

## 2017 WORLD SERVICE CONFERENCE (WSC) MOTIONS

### MOTION #1 – ((BY CONSENSUS) – CARRIED

That the following persons be seated at the 2017 World Service Conference.

#### With voice, but no vote:

Niketa Bailey	Director of Finance	Non-AI-Anon Member
Arnold Hooykaas	International Representative—New Zealand	AI-Anon Member
Maria de Jesus Oliva Morales	International Representative—Mexico	AI-Anon Member
Kim Anderson	International Representative—UK & Eire	AI-Anon Member

#### With voice limited to Executive Committee for Real Property Management (ECRPM) business, but no vote:

Jeffrey Keeny	Chairperson, ECRPM	AI-Anon Member
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#### With voice limited to Finance Presentation Breakouts, but no vote:

Friday, April 28, 2017

Ken Pearl	Controller	Non-AI-Anon Member
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That the following World Service Office staff members be seated as part of their ongoing training at the 2017 World Service Conference as designated, **with no voice and no vote**:

All days

Scot Powers	Digital Strategy Manager	Non-AI-Anon Member
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Wednesday, April 26, 2017

Norman Arias	Language Services Coordinator (Spanish)	AI-Anon Member
Michele Ogonowski	Group Records Clerk I	Non-AI-Anon Member

Thursday, April 27, 2017

Sarah Cummings	Member Services Secretary (French)	AI-Anon Member
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### MOTION #2 – (89 yes, 0 no, 0 abstentions, 3 void) – CARRIED

To approve the 2016 Annual Report.

### MOTION #3 – (90 yes, 0 no, 0 abstentions, 2 void) – CARRIED

To approve the 2016 Audited Financial Report.

### MOTION #4 – (92 yes, 0 no, 0 abstentions, 0 void) – CARRIED

To approve the 2017 Finance Committee Report.

### MOTION #5 – (91 yes, 1 no, 0 abstentions, 0 void) – CARRIED

To amend the text on pages 131-165 in the "World Service Handbook" section of the *2014-2017 AI-Anon/Alateen Service Manual (P-24/27)* as follows:

(Strikethrough indicates deletion; bold and underlined indicates new text; moved text is only underlined)

## Introduction

This is your "World Service Handbook." It is for every member of our fellowship who has found the personal benefits and satisfaction that come from taking an active part in AI-Anon's growth. The opportunities to serve described here can take us far beyond the boundaries of the group and our personal problems. While our Ninth Tradition provides that AI-Anon, as such, shall

remain unorganized, it does suggest that an orderly structure and logical procedures will make it possible for Al-Anon to carry its message with maximum effectiveness.

This “World Service Handbook” explains how Al-Anon is held together worldwide, how it is structured, **and** how each member who is elected or appointed to a particular responsibility can best function in it.

Since our growth depends on how well we serve the fellowship, this book can be helpful as a guide. It gives the methods that have long been standard practice in service work worldwide. All these procedures have been drawn from trial-and-error experience and should be changed only when an Area Assembly is fully agreed that such changes will better adapt these guidelines to its needs.<sup>1</sup>

The suggestions offered here differ in some details from those in earlier versions of the “World Service Handbook.” This came about because of the more ~~comprehensive~~ **varied** experience with the procedures that many groups **and individuals** shared with the ~~committee~~ **those** entrusted with this revision.

## Suggested Procedures

While the procedures outlined in the “World Service Handbook” are suggestions, they have been found by Al-Anon/Alateen members who have followed them to be a simple and direct method of selecting Delegates for the Conference and for conducting Assembly and Conference affairs free of political friction.

Al-Anon experience suggests that we follow these procedures *before deciding on changes* and to make changes only when they clearly become necessary. Using the same structural plan makes it simple for all of us to understand each other’s Assembly procedures. In addition, such uniformity does much to lessen the Conference workload at our World Service Office. The help of *every* Assembly is needed in forming the best possible framework and to make our future secure. However, if by majority agreement an Assembly decides to alter one or more of these guidelines, the changes should be a matter of record so all members of the Area Assembly can clearly understand them.

## Terms Used in Al-Anon Service

*The term “Al-Anon” is always understood to include Alateen. To keep it simple, the pronoun “he” is used throughout.*

**Alternate An eligible member elected or appointed who can temporarily step in and/or complete the service term of a person unable to do so. Some examples of this service role are Alternate Group Representative, Alternate District Representative, and Alternate Delegate.**

**Area Coordinator** An Al-Anon/Alateen member, not necessarily a Group Representative (GR), appointed by the World Service Delegate or Assembly Chairman, or elected or appointed according to Area autonomy. The Coordinator usually serves for a three-year term and votes at the Area World Service Committee (**AWSC**) meetings, but not at the Assembly unless he is a GR. An Area Coordinator unifies one of the Al-Anon special services for an Area (such as Alateen, Archives, *The Forum*, Group Records, Newsletter Editor, Literature, Public Outreach [Public Information, Cooperating with the Professional Community, and Institutions]).

**Area World Service Committee (AWSC)** This Committee consists of the officers of the Assembly, District Representatives, Coordinators, and liaison members, who meet between Assemblies to discuss Area and district matters, plan the agenda for the Assembly, initiate projects, and make recommendations to the Assembly. All Committee members may vote at the meetings of the Area World Service Committee. **Assembly** A meeting of the Group Representatives (GRs) for the purpose of electing a Delegate to the annual World Service Conference, an Alternate Delegate, and Assembly officers. The Assembly also meets between

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<sup>1</sup> ~~\*If and when the Area Assembly is agreed on alterations in the procedures recommended, it is vital that all groups in the Area be informed of the changes and why they were necessary.~~

elections to receive and distribute reports on Area and world service affairs. It reviews and approves interim reports of the Area World Service Committee. If a District Representative has not been previously elected by the GRs of a district, his election may take place at the Assembly. (See "Caucus.")

**Assembly Area** A state, province, or territory represented at our World Service Conference by a Delegate. Some states and provinces that are populous have been divided into two Areas, each with its own Delegate. (See "Conference Structure" section.)

**Assembly Center** The city where the Assembly meets.

**Caucus** A meeting at the Assembly of GRs from a given district, convened for the purpose of electing a District Representative if none has been elected in his home district prior to the Assembly.

**Director of Business Services Finance** An individual (not a member of Al-Anon) who is responsible for all financial aspects of the World Service Office (WSO) and with direct oversight of Business Services.

**Districts** Convenient segments into which an Area is divided by the Area World Service Committee, with the approval of the Assembly.

**District Meeting** A meeting of GRs held as necessary in a central location within a district to elect a District Representative, to hear his reports, and to discuss district matters.

**District Representative (DR)** An incoming, outgoing, or active past GR who is elected by the other GRs in his district either in his home district or at an Assembly. He assists the Delegate in passing on information about World Service Office activities and Conference decisions to the GRs in his district. He is a member of the Area World Service Committee.

**Evolving National Structures** A network of Al-Anon groups (outside the World Service Conference Structure) in the process of developing a service structure.

**Executive Director** Chief Executive Officer of Al-Anon Family Group Headquarters, Inc., (an Al-Anon member) who has oversight responsibility for all functions of the World Service Office.

**General Service Office (GSO)** A service structure of one or more nations outside the World Service Conference Structure with a Board of Trustees and other elected Al-Anon members responsible for Al-Anon service-related activities in their respective structure.

**Group Representative (GR)** A member, preferably with a basic understanding of the Al-Anon program, who is elected, subject to the dual-member policy on Service Participation by Members of Al-Anon Family Groups Who Are also Members of Alcoholics Anonymous, in the Digest of Al-Anon and Alateen Polices section of the Service Manual for a three-year term by his group (Al-Anon or Alateen). He attends Assembly and district meetings and acts as a contact between the group and the DR, and between the group and the Area World Service Committee **Assembly.**

**Liaison Member** A member appointed or elected by the local Al-Anon Information Service (Intergroup), which serves one or more districts. He provides a link between this service and the Area World Service Committee and encourages the exchange of information between the two. He usually serves for three years. He votes at the Area World Service Committee meetings, but not at the Assembly unless he is a GR.

**Panel** A panel consists of one-third of the Delegates attending the World Service Conference. A panel is elected every year for a three-year term. The elections of the three panels are staggered so that a Conference always includes one panel of Delegates with two years' experience. A non-panel Area is one that has not yet joined the Conference.

**Region** A geographical grouping of Areas. There are nine Regions in the World Service Conference Structure; six in the U.S. and three in Canada.

**Volunteer Selected Committees** Consist of Al-Anon members with a broad understanding of our program who concentrate on one of the elements of our fellowship, such as Alateen or literature. (See "World Service Office, How It Is Structured" section and Concept Eleven.)

**World Services** Services rendered to groups all over the world by our World Service Office (WSO), also known as Al-Anon Family Group Headquarters, Inc., and by General Service Offices (GSOs) outside the World Service Conference Structure. These services are channeled through the Area World Service Committees and the General Service Committees in other

countries. To keep communication open between the WSO and GSOs, an International AI-Anon General Services Meeting (IAGSM) has become part of our structure.

**World Service Office Administrative Staff** Paid employees of the World Service Office who coordinate activities and projects for the service functions of the department to which they are assigned. The Directors (with the exception of the Director of ~~Business Services~~ **Finance**) and Associate Directors must be AI-Anon members and are voting members of the World Service Conference.

**World Service Conference (WSC)** AI-Anon's annual business meeting, attended by all World Service Delegates from the World Service Conference Structure ~~United States, Canada, their territorial areas, Bermuda, and Puerto Rico~~; representatives from other countries; members of the Board of Trustees and Executive Committee; and the WSO administrative staff and other office personnel. The Conference provides guidance to the WSO in service matters brought to its attention.

**World Service Conference Structure** **A service structure composed of state, provincial and territorial areas of the United States and Canada with a Board of Trustees and other elected AI-Anon members responsible for AI-Anon service-related activities.**

**World Service Delegate** A District Representative who has been elected World Service Delegate for a three-year term by the GRs at an Assembly. The World Service Delegate shares Area experience at three annual Conferences, which serve AI-Anon worldwide. He brings the views and the spirit of worldwide AI-Anon back to his Area.

**World Service Delegate's Alternate** A DR elected to work closely with the World Service Delegate, to participate in Area world service activities, and to replace the Delegate if the latter cannot fulfill his three-year term.

## **Links of Service**

The AI-Anon fellowship is represented annually at a World Service Conference (WSC). It is attended by one elected Delegate from each Assembly Area, the Board of Trustees, the Executive Committee, ~~volunteer Chairmen~~, and the voting members of the World Service Office administrative staff. Representatives from non-panel Areas (those not yet electing a Delegate) and countries other than the United States and Canada may attend with voice but no vote.

The Group Representative (GR) is the first link in the chain that leads to the World Service Conference. Each GR is chosen by members of the group and may serve as GR in no more than one group at a time.

The District Representative (DR) is the next link. The Area is divided into districts, each with one DR, who is chosen by the GRs in his district to serve on the Area World Service Committee.

If a GR becomes a DR, he fulfills both functions unless the Area Assembly chooses to have its groups elect new GRs to replace those who have taken on the duties of DR.

If the DR does not continue to be his group's representative, he relinquishes his vote at the Assembly to his GR replacement. This follows the long-standing principle of one vote per group, which was reaffirmed by the 1975 World Service Conference and applies as well to officers of the Area World Service Committee. They retain their vote at the Assembly only if they have been re-elected GR.

The Delegate and new Assembly officers are elected by the GRs at an election Assembly, held prior to December 31 at a convenient location in the Area every three years. The Assembly is attended by all GRs in addition to members of the Area World Service Committee. AI-Anon members are encouraged to attend their Area Assemblies.

In Areas where terms of office begin on January 1, only the outgoing GRs vote for an incoming Delegate and officers—from among the outgoing DRs ~~only~~ **and others eligible according to Area autonomy**. Under this procedure, the new GRs do not vote for the Delegate and officers with whom they will be working for the next three years.

