, then reason things out with someone else. This could happen through DISCUSSION.
2. Listen - Sounds like one of our slogans. Please, no side conversations, when someone is expressing themselves.
3. Keep It Simple - Prepare your thoughts before you go to the mike. If someone else has made your point, please don't state it again.
4. If a motion results from the discussion, present it verbally and in writing to the Area Secretary. The Chairman will call for a second. Stay in the solution, not in the problem.
5. There will be a voice vote, unless a written vote is requested.
6. If a motion is on the floor and a call for the question is made, the chairman will ask for the assembly to:
First, vote to end discussion using Concept 5; second, vote on the motion.
7. At the discretion of the chairperson if a topic hasn't been resolved, it will be turned over to a thought force for further investigation. The findings will be presented at the next AWSC meeting. It will be decided there to either be tabled or presented as a motion at the next business assembly meeting, or will be given to our Delegate to research through WSC.

(C21) - We will use simple majority for Area Assembly voting except for the election of officers.

(C23) - Written vote will be taken at Area Assembly when deciding on issues to be brought to floor at WSC.

(C32) - A vote be mandatory on any issue impacting AI-Anon as a whole at Area Assembly.

(C39) - Simple majority to pass motions.

The Assembly votes for Regional Trustee Candidate unless otherwise designated by the Assembly.

Ask-it-basket

Time has been set-aside on the agenda for Ask-it-basket questions. If an issue is addressed as an Ask-it-basket question, and cannot be resolved at assembly due to time frame or not enough information, these questions will go to a committee for research. The answers will be presented in the News & Views. If an answer cannot be found at the Area level, the question will be passed on to the delegate to present to WSC.

New Topics

New Topics will be brought up from the assembly floor only if time permits. Al-Anon members with topics of concern should contact their GR, DR, or appropriate Coordinator as early as possible and a written copy should be submitted to the Chairperson prior to the Area World Service Committee Meeting preceding the Assembly.

Dual Members

Al-Anon/Alateens holding dual membership are eligible to hold office with their Al-Anon or Alateen groups. Active members of Al-Anon who are also A.A.s may serve as the Sponsor of Alateen groups by virtue of their Al-Anon membership.

Al-Anon/Alateens holding dual membership are not eligible for the office of Group Representative, District Representative, Area Coordinators, Delegate and/or any of their Alternatives. However, because of the unique nature of both programs, Al-Anon/Alateen members who are also AA members do not hold office beyond the group level, as these positions could lead to membership in the World Service Conference. See page 79 of the 2006-2009 of the Al-Anon/Alateen Service Manual.

Committee Service Work

Those holding a position of Past Delegate, Officer, Coordinator, District Representative, Group Representative or Ad Hoc Committee Members will encourage the use of Al-Anon/ Alateen Service Manuals at all levels. Members may serve on various committees as requested. Exceptions are the Montana Area World Service Delegate and Montana Area Chairperson who are ex-officio members of any committee.

Area Assemblies

Composition of - *Al-Anon Alateen Service Manual*

Agenda - *refer Al-Anon Alateen Service Manual*

Assemblies will be scheduled annually.

(C6) - 2 day Area Assembly meeting start on Saturday at 1 until 5 p.m. with old business, workshops and sharing Saturday night, continuing until Sunday noon for the new business and a spiritual meeting.

(C15) - Area Assembly will have a specified amount of coffee (5 gal per day) purchased by the Area and when that coffee is gone the coffee drinkers are on their own for coffee. We also will have a “coffee kitty” available for coffee donations.

(C121) - The Declaration & The Lord’s Prayer will both be said as closing of Area Assemblies.

(C64) - At the beginning of each assembly we ask for volunteers to act as sponsors for new assembly attendees through their first assembly.

(C86) - We will have no Assemblies on Holiday weekends.

(C93) - When an “emergency travel only” warning is issued for the location of the Area Assembly meeting, or statewide; the assembly shall be canceled.

(C102) - It is at the discretion of the current Area Delegate to set the spring assembly date.

(C122) - We will have a committee for new GR and DR orientation at Area Assemblies.

(C123) - We have created a 3 year cycle of activities for Fall Area Assemblies as follows: 1st fall of new term - past or current delegate workshop; 2nd fall of new term - trustee speaker/ workshop (as funds allow); 3rd fall of new term - elections.

(C126) - Area 32 will continue Area Action Committee workshops as a permanent part of the Area Assembly.

(C127) - We have adopted the new structure as established by the World Service Conference (*pages 44-45 of the 2003 World Service Conference Summary*) starting Spring Assembly 2004.

(C128) - Area 32 will have a Two Day Assembly each fall.

C178) – To accept the Montana Area Vision Statement: To ensure that all Al-Anon/Alateen groups in Montana have an opportunity to affect the direction of Al-Anon as a whole through shared information between the groups and the World Service Conference; and the Montana Area Mission Statement: To collect and distribute information and reports, initiate projects and make recommendations that support Al-Anon/Alateen at all levels (groups, district, World Service Conference).

