

# **NEW YORK SOUTH ASSEMBLY AREA 40**

*(Formerly known as Southern New York Assembly Area)*

## **AREA GUIDELINES**

## PURPOSE

The purposes for which this organization is formed are:

- Offering help and hope to families and friends who are or have been deeply affected by the disease of alcoholism.
- Finding understanding and learning what to do to help ourselves, which can indirectly help our alcoholic relatives, loved ones and friends, **whether they are still drinking or not.**
- Carrying the message of hope and recovery and ensuring Al-Anon and Alateen will be here for the newcomer.

## PREAMBLE

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

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

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

*-Suggested Preamble to the Twelve Steps*

## Al-Anon Declaration

*Let It Begin with Me*

When anyone, anywhere, reaches out for help,  
let the hand of Al-Anon and Alateen  
always be there, and – *Let It Begin with Me.*

## INTRODUCTION

It is intended that these Guidelines be used in conjunction with the most current *Al-Anon/Alateen Service Manual*. (P-24/27)

The information contained herein applies to the New York South Assembly Area (formerly the Southern New York Assembly Area) in relation to the World Service Conference, Area World Service Committee meetings, and Area Assemblies.

All terminology and abbreviations used are the same as in the *Al-Anon/Alateen Service Manual*. (P-24/27)

Any changes in the New York South Assembly Area (NYSA) or Area Convention Guidelines must be brought to two Assemblies for discussion, with voting at the second Assembly.

All changes to the New York South Assembly Area Guidelines, once approved at a second Area Assembly, will be made to the New York South Assembly Area Guidelines on the Members' section of the Area Website and the revision date will be updated accordingly.

All major decisions of the Assembly, including all subsequent sets of motions will be added at the end of each year to the Members' section/Guidelines of the Area website for reference. References to any individual's last names will be removed to protect anonymity at a public level.

## AMENDMENT PROCEDURE

Amendments to the Guidelines will be presented in the form of a motion with copies distributed as required by motion procedure. After a discussion at the Area World Service Committee on the wording of each amendment, notice of the motions will be included with the agenda for the Assembly. It will be discussed at two consecutive Assemblies. Voting will take place after discussion at the second Assembly.

The Guidelines may be amended by a 2/3 vote of GRs represented at the second Assembly. A 2/3 vote is determined by the number of yes and no votes cast for a particular motion. Abstentions are not considered as votes. Therefore, the number of voting members will vary from motion to motion.

Amendments to Area Convention Guidelines are to be brought to one AWSC meeting and two consecutive assemblies for discussion and vote at the second assembly. Proposed changes should be listed on the Agenda for the next two assemblies.

Adopted:     October 1981  
Revised:     December 1985  
              February 1990  
              June 1998  
              November 2009  
              January 2010  
              January 2011  
              March 2012  
              May 2014  
              June 2015  
              June 2018

Updated:     ***Version 18.1 (6/10/18)***     *{Reflects Jan 2016-April 2018 motions & votes (see pg. iii)}*

<b><u>Position</u></b>	<b><u>Motion Numbers</u></b>	<b><u>Notes</u></b>
Area Alateen Coordinator	(2015-A/10/07) + (2016-A/02-06) (2018-A04-02)	<i>{As revised} {Is appointed by Area Officers; participates in AFG Connects; Makes sure WSO AMIAS forms are correct; Forwards to AAPP for processing}</i>
AAPP	(2015-A/10/08) + (2016-A/02-06)	<i>{As revised}</i>
AAPP	(2016-A/04-6)	<i>{May be Al-Anon member who is also in AA}</i>
AAPP	(2018-A04-03)	<i>{Extension of Area Alateen Coordinator, does not hold a seat or vote at AWSC; suggested that AAPP be a certified AMIAS}</i>
Local Alateen Coordinator	(2015-A/10/09) + (2016-A/02-06)	<i>{As revised}</i>
NYSA Alateen S&B	(2016-A/02-05)	<i>{As revised}</i>
Yearly Audits	(2016-A/04-3)	<i>{Officers/Coordinators/DRs serve once during 3-yr term}</i>
Delegate	(2016-A/04-4)	<i>{Ex officio member of Discovery}</i>
Chairperson	(2016-A/04-4)	<i>{Ex officio member of Discovery}</i>
Chairperson	(2016-A/10-9)	<i>{Redefining role of Area Chairperson on Discovery Convention Committee}</i>
Alternate Delegate	(2016-A/04-5)	<i>{Updates Guideline changes}</i>
Alternate Delegate	(2018-A04-1)	<i>{May delegate group inventories; Conducts Concepts meeting or delegates; Reviews draft of Newsletter}</i>
Treasurer	(2016-A/06-2) + (2016-A/10-8)	<i>{Electronic voucher sign-off}</i>
Treasurer	(2016-A/10-10)	<i>{Monitors Discovery Acct.}</i>
Newsletter Coordinator	(2017-A-06-03)	<i>{Change no. of issues from 5 to 4 per year; Name change to Speak- Easy; Position may not be held by member of AA; Change to "Area Workshops"}</i>

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## **NEW YORK SOUTH ASSEMBLY AREA**

New York State is divided into two Areas (North and South), each of which is represented by one Delegate to the World Service Conference.

The Assembly Area shall be referred to as New York South Assembly Area (formerly: Southern New York Assembly Area).

The New York South Assembly Area is comprised of Districts, all of which are geographically defined in Appendix A of these Guidelines. When a District divides due to growth or for convenience, the resulting new District will take the next consecutive number. The decision(s) regarding re-districting will be made at the Area level.

Within these Districts, each group is represented at the Area Assembly by a Group Representative (GR). Each GR may represent only one group. Al-Anon's policy is that Al-Anon members who are also members of A.A. do not serve as Group Representative (GR).

An Area Assembly is a meeting of Group Representatives, the Delegate, Area Officers, Area Coordinators and Liaisons from the Information Services. Only elected Group Representatives or their designated alternates may vote at the Assembly.

### **AREA WORLD SERVICE COMMITTEE (AWSC)**

The Area World Service Committee of the New York South Assembly Area is composed of the Delegate, Area Officers, Area Coordinators, Liaisons from the Information Services, and District Representatives. Al-Anon's policy is that Al-Anon members who are also members of A.A. do not serve in any of these positions.

Each Committee member has a vote at the Area World Service Committee meetings (but not at the Assembly unless he is a GR).

With the exception of the Liaisons, Area World Service Committee members should not be on local Information Service Boards.

## **MEETINGS**

### **Area World Service Committee Meetings**

The AWSC usually meets four times a year (January, March, May and September) to plan for the following month's Area Assembly. They disseminate information and discuss matters affecting the Area. No vote taken at these meetings is binding to the Assembly Area, except under extenuating circumstances.

All motions by Area Coordinators and Area Committees are to be presented at the Area World Service Committee prior to being presented at the Assembly in accordance with the current *Al-Anon/Alateen Service Manual* (P24/27). All motions will have KBDM (Knowledge-Based Decision Making) information, resources, documents submitted (where appropriate).

Motions are to be made in written form (2-part NCR form). The form is to be presented to the Chairperson prior to or during the AWSC meeting and explained by the originator. The chair holds the white copy, the secretary receives the yellow copy. All yellow motion forms will be filed with the 3-year motion log and submitted to the Area Archivist at the end of each term for storage.

When there is a motion or discussion at the AWSC, there will be a one-time, 2-minute share per person at the microphone, to be monitored by the Spiritual Timekeeper. All AWSC motions pass with a 2/3 vote. A 2/3 vote is determined by 2/3 of the number of yes and no votes cast for a particular motion. Abstentions are not considered as votes. Therefore, the number of voting members will vary from motion to motion.

Minutes of the AWSC will be accessible to all members on the Area Website\_Member Section\_AWSC/Assembly. Minutes will no longer be read at the AWSC. The Secretary will make a request for corrections to the minutes at each meeting.

### **Area Assembly**

There are four Assemblies each year. In addition to agenda items from the previous month's Area World Service Committee meeting, the Assemblies specifically discuss the following:

February	Annual Treasurer's Report; Annual audit of NYSA Area & Area Convention Treasurers' Records (Alternate Delegate assisted by members of AWSC; respective treasurers)
April	Last minute details before the Delegate attends the World Service Conference
June	Delegate's report from the World Service Conference
October	Proposed budget and meeting dates for the coming year; and every third year, election of Delegate and other Area Officers.

When there is a motion or discussion at the Assembly, there will be a one-time, 2-minute share per person at the microphone, to be monitored by the Spiritual Timekeeper. All Assembly motions pass with a 2/3 vote. A 2/3 vote is determined by 2/3 of the number of yes and no votes cast for a particular motion. Abstentions are not considered as votes. Therefore, the number of voting members will vary from motion to motion.