However, an Assembly may prefer to have the incoming GRs elect the Delegate and officers. Under this method both the incoming and outgoing DRs are eligible to stand for office, provided they have previously served at the Area level.

Before the important decision is made as to whether the incoming or outgoing GR has the vote, all the elements of its particular situation should be carefully weighed by the Assembly. Once the Delegate has been elected, he is no longer either a DR or a GR, so his group would elect a new GR, and his district would elect a new DR. The Delegate votes at Area World Service Committee meetings but not at the Assembly.

## Duties of Assembly Members

### Group Representative (GR)

A GR is a vital link in the continuing function, growth, and unity of world AI-Anon. He is a member elected by his group for a three-year term. He attends Assemblies, maintains contact between the group and the district and between the group and the Area World Service Committee. He should also make himself thoroughly familiar with the *AI-Anon/Alateen Service Manual* ("World Service Handbook," "AI-Anon and Alateen Groups at Work," "AI-Anon's Twelve Concepts of Service," and the "Digest of AI-Anon and Alateen Policies").

GRs should be members with experience, stability, and an understanding of the Traditions and how they work, as applied in the "Digest of AI-Anon and Alateen Policies." It can be a challenging job. Ample time is needed for GRs to perform their many duties.

If a group also has an Alternate GR, the following duties may be shared:

- **Mailing Address at the WSO The GR and the Group** The GR should be allowed regular time at group meetings to convey information concerning AI-Anon in his District, Area, and World Service affairs. The GR has the responsibility of seeing that mail correspondence from the World Service Office is reaching his group. If mail correspondence is not being brought to meetings by the person who is listed as the Current Mailing Address (CMA), the GR consults first with the CMA and, if a change is warranted, contacts the District Representative and the WSO to provide an up-to-date CMA (possibly his own), a telephone listing, and other pertinent group information. If the group has a PO Box, or if for any other reason the GR is not the group's CMA, all mail correspondence should be referred to him. Although he does not replace the group Secretary, he can explain communications in light of his understanding of the world AI-Anon picture.
- **The GR and World Service** Through the contacts he makes with other GRs and the Area World Service Committee members at Assembly, the GR can gain knowledge of AI-Anon world service and the purpose and work of the Conference. This will enable him to explain these to the group. ~~The GR should be allowed regular time at group meetings to convey information concerning AI-Anon world service affairs.~~
- **The GR and District Meetings** The GR is expected to attend all meetings of his district. The GR or the Alternate GR, in the GR's absence, votes at the District meeting. Each group has one vote. Communicating at district meetings, the GR can bring his group's viewpoint on any situation or problem concerning AI-Anon to the attention of the DR. In turn, he informs his group of the outcome of the meetings.
- **The GR and the Area Assembly** In addition to attending the election Assembly, the GR is expected to attend all scheduled Assemblies (and any interim Assembly the Chairman or Delegate considers necessary) and to report back to the group. The GR or Alternate GR, in the GR's absence, votes at the Assembly. Each group has one vote.
- **The GR and The Forum** The GR is also *The Forum* representative. He encourages the group to subscribe for at least one copy, acquaints members with its value, and urges them to subscribe. He also suggests stories of interest be sent to *The Forum* at the WSO.
- ~~**The GR as Pipeline** Communicating at district meetings, the GR can bring his group's viewpoint on any situation or problem concerning AI-Anon to the attention of the DR. In turn, he informs his group of the outcome of the meetings.~~
- **The GR and Public Outreach (Public Information, Cooperating with the Professional Community, and Institutions)** Local public outreach activities in the immediate community may be spearheaded by the GR, who may recommend forming a committee within the district, using material available from our WSO. If there is an Information Service, public outreach work affecting all the groups within its area of activity may be its responsibility. Liaison and cooperation should be maintained between the Information Service, the districts, and the Area

Public Outreach (Public Information, Cooperating with the Professional Community, and Institutions) Coordinators.<sup>2\*</sup>

• **The GR and The World Service Delegate's Report** If the DR or the Delegate cannot personally give the Conference report to the group, the GR may do so and explain the functions and purpose of the Area Assembly and the Conference. **The GR encourages group discussion of these matters and relays group concerns to the Delegate.**

• **Finances The GR and Appeal Letters to individual members** The GR should be mindful of Al-Anon and Alateen's **principle of self-support** traditional insistence on being self-supporting. He makes sure the appeal letters **to individual members** for support of the WSO, sent four times a year (February, May, August, and November), are read to the group. He may personally present to his group the appeal **letters** sent by the Area Treasurer for support of the Assembly and **provide to** give the group Treasurer the name and address of the Area Treasurer, **if necessary.**

• **The GR and Conference Approved Literature (CAL)** The GR, recognizing the importance of CAL, makes sure that the pamphlet *Why Conference Approved Literature?* (P-35) is always available at the meeting. He encourages use of a variety of CAL for meeting topics.

### **District Representative (DR)**

The DR is elected from among the incoming, outgoing, or active past GRs in his home district prior to the assembly or by caucus at the Assembly. Each DR represents one district within the Area. He helps the groups in his district understand their relationship and responsibility to the worldwide fellowship.

The duties of the DR are:

- To call and chair district meetings at regular intervals.
- To help the Delegate in every way possible in disseminating Conference information and reports.
- To keep in touch with the GRs of his district to learn the views of the groups and their problems, which, in turn, he may report to the Area World Service Committee or the Delegate.
- To visit all the groups in his district, particularly new groups, to make sure they are getting necessary information and help.
  - To help the groups understand and apply the Traditions, which guide us in our fellowship activities.
  - **To encourage members to become involved in service.**
- **To coordinate program-related service events and public outreach projects for the district.**
  - To prepare and update a mailing **contact** list of the GRs in his district for the Area World Service Committee.
  - To urge every group to complete and promptly return the group data sheets sent out annually by the World Service Office.
  - To check the group's Current Mailing Address (CMA) with each GR in the district to determine if it is correct.
  - To make sure mail **correspondence** from the WSO is reaching the groups and being shared with the members.
  - To attend Area World Service Committee meetings and **Area Assemblies** and report to the Area World Service Committee on activities within his district.
  - To notify the Area **Group Records Coordinator** World Service Committee of **group changes, new groups or disbanded** groups that have disbanded.
- **To communicate with the local Al-Anon Information Service (AIS/Intergroup/LDC).**
- **To help groups understand Al-Anon is a worldwide fellowship and help them understand the structure of their Assembly and WSO.**
- **To get to know the Alateen Group Sponsors in the district and encourage the Alateen groups to send GRs to district meetings.**
- **To fulfill any duties as stated in the Area Alateen Behavioral and Safety Requirements**
- **To refer to resources available on the members' website (al-anon.org/members) including Area Highlights and various service guidelines.**

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\*[When the World Service Office structure changed in 2002, some Areas chose a combination of these Coordinators and named them Public Outreach.]

## Temporary Chairman

This office is necessary only in an Area preparing for its first Assembly. The temporary Chairman immediately notifies the WSO of his election. He sees that the time and place for a pre-Assembly meeting are chosen and that all groups in the Assembly center are invited to help with the planning. He chairs this meeting, where all preparations for the election Assembly are made, including notifying all groups in the Area. He serves as Chairman of the Assembly until a full-term Chairman is elected; the latter then takes over the balance of the meeting.

## Chairman

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

### Duties of the Chairman are:

- ~~The Chairman~~ **To** conduct all Assemblies and Area World Service Committee meetings during his three-year term of office.
- ~~He asks~~ **To** ask the Secretary to send out notices of all meetings to the Delegate, the Alternate, Area officers, and all voting members.
- ~~If any officer other than the Delegate resigns before the end of his term,~~ **To appoint another DR to fill the office temporarily** if any officer other than the Delegate resigns before the end of his term. As soon as convenient, an Assembly should be called to elect a successor for the unexpired term. If the Chairman resigns, the Area World Service Committee names a Chairman pro tem or the Delegate may serve as Chairman until an election can be held.
- ~~The Chairman, after consulting with the Delegate,~~ **To** call an Assembly, **after consulting with the Delegate,** soon after the Delegate's return from the Conference to hear the report of WSC proceedings and decisions. He may also call an Assembly at other times deemed necessary by the Delegate or the Area World Service Committee.
- ~~He calls~~ **To call** meetings of the Area World Service Committee, preferably at regular intervals, to discuss Area matters.
- ~~Before the end of the Delegate's three year term of office and allowing ample time for a new Delegate to take office by the first of January,~~ the Chairman **To** calls the Assembly for the election of a Delegate and other officers **before the end of the Delegate's three-year term of office, allowing ample time for a new Delegate to take office by the first of January.**

## Secretary

### Duties of the Secretary are:

- ~~The Secretary or Group Records Coordinator~~ ~~compiles a complete mailing list of all GRs, DRs, officers and Coordinators and keeps it up to date.~~ **To work with the Group Records Coordinator, according to the Area's procedure to maintain current contact information of all GRs, DRs, officers, and Coordinators.**
- ~~He sends~~ **To send** out all notices of Assembly and Area World Service Committee meetings.
- ~~He~~ **To** attend to all regular secretarial work and takes minutes of all meetings. These should be sent to the Area World Service Committee members soon after the meeting and be recorded in a permanent minutes book to be passed along to his successor.
- **To send out the minutes to the Area World Service Committee members soon after the meeting and maintain a permanent copy to be passed along to his successor and possibly a copy to the Area archives.**
- ~~At election Assemblies, he~~ **To** calls the roll of all voting members **at Assemblies** and lists on the board candidates for office.
- **To display the list of candidates for office at election Assemblies.**
- **To ensure that the names and addresses of the Area World Service Committee members** are sent to the Associate Director of Member Services Conference at the WSO the names and addresses of the Area World Service Committee members.

## Treasurer

### Duties of the Treasurer are:

- ~~The Treasurer~~ **To** handles all Assembly collections and funds.

- ~~At least once a year he~~ **To** prepares a special appeal letter to be sent **at least once a year** to all groups asking them to contribute to the Area treasury to cover Assembly expenses, including contributions to the Delegates' ~~e~~**Equalized e**Expense.
- He **To** forwards to the WSO, before January 1, the Delegates' ~~e~~**Equalized e**Expense amount.
- He **To** issues receipts to ~~GRs~~ for any contributions **received** they make on behalf of their groups for the Assembly.
- He **To** pays all bills for **approved** expenditures ~~approved by the Area World Service Committee~~. It is a sound business practice to have four members authorized to sign checks; of these, two signatures should be required on every check.
- He **To** makes quarterly written financial reports to the Area World Service Committee and periodic reports to the Assembly.

### **World Service Delegate**

The Delegate is a channel through which information flows. The **group** conscience of Al-Anon can work effectively only if it is informed. Much depends on the Delegate being thoroughly familiar with the Service Manual throughout his term of service.

### **In general**

#### **The duties of the World Service Delegate are:**

- He **To** brings to the Conference the **viewpoint** of his Area's **viewpoint** on matters affecting the entire fellowship to the Conference and ~~returns to his Area~~ **to return** with a broader perspective of Al-Anon worldwide.
- He is **To be** the bridge of understanding that links the groups in his **the** Area with world Al-Anon to help them continue to function in unity.
- He is **To be** the servant of Al-Anon as a whole.

