

# AREA 90 POLICIES AND SERVICE GUIDELINES

## AL-ANON FAMILY GROUPS OF WYOMING

- **Background:**

These guidelines contain valuable information for each Al-Anon member involved in service work in the State of Wyoming. They have been developed to supplement the Al-Anon/Alateen Service Manual policies and procedures. Subjects not specifically treated in this document are governed by the Al-Anon/Alateen Service Manual.<sup>1</sup>

- **Purposes:**

The purpose of the Area 90 Policies and Service Guidelines is to document procedures that are different from the Al-Anon/Alateen Service Manual. It also documents special customs and traditions as approved by the Wyoming Area Assembly. These guidelines will be corrected, added to, or modified as necessary when approved by a 2/3 vote of Group Representatives at an Area Assembly.<sup>2</sup> Amendments to the Area 90 Policies and Service Guidelines in the form of motions shall be kept by the Area Archivist and Secretary.<sup>3</sup>

- **Area Structure, Voting and Meetings<sup>4</sup>,<sup>5</sup>:**

- a. Area World Service Committee (AWSC) –Meets twice a year prior to Assemblies
  - i. Voting members of this committee are the Area Officers (Delegate, Alternate Delegate, Chair, Secretary, and Treasurer), Area Coordinators, District Representatives and Past Delegates. All other attendees will have voice but no vote
  - ii. This body will set the agenda for the next Assembly Meeting. Items to be put on the agenda could be in the form of a motion to be considered, or a discussion utilizing the Knowledge Based Decision Making (KBDM) process.
  - iii. The purpose of these meetings is:
    1. To hear the reports of the Delegate, Alternate Delegate, Treasurer, Secretary, Coordinators, and District Representatives
    2. To hear reports, proposals, and outcomes from committees, thought force meetings or task forces
  - iv. AWSC meetings will last approximately three hours. Time frame will be set by members and Area Chair
  - v. The hosting District/Group or Area may schedule workshops, skits, panels, discussions or other Al-Anon activities for the afternoon
- b. Assembly Meetings – Twice a year
  - i. Voting members of this Assembly are the Group Representatives. All other attendees will have voice but no vote
  - ii. The purpose of these meetings is:

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<sup>1</sup> Motion carried July 30, 1983

<sup>2</sup> Motion carried July 30, 1983

<sup>3</sup> Motion carried June 10, 1993

<sup>4</sup> Ad hoc committee proposal for changing the Area Structure and Meetings presented to the AWSC meeting June 6, 2009. Motion to adopt the ad hoc recommendations passed. Motion related to voting carried August 16, 2003 and included in ad hoc proposal.

1. To hear the reports of the Delegate, Alternate Delegate, Treasurer, Secretary, Coordinators, District Representatives, and Group Representatives
2. To conduct the business of the Area as presented in the agenda
3. To engage in workshops which may include small group discussions
4. To utilize panels, films, and skits as other means of learning about service work and the principles of Al-Anon

- iii. The hosting District/Group or Area may schedule workshops, skits, panels, discussions or other Al-Anon activities after the Assembly Meeting is adjourned.

- **Special Duties:**

- If an elected Area Officer misses two consecutive AWSC or Assembly Meetings without notification of Chair or other AWSC Officer, the chair will contact the Officers and determine the next best action.<sup>1,6,7,8,9</sup>
- If any member wishes to remove an Officer/Coordinator, a discussion at AWSC and Assembly level will be held prior to any further action.<sup>10, 6, 7</sup>
- The duties described in this section are in addition to or clarification of job descriptions provided in the Al-Anon/Alateen Service Manual.
- All AWSC Officers and Coordinators are encouraged to submit an article to the [Link](#) on an annual basis.
- Roles such as AAPP/Alateen Coordinator, Literature/Form Coordinator can be combined at the discretion of the Area Assembly in order to ensure coverage of important roles. Area 90 encourages the broadest service opportunities for members<sup>11</sup>

