

# Policy Handbook

## New Jersey

### Al-Anon Assembly

#### Area 36

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## SECTION 1

### INTRODUCTION

#### 1.1 Purpose of this Manual

The purpose of this manual is to define the policies of New Jersey Al-Anon Assembly, Inc. New Jersey Al-Anon Assembly, Inc. is referred to in this manual as “NJ Al-Anon, Inc.” NJ Al-Anon Inc. is a nonprofit corporation whose function is to provide a structure for Al-Anon family groups in New Jersey to accomplish their objectives as described in this manual and in the Al-Anon/Alateen Service Manual (the “Service Manual”), which is provided by the World Service Office of Al-Anon Family Group Headquarters, Inc. (the “World Service Office” or “WSO”).

These objectives are accomplished by NJ Al-Anon, Inc. through certain related organizations and processes, which are collectively referred to in this manual as the “NJ Assembly.” These policies are a compilation of materials taken from the Service Manual, the Bylaws of NJ Al-Anon, Inc., and other materials as referenced herein. The organization of this manual is as follows:

#### 1.2 How to use this Manual

The manual is intended to familiarize the group representatives, district representatives, officers and coordinators (as defined in this manual) with the structure of NJ Al-Anon, Inc. and the NJ Assembly and the policies governing them. This manual is intended to supplement the Service Manual and the Al-Anon Guidelines with information that is specific to New Jersey. Section 2 of this manual outlines the specific structure in New Jersey and how it is in accordance with the Service Manual. Section 3 outlines the specific policies that govern NJ Al-Anon, Inc. and the NJ Assembly. Since those policies follow the structure of the NJ Assembly, an understanding of the material in Section 2 will be useful. Finally, Section 5 suggests related references such as The Al-Anon/Alateen Service Manual, The Al-Anon Guidelines, and the bylaws of New Jersey Al-Anon Assembly, Inc. (“Bylaws”).

Given this information, here’s how the manual can be helpful. As a group representative at a meeting of the members of NJ Al-Anon, Inc. and the NJ Assembly you see an item on the agenda that may come up for a vote. You may use Section 2 to see how the issue fits into the overall structure of the NJ Assembly and then look at sections 2, 3 and 4 to see if there has been any discussion on this item in the past. You might also consult the Bylaws to see if it is addressed there. Finally, you can check the Service Manual and Al-Anon Guidelines to see what the World Service Office says on the matter. Having done this research, you now feel confident to make an informed decision and engage in any discussion on the topic. In this way you have used the tools available to you to feel comfortable about the decisions the NJ Assembly makes.

### **1.3 Al-Anon Family Groups**

The members of NJ Al-Anon, Inc. and the NJ Assembly are Al-Anon Family Groups (which include Al-Anon for younger members, or Alateen) that are registered with the WSO (individually, a “Group” and, collectively, the “Groups”). Anyone who feels his or her personal life is or has been affected by contact with a problem drinker is eligible for membership in the Al-Anon Family Groups. Membership in Al-Anon Family Groups is generally demonstrated by regular attendance at meetings of Groups which are members of the NJ Assembly.

All other organizations or committees listed in this manual are service arms that support the Groups and provide a voice and vote at the World Service Conference of the Al-Anon Family Group Headquarters, Inc. This is accomplished by a meeting of the various Group representatives (who are elected by the members of each Group) (the “GRs”) to communicate the needs and will of their respective Groups. This process is called an assembly, and the NJ Assembly supports the efficient execution of that process. Thus, the primary purpose of the NJ Assembly is to provide the communications path between the Groups and the World Service Office. In addition, the Assembly organizes and supports service projects and other functions as directed by the Groups.

## **SECTION 2**

### **STRUCTURE OF AL-ANON IN NEW JERSEY**

#### **2.1 Overview**

As previously mentioned, the members of NJ Al-Anon, Inc. and the NJ Assembly are the Groups. NJ Al-Anon, Inc. is a nonprofit corporation formed to provide the Groups with the structure to accomplish their objectives. The NJ Assembly is the means by which these objectives are accomplished. As a corporate entity, NJ Al-Anon, Inc. has a Board of Trustees, which are elected by the Groups. The Trustees are also Officers of NJ Al-Anon, Inc. and of the NJ Assembly. The NJ Assembly provides the communications link between the Groups and the World Service Office.

