

# Area 61

## Wisconsin and the Upper Peninsula of Michigan (WIUPMI)



## Al-Anon/Alateen Policy Manual

2018 Edition

*For families and friends of alcoholics*

# **Area 61 Al-Anon/Alateen Policy Manual Table of Contents**

## **AL-ANON/ALATEEN AREA 61 POLICIES**

Policy Introduction .....	1
Policy Committee .....	1
Area World Service Committee (AWSC) .....	2
Assemblies.....	2
General Policies .....	2-3
Area Finances/Expenses.....	3-5
Alateens and AMAIS Policies .....	6-8
Area 61 Map and Website Instructions .....	9

# **AL-ANON/ALATEEN AREA 61 POLICIES**

## **09/2017**

It is Area policy to follow the Al-Anon/ Alateen Service Manual unless otherwise stated in this manual. The following policies were approved at the Area 61 Assemblies. An updated Policy Manual will be drawn up by a Policy Committee and handed out at the Election Assembly. It is the responsibility of each Area World Service Committee (AWSC) member and Group Representative (GR) to bring this Policy Manual to all Area meetings and add new or changed policies until a new book is printed. Additional copies will be available from the Literature Coordinator for the cost of printing. (5/89) (5/91) (5/00) (5/03) (9/17)

### **THE POLICY COMMITTEE**

The Policy Committee is composed of all Area 61 officers, all active Past Delegates and the Alateen Coordinator. The Chairperson calls a Policy Committee meeting when one is needed. The Policy committee brings recommendations to the AWSC regarding issues or projects that involve Area 61 policy, public relations or the Traditions, as they may arise. The Policy committee is often asked to help when there is confusion about how a specific Tradition applies to a new or controversial situation in Al-Anon or Alateen. It may consider any issues or projects submitted by any Al-Anon member, reconsider a decision already made if any part of the fellowship dissents, and report minority views. The Policy Committee may, in their discussions, help the chairperson to set agendas. In an emergency, when immediate action is necessary, its decision is binding so far as that incident is concerned. But this decision does not necessarily become part of the overall policy, unless approved by the Assembly members. If wording or intent of Area policies is to be changed, it is done at the Assemblies. (9/16)

## AREA WORLD SERVICE COMMITTEE (AWSC)

1. AREA WORLD SERVICE OFFICERS are: Delegate, Alternate Delegate, Chairperson, Secretary and Treasurer.
2. COORDINATORS are: Public Outreach, Alateen, Literature, Assembly, Convention, Archive, Forum, Area Web Site, Area Alateen Process Person, and Group Records (5/95) (5/03) (5/15)
3. OTHER MEMBERS are: District Representatives (26), Liaisons and Active\* Past Delegates. All Active Past Delegates are to be life members as of the 5/91 motion. (5/86) (5/91) (5/05) (9/14)
4. AWSC meetings will be centrally located and held on the 1<sup>st</sup> Saturday in March and August from 9 a.m. to 4 p.m. (9/07)

\* See General Policies, Item 1

## ASSEMBLIES

Our Assemblies will be centrally located in Wisconsin. The 3<sup>rd</sup> weekend in May will be the Spring Assembly and the last full weekend in September will be the Fall Assembly. **Care should be given to avoid scheduling Assemblies during major holidays. When or if this occurs, the Assembly weekends may be adjusted. They will be scheduled annually 3 years in advance.** (8/89) (5/00) (5/03) (5/04)

## GENERAL POLICIES

1. All AWSC members are to attend two (2) Assemblies and two (2) AWSC meetings per year. If unable to attend, or have an alternate present, the Chair should be notified. Any AWSC member who misses two consecutive meetings and/or Assemblies will receive a written notice from the Chair. Upon missing the third meeting, he/she will be considered inactive. (8/89) (5/03)
2. If a District becomes too large, it may divide. If Districts become too small, they may combine. The District(s) holds a meeting and votes on the division or combination. The Chair should then be notified of that meeting and the procedures followed and asked to put the division or combination on the agenda for a final vote at the Assembly.
3. A quorum consisting of 15% of the registered groups must be present to do business **at the Assemblies** and 15% of the members of the AWSC must be present to do business at AWSC **meetings**. (9/88) (09/19)

4. Housekeeping changes to the Policy Manual may be approved by the Policy Committee and will be available for review by the AWSC and the Assembly. (9/07)
5. Area 61 Wisconsin and the Upper Peninsula of Michigan does not offer or provide any form of blanket liability insurance covering its individual Al-Anon Family Group meetings. \* (9/16)
6. The Assembly votes for Regional Trustee Candidate unless otherwise designated by the Assembly.

