

Handbook

of General and Committee Working Procedures

For Al-Anon Family Groups of Ohio, Inc.

This handbook is intended to be used in conjunction with the By-Laws of the Al-Anon Family Groups of Ohio, Inc.

In all Proceedings, the latest edition of the *Al-Anon Alateen Service Manual* will be followed except for deviations found in this “Handbook” and “By-Laws for Al-Anon Family Groups of Ohio, Inc.”.

All succeeding Ohio Area Assemblies will follow the current guidelines in the Handbook of General and Committee working Procedures for Al-anon Family Groups of Ohio, Inc.

Group Conscience -from Summary of 1980 World Service Conference

Group Conscience in Action –

“When problems arise, as they often do in human relations, no one member has the right to make a decision for the group. Individually and together, members seek to be guided by a Higher Power to the decision that will achieve the greatest good for the greatest number.” (1)

“The . . . Al-Anon Conference is, therefore, the practical means by which Al-Anon’s group conscience (can) speak and put its desires for world service into operation. It (is) the voice of world Al-Anon and the permanent guarantee that our world services shall continue to function under all conditions.” (2)

In citing the appropriateness of the 1980 Conference theme, Stephanie O’K., Chairman of the Board of Trustees, said that group conscience in action was the very “fiber and fabric of all conferences which have come before,...each person counts in a special way. Our opinions, reservations and the right to disagree...” were evidence of the group conscience at work.

Group Conscience Is - the working of our Higher Power through the members for the good of the group.

It results from the ability to place “principles above personalities.”

It is developed through knowledge of our service manuals because an informed group will allow equal participation among all members. This sharing helps to develop the group conscience.

Knowledge of the Traditions is needed to develop a group conscience. The Traditions unify groups. They are its backbone. One section expressed it this way: “Traditions are like traffic signs--they tell you what road to take for your own good.”

The group conscience is expressed through participation in an honest effort to reach agreement on how Al-Anon’s purpose may be best accomplished -- always keeping in mind our Traditions. It is also expressed by gracefully accepting, without resentment, any decision made contrary to one’s own opinion.

Group conscience is God-guided and autonomy is self-guided. Group conscience acts as “brakes” on autonomy.

By exercising group conscience, we are obeying the unenforceable through adherence to the Traditions and Concepts.

An informed group conscience is not heard unless properly chosen servants are fully trusted to speak for it.

We must always remember “I am responsible” but resist the temptation to offer solutions. Rotation of officers is a safeguard.

Trust, trustworthiness, open-mindedness and all other positive attitudes, exercised with love, encourage a healthy group conscience to prevail.

Negative attitudes tend to suppress, diminish, or demean group conscience.

By putting “principles above personalities” and recognizing a group conscience, we are growing spiritually.

It is through the various arms of service that our home group’s conscience is heard, at District, Area World Service Committee, Area Assembly and World Service Conference levels, thereby reflecting Al-Anon’s worldwide conscience.

(1) “Living with an Alcoholic”, Al-Anon Family Group Headquarters, Inc., 1980

(2) “Purposes of the World Service Conference”, Al-Anon Family Group Headquarters, Inc.

General Procedures:

Voting: Group Representatives have the only vote at Assembly. A registration fee of \$5.00 (10/2013 Motion #2013-5) per day is collected from each Group Representative at Assembly. (Fee paid by your group.) A voting member votes for only one group. (5/99 Motion #3)

Simple Majority Vote: is more than 50 percent of cast votes, including abstentions and voids. Example: 75 votes counted, 38 votes carry the motion.

Most voting at Assembly is decided by Simple Majority Vote, and can be handled by voice or hand count. A ballot vote may be called for if deemed necessary. If a motion requires a Substantial Unanimity Vote it will be announced prior to the presentation of the motion. Elections are always by ballot.

Substantial Unanimity Vote: is considered 2/3 of votes cast, also including abstentions and voids. Example: 75 votes counted, 50 votes carry the motion.

Procedure Handbook Amendments: will be made by the Assembly and will require Substantial Unanimity or Simple Majority Vote, as called for by Chairman.

By-Law Amendments: will require using Substantial Unanimity Vote. Also a quorum of fifty (50) Group Representatives must be present when proposed amendments are voted on. District Representatives and Group Representatives shall be notified at least one (1) month in advance of a meeting at which an Amendment is expected to be considered.

Speaking: All officers and Assembly members wishing to speak are requested to use one of the microphones in the room. Courtesy would limit any member from speaking at the microphone more than two minutes, and from speaking more than once on any subject. The chairperson can curtail or extend these guides as necessary for the good conduct of business.

Limit discussions on issues to 15 minutes, 2 minutes per person, and each person have one time at the microphone. If more time is needed, the Assembly may extend the time another 15 minutes, then we take written ballots, and go on with the next order of business while the ballots are being counted. (4/90 – motion #2)

Motions: All motions must be written on forms provided by the Secretary. A second may be given with the motion or called for when the motion is presented.

The maker of the motion may be the presenter of the motion and allowed up to two minutes to present. Additional time can be given for Committee presentations.

Conclusion: The Steps, Traditions and Concepts will be translated into a language of understanding.

“From the clash of differing opinions, the spark of Truth shall arise.”

Officers of Ohio Area Assembly Except as specifically amended herein; the Al-Anon Alateen Service Manual shall govern all officers.

1. Delegate
2. Alternate Delegate
3. Chairman
4. Secretary
5. Treasurer
6. Past Delegates

Profile Position Descriptions.

1-World Service Delegate- Is thoroughly familiar with all service manuals in order to become the channel of information from the WSO and the World Service Conference through Assembly to the groups. Issues of concern are taken from the Area to the Conference by way of the Delegate. Attends World Service Conference (5 or 6 days each April), and brings to the Ohio Area Assembly a comprehensive report of the proceedings. Fully completes the tasks delegated as a member of a World Service Conference Committee in timely and effective manner. Is ex-officio member of all committees, attending committee meetings as necessary, bringing the broader perspective of the Conference to help them function in unity.

Job description for **World Service Delegate** follows on page 8. .

2-Alternate Delegate-As a stand-in for the Delegate if necessary, works along with the Delegate as much as possible to communicate with the groups. Is responsible for the Al-A-Notes committee and the publication of the Al-A-Notes at least three times per year.

Job description for **Alternate Delegate** follows on page 9.

3-Chairman- Chairs all Assembly and AWSC meetings. Prepares agendas for meetings in cooperation with the Delegate and the AWSC members. Notifies members of AWSC and Assembly meetings, dates and locations. Is responsible for contact with meeting facilities. Calls for and conducts an election every third Annual meeting in accordance with procedures in Al-Anon/Alateen Service Manual and the By-Laws.

Job description for **Chairman** follows on page 10.

4-Secretary- Prepares for and records the proceeding of the AWSC and the Assembly meetings. Sends minutes to the Group or District Representatives as indicated. Maintains accurate attendance file of all Assembly and AWSC members for the purpose of establishing eligibility for elections. Maintains current records of the Groups Representatives (with the Records Coordinator).

Job description for **Secretary** follows on page 11.

5-Treasurer- Handles all Assembly funds, paying expenses approved by the By-Laws, The Handbook of General and Committee Working Procedures for the Ohio Area Assembly and the Budget Committee. Presents a brief written report of the status of accounts at all meetings and a complete written detailed accounting of all transactions quarterly. Sends an Appeal Letter to all groups twice a year. Is a member of and works closely with the Budget Committee, to bring recommendations to the Assembly on the use of excess funds. (10/2013 Motion #2013-6)

Job description for **Treasurer** follows on page 12.

6 – Past Delegates – May be appointed as Area Coordinators of a special service, or may fill any position the Delegate or Assembly may desire. (Motion 2017- 10/01)

Coordinators and Coordinating Committees Can be any active member, not necessarily a Group Representative or District Representative, elected at the Election meeting, to unify special services in the following areas (10/98):

1. Alateen
2. Archives
3. Public Outreach
4. Group Records
5. Literature
6. Forum

Note: World Service has developed Guidelines (with the exception of Group Records) for each Coordinator listed above. For your information, these Guidelines may be downloaded from the WSO website. (If a group does not have access to a computer a copy of the guidelines will be provided to them by the Bylaws and Handbook Committee. Ohio Area Assembly has adopted their own set of guidelines for Group Records Coordinator. It is included on pages 6 & 7.

General Guidelines for Ohio Area Coordinators

- 1) As an Area Coordinator, your committee might best be selected from the Area, District and/or Intergroup levels close to you.
- 2) Initiate efforts and follow-up to obtain names of active local coordinators and maintain good communication with them.
- 3) Follow the World Service Office and Ohio Area Assembly Guidelines and help familiarize local coordinators with their content.
- 4) Establish goals with and for your committee and keep the Assembly updated regarding the completion of them.
- 5) Give oral reports with written copy to secretary at each Assembly meeting on the action involved in by the committee and the result of that action.
- 6) Attend Area World Service Committee meetings as part of overall planning of 12-Step efforts in the area.

- 7) Present at least one (1) annual workshop (coordinate time with chairman of assembly) to add personal support and information regarding your area of coordination.

Complete job descriptions/eligibility for following can be found in the following Position Descriptions.

1-Alateen Coordinator- Maintains contact with groups and sponsors in the area, serving needs of sponsors and coordinators by sharing experience through letters or workshops. Encourages GRs and DRs to keep you informed about Alateen activities. Encourage Alateen participation at District and Assembly levels. Improve communication between groups and enhance unity by holding regular meetings with sponsors and Alateen GRs. Arrange meetings at Al-Anon/Alateen conferences and conventions or other area-wide events. (Guideline G-24)

2-Archives Coordinator- maintains complete sets of Minutes of the Assembly and AWSC. Requests and retains copies of reports (experience) on Convention, Annual meeting and Al-Anon participation in other events, for the temporary use of the succeeding committees. Works with local Intergroups to explain and encourage Archival storage. (Guideline G-30).

3-Public Outreach Coordinator- Informs the general public through the media, professional, facilities, and organizations about who we are, what we do, and how to get in touch with us. Serves as a communication link, between the WSO and the area. Communicates and works cooperatively with district public outreach coordinators. (Guideline G-38)

4-Group Records Coordinator- needs basic computer knowledge to maintain the records of the Groups, Group Representatives, location, and contact with each of the groups in the area. Completes an update of this information before and after each Assembly meeting and have it readily available for officers' use and to DRs for updating their District information.

