

HANDBOOK

Of

General and Committee Working Procedures

For

Al-Anon Family Groups of Ohio, Inc.

This handbook is intended to be used in conjunction with the Bylaws For Al-Anon Family Groups of Ohio, Inc.

In all proceedings, the latest edition of the Al-Anon / Alateen Service Manual will be followed except for deviations found in this "Handbook" and "Bylaws For Al-Anon Family Groups of Ohio, Inc."

All succeeding Assemblies will follow the current guidelines in the Handbook of General and Committee Working Procedures For Al-Anon Family Groups of Ohio, Inc.

Group Conscience – from Summary of 1980 World Service Conference

Group Conscience in Action –

"When problems arise, as they often do in human relations, no one member has the right to make a decision for the group. Individually and together, members seek to be guided by a Higher Power to the decision that will achieve the greatest good for the greatest number." from "Living with an Alcoholic", Al-Anon Family Group Headquarters, Inc., 1980

"The . . . Al-Anon Conference is, therefore, the practical means by which Al-Anon's group conscience (can) speak and put its desires for world service into operation. It (is) the voice of world Al-Anon and the permanent guarantee that our world services shall continue to function under all conditions." from "Purposes of the World Service Conference", Al-Anon Family Group Headquarters, Inc.

In citing the appropriateness of the 1980 Conference theme, Stephanie O'K., Chairman of the Board of Trustees, said that group conscience in action was the very "fiber and fabric of all conferences which have come before...each person counts in a special way. Our opinions, reservations and the right to disagree..." were evidence of the group conscience at work.

Group Conscience Is - the working of our Higher Power through the members for the good of the group.

- *It results from the ability to place "principles above personalities."*
- *It is developed through knowledge of our service manuals because an informed group will allow equal participation among all members. This sharing helps to develop the group conscience.*
- *Knowledge of the Traditions is needed to develop a group conscience. The Traditions unify groups. They are its backbone. One section expressed it this way: "Traditions are like traffic signs--they tell you what road to take for your own good."*
- *The group conscience is expressed through participation in an honest effort to reach agreement on how Al-Anon's purpose may be best accomplished -- always keeping in mind our Traditions. It is also expressed by gracefully accepting, without resentment, any decision made contrary to one's own opinion.*
- *Group conscience is God-guided and autonomy is self-guided. Group conscience acts as "brakes" on autonomy.*
- *By exercising group conscience, we are obeying the unenforceable through adherence to the Traditions and Concepts.*
- *An informed group conscience is not heard unless properly chosen servants are fully trusted to speak for it.*
- *We must always remember "I am responsible" but resist the temptation to offer solutions. Rotation of officers is a safeguard.*
- *Trust, trustworthiness, open-mindedness and all other positive attitudes, exercised with love, encourage a healthy group conscience to prevail.*
- *Negative attitudes tend to suppress, diminish, or demean group conscience.*
- *By putting "principles above personalities" and recognizing a group conscience, we are growing spiritually.*
- *It is through the various arms of service that our home group's conscience is heard, at District, Area World Service Committee, Area Assembly and World Service Conference levels, thereby reflecting Al-Anon's worldwide conscience.*

Conclusion: The Steps, Traditions and Concepts will be translated into a language of understanding.

"From the clash of differing opinions, the spark of Truth shall arise."

SECTION I – GENERAL PROCEDURES

A. Voting

1. Group Representatives have the only vote at Assemblies.
2. A registration fee of \$5.00 per day is collected from each Group Representative at Assembly. The fee is paid / reimbursed by your group. (*motion 2013/10 - # 5*)
3. A voting member votes for only one group. (*motion 1993/05 - # 1*)
4. All ties or lack of a majority vote for elected offices, will be decided by a consistent method of either drawn out of a hat or simple majority. The decision as to how to handle the situation will be voted on before elections begin. (*motion 2002/10 - # 6*)

B. Simple Majority Vote is more than 50 percent of cast votes, including abstentions and voids. Example: 75 votes counted; 38 votes carry the motion.

C. Substantial Unanimity Vote is considered 2/3 of votes cast, including abstentions and voids. Example: 75 votes counted; 50 votes carry the motion.

D. Voting at Assembly is mostly decided by Simple Majority Vote, and can be handled by voice or hand count. A ballot vote may be called for if deemed necessary.

E. If a motion requires a Substantial Unanimity Vote, it will be announced prior to the presentation of the motion.

F. Elections are always by ballot.

SECTION II – RE-DISTRICT AND ADMITTANCE OF OUTSIDE GROUPS

- A. Accept the redistricting proposal from Ad-hoc Committee. (*motion 2001/05 - # 1*)
- B. Change lettered districts to numbered districts. (*motion 2014/10 - # 001*)
- C. Any WSO registered Al-Anon Family Group, meeting outside the boundaries of the State of Ohio (either physically or electronically) and wishing to join the Ohio Area, will submit a motion to the Chairperson of the Ohio Area, for approval at the following Ohio Area Assembly.
- D. The Group will indicate the District they wish to support, either physical or electronic. The Area Group Records Coordinator will assist in making these changes to the data base, and notifying the appropriate District.

SECTION II – AMENDMENT PROCEDURES

- A. **Handbook Amendments** will require Simple Majority or Substantial Unanimity, as called for by the Area Chairman.
- B. **Bylaws Amendments** will require Substantial Unanimity Vote.
 - 1. On a five (5) year trial basis a quorum shall be the number of voting members registered and present at the beginning of each Ohio Area Assembly Meeting - - effective immediately. 2021/10-#03
 - 2. District Representatives and Group Representatives shall be notified at least one (1) month in advance of a meeting at which an Amendment is expected to be considered.

SECTION III – MOTIONS

- A. All motions must be written on electronic, or paper forms provided by the Secretary. A second may be given with the motion or called for when the motion is presented.
- B. The maker of the motion may be the presenter of the motion and allowed up to two minutes to present. Additional time can be given for Committee presentations.

SECTION IV – SPEAKING

- A. All Officers and Assembly members wishing to speak are requested to use one of the microphones in the room. Courtesy would limit any member from speaking at the microphone more than two minutes, and from speaking more than once on any subject. The Chairman can curtail or extend these guides as necessary for the good conduct of business.
- B. Limit discussions on issues to 15 minutes, 2 minutes per person, and each person has one time at the microphone. If more time is needed, the Assembly may extend the time another 15 minutes. Then we take written ballots and go on with the next order of business while the ballots are being counted. (*motion 1990/04 – # 3*)

SECTION V – AREA OFFICERS

- A. Except as specifically amended herein; the Al-Anon Alateen Service Manual shall govern all Officers.
 - 1. Delegate
 - 2. Alternate Delegate
 - 3. Area Chairman
 - 4. Area Secretary
 - 5. Area Treasurer
 - 6. Past Delegates
- B. Once elected, the Delegate, the Alternate Delegate and the Area Treasurer shall be AMIAS certified by the start of and throughout their term in office. All other Officers are encouraged to become AMIAS certified in order to be available to support and participate in Alateen activities.

Refer to the Handbook Of General and Committee Working Procedures For Al-Anon Family Groups of Ohio, Inc., Appendix pages 37-47. (motion 2020-07 - # 2)

C. Position Descriptions (note - specific Job Responsibilities follow)

1. Delegate

- a. is thoroughly familiar with all service manuals, in order to become the channel of information from the WSO and the World Service Conference through Assembly to the groups.
- b. Issues of concern are taken from the Area to the Conference by way of the Delegate. Attends World Service Conference (5 or 6 days each April), and brings to the Area Assembly a comprehensive report of the proceedings.
- c. Fully completes the tasks delegated as a member of a World Service Conference Committee in timely and effective manner.
- d. Is an ex-officio member of all committees, attending committee meetings as necessary, bringing the broader perspective of the Conference to help them function in unity.

2. Alternate Delegate

- a. As a stand-in for the Delegate, if necessary, works along with the Delegate as much as possible to communicate with the groups.
- b. Is responsible for the AI-A-Notes committee and the publication of the AI-A-Notes at least three times per year.

3. Area Chairman

- a. Chairs all Assembly and AWSC meetings.
- b. Prepares agendas for meetings in cooperation with the Delegate and the AWSC members.
- c. Notifies members of AWSC and Assembly meetings, dates and locations.
- d. Is responsible for contact with meeting facilities.
- e. Calls for and conducts an election every third Two-Day Assembly meeting in accordance with procedures in the Al-Anon / Alateen Service Manual and the Bylaws For Al-Anon Family Groups of Ohio, Inc.

4. Area Secretary

- a. Prepares for and records the proceedings of the AWSC and the Area Assembly meetings.
- b. Sends minutes to the Group or District Representatives as indicated in Section VI. D. Area Secretary.

- c. Maintains accurate attendance file of all Assembly and AWSC members for the purpose of establishing eligibility for elections.
- d. Maintains current records of the Groups Representatives (with the Area Group Records Coordinator). The Secretary serves as the Co-Group Records Coordinator.

5. Area Treasurer

- a. Handles all Assembly funds, paying expenses approved by the Bylaws for Al-Anon Family Groups of Ohio Inc., the Handbook of General and Committee Working Procedures for Al-Anon Family Groups of Ohio Inc., and the Budget Committee. (*motion 2013/10 - # 6*)
- b. Presents a brief written report of the status of accounts at all meetings and a complete written detailed accounting of all transactions quarterly.
- c. Sends an Appeal Letter to all groups twice a year.
- d. Is a member of and works closely with the Budget Committee, to bring recommendations to the Assembly on the use of excess funds.

SECTION VI – JOB DESCRIPTIONS & RESPONSIBILITIES – AREA OFFICERS

A. Delegate - the Delegate is a channel through which information flows. Delegate brings to the Conference the viewpoint of the Area on matters affecting the entire fellowship and returns to the Area with a broader perspective of Al-Anon worldwide. The Delegate is the bridge of understanding which links the groups in the Area with world Al-Anon/Alateen to help them continue to function in unity. The Delegate is the servant of Al-Anon as a whole.