Consistent with the Service Manual, the Groups in the NJ Assembly comprise an area (the “Area”), which is represented by the Delegate (described later in this manual) at the annual World Service Conference. In addition, the Groups are geographically arranged into districts. The representative of each district is appropriately named a DR and is elected by the GRs in a district.

The DRs, when assembled, are part of the Area World Service Committee (the “Area World Service Committee” or the “AWSC”). DRs, who are familiar with the needs of the Groups and the current goals of WSO, meet to establish the agenda for each meeting of the NJ Assembly.

The AWSC is one of the committees formed to help achieve the goals of the NJ Assembly. Members of the AWSC also include Coordinators, Liaisons, and Officers. The Coordinators each handle a specific subject area, such as literature, and work with the World Service Office to keep the Groups informed. In addition, the NJ Assembly has liaisons that represent each of the other service arms operating in the state.

New Jersey has a number of service arms. Each service arm is a separate organization with its own structure and mission that supports the Groups.

## **2.2 NJ Al-Anon, Inc.**

In March of 1997, the NJ Assembly formed NJ Al-Anon, Inc. under the laws of the State of New Jersey. NJ Al-Anon, Inc. is a nonprofit membership corporation, with the Groups being the members. The Groups elect the Board of Trustees of NJ Al-Anon, Inc. The trustees are also officers of NJ Al-Anon, Inc., and have such other rights and duties with respect to NJ Al-Anon, Inc. as are described in the Bylaws. The business activity of NJ Al-Anon, Inc. is performed by the NJ Assembly. The officers of NJ Al-Anon, Inc. attend the AWSC meeting with the DRs, coordinators, liaisons, and other AWSC members and the votes of each have equal weight.

All policies of NJ Al-Anon, Inc. are based on the Service Manual (as may be amended from time to time) and such other policies and practices which may be approved by the Board of Trustees of NJ Al-Anon, Inc. and the GRs at a meeting of the NJ Assembly, subject to the provisions of the Certificate of Incorporation, the Bylaws and applicable laws, rules and regulations.

### **Modifications:**

11/2001 – Motion: Produce a policy booklet that would contain bylaws and all current Assembly policies. The Assembly Officers will review how to produce this booklet and keep it updated.

3/2002 – Motion: All cash deposits and expenses shall be applied to the fiscal year in which it is deposited or expended. All disbursements should be applied to the fiscal year in which it is budgeted.

6/2002 – Motion: The Treasurer mail a financial appeal letter twice a year, in March and September.

3/2014 - Motion: Policy: Sales tax exemption certificate can only be used when paying with Area funds (check or debit card). The Area Chairperson and Treasurer will be responsible to purchase items using the sales tax exemption certificate. Whenever possible, taxable items should be sent to the Area Chairperson and Treasurer for approval and purchase.

## 2.3 The NJ Assembly

In New Jersey, only the members of the NJ Assembly can form policy for internal operations unless specific limited authority is given to the AWSC by the NJ Assembly. The NJ Assembly has been organized to provide support and guidance to the Groups.

The members of the NJ Assembly are the Groups. All of these functions are commonly referred to as the NJ Assembly, even though many specific activities may be performed by the AWSC.

Policy formation in Al-Anon is based on two principles. First, the basic unit of Al-Anon is the Al-Anon groups. The remaining structure of Al-Anon is in place only to be of service to and support for the Al-Anon groups. The second principle is that all policy is formed using a group conscience process as described in Tradition Two of the Twelve Traditions of Al-Anon. In this way, the groups speak at their assembly through their GRs and the Area speaks at the World Service Conference through its Delegate.

The NJ Assembly functions primarily through the Area World Service Committee, which will be described in the following section.

### **Modifications:**

11/1992 – Motion: The treasurer shall bring in a detailed expense report of the prior year's expenditures.

3/1995 – Motion: (See also DR) - If you are an active DR, as well as an officer or coordinator, your expenses for attending Assembly shall be split between the District and the Assembly.

3/1995 – Motion: The mileage reimbursement rate for Assembly business shall be \$.25 per mile. 3/1995 – Motion: (See also GR) - If you are an active GR, as well as an officer or coordinator, your expenses for attending Assembly shall be paid by your home group.

11/1995 – Motion: Change the funding policy for the North East Regional Delegate's Conference to pay for only the Current and one Past Delegate.

11/1995 – Motion: Fiscal Responsibility Policy – This motion authorizes officers and coordinators to move budgeted amounts between various categories provided that such changes do not exceed the overall authorized amount.