When a meeting runs over the specified time and the voting members drop below 50% of the maximum voting members of that meeting, all voting should stop. All motions should be tabled to the next meeting.

Minutes of the Assembly (motion numbers included) will be accessible to all members on the Area Website Member Section\_AWSC/Assembly Meetings. The reading of all minutes at the Assembly will be eliminated. The Secretary will make a request for corrections to the appropriate minutes at each meeting.

### **District Meetings**

Districts should have regularly scheduled District meetings of Al-Anon/Alateen Group Representatives and/or the Alternate Group Representatives as well as the Alternate District Representative to:

1. Unify the District
2. Discuss application of World Service Conference policy and Area Assembly recommendations
3. Discuss up-coming Area Assembly agenda
4. Discuss group problems

Each District should be self-supporting and have its own treasury, officers, and various chairpeople (public outreach, institutions, etc.) who work with the Area Coordinators and the local Information Service chairperson.

### **FUNDS AND REIMBURSEMENTS**

The Area World Service Committee, with the input of the Area Treasurer, shall determine an amount (or formula for establishing an amount) that shall be incorporated in the Annual Appeal Letter, as a suggested method for groups in the Area to use in determining the amount to be contributed by the groups for the support of the Area.

Contributions should be sent to New York South Assembly Area, c/o the current P.O. Box, Attn: Treasurer. Be sure to include group name, WSO number, Current Mailing Address (CMA), and district number with contribution. DO NOT PUT "AL-ANON" ON THE OUTSIDE OF THE ENVELOPE.

The Treasurer for the Area passes the basket at the Assembly. The suggested donation is \$5.00 per group. The money goes to the Area treasury. GRs should be reimbursed by their group for this donation.

The Area will provide a budgeted amount of money (to cover expenses for food/beverages) to the District that will be hosting an Assembly.

The Area will pay the Equalized Expense (established by WSO each year) for the Delegate to attend the World Service Conference (WSC). The full amount, or a different amount, must be voted on by the Assembly. If NOT a DR or GR, Area pays Officers'/Coordinators' expenses (gas/tolls/public transportation/meal) for attending AWSC meetings and Assemblies, respectively, by the Area treasury. As a rule, no hotels are included in travel reimbursement. If a need is determined, it must be brought to the AWSC prior to the event for approval.



Delegate is reimbursed by the Area treasury for:

- travel (gas & tolls/public transportation)
- expenses for attending AWSC, Assemblies, any service-related committees or group meetings (i.e. Ad Hoc, Steering Committee, etc.); includes cost of either lunch OR dinner (as currently approved) where applicable
- extra night at WSC (at Conference rate)
- meals (follow current voted-on caps)
- all additional printing, postage, phone, supplies, CAL s/he distributes

Alternate Delegate is reimbursed by the Area treasury for:

- travel (gas & tolls/public transportation) for attending group inventories, any service-related committees or group meetings (i.e. Ad Hoc, Budget, etc); includes cost of either lunch OR dinner (as currently approved) where applicable
- all additional printing, postage, phone, supplies, CAL s/he distributes

Area Chairperson is reimbursed by the Area treasury for:

- travel (gas & tolls/public transportation) for attending any service-related committees or group meetings (i.e. Ad Hoc, etc); includes cost of either lunch OR dinner (as currently approved) where applicable
- all additional printing, postage, phone, supplies, CAL s/he distributes

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

The District Representative is reimbursed for AWSC meetings by his/her District. Reimbursement includes travel (gas & tolls/public transportation) for attending an Assembly and cost of dinner (as currently approved).

Liaisons are reimbursed for AWSC meetings and Assemblies by their Information Services/Intergroup. If a Liaison is also representing a group at an Assembly, his/her expenses are paid by that group.

Past Delegates who remain active at the Area level and hold no other position on the AWSC, will be voting members at the AWSC (not voting at the Assembly meetings unless a GR with Assembly reimbursement made by group), and will be reimbursed (gas, tolls, meals) for travel to AWSC and Assembly meetings, if applicable.

Delegate and all active (at the AWSC level) Past Delegates will be sent to the NERD (Northeast Regional Delegates) Meeting in March on an annual basis and will be reimbursed for expenses for travel and meals to/from and during the Meeting up to the amount allotted in the budget each year.

Members of a special committee that has a treasury of its own (i.e., Area Convention Committee) will be reimbursed from that committee's treasury. The Coordinator for such committees will be reimbursed from the Area treasury for AWSC meetings, if s/he is not a DR and for Assemblies if s/he is not a GR. The Discovery Convention Coordinator is reimbursed by the Area for AWSC meetings and Assemblies. If the Coordinator is also representing a group at an Assembly, his/her expenses are paid by that group.

The SENY/AA AI-Anon Liaison is reimbursed by the Area for AWSC meetings and Assemblies. If the Liaison is also representing a group at an Assembly, his/her expenses are paid by that group. The SENY/AA AI-Anon Liaison's weekend at SENY is paid for by the Area. The Area will also reimburse travel expenses to the SENY/AA AI-Anon Liaison for attendance at SENY/AA planning meetings.

No one should be put in the position of not being able to serve because of finances. It is an act of humility to accept recompense for all our expenses. We then realize whom we are representing at both the Area Assembly and Committee meetings, and to whom we should report.

## COMMUNICATIONS

Minutes of all Area World Service Committee meetings and Area Assemblies will be accessible to all members on the Area Website\_Member Section\_AWSC/Assembly. The Secretary e-mails each DR a copy of the minutes, as well as one copy to the Area Officers, Coordinators and Liaisons.

District Representatives will make copies/e-mail to disperse to all its groups. Minutes are not mailed to groups.

It is the duty of each GR to read all communications to his/her group and to keep them informed of all Area activities. It is the responsibility of the GR to encourage individual subscriptions to the *Forum*.

An Area Newsletter will also keep the groups informed.

The Delegate gives his/her report of the annual World Service Conference at the June Assembly. A written report is distributed at the same time to all GRs. In addition, a copy of the report will be posted on the Area website: Member Section/Delegate's Report.

The Area Group Records Coordinator will supply mailing labels as needed (e.g., appeal letter, Convention Committee, etc.)

The Area website "for members" will include posting the Guidelines, agendas, minutes and motions of all AWSC and Assembly meetings, Delegate's Report, Officer and Coordinator reports and the Speak-Easy Newsletter.

## ELECTION PROCEDURE

All Group Representatives, District Representatives, and Area Officers are elected for three-year terms, which run concurrently with the election of a Delegate. If a GR or DR cannot complete his/her term of office, an interim GR or DR may be elected to complete the unexpired term. No Officer or Coordinator of the Assembly Area may succeed himself/herself in the same office for a second three-year term. Al-Anon's policy is that Al-Anon members who are also members of A.A. do not serve in any of these positions.

Each Group in each District elects a Group Representative and an Alternate Group Representative. The GRs of each District elect a District Representative from among themselves. The Alternate Group Representatives elect an Alternate District Representative from among themselves. Group Representatives may be re-elected by their groups; District Representatives may be re-elected by their Districts. It is important to honor the spirit of rotation. If a GR becomes a DR s/he fulfills both functions unless s/he chooses to have his/her group elect a new GR to replace him/her. Al-Anon and Alateen members who are also members of A.A. may not serve as GR or Alternate GR. See "Digest of Al-Anon and Alateen Policies," Service Participation by Members of Al-Anon Family Groups who are also Members of Alcoholics Anonymous (previously titled: Dual Membership in Al-Anon/Alateen and A.A.) *Amended title and text is subsection approved at 2014 WSC, motion #6.*

Every third year, the Group Representatives gather at the October Election Assembly to elect a new Delegate and new Area Officers for three-year terms which begin the following January 1<sup>st</sup>. Elections on and below the District level are held prior to the October Election Assembly. Only current GRs or, in their absence, the Alternate GR can vote at the Election Assemblies (unless outgoing and incoming GR have voted or discussed otherwise in their group business meeting). If a DR becomes an Area Officer s/he fulfills both functions unless s/he chooses to have his/her district elect a new DR to replace him/her.

The Delegate is chosen from among the current DRs or past DRs if they are currently active at the AWSC level as an Officer or Coordinator. Newly elected DRs or past DRs who have remained active at the Area level are eligible to run for Area Officer positions. Former DRs, GRs, Coordinators who have remained active in Al-Anon, and incoming GRs may run for Area Coordinator positions.

In the spirit of "participation is the key to harmony" and to encourage rotation of service and exposure to other levels of service responsibility, the New York South Assembly Area suggests one three-year term for GRs and two consecutive three-year terms for DRs.

## FILLING AREA VACANCIES

If the Delegate is unable to complete the three-year term, the Alternate Delegate completes the unexpired term.