Responsibilities (*motion 2018/05 – # 2*)

- 1. Delegate represents all Al-Anon/Alateen members in the Area, and performs all duties listed in the Al-Anon / Alateen Service Manual.
- 2. Becomes familiar with all current Al-Anon / Alateen Service Manuals, Guidelines, and collected Ask-it-Basket questions in order to pass on correct information, and to work according to Al-Anon principles.
- 3. The Area Assembly, at the Election Meeting, elects the Area Coordinators. If no candidate available, the Delegate, with officers of AWSC, makes appointments. (*motion 1998/10 – # 3*)
- 4. Shares Area experience at three annual World Service Conferences. Returns and shares the views and spirit of world-wide Al-Anon with the Area and is prepared to share further with any Group, District (or Districts) who request it at their expense.
- 5. As a result of experience, and from sharing with other Delegates, the Delegate will originate and present to the Assembly, plans and policies to improve the Fellowship within the Area. (which may be debated, modified, vetoed, or implemented by the Assembly.)
- 6. With the Alternate Delegate, conducts an Information Session / Group Representative Orientation one hour before each Assembly meeting on: World Service Office service and

structure, how the Concepts are applied, and on current issues before the Assembly, for the benefit of all incoming Group Representatives, or others who may wish to attend.

(motion 1990/04 - # 2)

7. Keeps the Alternate Delegate informed as much as possible.
8. Writes a message to all Al-Anon / Alateen members in the Area for each issue of the Al-A-Notes Newsletter.

B. Alternate Delegate is elected to work closely with the Delegate to participate in Area World Service Committee (AWSC) activities. In case the Delegate cannot complete his/her three-year term, the Alternate automatically becomes the Delegate for the balance of the Delegate's term.

Responsibilities

1. Work with the Delegate as much as possible.
2. Become acquainted with all the Delegate's duties.
3. Act as Chairman of the Area Assembly in the absence of the Chairman.
4. Serve as Coordinator of Area Newsletter Committee and may serve as Editor of Newsletter.
5. Maintain personal, individual subscription records and newsletter exchange records.
6. Be responsible for all phases of preparation and distribution of minimum of three (3) copies per year of Al-A-Notes, the Area Newsletter, in keeping with Guidelines for Newsletter Editors (See WSO Guideline G-21).
7. The Newsletter Committee is to be composed of Editor, Area Chairman, Delegate and any other volunteers as needed.
8. Assumes responsibility of informing new Group Representatives at Assemblies of Al-Anon structure.

C. Area Chairman should have good leadership and organizational ability, 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 elements of good chairmanship.

Responsibilities

1. Conducts all Assemblies and Area World Service Committee meetings. Takes roll call of all Area World Service Committee members at each Assembly.
2. Asks Secretary to send out notices of all Area business.

3. Works with other officers in preparation of agendas and mailing of meeting notices. Plans meeting when necessary with Officers and/or Coordinators. Calls meeting of Area World Service Coordinators, preferably at regular intervals, to discuss Area matters.
4. After consulting with Delegate, calls an Assembly soon after Delegate's return from annual World Service Conference to hear the report of World Service Conference proceedings and decisions. May also call an Assembly meeting at other times deemed necessary, by the Delegate or the Area World Service Committee.
5. If any officer, other than the Delegate, resigns before the end of his term, the Area Chairman appoints another District Representative to fill the office temporarily. As soon as convenient, an Assembly should be called to elect a successor for the unexpired term. If the Area Chairman resigns, the Area World Service Committee names an Area Chairman Pro-Tempore or the Delegate may serve as Area Chairman until an election can be held.
6. 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 Area Chairman calls the Assembly for the election of a Delegate and other Officers. Election Assembly procedures are reviewed in the AI-Anon Alateen Service Manual and Assembly body and Area World Service Committee members are asked for a vote of acceptance of proposed method of election.
7. The Area Chairman gives copies of approved motions to the Handbook Chairman: 3 copies—Chair, Secretary, Handbook. (*motion 2000/05 – # 3*)
8. Prepares the change of Statutory Agent of Nonprofit Corporation to be filed with the Secretary of State's Office. The form shall name the Area Chairman as the Statutory Agent and shall be completed within 90 days of taking office. The form shall be mailed to the Treasurer, who will prepare the remittance and mail the form. (*motion 2018/05 – # 3*)
9. Prepares the Statement of Continued Existence of Nonprofit Corporation to be filed with the Secretary of State's office in a timely manner - currently every five years. The form shall be mailed to the Treasurer, who will prepare the remittance and mail the form. (*motion 2018/05 – # 3*)

D. Area Secretary has voice and vote at all Area World Service Committee meetings, but has vote at Assemblies only if a current Group Representative.

Responsibilities (*motion 2023/05 - # 3*)

1. Takes the minutes of all Area World Service Committee meetings and distributes them via email to all AWSC members.
2. Takes the minutes of all Area Assembly meetings and distributes them via email to all AWSC members, Group Representatives (GRs) and Current Mailing Addresses (CMAs).
3. Sends out all notices of Area Assembly meetings to all AWSC members, GRs and CMAs via email. Sends out notices of all AWSC meetings to AWSC members (listed on the Ohio Area roster).

4. Keeps a record of attendance at all Area Assembly and AWSC meetings. The Secretary maintains an electronic record of attendance of all meetings for each three-year period for election eligibility. The Registration record shall be given to the Secretary at the end of each meeting.
5. Maintains a post office box for the receipt of all mail addressed to the Area, forwarding it to the appropriate Officer, Coordinator, or Committee Chairman.
6. Obtains and maintains the bulk mailing permit, if needed, in the name of the Area, at the post office in the location where the Secretary resides.
7. Maintains the original minutes of meetings for a period of two years, after which time they are passed along to the Archives Coordinator for permanent retention. The minutes for each meeting should have the registration record and passed motions attached to them.
8. A copy of all required documents should be placed in a notebook to be passed along to the successor. The required documents include the maintained minutes, registration records, blank motion forms and passed motion forms.

E. Area Treasurer has voice and vote at all Area World Service Committee meetings, but has vote at Assemblies only if a current Group Representative. Important skills in this position are: basic bookkeeping knowledge and experience.

Responsibilities

1. Handles all Assembly collections, funds, and expenses by having, at all Area World Service Committee Meetings and Area Assembly meetings, the Receipt Book in compliance with Item 3 below and the State Checkbook for immediate and emergency bills only, incurred by a State function in compliance with Item 4 below. (*motion 2002/05 – # 1*)
2. Twice a year prepares a special appeal letter to be sent to all groups asking them to contribute to the Area treasury to cover Assembly expenses, including the contributions to the Delegate's fund.
3. Issues receipts to Group Representatives for any cash contributions they make on behalf of their groups for the Assembly so their respective Group Treasurers can reimburse them.
4. Pays all bills for expenditures authorized by the Bylaws For Al-Anon Family Groups of Ohio Inc., approved by the Area Assembly or, if necessary, by the Area World Service Committee, or the Officers of the Assembly.
5. Forwards to the World Service Office, before January 1st, the equalized sum for the Delegate's Fund.
6. Provide written financial reports to the Area World Service committee and Assembly each time they meet.
7. Is a member of the Budget Committee and consults with that Committee on presentation of the financial reports and budget information.

8. Becomes familiarized with all recommendations of the Budget Committee, which have been approved by the Assembly.
9. A newly elected Area Treasurer shall not accept the books from the outgoing Area Treasurer until after the Review Committee has approved the books.
10. The Area Treasurer's report, as defined in the AI-Anon / Alateen Service Manual shall include an accounting for all items listed in Article VII - Expenses of Bylaws For AI-Anon Family Groups of Ohio, Inc.
11. Payments to the Area Treasurer are to be initialed by an authorized Officer other than the Area Treasurer. (*motion 1993/10 – # 1*)
12. Any expenses, which exceed the budgeted amount authorized by the Assembly, must be approved first by the Budget Chairman. (*motion 2000/05 – # 1*)
13. Prepares and files the annual 990 report with the Internal Revenue Service in accordance with IRS regulations. Provides a copy of the acknowledgement to the Area Chairman. (*motion 2016/11 - # 02*)
14. Prepares and files the annual report(s) with the Office of the Attorney General of the State of Ohio in accordance with current regulations. Provides a copy of the acknowledgement(s) to the Area Chairman. (*motion 2016/11 - # 02*)
15. Prepares the remittance and mailing to ensure that the required filing with the Ohio Secretary of State's office for Statement of Continued Existence of Nonprofit Corporation is made in a timely manner – currently every five years. Provides a copy of the acknowledgement to the Area Chairman. (*motion 2016/11 - # 02*)
16. Prepares the remittance and mailing to ensure that the required filing with the Ohio Secretary of State's office for Change of Statutory Agent is made in a timely manner. Provides a copy of the acknowledgement to the Area Chairman. (*motion 2016/11 - # 02*)
17. Prepares and maintains the Inventory of Physical Assets by keeping a separate record of all asset purchases by the Corporation. (*motion 2016/11 - # 02*)
18. Sets up and maintains a PayPal account for Area Events for a three-year trial period. (Motion 2021/05 - # 02)
19. Checks over \$2000 require a second signature from an authorized signer. CD's must have two authorized signatures to be cashed or renewed or moved. CD Funds can only be moved into another AFG of Ohio, Inc. account. (Motion 2021/05 - # 01)

SECTION VII – ELECTIONS

Every three years, the Area has an election to fill the positions of leadership at the Area level. Every candidate needs to complete a Service Profile and submit it to the Area Chairman by September

30 before the election. Should an election occur at another Assembly meeting, the profile should be completed two weeks prior to the Assembly meeting. (*motion 2020-07 - # 1*)

Note: The Service Profile is on the next two pages.

SECTION VIII – ELIGIBILITY FOR AREA OFFICES

- A. Delegate, Alternate Delegate and Area Chairman** - any District Representative, Assembly Coordinator active in their local district, or Area Officer, is eligible for any Area Office, except that any District Representative or Assembly Coordinator who misses any two (2) consecutive Assembly and / or AWSC meetings in the three (3) year period between elections, without providing an alternate, is ineligible to run for Area Office at next election.

(motion 1991/10 - # 2) (motion 1995/03 - # 5)

See Article IV, Section C of Bylaws for Al-Anon Family Groups of Ohio, Inc., for complete explanation of eligibility.

- B. Area Secretary and Area Treasurer** - Any Group Representative with three (3) years active experience and attendance at five (5) out of six (6) assembly meetings, or provide an alternate, in the three (3) year period between elections, is eligible for the office of Area Secretary or Area Treasurer.

See Article IV, Section C of Bylaws for Al-Anon Family Groups of Ohio, Inc., for complete explanation of eligibility.

Area 44 (Ohio) Al-Anon Service Profile (motion 2020-07 - # 3)

When considering serving at the Area level, please review the eligibility requirements and the responsibilities found in the Bylaws For Al-Anon Family Groups of Ohio, Inc., the Handbook Of General and Committee Working Procedures For Al-Anon Family Groups of Ohio, Inc., the current relevant WSO Guidelines (<https://al-anon.org/for-members/members-resources/manuals-and-guidelines/guidelines/>) and the Duties of Assembly Members found in the current version of the Al-Anon / Alateen Service Manual P24/27.