11/1999 – Motion: Add an additional line item to proposed budget for World Service Conference equalized expenses.

11/2001 – Motion: The Alternate Delegate shall be responsible for the distribution and financial reporting to the Assembly and Treasurer for the Calendar.

3/2002 – Motion: The Assembly financial records will be maintained on a calendar year (January 1 through December 31). (Editor’s note. This is already stated in the bylaws).

6/2012 - Motion: All Area communication distributed and or available to the general membership and public shall be approved by the Chairperson and Delegate prior to distribution.

## **2.4 The Area World Service Committee**

The AWSC is the primary operating committee of the NJ Assembly consisting of the following: Officers of the NJ Assembly, DRs, the Delegate, the Alternate Delegate, coordinators, liaisons and past Delegates. The AWSC meets prior to meetings of the NJ Assembly to discuss area and district matters, plan the agenda for the meetings of the NJ Assembly and make recommendations to the NJ Assembly. DRs may not sit as voting members on any other Al-Anon service arm board in N.J.

The DRs inform the GRs of the proposed agenda at district meetings held throughout the state about a week or two before the meeting of the NJ Assembly. The meetings of the NJ Assembly also serve as meetings of NJ Al-Anon, Inc.

### **Modifications**

11/2002 – Motion: Establish an AWSC attendance policy that will authorize the removal of any officer and/or coordinator who exceeds 2 excused and 1 unexcused absences per 12-month period.

6/2005 – Motion: All past delegates are considered members of the AWSC, are allowed to make motions, have voice but no vote.

6/2007 – Motion: - To avoid conflict and doubled headed responsibility, District Representatives will not sit as voting members on any other Al-Anon service arm boards in NJ (Information Service Steering Committees and Jal-Con Trustees)

## **2.5 Other Standing Committees**

### **Budget Committee**

The purpose of the Budget Committee is to meet to evaluate the expenses, anticipated revenues, and needs of NJ Al-Anon, Inc. and the NJ Assembly and prepare a budget recommendation for the Area World Service Committee to be discussed and approved by the GR’s at the next assembly meeting.

The Budget Committee is composed of five people; they are the Chairperson, Treasurer, Delegate, Alternate Delegate, and one DR. The District Representative will be selected by lot at the Spring Assembly (June). Anyone interested in attending the Budget Committee Meetings should contact the treasurer.

The Budget should be ready and presented at the Fall AWSC (October). Upon completion of the Budget, the Budget Committee will create a motion to be presented to the next AWSC meeting. "The Budget Committee recommends to the AWSC to approve the Budget as presented".

### Audit Committee

The purpose of the Audit Committee is to review the books of NJ AI-Anon, Inc. in accordance with state and federal law to insure the appropriate and accurate management of the funds of NJ AI-Anon, Inc. and the NJ Assembly. The Audit Committee is composed of the Chairperson, the Treasurer, the Alternate Delegate, the Recording Secretary, a GR, a DR, and a past active Delegate appointed by the Chairperson. The following Audit Committee members can chair the meeting, compile the report, motion, and present: Alternate Delegate, Recording Secretary, or Area Chairperson. The Audit must be completed and presented at the Summer (May) AWSC.

Upon completion of the audit, the Audit Committee will prepare the report that includes the information below, signatures of members that participated in the audit, and a motion to be presented at the AWSC. "The Audit Committee recommends to the AWSC that the 20XX Audit Report be approved and that the ample reserve for the new year be set at \$XXXX.XX"

Prepare a report that contains:

#### Checking Account:

- a. Book closing balance previous year
- b. Book opening balance Jan 1 of the year being audited
- c. Income for the entire year
- d. Expenses through the end of the year
- e. Book closing balance end of the year
- f. Recommendations/findings

#### Savings Account:

- a. Book closing balance previous year
- b. Book opening balance Jan 1 of year being audited
- c. Withdrawals through the year
- d. Deposits through the year
- e. Interest earned through the end of the year
- f. Closing savings book balance
- g. Combined book balances

Ample reserve calculations based on the motion below from 3/2017



The audit report and work papers supporting the audit will be filed with the financial records of NJ AI-Anon, Inc.