If the Chairperson resigns, the Treasurer becomes the Acting Chairperson. At the next Area World Service Committee meeting, a new Chairperson will be appointed by the AWSC, contingent upon approval at the next Assembly.

If any Officer resigns before the end of his/her term, the Chairperson, after consulting with members of the Area World Service Committee, appoints another past active or current DR to fill the office, contingent upon approval at the next Assembly.

If any Coordinator resigns before the end of his/her term, the Chairperson, after consulting with members of the AWSC, appoints another person to fill the office (in accordance with paragraph 4 under election procedure) contingent upon approval at the next Assembly.

## AT THE ELECTION ASSEMBLY

Past and present DRs are eligible to run for Area Officer positions. The Delegate is elected from among the current DRs, or past DRs, if they are currently active at the AWSC level as an Officer or Coordinator. Past and present GRs can run for the position of DR.

Only Area Officers are elected at the October Assembly of the third year of the term.

The following **ELECTION CYCLE & PROCEDURES** will be followed for election of Officers and appointment of Coordinators: *Also see Election Cycle & Procedures Chart in Appendix A.*

### YEAR 1

#### January

- Introduction of new Coordinators to AWSC for vote of confidence.
- Any vacancies? Accept TSP.

#### February

- Introduction of new panel to Assembly for vote of confidence.
- Any vacancies? Accept TSP.

### YEAR 2

#### September

- All Coordinators/Officers come to September AWSC meeting with rough draft of duties & responsibilities.
- Steering Committee to update/revise Area Service Handbook.

### YEAR 3

#### February

- Distribute election cycle information, job descriptions for Officers & Coordinators, deadlines for submission of TSP (Trusted Servant Profiles).
- Call for service.
- Review election procedures and deadlines.

#### April

- Review eligibility for Officers.
- Announce that all eligible for Officer positions must submit TSP to Area Chairperson before May AWSC meeting.

### **June**

- Election Assembly flier is distributed with half to full-page job descriptions for Officers and Coordinators.
- All Officers stand up and tell what their job responsibilities are.
- TSP for members interested in standing for Officer positions is read aloud by Secretary.
- All Coordinators stand up and tell what their job responsibilities are.
- 

### **October**

- All current Officers stand up and tell what their job responsibilities are.
- **Election of Officers according to NYSA Area Guidelines** (see below): Each position addressed individually, in order: Delegate, Alternate Delegate, Chairperson, Treasurer, Secretary.
- All Coordinators stand up and tell what their job responsibilities are.
- Collection of TSP from members interested in Coordinator positions.

### **November/December**

- Selection of incoming panel of Coordinators will be made by the five newly-elected Officers and the current Steering Committee members no later than 15<sup>th</sup> of December, as WSO needs names of newly appointed panel by December 31<sup>st</sup> of election year.

The Election Assembly (election of Officers\*) is conducted according to the methods set up under “Election Assembly Procedure” in the current *Al-Anon/Alateen Service Manual (P-24/27)*, with the following variations:

1. Voters and non-voters are identified by voting cards issued by Area Group Records Coordinator.
2. The Assembly will use “Trusted Servant Profiles” for the election of Officers. Secretary will read TSP aloud for each member standing for a position.
3. All candidates for the position will be asked to step out of the room before the vote is cast. They may cast their vote (if voting members) prior to leaving the room.
4. While candidates are out of the room, members may voice their support or concerns about a given candidate. *Let there be no gossip or criticism of one another.*
5. Voting is conducted by written ballot.
6. A 2/3 vote is required to elect a Delegate and an Alternate Delegate.
7. A majority vote is required to elect all other Officers.
8. After three ballots, and after the Chairperson asks if anyone wishes to withdraw his/her name, the balloting is closed and the choice is made by lot between the two leading candidates.
9. Candidates will return to the room.
10. Election procedures will continue as outlined.

\*Al-Anon’s policy is that Al-Anon members who are also members of A.A. do not serve in any of these positions

Coordinator positions are appointed through the following process:

1. October Assembly of the third year: Collection of TSP (Trusted Servant Profile) from members interested in Coordinator positions.
2. November/December of the third year of the term: TSPs are reviewed and discussed by the five newly elected Officers and the current term Steering Committee.
3. Incoming panel of Coordinators will be selected by December 15<sup>th</sup>.
4. Newly-elected Chairperson will contact and confirm member selected for each Coordinator position.
5. Current Chairperson will schedule a Transition meeting with outgoing and incoming panels of Officers and Coordinators before the end of the term.
6. At the January AWSC and the February Assembly, the entire slate of Coordinators will be presented and accepted with a vote of confidence.

## **SERVICE SPONSORSHIP**

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

- See *Service Sponsorship pamphlet (P-88)* and the *Al-Anon/Alateen Service Manual (P24/27)*

## **REMOVAL/REPLACEMENT OF OFFICERS/COORDINATORS**

Procedures for removal and replacement of Officers/Coordinators for failure to perform their service positions as outlined in NYS Assembly Area Guidelines (and where appropriate, the current Al-Anon/Alateen Service Manual (P-24/27)).

### **Al-Anon Unity Statement**

“Each member of the Fellowship is a significant part of a great circle of hope.  
While respecting each other’s individuality our common welfare must come first.  
Our recovery depends on our mutual need and an atmosphere of trust.”

- *Adopted by the 1984 World Service Conference*

Removal consideration would be appropriate under the following conditions:

- a. Failure to attend two successive meetings (AWSC/Assembly) without advance notice or reasons according to the Guidelines of the NY South Assembly Area, and without submitting a report and/or,
- b. Failure to carry out the responsibilities, as listed in the service position description in the NY South Assembly Area Guidelines and the current Al-Anon/Alateen Service Manual (P-24/27), and/or where performance is shown to be unacceptable.

If any/all of the conditions above exist, the following steps will be taken:

- Chairperson will contact Officer/Coordinator in an attempt to resolve issues. If the issue is with the Chairperson, it will be referred to the Alternate Delegate who will attempt to resolve it.
- If there is no resolution, it will be brought to the AWSC for further review, discussion and action.
- The AWSC is given latitude in determining the reasonable cause.
- If the Delegate, Officer or Coordinator does not fulfill the duties of that office as described elsewhere in these Guidelines, or does not attend two consecutive meetings including Assembly and AWSC meetings, the AWSC members may make a recommendation to the Assembly to remove and replace the Delegate, Officer or Coordinator, upon a vote equal to the required 2/3 vote to elect that Delegate, Officer or Coordinator.
- Mediation is optional at all times.

## **RESPONSIBILITIES OF AREA OFFICERS**

*All Officers, who have a position identified by the WSO to participate in AFG Connects, must have some experience with computers (e-mail, internet, etc.) or be able to secure an “e-buddy” to assist in staying current with the appropriate AFG Connects files and blogs. It is imperative that the Delegate have computer skills, which include e-mail, internet, downloading, Word, Excel and Powerpoint).*

### **Delegate**

1. Is the highest office within the Assembly Area and represents New York South Assembly Area (NYSAA) [Area 40] at the annual World Service Conference (WSC). Al-Anon's policy is that Al-Anon members who are also members of A.A. do not serve in this position.
2. Acts in an ambassadorial capacity within the Assembly Area.
3. Handles communications with the World Service Office.
4. Is responsible for updating the Area World Service Committee information to the WSO in a timely fashion.
5. Is the channel through which information flows.
6. Is aware of all activities and problems of Coordinators within the Assembly Area, brings issues which are of concern to the Area to the attention of the World Service Conference or World Service Office, where appropriate.
7. Meets with the Area World Service Committee to learn and evaluate the Area's decisions, reactions, and ideas in order to be better prepared to present his/her Area's views at the next Conference.
8. Reports back to the Area after the World Service Conference and presents a written report at the June Assembly. Posts the annual Delegate's Report to the Area website/Members section/Delegate's Report.
9. Should be visiting all districts and all AIS/Intergroups within their term.
10. When possible, attends 'ex officio,' all Thought/Task Forces, Ad Hoc Committees, etc. and is an active member of the Steering Committee.
11. Serves as ex officio member of the Discovery Convention Committee each year during their term, and will be reimbursed for travel and meal expenses by the Convention Committee.
12. Along with all former, active Delegates from the Area, attends the annual North East Regional Delegates (N.E.R.D.) Meeting in March.
13. Attends and reports to all AWSC Meetings & Assemblies throughout the three-year term.
14. Serves on at least one Area Audit during the three-year term.
15. Writes an article for each Newsletter.

### **Alternate Delegate**

1. Keeps in close contact with the Delegate as they work together to encourage participation and unity in the Assembly Area and attends the World Service Conference if the Delegate is unable to attend. Al-Anon's policy is that Al-Anon members who are also members of A.A. do not serve in this position.
2. Must be committed to communicating and helping to reactivate inactive/dormant districts.