Once elected, the Delegate, the Alternate Delegate and the Area Treasurer shall be AMIAS certified by the start of, and throughout their term in office. All other Officers are encouraged to become AMIAS certified in order to be available to support and participate in Alateen activities. Refer to the Handbook Of General and Committee Working Procedures For Al-Anon Family Groups of Ohio, Inc., Appendix pages 37-47.

First Name: _____ Last Name: _____

(Preferred) Telephone Number: _____ Cell Landline

Email Address: _____

MARK ALL POSITIONS THAT YOU ARE APPLYING FOR:

Delegate Alternate Delegate
Secretary Treasurer Chairperson
Coordinator Specify all: _____

Standing Committee Chair Specify all: _____

Years Active in Al-Anon/Alateen: _____ Dates _____

Home Group Name and location: _____

PRESENT AREA Service Position(s): _____ Year (s): _____
_____ Year (s): _____

PAST AREA Service Position(s): _____ Year (s): _____
_____ Year (s): _____
_____ Year (s): _____

PRESENT DISTRICT Service Position: _____ Year (s): _____
_____ Year (s): _____

PAST Service Position(s): _____ Year (s): _____
_____ Year (s): _____
_____ Year (s): _____

Some basic computer experience is helpful for communication purposes for all positions, i.e., E-mail.

For certain positions Excel, Word, PowerPoint are necessary for performance of the duties. Some aid will be provided to those with less experience and the time and willingness to learn.

What skills and knowledge will you bring to the Area? Please answer "Yes" or "No" and in the space provided.

Are you proficient with basic computer skills? Check one:

Excel	Y	<input type="checkbox"/>	N	<input type="checkbox"/>	Willing to learn	<input type="checkbox"/>
PowerPoint	Y	<input type="checkbox"/>	N	<input type="checkbox"/>	Willing to learn	<input type="checkbox"/>
Word	Y	<input type="checkbox"/>	N	<input type="checkbox"/>	Willing to learn	<input type="checkbox"/>

Other: _____

Are you experienced in electronic communication?

Accessing and navigating websites?	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
Familiar with navigating the AI-Anon website?	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
Experience with AFG Connects?	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
Using email and downloading attachments?	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
I own or have access to a computer and a printer	Y	<input type="checkbox"/>	N	<input type="checkbox"/>

Are you conversant in languages other than English? Y N

Which languages? _____

Reading	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
Writing	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
Speaking	Y	<input type="checkbox"/>	N	<input type="checkbox"/>

What do you hope to accomplish in Area service?

Describe any special skills or talents you possess (non-AI-Anon as well) that could assist you while serving in this position?

I give permission for the current Area Chairman to keep this Service Profile.

Signed: _____ Date: _____

SECTION IX – AREA COORDINATORS AND COORDINATING COMMITTEES

- A. Can be any active member, not necessarily a Group Representative or District Representative.
- B. Shall elected at the Election meeting, to unify special services in the following areas
(*motion 1998/10 - # 3*)
 - 1. Alateen Coordinator
 - 2. Archives Coordinator
 - 3. Forum Coordinator
 - 4. Group Records Coordinator
 - 5. Literature Coordinator
 - 6. Public Outreach Coordinator
- C. General Guidelines for Area Coordinators
 - 1. As an Area Coordinator, your Committee might best be selected from the Area, District and/or Intergroup levels close to you.
 - 2. Initiate efforts and follow-up to obtain names of active local coordinators and maintain good communication with them.
 - 3. Follow the World Service Office and Area Guidelines and help familiarize local coordinators with their content.
 - 4. Establish goals with and for your Committee and keep the Area updated regarding the completion of them.
 - 5. Give oral reports, with a written copy to Area Secretary, at each Area Assembly meeting on the action involved in by the Committee and the result of that action.
 - 6. Present at least one (1) annual workshop (coordinate time with the Area Chairman) to add personal support and information regarding your area of coordination.

Note: Al-Anon World Service has developed Guidelines for each Coordinator listed above. For your information, these Guidelines may be downloaded from the WSO website. (If a group does not have access to a computer, a copy of the Guidelines will be provided to them by the Handbook Committee. AFG of Ohio, Inc., has adopted its own set of guidelines for Group Records Coordinator, in addition to the World Service Guideline.

D. Position Descriptions.

1. **Alateen Coordinator** - maintains contact with groups and sponsors in the area, serving needs of sponsors and coordinators by sharing experience through letters or workshops. Encourages GRs and DRs to keep you informed about Alateen activities. Encourage Alateen participation at District and Assembly levels. Improve communication between groups and enhance unity by holding regular meetings with sponsors and Alateen GRs. Arrange meetings at Al-Anon/Alateen conferences and conventions or other area-wide events.
(see WSO Guideline G-24)
2. **Archives Coordinator** - maintains complete sets of minutes of the Assembly and AWSC meetings. Requests and retains copies of reports (experience) on Convention, Annual meeting and Al-Anon participation in other events, for the temporary use of the succeeding committees. Works with local Intergroups to explain and encourage Archival storage.
(see WSO Guideline G-30).
3. **Forum Coordinator** – (see WSO Guideline G-32)
4. **Group Records Coordinator**- needs basic computer knowledge to maintain the records of the Groups, Group Representatives, location, and contact with each of the groups in the area. Completes an update of this information before and after each Assembly meeting and have it readily available for officers' use and to DRs for updating their District information.
(see WSO Guideline G-36)
 - a. Maintain a current mailing list of all Area Officers, Coordinators, District Representatives and Group Representatives by Districts, making changes, as they occur to keep the list current.
 - b. Reviews, corrects and submits the Area World Service Committee Update Form to the World Service Office as changes occur. (*motion 2017/10 - # 3*)
 - c. Supply Delegate, Area Chairman and Area Secretary with updated lists at each Assembly meeting or as soon as changes occur.
 - d. Supply Area Secretary and Newsletter Editor with mailing labels whenever needed, sorted by Zip code.
 - e. Have a current list available at Assembly meetings for the purpose of updating or correcting by the members present.
 - f. Maintain file of names of groups, locations of meeting and other information pertaining to groups in our Area.
 - g. Attends the New Group Representatives meeting at Assembly meetings.
(*motion 2001/05 - # 6*)

5. **Literature Coordinator** - Works to stimulate an interest in Conference Approved Literature (CAL) and the Service Manuals. Encourage members of the Assembly to learn about the CAL process and to be familiar with current available material. Becomes thoroughly familiar with the information found in all pamphlets and books. Have on hand, up-to-date regular and special-order forms, and the descriptive catalog. Create literature display, become familiar with discount policies, and be prepared to respond to questions. (see WSO Guideline G-6.)
6. **Public Outreach Coordinator** - Informs the general public through the media, professional, facilities, and organizations about who we are, what we do, and how to get in touch with us. Serves as a communication link, between the WSO and the Area. Communicates and works cooperatively with District public outreach coordinators. (see WSO Guideline G-38)

SECTION X – STANDING COMMITTEE

Area World Service Committee - except as specifically amended herein, the Al-Anon Alateen Service Manual shall govern the Area World Service Committee.

Meetings may be called at the discretion of the Officers of the Area World Service Committee, as necessary.

Members of the AWSC are: Area Officers, Area Coordinators, Chairman of the Special Standing Committees, District Representatives, Al-Anon Information Service Liaison members, Past Delegates, Area Convention Chairman and have a vote at AWSC meetings. (*motion 2004/05 - # 5*)

SECTION XI – SPECIAL STANDING COMMITTEES (*motion 2018/05 – # 5*)

A. The Special Standing Committees are

1. Area Alateen Process Person (*motion 2004/10 - # 0000*)
2. Budget Committee
3. Handbook Committee
4. Registration Committee (*motion 2011/05 - # 2*)
5. Review Committee
6. Two Day Fall/Ohio Area Convention Advisor (*motion 2000/05 - # 2*)
7. Web Master
8. Area A.A. Liaison (2021/10 - # 05)*

*Passed under Motion 2021/10-#03. On a five (5) year trial basis a quorum shall be the number of voting members registered and present at the beginning of each Ohio Area Assembly Meeting. Effective Immediately.

B. Descriptions of Committees and guidelines

1. **Area Alateen Process Person** – See Appendix A (*motion 2004/10 – 0000*)
2. **Budget Committee** consists of at least five (5) people, which include the Committee Chairman. Presents to the Assembly a complete budget at the beginning of each year, based on the approved procedures. Calls Committee meeting for input and assistance in preparing proposed Budget. Receives all requests for funds not covered in the Treasurer's guidelines, making recommendations for acceptance or rejection based on budget needs of the Area.
3. **Handbook Committee** consists of at least three (3) people including the Committee Chairman. Becomes familiar with, and brings to each Assembly meeting, at least one updated set of the Bylaws For Al-Anon Family Groups of Ohio, Inc. and Handbook Of General and Committee Working Procedures for Al-Anon Family Groups of Ohio, Inc., having incorporated into that set all changes brought about by action of the Assembly. Informs the Assembly if and when deliberations are redundant or counter to already established Bylaws or Handbook. For Election Assembly, prepares and distributes to all members, newly updated copies of the Guidelines. (*motion 1998/10 - # 2*)
4. **Registration Committee** consists of two (2) people to take responsibility for registration at Assemblies. The Committee will prepare an accurate report of all in attendance and forward it to the Area Secretary after the close of the Assembly. The Committee will collect all registration fees and turn them over to the Area Treasurer, once the registration table has closed. The Committee will prepare the list of eligible names for the drawing to be held at the Two-Day Fall Assembly as discussed under "Ohio Area Convention / International Convention", item #2, pg.17 of the Handbook. (*motion 2011/05 - # 2*)
5. **Review Committee** consists of at least three (3) people including the Committee Chairman, none from the metropolitan locale of the Area Treasurer. Reviews and audits Area Treasurer's books, Area Convention and Two-Day Fall Assembly financial reports annually and reports to Assembly as to whether they are found to be in good order, accurate, and complete.
6. **Two Day Fall/Ohio Area Convention Advisor** The person holding this position offers guidance, assistance and past experience to the current chairman of 2-day fall and the current chairman of the Ohio Area Convention. (*motion 2000/05 - # 2*)
7. **Web Master** - A committee will be put together, comprised of members from all of the Host Districts in Ohio, to formulate a plan to develop an Area website that will contain meeting lists, Al-Anon Information Service office addresses and phone numbers and any other information which will help provide up-to-date information to members of Al-Anon and others. (*motion 2001/10 - # 4*)
8. **Area A.A. Liaison-**
 - a. Establish and maintain contact with the Delegates of the four AA Areas (53, 54, 55, 56).
 - b. Assist the Al-Anon Area Delegate in appointing a local Al-Anon Committee Chairperson for each State AA Convention.
 - c. Serve on the Al-Anon Committee planning for the AA Convention.