#### **At the World Service Conference**

- The Delegate **To** attends all sessions of the Conference **in order** so that he may **to** consider carefully the issues brought up, **to cast an informed**-vote intelligently on them, and thus help to guide the **Board of** Trustees in making their decisions.
- He tries to get **To acquire** a clear and comprehensive picture of our world**wide** fellowship to bring back to his home the groups **in the Area**.
- ~~In order to broaden the scope of certain selected committees at the WSO, Delegates are appointed to them as members in the field. They are kept informed of interim committee meetings at the WSO. They can only attend special meetings of these committees at the Conference. They may later be consulted, by correspondence, on any related matter~~ **To attend and participate in meetings of a selected committee, Thought Force, or Task Force in order to broaden the scope of participation. Delegates meet and participate by conference call and/or email throughout the year and attend face-to-face meetings at Conference.**
- He **To** brings issues of concern to him and **the Area** to the attention of the Conference either through the Conference ~~Committee~~ **Leadership Team** or directly from the floor in **an** open Conference session.
- He **To** learns facts and figures; **and**, even more importantly, he ~~to~~ gains a vision of **this** great movement in action.
- He **To** learns what our World Service Office has meant to Al-Anon in the past and what it, with the guidance of the Conference, will mean to the future welfare of the fellowship.

#### **In The His Area**

- ~~The Delegate~~ **To** gives his Conference report to the Area World Service Committee and GRs to carry back to their groups. As often as possible, he makes his report in person at group or district meetings; nothing is more impressive than an eyewitness account.
- He **To** meets with the Area World Service Committee often to learn and evaluate the groups' reaction to his report and to hear their ideas on other pertinent matters. He can thus be better prepared to present his **the** Area's views at the next Conference.
- **To get and report a cross section of groups' ideas and opinions through the DRs and GRs**, if between Conferences the WSO needs overall group opinion on some urgent matter ~~the Delegate can get a cross section of his groups' ideas through his DRs and GFs and report his~~



findings. Thus, through the guidance of the Delegates, it becomes possible for the WSO to take any necessary action during the year.

- He may **To** serve as a contact for public inquiries within his Area if the Coordinator is unavailable.
- The Delegate **To** sends to the Associate Director of Member Services Conference items to be considered for the Conference agenda **to the WSO**.
- The Delegate **To** submits to the WSO no later than August 15 of the regional election year, either the Regional Trustee (RT) resume or notification that the Area does not have a candidate.

### **World Service Delegate's Alternate**

The Alternate Delegate works along with the Delegate as much as possible in communicating with the groups. He acquaints himself with all the Delegate's duties, so that if the Delegate is unable to finish his three-year term, the Alternate can step in to complete it.

If the Alternate must complete the term, a temporary Alternate is at once appointed by the Chairman from among the DRs to act until a special Assembly can be called to elect a new Alternate.

Many Areas have assigned or appointed the Alternate Delegate to serve, **for example**, as one or more of the following:

- Alternate Area Chairman
- **Area Alateen Process Person**
- Area Newsletter Editor
- **Assistant to** Area committees
- Chairman of Area Budget Committee
- Chairman of Area convention planning committee
- Forum Coordinator
- Group Records Coordinator

The Alternate Delegate can also provide valuable service to the Area by:

- Visiting Area groups and districts
- Developing Alateen groups, encouraging Al-Anon members to sponsor them, and setting up Alateen workshops
- Other responsibilities as assigned by the Area

## **Elections**

### **At the Group Level**

#### **Election of a Group Representative (GR) and an Alternate**

The GR is elected by his group ~~for a three-year term~~ by any election procedure it chooses. **The term of office for a Group Representative is recommended to be three years. Service is a vital part of recovery and it benefits both the Group Representative and the group if a full three-year term is served.**

*[new paragraph]* An Al-Anon/Alateen member who is also a member of A.A. is not eligible to serve as GR.

*[new paragraph]* Since the newly elected GR may be attending the election Assembly, the group's elections should precede the date of the Assembly. To emphasize the need for selecting informed GRs, a special election meeting may be called by the group, with time devoted to **consider** the role of the GR in our service structure and his work in the district and Area. A group may re-elect its GR for another term.

Since a GR may be unable to attend all district and Area meetings, an Alternate GR is needed and is elected at the same time. The Alternate may be runner-up in the elections. The Alternate GR's duties may include serving as the group's public outreach contact, newsletter reporter, and official greeter of newcomers and visitors.

If the GR resigns or proves to be inactive, the Alternate completes the term and may then be elected for a three-year term of his own. Another Alternate may then be elected.

~~No one~~ **An Al-Anon/Alateen member** who is also an A.A. **a member of A.A. is not eligible to** may serve as Alternate GR. An Al-Anon/Alateen member who is also a member of A.A. is not eligible to serve as Alternate GR.

In a city where there is an Al-Anon Information Service (Intergroup), the Alternate GR may serve as the Information Service Representative (ISR). The GR generally serves as the Alternate Information Service Representative (AISR).

### **When the GR Has Been Elected**

He immediately sends his name and address to the Area Secretary or Group Records Coordinator, so he can be informed of the time and place of the next Assembly. In a new Area the GR informs the temporary Chairman.

~~The GR attends the Assembly, bringing this "World Service Handbook."~~

He **becomes** makes himself thoroughly familiar with his duties. (See "Duties of Assembly Members" section.)

### **At the District Level**

#### **Election of a District Representative (DR) and Alternate**

**The district is the first link from the groups to the Area, the WSC and the WSO, connecting the groups in unity and for mutual aid.**

The election of the DR and Alternate DR from among the incoming, outgoing, or active past GRs (see next paragraph), none of whom are members of A.A., takes place in the fall of the year after the election of GRs and before election of Area officers. This is often done at a district meeting, unless geographical distances make this impractical. In the latter case, the DR is elected by a caucus of GRs at the Assembly. This term of office is three years, coinciding with those of Area officers and Delegate. Each district may choose its own method of electing,

**including who is eligible to vote.**

The DR who is completing his term calls the district election meeting and notifies each group of the meeting, inviting the incoming, outgoing, and active past GRs and others who wish to attend.

If the DR resigns, proves to be inactive in his district, or for any reason is unable to serve, the Alternate DR completes the term. If the GRs of a district are not aware of the DR's failure to attend Area World Service Committee meetings, the Area World Service Committee may request a replacement.

In a city where there is an Al-Anon Information Service (Intergroup), the Alternate DR may be a member of its service board. The DR generally serves as the Alternate Information Service board member.

Other duties of the Alternate DR may include serving as Treasurer or Secretary of the district, as public outreach contact from the district to the Area, or as chairman of meetings on the service structure, Traditions, and Concepts.

### **When the DR Has Been Elected**

He notifies the Area Secretary or Group Records Coordinator of his election and that of his Alternate. He acquaints himself thoroughly with the duties of a DR. (See "Duties of Assembly Members" section.)

### **At the Assembly Level**

#### **The Election Assembly**

This is held once every three years before the end of December. The Area World Service Committee may also schedule interim Assemblies, which are called by the Chairman at such other times as it is deemed necessary. One such Assembly could be held to hear the Delegate's post-Conference report. Some Delegates prefer to give their reports at combined district meetings arranged by two or more DRs.

**Preparing for Election Assemblies.** Before the Assembly is to convene, the Chairman (or temporary Chairman) prepares for the meeting as follows:

- GRs follow their Area's registration process.
- A map of the Area, with district boundaries indicated, is provided.
- Preparations are made and necessary supplies are available for closed balloting.
- A means of tallying and displaying the voting results is available.
- All GRs have this "World Service Handbook" to guide them in the election procedure.
- Al-Anon members who are not GRs may be invited to assist in the election process.

#### **Election Assembly Procedure**

If and when the Area Assembly is agreed on alterations in the procedures recommended, it is vital that all groups in the Area be informed of the changes and why they were necessary.

### **At the Assembly: Preparation**

The Chairman (see "Duties of Assembly Members" section):

1. Calls the meeting to order. (If this is the Area's first Assembly, the temporary Chairman conducts the meeting, but only until a three-year Chairman is elected.)
2. Asks for a moment of silence followed by the Serenity Prayer.
3. Reviews the procedure in this "World Service Handbook" or any other preferred method for the election of the District Representative, the Delegate, and an Alternate. It is important that everyone also understands the method agreed upon for the election of Area officers.
4. Asks for a vote of acceptance of the proposed method of election. Years of experience have shown the method described in this "World Service Handbook" to be fair and trouble-free. If another method is considered, it should be clearly understood and agreed upon by a two-thirds vote of the Assembly. In keeping with the principle of one vote per group, the Chairman has a vote only if he is still a GR.

### **Elections**

#### **Election of District Representative (DR)**

In many Areas, it is practical to elect DRs in their home districts prior to the election Assembly. Where this is not possible, the election takes place at the Assembly. (**See Elections at the District Level**)

The Chairman: *[changed to not bold]*

- 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.
- Asks the GRs from each district that has not yet elected a DR to gather in groups to caucus. If the caucus is small, only informal discussion and agreement may be needed. Otherwise, written ballots should be cast and the same procedure followed as for electing Area officers. A DR may repeat his term, provided that the GRs in his district re-elect him.

#### **Election of World Service Delegate\***

The Chairman asks the **voting** GRs ~~who have the right to vote~~ to elect a Delegate who is not also a member of A.A.\* A Delegate may not succeed himself, but may be re-elected after an interim three-year term provided he has remained active in service at the Area level. (**See note #7 under "General Information for Assemblies" later in this Handbook.**) Each group has one vote.

*[Footnotes that will be added in appropriate places]*

[\*At the 1977 World Service Conference, it was voted that our **P**olicy is clearly defined, that Al-Anon/~~Alateens~~ **members who are members of A.A.** ~~holding dual membership~~ are not eligible for the office of Group Representative; therefore, the [Admissions/Handbook Committee of the Conference\*\*] **Conference Leadership Team** would refuse admission of a Delegate who **is also a member of** ~~holds dual membership in Al-Anon/Alateen and A.A.]~~

[\*\*This Committee is no longer used in World Service Conference (WSC) Structure; however, the Committee may be functioning in worldwide General Service Offices or evolving structures that look to the WSC for guidance.]

1. The Chairman asks each DR and others eligible, ~~if any~~ **according to Area autonomy**, whether he is prepared to serve as Delegate for three years. If so, he becomes a candidate.
- 2. As suggested in Warranty Three, the voting process should be followed even if there is only one candidate.**
- ~~2.~~**3.** Names of all candidates for the ~~post~~ **position** of Delegate are **displayed** ~~listed~~ on the board by the ~~Secretary.~~
- ~~3.~~ The Secretary calls the roll of voting members.
- ~~4.~~ Paper and pencils are distributed for written ballots.

~~5. Non-voting members are selected to serve as tellers, collectors of ballots, and to record and tally votes on the board.~~

~~6. Written ballots are cast, collected, and given to the tellers to count.~~

~~7. **4.** Votes will be **are cast. Candidates leave the room while votes are** written on the board alongside the names of the candidates **tallied and displayed.**~~

~~8. **5. In the spirit of substantial unanimity, t**he first candidate to receive a two-thirds vote is elected.~~

~~9. **6.** If no one has the required two-thirds vote after several ballots have been taken and if two candidates each have 40 percent or more of the total vote, the Chairman may suggest that the two candidates **with the largest percentage of votes remain on the ballot** stay and the others withdraw.~~

~~10. **7.** Whether or not any names are withdrawn, another ballot is taken.~~

~~11. **8.** If still no election occurs, the Chairman asks for a motion to close the balloting and that the choice be made by lot between the two **with the highest number of votes** candidates. The first one drawn becomes the Delegate. ~~Instead of this~~ **Alternatively, many some** Assemblies prefer to have a final ballot taken. ~~Then~~ **in which case** the candidate with the most votes becomes the Delegate.~~

### **Election of Alternate Delegate**

The Chairman then calls for the election of a World Service Delegate's Alternate who is not also a member of A.A., following the same procedure as for Delegate.