(C181) – To locate a new venue for Spring Assembly 2010 in either Great Falls or Helena. In addition the Task Force will continue researching other viable venues in the state.

(C185) – Registration fee for Spring and Fall Assembly will be \$15.

Acronyms

AAPP	Area Alateen Process Person
AFG	Al-Anon Family Group
ADR	Alternate District Representative
AGR	Alternate Group Representative
AIM	Alateen Interest Meeting
AIS	Al-Anon Information Service
AMIAS	Al-Anon Member Involved in Alateen Service
AWSC	Area World Service Committee
BN	Motions before they were numbered
C	Current Motion
CAL	Conference Approved Literature
CMA	Current Mailing Address
COMMITTEE	Originating body.
CPC	Cooperating with the Professional Community
DR	District Representative
GR	Group Representative
IAGSM	International Al-Anon General Services Meeting
ISR	Information Service Representative
KBDM	Knowledge Based Decision Making
LDC	Literature Distribution Center
LMD	Last Maintenance Date
NCRD	North Central Regional Delegates meeting
NERD	North East Regional Delegates meeting
NWRD	North West Regional Delegates meeting
ODAT	One Day At A Time
PI/CPC	Public Information/Cooperating with the Professional Community
PMA	Permanent Mailing Address
SCRD	South Central Regional Delegates meeting
SERD	South East Regional Delegates meeting
SMR	Suspended Mail Records
SWRD	South West Regional Delegates meeting
TASK FORCE	Temporary unit of people established to work on a single defined task or activity. They are the doers.
TEAM	Together Empowering Al-Anon Members

THOUGHT FORCE	Temporary unit to research ideas and possibilities. They are the thinkers.
WSC	World Service Conference
WSO	World Service Office
WORK GROUP	Originating body assigned to pursue and implement multiple duties. (Long term)

Refer to the Al-Anon/Alateen Service Manual for a complete description of most of these terms.

AREA WORLD SERVICE COMMITTEE (AWSC)

Each Area World Service Committee member is urged to familiarize themselves with the duties of the Area World Service Committee as specified in the *Al-Anon Alateen Service Manual*.

All AWSC members are to attend two (2) Assemblies and two (2) AWSC meetings per year. If unable to attend, or have an alternate present, the Chair should be notified. Any AWSC member who is absent for two (2) consecutive meetings and/or Assemblies will receive a written reminder. He/she will be contacted by the Chair and given an opportunity to either resign their position or recommit to that position. If the AWSC member resigns (other than the Delegate), the Chair will appoint a replacement.

WORLD SERVICE OFFICERS: Delegate, Alternate Delegate, Chair, Secretary and Treasurer.

COORDINATORS:

GROUP SERVICES: Alateen, Archives, Group Records.

FELLOWSHIP COMMUNICATIONS: Literature, Forum, and Newsletter

PUBLIC OUTREACH: PI/CPC and Internet.

OTHER MEMBERS: District Representatives and Past Delegates.

It is the responsibility of individual officers and coordinators not to exceed their approved budget.

Area World Service Committee

Business/planning meetings attended by Delegate, Area Officers, Coordinators, and District Representatives. All are voting members of the AWSC. All Al-Anon members are welcome. Only Committee members (Officers, Coordinators, DR's, and Past Delegates) have voice and vote. This committee meets before each Assembly to discuss Area and District matters, plan the agenda for the Assembly, initiate projects and make recommendations to the Assembly; however, the Area World Service Committee in itself cannot set policy for the full Assembly.

All Officers, Coordinators, and DRs should give a written copy of their report given at the Assemblies to the Secretary.

Area World Service Officers World Service Delegate

Term Length: three years (Beginning January 1 after election)

Qualifications: An outgoing or past District Representative

Duties -refer to the *Al-Anon Alateen Service Manual*.

(C78) - Motion that the News & Views mailing list as well as the official delegates mailing list be made available only to the area delegate and the News & Views Coordinator.

(C102) - It is at the discretion of the current Area Delegate to set the spring assembly date.

(C125) - Delegate will be reimbursed for expenses, upon presentation of receipts to treasurer.

(C130) - Area 32 will pay delegates full expenses of the WSC Meeting in the spirit of being self-supporting

Alternate World Service Delegate

Term length: 3 years (beginning January 1, after election)

Qualifications: An outgoing or past District Representative

Duties - refer to *Al-Anon Alateen Service Manual*

Quoted from p. 148 of the Al-Anon/Alateen Service Manual 2006-2009

"The Alternate Delegate works along with the delegate as much as possible in communicating with the groups. He acquaints himself with all the delegate's duties, so that if the delegate is unable to finish his three-year term,

the alternate can step in to complete it.”