- a. **Delegate:**

- i. After attending the World Service Conference, the Delegate gives the Area a report at the next Assembly. Districts/Groups are encouraged to invite the Delegate to give a WSC report to their District
- ii. Attends the annual Northwest Regional Delegate's Meeting (NWRD).<sup>12</sup>

- b. **Alternate Delegate:**

- i. The Alternate Delegate serves as the AWSC contact person who coordinates Al-Anon needs with host committees planning Area Assemblies and Conventions when held in conjunction with AA.<sup>13</sup>
- ii. Works closely with Area Delegate to bring information from WSO to the Area. Attends NWRD meeting as funds from Area available. Remains prepared to represent Area in place of Delegate as needed.

- c. **Area Chairman:**

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<sup>5</sup> Per 2021 Policy and Guideline committee recommendation: frequency and timing of AWSC and Assemblies updated to allow flexibility in scheduling. Motion passed 3/26/22

<sup>6</sup> Revised October 6, 1986

<sup>7</sup> Re-affirmed October 14, 1989

<sup>8</sup> Revised May 21, 2005

<sup>9</sup> Carried July 30, 2005

<sup>10</sup> Carried February 23, 1985

<sup>11</sup> Part of general motion to accept Area P & P committee recommended changes. Approved at Assembly, 3/26/22

<sup>12</sup> Carried March 23, 1997

<sup>13</sup> Carried February 25, 1989

- i. In an election year the newly elected Chairperson fills all Area coordinator positions for the next three-year term. Consultation with previous panel AWSC members and consideration of volunteers is encouraged<sup>14</sup>
- ii. The Chairman prepares the agenda for upcoming AWSC/Assemblies and provides an agenda to the Link editor for distribution to groups, GRs, DRs, Area officers and coordinators before AWSC and Assembly meetings
- iii. Takes roll call at all AWSC and Assembly meetings
- iv. Ensures that annual budget is reviewed at the last annual AWSC for approval at the first Assembly the following year.
- v. Chair appoints at least 2 Al-Anon members to audit the financial records minimum of 2 times a year
- vi. Uses KBDM (KDBM) process to facilitate thought forces, task forces, and workgroups.
- vii. Uses Roberts Rules of Order as a guide to conduct meetings especially related to motions and amendments

**d. Secretary<sup>15</sup>:**

- i. The Secretary writes concise minutes of all Assemblies, AWSC, and special meetings that may be called by the Delegate or Chairman
- ii. Mails or transmits electronically, minutes of meetings, upcoming agendas, and Treasurer's report after each AWSC or Assembly to the editor of The Link in time for publication<sup>16</sup>
- iii. The Secretary and Archivist each maintain a record of any amendments to the Area 90 Policies and Service Guidelines in the form of motions<sup>17</sup>
- iv. The Area 90 Policies and Service Guidelines will be updated/reviewed every three years by the Area Secretary or appointed workgroup/committee to reflect motions approved
- v. After Area election, the Secretary will provide new Area officers and District Representatives with a current copy of the Area 90 Policies and Service Guidelines either electronically or by hard copy
- vi. District Representatives will be responsible to provide copies of these to all Group Representatives in their district<sup>18</sup>

**e. Treasurer:**

- i. The Treasurer ensures a minimum of two signatures are registered with any bank account
- ii. Pays bills and makes deposits in a timely manner
- iii. Prepares printed reports to be brought to Area Assemblies for distribution, including report of group contributions
- iv. Prepares income and expense statements and the annual proposed budget-
- v. The Treasurer's report is submitted to The Link by publication deadlines
- vi. Makes annual donation to WSO and savings account as Area funds permit
- vii. May consider annual appeal letter to Area groups to cover Area expenses

**f. Group Records Coordinator:**

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<sup>14</sup> Per Chair request added to duties and approved by Assembly, 3/26/22