In case the Delegate cannot complete his three-year term, the Alternate automatically becomes the Delegate for the balance of the Delegate's term. Another Alternate should be elected as soon as possible from among the DRs and officers. Since a Delegate should **always have never** be long without the assistance of an Alternate, the Delegate who has taken over may ask the Chairman to appoint an interim Alternate until a special meeting of the Assembly can be called. ~~When a DR becomes Delegate, he is no longer a DR and his district elects a new DR. He has a vote at the Area World Service Committee but not at the Assembly, as this would mean more than one vote per group.~~

### **Election of Officers**

The Chairman then calls for the election of Assembly officers, usually the Chairman, Secretary, and Treasurer, from among DRs **and others according to Area autonomy**. Each officer serves for a three-year term. **Names of candidates are announced and a vote is taken following the same procedure as for Delegate.** ~~He asks tellers to pass ballots to all GRs and to place all DRs' names on the board.~~

~~Some Areas may elect the outgoing Delegate as Chairman of the Assembly. Where this occurs, he does not vote. Other Areas use the **Past Delegate's** Conference experience by electing or appointing him **them** ~~and to~~ Area Coordinator **or other Area service positions** of a special service (e.g., Alateen, Archives, The Forum, Literature, Public Outreach [Public Information, Cooperating with the Professional Community, and Institutions]) [moved from 'General Information for Assemblies']~~

~~1. GRs vote for a Chairman by written ballot. In addition to the DRs, the outgoing Delegate may be included on the slate for this office. If the Delegate is elected Chairman, he has no vote at the Assembly.~~

~~2. Tellers count ballots and check the names on the board.~~

~~3. Balloting continues until one name receives a majority of the votes. This elects the new Chairman.~~

~~4. A Secretary and a Treasurer are elected from among the DRs by the same method.~~

~~5. Assembly officers, including the Alternate Delegate, may continue to serve as DRs. **When a DR becomes Delegate, he resigns as DR and his district elects a new DR.**~~

~~6. If a vacancy occurs among the Assembly officers between meetings or an officer is unable to attend meetings, another DR may be appointed by the Chairman to replace the officer until another can be elected. The Assembly Area should never be long without a full quota of officers.~~

### **Post-Election Activities**

The Chairman directs the Secretary **or other designated AWSC member** to send a report of the election Assembly to the Associate Director of Member Services—Conference at the WSO

with a duplicate to the newly elected Secretary, giving names and addresses contact information of the Delegate, the Alternate, officers, DRs, and Area Coordinators.

### **District Meetings**

Various types of meetings may be held within a district to unite and inform local groups: meetings to hear reports about the activities and business of the Area progress reports of the Area World Service Committee, sharing sessions for discussion of group and district matters, round-robins or program related social events evenings. At regular intervals, meetings scheduled and chaired by the DR are held to talk over for such matters as:

- **Discussing** ~~the~~ the need for local service committees such as Alateen, Public Outreach (Public Information, Cooperating with the Professional Community, and Institutions), a telephone answering service, or an Information Service. (~~Attention should be called~~ Refer to the respective Guidelines available from WSO.)
- Ways to familiarizeing groups, Information Services, and local service committees in the vicinity district with the wide variety of Conference Approved Literature (CAL) available for friends and families of alcoholics, with emphasis on specialized items available for teenagers, parents, men, and public outreach.
- Sharing with the fellowship worldwide by submitting articles or photographs items of general interest to The Forum.
  - Encouraging members to subscribe to The Forum, either singly or through bulk group orders. (When a group pays for multiple subscriptions, a small profit realized on the sale of single copies at meetings.)
  - **Communicating** ~~the~~ the value of "Inside Al-Anon" found in The Forum as a sharing vehicle from the WSO to the groups.
  - Raising money to support a telephone answering service, web site or other means of outreach to members and potential members or to expand an existing one services.
  - Means of stimulating contributions from the groups in the district to Al-Anon's World Service Office. (Our WSO informs the Delegate of all contributions from the groups in his Area; this information can be relayed by each DR so that GRs will know whether their groups have contributed.)
    - Ensuring that all groups are aware of how to make contributions to the district, AIS, Area and WSO

• Encouraging Means ways of stimulating contributions from the groups in the district to Al-Anon's World Service Office. (Our WSO informs the Delegate of all contributions from the groups in his Area; this information can be relayed by each DR so that GRs will know whether their groups have contributed.) (moved from above)

• **Discussing how to deal with p**Problems that arise when Al-Anon Traditions are disregarded or other concerns that groups and committees have presented for consideration.

• **Planning** ~~workshops on~~ workshops on Alateen, Public Outreach (Public Information, Cooperating with the Professional Community, and Institutions), Literature, or any other Al-Anon service topics of interest to the groups. Collections at district meetings are a practical way to raise money

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

The primary function of the Area World Service Committee (AWSC) is to plan for the general improvement of both the Assembly and the groups. Voting members of this committee are usually the officers of the Assembly, the DRs, Coordinators of services (such as Alateen, Archives, Public Outreach [Public Information, Cooperating with the Professional Community, and Institutions], Literature, Group Records, Forum, or Newsletter), and liaison members from any Information Services (Intergroups). The Chairman of Al-Anon/ Alateen activities at an A.A. area convention or Chairman of Area Al-Anon and Alateen conventions should also participate in Area World Service Committee AWSC meetings.

These meetings, called and chaired by the Area Chairman, may be held at stated intervals to hear and discuss the Delegate's report, to consider Area matters, to suggest items of interest for the Area newsletter, all with the purpose of informing and unifying the groups in the Area. To equalize travel expenses, successive meetings may be held in various localities within the Area.

Throughout the year, the ~~AWSC Area World Service Committee~~ is responsible for submitting questions that cannot be resolved at the district or Assembly level to the WSO. It also plans the Assembly agendas, prepares the Area budget, and studies the need for alternatives to these “World Service Handbook” suggestions and presents its findings to the Area Assembly.

When advisable, the ~~AWSC Area World Service Committee~~ suggests revisions of boundaries of existing districts to be approved at the Area Assembly.

When Al-Anon and Alateen groups are to participate in an A.A. or Al-Anon convention, a separate convention planning committee may be formed, using the talents of the membership as a whole. To assure liaison with the convention planning committee, a convention Chairman may be appointed or elected by the ~~AWSC Area World Service Committee~~. He is responsible to the Area and submits reports to the Area Chairman.

All Al-Anon/~~Alateen~~ members, except those who are also members of A.A., are eligible to serve as an Area Coordinator. (Guidelines for Area Coordinators are available from the WSO or on the WSO Members’ Web site.)

**Interim Assemblies** The purpose of the ~~interim~~ Assembly is to assure adequate interchange of information and ideas about service activities, not only in the immediate Area, but where worldwide Al-Anon is concerned. (A typical election Assembly was previously outlined in this “World Service Handbook”).

Topics the agenda might include are:

- Approval of Assembly minutes
- Chairman’s report on Area World Service Committee since previous Assembly
- Delegate’s report on Conference and/or recent communications from WSO
- Secretary’s report
- Treasurer’s report
- Voting on issues of concern to the Area brought by the AWSC
- District reports from DRs on progress and problems
- GR time for ideas, opinions, and questions
- Application of the Twelve Traditions of Al-Anon
- Interpretation of the Twelve Concepts of Service
- Workshops—intensive **and group** discussions in small groups
- ~~Town-hall meeting led by panel with all GRs participating~~ **Panel or open mic discussions**
- ~~Films and videos~~ (for a list of current available films **videos** contact the WSO)
- Report on Area newsletter
- Reports from Coordinators of special services: Alateen, Archives, Public Outreach (Public Information, Cooperating with the Professional Community, and Institutions), The Forum, Literature, Group Records
- Reports from any other committees, such as Al-Anon Information Service (Intergroup), convention
- Brief information session on WSO service—conducted by the Delegate

## **General Information for Assemblies**

**(Refer to other sections of the Handbook for more complete descriptions of Job Duties, Responsibilities, etc.)** *[for ease of reading, numbers were removed and items were changed to reflect the new order and grouping]*

### **Assembly Structure, Elections, Etc. :**

- Assemblies are usually held at regularly scheduled intervals. The Area Al-Anon and Alateen groups are notified of each Assembly by the Chairman through the Secretary, the Area newsletter, or by any other effective method.
- A full **Area** Assembly is comprised of the Delegate, **Area** officers **and Coordinators**, DRs, and GRs. **Some Areas include or invite other members to attend their Assemblies.**
- In order to draw on experience gained in service, an Area may choose to permit anyone who has served a three-year term as DR, has remained active at their **the** Area level (as Newsletter Editor, Coordinator, etc.), and regularly attends Al-Anon meetings to stand for the office of Delegate. **It is recommended that Areas have a process or procedure for handling this possibility.**
- After the Delegate’s third Conference, an Assembly is called to elect a Delegate and officers whose terms begin the following January 1.

- The Chairman, elected for a three-year term, calls and conducts all subsequent Assemblies and Area committee meetings.
  - In Areas that have not as yet formed districts, the Delegate and officers are elected from among the GRs.
  - The Area World Service Committee meets whenever need arises to develop the Assembly agenda and to discuss Area affairs.
  - **A member** One may **not** hold an **Area** Assembly officer **position** in **multiple** only one Assembly Areas at a **the same** time.
- ~~12. A DR who has resigned to take a current Assembly assignment (e.g. Newsletter Editor, Assembly officer or Coordinator of a special service) may stand for the office of Delegate.~~

### **Communications:**

- Upon receiving the results of an election, ~~our~~**the** World Service Office sends a letter of welcome to each new Delegate, with the date of the next Conference.
- The Delegate, not the Alternate, receives all communications from our WSO, even if the Delegate was not able to attend the Conference. **In the event the Delegate is not able to attend the Conference, he will continue to receive all WSO communications.**

### **Processes, Resignations, Vacancies, Etc. :**

- If the Alternate Delegate resigns, a new Alternate should be elected as soon as possible. If lack of time before the date of the Conference makes this impossible, and the Delegate has also resigned, the Chairman may attend the Conference in the Delegate's place. If the Chairman is unable to attend, next in line would be a past Delegate, beginning with the most recent one.
- If an officer resigns or for any reason is unable to serve, a DR may be appointed by the Chairman to replace the officer until another can be elected to complete the term. He may then be elected for a three-year term of his own. In case the Delegate resigns, the Alternate finishes the Delegate's term and then may be elected for a three-year term as Delegate.

### **Miscellaneous: Renaming an Area, Changing a group/district to a new Area**

~~9. Some Areas may elect the outgoing Delegate as Chairman of the Assembly. Where this occurs, he does not vote. Other Areas use the Delegate's Conference experience by electing or appointing him an Area Coordinator of a special service (e.g., Alateon, Archives, The Forum, Literature, Public Outreach [Public Information, Cooperating with the Professional Community, and Institutions]).~~ *[moved to 'Election of Officers']*

- **If an Area has voted to formally change its name to more accurately reflect its boundaries, the Area would submit the request to the WSO. The Conference Leadership Team (CLT) would review the request. If the CLT agreed, it would make a recommendation, in the form of a motion, at the next WSC.**
- **Groups or Districts located in one Area which have a contiguous boundary with another Area may, through group conscience and following Area procedures, choose to participate in the second Area and give up participation in the first Area, as agreed upon by both Areas.**

### **Finances**

#### **At the Group Level**

~~The Assembly appeals to each group in the Area for contributions to be sent to the Area Treasurer. The Treasurer sends the equalized expense amount to the WSO and reimburses the Delegate and Area committee for expenses in the Area and for all Assembly overhead.~~ **In gratitude and recognition of the principle of self-support, AI-Anon groups are financially responsible in the following ways:**

- **Each group covers its group expenses such as rent and literature;**
- Each group provides its GR with sufficient funds to fulfill the GR duties including participation in the Assembly. Expenses may include meals, transportation, **lodging** accommodations, and registration fees.