The Alternate Delegate works on the guidelines committee to keep the guidelines up to date by adding new motions to the appropriate place and passing out new pages to the members of the assembly for their guidelines book.

(BN16) – The Alternate Delegate would chair the meetings in the absence of the Chairman.

(C157) – Send Alternate Delegate to NW Regional Delegates Meeting. Pay expenses for Alternate Delegate to attend one Northwest Regional Delegates Meeting during their term

Past Delegates

Laura O’N. (Panel 5); Ella M. (Panel 8); Mary B. (Panel 11); Jean S. (Panel 14); Beatrice H. (Panel 17); Dorothy R. (Panel 20); Helen E. (Panel 23); Ruby W. (Panel 23 & 26); Sue B. (Panel 29); Donna M. (Panel 32); Kay J. (Panel 35); Penny S. (Panel 38); Donna E. (Panel 41); Kay R. (Panel 44); Jeanne H. (Panel 44); Pennie K. (Panel 47)

All Past Delegates are to be life members of the Area World Service Committee (AWSC) with voice and vote.

Chairman

Term length: 3 years (Beginning January 1, after election)

Qualifications: An outgoing or past District Representative

Duties - refer to *Al-Anon/Alateen Service Manual*

Quoted from p. 145 *Al-Anon/Alateen Service Manual 2006-2009* “A chairman should have leadership and organizational ability, serving rather than dictating.”

Secretary

Term length: 3 years (Beginning January 1, after election)

Qualifications: An outgoing or past District Representative

Duties - refer to *Al-Anon/Alateen Service Manual*

Secretary: The secretary keeps an updated motion book. Also see Service Manual.

(C40) - Secretary is to have a committee under her to keep an updated motions book, made available at Assemblies at cost.

(C98) - Provide the “yellow” copy of motions to the Area Guidelines Chairperson for input to the motions section of the Area Guidelines.

(C140) - Area Minutes – I move that minutes be sent via e-mail to officers, coordinators and DRs by the Secretary. If no e-mail, send hard copy by mail.

Treasurer

Term length: 3 years (beginning January 1, after election)

Qualifications: An outgoing or past District Representative

Duties - *Al-Anon/Alateen Service Manual*.

(BN34) - Coordinators are to submit itemized bills of expenses to the State Treasurer for reimbursement.

(C10) - If the Past Delegates need expenses covered, they could submit their expenses to the Treasurer at the meeting to be covered from the Travelers Fund.

(C35) - The Travelers Fund will no longer have a special earmarked account. It will be a regular budget item.

(C37-38) - Treasurer will develop a tracking method or means to organize the financial books, keeping track of specific expenditures and deposits on a yearly basis.

(C54) - Area has set aside, within the General Account, a \$3,000 prudent reserve. When we dip into these funds, the Assembly should be notified, and it will be considered a “Red Flag” to reduce our spending and/or increase donations.

(C67) - Treasurer will provide each groups contribution on Treasurer Report.

(C104) - Area financial reporting is as follows: Jan. 1 to Spring Assembly, Spring Assembly to Fall Assembly, Fall Assembly to Dec. 31.

(C145) - Area 32 shall perform a yearly financial review of all banking accounts of the Area (i.e. Treasury, Literature, New & Views). The committee shall consist of the Area Treasurer, and 3 others from the current AWSC.

(C159) - A Bottom Line Budget.

(C166) - That the checks used to conduct the financial business of Al-Anon Area 32 require only a single signature of the treasurer or other account signatory on file at the financial institution.

Coordinators

Qualifications: All active Al-Anon/Alateen members, (except those who are also members of AA) are eligible to serve as an area coordinator, not necessarily a GR.

Group Services Alateen

Term length: 3 years (beginning January 1, after election)

Duties - *Al-Anon Alateen Service Manual*

Register Alateen Groups

Registration Process

1. All new groups registration and Al-Anon members involved in Alateen Service, will go to the district Alateen Chairperson or District Representative (Whichever applies to the individual district).

2. The District Alateen Chairperson or District Representative will send all applicable forms to the Area 32 Group Records Coordinator.

3. The Area 32 Group Records Coordinator will sign all applicable forms and registrations and send forms to the Area 32 Alateen Coordinator.

4. Area 32 Alateen Coordinator will compile all applicable forms. If any forms are not completed as required by the Montana Area 32 Al-Anon/Alateen Safety and Behavioral Requirements, the Alateen Coordinator will return said forms to the appropriate District Representative or District Alateen Chairperson unprocessed.

5. Those Forms in compliance with the Montana Area 32 Al-Anon/Alateen Safety and Behavioral Requirements will be forwarded to the Associate Director of Member Service/Alateen of the World Service Office.

6. The Area 32 Alateen Coordinator, Area 32 Group Records Coordinator, and the Area 32 Delegate, are the members that are considered the Area 32 Alateen Committee. The Area 32 Alateen Coordinator will be the contact for World Service Office.