- d. Provide the local Al-Anon Committee Chairperson for each AA convention with the tools and information (i.e. Guideline G-7) necessary for the planning committee.
- e. Report to AWSC and the Area Assembly with timely AA information.
- f. Facilitate Al-Anon cooperation as requested by AA.
- g. Extend invitation to AA to participate in Ohio Area Convention (OAC). (2021/10 - # 05)

SECTION XII – RESPONSIBILITIES OF OFFICERS, COORDINATORS AND COMMITTEE CHAIRMEN

- A. An Area World Service Committee (AWSC) member appointed / elected to a position of Officer, Coordinator or Committee Chairman is required to attend all Assembly and AWSC meetings, with a written report on the activities performed in accordance with the guidelines provided.
- B. If an AWSC member does not attend any one (1) meeting and does not provide a report on the activities of their position, attends a meeting but does not provide such report, or fails to attend any two (2) consecutive meetings with or without a report, it shall be the responsibility of the Area Chairman to contact that member to determine whether or not the person remains willing and qualified to carry out the responsibilities of the appointed position.
- C. The Area Chairman will make determination and recommendation to the AWSC and it shall then be decided by the AWSC as to the action to be taken.
- D. It shall take a 2/3 majority vote of the remaining AWSC members to remove an inactive AWSC member from an elected or appointed position and it shall be the responsibility of the Area Chairman to advise the inactive member as to the decision and action of the AWSC.
(*motion 1998/10 – # 1*)

SECTION XIII – PROCESS FOR SELECTING A CANDIDATE FOR REGIONAL TRUSTEE

Every three years, the Ohio Area has the opportunity to select a candidate for Regional Trustee. Interested members will present the World Service Office (WSO) current application (available on the WSO web site or from the Delegate) at the Assembly which is prior to the WSO deadline for submission, currently the Spring Assembly of that year's deadline. It is the responsibility of current and past AWSC members to contact suitable candidates to stand for this position. (*motion 2019/10 - # 1*)

SECTION XIV – EXPENSES & MOTIONS

In addition to the Delegate's Equalized Expense fund, as described in the Al-Anon / Alateen Service Manual, the Area Treasurer will be responsible for the following, per Budget Committee recommendations:

A. Al-A-Notes

1. Al-A-Notes expenses cover any insertions from Officers, Coordinators and Committee Chairs. All others are the expense of the individual functions. *(motion 2000/10 - # 12)*
2. The cost of inserting a flyer in Al-A-Notes will be collected at the time of receiving the flyer, at the current rate charged by the printer, chosen by the Editor. *(motion 2006/05 - # 0065)*
3. Al-A-Notes editions will be added to the Area website, with all personal contact information removed. *(motion 2014/10 - # 002)*

B. Area Convention

1. Start a Convention Reserve account and to begin to build Reserve Convention Account balance by adding \$500.00 of Convention Profits per year (if available) toward a total of approximately ten percent (10%) of Convention Costs, or a cap of \$3,500.00. *(motion 1992/10 - # 3)*
2. Ways & Means, Hospitality and other items, excluding monies left over from Area Conventions, will stay in the District of the Convention for use in other District functions (workshops, gratitude nights, etc.). *(motion 1999/10 – # 4)*

C. Area Convention / International Convention

1. Allow in the budget, if funds are available, the total cost of sending the Delegate (or Alternate) to the Area Convention or International Convention annually. *(motion 2006/05 - # 64).*
2. Send the Delegate to the Regional Delegate's Conference each year, funds permitting. *(motion 1992/10 - # 13) (motion 2007/05 - # 2)*
3. Allow in the budget, funds permitting, a yearly drawing to subsidize two (2) qualified AWSC members or Group Representatives to attend the Area Convention or International Convention. *(motion 2008/05 - # 04)*
 - a. Qualifications: AWSC member to have attended three (3) out of four (4) meetings of the current year; Group Representatives to have attended at two (2) out of the (3) previous Assembly meetings. *(motion 2008/05 - # 04)*
 - b. A person attending a Convention with this subsidy does not qualify for another drawing for three (3) years from time of attendance. *(motion 2004/05 - # 4)*

D. Budget

1. Set aside two-thousand dollars (\$2,000.00) to establish a Prudent Reserve account.

- a. Build the balance in the account to approximately fifty percent (50%) of the annual budget at five percent (5%) of budget amount per year (if available).
 - b. Cap the Prudent Reserve at five-thousand dollars (\$5,000.00).
(*motion 1992/10 - # 4*) (*motion 2007/05 - # 4*)
2. The Budget process will be based on percentage of prior year donations instead of on projected income. (*motion 1992/10 - # 5*)
3. Establish a one-thousand, five-hundred-dollar (\$1,500.00) Equipment Fund for maintenance, repair, and eventual replacement of equipment. (*motion 1994/03 - # 2*)
 - a. Add five percent (5%) annually in the budget, based on previous year income.
 - b. Cap the Equipment Fund at three-thousand, five hundred dollars (\$3,500.00).
(*motion 2003/05 - # 5*)
4. Establish a Projects Fund for use when Coordinators have a project to implement in the Area. (*motion 2013/10 - # 7*)
 - a. Expenses incurred by Thought Forces, Task Forces and Work Groups shall also come from this fund.
 - b. The fund is to be increased, at the discretion of the Budget Committee, to a maximum of two-thousand, five-hundred dollars (\$2,500.00).
 - c. The Budget Committee is to have the authority to approve a maximum expense of three-hundred dollars (\$300.00) out of the Project Fund for special projects by Area Coordinators, Thought Forces, Task Forces and Work Groups.
 - d. Projects exceeding three-hundred dollars (\$300.00) shall require Assembly approval.
 - e. Monies approved, but not spent on special projects by Area Coordinators, are to be returned to the Projects Fund.
5. AFG of Ohio, Inc., will operate on the previous year's budget until the new budget can be approved at the May Assembly. The current year's budget will be retroactive to January 1st. (*motion 1999/10 - # 1*)
6. Over budget expenses are to be approved by the Budget Committee Chairman. (*motion 2000/05 - # 1*)
7. The Budget Committee can transfer funds from Excess Funds into the needed Reserve Fund(s), up to three-hundred dollars (\$300.00), without prior Assembly approval. (*motion 2003/10 # 2*)
8. Establish a one-thousand, five hundred-dollar (\$1,500.00) Active Past Delegate Fund, to be used by our Past Delegates to help offset their expenses to attend the annual Regional Delegate's Conference. (*motion 2013/10 - # 8*)

- a. Past Delegates' expenses will have an annual cap of three-hundred dollars (\$300.00) for each Past Delegate.
 - b. This fund is to be reviewed annually by the Budget Committee.
9. Develop an Ample Reserve of twenty-thousand dollars (\$20,000.00) to be invested in Certificates of Deposit (CDs) in the amounts of five-thousand dollars (\$5,000.00), five-thousand dollars (\$5,000.00) and ten-thousand dollars (\$10,000.00), maturing at varied intervals, at the discretion of the Budget Committee. The Ample Reserve amount will be reviewed annually by the Budget Committee. (*motion 2013-10 - # 16*)
 10. The Registration Committee members will have lodging and meal expenses paid on Friday night of both Assemblies. (*motion 2011/05 - # 3*)

F. Delegate

AFG of Ohio, Inc., is to pay the entire cost of sending the Delegate to the World Service Conference, as described in the Al-Anon / Alateen Service Manual Delegate's Equalized Expenses. (*motion 2003/10 - # 6*)

G. Handbook

1. Change the Special Standing Committee name from "Guidelines Committee" to "Handbook Committee". (*motion 2001/10 - # 10*)
2. Combine the "47 motions" listed in "Expenses – Article VI of Bylaws" with 13 motions in "Handbook", edition May, 2003. (*motion 2003/05 - # 2*)
3. Delete the one-time motions that were previously passed in the "Bylaws" and "Handbook" and are no longer relevant. (*motion 2003/05 - # 8*)
4. Only motions that are changes/additions/deletions are to be put into the Bylaws For Al-Anon Family Groups of Ohio, Inc., and / or the Handbook Of General and Committee Working Procedures For Al-Anon Family Groups of Ohio, Inc. One-time motions will not be included. (*motion 2003/05 - # 9*)

H. K.O.M.I.A.C. (Kentucky-Ohio-Michigan-Indiana-Alateen Conference)

1. AFG of Ohio, Inc., will support KOMIAC financially. If, after KOMIAC is finished and it is in the red, AFG of Ohio, Inc., will help out to bring them into the black. (*motion 2003/05 - # 12*)
2. Donate, annually if funds are available, a sum not to exceed four-thousand dollars (\$4,000.00) to the Ohio Alateen Transportation Fund for transportation to Kentucky-Ohio-Michigan-Indiana-Alateen-Conference (K.O.M.I.A.C.). (*motion 2023/5 - # 4*)

I. Reimbursed Expenses

1. An expense is considered substantiated only if enough information is submitted with the Expense Voucher (including actual invoices or receipts) to identify the specific nature of each expense and its purpose to AFG of Ohio, Inc. (*motion 1993/10 - # 3*)

2. Payment on lost receipts for material or services. A written statement with validation by another Area Assembly member may be presented to the Area Treasurer and the Budget Committee. *(motion 2002/05 - # 2), (motion 2013/10 - # 10)*
3. For all advances, a written request must be submitted before an advance is granted. Final accounting is required. *(motion 2013/10 - # 9)*
4. Traveling and living expenses incurred by Area Officers in attending Area Assemblies, except those who are Group Representative, or if a Group Representative and the group cannot pay in part or full, the Assembly will subsidize the expenses incurred *(motion 1996/10 - # 9)*
5. Any Area Officer, Area Coordinator or Committee Chairman will have their Friday expenses for the Area Assembly meetings covered when traveling a distance over 120 miles for the Sat morning meeting or over 180 miles for Saturday afternoon meeting. *(motion 2001/05 - # 5) (motion 2003/10 - # 5)*
6. Traveling and living expenses can be subsidized for the Area World Service Committee meeting unless a Group Representative or District Representative.
7. Traveling and living expenses can be subsidized for Area Coordinators and Committee Chairmen when incurred in performing duties of the office, except those associated with Group or District responsibilities.
8. Delegate - At the first of each year, the Delegate will be given an initial allotment of five hundred dollars (\$500.00) for expenses. AFG of Ohio, Inc., will subsidize additional traveling and living expenses with funds to be determined by the Budget Committee and approved by the Area World Service Committee (or in an emergency by the Officers of the Area World Service Committee).
9. AFG of Ohio, Inc., will subsidize traveling and living expenses of the Alternate Delegate, with funds to be determined by the Budget Committee and approved by the Area World Service Committee. Expenses incurred must be in the performance of the duties of that office, not those associated with Group Representative or District Representative responsibilities.
10. The Alternate Delegate's expenses are paid to the Regional Delegate's Conference, preferably during the first year of the three-year term. *(motion 1998/05 - # 1)*
 - a. Currently, the Alternate Delegate is sent to one North Central Regional Delegate's meeting, if funds are available,
 - b. AFG of Ohio, Inc., will provide three hundred dollars (\$300.00) annually to the Alternate Delegate to attend the remaining two years of their three-year term. *(motion 2005/05 - # 10-C), (motion 2013/10 - # 13)*
11. Travel expenses paid for active past delegates from the Active Past Delegate's Fund to attend the four state meetings will be subsidized equal to all Area Officers or Area Coordinators, as long as funds are available. *(motion 1997/10 - # 4)*
12. Miscellaneous Expenses: Postage, Printing, Stationery, Telephone, Insurance, Reviews, Printing and distribution expenses for the Area Newsletter. and other authorized expenditures.