~~Overhead expenses of the Assembly and the cost of sending the Delegate to the World Service Conference are paid by the Assembly with contributions from the groups within the Assembly Area.~~

- Each group supports the district **activities** in the purchase of public outreach materials and activities (e.g., literature displays, mailings of special announcements, rent for district meetings).
- **Each group supports the Area by contributing to cover expenses of the Assembly and the cost of sending the Delegate to the World Service Conference. The Area Treasurer may send the group an appeal letter.**
- **Each group supports the WSO in recognition of the services provided to the groups.**

#### **At the District Level**

**Just as a member or a group does, a District also practices the principle of self-support by being financially responsible.**

**Each District provides its District Representative with sufficient funds to fulfill the DR duties including participation in the Assembly and Area World Service Committee meetings. These** expenses may include meals, transportation, **lodging** accommodations, and registration fees.

(When the DR is also a GR, the Assembly expenses are normally **may be fully or partially** paid by the group he represents.)

Overhead expenses of the Assembly and the cost of sending the Delegate to the World Service Conference are paid by the Assembly with contributions from the groups within the Assembly Area.

Each **District** supports the district in **budgets for:**

- **The funding of public outreach materials and activities (e.g., literature displays, mailings of special announcements);**
- **Rent for district meetings;**
- **Contributions of support for the Area;**
- **Contributions of support for WSO in recognition of the services provided to the groups and the District.**

The DR's expenses to attend Assemblies and Area World Service Committee meetings are shared by the groups within the district. When the DR is also a GR, the Assembly expenses are normally paid by the group he represents. **Funds for the budget** Money for this purpose may also be raised **by contributions from groups in the district**, special events such as district workshops **and** potlucks, rummage-sales, and other cooperative ventures.

#### **At the Area Level**

The Chairman introduces the matter of financing. He explains that Delegates' expenses to and from the World Service Conference are equalized so that each Area pays the same amount. The portion of the Delegates' expenses not covered by the equalized expense contributions is paid by the WSO. **Areas plan for their financial responsibilities with an understanding and appreciation of the principle of self-support.**

Delegates' interim expenses include telephone, postage, and the cost of visiting the groups in the Area. These will be met from the Area treasury. Finally, there will be the overhead expenses of the Assembly, rent, newsletter, incidental expenses, and others incurred by the Area World Service Committee.

The Chairman then presents a budget developed by **members of the** Area World Service Committee for the approval of the Assembly. The anticipated expense will be shared by each group **and district** in the Area **as they each recognize their individual and collective responsibility**. The GRs attending the Assembly should come prepared to discuss, approve, and **vote on participate in the expending and raising of Area funds as detailed in the Area budget**, act upon methods of raising funds.

The Chairman directs the Assembly **Area** Treasurer to collect **these funds group, district and individual contributions** and to issue **receipts in return** to the GRs so the GRs can account for the outlay to their respective group Treasurers. The Assembly **Area** Treasurer disburses the collected funds to the appropriate people **as the budgeted financial plan and Area policy allows**.

#### **A typical Area budget might include:**

- **Rent for the Area meeting rooms**
- **Allowances for travel for AWSC members**
- **Allowances for lodging for AWSC members**
- **Allowances for materials for AWSC members to carry out their duties**
- **An amount for the Delegate's Equalized Expense**
- **An Area contribution to the WSO**
- **Other incidental expenses**
- **Anticipated revenues from Area events**
- **Anticipated revenues from other service arms, groups and members**
- **An amount set aside for an ample reserve.**

Absent GRs should be asked to have their groups' share of costs remitted to the Assembly Treasurer.

If GRs are not prepared for the full outlay, the Chairman asks that group donations for the Delegate's expenses be sent to the Treasurer by December 1.

A check to cover **the Delegate's Equalized Expenses** for the Delegate is sent by the Assembly **Area** Treasurer to the Associate Director of Member Services—Conference at the WSO before January 1.

By March 15, the Associate Director of Member Services—Conference at the WSO sends each Delegate a check for transportation and incidental expenses. This amount may be more or less



than the ~~e~~Equalized Expense amount payment sent by the Assembly Area Treasurer. (see also ‘Duties of the Treasurer’ and ‘Delegate’s Equalized Expense’)  
~~If there is no other business, the Assembly is then adjourned.~~

## **World Service Conference**

### **Purposes**

Al-Anon’s Tradition Two states: “For our group purpose there is but one authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants—they do not govern.”

The World Service Conference makes the group conscience available and effective for all Al-Anon. It is the practical means by which the group conscience can speak; it is the voice of world Al-Anon and the guarantee that our world services shall continue to carry on under all conditions.

The Conference protects Al-Anon and Alateen against a service breakdown; it makes for unity and enables our fellowship to act as a whole upon important matters. This makes it the principal guarantor of Al-Anon and Alateen’s harmony and survival.

### **Historical Background**

From 1951, when Al-Anon began, until 1961, when the Conference was born, the world services for Al-Anon were conducted from the Clearing House office in New York. All the work was done by a group of volunteers and a few paid workers, all of them living in the New York area. In 1954, our services were incorporated as Al-Anon Family Group Headquarters, Inc., solely for business purposes. There was a Board of Directors that took care of the business and policy matters with the help of an Advisory Board.

When our fellowship was still small, this service arrangement worked well and did much to unify Al-Anon and spread its message around the world.

This meant, however, that Al-Anon services were not linked to our growing groups. There was no way for the services to share with and account to those they served. It was only by means of mail polls and correspondence that the World Service Office was able to receive the guidance and direction of the whole Al-Anon membership.

This degree of isolation from the fellowship as a whole could have proved hazardous for our future. If an unauthorized decision proved to be a serious error, confidence in the World Service Office could be weakened; this would affect the whole vital service effort. Without direct linkage with the widespread Al-Anon groups, it might not have been possible to repair such a condition. Al-Anon has followed A.A.’s path from the beginning, using its principles and adapting its service structure to our own needs. A.A. had found that the group conscience of its fellowship as a whole could best be heard through the establishment of a conference of delegates representing all sections of the continent and meeting yearly with the Board of Trustees and the General Service staff. A.A.’s first conference met in the spring of 1951.

From 1955 until 1962, Bill W. spent much time developing suitable principles and philosophies for the guidance of all A.A.’s services. These, he felt, should agree with the principles and philosophies expressed or implied in the Steps and Traditions and with A.A.’s experience. The resulting document is divided into two parts: “The A.A. Service Manual” and “Twelve Concepts for World Service.”

By 1961, Al-Anon had agreed that its group conscience should have the same means of being guided in the performance of its services worldwide. A simple, inexpensive plan worked out by Bill and Lois W. was put into effect on a three-year trial basis.

When the Conference was first initiated, in order to obtain equal representation from all sections of the United States and Canada, the continent was divided into four quadrants by lines drawn through its approximate center from east to west and north to south, coinciding with state and provincial boundaries. Three Delegates were chosen in the first year from each of the four quadrants. These came from the states and provinces with the greatest number of Al-Anon groups. In each of the second and third years, 12 more Delegates were chosen from those

states and provinces with the next greatest number of Al-Anon groups. Following this formula, all states and provinces have had the opportunity to join the Conference.

By 1963, the experiment had proved this linkage between the groups and headquarters so effective that the members of the trial Conference voted unanimously to make it permanent. With A.A.'s Service Manual as a guide, our "World Service Handbook" was developed for Al-Anon by a Handbook Committee, chaired by Lois W. The Al-Anon World Service Conference Charter (see index), long in the process of development, was unanimously adopted by the 1967 Conference. This is a traditional, not a legal, framework within which the Conference functions.

In the meantime, in 1965, the name "Board of Directors" was changed to "Board of Trustees," and since the Conference itself now serves as an advisory board, the previous advisory board was dropped. An Executive Committee was established to aid the Board of Trustees in the conduct of administrative affairs.

### **The Al-Anon-Alateen Relationship**

Alateen is an integral part of our fellowship. Area World Service Committees are urged to encourage Alateen participation at district and Assembly levels.

An Alateen Group Representative (GR) has both voice and vote in the district and Area Assembly and may hold office (if elected by Al-Anon and Alateen GRs) at all world service levels: District Representative, Assembly officer, and Delegate.

### **Composition of the Conference**

The World Service Conference (WSC) is composed of one elected Delegate from each Assembly Area, the Board of Trustees, the Executive Committee, ~~volunteer Chairmen,~~ and voting members of the World Service Office administrative staff. At the 1985 WSC it was voted to make the Conference member ratio two-thirds elected Delegates to one-third staff and volunteers.

A non-panel Area may ask the Conference for permission to send a representative to the Conference. Such representation is limited to two years, under the following stipulations:

- The representative's expenses are to be paid by the Area.
- The WSO is to be notified of his attendance no later than February 1.
- The representative is to have voice but no vote at the Conference. These conditions also apply to other countries, except that they may continue to send representatives indefinitely.

Unlike elected government officials, our Delegates do not represent local interests. They may reflect Area opinion and contribute Area ideas, but they are not bound by directives from their groups. The Delegates as well as all other Conference members are the trusted servants of worldwide Al-Anon.

### **How It Works**

A majority vote of the Conference constitutes only a suggestion to the Board of Trustees and our WSO; a two-thirds vote is binding upon them, subject to the provisions of Concept Seven ("The Trustees have legal rights while the rights of the Conference are traditional").

On overall policy matters, the Conference makes final decisions. The Board of Trustees and the World Service Office are service arms of the Conference, a part of the whole fellowship.

The Conference is empowered to pass resolutions, make recommendations to the WSO, direct committees to further study, or refuse to act at all in a given situation. It cannot, however, mandate or govern the Al-Anon fellowship, which it serves. The Conference represents the Al-Anon membership, but does not rule it.

Prior to their first Conference, all newly elected Delegates are assigned invited to serve on a Thought Force, Task Force or one of the WSO-selected Delegate Member committees.

Upon arrival at the Conference, newly elected Delegates become acquainted with second- and third-year Delegates, as well as with members of the Board, members of the Executive Committee and staff. ~~They are invited to visit their World Service Office.~~

The following are typical Conference activities in addition to those outlined in Section 11 of the Al-Anon World Service Conference Charter:

- ~~The Conference members are greeted by the Conference Chairman or Co-Chairman, who introduces the Chairman of the Board of Trustees.~~ Conference members - Delegates, WSO

**staff, Board of Trustees and Executive Committee members – will have an opportunity to interact with each other and discuss matters affecting AI-Anon as a whole.**

- The Executive Director gives a summary of the year's work.
- The staff **Conference** members and volunteer Chairmen of committees report on activities of the year **of Thought Forces, Task Forces and Work Groups make relevant presentations.**
- The Treasurer gives a detailed financial accounting, prepared by a certified public accountant, and presents a clear picture of our situation.
- The Conference discusses these reports and may name committees for further study if necessary.
- If such committees are appointed, they make recommendations and appropriate action is taken.
- Delegates **have an opportunity to discuss successes and concerns with each other** report on Area matters.
- Other items on the agenda are taken up.

### **Conference Agenda**

The **Conference** agenda is derived from input through the Delegates, Conference **Leadership Team** Committee. S (CLT), and the Board of Trustees. In addition, suggestions made to the CLT by any Conference and the membership-at-large are carefully considered.

A typical agenda might include: *[item ordering was changed]*

- Deviations from AI-Anon Traditions affecting AI-Anon as a whole.
- Proposed amendments to the descriptive text of the Twelve Concepts of Service.
- Consideration of proposed new literature.
- Questions and decisions in the field of overall public outreach.
- State of voluntary contributions—how noncontributing groups can be better informed.
- Consideration of local problems, provided they do or may affect AI-Anon as a whole.
- Special requests for guidance from Trustees or members of our WSO staff.
- Any action proposed by the Trustees affecting AI-Anon as a whole, to be presented for Conference **debate discussion and deliberation approval.**
- Workshops and town-hall-type meetings on service functions; how returning Delegates can best serve their Areas.
- Matters concerning Conference procedure, structure, and function.