7. In the event of any appeals regarding the process, the Area 32 Alateen committee will be responsible to listen to problems, as they may arise.

Suggested Added Statement to Alateen Opening: Our Alateen Sponsors are responsible members of Al-Anon who share their experience, strength and hope. They provide direction in the Alateen meeting to help keep the focus on the Al-Anon program of recovery. To the best of their ability they maintain an

atmosphere of safety from emotional or physical harm. Alateen Sponsors offer guidance without dominance, and encourage us to take responsibility for our own actions.

(C144) - Mt Area 32 Alateen Safety & Behavioral Requirements Motion: That the Area 32 Alateen Safety and Behavioral Requirements as presented by the 2004-2006 AWSC be accepted, put in to place and abided by as of December 31, 2004 with the committee of Area Delegate, Group Records Coordinator and Alateen Coordinator to all be part of the process of certification and re-certification of the Alateen Groups for Montana Area 32.

Permission forms are in the back of this manual

Archives

Term length: 3 years (beginning January 1, after election)

Duties - *Al-Anon/Alateen Service Manual/Al-Anon Guidelines*

(C24) - The State Archivist is to bring a small display to our Area Assembly to allow members exposure to these files.

When donations are made to the Archives, they must be organized. This entails sorting through, throwing some things out, and organizing to fit in with the rest of the Archives. Add items to the Archives that are received, including: News & Views, district newsletters, WSO newsletters (Inside Al-Anon, Alateen Talks, etc.), Area Meeting Minutes and financial statements, meeting schedules, convention flyers, correspondence, etc.

(C173) - To further define MT Area 32 Archives Collection. A. Archives will preserve one original document of a kind pertaining to Montana Area 32 history. Duplicates will not be retained in Montana Area 32 Archives. Example: This would apply to items listed in motion (C-24) & books from World Service & Forum Magazines. B. Items such as World Service order forms, posters & media distribution lists will not be retained in Montana Area 32 Archives. C. Until such time as we have foreign language groups, no foreign language materials will be retained in Montana Area 32 Archives.

(C179) – That the Archives be split into 2 separate positions. (1) Non-rotating and paid to Assembly only be invitation until resignation. (2) Rotation every 3 years and paid to Assembly.

Group Records

Term length: 3 years (beginning January 1, after election)

Duties - *Al-Anon Alateen Service Manual / Al-Anon Guidelines*

Act as liaison for group records information between groups, WSO Group Records and Area Coordinators.

Maintain current information on registered Al-Anon and Alateen groups by:

- registering new Al-Anon groups with WSO
- review Alateen group registration, yearly AMIAS update and group information changes for compliance with Area 32 Alateen Group Registration Process. Forward to Area Alateen Coordinator for processing.

Updating group information

Notifying Area Delegate, Area Alateen Coordinator, Area Web Coordinator, Area News and Views Coordinator and District Representatives/District Group Records Coordinators of group information changes.

Fellowship Communications **Literature**

Term length: 3 years (beginning January 1, after election)

Duties - *Al-Anon Alateen Service Manual / Al-Anon Guidelines*

(C26) - Concerns over how to disperse our stockpile of literature that is not moving should be at the discretion of the Literature Coordinator.

(C145) - Area 32 shall perform a yearly financial review of all banking accounts of the Area (i.e. Treasury, Literature, News & Views). The committee shall consist of the Area Treasurer, and 3 others from the current AWSC.

(C149) - Area 32 shall apply for an LDC designation from WSO.

(C 155) – Matter under consideration – LDC phase out as a clearinghouse. Propose Area LDC be phased out as a clearinghouse.

(C165) - That Area 32 continue the position of Area Literature Coordinator; thus continuing the sale of Conference Approved Literature (CAL) at the Area Assembly.

Forum

Term length: 3 years (beginning January 1, after election)

Duties - *Al-Anon Alateen Service Manual / Al-Anon Guidelines*

Montana Area News & Views Editor

Term length: 3 years (beginning January 1, after election)

Duties - *Al-Anon/Alateen Service Manual/Al-Anon Guidelines*

DESCRIPTION/QUALIFICATIONS: An active AI-Anon/Alateen member, not necessarily a GR, who is elected by the Area Assembly. The Editor votes at Area World Service Committee (AWSC) meetings but not at the assemblies UNLESS also a GR.

RESPONSIBILITIES:

- To produce and mail the News & Views four (4) times a year which will be in the months of Feb., May, Aug., Nov.
- To keep good records of subscriptions, (paid, when due, exchanges, and complimentary) bank records, expenses and deposits.
- Communicate deadlines for News & Views submissions to the Assembly and the membership, and solicit articles from the fellowship.
- Submit an oral and written report of subscriptions and financial status of the News and Views at assemblies.
- Keep good records of all address changes of groups and AWSC members, and Email addresses and telephone numbers of all AWSC members.
- Cooperate with Group Records Coordinator to ensure accurate mailing lists.
- Write a brief report to the News and Views for each issue.
- Review other Newsletters to get new ideas.
- Obtain Flyers of events.
- Work with the Chairperson to get correct date and times of Assemblies.
- Keep News and Views software safe to hand over to next Editor. Include all instructions on how to use the software.
- Newsletter editor will give a financial report each assembly and one 'End of Term' report.