<sup>15</sup> Carried October 1986 to split Secretary and Treasurer position

<sup>16</sup> Carried August 7, 1982

<sup>17</sup> Carried June, 1993

<sup>18</sup> Carried July 12, 1997

- i. Coordinates group updates received from GRs and DRs with the World Service Office (WSO). Forwards address updates as needed to Area trusted servants and Literature Distribution Center
- ii. Regularly reviews WSO updates regarding “no status” and other group updates sent directly to WSO
- iii. Contacts groups and districts to confirm current meeting address, GR, and meeting status for Area directory
- iv. Publishes Area 90 Directory for distribution at his/her discretion
- v. Provides World Service Office with AWSC Officers, Area Coordinators and District Representatives biannual or annual contact information<sup>19</sup>

**g. Link Editor:**

- i. The Link editor receives articles and agenda for the Area newsletter and is responsible for the typing, printing, mailing or electronic transmission of the The Link
- ii. Keeps record of paid subscriptions and provides a report to the Area on expenses and income
- iii. Works with the Group Records Coordinator to maintain a current Area 90 Directory
- iv. Works with the Secretary and Archivists to ensure all records of The Link are stored in the Archives

**h. Public Outreach Coordinator:**

- i. The PO/Institution/CPC Coordinator facilitates through the DRs any public outreach activities in the Area
- ii. Reports at all Assembly meetings and provides workshops as requested-

**i. Media Library and Website Coordinator:**<sup>20</sup>

- i. The Media Library Coordinator maintains and posts the Area library of electronic recordings. These recordings originate at Assemblies, Conventions, etc. This coordinator can assist members with special requests
- ii. The Website Coordinator maintains the Area Web page (<http://www.wyomingAl-Anon.org>)
- iii. Coordinates through District Representatives all Area web information activities
- iv. Sets up, facilitates and consults with Area members regarding virtual meetings<sup>21</sup>

**j. Alateen Coordinator/Area Alateen Processing Person:**<sup>22</sup>

- i. The Alateen Coordinator conducts all Alateen business at the Area level including workshops, new group registration, and training sessions for AMIAS (Al-Anon Members in Alateen Service)
- ii. Alateen problems that cannot be handled by the Alateen group sponsor are channeled through Area Officers or the District Representative to the Alateen Coordinator
- iii. AAPP coordinates Area annual AMIAS recertification process

**k. Literature/Forum Coordinator:**<sup>23</sup>

- i. The Literature Coordinator brings literature to each Assembly and AWSC for display and sale
- ii. Only Conference Approved Literature (CAL) may be displayed or sold
- iii. Money from the sale of literature at Assemblies/AWSC will be used to restock literature

<sup>19</sup> Per Policy Committee Discussion duty assigned to Group Records, Approved at Assembly level 3/26/22

<sup>20</sup> Established February 6, 1982

<sup>21</sup> New function of role acts as electronic meeting support for Area, Approved at Assembly level, 3/26/22

<sup>22</sup> AAPP functions added for clarification, Approved at Assembly level, 3/25/22

<sup>23</sup> Forum Coordinator role added to Literature Coordinator duties, Approved at Assembly level, 3/26/22

- iv. Encourages groups to subscribe to the Forum
- v. Promotes submission of articles to the Forum by presenting skits and workshops designed for use at the Area, District, or group level

**I. Archives Coordinator:**

- i. The Archives Coordinator is responsible for maintaining a repository for Al-Anon Family Groups of Wyoming's historical, administrative, and legal records
- ii. Is responsible for the collection, protection, and organization of these archived materials
- iii. Provides group and district education and support for management of their records
- iv. Coordinator reports status of archives at AWSC and Assembly meetings on a regular basis
- v. Is responsible for maintaining and controlling the availability of the archived materials to Al-Anon members, and others with authorized access needs, for research or other purposes, always protecting the anonymity of members
- vi. May appoint Archive committee members as necessary to assist in the disposition of these responsibilities
- vii. The Secretary and Archivist each maintain a paper or digital record of any amendments to the Area 90 Policies and Service Guidelines in the form of motion

