

Southern New York Assembly Area GUIDELINES

The following are the recommendations of 2006-2007 Steering Committee

*AWSC revised and voted at 2/28/10 meeting to present the following amendments to the Assembly.
AWSC voted at 3/6/11 to send motions to the Assembly
for discussion at 4/3/11 Assembly and discussion/voting at 6/12/11 Assembly*

KEY

- All new recommendations/changes are in ***bold italics***
- All recommendations for removal have strikethrough, ex: ~~change~~
- Recommendations for grammar/clarification are highlighted in grey

Page i

Insert BEFORE It is intended that these Guidelines...

The Al-Anon Family Groups are a fellowship of relatives and friends of alcoholics who share their experience, strength, and hope in order to solve their common problems. We believe alcoholism is a family illness and that changed attitudes can aid recovery.

Al-Anon is not allied with any sect, denomination, political entity, organization, or institution; does not engage in any controversy; neither endorses nor opposes any cause. There are no dues for membership. Al-Anon is self-supporting through its own voluntary contributions.

Al-Anon has but one purpose: to help families of alcoholics. We do this by practicing the Twelve Steps, by welcoming and giving comfort to families of alcoholics, and by giving understanding and encouragement to the alcoholic.

- ***Suggested Preamble to the Twelve Steps***

***“Let It Begin With Me –
When Anyone Anywhere Reaches Out for Help,
Let the Hand of Al-Anon and Alateen Always Be There
And Let It Begin With Me”***

- ***Al-Anon/Alateen Declaration***

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~~The purposes for which this organization is formed are: To encourage, assist and serve the families and friends of alcoholics in dealing with the problems concerning and attendant on alcoholism, to reinforce their efforts to understand the alcoholic and to foster his or her restoration to normal life, to disseminate information in relation thereto and to conduct, and participate in any other classes of service to assist families and friends of alcoholics in dealing with their problems.~~

The purposes for which this organization is formed are:

- ***offering help and hope to families and friends who are affected by the disease of alcoholism***
- ***finding understanding and learning what to do to help ourselves, which can indirectly help our alcoholic relatives, loved ones and friends, sober or not***
- ***carrying the message of hope and recovery and ensuring Al-Anon and Alateen will be here for the newcomer***

Page 1

When there is a motion or discussion at the AWSC, there will be a one-time, 2-minute share per person at the microphone, *to be monitored by the Spiritual Time-Keeper*. All AWSC motions pass with a 2/3 vote.

Page 2

When there is a motion or discussion at the Assembly, there will be a one-time, 2-minute share per person at the microphone, *to be monitored by the Spiritual Time-Keeper*. All Assembly motions pass with a 2/3 vote.

Page 2 under FUNDS AND REIMBURSEMENTS

The Delegate is reimbursed by the Area treasury *for*:

- *travel (gas & tolls/public transportation)*
- *expenses for attending AWSC, Assemblies, any service-related committees or group meetings (i.e. Ad Hoc, Steering Committee, etc.)*
- *extra night at WSC (at Conference rate)*
- *meals (follow **currently** voted-on caps)*
- *all additional printing, postage, phone, supplies, CAL he/she distributes*

The Alternate Delegate is reimbursed by the Area treasury for:

- *travel (gas & tolls/public transportation) for attending group inventories, any service-related committees or group meetings (i.e. Ad Hoc, Budget, etc.)*
- *all additional printing, postage, phone, supplies, CAL he/she distributes*
- *if NOT DR or GR, Area pays expenses for attending AWSC meetings and Assemblies **respectively***

Area Chairperson

- *travel (gas & tolls/public transportation) for attending any service-related committees or group meetings (i.e. Ad Hoc, etc)*
- *all additional printing, postage, phone, supplies, CAL he/she distributes*
- *if NOT DR or GR, Area pays expenses for attending AWSC meetings and Assemblies **respectively***

The Group Representative is reimbursed by his/her group for Area Assembly expenses. *Reimbursement includes travel (gas & tolls) for attending an Assembly, cost of dinner (as **currently** approved), and the donation to the Assembly made in the name of the group.*

Page 3 (continued) under FUNDS AND REIMBURSEMENT

The District Representative is reimbursed by **the his/her** District for Area World Service Committee meetings. *Reimbursement includes travel (gas & tolls/public transportation) for attending an Assembly, cost of dinner (as **currently** approved).*

The Discovery Convention Coordinator is reimbursed by the Area for Area World Service Committee meetings and Assemblies. If the Coordinator is also representing a group at an Assembly, his/her expenses are paid by that group.