\* See Al-Anon/Alateen Service Manual for further information

## **AREA FINANCES/EXPENSES (5/18)**

### **GENERAL**

1. The Area will maintain a 501(c)(3) nonprofit/tax exempt status.
2. The Area's fiscal year will be January 1-December 31.
3. The official address of the Area will be the Treasurer's PO Box.
4. All Area federal and state taxes, and necessary licenses will be kept up-to-date by the Treasurer.
5. Any bank accounts held by the Area will have at least two signers from the following four officers: Treasurer, Secretary, Delegate, or Chair.
6. The Area will carry the following insurances: bonding, liability, and property. The Treasurer will ensure the terms of the insurance are followed.
7. An audit of the prior year's financials will be done annually before the March AWSC meeting by at least two ~~AWSC~~ members appointed by the Chairperson. (09/2019)
8. Semi-annual reports of all finances will be provided by the Treasurer.
9. Maintain a reserve fund equal to the amount of the annual budgeted expenses for the year, minus the cost of Assemblies, Area Convention and literature. The allotment to be transferred will not bring the Area's primary checking & saving accounts combined total to below 10% of budgeted expenses.
10. A budget for the upcoming year will be prepared by the Treasurer with input from the Finance Committee and presented to the August AWSC meeting for approval at the Fall Assembly.

11. Once per quarter the bank statements and financial books will be reviewed for accuracy by at least one member of the Finance Committee and the Treasurer.

## **EXPENSES/REVENUE**

### 1. Funds received:

- Any funds received by the Treasurer will be deposited within 60 days.
- Written receipts will be provided upon request.

### 2. Reimbursement:

- Payment of qualifying expenses will be made within 30 days from the time proper receipts are submitted.
- All expenses are to be submitted to the Treasurer by the end of the calendar year.
- When cash advances are necessary, estimated expenses must be submitted to the Treasurer.

### 3. All expenses incurred in operating the Assemblies, AWSC meetings and Conventions will be reimbursed.

### 4. Miscellaneous expenses incurred to do Area business will be reimbursed: postage, office supplies, etc.

### 5. Any expense not addressed in the policies will be placed on the next Assembly's agenda for a vote.

### 6. Equipment purchases that exceed \$300.00 will need the approval of the AWSC.

### 7. The Delegate will be reimbursed for the Area's share of travel expenses to attend the World Service Conference (WSC), plus two extra nights' lodging.

### 8. Gas, meals, lodging and registration (see the Guidelines for Area Reimbursements for details) will be paid for the following:

- All Officers, Coordinators and active Past Delegates to attend AWSC and Assembly meetings
- All Officers, active Past Delegates and the Alateen Coordinator to attend Policy Meetings
- Any Officer, Coordinator or active Past Delegate who is asked to present as a function of their position at an Area or District event

- The Delegate, Alternate Delegate and active Past Delegates to attend the North Central Regional Delegate's Meeting (NCRDM)
- The Delegate for any event they attend to represent the Area
- The Literature Coordinator when attending an event to sell Al-Anon literature
- The Alateen Coordinator to attend the Regional Alateen Convention/Midlake
- Speakers for Assemblies, Conventions or other Area event
- Two AWSC members (chosen at random) to attend an Area TEAM event
- Area Standing Committee, Thought & Task Force members to attend meetings called by their Chairperson

# ALATEEN AND AMIAS POLICIES

## **Area 61 Wisconsin and the Upper Peninsula of Michigan (WIUPMI) Rules For Participating Minors at Area/District Events, Including Conferences/Conventions/ Assemblies (3/91) (9/08) (9/12) (9/16)**