### **How the Conference Is Financed**

**General Conference Expenses.** The cost of the Conference is covered by the Delegates' Equalized Expenses and the WSO General Fund. All members reap the benefits of the Conference which makes the group conscience available and effective for worldwide AI-Anon.

The general Conference expenses include the salary of a staff administrator and his assistants to handle the daily affairs of the Conference while in session; the cost of holding the Conference sessions; the cost of WSO members' (volunteers **Trustees, Executive Committee members** and paid staff) attendance at the Conference; and the expenses involved in writing and editing the **World Service Conference Summary**

**Delegates' Equalized Expenses.** Because costs of travel to the World Service Conference (WSC) are different for each Delegate, a formula was developed to provide a fair equalization of expenses:;

The Delegate's **eEqualized cost-Expense** is calculated by dividing the **Full Amount for Delegates to attend Conference by the number of Delegates.** **The Full Amount is the** total estimated travel, hotel, meal, and incidental expenses for the Delegates, including their portion of the costs of the Conference **Notebook supplies,** and printing and mailing of the Conference Summary to Area World Service Committee members by the number of Delegates. This cost **Full Amount** is reported to the Board of Trustees. A substantial portion of this cost **the Full Amount,** as determined by the Board of Trustees, is the **eEqualized eExpense** and is paid by the Areas. **The balance of the Conference costs are paid out of AFG Inc.'s General Fund.** The Conference Committee **Leadership Team** informs each Area that this amount **Equalized Expense** is to be sent to the WSO by the Area Treasurer before January 1. The Delegates'

travel and incidental expenses are then defrayed by these funds, regardless of traveling distance traveled.

In gratitude many Any Areas may choose to contribute additional funds, up to and including or more than the entire cost Full Amount of sending a Delegate to the WSC.

## Conference Procedures

### Area Procedures for Joining the Conference

The newly formed Area must first submit a request for admission to the World Service Conference. The ~~Conference Leadership Team~~ (formerly handled by the Admissions/Handbook Committee) will review the request and will make a decision based on policies previously accepted by the Conference. If permission is granted, the Area may proceed as follows:

Our WSO suggests, as an Assembly center, the city with the largest number of groups. The most active registered group in this Assembly center is then invited to elect a temporary Chairman. (See "Duties of Assembly Members, Temporary Chairman" section.) The temporary Chairman notifies our WSO of his election.

The WSO sends each registered group in the Area the name and address of the temporary Chairman and a copy of this "World Service Handbook" for the GRs to study prior to the election Assembly.

Well in advance of the Assembly, the temporary Chairman calls a planning meeting of all groups in the Assembly center to

- Select a date and meeting place for the Area election Assembly. (If this designated Assembly center is not convenient, another site may be chosen for the election Assembly.)
- Notify all groups in the Area of the time and place of the Assembly where the election will be held to elect a DR from each district, Assembly officers, a Delegate to the annual World Service Conference, and an Alternate Delegate.

A state, province, or territory having more than 400 groups may petition the Conference to divide and send an additional Delegate to the Conference (see Article 6. b. of the AI-Anon World Service Conference Charter). A state, province, or territory may divide only once, as reaffirmed at the 1982 World Service Conference.

## World Service Office

AI-Anon Family Group Headquarters, Inc., better known to most members as the World Service Office or WSO, is the headquarters of the entire fellowship.

### What ~~It~~ WSO Does

The World Service Office

- Acts as the clearinghouse worldwide for inquiries from those who need help or want information about AI-Anon and Alateen.
- Registers Lone Members, new groups, electronic meetings, Information Services, and Literature Distribution Centers; provides them with literature, information, and help.
- Advises the Delegates of the formation or disbanding of groups in their Areas.
- Maintains data of worldwide AI-Anon/ and Alateen groups and Lone Members.
- Guides AI-Anon's public outreach efforts worldwide.
- Generates cooperation between AI-Anon and the professional community.
- Prepares and distributes Conference Approved Literature.
- Publishes and distributes AI-Anon materials to individuals and groups throughout the world.
- Plans and coordinates the World Service Conference.
- Gives an annual report of its activities and those of the World Service Conference in a Conference Summary.
- Carries the AI-Anon message to institutions and encourages the formation of ~~institutions~~ groups introductory meetings to help those affected by someone else's alcoholism.
- Strives to stimulate interest in service through TEAM events.

- Cooperates with A.A.'s General Service Office, located in New York City, in all matters affecting both fellowships.
- Guides countries outside the United States and Canada in developing their structures and establishing General Service Offices.
- Is responsible for services to Al-Anon Family Groups all over the world, directly or through the Al-Anon General Service Office of each country.
- Maintains translation review of Al-Anon/Alateen literature into foreign languages and supervises the legal aspects of its distribution.
- Plans, coordinates, and participates in the biennial International Al-Anon General Services Meeting (IAGSM).
- Reports its activities quarterly to the Board of Trustees and annually to the World Service Conference.
- Organizes and preserves historical Al-Anon/Alateen material worldwide, past and present.
- Maintains the WSO Public Outreach and Members' Web sites.
- **Maintains and protects copyrights and trademarks.**

### How ~~It~~ WSO Is Structured

The World Service Office is headed by an Executive Director with assistance provided by a staff of paid employees, volunteer Chairmen of selected committees, and other volunteers.

The Executive Director and the staff handle correspondence with all parts of the fellowship to make sure that current information is disseminated to those concerned. Bilingual secretaries and translators are employed to help with foreign language correspondence.

The Delegate member committees are Literature, Admissions/ Handbook\*\*, Conference Committee on Trustees (CCT), Group Services\*\*, Public Outreach and Regional Committee on Trustees (RCT).

Other committees\* in alphabetical order are: Alateen Advisory\*\*, Archives Advisory\*\*, Audit Committee, Conference Leadership Team (CLT), Executive, Finance\*, Forum Editorial Advisory (FEAC), International Coordination (ICC), Nominating\*, Outreach to Professionals Advisory\*\*, Policy\*, and Regional Service Seminar (RSS) \*\*. Guidelines for most committees, which list committee composition and responsibilities, are available from the WSO through the members' web site.

*[footnotes will be added in appropriate places]*

[\*Committees having permanent status, sometimes referred to as standing committees.]

[\*\*This Committee is no longer used in World Service Conference (WSC) Structure; however, the Committee may be functioning in worldwide General Service Offices or evolving structures that look to the WSC for guidance.]

Ad hoc committees may be established for specific purposes when the need arises.

**The WSO Policy Committee** is composed of a Chairman and person, all members of the Board of Trustees, members of the Executive Committee, ~~the Chairmen of all WSO selected committees (except the Conference Committee on Trustees)~~, and the Conference members of the WSO administrative staff. It meets quarterly in advance of the meeting of the Board of Trustees.

Its function is to consider problems or projects brought to its attention by any Al-Anon or Alateen member. Its statements of policy, based on our Traditions, are subject to the approval of the Board of Trustees and the World Service Conference. In particularly sensitive or debatable questions, the decision may be deferred until the Conference convenes.

**The Executive Committee** which meets each month is the administrator of the World Service Office, with legal authority granted by the Board of Trustees to conduct its daily affairs. Its seven members, one of whom serves as Chairman, are appointed by the Trustees. They include the Executive Director, one member of the administrative staff, the Chairmen of the Policy and Finance Committees, and three Al-Anon members elected by the Board of Trustees who contribute experience in specific fields and situations.

**The Board of Trustees** is composed of seven to 21 volunteer members: one sustaining member (the Executive Director), Trustees at Large, and Regional Trustees. Our cofounders

Lois W. and Anne B., now deceased, were honorary lifetime members. The term of office for Trustee at Large (TAL) and Regional Trustee (RT) is three years; they may serve two terms, which may be consecutive.

Trustee at Large candidates submit qualifying resumes are submitted directly to the WSO. ~~Nominees are interviewed and selected by the full Board of Trustees. Each year, in January, the Board nominates three Trustees at Large.~~

**The Conference Committee on Trustees (CCT) reviews the resumes and submits the results of the review to the Nominating Committee. The Nominating Committee also reviews the resumes and selects potential candidates to be presented to the Board for consideration.**

~~Regional Trustee candidates submit qualifying resumes~~ are presented to, and are nominated by, their respective Areas and the qualifying chosen resume is submitted to the WSO by the Area Delegate. At the World Service Conference the nominee is selected by ~~M~~members of each the WSC Regional Nominating Committee on Trustees (RCT) composed of the Delegates from the region, Delegates chosen by lot from outside the region and Board members chosen by lot review the resumes and submit the results of the review to the Nominating Committee. The Nominating Committee also reviews the resumes and selects candidates to be presented to the Board for consideration.

The Board of Trustees selects The names of Regional Trustee and Trustee at Large nominees are to be presented to the Conference for an expression of traditional approval. These nominees may then be elected by the Board of Trustees at its annual meeting. The Trustees, along with the members of the Executive Committee, direct the business operations of the World Service Office, observing the By-Laws of Al-Anon Family Group Headquarters, Inc. They are concerned with guarding the legal rights of the Al-Anon fellowship against those who may try to profit from our ever-growing public acceptance, with protecting our principles from distortion and dilution, and in general, with acting as the chief service arm of the World Service Conference. The Board serves as guardian of our Twelve Traditions, our Twelve Concepts of Service, and the Al-Anon World Service Conference Charter. . **The role of the Board is explained in the descriptive text of Concept Seven (“The Trustees have legal rights while the rights of the Conference are traditional”).**

The purposes for which the corporation was formed, as set forth in its Certificate of Incorporation, are “to encourage, assist and serve the families and friends of alcoholics in dealing with the problems concerning and attendant on alcoholism; to reinforce their efforts to understand the alcoholic and to foster his or her restoration to normal life; to disseminate information in relation thereto and to conduct and participate in any other classes of service to assist families and friends of alcoholics in dealing with their problems.” To serve these purposes, it is the responsibility of the Trustees to review all operations of the World Service Office.

In managing the affairs of the corporation, the Board is authorized to:

- Establish and maintain the policies of the World Service Office.
- Control its property and finances.
- Make long-range plans.
- Authorize expenditures.
- Appoint the Executive Committee and other committees.
- Appoint an Executive Director and Director of ~~Business Services~~ **Finance** for the World Service Office.
- Take whatever measures are prudent and effective in carrying out the purpose of our fellowship.
- Approve the final agenda for the World Service Conference.

Any Trustee who has a substantial financial interest in any contract or transaction requiring authorization by the Board may not vote on the matter.

Three-fourths of all authorized participants registered at the Conference may bring about a reorganization of the World Service Office if or when it is deemed essential. They may request the resignation of the entire Board of Trustees and nominate a new slate of Trustees. Prior to

resignation, it is the responsibility of the outgoing Trustees to vote on the successor slate presented by the Conference. For the purpose of bringing about a reorganization of the World Service Office, the number of World Service Office participants voting shall be limited to one-fourth of the total Conference vote.

In this instance, the final decision-making body is the World Service Conference. (Further details of the Board's composition, jurisdiction, and responsibilities will be found in Article 10 of the Al-Anon World Service Conference Charter.)