The SENY/AA Al-Anon Liaison is reimbursed by the Area for Area World Service Committee meetings and Assemblies. If the Liaison is also representing a group at an Assembly, his/her expenses are paid by that group. The SENY/AA Al-Anon Liaison's weekend at SENY is paid for by the Area.

Page 3 under ELECTION PROCEDURE

Each Group in each District elects a Group Representative and an Alternate Group Representative. The GRs of each District elect a District Representative from among themselves. The Alternate Group Representatives elect an Alternate District Representative from among themselves. Group Representatives may be re-elected by their groups;

District Representatives may be re-elected by their Districts. ***It is important to honor the spirit of rotation.*** If a GR becomes a DR he/she fulfills both functions unless he/she chooses to have his/her group elect a new GR to replace him/her.

Page 4 At the Election Assembly

add after 7:

Service Sponsorship is encouraged. Service Sponsorship is a special relationship where one member shares their service experience with another member. This type of sponsorship can be a one-time situation, such as an outgoing trusted servant supporting their replacement, or an ongoing relationship. Service sponsorship helps both the service Sponsor and the Sponsee acquire new skills while being an example of personal growth through service.
-current Al-Anon/Alateen Service Manual

Starting Page 5

Add following line to EACH position (except AAPP) on the AWSC, as next to last:

Attends and reports to all AWSC meetings and Assemblies throughout the three-year term.

Page 5

Under Alternate Delegate:

1. Prepares the proposed budget, ***along with the Treasurer***, for the following year and presents it to the September AWSC and October Assembly for approval.
3. ~~Conducts structure meetings throughout the Area, along with the Delegate.~~ ***Facilitates Group Inventories throughout the Area when invited. Chairs Tradition/Concept meetings at Assemblies.***

Calls on a past Alternate Delegate if unable to chair Tradition/Concept meeting at an Assembly.

Serves as the Spiritual Time-Keeper for all motions/discussions at all AWSC and Assemblies (one-time, 2-minute share at the microphone).

Page 5

Under Area Chairperson:

Sets an agenda, including motions for all meetings.

Contacts Officers/Coordinators/Liaisons who miss a meeting.

Notifies Officers/Coordinators/Liaisons/DRs of a cancelled or re-scheduled AWSC or Assembly meeting.

Signs all Insurance forms as "President."

Attends and reports to all AWSC meetings and Assemblies throughout the year.

If Chairperson is unable to chair a meeting, the Treasurer will take his/her place.

Page 6 Under Area Treasurer:

Reconciles the bank statement of the Area checking account.

Serves as Chairperson of any AWSC or Assembly meeting in the absence of the Chairperson.

Under Area Secretary:

Composes and submits a draft copy of the minutes of Assembly and Area World Service Committee meetings to the Area Chairperson and the Delegate for their review. Upon approval...

~~Is responsible for composing, reproducing, and mailing ... mails copies of minutes to the Delegate, the Alternate Delegate, Area Offices, Area Coordinators, and Information Service Liaisons. Mails the District Representatives enough copies for each group in his District.~~ *all Officers, Coordinators, Information Service Liaisons and DRs (with enough copies for each group in his/her district).*

~~Before mailing minutes as in (3) above, submit's a draft copy of the minutes to the Area Chairman and the Delegate for their review. SEE #3~~

Maintains a motion log for the current 3-year term.

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Under Group Records Coordinator:

- ~~1. Annually mails, first class, to all groups in the Area, a Group information form.~~ *At the January and September AWSC a printout of group information is provided to the DRs.*
- Provides a confidential list to the AWSC.*

Page 12 insert after Ad Hoc Committee

STEERING COMMITTEE

- Established, as necessary, to review and revise the Southern New York Assembly Area Guidelines.*
- A Past Delegate or Past Area Chairperson will serve as chairperson of the Steering Committee.*
- Members of the Steering Committee come from members of the current AWSC.*
- Makes recommendations for changes to the guidelines in the best interest of the Area.*
- Members of the Steering Committee are reimbursed for attendance at Steering Committee meetings by Area treasury. Attendance at AWSC and Assemblies are paid by Area if not covered by District or Group.*

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Add at end of AMIAS Safety and Behavioral Requirements:

Every Service Arm must have the Alateen Safety and Behavioral Requirements as part of their By-Laws.