Position Description for Group Records Coordinator follows on page 7. (Guidelines G-36)

5-Literature Coordinator- Works to stimulate an interest in Conference literature (CAL) and the Service Manuals. Encourage members of the Assembly to learn about the CAL process and to be familiar with current available material. Becomes thoroughly familiar with the information found in all pamphlets and books. Have on hand, up-to-date regular and

special order forms, and the descriptive catalog. Create literature display, become familiar with discount policies, and be prepared to respond to questions. (Guideline G-6.)

6-Forum Coordinator: See WSO Guidelines G32.

Position Description: Group Records Coordinator

- 1) Maintain a current mailing list of all Area Officers, Coordinators, District Representatives and Group Representatives by Districts, making changes, as they occur to keep the list current.
- 2) Reviews, corrects and submits the Area World Service Committee update Form to the World Service Office as changes occur. (motion 2017- 10/03)
- 3) Supply Delegate, Chairman and Secretary with updated lists at each Assembly meeting or as soon as changes occur.
- 4) Supply Secretary and Newsletter Editor with mailing labels whenever needed sorted by zipcode.
- 5) Have a current list available at Assembly meetings for the purpose of updating or correcting by the members present.
- 6) Maintain file of names of groups, locations of meeting and other information pertaining to groups in our Assembly Area.
- 7) To make attendance at the New Group Representatives meeting at assembly part of the duties of the Group Records Coordinator. (5/01 – motion #6)

OHIO AREA AL-ANON FAMILY GROUPS Ohio Area Assembly

Position Description

Position Name: Area World Service Delegate

Term Length: Three Years (Beginning January 1, after Election)

Description: The Delegate is a channel through which information flows. Delegate brings to the Conference the viewpoint of the Area on matters affecting the entire fellowship and returns to his Area with a broader perspective of Al-Anon worldwide. The Delegate is the bridge of understanding which links the groups in his Area with world Al-Anon/Alateen to help them continue to function in unity. The Delegate is the servant of Al-Anon as a whole. The Delegate is a member of all Committees.

Responsibilities:

- 1) Delegate represents all Al-Anon/Alateen members in the Area, and performs all duties listed in the Al-Anon/Alateen Service Manual.
- 2) Sends to the Conference Secretary at World Service Office the names and addresses of the members of the Area World Service Committee and Reports of all Assemblies.
- 3) Becomes familiar with all current Al-Anon/Alateen Service Manuals, Guidelines, and collected Ask-it-Basket questions in order to pass on correct information, and to work according to Al-Anon principles.
- 4) The Area Assembly at the Election Meeting elects the Area Coordinators. If no candidate available, the Delegate with officers of AWSC makes appointments. (10/98 – motion #3)
- 5) Shares Area experience at three annual World Service Conferences. Returns and shares the views and spirit of world wide Al-Anon with the Area. Is prepared to share further with any Group, District (or Districts) who request it at their expense.
- 6) As a result of experience, and from sharing with other Delegates, the Delegate will originate and present to the Assembly plans and policies to improve the Fellowship within the Area. (Which may be debated, modified, vetoed, or implemented by the Assembly.)
- 7) With the Alternate Delegate conducts an Information Session/Group Representative Orientation one hour before each Assembly meeting on: World Service Office service and structure, how the Concepts are applied, and on current issues before the Assembly for the benefit of all incoming Group Representatives, or others who may wish to attend. (4/90 – motion #1)
- 8) Keeps the Alternate Delegate informed as much as possible.
- 9) Writes a message to all Al-Anon/Alateen members in the Area for each issue of the Al-a-Notes Newsletter.

Eligibility:

Any District Representative, Assembly Coordinator active in their local district, or any Area Officer, is eligible for any Area Office, except that any District Representative or Assembly Coordinator who misses any two (2) consecutive Assembly and/or WSC meeting in the three (3) year period between elections, without providing an alternate, is ineligible to run for Area Office at next election. (10/91).

See Article IV - C - 1 through 6 for complete explanation of eligibility.

References:

Al-Anon Alateen Service Manual By-Laws of Al-Anon Family Groups of Ohio, Inc.
Al-Anon/Alateen Groups at Work Concepts of Service

OHIO AREA AL-ANON FAMILY GROUPS Ohio Area Assembly Position Description

Position Name: **Alternate Area World Service Delegate**

Term Length: Three Years (Beginning January 1, after election)

Description: Alternate Delegate is elected to work closely with the Delegate to participate in Area World Service Committee (AWSC) activities. In case the Delegate cannot complete his three-year term, the Alternate automatically becomes the Delegate for the balance of the Delegate's term.

Responsibilities:

- 1) Work with the Delegate as much as possible.
- 2) Become acquainted with all the Delegate's duties.
- 3) Act as Chairman of the Area Assembly in the absence of the Chairman.
- 4) Serve as Coordinator of Area Newsletter Committee and may serve as Editor of Newsletter.
- 5) Maintain personal, individual subscription records and newsletter exchange records.
- 6) Be responsible for all phases of preparation and distribution of minimum of three (3) copies per year of Ohio Area Newsletter, in keeping with Guidelines for Area Newsletters (G-21).
- 7) The Newsletter Committee is to be composed of Editor, Assembly Chairman, Ohio Delegate and any other volunteers as needed.
- 8) Assumes responsibility of informing new Group Representatives at Assemblies of Al-Anon structure.

Eligibility:

Any District Representative, Assembly Coordinator active in their local district, or any Area Officer, is eligible for any Area Office, except that any District Representative or Assembly Coordinator who misses any two (2) consecutive Assembly and/or WSC meeting in the three (3) year period between elections, without providing an alternate, is ineligible to run for Area Office at next election. (10/91).

See Article IV - C - 1 through 6 for complete explanation of eligibility.

References:

Al-Anon Alateen Service Manual

Al-Anon/Alateen Groups at Work

By-Laws of Al-Anon Family Groups of Ohio, Inc.

Concepts of Service

OHIO AREA AL-ANON FAMILY GROUPS Ohio Area Assembly Position Description

Position Name: Area Chairman

Term Length: Three Years (Beginning Jan. 1, after Election)

Description: Area Chairman should have good leadership and organizational ability, serving rather than dictating. It is essential to be able to plan an agenda and conduct meetings in an orderly manner. Communication and cooperation with others are key elements of good chairmanship.

Responsibilities:

- 1) Conducts all Assemblies and Area World Service Committee meetings. Takes roll call of all Area World Service Committee members at each Assembly.
- 2) Asks Secretary to send out notices of all meeting to Area World Service committee members and all voting members.
- 3) Works with other officers in preparation of agendas and mailing of meeting notices. Plans meeting when necessary with Officers and/or Coordinators. Calls meeting of Area World Service Coordinators, preferably at regular intervals, to discuss Area matters.
- 4) After consulting with Delegate, calls an Assembly soon after Delegate's return from annual World Service Conference to hear the report of World Service Conference proceedings and decisions. May also call an assembly at other times deemed necessary, by the Delegate or the Area World Service Committee.
- 5) If any officer other than the Delegate resigns before the end of his term, the Area Chairman appoints another District Representative to fill the office temporarily. As soon as convenient, an Assembly should be called to elect a successor for the unexpired term. If the Chairman resigns, the Area World Service Committee names a Chairman pro-tem or the Delegate may serve as Chairman until an election can be held.
- 6) Before the end of the Delegate's three-year term of office and allowing ample time for a new Delegate to take office by the first of January, the Area Chairman calls the Assembly for the election of a Delegate and other Officers. Election Assembly procedures are reviewed in the Al-Anon and Alateen Service Manual and Assembly Body and Area World Service Committee members are asked for a vote of acceptance of proposed method of election.
- 7) The OAA Chairman gives copies of approved motions to the Handbook Chairman – 3 copies – Chair, Secretary, Handbook. (5/00 – motion #3)

Eligibility:

Any District Representative, Assembly Coordinator active in their local district, or any Area Officer, is eligible for any Area Office, except that any District Representative or Assembly Coordinator who misses any two (2) consecutive Assembly and/or WSC meeting in the three (3) year period between elections, without providing an alternate, is ineligible to run for Area Office at next election. (10/91).

See Article IV - C - 1 through 6 for complete explanation of eligibility.

References:

Al-Anon Alateen Service Manual

Al-Anon/Alateen Groups at Work

By-Laws of Al-Anon Family Groups of Ohio, Inc.

Concepts of Service

OHIO AREA AL-ANON FAMILY GROUPS Ohio Area Assembly Position Description

Position Name: **Area Secretary**

Term Length: Three Years (Beginning January 1, after election)

Description: Area Secretary has voice and vote at all World Service Committee meetings, but has vote at Assemblies only if a current Group Representative.

Responsibilities: (Motion # 2016/11-5)

1. Takes the minutes of all Area Assembly and Area World Service Committee meetings, and sees they are distributed to Groups and the AWSC members.
2. Sends out all notices of Area Assembly and Area World Service Committee meetings.
3. Keeps a record of attendance at all Area and Area World Service Committee meetings. The record shall be given to the Secretary by the Registration Committee Chairman at the end of each meeting.
4. Maintains a post office box for the receipt of all mail addressed to the Area, forwarding it to the appropriate Officer, Coordinator, or Committee Chairman.
5. Obtains and maintains the bulk mailing permit, in the name of the Area, at the post office in the location where the Secretary resides. Maintains a copy of all required documents in a book to be passed along to the successor.
6. Maintains the original minutes of meetings for a period of two years, after which time they are passed along to the Archives Coordinator of permanent retention.

Eligibility:

Any Group Representative with three years active experience and three years attendance at Assembly meetings is eligible for the office of Area Secretary or Area Treasurer. See Article IV-C-1 through 6 of By-Laws for complete explanation of eligibility.

References:

By-Laws of Al-Anon Family Groups of Ohio, Inc.
Al-Anon Alateen Service Manual

OHIO AREA AL-ANON FAMILY GROUPS Ohio Area Assembly Position Description

Position Name: **Ohio Area Treasurer**

Term Length: Three Years (Beginning January 1, after election)

Description: Area Treasurer has voice and vote at all Area World Service Committee (AWSC) meetings, but has vote at Assemblies only if a current Group Representative (GR). Skills important in this position are: basic bookkeeping knowledge and experience.

