



## **1. Introduction:**

Tradition 5 states ‘Each Al-Anon Family Group has but one purpose: to help families of alcoholics.’

These policies and guidelines have been compiled from:

- Information on decisions made by the groups, that were discussed and agreed to, by vote, at past Assemblies, AWSC and Executive meetings,
- The shared experience of members, who have held service positions over the years, and who have taken the time to document useful information about tasks and suggested practices.

These documented policies and guidelines, and the actions based on them, should follow the principles of the Twelve Traditions, Twelve Concepts, General Warranties, and where specific policies or procedures appear in the WSO Service Manual.

Throughout this manual, the meaning of words and phrases specific to Al-Anon/Alateen shall be taken from the most recent edition of the WSO Service Manual.

Other terms may be used for ease of reading. A list of acronyms and commonly used terms can be found at the front of this manual.

If there is a conflict between these procedures and the WSO Service Manual, the OSA approved policies and guidelines documented in this manual will take precedence.

## **2. Purpose of the Manual:**

1. To make valuable information accessible for every Al-Anon/Alateen member involved in service work at the various levels in Ontario South.
2. To provide for the continuing successful operation of all groups in Ontario South by participation at all levels.
3. To supplement the WSO Service Manual in those matters where Area autonomy is suggested.
4. To record the motions passed by GRs at Assembly that affect policies and guidelines.
5. To document standard policies, guidelines and responsibilities of the members of OSA Executive, Coordinators and Committee Chairpersons.

## **3. Distribution of the Manual:**

A printed copy of the Ontario South Assembly (Area 86) Policies & Guidelines, should be held by the following members of OSA:

- Delegate

- Alternate Delegate
- Chairperson
- Secretary
- Treasurer
- Two Advisors
- Co-ordinators
- Trillium Chairperson
- Ontario South Alateen Advisory Committee Chairperson
- Past Delegate (LOC Chairperson)
- Thirty District Representatives

The DR is responsible to make the manual available to the GRs in their district.

Each recipient of the manual **MUST** hand over their copy of the manual to their successor.

#### **4. Revisions to the Manual:**

Minor revisions to improve understanding and coherence (spelling, sentence structure, punctuation, grammar, organization, table of contents) may be made by the Area Secretary.

Other revisions may be required due to decisions made by the Executive, at AWSC or Assembly. Revisions will be compiled and organized by the Alternate Delegate.

The Alternate Delegate will update the documents and maintain the electronic versions of the master copy. Current practice is for the Alternate Delegate to forward the revisions to the Website Coordinator.

Revised PDF versions will be posted to the OSA web site by the Web Site Co-ordinator within a reasonable time frame after revisions are completed.

Revisions will be announced when they are made by the Alternate Delegate. Members listed above as recipients will be responsible for updating their copy of the manual.

#### **5. Maintenance of the Manual:**

Maintenance of this manual is an administrative task and will be the responsibility of the Policies & Guidelines Manual Committee. This committee has as its members: Alternate Delegate, the Area Secretary, and the Website Coordinator. The manual will be reviewed periodically as determined by the Executive.

**6. Overview of Ontario South Meetings:**

Assembly is held annually, in late October or early November.

AWSC meeting is held annually, in late May or early June

Executive meetings are held as required to allow the Executive to deal with the business of the Area and to plan for the AWSC meeting and Assembly.

Literature Office Committee meetings are held at the AWSC meeting and Assembly but a meeting may be called as required by the Committee.

See the specific sections on each of these meetings for more details

**7. District Boundaries Background Information:**

Service Manual, District – Definition

“The district is a geographical segment containing a number of groups, located relatively close to one another.”

“Convenient segments into which an Area is divided by the Area World Service Committee, with the approval of the Assembly”

Service Manual, District – Division of

“The Chairman 1. - Points out on the area map the division of the Area into districts. If questions arise about the division or number of districts, the chairman asks for discussion and a vote on changes of district boundaries. An advantage of dividing into smaller districts is that they can be covered more conveniently by the DRs.”

Service Manual, AWSC – Duties of

“When advisable, the area world service committee suggests subdivisions of existing districts to be approved at the area assembly.”