3. Should serve on at least one ad hoc committee, thought/task force and is an active member of the Steering Committee.
4. Prepares the proposed budget, along with the Treasurer, for the following year and presents it to the September AWSC and the October Assembly for approval. Receives copy of monthly bank statement for review.
5. Using current WSO Group Inventory Guidelines (G-8a and G-8b), facilitates Group Inventories throughout the Area when invited, or calls on an informed AWSC member if unable to do so.
6. Conducts Concept meetings at Assemblies or calls on another AWSC member if unable to do so.
7. Serves as the Spiritual Timekeeper for all motions/discussions at all AWSC meetings and Assemblies (one-time, 2-minute share at the microphone).
8. Attends and reports to all AWSC Meetings & Assemblies throughout the three-year term.
9. Is responsible for updating the Area Guidelines when changes are made, and for submitting revised version(s) to Area Chairperson (for distribution to the AWSC) and Website Coordinator (for posting on the Area website).
10. Reviews draft of quarterly newsletter with Newsletter Coordinator.
11. Writes an article for each newsletter.

#### **Area Chairperson**

1. Acts in an administrative capacity and attends the World Service Conference if neither the Delegate nor the Alternate Delegate is able to attend. Al-Anon's policy is that Al-Anon members who are also members of A.A. do not serve in this position.
2. Schedules, confirms, and conducts all Area World Service Committee meetings and Assemblies.
3. Prepares a proposed agenda for AWSC/Assembly meetings and forwards to Area Website Coordinator for posting prior to respective meetings. Also, sends the agenda via email.
4. Contacts Officers/Coordinators/Liaisons who miss a meeting.
5. May call an unscheduled Assembly or Area World Service Committee meeting when deemed necessary by the Chairperson, the Delegate, or other members of the Area World Service Committee.
6. Notifies Officers/Coordinators/Liaisons/DRs of a cancelled or re-scheduled AWSC or Assembly meeting. Also, notifies Website Coordinator to post any changes on the website.
7. Conducts the Election Assembly according to these Guidelines.
8. Is an active member of the Steering Committee.
9. Traffics all problems within the Assembly Area and channels them to the proper people.
10. Serves as a channel for postings to Area website (other than those directly forwarded to Website Coordinator, i.e. workshops, AWSC/Assemblies, World Service Conference, Conventions). Forwards to Website Coordinator to post additional events/information/resources, when deemed appropriate.
11. Signs all Insurance forms as "President." Signs bank papers as "Secretary."
12. Follows-up until projects are completed.

13. If Chairperson is unable to chair a meeting, the Treasurer will take his/her place.
14. Attends and reports to all AWSC Meetings & Assemblies throughout the three-year term.
15. Serves as ex officio member of the Discovery Convention Committee each year during their term, and will be reimbursed for travel and meal expenses by the Convention Committee. Area Chairperson is signee for Discovery Convention contract with the site.
16. Serves on at least one Area Audit during the three-year term.
17. Writes an article for each Newsletter.

### **Area Treasurer**

1. Submitted vouchers will be sent electronically to Area Chairperson or Alternate Delegate, by Area Treasurer, for review and electronic sign-off. All checks will require one (1) signature. The Alternate Delegate and Chairperson will concurrently oversee the bank account electronically. Al-Anon's policy is that Al-Anon members who are also members of A.A. do not serve in this position.
2. Reconciles the bank statement of the Area checking account.
3. Keeps record of all contributions and disbursements; issues receipts for group contributions received in the mail.
4. Validates all expenses incurred by the Delegate or any other Committee member whose expenses are not covered by their District or Group.
5. Prepares draft of an appeal letter to be presented at the September Area World Service Committee meeting.
6. Is responsible for mailing the appeal letter to each group, with a receipt form enclosed.
7. By December 31st, forwards to the World Service Office the Equalized Expense\* for the Delegate's attendance at the World Service Conference the following April. \*(or full amount or different amount voted on by the Assembly.)
8. Makes written financial reports for each Area World Service Committee meeting and Assembly.
9. Passes the collection basket at Assemblies.
10. Prepares the books for auditing, as necessary.
11. Will monitor the Discovery Convention Bank Account on a regular basis.
12. Is an active member of the Steering Committee.
13. Serves as Chairperson of any AWSC or Assembly meeting in the absence of the Chairperson. If the current Treasurer is not able to fill the position, the AWSC will meet and select a committee member as a replacement for that meeting.
14. Attends and reports to all AWSC Meetings & Assemblies throughout the three-year term.
15. Writes an article for each Newsletter.



## **Area Secretary**

1. Takes minutes of Area World Service Committee meetings and Assemblies. Al-Anon's policy is that Al-Anon members who are also members of A.A. do not serve in this position.
2. After composing minutes, submits a draft copy of the minutes to the Area Chairman and the Delegate for their review.
3. E-mails each DR a copy of the minutes, as well as one copy to the Area Officers, Coordinators and Liaisons. The District Rep will then make copies/e-mail to disperse to all its groups.
4. Coordinates web-based posting of minutes of Area World Service Committee meetings and Assemblies with the Website Coordinator.
5. Identifies members who do not have access to computers (e-mail, website, etc.) and who prefer communication via print/USPS/phone. Arranges for those members to receive all communication, agendas, minutes, motions, etc., via preferred method.
6. Maintains a file of minutes and passes this along to succeeding Area Secretaries.
7. Maintains a motion log for the current 3-year term, including yellow copies of all motion forms. Submits motion log and motion forms to Area Archivist at end of term.
8. Handles correspondence for the Area.
9. Attends and reports to all AWSC Meetings & Assemblies throughout the three-year term.
10. Serves on at least one Area Audit during the three-year term.
11. Writes an article for each Newsletter.

## **RESPONSIBILITIES OF AREA COORDINATORS**

*All Coordinators who have a position identified by the WSO to participate in AFG Connects, must have some experience with computers (e-mail, internet, etc.) or be able to secure an “e-buddy” to assist with staying current with the appropriate AFG Connects files and blogs.*

### **Area Alateen Coordinator**

Is appointed by the current panel of Officers and Steering Committee and votes at the Area World Service Committee (AWSC) meetings but not at Assemblies, unless also a GR. Must be a current or previous GR. Must be a current, certified AMIAS and be a current or previous Alateen Group Sponsor. Al-Anon’s policy is that Al-Anon members who are also members of A.A. do not serve in this position.

Responsibilities include:

- Keeping any/all paperwork involved in the certification process confidential
- Acts as liaison between the AWSC and the Alateen groups, AMIAS and group sponsors
- Attends and reports to all AWSC meetings & Assemblies scheduled throughout the 3-year term.
- Recommends an Al-Anon member to fill the position of Area Alateen Process Person (AAPP) and works closely with them to oversee process of group registrations and AMIAS applications/certifications.
- Partners with all Area Coordinators/Liaisons to include Alateen participation in all projects/or events, whenever possible
- Seeks out ways to start Alateen groups in places that lack meetings
- Encourages Al-Anon members to learn about and consider sponsoring Alateen groups
- Works with districts and/or Information Services to establish Local (District/AIS) Alateen Coordinators
- Promotes awareness in both Alateen and Al-Anon that ALATEEN IS A PART OF AL-ANON
- Encourages Alateens to become involved at district level (GR) and come to Assemblies
- Establishes four quarterly AMIAS trainings per year, to be posted in January, in addition to any others that may be set up during the year. (Training workshops use WSO training modules adapted for Area use.)
- Is registered with WSO as Area Alateen Coordinator and has access to AFG Connects; also participates in scheduled Alateen Coordinator Conference Calls with WSO and other Coordinators
- Maintains communication with AAPP/DRs/ Local (District /AIS) Alateen Coordinators to ensure that groups are registered and are supported by certified AMIAS
- Works to ensure that each Alateen group is supported by an Al-Anon group, wherever possible
- Researches and is aware of State and Federal laws regarding the reporting of suspected abuse and/or neglect as it relates to Alateen; shares information as applicable, when presenting Alateen training workshops
- Accepts AMIAS Application & Disclosure and WSO AMIAS forms and makes sure forms are correctly completed before forwarding to the AAPP for processing
- The yearly WSO re-certification is completed by Area Alateen Coordinator in cooperation with the AAPP in cooperation with Local (District /AIS) Alateen Coordinators
- Attends and reports to all AWSC Meetings & Assemblies throughout the three-year term
- Serves on at least one Area Audit during the three-year term.
- Writes an article for each Area Newsletter

### **Area Alateen Process Person**

The Area Alateen Process Person (AAPP) will be registered with the WSO (World Service Office) as point-person for all AMIAS paperwork, using the Area Alateen Process Form.