**m. District Representatives and Group Representatives:**

- i. District and Group Representatives are expected to function in the manner described in the Al-Anon/Alateen Service Manual
- ii. DRs responsible to provide copies of the Area 90 Directory and Area 90 Policies and Service Guidelines to the groups in their districts (Clarification added after 3/2022-pending approval 8/2022)

● **Procedures:**

**a. Election Procedures:**

- i. To encourage the maximum participation in Area 90, it is suggested that groups elect new Group Representatives (GRs), who elect new District Representatives (DRs) prior to the special Election Assembly when elections are held for area officers. Their terms will be for three (3) years beginning January 1 following Area elections.<sup>24</sup>
- ii. Prior to the Election Assembly, each group or district is encouraged to designate who is voting for their group/district – the outgoing or new Representative.<sup>25</sup>
- iii. When electing the Delegate and Alternate Delegate, anyone may stand who has served a three-year term as District Representative, has remained active at their area level as newsletter editor, coordinator, etc. and regularly attends Al-Anon meetings.<sup>26</sup>

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<sup>24</sup> Carried August 7, 1982; Revised May 2005; Carried July 30, 2005

<sup>25</sup> Revised May 21, 2005; Carried July 30, 2005

<sup>26</sup> Carried October, 1995; Other motions, May 10, 1983; September 10, 1983; Revised May 21, 2005 and Carried July 30, 2005

**b. Assemblies/Conventions – Recommended Convention and Assembly Guidelines<sup>27</sup>, <sup>28</sup>**

**i. Planning:**

1. Pursuant to Tradition Six, Al-Anon cooperates with AA by scheduling events together for the mutual benefit of AA and Al-Anon. Al-Anon and Alateen are invited guests of AA.
2. Honoring Tradition Seven, Al-Anon will share expenses of the event in order to be self-supporting. This process will be clarified at the beginning of the planning sessions by the Al-Anon liaison (group or Area) including speaker's rooms and travel fees, meeting rooms, and possible raffle.
3. An Al-Anon group in the host city may be able to provide a liaison person to the AA planning committee. This Al-Anon liaison can develop a committee to support Al-Anon activities for the event. Al-Anon **Guideline G7** (Al-Anon/Alateen Participation in an AA Convention) provides ideas and direction for various tasks. See [www.al-anon.org/for-members/members-resources/manuals-and-guidelines/guidelines/](http://www.al-anon.org/for-members/members-resources/manuals-and-guidelines/guidelines/) to download a free copy.
4. The Al-Anon chair may not need committees as described by G7 but may request Al-Anon volunteers to coordinate various functions, ie. finances, speakers and programs, etc.
5. The Area 90 Alternate Delegate (AD) facilitates AA/Al-Anon events. When there is no Al-Anon group in the host city the Alternate Delegate (AD) serves as a liaison with the AA hosts. The AD ensures that meeting rooms, schedules, lunch arrangements, and raffle plans are established. It is recommended that all Area officers and coordinators participate in covering the event. A copy of these guidelines is available to AA hosts if requested.
6. The Al-Anon Area Treasurer may provide the host committee seed money to assist with the Convention expenses. Seed money is not advanced for Assemblies.
7. Al-Anon may provide food for Assembly luncheons held on Saturday. The Area will not accept contributions for food provided at Area Assemblies. If individual members provide the luncheon, it is up to the members to accept or decline reimbursement of their expenses.<sup>29</sup>
8. Al-Anon liaison provides AA Convention committee with Al-Anon/Alateen's schedule and the names of speakers in ample time for printing flyers and programs<sup>30</sup>

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<sup>27</sup> Recommended Convention and Assembly Guidelines. Unless otherwise noted, revisions adopted May 11, 1996 after incorporating motions carried May 28, 1972; May 9, 1981; January 24, 1987; and February 25, 1989. Additional motions September 17, 1971; May 11, 1973; and September 14, 1975