13. Establish a District Representative Fund to subsidize cost of District Representatives to attend AWSC meetings. The maximum reimbursement will be fifty dollars (\$50.00) per DR per AWSC meeting. Funding is at discretion of the Budget Committee with a cap of \$1000.00.
(motion 2013/10 - # 12)
14. If, for any reason, someone feels that the reimbursement received from AFG of Ohio, Inc., is in question, they can bring it to the Budget Committee for review and settlement.
(motion 2001/05 - # 7)

Upgrade the October, 2013 per diem amounts for travel expenses for Area Officers, Area Coordinators and Standing Committee Chairmen, as shown in the following table
(motion 2023/10-1)

	Meals	Banquet	1/2 Room	Travel (gas)	Total
One day meeting – lunch & dinner	\$30.00			\$50.00	\$80.00
Two-Day Fall – lunch, breakfast & lunch	\$30.00	\$45.00	\$80.00	\$50.00	\$205.00
One day w/ Friday – add dinner & breakfast	\$60.00		\$80.00	\$50.00	\$190.00
Two-Day Fall w/ Friday – add dinner & breakfast	\$60.00	\$45.00	\$160.00	\$50.00	\$315.00

J. Website

1. A budget item of three-hundred dollars (\$300.00) to be approved to establish the website for www.ohioal-anon.org. This money will go towards the coverage of expenses, such as web hosting fees and domain name registration. (motion 2002/05 - # 6)
2. In addition, establish a domain name of www.ohioalanon.org to be linked to the current website, www.ohioal-anon.org. (motion 2016/11 - # 06)

SECTION XV – OHIO ALCOHOLICS ANONYMOUS CONFERENCE

- A. Committee:** The Area AA Liaison shall assist the Area Delegate to appoint a local Al-Anon Committee Chairperson for each State AA Convention. The local Chairperson shall reside near the A.A. Convention location and will recruit other Al-Anon members to make up the local Al-Anon planning committee for this event.
- B.** The Area Delegate and Area AA Liaison shall be members of the local Al-Anon planning committee for this event.
- C. Funds:** Al-Anon Family Groups of Ohio, Inc. donates up to \$400 to the local Al-Anon planning committee. These funds are to be used at the discretion of the committee and may include such items as a hospitality room (rent and/or supplies), speakers registration fees or expenses, publicity and outreach expenses, or other expenses as approved by the local committee.

(2021/10 - # 05)

SECTION XVI – OHIO AREA CONVENTION

A. Definition

1. A yearly, 3-day Convention devoted to fellowship and sharing. The program will be primarily adult oriented.
2. No baby-sitting service will be provided, and while children are not excluded, any who attend will be the sole responsibility of their parents.
3. The Ohio Area Convention is not to be a fundraiser. (*motion 1996/10 - # 1*)
4. The Ohio Area Convention is a function of AFG of Ohio, Inc., not of the Districts, and AFG of Ohio, Inc. provides seed money. Metropolitan hosting Districts function as an agent of AFG of Ohio, Inc., not as independent agents. (*motion 1995/03 - # 3*)

B. Policy

1. The Area Archivist is to receive, from the outgoing Convention Chairmen, four (4) copies of all minutes and records. The Area Archivist will retain one (1) copy and turn over, by the Two-Day Fall Assembly, three (3) copies to the incoming Convention Chairmen. (*motion 1996/10 - # 2*)
2. No registration fees will be refunded, but are transferable. Room and meal reservations canceled not less than one (1) week prior to the Convention will be refunded, if compatible with the written requirements of the Host Institutions.
3. Area Officers will be advised, in writing, by copies of all meeting minutes, of all progress and planning, etc.
4. Convention Committee Members or Convention Officers are not limited to District Representatives or Group Representatives.
5. The Convention Chairman is to present a report at each Assembly, which is to include a complete discussion of plans and give this same, detailed report at meeting of their Districts and / or Al-Anon Information Service meetings.
6. Each Convention Host has the option to have a pre-registration and conduct this the best way for their budget (*motion 1996/10 - # 5*)
7. There will be no walk-in fee for Alateens at our Area Conventions. (*motion 1994/10 - # 1*)
8. Do not charge a registration fee for Alateens for the weekend package. (*motion 1995/03 - # 2*)
9. The Convention Chairman of the Area Convention must be an active member of the Assembly. (*motion 2003/05 - # 1*)

C. Area Responsibilities

1. It will establish a separate revolving fund for the Convention.
2. It will provide for the transfer of funds to the Host District's Convention Treasurer.
3. Future Convention Committees may draw against the fund for expenses, if needed.
4. It will have the initial and final word on any changes in location, procedure, etc., at the regular Assembly meeting.
5. It will be responsible for seeing that the rotation of Host Districts is followed.
6. Disposition of Convention profits is to be referred to the Area World Service Committee, which will make recommendations to the Assembly, based on needs at that time.

D. Host Districts Responsibilities

1. Suggested Host Districts Rotation (*motion 2022/05 - #4*)

2022	Toledo	2027	Akron-Canton
2023	International	2028	International
2024	Cincinnati	2029	Youngstown
2025	Cleveland	2030	Toledo
2026	Miami Valley	2031	Columbus

2. The Area Convention will not be held in the years of an International Al-Anon Convention (*motion 2005/05 - # E-5*)
3. Any deviation from this schedule is at the discretion of the Area Assembly.
4. Elect a Convention Committee composed of Convention Chairman, Convention Co-Chairman, Convention Secretary and Convention Treasurer.

E. Area Convention Center - The Host Districts choose the location of the Convention site.

F. Duties of Convention Committee

1. Establish a registration fee subject to yearly review. Host committee has option to offer a walk-in meal package. (*motion 1994/03 - # 7*)
2. Establish an amount or estimated amount to be used for principal speaker expense to be reviewed yearly.
3. Select all Committee Chairmen and assist Chairmen with selection of Committee members.
4. Follow our Traditions and Area Convention Guidelines throughout this Convention.

G. Convention Chairman / Convention Co-Chairman

1. They will work closely with the Program Chairman, but not do all the work in selection of speakers, panel members, workshops, etc.
2. They will be responsible for seeing that the Area Officers are kept informed and notified of all meetings.
3. They will organize the program with the help of the Committee members.
4. They will be responsible for conferring with the Convention Center personnel to arrange for mechanics of the Convention.
5. They will arrange for dismantling of the Convention, including storage of permanent usable materials and equipment.
6. They will be responsible for seeing that our Traditions and Area Convention Guidelines are being followed; that only Conference Approved Literature is being used and displayed for all meetings and workshops; and that all speakers are AI-Anon, Alateen and / or AA.

H. Convention Secretary

1. Will record all minutes of the Convention Committee complete enough to be of aid to future Host Districts and turn over copies of minutes and other records to the Area.
2. Will be responsible for the Convention etiquette of written invitations to all Ohio AA Delegates and AI-Anon Delegates of adjacent states to attend at their own expense.
3. Will be responsible for seeing that the Area Officers are kept informed and notified of all meetings by sending copies of meeting minutes to them.
4. The Secretary is to provide a registration list and a list of all Committee Chairmen along with their addresses and phone numbers to the incoming Convention Chairmen.
(*motion 1996/10 - # 3*)

I. Convention Treasurer

1. Will receive all registration fees and will administer the revolving fund, paying all approved bills for the Convention.
2. Will prepare a complete financial report for the Convention Committee and present it to the Assembly at the Two-Day Fall Meeting.
3. Will come to the Assembly with records of accounts and funds prepared for transfer to the new Convention Treasurer by the Two-Day Fall Assembly meeting.
4. Buy necessary insurance to protect Convention Treasurer.
5. Will have the Treasurer's books reviewed by the Area Review Committee before turning them over to the next Convention Treasurer.

6. Will follow complete, effective accounting procedures. (*motion 1998/10 - # 10*)

J. Program Committee

1. Choose a theme.
2. Compose a tentative program agenda and submit to the Area World Service Committee at the Area World Service Committee's first meeting of the year.
3. Obtain speakers - recognizing that all Metropolitan Districts must be actively involved in the Convention participating as: Panel members
 - a. Chairman of meetings
 - b. Lead speakers
 - c. Alateen speakers or panel members
 - d. AA speakers
 - e. Rap sessions
4. All speakers are to be from Ohio and / or adjoining states, unless otherwise approved by the Area World Service Committee. (*motion 1996/10 - # 4*)
5. Work with the Publicity Committee in the preparation and printing of flyers, programs, etc.
6. Taping: Arrange for professional recording and resale of all formal sessions meetings and speakers designated by the Convention Program Committee. No other tapes are to be sold. Make certain recording company is aware that names of people who purchase tapes are not to be put on any type of "mailing list".
7. Secure appropriate gifts for special workers.
8. Only Conference Approved Literature is to be used for all meetings and workshops.

K. Publicity Committee

1. Flyers
2. Mailings (2)
3. Printed Programs
4. Name tags
5. Prepare pin-on type insignia for Hospitality Committee, Speakers, and Committee Members.