The AAPP is responsible for two processes required by the WSO:

- Registering Alateen Groups and making changes to registered Alateen Groups
- Certification of Al-Anon Members Involved in Alateen Service (AMIAS)

The AAPP will work in conjunction with the Area Alateen Coordinator and be responsible for all paperwork (registrations, certifications, etc.) related to Alateen. The AAPP position is an extension of the Area Alateen Coordinator position and therefore, will not hold a seat, or vote, on the Area World Service Committee.

The Area Alateen Coordinator will recommend an Al-Anon member, who may also be a member of A.A., to fill this position and work closely with him/her. This recommendation will be presented to the Area Chairperson who will present it to the AWSC and Assembly for a vote of confidence and appointment. It is suggested that the AAPP be a certified AMIAS.

### **Registering Alateen Groups**

The AAPP will work with the Area Alateen Coordinator to provide and collect forms to:

- Open new Alateen groups
- Make changes to registered Alateen groups

All forms will be documented and then forwarded to WSO.

### **Certification of Al-Anon Members Involved in Alateen Service**

The AAPP will work directly with the Area Alateen Coordinator for this process. The prospective AMIAS should submit NYSA Area Application and Disclosure form and WSO AMIAS form for certification at the time of training. The AAPP will complete and sign the AAPP statement and forward the “Application and Disclosure” form to the screening company to process the background check. The AAPP receives notice of pass/fail and is responsible for reporting those results directly to the prospective AMIAS.

- If the result is FAIL, the AAPP will remove the prospective AMIAS from the process and will not forward the AMIAS form to WSO. It is the responsibility of all DRs/Local (District /AIS) Alateen Coordinators/ Area Alateen Coordinator and AAPP to keep ALL information confidential, until or unless AMIAS passes.
- If the result is PASS, the AAPP will then forward the AMIAS form to WSO for certification and WSO #. The AAPP will notify the Area Alateen Coordinator and respective DR/Local (District /AIS) Alateen Coordinator of all AMIAS who have successfully passed the background check and have been certified by WSO.

The AAPP will maintain a list of all certified AMIAS in the Area and update Area Alateen Coordinator and DRs/ Local (District /AIS) Alateen Coordinators, as necessary. *All processed Application/Disclosure forms will be shredded.*

The yearly WSO re-certification is completed by the Area Alateen Coordinator in cooperation with the AAPP, and in cooperation with Local (District /AIS) Alateen Coordinators.

### **Area Archivist**

1. Collects and maintains all information and material that is of historical significance to the Area. Al-Anon’s policy is that Al-Anon members who are also members of A.A. do not serve in this position.
2. Establishes and maintains a dedicated public storage area for all archives.
3. Requests payment for rent of public storage area from Area treasury.
4. Displays archives, upon request, at Assemblies and other Al-Anon functions.
5. Attends and reports to all AWSC Meetings & Assemblies throughout the three-year term.
6. Serves on at least one Area Audit during the three-year term.
7. Writes an article for each newsletter.

### **Area Convention Coordinator**

1. Is elected at an Assembly in order to work with the current committee prior to taking office officially. Al-Anon's policy is that Al-Anon members who are also members of A.A. do not serve in this position.
2. Keeps in touch with Subcommittees (Treasurer, Registration, Food, Program, Publicity, Literature, Hospitality, and SENY/A.A. Liaison etc.) by holding general meetings to plan the weekend.
3. Makes sure that there are complete fact files on all activities of each Subcommittee so that they may be passed on to the next Subcommittee.
4. Along with some Subcommittees, should be at the convention site the Thursday before the weekend of the convention.
5. Sees that all financial business is closed for that year and a full Treasurer's report is submitted at the Assembly after the Convention. Sees that money in excess of seed money is transferred to the Assembly Area treasury; assists with presenting Convention Treasurer's records for audit when requested by Area Chairperson.
6. Attends and reports to all AWSC Meetings & Assemblies throughout the their term.
7. Serves on at least one Area Audit during the three-year term.
8. Writes an article for each newsletter.

### **Area Forum/Literature Coordinator**

1. Keeps the Area informed of new Conference Approved Literature. Al-Anon's policy is that Al-Anon members who are also members of A.A. do not serve in this position.
2. Reminds the Area of existing Conference Approved Literature.
3. Has available order forms for Conference Approved Literature and the Forum.
4. Encourages subscriptions to the FORUM and purchase of Conference Approved Literature.
5. Attends and reports to all AWSC Meetings & Assemblies throughout the three-year term.
6. Serves on at least one Area Audit during the three-year term.
7. Writes an article for each newsletter.

### **Area Group Records Coordinator**

1. Keeps a file of current GRs and their addresses and phone numbers according to Districts. Al-Anon's policy is that Al-Anon members who are also members of A.A. do not serve in this position.
2. Maintains Current Mailing Address (CMA) for all groups within the New York South Assembly Area.
3. Keeps an attendance record at all Assemblies and Area World Service Committee meetings; informs the Area World Service Committee of Districts and Information Services that are not being represented; sends letters to all the groups in the District when the DR of the District has been absent from two consecutive Area World Service Committee meetings.

4. Maintains a confidential list of Area World Service Committee.
5. Provides a confidential list to the AWSC members.
6. At the January and September AWSC a printout of group information is provided to the DRs.
7. Supplies labels and lists whenever needed by other Area World Service Committee members.
8. Keeps count of those voting at all meetings.
9. Attends and reports to all AWSC Meetings & Assemblies throughout the three-year term.
10. Writes an article for each newsletter.

#### **Area Newsletter Coordinator**

1. Acts as Editor for the New York South Assembly Area Newsletter, called Speak-Easy, reporting on District meetings, Area World Service Committee meetings, Assemblies, Area Convention, Area workshops, and all Al-Anon/Alateen events of interest. Al-Anon's policy is that Al-Anon members who are also members of A.A. do not serve in this position.
2. After review by the Alternate Delegate, posts the Newsletter to NYS website a minimum of four times a year.
3. Submits final copy of current newsletter to Chairperson to have posted on Area website.
4. Attends and reports to all AWSC Meetings & Assemblies throughout the three-year term.
5. Serves on at least one Area Audit during the three-year term.
6. Writes an article for each Newsletter.

#### **Area Past Delegates**

Past Delegates who remain active at the Area level (and hold no other position on the AWSC) will be included as voting members of the AWSC (not voting at the Assembly meetings unless a GR with Assembly reimbursement made by group), with reimbursement (gas, tolls, meal) for travel to AWSC and Assembly meetings (if applicable). Past Delegates are invited to serve on the Steering Committee.

All active (at the AWSC level) Past Delegates will be sent to the NERD (Northeast Regional Delegates) Meeting in March on an annual basis and will be reimbursed for expenses for travel and meals to/from and during the Meeting up to the amount allotted in the budget each year.

#### **Area P.O. Box Coordinator**

1. Establishes and maintains a P.O. Box for the Area. Al-Anon's policy is that Al-Anon members who are also members of A.A. do not serve in this position.
2. Pays rental on P.O. Box.
3. Sorts and distributes all mail.
4. Forwards mail addressed to specific person without opening.

5. Attends and reports to all AWSC Meetings & Assemblies throughout the three-year term.
6. Serves on at least one Area Audit during the three-year term.
7. Writes an article for each newsletter.

#### **Area Public Outreach Coordinator**

1. Channels information from the World Service Office to the Public Outreach Coordinators in the Districts. If the District does not have a Public Outreach Coordinator, the information then goes to the DR. Al-Anon's policy is that Al-Anon members who are also members of A.A. do not serve in this position.
2. Since all public outreach coming from the World Service Office goes to the Area Coordinator, maintains close cooperation with the local Information Services/Intergroups.
3. Maintains contact with public outreach person in each Information Service/Intergroup.
2. Clarifies Traditions and maintains the policies of the Assembly Area when contacted by outside agencies.
3. Attends and reports to all AWSC Meetings & Assemblies throughout the three-year term.
4. Serves on at least one Area Audit during the three-year term.
5. Writes an article for each Newsletter.

#### **Area Website Coordinator**

1. Collects and maintains all website information for the Area. Al-Anon's policy is that Al-Anon members who are also members of A.A. do not serve in this position.
2. Compiles and maintains the "Calendar of Events," which includes all Al-Anon-sponsored events or Al-Anon-participation events including, but not limited to: workshops, AWSC/Assemblies, World Service Conference, Conventions. Cooperates with Area Chairperson to post additional events/information/resources, when deemed appropriate.
3. Serves as liaison to Information Services and Intergroups for web-related information.
4. Works with Area Newsletter Coordinator and Area Officers to maintain and make any necessary changes to the "Members' Site" on the Area website.
5. Works with website host to monitor, maintain and make any necessary changes to site.
6. Monitors and forwards e-mail messages generated by the site.
7. Attends and reports to all AWSC Meetings & Assemblies throughout the three-year term.
8. Serves on at least one Area Audit during the three-year term.
9. Writes an article for each Newsletter.