((BN42) - State will subsidize the News & Views so that all groups in the State receive a copy, if it can't be self supporting.

(C78) - Motion that the News & Views mailing list as well as the official delegates mailing list be made available only to the area delegate and the News & Views Coordinator.

(C115) - The annual cost to subscribe to News & Views is \$7/year. There will be 4 issues printed per year.

(C145) - Area 32 shall perform a yearly financial review of all banking accounts of the Area (i.e. Treasury, Literature, New & Views). The committee shall consist of the Area Treasurer, and 3 others from the current AWSC.

(C154) – News & Views. With the increase cost of printing I would like to increase the subscription to News and Views to \$10 a year.

(C174) - The Area 32 News & Views will be posted to the Area 32 website

after contents of the printed version have been amended to preserve the anonymity of all AA, Alateen and Al-Anon members, beginning with the February 2007 issue.

(C177) - The next edition of News & Views will introduce the idea that News & Views is moving to an electronic format. Each group will be asked to have a group conscience & decide if they will receive hard copy or electronic copy.

(C180) – The News & Views Thought/Task Force moves that Area 32 adopts an electronic format for the News and Views w/subscription costs paid by the Area Treasury, effective immediately.

Public Outreach

PI/CPC

Term length: 3 years (beginning January 1, after election)

Duties - *Al-Anon Alateen Service Manual / Al-Anon Guidelines*

(BN74) - The Area has established an Area Public Information Library, where groups or individuals can for a 50% deposit, check out TV and radio spots, slides, filmstrips and tapes for use in Public Information.

(BN75) - There is to be a rental fee in accordance with and in addition to the 50% deposit for the PI Library to cover postage and handling.

Internet

Term length: 3 years (beginning January 1, after election)

Duties - *Al-Anon Alateen Service Manual / Al-Anon Guidelines*

(C62) - Form a committee to set up and maintain a Montana home page. This committee would report directly to the Area World Service Committee.

(C153) – To drop the current 36 Network Web domain and change to the WSO web domain.

DISTRICT REPRESENTATIVE

Term Length : refer to District guidelines

Duties - *Al-Anon Alateen Service Manual / Al-Anon Guidelines*

- Hold regular meetings for group representatives to let them exchange ideas and voice concerns. Keep them apprised of what is going on at the Area level. Also see Service Manual.
- Educate GR's
- Encourage Service work from all members in their District.
- Encourage Service Sponsorship

Area 32 Rules for Participating Minors at Area/District Meetings or Assemblies

All participating minors must be accompanied to the _____ by an adult sponsor, parent, or other responsible adult to whom they will BE DIRECTLY RESPONSIBLE FOR THE DURATION OF THE EVENT.

Participating minors signed and notarized permission form MUST be presented before they will be permitted to complete registration or take part in the activities.

Participating minors attending the _____ shall arrive and leave as a group with their sponsor, parent, or responsible adult, who should have knowledge of their group member's whereabouts at all times.

All adult escorts bringing participating minors should be aware of their SPECIAL RESPONSIBILITIES as stated in these rules.

Adult escorts have the right to refuse to bring a member whom they do not think will abide by these rules, always remembering to place principles above personalities.

Participating minors must at all times conduct themselves properly for the safety, comfort, welfare, and enjoyment of all persons attending this event. Sponsors and other Alateen members should not accept unacceptable behavior such as swearing, rudeness, running in the halls, unnecessary noise, members being drunk or high, etc. All Alateen members are to remember that what they do reflects on their group, the event, and the name of Alateen as a whole.

All participating minors are expected to attend the sessions.

No girls in boy's sleeping rooms, no boys in girl's sleeping rooms without adult escort.

Possession of alcohol or drugs is strictly forbidden. All participating minors under medication must report it to their responsible adult escort.

Participating minors are required to report any problems or rules being broken to a sponsor or any adult before it has a chance to spoil the event.

All participating minors must report to their assigned responsible adult at the designated curfew time.

Participating minors who choose not to abide by these rules may be sent home at their own expense.

Montana Area 32 Al-Anon/Alateen Family Groups Safety And Behavioral Requirements

Alateens are members of the Al-Anon fellowship who have been affected by the alcoholism of a loved one. They have come to Alateen seeking recovery. Before recovery can take place, an environment of trust and safety must exist. It is the responsibility of Al-Anon and Alateen as a whole to work together to maintain a healthy, loving, and supportive environment.