Responsibilities:

1. Handles all Assembly collections, funds, and expenses by having at all Area World Service Committee Meetings and Ohio Area Assembly Meetings, The Receipt Book in compliance with Item (3) below and the State Checkbook for immediate and emergency bills only, incurred by a State function in compliance with Item #4 below. (5/02 – motion #1)
2. Twice a year prepares a special appeal letter to be sent to all groups asking them to contribute to the Area treasury to cover Assembly expenses, including the contributions to the Delegate's fund.
3. Issues receipts to Group Representatives for any cash contributions they make on behalf of their groups for the Assembly so their respective Group Treasurers can reimburse them.
4. Pays all bills for expenditures authorized by the By-Laws, approved by the Ohio Area Assembly, or, if necessary by the Area World Service Committee, or the Officers of the Assembly.
5. Forwards to the World Service Office, before January 1st, the equalized sum for the Delegate's Fund.
6. Provide written financial reports to the Area World Service committee and Assembly each time they meet.
7. Is a member of the Budget Committee and consults with that Committee on presentation of the financial reports and budget information.
8. Becomes familiarized with all recommendations of the Budget Committee, which have been approved by the Assembly.
9. A newly elected Area Treasurer shall not accept the books from the outgoing Area Treasurer until after a reviewing committee has approved the books.
10. The Area Treasurer's report as defined in the Al-Anon/Alateen Service Manual shall include an accounting for all items listed in Article VI-Expenses (By-Laws of Al-Anon Family Groups of Ohio, Inc
11. Payments to the treasurer are to be initialed by an authorized officer other than the treasurer. (10/93 – motion #1)
12. Any expenses, which exceed the budgeted amount authorized by the Assembly, be approved first by the Budget Chairman. (05/00 – motion #1)
13. Prepares and files the annual 990 report with the Internal Revenue Service in accordance with IRS regulations. Provides a copy of the acknowledgement to the Compliance Committee.
14. Prepares and files the annual report(s) with the Office of the Attorney General of the State of Ohio in accordance with current regulations. Provides a copy of the acknowledgement(s) to the Compliance Committee.
15. Prepares the remittance and mailing to ensure that the required filing with the Ohio Secretary of State's office for Statement of Continued Existence of Nonprofit Corporation is made in a timely manner – currently every five years. Provides a copy of the acknowledgement of to the Compliance Committee/
16. Prepares the remittance and mailing to insure that the required filing with the Ohio Secretary of State's office for Change of Statutory Agent is made in a timely manner. Provides a copy of the acknowledgement to the Compliance committee.
17. Prepares and maintains the Inventory of Physical Assets by keeping a separate record of all asset purchases by the Corporation. (Motion # 2016/11-02 items 13-17 added)

Eligibility:

Any Group Representative with three years active experience and three years attendance at Assembly meetings is eligible for the office of Area Secretary or Area Treasurer. See Article IV-C-1 through 6 of By-Laws for complete explanation of eligibility.

References:

Al-Anon Alateen Service Manual By-Laws of Al-Anon Family Groups of Ohio, Inc.

Standing Committee

1. Area World Service Committee

Special Standing Committees

1. Budget Committee
2. Handbook Committee
3. Review Committee
4. Two Day Fall/Ohio Area Convention Advisor (5/00 - motion #2)
5. Compliance Liaison (10/01 – motion #7 & 5/03 – motion #3)
6. Web Master
7. Registration Committee (05/11- motion #2011-2)

Descriptions of committees and guidelines for each follow.

Standing Committee

1-Area World Service Committee except as specifically amended herein; the Al-Anon Alateen Service Manual shall govern the Area World Service Committee.

Meetings may be called at the discretion of the Officers of the World Service Committee, as necessary.

Members of the AWSC are: Assembly Coordinators, Liaison Members, Convention Chairman, Past Delegates, DRs, Area Officers, and Chairman of the Special Standing Committees and have a vote at AWSC meetings. (05/04 – Motion 5)

Special Standing Committees

1- Budget Committee consists of at least five (5) people, which include chairman. Presents to the Assembly a complete Budget at the beginning of each year, based on the approved Procedures. Calls committee meeting for input and assistance in preparing proposed Budget. Receives all requests for funds not covered in the Treasurer's guidelines making recommendations for acceptance or rejection based on budget needs of the Assembly.

2- Handbook Committee consists of at least three (3) people including chairman. Becomes familiar with, and brings to each Assembly meeting at least one updated set of the By-Laws and Procedures, having incorporated into that set all changes brought about by action of the Assembly. Informs the Assembly if and when deliberations are redundant or counter to already established By-

Laws or Procedures. For Election Assembly, prepares and distributes to all members, newly updated copies of the Guidelines. (10/98 – motion #2)

3- **Review Committee** consists of at least three (3) people including chairman, none from the metropolitan locale of the Treasurer. Reviews and audits Treasurer's books, convention and 2-Day fall assembly financial reports annually and reports to Assembly as to whether they are found to be in good order, accurate, and complete.

4- **Two Day Fall/Ohio Area Convention Advisor** The person holding this position offers guidance, assistance and past experience to the current chairman of 2-day fall and the current chairman of the Ohio Area Convention.

5- **Compliance Liaison** (Motion #2016/11-4) Establish a position a position for the purpose of ensuring the legal requirements of federal, state and local laws, as they apply to the Corporation, are met, to include:

1. Ensure that the annual IRS 990 report is filed in a timely manner by the Treasure, who will furnish a copy of the acknowledgment to the Committee.
2. Ensures that the annual Ohio Attorney General's report(s) is/are filed in a timely manner by the Treasurer. Who will furnish a copy of the acknowledgment to the Committee.
3. Prepares the change of Statutory Agent of Nonprofit Corporation to be filed with the Secretary of State's Office. The form shall name the Committee chairman as the Statutory Agent and shall be completed within 90 days of taking office. The form shall be mailed to the Treasurer, who will prepare the remittance and mail the form.
4. Prepares the Statement of Continued Existence of Nonprofit Corporation to be filed with the Secretary of State's office in a timely manner-currently every five years. The form shall be mailed to the Treasurer, who will prepare the remittance and mail the form.
5. Ensures a copy of all correspondence is given to the Archives Coordinator for filing as a permanent record.

6- **Web Master**

7- **Registration Committee** consists of two people to take responsibility for registration at Assemblies. The Committee will prepare an accurate report of all in attendance and forward it to the Area Secretary after the close of the Assembly. The committee will collect all Registration Fees and turn them over to the Area Treasurer, once the Registration Table has closed. The committee will prepare the list of eligible names for the drawing to be held at the 2-Day Fall Assembly as discussed under "**Ohio Area Convention/International Convention**", item #2, pg.17 of the Handbook. (05/11-motion #2011-2)

Responsibilities of Officers, Coordinators and Committee Chairmen

An Area World Service Committee (AWSC) member appointed/elected to a position of officer, coordinator or committee chairman, is required to attend all assemblies and AWSC meetings with a written report on the activities performed in accordance with the guidelines provided. That if an AWSC member does not attend any one (1) meeting and does not provide a report on the activities of their position, attends a meeting but does not provide such report, or fails to attend any two (2) consecutive meetings with or without a report, it shall be the responsibility of the Area Chairman to contact that member to determine whether or not the person remains willing and qualified to carry out the responsibilities of the appointed position. The Area Chairman will make determination and recommendation to the AWSC and it shall then be decided by the AWSC as to the action to be taken and it shall take a 2/3 majority vote of the remaining AWSC members to remove an inactive AWSC member from an elected or appointed position and it shall be the responsibility of the Area Chairman to advise the inactive member as to the decision and action of the AWSC. (10/98 – motion #1)

Expenses & Other Motions

In addition to the Delegate Equalized Expense fund as described in the Al-Anon/Alateen Service Manual, the Area Treasury will be responsible for the following per Budget Committee recommendations:

2-Day Fall Assembly:

1. The banquet be a separate entity and not tied into Saturday night lead & workshops. Making lead and workshops available to all persons attending Assembly (10/92 – motion #5)
2. At 2-Day Fall Meeting, if we are fortunate enough to finish early on Sat. again, we will go ahead with the agenda for Sunday until our time is done. (10/00 – motion #14)
3. That 4 copies of written report be submitted to the Archivist and Convention and 2-day Fall Assembly Advisor after each 2-day Fall Assembly. (10/01 – motion #8)

Action Committee:

1. Action Committees are implemented on a permanent basis and are to follow the action committee plan as written. (See pages 27-28)

Al-A-Notes:

1. Addition to Budget Procedures: Al-A-Notes expenses cover any insertions from Offices, Coordinators and Committee Chairs. All others are the expense of the individual functions. (10/00 – motion #12)
2. That the cost of inserting a flyer in our Al-A-Notes be collected at the time of receiving the flyer at the current rate charged by the printer chosen by the Editor. (Motion 2006 #0065)

3. To add Ohio Al-A-Notes to the Ohio Area website with all personal contact information removed. (10/14 - motion #2014-002)

Budget:

1. Recommendation adopted: to set aside \$2,000.00 to establish a reserve Operating Account; to build the balance in Assembly Reserve to approximately fifty percent (50% of the Annual Budget, five percent (5%) of Budget amount per year (if available), to a cap of \$5,000.00. (10/92) Amended 5/07 motion # 07-4
2. Recommendation adopted: the Budget process will be based on percentage of prior year donations instead of on projected income. (10/92)
3. Recommendation adopted to establish \$1,500.00 Equipment fund (plus 5% annually in budget based on previous year income) for maintenance, repair, and eventual replacement of equipment. (3/94) To put a cap of \$3,500.00 on the equipment fund. (5/03 – motion #5)
4. To establish a Projects Fund for use when Coordinators and/or Action Committees have a project to implement in the Area. Expenses incurred by Thought Force, Task Force and Work Groups shall also come from this Fund. Fund to be increased at the discretion of the Budget Committee to a maximum of \$2500. The Budget Committee is to have the authority to approve a maximum expense of \$300 out of the Project Fund for special projects by Area Coordinators, Action Committees, Thought Force, Task Force and Work Groups. Projects exceeding \$300 shall require Assembly approval. Monies approved but not spent on special projects by Area Coordinators or Action Committees are to be returned to the Project Fund. (10/2013 Motion # 2013-7)
5. That the OAA operate on the previous years' budget until the new budget can be approved at the May Assembly. The current years' budget would be retroactive to January 1st. (10/99 – motion #1)
6. Over budget expenses to be approved by the Budget Chairman. (5/00 – motion #1)
7. To permit the Budget committee to transfer funds from excess funds into the needed reserve funds up to \$300.00 without prior assembly approval. (10/03 – motion #2)
8. To set aside \$1,500.00 for the Active Past Delegate Fund to establish a fund to be used by our Past Delegates to help offset their expense to attend the annual Regional Delegates Meetings, with an annual cap of \$300.00 each. This to be reviewed annually by the Budget Committee. (10/2013 Motion #2013-8)
9. To donate annually to the Ohio Alateen Transportation Fund for Transportation to K.O.M.I.A.C. with the sum not to exceed \$2000, if funds are available. (Motion # 2010-3)
10. To develop an Ample Reserve of \$20K to be invested in CDs in the amounts of \$5K, \$5K and \$10K maturing at varied intervals at the discretion of the Budget Committee. Ample Reserve amount to be reviewed annually by the budget committee. (10/2013 – motion #2013-16)
11. The Registration Committee members will have lodging and meal expenses paid on Friday night of both Assemblies. (Motion # 2011-03)

By-Laws & Handbook:

1. To change the standing committee position name of “Guidelines Committee” to “Handbook Committee”. (10/01 – motion #10)

2. To combine the “47 motions” listed in ‘Expenses – Article VI of By-Laws’ with 13 motions in Handbook. (5/03 – motion #2) Note: motions copied from ByLaws follow minus the one-time motions that were removed per 5/03 motion #8 (to delete one time motions that are no longer relevant.).
3. To delete the attached sheet of one-time motions that was previously passed in the By-Laws and Handbook and are no longer relevant. (5/03 – motion #8)
4. Only motions that are Bylaws or Handbook changes/additions/deletions are to be put into the ByLaws and/or Handbook. One-time motions will not. (5/03 – motion #9)

KOMIAC:

1. The Assembly will support KOMIAC financially, if after KOMIAC is finished, and it is in the red, Assembly will help out to bring them into the black. (5/03 – motion #12)
2. To Donate annually to Ohio Alateen transportation Fund for transportation to K.O.M.I.A.C. with the sum not to exceed \$2000, if funds are available. (Motion #2010-30)

Ohio Area Convention:

1. Recommendation adopted: to start a convention Reserve Account and to begin to build Reserve Convention Account balance by adding \$500.00 of Convention Profits per year (if available) toward total of approximately ten percent (10%) of Convention Costs or a cap of \$3,500.00. (10/92)
2. Ways & Means, Hospitality and other items, excluding monies, left over from state conventions stay in the district of the convention for use in other district functions (workshops, gratitude nights, etc.) (10/99 – motion #4)

Re-district:

1. To accept the redistricting proposal from Adhoc Committee. (5/01 – motion #1)
2. Lettered districts in Ohio Area become numbered districts. (10/14 – motion #2014-001)

Ohio Area Convention (OAC) / International Convention:

1. Recommendation adopted: to allow in Regular Budget the total cost of sending the Delegate, if able and funds are available (or Alternate) to the OAC or International Convention annually. (5/06 Motion 64). To send the Delegate to the Regional Delegate’s Conference each year (funds permitting). (10/92) Amended 05/07 Motion # 07-02
2. To allow in regular budget funds a yearly drawing (funds permitting) to subsidize 2 qualified AWSC members or Group Representatives to attend an OAC or International Convention
Qualifications: AWSC member to have attended 3 out of 4 meetings of the current, Group Representatives to have attendance at two out of 3 previous assembly meetings. Motion 08-04
3. A person attending a OAC with Assembly subsidy does not qualify for second drawing for 3 years from time of attendance. (05/04 – Motion #4)

Reimbursed expenses:

1. Traveling and living expenses incurred by Area Officers in attending Area Assemblies (except those who are Group Representative). (Or if a Group Representative, but group

- cannot pay in part or full, the Assembly will subsidize the expenses incurred (10/96 – motion #9)
2. Traveling and living expenses can be subsidized for World Service Committee meeting (unless a Group Representative or District Representative).
 3. Miscellaneous Expenses: Postage, Printing, Stationery, Telephone, Insurance, Reviews and other Assembly Authorized Expenditures.
 4. Printing and distribution expenses for the Area Newsletter.
 5. Delegate: At the first of each year, the Delegate will be given an initial allotment of \$500.00 for expenses. Assembly will subsidize additional traveling and living expenses, funds to be determined by the Budget Committee and approved by the Area World Service Committee (in an emergency by the officers of the World Service Committee).
 6. Assembly Coordinators/Committee Chairmen: Expenses incurred in performing duties of office, other than those associated with Group or District responsibilities.
 7. Assembly will subsidize traveling and living expenses of the Alternate Delegate, funds to be determined by the Budget Committee and approved by the Area World Service Committee. Expenses incurred must be in the performance of the duties of that office, not those associated with Group Representative or District Representative responsibilities.
 8. For all advances, a written request must be submitted before an advance is granted. For all advances, final accounting is required. (10/2013 Motion #2013-9)
 9. Expense is considered substantiated only if enough information is submitted with the voucher (including actual invoices or receipts) to identify the specific nature of each expense and its purpose to the Assembly. (10/93 – motion #3) Exception: For payment on lost receipts for material or services for the AFG Ohio Inc. A written statement with validation by another Ohio Area Assembly member may be presented to the Treasurer and the Budget Committee. (5/02 – motion #2), (10/2013, Motion #2013-10)
 10. That travel expenses paid for active past delegates from the active past delegate fund to attend the four state meetings be subsidized equal to all officers or coordinators, as long as funds are available. (10/97 – motion #4)
 11. To establish a District Representative Fund to subsidize cost of District Representatives to attend AWSC meetings. Maximum reimbursement of \$50 per DR per AWSC meeting. Funding at discretion of Budget Committee with a cap of \$1000.00. (10/2013 Motion 2013-12)
 12. Any officer, coordinator or Committee Chair will have their Friday expenses for Ohio Area Assembly meetings covered when traveling distance over 120 miles for Sat AM meeting or over 180 miles for Saturday PM meeting. (5/01 – motion #5) (10/03 – motion #5)
 13. That the alternate delegate's expense is paid to the regional delegates' meeting, preferably during the first year of the three-year term. (5/98 – motion #1) Currently, the Alternate Delegate is sent to one North Central Regional Delegate's meeting. If funds are available, Ohio Area Assembly will provide \$300.00 annually to the Alternate Delegate to attend the remaining two years of their three-year term. (passed 05/05 – Motion 10-C), (10/2013 Motion #3013-13)
 14. If for any reason someone feels that the reimbursement received from A.F.G. of Ohio, Inc. is in question then they can bring it to the Budget Committee for review and settlement. (5/01 – motion #7)
 15. To upgrade the October, 2000 per diem amounts for travel expenses for Officers, Coordinators and Standing Committee Chairmen. (10/2013 Motion #2013-11) Table follows:

	Meals	Banquet	½ Room	Travel (gas)	Total
1-day mtg: lunch & dinner	\$30.00			50.00	\$80.00
Annual 2 day mtg: lunch, brkft, lunch	\$30.00	35.00	60.00	50.00	\$175.00
1-day w/Fri mtg: add dinner & brkft	\$60.00		60.00	50.00	\$170.00
Annual 2 day w/Fri: add dinner & brkft	\$60.00	35.00	120.00	50.00	\$265.00

1. To put a cap of \$2,000.00 on the District Representatives Area World service Committee meeting. (5/03 – motion #4) (10/2013 Motion #2013-14)

Voting:

Recommending that all ties or lack of majority votes for elected offices be decided by a consistent method of either drawn out of a hat or simple majority. Decision as to how to handle the situation to be voted on before elections begin. (10/02 – motion #6)

Website:

1. That a committee be put together comprised of members from all of the Host Districts in Ohio to formulate a plan to develop an area wide website that will contain meeting lists, information service office addresses and phone numbers and any other information which will help provides up-to-date information to members of Al-Anon and others. (10/01 – motion #4)
2. That a budget item of \$300.00 be approved to establish the website for www.ohioal-anon.org - This money will go towards the coverage of expenses, such as web hosting fees and domain name registration. (5/02 – motion #6)
3. Additionally, establish a domain name of www.ohioalanon.org to be linked to the current website, www.ohioal-anon.org . (Motion # 2016/11-06)

World Service Conference

1. Ohio Area Assembly to pay the entire cost of sending a delegate to the WSC as described in the *Al-Anon/Alateen Service Manual* Delegates Equalized Expenses. (10/03 – motion #7)

Addiction Studies Institute

2012 # 1 – For a three year trial, starting in 2013, include funding for the Addiction Studies Institute as a budget line item. This will allow participation without prior Assembly approval each year as is required with funding is taken from the Action Committee/Coordinator’s fund as has been done in 2010, 2011, 2012. To extend the three year trial for three more years. (Motion #2015/10-01)

Two Day Fall Assembly (Annual Meeting) Guidelines

A. The election meetings held every third year (2017, 2020, 2023) and all one day meetings are held in the Assembly Center (Columbus, OH)

B. The Fall two-day meetings between election years, to be held either the second or third Saturday in October, will be in the other Districts of this Area, by automatic rotation set by the Assembly: (4/90 – motion #4)

Districts of Cleveland	2009	2018
Districts of Cincinnati	2010	2019
Districts of Dayton	2012	2021
Districts of Youngstown	2013	2022
Districts of Toledo	2015	2024
Districts of Akron-Canton	2016	2025

C. Agenda

Assembly meetings are working-time for members to receive reports and conduct business of Al-Anon World Service Headquarters, and the Area Districts. Agenda for the two-day meetings prepared by the Area Chairman. Material sent to the Area Chairman eight (8) weeks prior to the Assembly meeting.