## **LIAISONS**

### **Information Service/Intergroup Liaisons**

1. Are appointed or elected by the Information Services/Intergroup they represent. Al-Anon's policy is that Al-Anon members who are also members of A.A. do not serve in these positions.
2. Have voice and vote at Area World Service Committee meetings. At Assemblies, they have voice but no vote unless they are an active GR.
3. Report the activities of the Information Services/Intergroup to all Assemblies and Area World Service Committee meetings.
4. Report the activities of the New York South Assembly Area to the Information Service/Intergroup they represent.
5. Attends and reports to all AWSC Meetings & Assemblies throughout the three-year term.
6. Writes an article for each Newsletter.

### **SENY/A.A. Al-Anon Liaison**

1. Serves as liaison between the New York South Assembly Area and the SENY/A.A. committee. Al-Anon's policy is that Al-Anon members who are also members of A.A. do not serve in this position.
2. Attends all SENY/A.A. committee meetings and reports back to the AWSC/Assembly.
3. Attends the SENY/A.A. Convention weekend.
4. Serves as the link/contact between county-wide A.A. Share-A-Days which offer Al-Anon participation and NYS Assembly Area, to establish appropriate local contacts through AIS/Intergroup/Districts.
5. Attends and reports to all AWSC Meetings & Assemblies throughout the three-year term.
6. Writes an article for the newsletter.

## **COMMITTEES**

### **AD-HOC COMMITTEES**

1. Established as necessary to address temporary issues, (i.e., Alateen Guidelines/Handbook, Public Outreach projects, etc.)
2. Position is appointed. Al-Anon's policy is that Al-Anon members who are also members of A.A. do not serve in these positions.
3. Brings back information on temporary issues to the AWSC and Assemblies.
4. Ad-Hoc chairpersons have a vote at AWSC meetings.
5. Members of Ad-Hoc committees are reimbursed for attendance at Ad-Hoc meetings by Area treasury. Attendance at AWSC and Assemblies are paid by Area if not covered by District or Group.

### **STEERING COMMITTEE**

1. Established each term to review and revise the New York South Assembly Area Guidelines.
2. Any member who was active on the Steering Committee during the previous term may serve as the Chairperson in the new term. Member must be either a current or past DR. May not be the current Area Chairperson. Al-Anon's policy is that Al-Anon members who are also members of A.A. do not serve in this position.
3. Members of the Steering Committee come from members of the current AWSC.
4. Makes recommendations for changes to the Guidelines in the best interest of the Area.
5. Members of the Steering Committee are reimbursed for attendance at Steering Committee meetings by Area treasury. Attendance at AWSC and Assemblies are paid by Area if not covered by District or Group.



**NEW YORK SOUTH ASSEMBLY AREA  
SAFETY AND BEHAVIORAL REQUIREMENTS FOR  
AL-ANON MEMBERS INVOLVED IN ALATEEN SERVICE (AMIAS)**

An Al-Anon Member Involved in Alateen Service (AMIAS) is an Al-Anon member who is currently certified through their Area's Alateen process and is therefore eligible to be directly responsible for Alateens while being of service to Alateen... In the NYSA Area, AMIAS may serve as Alateen Group Sponsors/Alateen Chat Room Sponsors, chaperones, drivers, or other roles related to Alateen.

*[see Al-Anon/Alateen Service Manual (P-24/27) –Digest of Al-Anon and Alateen Policies – “Alateen Policy”]*

*The following requirements are presented in addition to the WSO Alateen Safety and Behavioral Requirements as amended by the 2002 World Service Conference and the 2003 Alateen Motion from the Board of Trustees. [Further information may be found in the Al-Anon/Alateen Service Manual (P-24/27)]*

**NEW YORK SOUTH ASSEMBLY AREA REQUIREMENTS FOR CERTIFIED AMIAS**

An Al-Anon member who:

- a) Is a minimum age of 25.
- b) Is an active Al-Anon member for at least two years in addition to any time spent in Alateen.
- c) Regularly attends Al-Anon meetings and has an Al-Anon sponsor.
- d) Has not been convicted of a felony; and does not have any pending charges or been convicted of child abuse, and has not demonstrated behaviors which could result in harm to Alateen members.
- e) Has completed the New York South Assembly Area AMIAS Training Program and re-certifies annually.
- f) Submits to an initial background check, at no cost to the member, and every three (3) years thereafter.

**NEW YORK SOUTH ASSEMBLY AREA SERVICE RESPONSIBILITIES**

To be considered for this service position, an Al-Anon member must first meet the following requirements:

- a. Use Al-Anon as their primary program at the Alateen meeting.
- b. Be willing to make a commitment to serve as an Alateen Group Sponsor for at least a one (1) year term.
- c. Have an Al-Anon program, which includes: experience putting the program to work through knowledge of the Al-Anon Steps, Traditions, Concepts and service structure.
- d. Be familiar with NY State law regarding reporting of abuse and your role. *New York Child Protective Services System (CPS) – Public Hotline (800) 342-3720*. In an effort to keep the Alateen fellowship from public controversy, it is suggested that reporting be done on a personal basis, rather than as an Alateen sponsor. Keep in mind the teen member's anonymity within the fellowship. It is also important to keep the alleged abuser anonymous within the fellowship while taking reasonable efforts to remove any further risk to the membership.
- e. Be committed to attending the regularly scheduled Alateen meeting/Chat Room meeting and, if unable to do so, notify the other Alateen sponsor and arrange for appropriate coverage by another certified AMIAS.
- f. Be willing to participate in AMIAS-related events (i.e. meetings, conference calls, etc.)
- g. Maintain up-to-date Alateen Group Registration, including CMA (Current Mailing Address).

## **NEW YORK SOUTH ASSEMBLY AREA AMIAS CERTIFICATION PROCESS**

1. Contact the District Representative (DR) or local Alateen Coordinator to let them know of your desire to sponsor a group and/or be involved in Alateen service.
  2. Attend a scheduled AMIAS training in the NYSA Area. Refer to [www.al-anonny.org/calendar](http://www.al-anonny.org/calendar).
  3. At training, complete & submit all required paperwork. Photo ID is required (State ID, driver's license or passport).
  4. Area Alateen Coordinator will forward the forms to the Area Alateen Process Person (AAPP).
  5. AAPP processes background check.
  6. AAPP will notify the prospective AMIAS of background check results.
    - a) If the member passes the background check, the AAPP will register the new AMIAS on-line through the WSO process.
    - b) If the member fails, the process ends and the AAPP will inform the member how to contact the screening company so they may obtain the reason and try to rectify the situation, if desired.
  7. Once registered, the AAPP will notify the member, the Area Alateen Coordinator and the DR/local Alateen Coordinator of AMIAS status.
  8. For each succeeding year, NYSA Area will re-certify each AMIAS, assuring that they have met and agree to abide by the NYSA Area Safety & Behavioral Requirements for Al-Anon Members Involved in Alateen Service (AMIAS).
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## **ALATEEN GROUP SAFETY REQUIREMENTS**

- a) Every group requires two (2) certified AMIAS. One must be an Al-Anon member only.
- b) Overt or covert sexual interaction between any adult and an Alateen member is prohibited.
- c) Where there is no Alateen meeting available, young people are encouraged to attend Al-Anon meetings. Alateens are members of the Al-Anon fellowship. Whenever young people (minors) attend an Al-Anon meeting, the Al-Anon group would be responsible for prudent safety measures for them just as it is for the safety of Al-Anon members attending (e.g. making sure no one is left alone at the facility, etc.). [see Al-Anon/Alateen Service Manual (p24/27) – Digest of Al-Anon and Alateen Policies – “Alateen Policy”]

## **PERMISSION AND MEDICAL FORMS**

- a) The Committee asserts that Permission Slips and Medical Forms are not required for regular meetings, but for activities away from regular meetings these forms are required (i.e. Conventions, workshops, bowling parties, etc.)
- b) Permission slips are required for transporting Alateens to and from events and meetings (must be accompanied by a certified AMIAS and an Al-Anon member).

**Groups that are not in compliance with New York South Assembly Area Requirements  
will not be listed on meeting lists, schedules, answering services or websites.**

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**NEW YORK SOUTH ASSEMBLY AREA  
AL-ANON MEMBERS INVOLVED IN ALATEEN SERVICE (AMIAS)**

**SERVICE RESPONSIBILITIES**

To be considered for this service position, an Al-Anon member must first meet the following requirements:

1. Use Al-Anon as their primary program at the Alateen meeting.
2. Be willing to make a commitment to serve as an Alateen Group Sponsor for at least a one (1) year term.
3. Have an Al-Anon program, which includes: experience putting the program to work through knowledge of the Al-Anon Steps, Traditions, Concepts and service structure.
4. Be committed to attending the weekly Alateen meeting and, if unable to do so, notify the other Alateen sponsor and arrange for appropriate coverage by another certified AMIAS.
5. Be willing to participate in AMIAS-related events (i.e. meetings, conference calls, etc.)
6. Maintain up-to-date Alateen Group Registration, including CMA (Current Mailing Address).
7. Complete re-certification as required.