L. Registration Committee (Also see Section B Policy, Item # 6 about Pre-Registration).

1. Secure Post Office Box under "Ohio Area Convention".

2. Prepare and expedite room assignments.
3. Provide adequate maps and directional signs.
4. Registration Committee is to provide, as part of their final report, a list of all names and addresses of all people who attended the convention and turn it over at the Two-Day Fall Assembly meeting, to be passed on to following year's Convention Committee.
(*motion 1994/03 - # 7*)

M. Hospitality Committee

1. Assist with room placement of registered guests.
2. Maintain the Hospitality Room provided for the Convention, including contact with the Convention Center regarding coffee service.
3. Alateen is welcome and encouraged to use the AI-Anon Hospitality Room. Alateen is a part of the AI-Anon Family Groups so their activities will be in conjunction with the AI-Anon program at the Convention.

N. Literature Committee

1. Secure a variety of Conference Approved Literature, including hard-bound books, all for resale.
2. Make a literature display board.
3. Be prepared with sufficient money to make change.
4. Prices marked on literature.
5. Post hours when literature table will be opened.

O. Ways and Means Committee

1. Provide for sale - small appropriate AI-Anon items of a souvenir keepsake nature. There will be no fund raising for Convention, including sale of any commercial products, for profit, other than items made or donated by AI-Anon members (*motion 1994/10 - # 3*).
2. Be prepared to make change.
3. Post hours when gift table will be opened.
4. Raffle tickets cannot have AI-Anon logo. Funds and tickets are to be hand carried only, to and from AI-Anon members only, and not transmitted through the mails.
(*motion 1994/10 - # 4*)

P. Entertainment Committee - Plan extra-curricular activities for after the meeting hours.

SECTION XVII – TWO DAY FALL ASSEMBLY

- A. The election meetings, held every third year (2017, 2020, 2023), and all One-Day Assembly meetings are held in Columbus.
- B. The Two-Day Fall Assembly meetings held between election years, on the second or third Saturday in October, will be in the other Districts of this Area, by automatic rotation set by the Assembly. (*motion 2022/05 - #5*)

2022	Youngstown	2028	Cincinnati
2023	Columbus	2029	Columbus
2024	Toledo	2030	Miami Valley
2025	Akron	2031	Youngstown
2026	Columbus	2032	Columbus
2027	Cleveland	2033	Toledo

C. Agenda

1. Assembly meetings are working-time for members to receive reports and conduct business of Al-Anon World Service Headquarters and the Area Districts.
2. The Agenda for the Two-Day Fall Assembly meetings is prepared by the Area Chairman. Agenda materials are to be sent to the Area Chairman eight (8) weeks prior to the Assembly meeting.

D. Schedule

1. Plans are made in cooperation with Area Officers and may be adjusted by Area Officers.
2. Suggested 2-Day Schedule and Times

Saturday		Sunday	
10:00 am	Officers Meetings	TBA am	Re-convene of Business mtg
10:30 am	New GR Orientation	12:00 pm	Assembly Adjourns
11:45 am	Registration (9/16/88)		
12:30 pm	Assembly Meeting Opens		
TBA pm	Break		
5:00 pm	Adjournment of Business		
TBA pm	Meal (optional)		
TBA pm	LEAD		
TBA pm	Workshops		
TBA pm	District Rep Meeting (<i>motion 1996/10 - # 7</i>)		

3. At the Two-Day Fall Assembly, if we are fortunate enough to finish early on Saturday, we will go ahead with the agenda for Sunday until our time is done. (*motion 2000/10 - # 14*)

- E. **Members' Expenses** - Tradition 7: Every group ought to be fully self-supporting, declining outside contributions.

1. Registration fee
2. Hotel or Motel accommodations
3. Meals
4. Transportation

F. Area Expenses

1. AFG of Ohio, Inc., is responsible for the same expenses assumed when the meetings are held in Columbus.
2. Preparation and mailing of one (1) notice / flier to members.
3. Meeting room for the Assembly - prior to making commitment, the Host Districts present, to the Assembly for approval, their choice of accommodations based on the facility which offers adequate capacity and services within the financial means of the Area.
4. Coffee break at Saturday Business meetings - the Host districts are reimbursed for supplies and coffee, tea, sugar, cream and cups. Have container available for donations to defray expenses.
5. The Area will not assume the cost of a Hospitality Room, but the Area Treasurer will pay three hundred dollars (\$300.000 towards the expense of a Hospitality Room. (motion 2007/10 - # 07).

G. Duties of Host Districts

1. Select motel or hotel for overnight accommodations of member.
2. Select room for 1,2,3, or 4-person occupancy
3. Room rates stated on notice / flier.
4. Arrange meeting space sufficient to hold Business meetings.
5. Restaurants should be nearby
6. Submit information to specified person for preparation and mailing of notice / flier (at least two (2) months in advance).
7. Dates (second or third week in October) to avoid conflicts with other Al-Anon or AA functions.
8. Map or highway route directions
9. Room rates and reservation address
10. Reservation address for meal (if planned) and all profit and / or loss responsibility of Host Districts.

11. Prepare outline for workshops.
12. Plan closing spiritual meeting if time available.
13. Submit an itemized statement to the Area Treasurer for expenses in Section F and donations received for coffee break.
14. Four copies of the written report will be submitted: Area Secretary; Archives Coordinator; and Two-Day Fall/Ohio Area Convention Advisor after each Two-Day Fall Assembly.
(*motion 2001/10 - # 8*)

H. Options of the Host Districts

1. The Host Districts assume the responsibility for expenses involved with options they elect to plan.
2. Coordination with AA to guide AA members to local meetings.
3. Hospitality room for visiting Assembly members.
4. Guide to local churches.
5. Entertainment - short humorous skit in conjunction with meal (if planned).
6. Saturday evening meal.
7. The total expense (food, beverage, hall rent, janitor service, gratuities, etc.) is incorporated into the charge per person.
8. Advance reservations are to be requested.
9. The banquet is to be a separate entity and not tied in to the Saturday night lead and workshops, making the lead and workshops available to all persons attending the Assembly.
(*motion 1992/10 - # 11*)

I. Area Officer's Responsibilities

1. Prepare and mail Assembly notice/flier.
2. Approve schedule and plans for the two (2) days.
3. Prepare Agenda.
4. Assist with workshops, material and developing.

SECTION XVIII – AREA DO NOT LIST POLICY *(motion 2016/11 - # 7)*

- A. Definition of Do Not List:** When a District, AIS, or Area decides to remove or not list a group from their local meeting schedules, the Area has autonomy to set criteria for listing groups and not listing groups on meeting lists. Not listing a group or removing a group from local meeting lists does not inactivate the group, nor will the group be denied services, support, or representation at District or Area meetings of Al-Anon Family Groups, and the group will receive services from the World Service Office of The Al-Anon Family Groups, Inc.
- B. Goal:** To provide criteria for responding to reported incidents with consistency across the Area and in keeping with Al-Anon Traditions, Concepts of Service, Principles, and guidelines as outlined in the Service Manual; to ensure that the Criteria for Listing Meetings is related only to activities and practices at the group meetings and not to the actions or beliefs of individual members outside of meetings; to encourage participation and cooperation with groups throughout the process; to ensure inclusion of all Al-Anon groups in the Al-Anon fellowship through group support and education on Al-Anon Traditions, Concepts of Service, Principles, and guidelines as outlined in the Al-Anon Alateen Service Manual; to provide information on steps the group can take to be reinstated on the list if it has been removed as a result of this policy.
- C. Policy Trusted Servants:** To include the District Representative (if the district has a current representative), the Area Chairman, the Alternate Delegate, the Delegate, or Trusted Servant as assigned by the Area Chairman.
- D. Responsibilities of Trusted Servants:** To respond to incident reports quickly; to maintain an open line of communication between the member who reported the incident (incident reporter) and the policy Trusted Servants; to communicate with the affected group and its members openly and consistently; to participate in the policy as written, ensuring all groups are treated equally and with respect; to provide support and education to the affected group so that members may make an informed decision about how the group meetings shall be conducted; to report the outcome of the process to the group and its members, emphasizing the non-punitive nature of the outcome and actions the group can take to be reinstated on the local meeting list.
- E. Criteria for Listing Meetings – The Group**
1. is registered with the World Service Office and the Area
 2. abides by Al-Anon Traditions, Concepts of Service, Principles, and guidelines as outlined in the Al-Anon / Alateen Service Manual
 3. uses only Conference-Approved Literature in group meetings
 4. has fewer than three reported incidents
 5. has designated representation at the group level (GR, Alt GR, and / or ISR)

F. Do Not List Action Plan:

1. "Do Not List" refers to the removal of the group meeting from all meeting schedules and lists, published or online. Do Not List shall not be punitive and will not revoke a group's Al-Anon group registration, nor will the group be denied services, support, or representation at the District or Area meetings of Al-Anon Family Groups of Ohio and will receive services from the World Service Office of The Al-Anon Family Groups, Inc.
2. The process is initiated by a reported incident to any: AIS Office, WSO, Area Officer, or District Representative by phone, email, letter, conversation, or website. An incident may be reported by a member or by a Trusted Servant on behalf of the member.
3. In locations that do not have an Al-Anon Information Service Office, the incident may be reported to Al-Anon Family Groups World Service Office or an Area Officer of AFG of Ohio, Inc.
4. The Office or Officer who receives the incident report notifies the appropriate District Representative (DR). The DR notifies the Delegate, the Alternate Delegate, and the Area Chairman that an incident has been reported and that the Do Not List Action Plan has been initiated.
5. In locations that do not have a DR, the AIS location, WSO, or Area Officer notifies the Delegate directly, and the Delegate asks a Trusted Servant within close proximity to the group meeting with the reported incident to help facilitate the Action Plan.
6. The DR communicates with the incident reporter to gather information in order to determine if the incident requires further facilitation of the Do Not List Action Plan according to the Criteria for Listing Group Meetings. If the group is not abiding by any of the stated criteria, the DR will take the next required action in the plan. However, if the group is abiding by the stated criteria, the DR will notify the incident reporter, the Delegate, the Alternate Delegate, and the Area Chairman that the group is not in violation of the Do Not List Policy. If there is any concern of group adherence to the criteria, the DR shall continue with the Action Plan.
 - a. If there is a concern, the DR attends a regular meeting of the affected group and participates as a member. The DR does not notify the group's members and / or Trusted Servants that s/he will be attending on this first visit. If, at this initial visit, a concern remains:
 - b. The DR broaches the topic, addressing the incident in general terms (use of non-CAL, not following Traditions, dominance, high-pressure sponsorship, or other practices not in line with the Criteria for Listing Group Meetings) and requests a Group Conscience.
 - c. The DR provides support and information to the group through resources such as Group Conscience Handouts (G-8a, G-8b) and suggested informational items: G-3, G-4, G-37, P-17, P-31, P-33, P-35, P-53, P-57, S-9, S-24, M-78 as well as Conference- Approved Literature recommendations and information available online: <http://www.ohioal-anon.org> or www.al-anon.org
7. The DR observes and documents all impressions and experiences from the meeting in order to maintain a record of the Action Plan in process.