1. All participating minors must be accompanied to the event by an Al-Anon Member Involved in Alateen Service (AMIAS) or parent/guardian, to whom they will BE DIRECTLY RESPONSIBLE FOR THE DURATION OF THE EVENT.
2. A Participating Minors Information and Permission Form MUST be signed, notarized and presented before they will be permitted to complete registration or take part in the Alateen activities. The AMIAS or parent/guardian, should keep the original copy in their possession for the duration of the time the Alateen/minor member is in their charge.
3. Participating minors attending the event shall arrive and leave as a group with their AMIAS or parent/guardian, who should have knowledge of their group members' whereabouts at all times.
4. All AMIAS bringing participating Alateens should be aware of the Safety Procedures and Responsibilities as outlined in the Alateen Safety Guidelines G-34.
5. AMIAS have the right to refuse to bring any Alateen member, whom they think will not abide with these rules, always remembering to place principles above personalities.
6. Participating Alateens must always conduct themselves properly for the safety, comfort, welfare and enjoyment of all persons attending this event. AMIAS and other Alateen members should not accept unacceptable behavior such as swearing, rudeness, running in the halls, unnecessary noise, members being drunk or high, etc. All Alateen members are to remember that what they do reflects on their group, the event and the name of Al-Anon/Alateen.
7. All participating Alateens are expected to attend Alateen sessions.
8. Age, gender identity and sexual orientation should be considered by the accompanying AMIAS when assigning rooms for the Alateens they bring to overnight events. (See WSO Guideline G-16)



9. Possession of alcohol or drugs is strictly forbidden. All participating minors using medication must report it to their responsible AMIAS in advance.
10. Participating Alateen/minors are required to report any problems or rules being broken to an AMIAS or another adult before it has a chance to spoil the event.
11. All participating Alateens must report to their assigned AMIAS at the designated times listed on the program or determined by the group.
12. Participating Alateens who choose not to abide with these rules may be sent home at their own expense.
13. AMIAS from outside Wisconsin will be accepted at Alateen Conferences if they are certified by their home Area in accordance with WSO standards, and if their Area Alateen Process Person (AAPP) has verified their current certification. After this is received, the WIUPMI Alateen Coordinator will send the Multi-Area Notification to all involved.
14. Most Alateen Conferences and Conventions are closed events for registered Alateens and their Alateen Group Sponsors/AMIAS only. Alateen conference committees may invite guest speakers. These guests should be identified to everyone attending the conference. Conference Boards may invite guests to participate in meetings/workshops at conferences or conventions provided at least one AMIAS is present.

## **WISCONSIN AND THE UPPER PENNINSULA OF MICHIGAN (WIUPMI) ALATEEN SAFETY AND BEHAVIORAL REQUIREMENTS (5/05) (9/08) (9/16)**

Information may be found in the following Conference Approved Literature publications:

- Guide for Sponsors of Alateen Groups (P-29)
- Al-Anon/Alateen Service Manual – (P-24/27)
- Alateen Safety Guidelines G-34
- Alateen Conferences (G-16)

Additional information may be found in the following:

- Area 61 WIUPMI Policy Manual
- Al-Anon Board Motion of December 2003 (WSO)