Wherever the term Al-Anon Member Involved in Alateen Service is used, it refers to any of the following: Alateen Sponsor, Adult, Guardian, chaperone or parent involved in Alateen service

1. Al-Anon Members Involved in Alateen Service must be at least 21 years of age, regularly attending Al-Anon meetings and an active Al-Anon member for at least two years in addition to any time spent in the Alateen program.

2. Al-Anon Member Involved in Alateen Service and Alateen Group must submit the Alateen Registration/Group Records Change form, and include either the Al-Anon Member Involved in Alateen Service form or Al-Anon Member Involved in Alateen Service WSO ID#. When an Alateen Registration/Group Records Change form is received with a change of Sponsor and neither an Al-Anon Member Involved in Alateen Service ID # nor an Al-Anon Member Involved in Alateen Service form is provided, the Alateen Registration/Group Records Change form will be sent to the Area 32 Alateen Chairperson unprocessed. These are required to be updated yearly no later than December 31 for re-certification of Alateen Sponsors and Alateen Groups.

3. Al-Anon Member Involved in Alateen Service must never have been convicted of a felony, have pending charges/have been charged, or have been convicted of child abuse or any other inappropriate sexual behavior, and not have demonstrated emotional problems which could result in harm to Alateen members. Overt and/or covert sexual interaction between any adult and an Alateen member is strictly prohibited for both Al-Anon Members Involved in Alateen Service and Alateens.

4. Al-Anon Member Involved in Alateen Service and Alateen members are prohibited from conduct contrary to applicable state and federal laws before, during and after any Alateen meeting or activity.

5. At least one Al-Anon Member Involved in Alateen Service is required at each Alateen meeting. However, it is recommended that there be two Al-

Anon Members involved in Alateen Service at each Alateen meeting.

6. Alateen member personal sponsors, who are sponsoring individual Alateen members, are required to do so with Alateen members of the same sex only.
7. Al-Anon Members Involved in Alateen Service are responsible for the supervision of Alateens only during the established meeting time. Al-Anon Members Involved in Alateen Service have the right to ask any Alateen member who is displaying inappropriate behavior to leave the meeting. Al-Anon Members Involved in Alateen Service must maintain a sense of safety and trust in order for recovery to take place and to protect the Al-Anon/Alateen members from physical and emotional harm.
8. Alateen members are responsible for their own behavior and must handle themselves in a manner that is conducive to and in the spirit of the Al-Anon/Alateen program's Twelve Steps, Twelve Traditions, Twelve Concepts, and Warranties.
9. Al-Anon/Alateen and AA events requiring Alateens to be transported to and/or attending overnight events, (and not escorted by the parent or legal guardian,) must have medical forms and Montana Area 32 parental permission forms filled out, signed and notarized.
10. Al-Anon/Alateen members participating in and/or involved with Alateen events at AA Roundups/Conventions will adhere to/comply with the "Montana Area 32 Al-Anon/Alateen Family Groups Safety and Behavioral Requirements."
11. Al-Anon/Alateen Members Involved in Alateen Service, Alateen, each Alateen Group as a whole must adhere to/comply with the "Montana Area 32 Al-Anon/Alateen Family Groups Safety and Behavioral Requirements," or they will be required to discontinue in Alateen service which would include Alateen sponsorship and participation in Alateen meetings and events.
12. If an Alateen Group as a whole does not adhere to/comply with the "Montana Area 32 Al-Anon/Alateen Family Groups Safety and Behavioral Requirements," they will be removed from the World Service Office and the Montana Area 32 Al-Anon/Alateen Family Groups registration; thus, not be permitted to operate, function as, or use the name Al-Anon or Alateen.

Roundups

(C7) - Alateen participation in AA Roundup: The State Assembly will support the Alateen Coordinator of the hosting district with the guidelines of WSO, sponsoring support and program planning. These are the cities that

currently hold Roundups:

Butte, Great Falls, Helena, Kalispell, Billings, Missoula, Bozeman

TEAM

(Together Empowering Al-Anon Members)

A service event that partners one or more Areas with the World Service Office (WSO) to create a unique service event geared to the interest of local members. The WSO would come to Area 32. A minimum of three representatives from the WSO—volunteers and staff members participate. As host the Area would provide the facility and collaborate with the WSO on the program. The TEAM event can take place over one or two days. It can be a stand-alone event or tied in with an existing Area event.

For more information see members only website:

www.al-anon.org/members/team.php.

Budget and Expenses

Our leaders are but trusted servants. When spending money on Montana Area business, be aware that these resources are gifts from the Montana Area Members.

Budgets prepared by Treasurer are reviewed by AWSC to present to the Assembly.

We have a reserve fund of \$3,000. (See guidelines for Treasurer regarding expenditure of reserve fund.)

The Treasurer may not make payments that exceed the approved budget. If area officers, coordinators or others with spending authority for a budget line item find that expenses for their work will exceed the budget, they must notify the Financial Review Committee to request additional budget authorization. The committee may authorize an additional budget amount, which must be shifted from another expense line item.