8. The DR follows-up with the incident reporter and updates the Delegate, Alternate Delegate, and Area Chairman regarding the observations recorded at the meeting s/he attended and the date of the scheduled Group Conscience.
9. The DR attends the scheduled Group Conscience and speaks on the topic s/he brought to the group based on the reported incident.
10. The DR provides resources to aid in the Group Inventory process: G-8a, G-8b
11. The DR asks group members to complete the Group Inventory and return it to the address provided within 30 days of the Group Conscience date.
12. The DR reviews the Group Inventory responses received from group members (if applicable).
13. The DR updates the Delegate, Alternate Delegate, and Area Chairman on the outcome of the Group Conscience and the Group Inventory responses.
14. The DR attends regular group meeting to report the outcome of the Group Inventory.
15. The DR reports the outcome of the Do Not List Action Plan to the incident reporter, the Delegate, the Alternate Delegate, and the Area Chairman.

G. Potential Action Plan Outcomes

1. If the Group Inventory Review (or communication from the group members) reveals that group members were unaware of Al-Anon Traditions, Concepts of Service, Principles, and guidelines as outlined in the Al-Anon Alateen Service Manual and would like to receive continued support, information, and resources from the Area, the DR stays in touch with the group members to provide local support. **If change is demonstrated and no further incidents are reported, then THE GROUP MEETING REMAINS ON THE MEETING LIST.**
2. If a separate incident is reported by a different individual from the same group meeting, the DR notifies the group members, the Delegate, the Alternate Delegate, and the Area Chairman. The DR visits group meeting again, explains to the group members what “Do Not List” means, and **if change is demonstrated, then THE GROUP MEETING REMAINS ON THE MEETING LIST.**
3. If the Group Inventory Review (or communication from the group members) reveals that the **group members do not choose to change – THE GROUP MEETING IS REMOVED FROM THE MEETING LIST.** The DR explains to the group members what “Do Not List” means, the non-punitive nature of the outcome, and provides information regarding actions the group can take to be reinstated on local meeting lists.
4. If the **group meeting has three or more separate incidents reported by different individuals, THE GROUP MEETING IS IMMEDIATELY REMOVED FROM THE LOCAL AND AREA MEETING LISTS.** The DR explains to the group members what “Do Not List” means, the non-punitive nature of the outcome, and provides information regarding actions the group can take to be reinstated on local meeting lists. The DR shall continue to assist the group in taking necessary steps to be reinstated on local and Area meeting lists until the group has implemented changes or has declined further assistance.

H. Re-Listing Policy

1. **Goal:** To provide opportunities for groups to be re-listed on local meeting schedules and online; to include all Al-Anon groups in the Al-Anon community; to encourage participation among members, groups, and the Area; to provide group support and education on Al- Anon Traditions, Concepts of Service, Principles, and guidelines as outlined in the Al-Anon / Alateen Service Manual; to ensure that all groups are treated equally and respectfully in keeping with the Criteria for Listing Meetings (Section E); to ensure that the Re-listing Action Plan evaluates only activities and practices at the group meetings and not to the actions or beliefs of individual members outside of meetings
2. **Policy Trusted Servants:** To include the Group Representative, District Representative (if the district has a current representative), the Area Chairman, the Alternate Delegate, the Delegate, or Trusted Servant as assigned by the Area Chairman.
3. **Responsibilities of Trusted Servants:** To respond to group-initiated re-listing request quickly; to maintain an open line of communication between the Group Representative and the policy Trusted Servants; to communicate with the affected group and its members openly and consistently; to participate in the policy as written, ensuring all groups are treated equally and with respect; to provide clear feedback to the group regarding compliance to the Criteria for Listing Meetings and to report the outcome of the process to the group and its members; to inform the group any actions that need to be taken in order to be found in compliance and re-listed (where applicable).
4. **Criteria for Listing Meetings – The Group**
 - a. is registered with the World Service Office and the Area
 - b. abides by Al-Anon Traditions, Concepts of Service, Principles, and guidelines as outlined in the Service Manual
 - c. uses only Conference-Approved Literature in group meetings
 - d. has fewer than three reported incidents
 - e. has designated representation at the group level (GR, Alt GR, and/or ISR)

I. Re-Listing Action Plan:

1. Through a Group Conscience the group has voted to address and resolve the concerns that led to De-listed status and initiates the re-listing process when change has been consistently demonstrated.
2. GR / Alt GR notifies DR to report compliance, presents evidence of change or of meeting all stated criteria (Section E) to DR on behalf of the group as determined by Group Business Meetings (Group Conscience).
3. DR notifies the Delegate, Alternate Delegate, and Area Chairman the group wishes to begin the re-listing Process.

4. DR attends a regular meeting of the petitioning group and participates as a member. DR observes and documents all impressions and experiences from the meeting, in particular demonstrated actions taken to address and resolve concerns of previously reported issues.
5. Decides if group has demonstrated change and is in compliance with all stated criteria for group listing on local and area meeting schedules.
6. DR follows up with the GR / Alternate GR and updates the Delegate, Alternate Delegate, and Area Chairman regarding the observations recorded at the meeting s/he attended and the decision made regarding compliance.

J. Potential Action Plan Outcomes

1. **COMPLIANT** - Group is relisted - DR attends a regular group meeting again and notifies group that they meet all stated criteria for re-listing and explains what happens next
 - a. DR notifies Area Officers of the decision to relist the group.
 - b. DR notifies AIS Office and the Area Group Records Coordinator that the group is in compliance with all stated criteria for re-listing and requests that the group be returned to all local and Area meeting lists.
 - c. DR follows-up with GR / Alternate GR to notify him/her the meeting lists have been updated online and will be updated in print with the next scheduled printing.
 - d. DR continues to attend group meeting on same basis as periodic routine visits (as outlined in "DR Responsibilities" in the most current AI-Anon Alateen Service Manual) unless a new incident is reported in between visits.
2. **NON-COMPLIANT** - Group is not relisted - DR attends a regular group meeting again and notifies group that they do not meet all stated criteria for re-listing and offers support in the form of Traditions Workshops, CAL pertinent to the continued concerns, and other resources or information sharing as relevant and available.
 - a. DR informs group of necessity for a Group Conscience to determine what assistance they are requesting from the DR and to decide if they would like to implement changes in order to meet all stated compliance criteria.
 - b. If the group has voted to implement changes to meet all stated compliance criteria, the DR provides the specific assistance and guidance as requested by group. DR informs group they may request consideration for re-listing via the Re-listing Action Plan when persistent issues have been addressed and resolved.
 - c. If the group has voted not to make the necessary changes to meet all stated compliance criteria, GR / Alternate GR informs the DR that they have chosen to remain off all local and Area meeting lists.
 - d. DR notifies the Delegate, Alternate Delegate, and the Area Chairman the group will remain unlisted due to continuing non-compliance with all stated compliance criteria and/or the decision by the group to remain off all local and Area meeting lists.

- e. DR continues to attend group meetings on same basis as periodic routine visits (as outlined in “DR Responsibilities” in the most current Al-Anon / Alateen Service Manual) unless a new incident is reported in between visits.

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APPENDIX

Al-Anon Family Groups of Ohio, Inc.

Application Packet for Al-Anon Members Involved In Alateen Service

Policies, Application Process, and Forms

Who Must Register?

Alateen meeting sponsors and those who might fill in for a sponsor

Area Alateen Coordinator and Al-Anon Information Service (aka Intergroup)
Alateen Coordinator

Area Delegate, Area Alternate Delegate and Area Treasurer during the time of
their term (*motion 2020-07 - #2*)

Members serving Alateen in any other capacity (working with Alateen members
at a convention, conferences, fund-raisers, providing rides, etc.)

District Representatives are encouraged to register

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Al-Anon Member Involved In Alateen Service Packet Checklist For Applicants

This packet contains the instructions to aid in the completion of forms and steps needed to complete the Al-Anon Member Involved in Alateen Service (AMIAS) certification and registration process for Al-Anon Family Groups of Ohio, Inc.

Following is a checklist of items to assist members with the process. Items are initialed as they are completed. This sheet is for the applicant's personal records.

- _____ 1. Read all the pages in the Application Packet.
- _____ 2. Talk with your GR, DR, and Area Alateen Coordinator
- _____ 3. Complete the forms in the Application Packet.
 - _____ a. Signature Sheet (FORM ONE)
 - _____ b. Al-Anon Member Involved in Alateen Service Form (FORM TWO)
- _____ 4. Complete the FBI background check. This can be done at your local sheriff's office, an FBI-approved Channeler location, or directly through the FBI. (Instruction for completion directly through the FBI can be obtained from the AAPP)
- _____ 5. Send Agreement and Signature sheet (Form One), Al-Anon Member Involved in Alateen Service (Form Two) certification form, and the page saying background check has been completed and will be sent to the Area Alateen Process Person to the AAPP (Form Three). {See the Area's AWSC Contact List for the Contact information of the AAPP.}
- _____ 6. When the AAPP receives the certification number from the World Service Office, the AAPP will contact the AMIAS applicant with their WSO number. {FYI: It will take up to 12 weeks to complete this process. Eight Weeks to receive results for the FBI, and another three weeks for your identification number to returned form WSO. }
- _____ 7. Store your WSO number in a safe place for future reference.
- _____ 8. Have fun with your new service position.

Minimum Safety and Behavioral Requirements

(from pages 8 - 10 of the Bylaws For Al-Anon Family Groups of Ohio, Inc.)

1. Every Al-Anon Member Involved with Alateen Service must:
 - a. Be an Al-Anon member attending Al-Anon meetings.
 - b. Be at least 21 years old.
 - c. Have at least two years in Al-Anon, in addition to any time spent in Alateen.
 - d. Not have been convicted of a felony, and not have been charged with child abuse or any other inappropriate sexual behavior, and not have demonstrated emotional problems which could result in harm to Alateen members.
2. There must be at least one Alateen sponsor at every Alateen meeting.
3. The Area requirements prohibit overt or covert sexual interaction 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 applicable.
6. The Area requirements must be reviewed by local counsel.
7. Consent forms must be signed by a parent/legal guardian whenever any Alateen member is transported to/from any out of town Al-Anon/Alateen meetings or event. A notarized consent/medical form is required for any out of town Al-Anon / Alateen event. The form must be for the sole purpose of a specific event. A copy of the consent form must be kept in the possession of the person who is providing the transportation or acting as chaperone.
8. All Al-Anon Members Involved In Alateen Service will provide a set of fingerprinting impressions for the purpose of securing a criminal record.