D. Schedule

Plans are made in cooperation with Area Officers.
Outline two-days: (may be adjusted by Area Officers)

Suggested 2-Day Schedule and Times

Saturday

- 10:00 am Officers Meetings
- 10:30 am New GR Orientation
- 11:45 am Registration (9/16/88)
- 12:30 pm Assembly Meeting Opens
- pm Break
- 5:00 pm Adjournment of Business
- pm Meal (option)
- pm LEAD
- pm Workshops
- pm Action Committee Meetings
- pm District Rep Meeting (10/96)

Sunday

- Re-adjournment of Business - Time to be announced
- 12:00 Noon - Assembly Adjourns

E. Expenses

- 1) Assembly Members Expense:
- 2) Registration fee
- 3) Hotel or Motel accommodations
- 4) Meals
- 5) Transportation

Tradition 7: Every group ought to be fully self-supporting, declining outside contributions.

F. Ohio Area Treasury Expenses

Area Treasury is responsible for the same expenses assumed when the meetings are held in the Assembly Center.

- 1) Preparation and mailing of one (1) notice/filer to members.

- 2) Meeting room for the Assembly. Prior to making commitment, the Host Districts present to the Assembly for approval, their choice of accommodations based on the facility which offers adequate capacity and services within the financial means of the Assembly.
- 3) Coffee break at Saturday Business meetings. The Host districts are reimbursed for supplies and coffee, tea, sugar, cream and cups. Have container available to defray expenses. The Area Treasurer will not assume the cost of a Hospitality Room, but
- 4) Ohio Area Treasurer will pay \$300.00 towards expense of Hospitality Room (Motion #07-11).

G. Options of the Host Districts:

- 1) Host Districts assume the responsibility for expenses involved with options they elect to plan.
- 2) Coordination with AA to guide AA members to local meetings.
- 3) Hospitality room for visiting Assembly members.
- 4) Guide to local churches.
- 5) Entertainment: Short humorous skit in conjunction with meal (if planned).
- 6) Saturday evening meal
- 7) The total expense (food, beverage, hall rent, janitor service, gratuities, etc.) is incorporated into the charge per person.
- 8) Advance reservations are to be requested.

H. Duties of Host Districts

- 1) Select motel or hotel for overnight accommodations of members
- 2) Select room for 1,2,3, or 4 person occupancy
- 3) Room rates stated on notice/flier.
- 4) Arrange meeting space sufficient to hold: Business meetings and Action Committee meetings
- 5) Restaurants should be nearby
- 6) Submit information to specified person for preparation and mailing of notice/flier (at least two (2) months in advance).
- 7) Dates (second or third week in October): avoid conflicts with other Al-Anon or AA functions.
- 8) Map or highway route directions
- 9) Room rates and reservation address
- 10) Reservation address for meal (if planned); all profit and/or loss responsibility of Host Districts.
- 11) Prepare outline for workshops.
- 12) Plan closing spiritual meeting if time available.
- 13) Submit to Ohio Area Treasurer and itemized statement for F. 1-5 (above) and donations received for coffee break.

I. Area Officer's Responsibilities

- 1) Prepare and mail Assembly notice/flier
- 2) Approve schedule and plans for the two (2) days.
- 3) Prepare Agenda
- 4) Assist with workshops, material and developing.

Ohio Area Convention (Guidelines)

Definition A yearly, 3-day Convention devoted to fellowship and sharing. The program will be primarily adult oriented. No baby-sitting service will be provided, and while children are not excluded, any who attend will be the sole responsibility of their parents. **The convention is not to be a fundraiser.** (10/96) An Ohio Area Convention is a function of the Ohio Area Assembly, not of the districts, and the Assembly provides seed money. Metropolitan hosting districts function as an agent of the Assembly, not as independent agents. (3/95 – motion #3)

The state convention will not be held in the years of an International AI-Anon Convention (05/05 E-5)

Policy

- 1) The Ohio Area Archivist is to receive from outgoing convention Chairpersons 4 copies of all minutes and records. He/she will retain 1 copy & turn over by Fall Assembly 3 copies to the incoming conventions chairpersons. (10/96)
- 2) No registration fees will be refunded, but are transferable. Room and meal reservations canceled not less than one (1) week prior to the Convention will be refunded if compatible with the written requirements of the Host Institutions.
- 3) Area Officers will be advised in writing by copies of all meeting minutes, of all progress and planning, etc.
- 4) Committee Members or Officers are not limited to District Representatives or Group Representatives.
- 5) Convention Chairman is to present a report at each Assembly, which is to include a complete discussion of plans and give this same, detailed report at meeting of their districts and/or information service meetings.
- 6) Each convention host has the option to have a pre-registration and conduct this the best way for their budget (10/96 – motion #5)
- 7) There will be no walk-in fee for Alateens at our state conventions. (10/94 – motion #1)
- 8) Do not charge a registration fee for Alateens for the weekend package. (3/95 – motion #2)
- 9) The Chairman of the Ohio Area Convention must be an active member of the Ohio Area Assembly. (5/03 – motion #1)

Area Convention Center

The Host Districts of the Assembly choose the location of the Convention site.

Area Assembly Responsibilities

- 1) It will establish a separate revolving fund for the Convention.
- 2) It will provide for the transfer of funds to the Host Districts Convention Treasurer.
- 3) Future Convention Committees may draw against the fund for expenses if needed.
- 4) It will have the initial and final word on any changes in location, procedure, etc. at the regular Assembly meeting.
- 5) It will be responsible for seeing that the rotation of Host Districts is followed.

- 6) Disposition of Convention profits is to be referred to the Area World Service Committee, which will make recommendations to the Assembly, based on needs at that time.

Host Districts Responsibilities

1. Suggested Host Districts Rotation

Districts of Akron-Canton	2009	2017
Districts of Columbus	2010	2019
Districts of Dayton	2011	2020
Districts of Youngstown	2012	2021
Districts of Toledo	2014	2022
Districts of Cincinnati	2015	2024
Districts of Cleveland	2016	2025

(Any deviation from this schedule is at the discretion of the Assembly)

- 2, Elect a Convention Committee composed of Chairman, Co-Chairman, Secretary and Treasurer.

Duties of Convention Committee

- 1) Establish a registration fee subject to yearly review. Host committee has option to offer a walk-in meal package. (3/94).
- 2) Establish an amount or estimated amount to be used for principal speaker expense to be reviewed yearly.
- 3) Select all committee chairmen and assist chairmen with selection of committee members.
- 4) Follow our Traditions and Assembly convention guidelines throughout this convention.

Chairman/Co-Chairman

- 1) They will work closely with the Program Chairman, but not do all the work in selection of speakers, panel members, workshops, etc.
- 2) They will be responsible for seeing that the Area Officers are kept informed and notified of all meetings.
- 3) They will organize the program with the help of the committee members.
- 4) They will be responsible for conferring with the Convention Center personnel to arrange for mechanics of the Convention.
- 5) They will arrange for dismantling of the Convention, including storage of permanent usable materials and equipment.
- 6) They will be responsible for seeing that our Traditions and Assembly convention guidelines are being followed; that only conference approved literature is being used and displayed for all meetings and workshops; and that all speakers are AI-Anon, Alateen and/or AA.

G. Treasurer

- 1) Will receive all registration fees and will administer the revolving fund, paying all approved bills for the Convention.
- 2) Will prepare a complete financial report for the Convention Committee and present it to the Assembly at the Annual Meeting.
- 3) Will come to the Assembly with records of accounts and funds prepared for transfer to the new Convention Treasurer by Area Assembly.

- 4) Buy necessary insurance to protect Convention Treasurer.
- 5) Will have the Treasurer's books reviewed by an Assembly Review Committee before turning them over to the next Convention Treasurer.
- 6) Will follow Generally Accepted Accounting Principles (GAAP). (10/98 – motion #10)

H. Secretary

- 1) Will record all minutes of the Convention Committee complete enough to be of aid to future Host Districts and turn over copies of minutes and other records to OAA.
- 2) Will be responsible for the Convention etiquette of written invitations to all Ohio AA Delegates and Al-Anon Delegates of adjacent states to attend at their own expense.
- 3) Will be responsible for seeing that the Area Officers are kept informed and notified of all meetings by sending copies of meeting minutes to them.
- 4) The Secretary is to provide a registration list and a list of all committee chairpersons along with their addresses and phone numbers to the incoming Convention Chairpersons. (10/96)

Program Committee

- 1) Choose a theme.
- 2) Compose a tentative program agenda and submit to the Area World Service Committee at the Area World Service Committee's first meeting of the year.
- 3) Obtain speakers - all speakers to be from Ohio and/or adjoining states unless otherwise approved by the area World Service Committee (10/96) - recognizing that all Metropolitan Districts must be actively involved in the Convention participating as:
 - a. Panel members
 - b. Chairman of meetings
 - c. Lead speakers
 - d. Alateen speakers or panel members
 - e. AA speakers
 - f. Rap sessions
- 4) Work with the Publicity Committee in the preparation and printing of flyers, programs, etc.
- 5) Taping: Arrange for professional recording and resale of all formal sessions meetings and speakers designated by the Convention Program Committee. No other tapes are to be sold. Make certain tapist is aware that names of people who purchase tapes are not to be put on any type of "mailing list".
- 6) Secure appropriate gifts for special workers.
- 7) Only conference-approved literature is to be used for all meetings and workshops.

Publicity Committee

- 1) Flyers
- 2) Mailings (2)
- 3) Printed Programs
- 4) Name tags
- 5) Prepare pin-on type insignia for Hospitality Committee, Speakers, and Committee Members.

Registration Committee (Also see Section B-Policy, Pre-Registration).

- 1) Secure P.O. Box under "Ohio Area Convention"
- 2) Prepare and expedite room assignments
- 3) Provide adequate maps and directional signs.

- 4) Registration Committee is to provide as part of their final report a list of all names and addresses of all people who attended the convention and turn it over at 2 - Day Fall to be passed on to following years Convention committee. (3/94)

Hospitality Committee

- 1) Assist with room placement of registered guests.
- 2) Maintain the Hospitality Room provided for the Convention including contact with the Convention Center regarding coffee service.
- 3) Alateen is welcome and encouraged to use the Al-Anon Hospitality Room. Alateen is a part of the Al-Anon Family Groups so their activities will be in conjunction with the Al-Anon program at the Convention.

Literature Committee

- 1) Secure a variety of Conference Approved Literature including hard-bound books, all for resale.
- 2) Make a literature display board.
- 3) Be prepared with sufficient money to make change.
- 4) Prices marked on literature.
- 5) Post hours when literature table will be opened.