Summary of Information from past AWSC discussions

No written procedure in Service Manual. Group wanting to change districts initiates the action. GR takes a group conscience from their group agreeing to the change. Go to their DR, who gets the district's group conscience. If all in agreement DR goes to the neighbouring DR to inform him/her of the decision to change. This DR then gets a group conscience from the district. If all agree an effective date is chosen for the change and OSA Chairperson is informed.

**8. OSA Proposed Guideline for Groups wanting to change Districts:**

This guideline was developed in May 2002, but has never been presented for discussion, it is included here as a suggestion.

A group that decides to change districts will affect District Boundaries. Such a decision should be made only after careful consideration.

**Consider**

- Why is the request being made?
- How does it affect District Boundaries?
- How does it affect the Districts involved?

**Process to follow:**

- The group wanting to change districts because of geographical location initiates the action.
- Discuss at the group and take a group conscience from their members 'Do they want to change districts?' If supported proceed.
- GR will go to the DR with the request to change districts. DR takes a district group conscience regarding the change. If supported proceed.
- The DR informs the neighbouring DR to inform him/her of the group's desire to change districts.
- The neighbouring DR informs the neighbouring district of the group's desire to join the district. The DR takes a district group conscience regarding the group's desire to join the district. If supported proceed.
- The DR initiating the change will advise the OSA Executive and allow time for the executive to discuss at the next Executive meeting.
- If all are in agreement, an effective date is chosen for the change.
- Group record forms should be completed to inform the LDC and WSO.

**9. Registration Process for an Al-Anon Group**

## Starting a New Al-Anon Group in Ontario South

1. Our Area Guidelines ask that when you are beginning a new group that you register your group with Ontario South. The Group Records Co-ordinator will send this registration to the World Service Office on your behalf.
2. Complete the Group Change/Registration Form. This form can be done electronically or by regular post.
3. To send the change form electronically, go to the OntarioSouth website- <http://alanon.alateen.on.ca/> -click on Al-Anon Registration/Group Change Form – complete form- send. PLEASE NOTE: For new registrations complete the WSO ID number by using \*\*\*\*

4. A hard copy of the form can also be found on-line in Section 10 of the Area Policy and guidelines Manual. The address for the Group Records Co-ordinator can be found on the back of Open Lines.
5. The World Service Office will send the group ID number to the Group Records Co-ordinator who will in turn forward it to the new group along with the names, addresses, and phone numbers to the current Delegate, District representative, and the Area Treasurer.
6. The email address for the Group Records Co-ordinator is [grprec@hotmail.com](mailto:grprec@hotmail.com)

#### **10. Email Etiquette:**

With the ever increasing use of email as a means of communication within Ontario South, and an awareness that email addresses should be used responsibly, the following “Email Etiquette” is recommended to ensure members’ privacy, and effective use of this method of communicating.

1. AWSC members, who wish to send an email to all other AWSC members, can address the email to yourself and blind copy other recipients. This means that email addresses are not visible to recipients.
2. Start your email with a list of the members you have sent the email to, by service position name, by typing in the first line of the email.  
Example: Sent to Executive, Coordinators and DRs.  
This will also avoid duplication of email messages.
3. Minimize mass email messaging.
4. Be careful if you choose to use the ‘forward’ function. Delete all the email addresses that show in the body of the email. Consider, does the full email message need to be forwarded? Is there anything personal in it that would be inappropriate to forward? Did you read it all the way to the bottom?
5. Obtain permission from fellow AWSC members before sending them non-program related emails. The AWSC members contact list is provided to you in order to facilitate the sharing of Al-Anon business-related information in Ontario South.
6. Obtain permission from fellow AWSC members before providing their email address to anyone, even a member you know very well. For example, if someone is trying to contact them to speak or another service opportunity.

7. Entering 'AFG' in the subject line may be helpful if a work email address is being used, this allows the person to identify Al-Anon related email, and wait to open it on personal time, and not interfere with work.
8. The Area Secretary is willing to forward emails to AWSC members. If you choose this option, send the email directly to her and explain what you would like her to do with the message. Please do not abuse this service.