Description of Al-Anon Member Involved in Alateen Service (AMIAS)

A description of an AMIAS is in the Al-Anon / Alateen Service Manual (P-24-27) in the Alateen Policy section.

Alateen Policy and Guidelines

Al-Anon members who desire to become Al-Anon Members Involved in Alateen Service (AMIAS) shall become familiar with the Alateen policy as stated in the Al-Anon Alateen Service Manual (P-24-27) and the Alateen Safety Guidelines (See WSO Guideline G-34). These can be found at <https://al-anon.org/for-members/members-resources/manuals-and-guidelines/guidelines/>

Who shall be fingerprinted?

Al-Anon members providing direct service to Alateen members. The list includes but is not limited to: Alateen group sponsors, Alternate sponsors, anyone providing transportation to an event that involves Alateen members, or members serving Alateen in any capacity.

Where does an AMIAS have their background check completed?

Background checks can be completed at your local sheriff's office, at any FBI-approved Channeler location, or can be checked through the FBI directly. (Contact the Area Alateen Process Person , AAPP, for assistance with this option.)

Where are fingerprint impressions made?

Fingerprint impressions can be made at your local County Sheriff's Office. The fee for this service varies from county to county. Call your local Sheriff's Office for details, fees, fee payment method, and directions. Some local police departments may also provide this service. Contact your local police department and inquire about this service and fees. Background checks can also be obtained through an FBI-approved Channeler location. Fees for this service vary. If you choose the option to go directly to the FBI, contact the AAPP for procedure instructions.

Who stores the records?

The AAPP shall store all AMIAS records.

Where are the records stored?

The AAPP shall store all AMIAS records and obtained information in a secure, locked unit. Records shall be protected and kept confidential.

Who has access to the AMIAS Forms?

Access to the records shall be by the AAPP and the Delegate, if necessary.

How long are records / forms kept?

Records shall be kept as long as the AMIAS is active in Alateen service.

How are records / forms disposed of?

Records shall be shredded by the AAPP within six (6) months of an AMIAS leaving active AMIAS service. Records shall be disposed of when an AMIAS's information is updated.

How often does an AMIAS need to have their background check renewed?

An AMIAS shall renew their background check every five (5) years. In the event an AMIAS has a break in service and records have been destroyed, a new background check shall be required as well as accompanying information forms.

Who does the AMIAS applicant need to talk to before beginning the application process?

All AMIAS applicants shall talk to the Group Representative of their home group, the District Representative in the District in which the AMIAS is going to serve, and other AMIAS's. It is highly recommended the AMIAS applicant also talk with the Area Alateen Coordinator before beginning the AMIAS certification process. In the event a group does not currently have a Group Representative or a District does not currently have a District Representative, the AMIAS applicant shall talk with the Area Alateen Coordinator.

What forms are included in the application process?

- Agreement and Signature sheet – FORM ONE
- AMIAS Certification Form – FORM TWO
- Completed background check notification – FORM THREE

Where can an AMIAS Applicant find the Application Packet?

The AMIAS Applicant Packet shall be found in the Handbook Of General and Committee Working Procedures For Al-Anon Family Groups of Ohio, Inc., and the for AFG of Ohio <https://ohioal-anon.org/>. Electronic copies of the Application packet can also be requested from the Delegate, the Area Chairman, the Area Alateen Coordinator, and the Area Alateen Process Person (AAPP).

What are the responsibilities of trusted servants?

The Applicant:

- Talks with the Group Representative of their home group about becoming an Al-Anon Member Involved in Alateen Service.
- Talks with other AMIAS members, a District Representative, and the Area Alateen Coordinator to get an idea as to what AMIAS responsibilities are.
- Requests an AFG of Ohio AMIAS application packet or download from <https://ohioal-anon.org/>
- Completes the AMIAS packet forms.
- Sends FORM ONE, FORM TWO, FORM THREE to the Area Alateen Process Person (AAPP).
- Has fun being an AMIAS.

The Group Representative of an AMIAS applicant:

- Talks with the AMIAS Applicant
- Possible questions for a GR to ask an AMIAS applicant: (*motion 2018/10 - # 01*)
- How long have you known this person?
- Do they work a program?
- Would you trust them with your children?
- Do you feel they are ready to take on AMIAS service work?
- Signs the Agreement and Signature FORM ONE stating they know the applicant and FORM TWO on the bottom where it says For Area Use.

The District Representative in the District where the AMIAS applicant is going to serve:

- Talks with the applicant
- Possible questions for a DR to ask AMIAS applicants: (*motion 2018/10 - # 01*)
 - How long have you been in AI-Anon?
 - Are you at least 21 years old?
 - Have you attended a sponsor workshop? If not, when do you plan on attending one?
 - Do you have a sponsor?
 - Have you worked the steps?
 - What makes you want to be an AMIAS?
 - How did you learn about being an AMIAS?
 - Are you planning to just assist with teens or sponsor a meeting?
 - If sponsor a meeting, do you feel you are able to fully commit to being present for all meetings and finding an AMIAS to fill in if not?
 - Have you ever worked with kids/teens before?
 - Are you able to be open minded about teens lifestyle choices when it comes to the LGBTQI community?
- Signs the Agreement and Signature FORM ONE and FORM TWO of the Applicant.

The Area Alateen Coordinator:

- Talks with the AMIAS Applicant
- Signs FORM ONE and FORM TWO for applicants in Districts who do not currently have a District Representative

The Area Alateen Process Person (AAPP):

- Receive AMIAS applicant's forms
- Upon receiving the background check results, shall send the AMIAS FORM TWO to the World Service Office for processing, and shall file FORM ONE
- Informs AMIAS Applicant of their World Service Office ID number
- Stores all information of all applicants in a secure locked unit
- Shreds Records six months after a member leaves service as an AMIAS
- Processes renewal of AMIAS service each year

What if your home group does not have a Group Representative?

In the event your home group does not have a Group Representative, the Applicant shall talk with the District Representative and following the conversations about being an AMIAS, the applicant will ask the District Representative to sign FORM ONE (Agreement and Signature) and FORM TWO (AMIAS Certification Form).

What if the District does not currently have a District Representative?

If a District is currently without a District Representative, the applicant shall have conversations with the Area Alateen Coordinator and following the conversation the Applicant shall ask the Area Alateen Coordinator to sign FORM ONE (Agreement and Signature) and FORM TWO (AMIAS Certification Form).

How is the background check funded?

AMIAS Applicants shall submit receipts to the District Treasurer in the District in which they shall be serving for reimbursement of background check service fees. Each District shall set the amount of reimbursement for their District as fees vary county to county. In the event the District is unable to reimburse these fees, the AMIAS Applicant shall submit the background check service fee receipt to the Area Treasurer, following the established Area's Expense Voucher procedure. Fees being reimbursed by the Area shall be in alignment with the county where fees were obtained. Area Expense Vouchers are available on the Ohio Area website <https://ohioal-anon.org/> on the Documents page.

Does an AMIAS need to renew each year?

Yes. Each year in the fall, any time before December 31st, FORM ONE and FORM TWO are completed and sent to the Area Alateen Process Person (AAPP). This is an Area and WSO requirement. This gives an idea of who shall be active in Alateen service for the coming year. Another background check is not required until the end of the fifth year of service. (*motion 2018/05 – # 01*)

Form One

Al-Anon Family Groups of Ohio, Inc.

Agreement and Signature Page

⇒ **INSTRUCTIONS:** Initial each section and sign this form. The Group Representative from your home group must sign **FORM ONE** and **FORM TWO**. Next, have the District Representative sign both forms. When completed, send the **“Agreement and Signature Page” – FORM ONE** and the **“Al-Anon Member Involved In Alateen Service” – FORM TWO** to the Area Alateen Process Person (AAPP).

I meet the minimum requirements for certification as listed here: (Initial each)

_____ I am an Al-Anon member regularly attending Al-Anon meetings (additional to Alateen meetings)

_____ I am at least 21 years of age

_____ I have at least two years in Al-Anon in addition to any time spent in Alateen (or in AA)

_____ I have not been convicted of a felony, and not have been charged with child abuse or other inappropriate sexual behavior, and not have demonstrated emotional problems which could result in harm to Alateen members.

_____ I have read, understand, and agree to comply with the AFG of Ohio’s Minimum Safety and Behavioral Requirements for Al-Anon Members Involved in Alateen Service.

_____ Signature of AMIAS Applicant	_____ Printed Name	_____ Date
_____ Name of AMIAS Applicant Home Group	_____ Day-Time-City-District #	_____ WSO #

“This person is known to me and, to the best of my knowledge, these statements are true.”

_____ Group Representative for AMIAS Applicant Home Group Signature	_____ Date
---	----------------------

“I have talked with the AMIAS Applicant.”

_____ District Representative Signature	_____ District #	_____ Date
---	----------------------------	----------------------

Form Two

AI-Anon Member Involved In Alateen Service

It is required that this form be completed by all AI-Anon Members Involved in Alateen Service.

(Please Print)

First & Last Name: _____

Street Address: _____

City, State/Province: _____

Zip/Postal Code: _____

Phone: _____

E-mail: _____

I am in compliance with my Area's Safety and Behavioral requirements and agree to abide by them.

Applicant Signature **Date**

To the best of my knowledge, the above AI-Anon member meets the Area's Safety and Behavioral requirements.

Area Alateen Process Person's Signature 044
Area # **Date**

AAPP Please Print Name Here: _____

Each Area must certify to the WSO annually that each AI-Anon Member Involved in Alateen Service has met the Area's Safety and Behavioral Requirements and has agreed to abide by them.

WSO Assigned ID Number _____

For Area Use: Read the Safety Requirements. Authorization is valid for one calendar year. (Please submit annually.)

Home Group GR's Signature: _____ Phone Number: _____

District Representative's Signature _____ Phone Number: _____

District Number: _____ (If your district does not have a DR, send this to the Area Alateen Coordinator.)

⇨⇨⇨ **Applicants:** Is this a new or renewal application? **Please check one** ⇨⇨⇨

Send the original FORM ONE and FORM TWO to the Area Alateen Process Person.

Form Three

On _____ (date) , I completed my background check and the results are being sent to the Area Alateen Process Person.

Signed: _____