Ways and Means Committee

- 1) Provide for sale small appropriate Al-Anon items of a souvenir keepsake nature. There will be no fund raising for convention, including sale of any commercial products, for profit, other than items made or donated by Al-Anon members (10/94 – motion - #3).
- 2) Be prepared to make change.
- 3) Post hours when gift table will be opened.
- 4) Raffle tickets cannot have Al-Anon logo. Funds and tickets to be hand carried only, to and from Al-Anon members only, not transmitted through the mails. (10/94 – motion #4)

Entertainment Committee

Plan extra-curricular activities for after the meeting hours.

Outside Conferences -- Ohio Alcoholics Anonymous Conference

Committee: The Delegate shall appoint a liaison to the Ohio State AA Conference who resides near the conference location. The Delegate shall be a member of the planning committee for this event. Local Al-Anon Family Group members shall make up the planning committee for this event. (motion # 08-08)

Funds: Al-Anon Family Groups of Ohio, Inc. donates to the host committee the sum of \$200.00 towards the expenses of the Ohio State AA Conference. (Motion #08-09)

OHIO AREA ASSEMBLY AL-ANON/ALATEEN PROFILE

Candidate For (Check One)

<input type="checkbox"/> Secretary	<input type="checkbox"/> Coordinator - Specify which coordinator position _____
<input type="checkbox"/> Treasurer	<input type="checkbox"/> Standing Committee Chair - Specify which Comm. Chair _____
<input type="checkbox"/> Alternate Delegate	
<input type="checkbox"/> Chairman	
<input type="checkbox"/> World Service Delegate	

Name: _____ Phone (Home) _____

Address: _____ (Work) _____

City : _____ State: _____ Zip Code _____

E-Mail: _____

Number of years of active Al-Anon membership: _____ from what date: _____

Name of Home Group _____ City _____ District _____

List current and previous Al-Anon/Alateen experience beginning with the most recent:

	<u>Experience</u>	<u>Date: From - To</u>
Group Level:		

Intergroup/District Level:

Assembly Level:

Tell us something about any experience or training you have that you feel is relevant to the service area you are interested in filling:

Tell us something about yourself:

ACTION COMMITTEE PLAN

Goals: To establish four committees to serve our area.

1. Group Services
2. Fellowship Communications
3. Membership Outreach
4. Public Outreach

Committee Purpose: to provide a time and place where Group Representatives and other members can work together to find ways to strengthen Al-Anon and Alateen. The Action Committees are to be viewed as vehicles for increasing attendance at Assemblies and increasing participation by all groups and members in the Ohio Area. We learn from each other how to carry our message of hope.

Committee Members' Role: All members of a committee have equal voice and vote. Each committee member deserves to be heard even when his/her voice represents a minority view. Recommendations of the Action Committee will be presented to the Area World Service Committee and the Assembly. Members originate ideas and provide assistance to carry out projects. They will communicate to District and or group enthusiasm for and participation in Action Committee assignment.

Sample Action Committee Agenda:

1. Introductions
2. Review Committee Purpose
3. Review minutes of prior meeting
4. What's new, by each coordinator
5. Action/Projects
6. Report back to Assembly

Committee Guidelines: Participation is the key to harmony; therefore, all Assembly Members will be involved with an Action Committee. The Action Committee will meet at the Spring Assembly at 11 AM and the Two-Day Fall Assembly on Saturday evening, after the banquet, for approximately one hour. Members will serve three years on their assigned committee beginning with the Spring Assembly following the election Assembly.

The chairperson of each committee will be the Area Coordinators except for Membership Outreach which will be chaired by the Alternate Delegate. The chairperson's position may be rotated yearly.

The committee chairperson's duties will include sharing information and projects received from the World Service Office as well as taking suggestions from committee members. They will conduct the meetings and keep the group focused on the task at hand.

The Delegate will float among the different committees. It is suggested that the District Coordinators attend the committee related to their District position.

The Action Committee recorder will record the notes for each committee meeting, maintain committee roster (name, address, phone number, e-mail address, district and service position) and will report back to the Assembly with a brief, 2 minute report. The recorder will be the one to report to the Al-A-Notes editor and keep permanent committee records.

GOALS AND MEMBERS OF EACH COMMITTEE

GROUP SERVICES:

MEMBERS: Alateen Coordinator, Area Treasurer, and Archives Coordinator, budget Committee Chairperson, Group Records Coordinator, Compliance Liaison, Review Committee Chairperson, Past Delegate, Assigned District Representative and Group Representative. One of the GR's could serve as recorder for the committee.

GOALS:

- 1) To keep Area mailing list current and maintain records.
- 2) To strengthen connection between Assembly and existing Al-Anon and Alateen groups, including groups in the "lettered districts".
- 3) To reach out to newly registered or unregistered groups to initiate participation
- 4) To record the history of groups.

FELLOWSHIP COMMUNICATIONS:

MEMBERS: Forum Coordinator, Literature Coordinator, Web Master, Guidelines Chairperson, Area Chairperson, Past Delegate, Assigned District Representatives and Group Representatives. One of the GR's could serve as recorder of the committee.

GOALS:

- 1) To articulate a clear consistent message of hope for friends and families of alcoholics through our literature, the Forum and our newsletter.
- 2) To encourage the use of all Conference Approved Literature (CAL) and the Forum in group meetings.
- 3) To encourage members to share their experience, strength and hope in articles for the Forum and our literature.
- 4) To provide guidance on the use of literature and Forum in all activities.
- 5) To encourage holding writing workshops around the state.

MEMBERSHIP OUTREACH

MEMBERS: Alternate Delegate, Convention Chairperson, Area Secretary, 2 Day-Fall Chairperson, 2 Day-Fall/Convention Advisor, Past Delegate, Assigned District Representative and Group Representative. One of the GR's could serve as recorder for the committee.

GOALS:

- 1) To provide accurate, timely information to the Al-Anon fellowship.
- 2) To create methods/ideas to make information available and inspiring.
- 3) To find ways to communicate with the fellowship about Al-Anon/Alateen activities.
- 4) To cooperate and share information by encouraging Al-Anon/Alateen participation in area conventions, workshops and service meetings.

PUBLIC OUTREACH:

MEMBERS: Public Outreach Coordinator, Past Delegates, Assigned District Representative and Group Representative. One of the GR's could serve as recorder for the committee.

GOALS:

- 1) To be the communication voice for Al-Anon/Alateen to the general public.
- 2) To explore creative means to getting the word out, attracting the newcomers and informing the professional community.
- 3) To provide knowledge and generate public good will towards Al-Anon/Alateen.
- 4) To encourage individual members to become involved in public outreach efforts.
- 5) To encourage individual members to become involved in public outreach efforts. To help differentiate between "treatment" approach and the Al-Anon/Alateen philosophy of recovery.

Ohio Area Do Not List Policy

(Motion # 2016/11/7)

Definition of Do Not List: when a District, AIS, or Area decides to remove or not list a group from their local meeting schedules. The Area has autonomy to set criteria for listing groups and not listing groups on meeting lists. Not listing a group or removing a group from local meeting lists does not inactivate the group, nor will the group be denied services, support, or representation at District or Area meetings of Al-Anon Family Groups, and the group will receive services from the World Service Office of The Al-Anon Family Groups, Inc.

Goal: to provide criteria for responding to reported incidents with consistency across the Area and in keeping with Al-Anon Traditions, Concepts of Service, Principles, and guidelines as outlined in the Service Manual; to ensure that the Criteria for Listing Meetings is related only to activities and practices at the group meetings and not to the actions or beliefs of individual members outside of meetings; to encourage participation and cooperation with groups throughout the process; to ensure inclusion of all Al-Anon groups in the Al-Anon fellowship through group support and education on Al-Anon Traditions, Concepts of Service, Principles, and guidelines as outlined in the Service Manual; to provide information on steps the group can take to be reinstated on the list if it has been removed as a result of this policy.

Policy Trusted Servants: to include the District Representative (if the district has a current representative), the Area Chairman, the Alternate Delegate, the Delegate, or Trusted Servant as assigned by the Area Chairman.

Responsibilities of Trusted Servants: to respond to incident reports quickly; to maintain an open line of communication between the member who reported the incident (incident reporter) and the policy Trusted Servants; to communicate with the affected group and its members openly and consistently; to participate in the policy as written, ensuring all groups are treated equally and with respect; to provide support and education to the affected group so that members may make an informed decision about how the group meetings shall be conducted; to report the outcome of the process to the group and its members, emphasizing the non-punitive nature of the outcome and actions the group can take to be reinstated on the local meeting list.

Criteria for Listing Meetings – The Group:

- is registered with the World Service Office and the Area
- abides by Al-Anon Traditions, Concepts of Service, Principles, and guidelines as outlined in the Service Manual
- uses only Conference-Approved Literature in group meetings
- has fewer than three reported incidents
- has designated representation at the group level (GR, Alt GR, and/or ISR)

Do Not Listⁱ Action Plan:

1. The process is initiated by a reported incident to any: AIS Officeⁱⁱ, WSO, Area Officer, or District Representative by phone, email, letter, conversation, or website. An incident may be reported by a member or by a Trusted Servant on behalf of the member.
2. The Office or Officer who receives the incident report notifies the appropriate District Representativeⁱⁱⁱ(DR). The DR notifies the Delegate, the Alternate Delegate, and the Area Chairman that an incident has been reported and that the Do Not List Action Plan has been initiated.
3. The DR communicates with the incident reporter to gather information in order to determine if the incident requires further facilitation of the Do Not List Action Plan according to the Criteria for Listing Group Meetings. If the group is not abiding by any of the stated criteria, the DR will take the next required action in the plan. However, if the group is abiding by the stated criteria, the DR will notify the incident reporter, the Delegate, the Alternate Delegate, and the Area Chairman that the group is not in violation of the Do Not List Policy. If there is any concern of group adherence to the criteria, the DR shall continue with the Action Plan.
4. If there is a concern, the DR attends a regular meeting of the affected group and participates as a member. The DR does not notify the group's members and/or Trusted Servants that s/he will be attending on this first visit. If at this initial visit a concern remains:
 - a) The DR broaches the topic, addressing the incident in general terms (use of non-CAL, not following Traditions, dominance, high-pressure sponsorship, or other practices not in line with the Criteria for Listing Group Meetings) and requests a Group Conscience.
 - b) The DR provides support and information to the group through resources such as Group Conscience Handouts (G-8a, G-8b) and suggested informational items: G-3, G-4, G-37, P-17, P-31, P-33, P-35, P-53, P-57, S-9, S-24, M-78 as well as Conference-Approved Literature recommendations and information available online: <http://www.ohioal-anon.org/index.html> or www.al-anon.alateen.org/members (Password is the name of your home group followed by afg).
 - c) The DR observes and documents all impressions and experiences from the meeting in order to maintain a record of the Action Plan in process.
5. The DR follows-up with the incident reporter and updates the Delegate, Alternate Delegate, and Area Chairman regarding the observations recorded at the meeting s/he attended and the date of the scheduled Group Conscience.
6. The DR attends the scheduled Group Conscience and speaks on the topic s/he brought to the group based on the reported incident.
 - a) The DR provides resources to aid in the Group Inventory process: G-8a, G-8b
 - b) The DR asks group members to complete the Group Inventory and return it to the address provided within 30 days of the Group Conscience date.
7. The DR reviews the Group Inventory responses received from group members (if applicable).
8. The DR updates the Delegate, Alternate Delegate, and Area Chairman on the outcome of the Group Conscience and the Group Inventory responses.
9. The DR attends regular group meeting to report the outcome of the Group Inventory.