## **NEW YORK SOUTH ASSEMBLY AREA**

### **Local (District/AIS) Alateen Coordinator Responsibilities \***

Must be a certified AMIAS (Al-Anon Member Involved in Alateen Service) according to the New York South Assembly Area Alateen Safety & Behavioral Requirements

Serves as liaison between Area Alateen Coordinator and District/AIS AMIAS and Alateen Groups

Informs Area Alateen Coordinator and AAPP when an AMIAS steps down as an Alateen Group Sponsor OR decides not to continue as an AMIAS

Notifies district/AIS AMIAS of upcoming training events and encourages participation

Oversees Alateen Group registrations and submits changes to AAPP for processing (also submits changes to local Intergroup/AIS)

Maintains communication with District Representative, AMIAS and Alateen Group Sponsors

Works on Public Outreach projects to bring the message of Alateen to the community (ex: schools, churches, Intergroup/AIS)

Responsible for working with the Area Alateen Coordinator/AAPP to complete the annual WSO re-certification for all AMIAS in their District/AIS

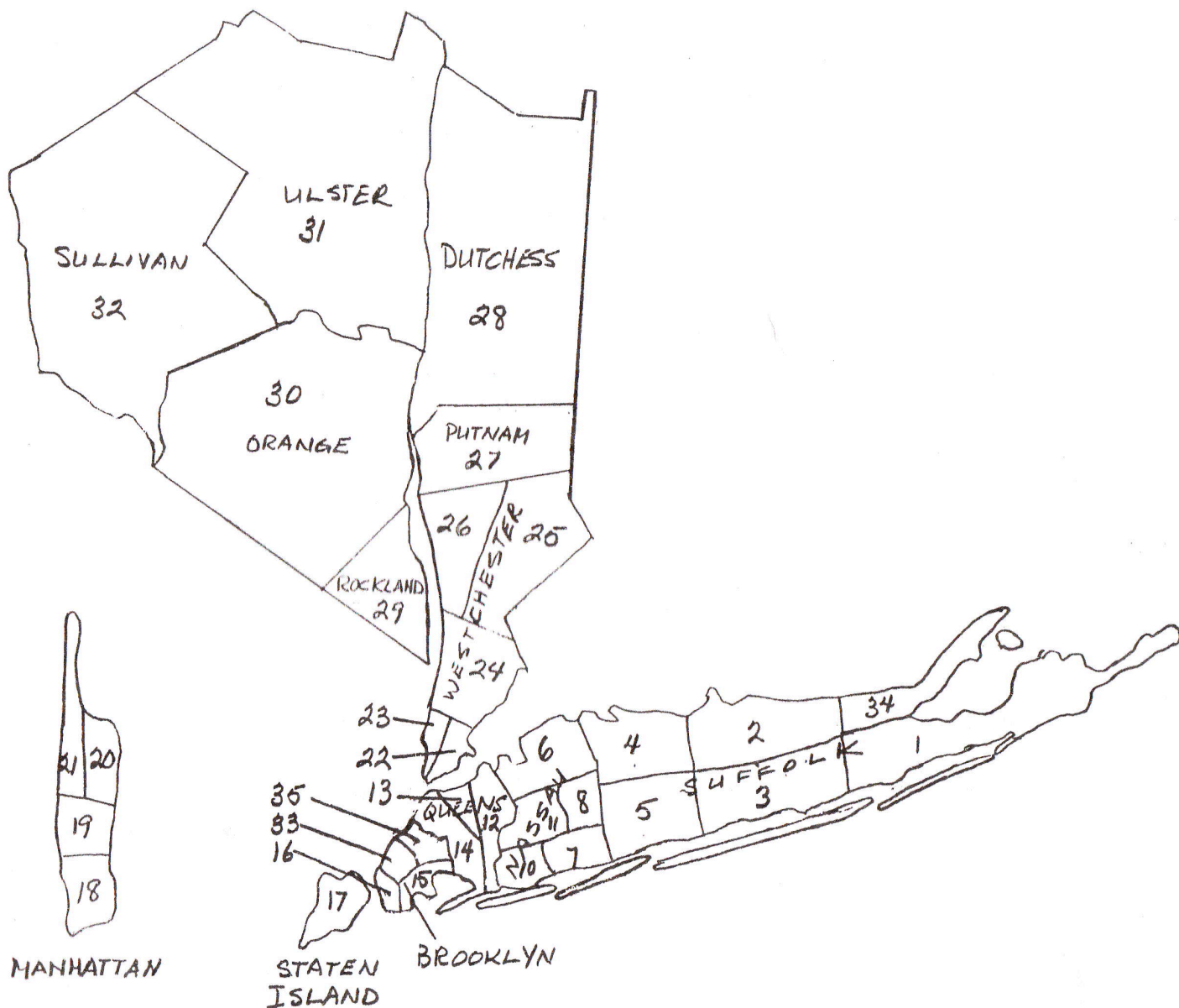
\* Must be filled by District Representative/AIS Liaison until an appointment is made

*Adopted: October 2010*

*Revised: February 2016*

# APPENDIX

## A



# New York South Assembly Area

## SUFFOLK COUNTY

District 1      Towns of Southhampton and  
Easthampton

District 2      N    L.I. Sound  
S    L.I. Expressway  
E    Riverhead Town Line/  
Center Moriches Road  
W    Route 111/Landing Ave  
Nissequoque River

District 3      N    L.I. Expressway  
S    Atlantic Ocean  
E    Brookhaven Town Line  
W    Connetquot River/Brook

District 4      N    L.I. Sound  
S    L.I. Expressway  
E    Route 111/Landing Ave/  
Nissequoque River  
W    Suffolk/Nassau Line

District 5      N    L.I. Expressway  
S    Great South Bay  
E    Connetquot River/Brook  
W    Suffolk/Nassau Line

District 34     Towns of Southold and  
Riverhead, & Shelter Island

## NASSAU COUNTY

District 6      N    L.I. Sound  
S    Northern State Pkwy  
E    Nassau/Suffolk Line  
W    Nassau/Queens Line

District 7      N    Southern State Pkwy  
S    Atlantic Ocean  
E    Nassau/Suffolk Line  
W    Freeport/Baldwin Line  
incl Village of Point Lookout

District 8      N    Northern State Pkwy  
S    Southern State Pkwy  
E    Nassau/Suffolk Line  
W    Meadowbrook Pkwy

District 9      DISSOLVED

District 10     N    Southern State Pkwy  
S    Atlantic Ocean  
E    Freeport/Baldwin Line  
Nassau/Queens Line  
W    excluding  
Village of Point Lookout

District 11     N    Northern State Pkwy  
S    Southern State Pkwy  
E    Meadowbrook Pkwy  
W    Nassau/Queens Line

## QUEENS COUNTY

District 12     N    East River/Little Neck Bay  
S    Jamaica Bay  
E    Queens/Nassau Line  
W    Van Wyck Expressway

District 13     N    East River  
S    Queens Blvd/Bridge Plaza  
E    Van Wyck Expressway  
W    Queens/Manhattan Line

District 14     N    Queens Blvd/Bridge Plaza  
S    Atlantic Ocean  
E    Van Wyck Expressway  
W    Queens/Brooklyn Line

## BROOKLYN

District 15     N    Caton Ave/Linden Blvd  
S    Jamaica Bay/Rockaway Inlet  
E    Queens Line  
W    Bay Pkwy

District 16     N    39th St/Ft Hamilton  
S    Lower N.Y. Bay  
E    Bay Pkwy/Ocean Pkwy  
W    Upper N.Y. Bay

District 33     N    East River  
S    Linden Blvd/Caton Ave/  
Ft. Hamilton Pkwy/39th St  
E    Nostrand/Flushing/Kent Aves  
W    Upper N.Y. Bay

District 35     N    Queens Line/East River  
S    Linden Blvd  
E    Queens Line  
W    Nostrand/Flushing/Kent Aves

## STATEN ISLAND

District 17 Staten Island

District 26 N Putnam County Line  
S Cross Westchester  
Expressway  
E Sawmill River Pkwy/Route  
684  
W Hudson River