Financial Review

A Financial Review Committee will be appointed every 3 years to do a financial review. A suggested review procedure outline will be given to the Financial Review Committee.

A Financial Review Committee is composed of the Area treasurer and 3 others. It is suggested that these members have knowledge of methods of verification of receipts and reconciliation of checkbooks with bank statements.

The committee shall meet with the retiring Treasurer prior to the money and financial records being turned over to the incoming Treasurer and at any other time as requested by the Area Chairman or Delegate.

The committee will report to the AWSC the results of the financial review. In the event of discrepancy in the account, the Financial Review Committee will immediately notify the Area Chairman. No checks will be issued until the Executive Committee {elected officers} confers and the discrepancy is resolved.

(C145) - Area 32 shall perform a yearly financial review of all banking accounts of the Area (i.e. Treasury, Literature, News & Views). The committee shall consist of the Area Treasurer, and 3 others from the current AWSC.

Retention of Records

(The retention of Area financial records should be 3 years. Records older than 4 years will be passed on to the Archivist.)

FINANCIAL REVIEW FORM

()

Date of Financial Review

Members: _____ Signed.

_____ Signed.

_____ Signed.

:
CHECK LIST

_____ Ledger (Original receipts)

_____ All canceled checks & statements

_____ Check book & register

_____ Checkbook balance (day of review) \$ _____

_____ Financial Review Committee balanced the bank statement

OTHER COMMENTS:

Information on Copyrights World Service Office

see *Al-Anon/Alateen Service Manual*

Things that may come up

If an elected officer resigns or is unable to complete their term of office, the chairman appoints a temporary replacement following the guidelines for qualification in the Service Manual and Area Motions, until an election can be held at the next Assembly.

If an Area Coordinator resigns or is unable to complete their term of office, the chairman appoints a replacement who currently is or has been a GR.

If an elected officer or any coordinator is not meeting the requirements of the position, it is the chairman's responsibility to counsel with them. It is very important to keep principles above personalities in all of our endeavors, but specifically in this situation. Keep an eye on the problem not the person. Stay focused on the solution.

Historical Information

Literature:

In previous issues of *The Forum*, "Inside Al-Anon" articles have discussed the Al-Anon Conference Approved Literature process and how fellowship shares become CAL.

Yet, hardly a day passes without someone asking us whether or not AA literature is Al-Anon Conference Approved Literature. The answer is "No". Please read on as to what our archives tell us.

In the early days of Al-Anon there was no Al-Anon literature or Conference. Al-Anon members relied upon the use of AA literature, as well as religious books and articles from a variety of magazines and newspapers. In 1961, Al-Anon held its first World Service Conference (WSC) and approved the concept of Conference Approved Literature (CAL). In 1962 the Literature Committee "was to consider its approval of the present Headquarters literature" (From 1962 *Conference Summary*)

Quoting from the April 1962 World Service Conference transcript, at the beginning of Session IV:

Lois: "Last night we had a Literature Committee Meeting with the following results: The committee recommends that the Conference accept Headquarters "literature" as "Conference Approved Literature" (Editors Note:) "Headquarters' is part of our corporate name; however, the fellowship is familiar with the term the World Service Office (WSO)". Later, "Sue, the chairperson of the World Service Conference, asked for a motion to accept the recommendation of the Committee."

"Massachusetts: I move that we accept and approve all literature recommended by Headquarters and call it CONFERENCE APPROVED LITERATURE and that all present literature be stamped "Conference Approved"

The motion was seconded and the show of hands was unanimous in favor of this motion

One of the pamphlets given Conference Approval was listed on the order blank as *To Wives & Family Afterward*. This pamphlet was printed for several years with slightly modified versions of two chapters from the book *Alcoholics Anonymous*, Al-Anon had written permission from AA to use these excerpts from the "Big Book". The Chapters were edited and included an Al-Anon introduction and conclusion. The text of the pamphlet was Al-Anon CAL not the two chapters or the book itself. This pamphlet has been out of print for many years. Though the Al-Anon order blank did at one time list the "Big Book" it was removed before the existence of the Conference.

In 1962, from the documents in our archives, it is obvious that the Conference's emphasis was on bringing CAL up to date and making sure that the new logo for Conference Approved Literature was on each piece of approved, current and/or recommended literature approved by the Conference.

In the 1969 *World Service Conference Summary*, the Literature Committee "discussed reasons why *group study* is best limited to Conference-Approved Literature which consistently presents our program in relation to our Al-Anon Steps, Traditions, and slogans. We thus avoid the distortions and confusions of *personal* points of view, and also those which originate in other disciplines, and learn to use our own program in depth to meet our own problems." It is important to note the emphasis on "group study" In other words, there is no limitation to what an individual may want to use for their recovery outside of the meetings but, as we note above, the Conference in 1969 clearly recommended the use of only CAL in meetings.