10. The DR reports the outcome of the Do Not List Action Plan to the incident reporter, the Delegate, the Alternate Delegate, and the Area Chairman.

Potential Action Plan Outcomes:

- If the Group Inventory Review (or communication from the group members) reveals that group members were unaware of Al-Anon Traditions, Concepts of Service, Principles, and guidelines as outlined in the Service Manual and would like to receive continued support, information, and resources from the Area, the DR stays in touch with the group members to provide local support. If change is demonstrated and no further incidents are reported, then THE GROUP MEETING REMAINS ON THE MEETING LIST.
- If a separate incident is reported by a different individual from the same group meeting, the DR notifies the group members, the Delegate, the Alternate Delegate, and the Area Chairman. The DR visits group meeting again, explains to the group members what “Do Not List”ⁱ means, and if change is demonstrated, then THE GROUP MEETING REMAINS ON THE MEETING LIST.
- If the Group Inventory Review (or communication from the group members) reveals that the group members do not choose to change – THE GROUP MEETING IS REMOVED FROM THE MEETING LIST. The DR explains to the group members what “Do Not List” means, the non-punitive nature of the outcome, and provides information regarding actions the group can take to be reinstated on local meeting lists.
- If the group meeting has three or more separate incidents reported by different individuals, THE GROUP MEETING IS IMMEDIATELY REMOVED FROM THE LOCAL AND AREA MEETING LISTS. The DR explains to the group members what “Do Not List” means, the non-punitive nature of the outcome, and provides information regarding actions the group can take to be reinstated on local meeting lists. The DR shall continue to assist the group in taking necessary steps to be reinstated on local and Area meeting lists until the group has implemented changes or has declined further assistance.

Ohio Area Re-Listing Policy

Goal: to provide opportunities for groups to be re-listed on local meeting schedules and online; to include all Al-Anon groups in the Al-Anon community; to encourage participation among members, groups, and the Area; to provide group support and education on Al-Anon Traditions, Concepts of Service, Principles, and guidelines as outlined in the Service Manual; to ensure that all groups are treated equally and respectfully in keeping with the Criteria for Listing Meetings (page 1); to ensure that the Re-listing Action Plan evaluates only activities and practices at the group meetings and not to the actions or beliefs of individual members outside of meetings

Policy Trusted Servants: to include the Group Representative, District Representative (if the district has a current representative), the Area Chairman, the Alternate Delegate, the Delegate, or Trusted Servant as assigned by the Area Chairman.

Responsibilities of Trusted Servants: to respond to group-initiated re-listing request quickly; to maintain an open line of communication between the Group Representative and the policy Trusted Servants; to communicate with the affected group and its members openly and consistently; to participate in the policy as written, ensuring all groups are treated equally and with respect; to provide clear feedback to the group regarding compliance to the Criteria for Listing Meetings and to report the outcome of the process to the group and its members; to inform the group any actions that need to be taken in order to be found in compliance and re-listed (where applicable).

Criteria for Listing Meetings – The Group:

- is registered with the World Service Office and the Area
- abides by Al-Anon Traditions, Concepts of Service, Principles, and guidelines as outlined in the Service Manual
- uses only Conference-Approved Literature in group meetings
- has fewer than three reported incidents
- has designated representation at the group level (GR, Alt GR, and/or ISR)

Re-Listing Action Plan:

1. Through a Group Conscience the group has voted to address and resolve the concerns that led to De-listed status and initiates the re-listing process when change has been consistently demonstrated.
2. GR/Alt GR notifies DR to report compliance, presents evidence of change or of meeting all stated criteria (refer to page 1) to DR on behalf of the group as determined by Group Business Meetings (Group Conscience).
3. DR notifies the Delegate, Alt. Delegate, and Area Chairman the group wishes to begin the re-listing Process.
4. DR attends a regular meeting of the petitioning group and participates as a member. DR observes and documents all impressions and experiences from the meeting, in particular demonstrated actions taken to address and resolve concerns of previously reported issues.
5. Decides if group has demonstrated change and is in compliance with all stated criteria for group listing on local and area meeting schedules.
6. DR follows up with the GR/Alt. GR and updates the Delegate, Alt. Delegate, and Area Chairman regarding the observations recorded at the meeting s/he attended and the decision made regarding compliance.

Potential Action Plan Outcomes:

- **COMPLIANT** = Group is relisted
 - DR attends a regular group meeting again and notifies group that they meet all stated criteria for re-listing and explains what happens next:
 - DR notifies Area Officers of the decision to relist the group

-DR notifies AIS Office and the Area Group Records Coordinator that the group is in compliance with all stated criteria for re-listing and requests that the group be returned to all local and Area meeting lists.

-DR follows-up with GR/Alt. GR to notify him/her the meeting lists have been updated online and will be updated in print with the next scheduled printing.

-DR continues to attend group meeting on same basis as periodic routine visits (as outlined in "DR Responsibilities" in the most current Service Manual) unless a new incident is reported in between visits.

- **NON-COMPLIANT** = Group is not relisted

-DR attends a regular group meeting again and notifies group that they do not meet all stated criteria for re-listing and offers support in the form of Traditions Workshops, CAL pertinent to the continued concerns, and other resources or information sharing as relevant and available.

-DR informs group of necessity for a Group Conscience to determine what assistance they are requesting from the DR and to decide if they would like to implement changes in order to meet all stated compliance criteria.

-If the group has voted to implement changes to meet all stated compliance criteria, the DR provides the specific assistance and guidance as requested by group. DR informs group they may request consideration for re-listing via the Re-listing Action Plan when persistent issues have been addressed and resolved.

-If the group has voted not to make the necessary changes to meet all stated compliance criteria, GR/Alt. GR informs the DR that they have chosen to remain off all local and Area meeting lists.

-DR notifies the Delegate, Alternate Delegate, and the Area Chairman the group will remain unlisted due to continuing non-compliance with all stated compliance criteria and/or the decision by the group to remain off all local and Area meeting lists.

-DR continues to attend group meetings on same basis as periodic routine visits (as outlined in "DR Responsibilities" in the most current Service Manual) unless a new incident is reported in between visits.

¹ "Do Not List" refers to the removal of the group meeting from all meeting schedules and lists, published or online. Do Not List shall not be punitive and will not revoke a group's Al-Anon group registration, nor will the group be denied services, support, or representation at the District or Area meetings of Al-Anon Family Groups of Ohio and will receive services from the World Service Office of The Al-Anon Family Groups, Inc.

¹¹ In locations that do not have an Area Information Service Office, the incident may be reported to Al-Anon Family Groups World Service Office or an Area Officer of AFG of Ohio.

¹¹¹ In locations that do not have a DR, the AIS location, WSO, or Area Officer notifies the Delegate directly, and the Delegate asks a Trusted Servant within close proximity to the group meeting with the reported incident to help facilitate the Action Plan.

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Al-Anon Family Groups of Ohio Inc.

Application Packet for Al-Anon Members Involved In Alateen Service

Policies, Application Process, and Forms

Who Must Register?

- **Alateen meeting sponsors and those who might fill in for a sponsor**
- **Area Alateen Coordinator and Al-Anon Information Service (aka Intergroup) Alateen Coordinator**
- **Members serving Alateen in any other capacity (working with Alateen members at a convention, conferences, fund-raisers, providing rides, etc)**
- **District Representatives are encouraged to register**

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Al-Anon Member Involved In Alateen Service Packet

Check list For Applicants

This packet contains the instructions to aid in the completion of forms and steps needed to complete the Al-Anon Member Involved in Alateen Service (AMIAS) certification and registration process for Al-Anon Family Groups of Ohio.

Following is a checklist of items to assist members with the process. Items are initialed as they are completed. This sheet is for the applicant's personal records.

- _____ 1. Read all the pages in the Application Packet.
- _____ 2. Talk with your GR, DR, and Area Alateen Coordinator
- _____ 3. Complete the forms in the Application Packet.
 - _____ Signature Sheet (FORM ONE)
 - _____ Al-Anon Member Involved in Alateen Service Form (FORM TWO)
- _____ 4. Complete the FBI background check. This can be done at your local sheriff's office, an FBI-approved Channeler location, or directly through the FBI. (Instruction for completion directly through the FBI can be obtained from the AAPP)
- _____ 5. Send agreement and Signature sheet (Form One), Al-Anon Member Involved in Alateen Service (Form Two) certification form, and the page saying background check has been completed and will be sent to the Area Alateen Process Person to the AAPP (Form Three). {See the Area's AWSC Contact List for the Contact information of the AAPP.}
- _____ 6. When the AAPP receives the certification number from the World Service Office, the AAPP will contact the AMIAS applicant with their WSO number. *{FYI: It will take up to 12 weeks to complete this process. Eight Weeks to receive results for the FBI, and another three weeks for your identification number to returned form WSO. }*
- _____ 7. Store your WSO number in a safe place for future reference.
- _____ 8. Have fun with your new service position.

Minimum Safety and Behavioral Requirements

From pages 8 - 9 of the By-Laws of the Ohio Al-Anon Family Groups, Inc.