<sup>28</sup> Revision of previously created information using G7 guideline from AFG website; Approved by Assembly, 3/26/22

<sup>29</sup> Motion carried November 8, 1997

<sup>30</sup> Revised May 5, 2007

9. The Al-Anon committee chairperson sends a skeleton schedule to the Al-Anon Area Secretary and The Link editor at least six weeks prior to the upcoming Assembly/Convention for publication in The Link<sup>31</sup>

**ii. Raffles**

1. Raffles may be held at the Area Convention and Assemblies but are not mandatory. The Al-Anon committee chair or Area liaison will confirm with the AA hosts whether raffle is to be held. Details of time and items will be established for each event
2. The Al-Anon Host Committee can request raffle items be donated by the Al-Anon membership. Raffle proceeds, after expenses, are paid to the Al-Anon Area Treasurer
3. In Al-Anon, raffling various articles at meetings or other gatherings is a matter of autonomy. It is suggested that these items relate in some way to our spiritual principles to avoid commercialism in the fellowship—

**c. Suggested Group Contributions:**

- i. All contributions originate at the group level. Each group administers its own financial affairs and determines amounts to be paid. Refer to the following guideline, G41, for more information on group finances [www.al-anon.org/for-members/members-resources/manuals-and-guidelines/guidelines/](http://www.al-anon.org/for-members/members-resources/manuals-and-guidelines/guidelines/)

**ii. The suggested priority is as follows:**

1. Group
2. District
3. State (Area)
4. World Service Office (WSO)

**d. Official Mailing Address**

- i. The official address of Wyoming Al-Anon is:

[www.wyoming-al-anon.org](http://www.wyoming-al-anon.org)

**e. Area Expenses:**

- i. It is customary to pay a portion of expenses to area servants to defray the cost of attendance at Assemblies and Conventions. The amounts paid are subject to change by a majority vote at an Assembly. Additional convention and Area expenses are paid as required to cover mailing, telephone, etc.
- ii. Amounts paid are included in current budgets.<sup>32</sup> Amounts approved as follows:
  1. The Area sends the Delegate and/or the Alternate Delegate every year with all expenses paid to the Northwest Regional Delegate's Conference.<sup>33</sup> The Area Chairman can use monies budgeted and available if Alternate Delegate unable to attend.<sup>34</sup>

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<sup>31</sup> Revised May 5, 2007

<sup>32</sup> Motion carried August 4, 2007

<sup>33</sup> Motion carried February 1, 1986. Other related motions February, 1984; July, 1984; February, 1985; and February, 1986

<sup>34</sup> Motion carried March 30, 1996. Revision October, 2007

2. Area officers and coordinators are to use the “Expense Report Form” to record all expenses and submit to Area Treasurer for reimbursement <sup>35</sup>
3. The Area will subsidize funding of the Link only if requested by the Editor at the annual budget meeting. <sup>36</sup>

**f. The Link:**

- i. The Link is the Area 90 newsletter for Al-Anon and Alateen. Its purpose is to further Al-Anon communication within the state and provide personal stories of experience, strength, and hope to fellow members. It was established May 7, 1971 to promote unity at the state level
- ii. The Link is published before all Assemblies and AWSC's <sup>37</sup>
- iii. Newsletter subscriptions are due annually on May 1 and payable to the newsletter editor. Subscription price is \$7.50 beginning May, 2010. <sup>38</sup> In 1991, the Area requested that groups pay for The Link subscription but a copy will be sent to all groups regardless of their ability to pay <sup>39</sup>
- iv. The newsletter will be sent free to other Areas requesting to exchange newsletters with Wyoming. <sup>40</sup> The number of newsletters exchanged shall be limited to one a year <sup>41</sup>
- v. The Regional Trustee will receive a free copy of The Link
- vi. The Link will include the Treasurer's report and the minutes of the previous Area Assembly or AWSC. The Link will be mailed or electronically transmitted at least 30 days prior to the next Assembly or Convention
- vii. The cover design will be up to the Editor so long as the newsletter title, “The Link” remains the same<sup>42</sup>