**MOTION #6 – (91 yes, 0 no, 0 abstentions, 1 void) – CARRIED**

To amend the text on pages 95-99 in the “Financial Matters” section in the “Digest of Al-Anon and Alateen Policies” section of the *2014-2017 Al-Anon/Alateen Service Manual* (P-24/27) as follows:

(Strikethrough indicates deletion; bold and underlined indicates new text; moved text is only underlined)

**Spiritual Principles of Al-Anon’s Self Support**

**Tradition Seven is Gratitude in Action. Al-Anon is supported by members’ financial and service contributions together with the sale of our literature.**

**Our spiritual principles inspire members to support the fellowship as it serves both members and prospective members. As we receive the hope and help we each sought, we use these spiritual principles to ensure that those following in our footsteps have the same opportunities:**

**Abundance—We learn to change our thinking from what we don’t have to an awareness of gratitude for what we do have. As that idea expands, we continue to give of our time and money, realizing we can never give back all we have been given. Thinking abundantly allows us to accomplish our primary purpose of reaching out to families and friends of alcoholics.**

**Anonymity—Within our practice of anonymity we are reminded that our personal donations are made without recognition or public acknowledgement.**

**Gratitude—We express our gratitude by giving generously of our time and resources. We want to ensure that Al-Anon will continue to be available to others.**

**Responsibility—Step Twelve suggests that reaching out is essential as we strive to carry out our responsibility to be there for the newcomer. To fund this very important work, we consider what combination of service and money each of us is willing to provide.**

**Trust—We believe our trusted servants practice these spiritual principles when making informed decisions about the use of our resources. We realize that we all want what is best for Al-Anon as a whole. As we trust others, we come to understand that we too are worthy of trust.**

**Unity—Our contributions provide the means to create, maintain, and expand the services that are necessary to enhance the sense of belonging so all members are connected in fulfilling our primary spiritual aim.**

## Contributions to WSO

~~In keeping with our Seventh Tradition, Al-Anon is supported by members' contributions and from the sale of our literature. All contributions are used to meet expenses for worldwide services, including a portion of the operating expense of the World Service Conference. All income from contributions and literature sales is allocated to the General Fund. Contributions to the WSO cannot be earmarked for special purposes unless recommended by the World Service Conference. (Also see "Outside Contributions.")~~

By **As Individual Members, we give through:**

### Direct Contributions

In any calendar year, an Al-Anon member may contribute **in gratitude** to the WSO any amount up to one percent of the total revenue of the WSO General Fund as identified in the previous year's audit. ~~(Also see "Incorporation/Taxes, Al-Anon Family Group Headquarters, Inc." regarding charitable deductions.)~~  
~~—Members may authorize a monthly deduction from their bank accounts. (Contact the WSO for details.)~~

**When giving locally to our groups, districts, Al-Anon Information Services /Literature Distribution Centers (AIS/LDCs), Areas, or General Service Offices, we make our gifts in a similar proportion to the revenue and expenses of these service arms, keeping in mind that all members want to have responsibility for supporting our structures. Our contributions express our individual abundance so no one donation, regardless of amount, is more important than another.** ~~(Also see "Incorporation/Taxes, Al-Anon Family Group Headquarters, Inc." regarding charitable deductions.)~~

**In addition to checks, money orders, and online contributions, members may authorize a monthly deductions from their bank accounts. (Contact the WSO for details.)**

### ~~Combined Giving Campaigns.~~

~~Members may contribute to the WSO via a combined giving campaign. Matching funds from non-members cannot be accepted. (Contact the WSO for details.)~~

**Birthday Plan.** In honor of their Al-Anon/Alateen birthdays, members may express their gratitude by contributing an amount for each year's membership. ~~(Contact the WSO for details.)~~

**Memorial Contributions.** Any Al-Anon or Alateen member may make contributions to the WSO in memory of any relationship in accordance with the direct contribution limit. (Contact the WSO for details.)

The World Service Office accepts contributions in memory of deceased Al-Anon members from "family" who are not Al-Anon members. The Fellowship recognizes that accepting such contributions can give comfort to families as described in Tradition Five.



The World Service Conference defines family as anyone who has a close relationship of loving care and concern for another. The individual donor defines his or her relationship to the deceased Al-Anon member.

This one-time gift of gratitude is limited to an amount no greater than \$500. Memorial contributions by non-members are not solicited.

#### **Quarterly Appeal to Members.**

The quarterly appeal gives each member an opportunity to participate in Twelfth Step work beyond the group level. Since the WSO does not maintain a list of all members of Al-Anon/Alateen, quarterly appeal letters are mailed to the groups **in February, May, August and November.** It is requested that the letters be read at two successive meetings, ~~followed by a special collection in addition to the regular group collection.~~ **to allow individual members to contribute directly to the WSO in addition to their regular group donations. Members give in accordance with spiritual principles and the opportunity to contribute is offered to all.**

The 1966 World Service Conference voted that three letters of appeal for individual contributions be sent annually from the WSO to Al-Anon/Alateen members in the United States and Canada. In 1998, the World Service Conference voted to increase the appeal frequency to quarterly (~~February, May, August, and November~~). In November the appeal is extended to members of groups worldwide.

**Workplace Combined Giving Campaigns.** Members may contribute to the WSO via a combined giving campaign through their employers. **In keeping with members' individual responsibility to be self-supporting, such contributions come directly from their income and matching funds from employers (non-members) cannot be accepted. Members notify the WSO of their intent to make such contributions so it is clear the money is coming from a member. (Contact the WSO for details.)**

#### **Bequests**

The WSO may accept a *one-time* bequest from an Al-Anon member's **estate or trust** in any amount; ~~provided its use is not restricted by the donor.~~ Bequest amounts, up to ten percent of the total revenue of the WSO General Fund as identified in the previous year's audit will be placed in the General Fund. Members may ~~give~~ **designate, in a spirit of gratitude,** more than the ten percent; however, the portion of the bequest above **the** ten percent will be reported separately on the financial statements. The World Service Conference will authorize the use of these excess amounts and the authorized expenditures will be administered by the Board of Trustees. These excess amounts are not available for general purposes, unless further authorized by the Conference. (Contact the WSO for details.)

**In maintaining the principle of anonymity, no individual's gift is acknowledged publicly nor can the gift be earmarked for any specific purpose or program. Al-Anon members give knowing that the money will be spent continuing to support and expand the program that brought us peace and serenity during our lives.**

**By As Groups and Other Service Entities, Members Give Through:**

**Al-Anon/Alateen Groups**

**As an expression of gratitude,** groups may make donations to the WSO on a regular basis without limit **after meeting the group's expenses and contributions to local and Area service entities.**

**Al-Anon/Alateen Service Arms**

Districts, Al-Anon Information Services (Intergroups), Literature Distribution Centers, Areas, General Service Offices, and other Al-Anon/**Alateen** service entities may also contribute **in a spirit of unity** directly to the WSO without limit.

**Al-Anon and Alateen Conventions**

A portion of the funds derived from Al-Anon and Alateen conventions may be contributed to the WSO. (See "Conventions," "Distribution of Proceeds.")

**A.A. Conferences/Conventions**

Contributions received from A.A. conferences/conventions that are offered as an acknowledgment of Al-Anon's participation in these functions may be accepted by the WSO or its service arms.

**Reserve Fund**

~~Al-Anon Family Group Headquarters, Inc. has the right and obligation to establish and maintain a Reserve Fund. This fund, established in 1970, has a two-fold purpose: ensuring the continuation of Al-Anon's essential services and **Warranty One** recommends that an ample reserve be the prudent financial principle of the World Service Conference. This ample reserve, created from the generosity and abundance of the members, ensures the continuation of the important Twelfth Step work of Al-Anon Family Groups and~~ the funding of special projects. (See *Reserve Fund Guideline* [G-41].)

**Discounts and Services**

~~— WSO and other Al-Anon service entities may accept discounts or services that are routinely available to other non-profit organizations (e.g. non-profit postal rates, free placement for public service announcements, etc.). Discounts may not be accepted if the discount is given only to Al-Anon and not to other non-profit organizations.~~

**Fund Raising**

~~— Many groups, districts, Areas, Information Services, Conventions, Conferences, Assemblies, or other gatherings of Al-Anon/Alateen members often raise funds to provide services.~~

~~— Fund-raising activities such as potluck suppers, dances, or other social events are conducted only within the fellowship and in agreement with the groups directly involved. If, however, such events are open to the public, use of the name Al-Anon or Alateen would violate the spirit of our Traditions.~~

**Outside Contributions of Money, Goods and Services**

**Members' personal contributions of money, time, and experience are appropriate expressions of our spiritual principles.**

### **Fund-Raising**

**As part of our responsibility to be self-supporting, many groups, districts, Areas, Information Services, Conventions, Conferences, and Assemblies, or other gatherings of Al-Anon/Alateen members often raise funds to provide services.**

Fundraisers raising activities such as potlucks, suppers, dances, or other social events, are **usually** conducted ~~only within the fellowship and~~ in agreement with the **Al-Anon/Alateen** groups directly involved. If, however, such events are open to the **general** public, use of the name Al-Anon or Alateen ~~would violate~~ **the spirit of our Traditions of anonymity and self-support. (Also see "Announcing Events.")**

### **Discounts of Goods and Services**

~~WSO and other Al-Anon service entities may accept discounts of goods and services that are routinely available to other non-profit not-for-profit organizations (e.g. nonprofit postal rates, free placement for public service announcements, etc.). Discounts may not be accepted if the discount is given only to Al-Anon and not to other non-profit organizations.~~ **In addition, service entities may accept discounts of goods and services that are routinely available to other not-for-profit organizations and for-profit entities—e.g., freeware and other digital media—provided that members' anonymity is protected and there are no appearances of affiliation or requirements that would violate our Traditions.**

### ***Outside Contributions of Money of Goods and Services***

Al-Anon and Alateen groups do not **solicit or** accept **\* direct** contributions of money, ~~goods, or services~~ from outside the Al-Anon membership in order to adhere to the Seventh Tradition of self-support, **and avoid the appearance of affiliation or influence by others. Seeking or accepting any outside funding through awards, endowments, gifts, grants, scholarships, etc. would not be in keeping with our spiritual principles. (See also "Use of Group Funds," "Use of Group Funds," and "Discounts of Goods and Services.")**

**\*The only exceptions would be subject to the Memorial Contributions Policy for family members.**

### ***Avoiding Commercialism***

~~—Raffling various articles at meetings or other gatherings is a matter of autonomy (see "Selling Products/Chances"), but to avoid commercialism in the fellowship, it is suggested that these items relate in some way to our spiritual principles. Items such as Al-Anon or Alateen books, subscriptions to *The Forum*, or the donated products of the creative efforts of individual members are suggested. (Also see "Raffles/Lottery Tickets.")~~

### ***Program-Related Jewelry and Other Items***

**The WSO does not stock or offer program-related jewelry or other items for sale because these actions could divert our service office from our primary purpose of helping families of alcoholics.**

In keeping with Tradition Six, the WSO does not provide lists of suppliers for articles associated with the fellowship, e.g., plaques, jewelry.

## **Selling Products/Chances**

### ***Selling Products at Meetings/Conventions/Conferences***

Tradition Five states that the one purpose of each Al-Anon group is to help families of alcoholics. Therefore, it is inappropriate for an individual or outside entity to use Al-Anon meetings or other Al-Anon events as a marketplace before, during, or after these gatherings for the sale of services or products.

### ***Avoiding Commercialism***

Raffling various articles at meetings or other gatherings is a matter of autonomy (see "Selling Products/chances") but to avoid commercialism in the fellowship, it is suggested that these items relate in some way to our spiritual principles. Items such as Al-Anon or Alateen books, subscriptions to *The Forum*, or the donated products of the creative efforts of individual members are suggested. **In keeping with our principle of self-support we do not solicit or accept items from outside the fellowship.** (Also see "Raffles/Lottery Tickets.")

### ***Selling Products at A.A. Meetings***

In keeping with Tradition Seven **and our principle of self-support**, Al-Anon and Alateen members should refrain from soliciting or selling any products at A.A. meetings.

### ***Raffles/Lottery Tickets***

Raffles/lotteries are subject to national, state/provincial, and local laws.

U.S. federal law and Canadian federal law make it illegal to send lottery tickets through the mail.

Governmental regulations may prohibit solicitation of ticket money by letter or by the sales of chances on a prize. Similar restrictions may apply outside the United States and Canada.

There may also be other state or provincial laws which regulate the use of fund raising involving the sale of chances or tickets by charitable organizations. Since groups, districts, and many Areas are not registered as charities with state/provincial or federal authorities, these laws could prohibit such sales.