1. Every Al-Anon Member Involved with Alateen Service must:
 - A. Be an Al-Anon member attending Al-Anon meetings.
 - B. Be at least 21 years old.
 - C. Have at least two years in Al-Anon, in addition to any time spent in Alateen.
 - D. Not have been convicted of a felony, and not have been charged with child abuse or any other inappropriate sexual behavior, and not have demonstrated emotional problems which could result in harm to Alateen members.
2. There must be at least one Alateen sponsor at every Alateen meeting.
3. The Area requirements prohibit overt or covert sexual interaction between any adult and Alateen member.
4. The Area requirements prohibit conduct contrary to applicable laws.
5. The Area requirements contain procedures for parental permission and medical care when applicable.
6. The Area requirements must be reviewed by local counsel.
7. Consent forms must be signed by a parent/legal guardian whenever any Alateen member is transported to/from any out of town Al-Anon/Alateen meetings or event. A notarized consent/medical form is required for any out of town Al-Anon / Alateen event. The form must be for the sole purpose of a specific event. A copy of the consent form must be kept in the possession of the person who is providing the transportation or acting as chaperone.
8. All Al-Anon Members Involved In Alateen Service will provide a set of fingerprinting impressions for the purpose of securing a criminal record.

Description of Al-Anon Member Involved in Alateen Service (AMIAS)

A description of an AMIAS is in the *Al-Anon Alateen Service Manual* (P-24-27) in the Alateen Policy section.

Alateen Policy and Guidelines

Al-Anon members who desire to become Al-Anon Members Involved in Alateen Service (AMIAS) shall become familiar with the Alateen policy as stated in the *Al-Anon Alateen Service Manual* (P-24-27) and the Alateen Safety Guidelines (G-34). These can be found at www.al-anon.org/members.

Who shall be fingerprinted?

Al-Anon members providing direct service to Alateen members. The list includes but is not limited to: Alateen group sponsors, Alternate sponsors, anyone providing transportation to an event that involves Alateen members, or members serving Alateen in any capacity.

Where does an AMIAS have their background check completed?

Background checks can be completed at your local sheriff's office, at any FBI-approved Channeler location, or can be checked through the FBI directly. (Contact the Area Alateen Process Person, AAPP, for assistance with this option.)

Where are fingerprint impressions made?

Fingerprint impressions can be made at your local County Sheriff's Office. The fee for this service varies from county to county. Call your local Sheriff's Office for details, fees, fee payment method, and directions. Some local police departments may also provide this service. Contact your local police department and inquire about this service and fees. Background checks can also be obtained through an FBI-approved Channeler location. Fees for this service vary. If you choose the option to go directly to the FBI, contact the AAPP for procedure instructions.

Who stores the records?

The AAPP shall store all AMIAS records.

Where are the records stored?

The AAPP shall store all AMIAS records and obtained information in a secure, locked unit. Records shall be protected and kept confidential.

Who has access to the AMIAS Forms?

Access to the records shall be by the AAPP and the Area WSC Delegate, if necessary.

How long are records/forms kept?

Records shall be kept as long as the AMIAS is active in Alateen service.

How are records/forms disposed of?

Records shall be shredded by the AAPP within six months of an AMIAS leaving active AMIAS service. Records shall be disposed of when an AMIAS's information is updated.

How often does an AMIAS need to have their background check renewed?

An AMIAS shall renew their background check every five years. In the event an AMIAS has a break in service and records have been destroyed, a new background check shall be required as well as accompanying information forms.

Who does the AMIAS applicant need to talk to before beginning the application process?

All AMIAS applicants shall talk to the Group Representative of their home group, the District Representative in the District in which the AMIAS is going to serve, and other AMIAS's. It is highly recommended the AMIAS applicant also talk with the Area Alateen Coordinator before beginning the AMIAS certification process. In the event a group does not currently have a Group Representative or a District does not currently have a District Representative, the AMIAS applicant shall talk with the Area Alateen Coordinator.

What forms are included in the application process?

- Agreement and Signature sheet – **FORM ONE**
- AMIAS Certification Form – **FORM TWO**
- Completed background check notification – **FORM THREE**

Where can an AMIAS Applicant find the Application Packet?

The AMIAS Applicant Packet shall be found in the AFG of Ohio's Handbook and the website for AFG of Ohio www.ohioal-anon.org. Electronic copies of the Application packet can also be requested from the Area Delegate, the Area Chairman, the Area Alateen Coordinator, and the Area Alateen Process Person (AAPP).

What are the responsibilities of trusted servants?

The Applicant:

- Talks with the Group Representative of their home group about becoming an Al-Anon Member Involved in Alateen Service
- Talks with other AMIAS members, a District Representative, and the Area Alateen Coordinator to get an idea as to what AMIAS responsibilities are
- Requests an AFG of Ohio AMIAS application packet or download from www.ohioal-anon.org
- Completes the AMIAS packet forms
- Sends **FORM ONE, FORM TWO, FORM THREE** to the Area Alateen Process Person (AAPP)
- Has fun being an AMIAS

The Group Representative of an AMIAS applicant:

- Talks with the AMIAS Applicant
- Signs the Agreement and Signature **FORM ONE** stating they know the applicant and **FORM TWO** on the bottom where it says *For Area Use*.

The District Representative in the District where the AMIAS applicant is going to serve:

- Talks with the applicant
- Signs the Agreement and Signature **FORM ONE** and **FORM TWO** of the Applicant.

The Area Alateen Coordinator:

- Talks with the AMIAS Applicant
- Signs **FORM ONE** and **FORM TWO** for applicants in Districts who do not currently have a District Representative

The Area Alateen Process Person (AAPP):

- Receive AMIAS applicant's forms
- Upon receiving the background check results, shall send the AMIAS **FORM TWO** to the World Service Office for processing, and shall file **FORM ONE**
- Informs AMIAS Applicant of their World Service Office ID number
- Stores all information of all applicants in a secure locked unit
- Shreds Records six months after a member leaves service as an AMIAS
- Processes renewal of AMIAS service each year

What if your home group does not have a Group Representative?

In the event your home group does not have a Group Representative, the Applicant shall talk with the District Representative and following the conversations about being an AMIAS, the applicant will ask the District Representative to sign **FORM ONE** (Agreement and Signature) and **FORM TWO** (AMIAS Certification Form).

What if the District does not currently have a District Representative?

If a District is currently without a District Representative, the applicant shall have conversations with the Area Alateen Coordinator and following the conversation the Applicant shall ask the Area Alateen Coordinator to sign **FORM ONE** (Agreement and Signature) and **FORM TWO** (AMIAS Certification Form).

How is the background check funded?

AMIAS Applicants shall submit receipts to the District Treasurer in the District in which they shall be serving for reimbursement of background check service fees. Each District shall set the amount of reimbursement for their District as fees vary county to county. In the event the District is unable to reimburse these fees, the AMIAS Applicant shall submit the background check service fee receipt to the Area Treasurer, following the established Area's Expense Voucher procedure. Fees being reimbursed by the Area shall be in alignment with the county where fees were obtained. Area Expense Vouchers are available on the Ohio Area website www.ohioal-anon.org on the Documents page.

Does an AMIAS need to renew each year?

Yes. Each year in the fall, any time before December 31st, **FORM ONE** and **FORM TWO** are completed and sent to the Area Alateen Process Person (AAPP). This is an Area and WSO requirement. This gives an idea of who shall be active in Alateen service for the coming year. Another background check is not required until the end of the fifth year of service.

Form One

AI-Anon Family Groups of Ohio, Inc.

Agreement and Signature Page

➡ **INSTRUCTIONS:** Initial each section and sign this form. The Group Representative from your home group must sign **FORM ONE** and **FORM TWO**. Next, have the District Representative sign both forms. When completed, send the **“Agreement and Signature Page” – FORM ONE** and the **“AI-Anon Member Involved In Alateen Service” – FORM TWO** to the Area Alateen Process Person (AAPP).

I meet the minimum requirements for certification as listed here:
(Initial each)

_____ I am an AI-Anon member regularly attending AI-Anon meetings (additional to Alateen meetings)

_____ I am at least 21 years of age

_____ I have at least two years in AI-Anon in addition to any time spent in Alateen (or in AA)

_____ I have not been convicted of a felony, and not have been charged with child abuse or other inappropriate sexual behavior, and not have demonstrated emotional problems which could result in harm to Alateen members.

_____ I have read, understand, and agree to comply with the AFG of Ohio’s Minimum Safety and Behavioral Requirements for AI-Anon Members Involved in Alateen Service.

Signature of AMIAS Applicant	Printed Name	Date
Name of AMIAS Applicant Home Group	Day – Time – City – District #	WSO #

“This person is known to me and, to the best of my knowledge, these statements are true.”

Group Representative for AMIAS Applicant Home Group Signature	Date
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“I have talked with the AMIAS Applicant.”

District Representative Signature	District #	Date
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Form Two

Al-Anon Member Involved In Alateen Service

It is required that this form be completed by all Al-Anon Members Involved in Alateen Service.

(Please Print)

First & Last Name: _____

Street Address: _____

City, State/Province: _____

Zip/Postal Code: _____

Phone: _____

E-mail: _____

I am in compliance with my Area's Safety and Behavioral requirements and agree to abide by them.

Applicant Signature **Date**

To the best of my knowledge, the above Al-Anon member meets the Area's Safety and Behavioral requirements.

Area Alateen Process Person's Signature 044
Area # **Date**

AAPP Please Print Name Here: _____

Each Area must certify to the WSO annually that each Al-Anon Member Involved in Alateen Service has met the Area's Safety and Behavioral Requirements and has agreed to abide by them.

WSO Assigned ID Number _____

For Area Use: Read the Safety Requirements. Authorization is valid for one calendar year. (Please submit annually.)

Home Group's GR's Signature: _____ Phone Number: _____

District Representative's Signature: _____ Phone Number: _____

District Number: _____ (If your district does not have a DR, send this to the Area Alateen Coordinator.)

⇒⇒⇒ **Applicants:** Is this a new or renewal application? **Please check one.** ⇐⇐⇐

Send the original FORM ONE and FORM TWO to the Area Alateen Process Person.

Form Three

On _____(date) , I completed my background check and the results are being sent to the Area Alateen Process Person.

Signed: _____