**g. Alateen<sup>43</sup>**

- i. To start an Alateen group, an Al-Anon member needs to contact the Area Alateen Coordinator/AAPP or any member of the AWSC. An initial requirement is that two Al-Anon members agree to become certified AMIAS (Al-Anon Member In Alateen Service). The Alateen Coordinator will be able to assist and register the group with the WSO (World Service Organization) once training and meeting details are established
- ii. All AMIAS in Area 90 will recertify on an annual basis. This will involve some type of training/education process, validation of address, meeting attendance, and general abuse record check. New AMIAS can certify through a similar process at any time during the year. Training may be online, virtual or face to face
- iii. Area 90 has a set of minimum safety & behavioral requirements agreed to by all AMIAS annually. In addition, the Area reviews these requirements every three years. Alateen's are encouraged to resolve issues at the group level whenever possible. In the event of a

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<sup>35</sup> Motion carried May 11, 1996

<sup>36</sup> Motion carried March 2, 1997. Revision October, 2007

<sup>37</sup> Motion carried July 30, 2005. Other related motions February 6, 1988; March 30, 1996; and May 5, 2001

<sup>38</sup> Original motion September 13, 1974. Renewal date and current price carried March 27, 2010

<sup>39</sup> Motion carried July 28, 1990. Other related motions September, 1982; May, 1983; July 1983; and July 1990.

<sup>40</sup> Motion carried September 17, 1976

<sup>41</sup> Motion carried October 19, 1996

<sup>42</sup> Motion carried March 22, 1996

<sup>43</sup> Area 90 Alateen Guidelines proposed and approved at Assembly level, 3/26/22

serious problem at the group level, a parent, Alateen member, or AMIAS is strongly encouraged to contact the Area Alateen Coordinator or a member of the AWSC

- iv. Included in the opening of every WY Alateen meeting is a statement about mandatory WY abuse reporting law. This is placed there to protect the Alateens, the AMIAS, and the Area. The Alateen coordinator or a member of the AWSC should be contacted immediately if abuse is suspected to ensure the safest handling of the situation

# Appendices

## **I. Alateen Safety Requirements**

**Wyoming Area 90**  
**Minimum Safety & Behavioral Requirements**  
**For All Alateen Members and Al-Anon Members Involved with Alateen Service**

1. Every Al-Anon Member involved with Alateen Service (AMIAS) shall:
  - a. Be an Al-Anon member regularly attending Al-Anon meetings
  - b. Be at least 25 years old
  - c. Have at least two years in Al-Anon in addition to time spent in Alateen
  - d. Have not been convicted of a felony or been charged with child abuse or any other inappropriate sexual behavior and not have demonstrated emotional problems which could result in harm to Alateen members
  - e. Have their name checked against and official sex offender registry
  - f. Attend Area Alateen workshops
2. There shall be at least one AMIAS (Alateen Sponsor) at every Alateen meeting. It is **strongly** recommended that two AMIAS (Alateen Sponsors) attend every Alateen meeting.
3. The Area requirements prohibit overt or covert sexual interactions between any adult and Alateen member.
4. The Area requirements prohibit conduct contrary to applicable laws.
5. The Area requirements contain procedures for parental permission and medical care when transportation is provided. Parental permission forms and authorization to obtain medical care shall be received when transportation is provided.
6. Local counsel shall review the Area requirements.
7. Definition: An AMIAS is a member who has direct contact with the care and responsibility of Alateens while being in service to Alateen. This includes, but is not limited to, Sponsors, Chaperones, Drivers, or Instant Sponsors.

Adopted by Area 90 2003-2004

Copied from original

5/29/20

Area 90 Alateen Coordinator