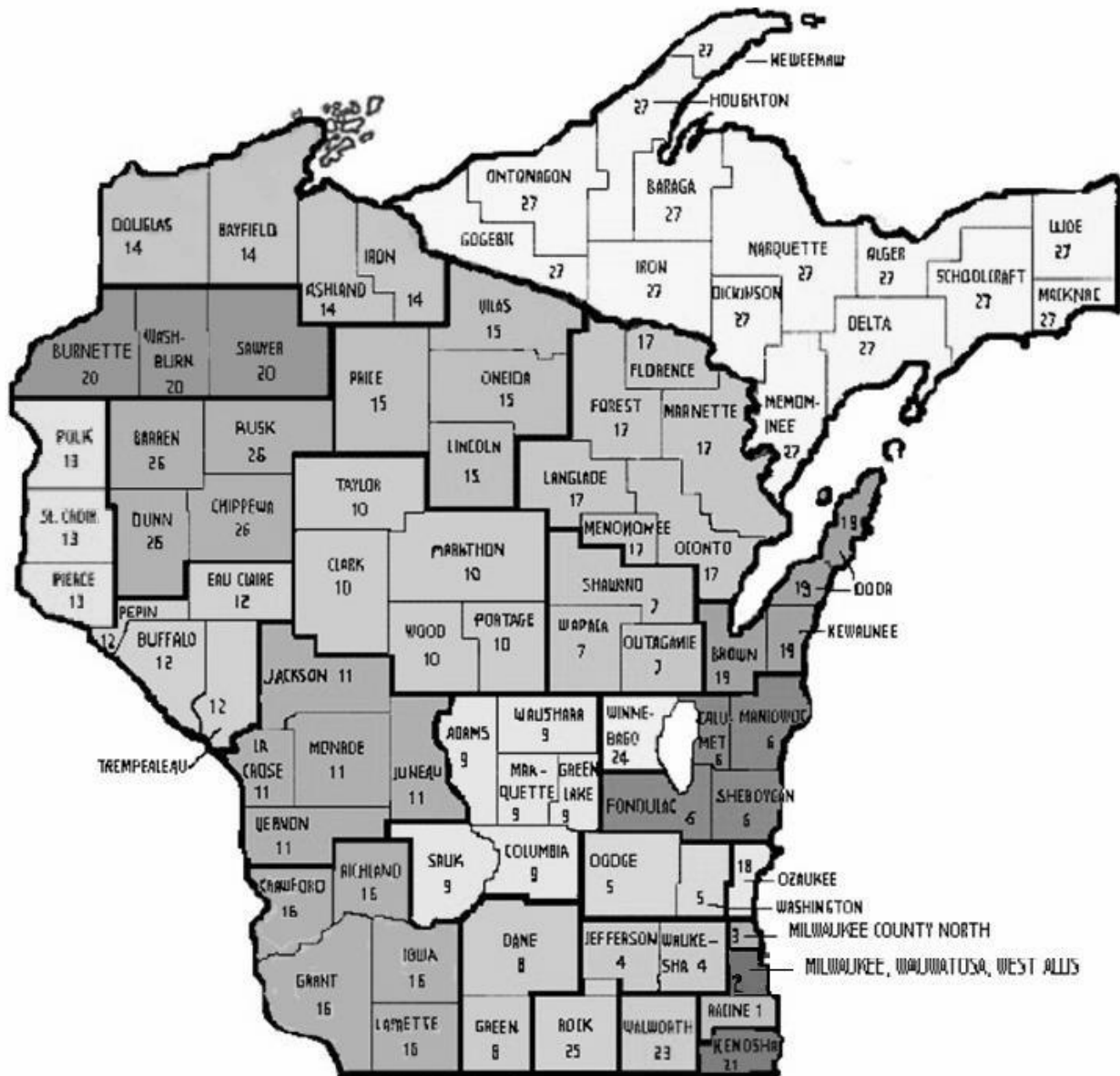
## **WHO WILL AREA 61 RECOGNIZE AS AN AL-ANON MEMBER INVOLVED IN ALATEEN SERVICE (AMIAS)?**

A recognized Al-Anon Member Involved in Alateen Service (AMIAS) is a responsible adult member of Al-Anon who attends Al-Anon regularly and who shares his or her recovery experience gained through working the 12 Steps, 12 Traditions and 12 Concepts. They will have passed the Area 61's requirements for AMIAS. The AMIAS helps the Alateens to focus on the Al-Anon program. It is in sharing recovery that we provide hope for the future.

### **REQUIREMENTS FOR AL-ANON MEMBERS INVOLVED IN ALATEEN SERVICE**

1. Every Al-Anon member (including, but not limited to AMIAS, substitute AMIAS, transportation providers, etc.) involved in Alateen service must:
  - a. Is an Al-Anon member regularly attending Al-Anon meetings.
  - b. Be at least 23 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. A child abuse and criminal records background check will be required for all adults involved in Alateen Service.
2. There must be at least one Alateen AMIAS at every Alateen meeting. Note: Although not currently a requirement by Area 61, we strongly suggest that each group have two AMIAS present.
3. The Area prohibits overt (open) or covert (secret) sexual interaction between any adult and Alateen member.
4. Any conduct contrary to applicable State of Wisconsin or State of Michigan laws is strictly prohibited by Area 61.
5. Area 61 requires procedures for Participating Minor Information and Permission Forms when applicable (See Area 61 Policy Manual for these forms.) The name of Alateen can only be used with functions in participation with or in conjunction with the structure of Area 61 Al-Anon Family/Alateen Groups. (5/17)

# Area 61 Map



**Area website includes: the most up-to-date Policy Manual, Area Forms, Job Descriptions, Guidelines, etc.**

- go to [www.area61afg.org](http://www.area61afg.org)
- on home page hold mouse over the MEMBERS tab
- pull down to AREA BUSINESS
- pull over to GENERAL DOCUMENTS AND FORMS
- scroll through list to find the desired documents.