## MANHATTAN

District 18 N 23rd St  
S Battery Park  
E East River  
W Hudson River

District 27 Putnam County

District 19 N 59th St  
S 23rd St  
E East River  
W Hudson River

## UPSTATE DISTRICTS

District 28 Dutchess County

District 29 Rockland County

District 20 N Manhattan/Bronx Line  
(Harlem River)  
S 59th St  
E East River  
W Fifth Ave incl Roosevelt Island

District 30 Orange County

District 31 Ulster County

District 32 Sullivan County

District 21 N Manhattan/Bronx Line  
(Harlem River)  
S 59th St  
E Fifth Ave/Harlem River  
W Hudson River

## BRONX

District 22 N Bronx/Westchester Line  
S East River  
E L.I. Sound  
W Grand Concourse/Mosholu Pkwy

District 23 N Bronx/Westchester Line  
S Manhattan/Bronx  
E Grand Concourse/Mosholu Pkwy  
W Hudson River/Harlem River

## WESTCHESTER

District 24 N Cross Westchester Expressway  
S N.Y. City Line  
E L.I. Sound  
W Hudson River

District 25 N Putnam County Line  
S Cross Westchester Expressway  
E Connecticut/L.I. Sound  
W Sawmill River Pkwy/Route 684



## New York South Assembly Area Election Cycle & Procedures

	YEAR 1	YEAR 2	YEAR 3
<b>FEBRUARY</b>	<b>JANUARY AWSC</b> Introduction of new Coordinators to AWSC for vote of confidence. Any vacancies? Accept TSP.		Distribute election cycle information, job descriptions for Officers & Coordinators, deadlines for submission of TSP.  Call for service.  Review election procedures and deadlines.
	<b>FEBRUARY AWSC</b> Introduction of new Coordinators to Assembly for vote of confidence. Any vacancies? Accept TSP.		
<b>APRIL</b>			Review eligibility for Officers.  Announce that all eligible for Officer positions must submit TSP to Area Chairperson before May AWSC meeting.
<b>JUNE</b>			Election Assembly binder with half- full-page job descriptions for Officers and Coordinators is distributed.  All Officers stand up and tell what their job responsibilities are.  TSP for members interested in standing for Officer positions are read aloud by Secretary.  All Coordinators stand up and tell what their job responsibilities are.
<b>OCTOBER</b>		<b>SEPTEMBER AWSC</b> All Coordinators/Officers come to September AWSC meeting with draft of duties & responsibilities. Area Chairperson to combine into one report including WSO/NYS Guidelines.	All current Officers stand up and tell what their job responsibilities are.  Election of Officers according to NYS Guidelines. Each position addressed individually, in order: Delegate, Alternate Delegate, Chairperson, Treasurer, Secretary.  All Coordinators stand up and tell what their job responsibilities are.  Collection of TSP from members interested in Coordinator positions.
	<b>KEY</b> <b>AWSC:</b> Area World Service Committee <b>TSP:</b> Trusted Servant Profile <b>WSO:</b> World Service Office		<b>NOVEMBER/DECEMBER</b> Selection of incoming panel of Coordinators will be made by the five newly elected Officers and the current Steering Committee members no later than 15 <sup>th</sup> of December as WSO needs names of newly appointed panel by 31 <sup>st</sup> of December of election year.

## **AREA POLICY:**

### **ADDRESSING SERVICE BY AL-ANON/ALATEEN MEMBERS WHO ARE ALSO MEMBERS OF A.A.**

The World Service Conference affirmed in 1977 that it would not seat a Delegate who was a member of A.A. Furthermore, the “Digest of Al-Anon and Alateen Policies” section of the 2014-2017 Al-Anon/Alateen Service Manual (P-24/27) states: “Tradition Eight states that ‘Al-Anon Twelfth Step work should remain forever nonprofessional.’ Therefore, any Al-Anon member who is gainfully employed in an Al-Anon service does not serve as a volunteer in a policy-making position such as Group Representative (GR), District Representative (DR), Area Assembly Officer or Coordinator, Delegate, or WSO Trustee.”

**The NYSA Area World Service Committee does not have Al-Anon/Alateen members who are also members of A.A. serving as an Officer, Coordinator, or Al-Anon Information Service (AIS)/Intergroup Liaison. As an Area, we do not appoint members of Al-Anon/Alateen who are also members of A.A. to serve as Discovery Convention Sub-Committee Chairpersons.**

Service to Al-Anon/Alateen by all members of Al-Anon/Alateen (including those who also belong to A.A.) is encouraged. These members may hold group, district, and AIS/Intergroup service positions that are not policy-making positions as determined by the group conscience.

Therefore, the policy regarding service by members of Al-Anon/Alateen who are also members of A.A. applies to an AIS/Intergroup depending on the service requirements of the AIS/Intergroup. Autonomy, except in matters that affect Al-Anon or A.A. as a whole, allows an AIS to vary their services and requirements as follows:

In the New York South Assembly Area, an Alternate Group Representative (AGR) who serves as the Intergroup Representative (IR), cannot be filled by Al-Anon/Alateen members who are also members of A.A. as they are not eligible to serve in the absence of the Group Representative (GR), by virtue of the policy stated above.

Some AISs require its board to be comprised of Al-Anon members who are not also members of A.A., in parallel to Area/district policy, as in many cases it is the Board that would determine policies for the AIS/Intergroup. However, districts, Areas, and AIS/Intergroup are encouraged to discuss the specific criteria for all service positions, to determine those that might be open to all Al-Anon/Alateen members, including those who are also members of A.A. These positions may include Public Outreach, special events, answering service, literature coordinators, and others as decided by the AIS/Intergroup.

As an A.A. member, we respect your anonymity and we trust that you will not stand for a policy-making position.

## AREA De-Listing/Do Not Refer Policy

The New York South Assembly Area establishes the following suggested guidelines as a De-Listing Policy for Districts/AIS/Intergroup:

The District/AIS/Intergroup does not list:

1. Meetings that do not meet at the regularly announced time.
2. Meetings that use and/or display non-Al-Anon Conference Approved Literature (Al-Anon CAL), or meetings that use A.A. literature, etc. (Al-Anon Conference Approved Literature will have a statement on the copyright page that includes the Al-Anon AFG logo and the statement "Approved by World Service Conference Al-Anon Family Groups")
3. Meetings that refuse to allow a member in need of a meeting to be seated as its purpose is only to help a category of members, i.e., women, men, gays, parents, etc. When there are no certified Al-Anon members available to be of service to the Alateen group, the Alateens are always welcome to attend an Al-Anon meeting. (*Al-Anon/Alateen Service Manual, p. 33*)
4. Meetings where a member or members are empowered to determine what is best for another Al-Anon member's recovery (i.e. Pyramid Sponsorship or non-adherence to Tradition Two: For our group purpose there is but one authority – a loving God as He may express Himself in our group conscience)
5. Meetings that are combined A.A. and Al-Anon (Unity) meetings. (Joint meetings for Al-Anon and A.A. members, meetings comprised of only A.A. members... are not in keeping with Al-Anon principles and do not qualify to be registered as an Al-Anon group. *Al-Anon/Alateen Service Manual, p. 31*)
6. Meetings that practice specific therapies, such as guided meditation. ("...and groups that practice specific therapies, such as guided meditation, are not in keeping with Al-Anon principles and do not qualify to be registered as an Al-Anon group." *Al-Anon/Alateen Service Manual, p. 31.*)

As stated in the "Digest of Al-Anon and Alateen Policies" Section of the 2014-2017 *Al-Anon/Alateen Service Manual*, under "Autonomy of Groups," (p 101) "In keeping with the Traditions and Warranty Five of Concept Twelve (see Concept Twelve in "Al-Anon's Twelve Concepts of Service"), local, Area or WSO service entities have no authority to close a group or engage in other punitive actions against a group because they disapprove of the manner in which a group practices the Al-Anon program."

Districts/AIS/Intergroup develop criteria for groups' inclusion on their meeting lists. If a group does not wish to comply with the criteria, it can be taken off the list, and informed of the actions needed to be re-listed. Taking a group off the list does not prevent the group from participating and voting at AIS meetings and other activities. [Guideline G-4 Al-Anon Information Service (AIS)] Consensus at Assembly meeting to add the highlighted sentence and reference to the Guideline.

Districts/AIS/Intergroup, with input from members, may de-list a group as their group conscience dictates. The district is the best link of service to make a determination about de-listing meetings.

Our primary purpose, according to our Fifth Tradition, is to help families and friends of alcoholics. We are concerned with, when envisioning a De-Listing Policy: newcomers, professionals who refer people to Al-Anon, and out-of-town members looking for a meeting.

A De-Listing Policy provides a principle-based means of keeping our announced meetings genuinely Al-Anon meetings and provides clear guidance and support for districts addressing questionable meetings.

Districts/AIS/Intergroup may establish a clear definition of the policy and procedure they will follow.