From the 1972 *Conference Summary* we found this gem: “A.A.s” old saying ‘It may be easy to get a drunk sober; the hard part is to keep him sober,’ now translates into modern Al-Anon language like this: “*It may be easy to get our heads on straight; the hard part is keeping them on straight and CAL is the cement that keeps my head on straight, mine and everyone else’s around the world.*” (Sharon B., Washington)

In the 1974 *Conference Summary* Ask-it Basket section, a member asked, “Should Al-Anon groups ever use AA literature?” The answer then is the same answer used today: “While we do not recommend the constant use of AA literature, an occasional reference can reinforce our own application of the program. But group funds should be used for the purchase of Al-Anon literature exclusively,”

In 1962, Ruth, Literature Committee chairperson, said, “There are many groups who want to bring out their own literature, but very often these contain difference of thought or local slants. So for unity’s sake we strongly advocate that you use ‘Conference Approved Literature.’”

Can we convince you today? Over 30 years ago the WSO staff listened intently to the Conference and sought its guidance. Thirty years later much credit is given to our early Conference members, our co-founders, and to AA. The WSO still listens intently to the Conference and seeks its guidance.

see also Use of Material in *Al-Anon/Alateen Service Manual*

Guideline Review Committee:

shall consist of 3 to 4 members including a Past Delegate who are actively involved at the Area level. Committee meets prior to each AWSC Meeting.

The purpose of the Guideline Review Committee is to review the Montana Al-Anon/Alateen Guidelines and submit changes, updates, and corrections to the assembly for approval as needed. The term of the committee is to run concurrent with the current area officers.

Handbook approved by the AWSC on September 19, 2009

Handbook approved by the Assembly on September 19, 2009

I have read the attached rules and discussed them with my child and I agree they should be enforced.

I, _____ (parent/guardian), grant my permission for my child _____ (name) to travel and take part in _____ (name of event). In case of accident or emergency, I understand every effort will be made to contact me, but in the event I cannot be reached, I give the above adult escort my permission to act for me and obtain any necessary medical care for my child. I also agree that the named adult escort is in charge and will at all times make decisions for the best interest of all members of the group and will expect that the rules be followed.

(Parent/Guardian) _____

_____/_____/_____
(Date)

Adult Escort _____
Room Number _____

Minor's
Name _____ Room
Number _____

Notary Public for the State of Montana _____
Residing at _____
My Commission Expires _____

Ride to a meeting Form

**Parents- Please read, complete and have notarized
Adult escort- Please keep original of this form**

**Minor's
Name** _____
Address _____
Phone _____

Minor is traveling to the meeting with

and he or she is the designated adult escort

**I, _____ (parent or guardian),
grant my permission for my child _____ to
ride to the meeting with**

Date _____ **Thru** _____

Parent or Guardian _____

Date _____

Notary Public for the State of Montana _____
Residing at _____
My Commission Expires _____

AL-ANON/ALATEEN PROFILE
RESUME FOR AREA ELECTIONS

Please type or print

Date ___ / ___ / ___

List current and previous Al-Anon experience at the group, district and area levels beginning with the most recent:

Group Level:

District Level:

Area Level:

Candidate Form

Candidate for: _____

Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

Date available to serve _____

Years active in Al-Anon/Alateen _____ Member from _____

Name of home group _____ Location _____

Tell us something about yourself in Al-Anon:

References & Resources

Service Manuals
Current Area Delegate
Past Montana Area Delegates
District Representatives
Coordinators and Officers
World Service Office
WSO Guidelines
Pamphlets
All Conference Approved Literature

Maps and District Division Descriptions

Montana District Division Descriptions
Montana Area 32 District Division/Major Cities
US and Canada Regional Divisions
District Maps:
 District 1-4
 District 5-8
 District 9-10
 District 11-14
District Maps
 District 1-14
Individual District Maps

Current Officers
Panel 47
2006-2009

Delegate-Pennie K.
Alternate Delegate-Aggie C.
Area Chair- Jennie E.
Area Secretary-Sherry D.
Area Treasurer-Betty D.

Current Coordinators

Alateen-Vonda D.
Archives-Jeanne H.
Group Records-Cheryl T.
Literature-Donna M.
Forum-Elaine D.
Newsletter Editor-Lorelle D.
PI/CPC-Marybeth
Institutions-Sharon McE.
Internet-Margaret G.

Incoming Officers
Panel 50
2010-2012

Delegate – Cindy C.
Alternate Delegate – Sharon McE.
Chairperson – Kari C.
Secretary – Connie W.
Treasurer – Pennie K.

Incoming Coordinators

Alateen – Candy D.
Forum – Nancy R.
Archivist – Jeanne H.
Archives – Beth W.
News & Views – Mardi M. (Sue – backup)
Group Records – Cheryl T.
Internet – Lorelle D.
PI/CPC Public Outreach – Kathy J.
Literature – Donna M.