Local statutes must also be investigated and complied with in order to prevent individual members and Al-Anon as a whole from becoming involved in public controversy.

After determining that the proposed raffle and/or lottery is legally permitted within the Area where it is to be held, additional precautions need to be taken so that we are not diverted from our primary purpose and do not imply endorsement. Distribution and sale of raffle/lottery tickets should be limited to Al-Anon/Alateen meetings and events. (Also see "Fund Raising" and "Selling Products and Chances.")

### ***Payment for Speaking***

~~— In keeping with the Eighth Tradition, Al-Anon speakers are reimbursed for expenses only. When a member is speaking to an outside organization, the speaker may suggest funds in excess of expenses be used by the organization for the purchase of Conference Approved Literature (CAL) for distribution by the organization as an educational service.~~

## Public Meetings

A basket may be passed at **During** open meetings to which when the public is **has been** invited. In keeping with the Seventh Tradition it is **appropriate to read the Al-Anon Preamble to the Twelve Steps and the Seventh Tradition before passing the basket to clarify our spiritual principle of self-support.** ~~clear that the fellowship is dependent on its own voluntary contributions.~~

## Use of Group Funds

### ~~Rent and Other~~ **Group Expenses**

Our Tradition of self-support suggests that the expenses for the group's operation such as rent, literature, insurance, **public outreach**, supplies, post office box rental, Group Representative, and Information Service Representative expenses be met first. **Funds in excess of an ample reserve** ~~may be~~ **are** used to **help** support local and Area structures, and the World Service Office.

### **Rent**

~~At locations~~ **In facilities** where rent ~~may~~ **is** not be accepted, **a group may provide** a supply of Al-Anon/Alateen Conference Approved Literature and local meeting schedules ~~may be provided to the facility~~ as an appropriate alternative.

### **Gifts to Members**

**In the spirit of unity**, group funds are used for group purposes only, not for personal gifts to members.

### ~~Baby-Sitters~~ **Child Care**

Some meetings are attended by members who must bring children. Using group funds or taking a special collection to pay for a ~~baby-sitter~~ **child care** at the meetings is within a group's autonomy. Paying for this type of service does not violate Traditions, since avoiding disruption of a meeting benefits **the unity** of the group as a whole.

## Outside Agencies/Groups/Organizations

### Fees Payment for Speaking

**Sharing our experience, strength and hope as Al-Anon/Alateen speakers is an example of the important Twelfth-Step work of carrying the message.** In keeping with the Eighth Tradition, Al-Anon speakers are reimbursed for expenses only. Fees are not charged or accepted for speaking. When a member is speaking to an outside organization, **and a fee is offered**, the speaker may suggest funds in excess of expenses be used by the organization for the purchase of Conference Approved Literature (CAL) for distribution by the organization as an educational service.

### **Donations to Outside Agencies**

In keeping with our Sixth Tradition, group funds are to be used for Al-Anon/Alateen purposes only. **As part of their Twelfth-Step responsibility** groups may use their funds to purchase Al-Anon/Alateen literature to donate to outside agencies, activities, and programs for public outreach.

## **MOTION #7 – (92 yes, 0 no, 0 abstentions, 0 void) – CARRIED**

To amend the text on pages 85-86 and 123-124 in the “Membership and Group Meetings/Conventions” section in the “Digest of Al-Anon and Alateen Policies” section of the 2014-2017 Al-Anon/Alateen Service Manual (P-24/27) as follows:

(Strikethrough indicates deletion; bold and underlined indicates new text; moved text is only underlined)

## **Membership and Group Meetings/Conventions**

### **Conventions**

~~Al-Anon/Alateen Area-wide Conventions, Rallies, Reunions, Roundups (or Any Other Large Get-Together)~~

~~Conventions attract many members, drawing them to celebrate and share their experiences. Where possible, members planning Area or region-wide conventions work closely with the local Area World Service Committee(s). Good communication assures better attendance as well as goodwill. In many Areas, the Convention Chairperson is appointed or elected at the Area Assembly. The Chairperson or another convention committee liaison member has a voice and may have a vote on the Area World Service Committee.~~

#### **Distribution of Proceeds**

~~— Surplus funds derived from conventions are usually contributed to the Area treasury and WSO, with a reasonable sum held in reserve to seed the next convention. (See “Al-Anon and Alateen Conventions.”)~~

#### **Mini Conventions, Share-a-Thons, Workshops or Other Get-Togethers**

~~— Members may choose to plan get-togethers for public information, service, or other sharing purposes. Chairpersons of these events are not necessarily chosen by, or members of, their Area World Service Committee (AWSC); to avoid calendar conflicts and encourage unity, they can alert the District Representative, the Area Delegate, or some other member of the AWSC, making known their dates, purposes, etc.~~

## **Conventions and Other Events**

**Al-Anon and Alateen events attract many members, drawing them to celebrate and share their experiences. These events can vary in size and content.**

### **Conventions**

**Among common Al-Anon/Alateen events are Area conventions, bringing together members from across the Area to celebrate recovery, often for a weekend. Conventions hosted by Areas for Alateen are often referred to as conferences. (See the Guidelines Area Conventions [G-20] and Alateen Conferences [G-16] for more specific suggestions on selecting organizers, planning the program, finances, etc.)**

### **Workshops**

**An Area, district, Al-Anon Information Service (AIS), or one or more Al-Anon/Alateen groups may host a weekend, day, or evening of workshops and meetings, luncheons, or banquets. These activities are planned in keeping with the spiritual principles of the Twelve Traditions to address various topics of interest to members or for public outreach purposes. Weekend events often combine workshops and speaker meetings.**

## **Alateen Participation**

— Since Alateen is part of the Al-Anon fellowship, **Alateen** its members are to be included in Al-Anon activities wherever possible **at the Area and local levels**. It is within the autonomy of the Planning Committee to make the decision whether or not the Alateens **members** have a separate agenda. **All events that include Alateen must be in compliance with the Alateen Safety and Behavioral Requirements of the Area in which the event is held. (See “Events with Alateen Participation” in the “Alateen Policy” section of the Service Manual.)**

### **A.A. Events with Al-Anon/Alateen Participation**

**Alcoholics Anonymous (A.A.) may invite Al-Anon/Alateen to participate in conventions or conferences at the Area or local level. It is within the autonomy of the Area/local service arm to participate or not. (See the Guideline Participation in an Area A.A. Convention [G-7].) An A.A. event must have Al-Anon participation in order to have Alateen participation.**

### **Al-Anon/Alateen Events with A.A. participation**

**Al-Anon service arms may invite A.A. to participate in an Al-Anon hosted event. (See the Guideline Cooperation between Al-Anon and A.A. [G-3]).**

### **Distribution of Proceeds**

**Excess funds are often used to establish the next convention’s “seed” fund. Since accumulating large sums of money is discouraged, in keeping with Al-Anon’s Traditions and Concepts, excess funds over and above a seed fund for the next event can be donated to the district, Al-Anon Information Service (AIS), Area, or the WSO.**

### ***Films***

Sometimes films are used at large meetings and conventions for entertainment between meetings and workshops. Because of the Sixth Tradition of non-endorsement, the use of Conference Approved films is suggested.

### **Videos**

Sometimes videos are shown at events for entertainment and education. Because of the Sixth Tradition of non-endorsement, only Conference Approved videos are shown.

### **Maintaining Anonymity at Events**

#### **Videotaping Recording or Filming**

In keeping with Tradition Eleven, **Videotaping recording or filming in any format does not occur at conventions, workshops, or other events since it is a violation of Tradition Eleven in safeguarding anonymity. is not recommended. (See “Anonymity” in the “Digest of Al-Anon and Alateen Policies.”)**

### **Announcing Events**

**Various types of events are held for Al-Anon and Alateen members to gather for fun and fellowship, to celebrate recovery and enhance their understanding of the Al-Anon/Alateen program.**

It may be helpful for members to consider the following spiritual principles when announcing these events:

- Cooperation
- Participation
- Responsibility
- Singleness of Purpose
- Unity or Common Welfare

#### What to Announce at Meetings

Al-Anon/Alateen recovery and service events cultivate a sense of community. Recognizing this spiritual need to belong, the principle of participation links the membership to these events.

Members often wonder if a particular event is appropriate to announce. The following should be considered when deciding what to announce at meetings:

- Generally those events put on by or connected to Al-Anon service arms are announced at meetings, in our newsletters, and on local Web sites. These events bring members together to connect through experiences and discussions.
- Areas, Districts and AISs often plan program-related activities for fun and fellowship, to encourage participation in service and sometimes fundraising. These gatherings unite groups within the district and neighboring districts and often improve the health of the groups and lead to the growth of Al-Anon and Alateen as a whole. These events can be announced at Al-Anon meetings and communicated in our publications.
- Al-Anon is often invited by A.A. to participate in recovery events. Almost from its beginning, Al-Anon has taken part in these events. Such participation often led to the growth of Al-Anon and an enhanced spirit of cooperation between both fellowships. While we remain a separate entity from A.A., we cooperate whenever possible. When Al-Anon participates in an A.A. event with speakers or workshops, these events may be announced at meetings, in our newsletters and on **our** Web sites.

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#### Outside the Fellowship

Al-Anon does not affiliate with other organizations; neither endorses nor opposes any other philosophies, **therapies**, or spiritual programs. Our experience suggests that confusion arises when such events are announced in Area newsletters and Al-Anon/Alateen local bulletins, **on Al-Anon Web sites**, and at group meetings.

The Al-Anon/Alateen name, therefore, cannot properly be used to identify or publicize **any** retreats, **events**, or activities sponsored by others. This applies when most or even all of the participants are members of Al-Anon/Alateen. Otherwise there could be a misunderstanding of Al-Anon's purpose and function. In order to avoid any appearance of Al-Anon/Alateen affiliation, it is important to keep promotion of such events outside of Al-Anon/Alateen meetings and meeting locations.



## **Autonomy of Service Arms When Announcing Events**

**Whether to announce a particular event is a matter of autonomy, keeping in mind other groups, the district, or the Area may have different criteria. For example, an Area may choose to only make announcements at Assemblies of events sponsored by Al-Anon service arms.**

**Just as we have no opinion on outside literature, we have no opinion on events outside of Al-Anon. Members may read or attend whatever helps them in their recovery; but we keep our events focused on Al-Anon principles and topics.**

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### **Religion/Philosophies**

#### **Meetings**

Al-Anon is a spiritual program; thus the discussion of specific religious beliefs at meetings may divert members from Al-Anon's primary purpose. Our meetings are open to all those who are affected by alcoholism whether the member has a religious belief or not.

#### **Retreats**

##### **Al-Anon/Alateen Spiritual Meetings**

It has been suggested that the name "retreat" often has religious connotations and could imply affiliation if used in connection with an Al-Anon/Alateen event.

#### **Outside the Fellowship [MOVED]**

~~—Al-Anon does not affiliate with other organizations; neither endorses nor opposes any other philosophies or spiritual programs. The Al-Anon/Alateen name, therefore, cannot properly be used to identify or publicize retreats or activities sponsored by others. This applies when most or even all of the participants are members of Al-Anon/Alateen. Otherwise there could be a misunderstanding of Al-Anon's purpose and function. In order to avoid any appearance of Al-Anon/Alateen affiliation, it is important to keep promotion of such events outside of Al-Anon/Alateen meetings and meeting locations. Our experience suggests that confusion arises when such events are announced in Area newsletters, Al-Anon/Alateen local bulletins and at group meetings.~~

#### **Within the Fellowship**

Area Newsletters or local Al-Anon/Alateen bulletins should not be used as a means of promoting or announcing retreats of any kind to the Al-Anon/Alateen membership, nor should retreats be promoted before, during, or after Al-Anon/Alateen meetings by use of leaflets or announcements.

#### **Conventions**

Religious services and announcements of them are not a part of an Al-Anon/Alateen event.