**Modifications:**

11/2002 – Motion: The following Audit Committee recommendations were approved:

1. New checkbook register yearly.
2. Cash receipts journal.
3. Cash disbursement journal.
4. Cash receipts/disbursement journals should be closed monthly.
5. Checkbook balance should be reconciled monthly.
6. President/Chairperson should receive monthly duplicate copy of bank statement with bank reconciliation completed on back of statement.
7. All invoices should be initialed by president/chairperson at AWSC/Assembly meeting before payment or as soon as payment is made.
8. No expenditures will be paid over budget line without authorization of corporate officers.
9. Treasurer responsible for books being audited must be present for audit.
10. Audit must be completed and reported at the May AWSC meeting.
11. Audit committee shall consist of a past delegate(if available), chairperson, alternate delegate, recording secretary, DR, and GR.
12. President/Chairperson is responsible for scheduling audit.
13. Items required for audit
  - a. balanced checkbook register
  - b. all deposit slips
  - c. all cancelled checks
  - d. all invoices
  - e. all bank statements
  - f. voided checks
  - g. monthly bank reconciliations

3/2017 Motion: The policy of establishing the Assembly's Ample Reserve be determined by the Audit Committee by averaging the prior three years audited expenses and that it be part of the Audit Committee Report.

**SECTION 3**  
**COORDINATORS AND OTHER POSITIONS**  
(Officers are listed in the Bylaws)

**3.1 Eligibility**

Only members of the Groups, who are not members of Alcoholics Anonymous, are eligible to serve in any of the following positions. Procedures for terms of office and filling unexpired terms for all other positions are set forth in the Service Manual.

**3.2 Coordinators**

Various coordinators may be appointed by the Chairperson to serve on the Area World Service Committee in accordance with the current needs of the NJ Assembly. Qualifications shall be consistent with the duties and responsibilities of the position. All coordinators will actively participate with WSO in all communications and activities. Following is a list and description of the coordinator positions for the NJ Assembly:

**Alagram Coordinator**

The Alagram Coordinator is responsible for putting together the Alagram newsletter in preparation for each meeting of the NJ Assembly and then mailing it to each of the groups and posting on the Assembly web site. This position is appointed by the Chairperson and serves a term of three years. The Alagram will become one piece of paper announcing the Assembly meeting and providing the highlights from the previously Assembly.

**Modifications:**

3/1997 – Motion: Publish the Alagram three times per year, once for each Assembly.

11/1998 – Motion: To have both individual and group subscriptions to the Alagram at \$3.00 for individual and \$10.00 for group subscriptions.

3/2000 – Motion: The Alagram will be the official notification to Al-Anon Groups of the date and time of Assembly meetings. Separate postcards will not be sent to Group Reps.

11/2009 - Motion: The Alagram will become one piece of paper announcing the Assembly meeting and providing the highlights from the previous Assembly.

## **Alateen Coordinator**

The Alateen Coordinator is an Al-Anon member involved in Alateen Service (“AMIAS”). The Alateen Coordinator is responsible for ensuring that all AMIAS certifications are current. The Alateen Coordinator is to ensure that all AMIAS are given a copy of the Safety and Behavioral Requirements. The Coordinator is also responsible for training and working with groups like schools that wish to have Alateen meetings on site. The Coordinator also sends the information to WSO. This position is appointed by the Chairperson and serves a term of three years. The Alateen Coordinator provides updated AMIAS certification information to and works closely with the AAPP and Area Group Records Coordinator in maintaining Area and WSO AMIAS records

### **Modifications:**

11/2004 - Motion: - Al-Anon members involved in Alateen service are members who have the care and responsibility for Alateens while being of service to Alateen, which includes but is not limited to Alateen Sponsors. (See Alateen Behavioral Requirements).

1. All Al-Anon members involved in Alateen Service must:
  - a. Attend at least one regular Al-Anon meeting per week.
  - b. Be at least 25 years old.
  - c. Have at least 2 continuous years of Al-Anon program.
  - d. Have not been convicted of a felony and never been charged with and / or convicted of child abuse or any offense involving sexual misconduct or physical violence against children or adults.
  - e. Have not demonstrated emotional problems which could result in harm to Alateen members.
2. There must be one registered sponsor present at every meeting and it is preferred that two registered sponsors be present.
3. Overt and /or covert sexual interaction is prohibited between any adult Al-Anon and Alateen member. This also includes any Alateens who are adults, 18 and over.
4. All Al-Anon members involved in Alateen Service and Alateen members must comply with any and all applicable local, state, and federal laws.
5. Permission Slips and Medical Forms

Permission slips and medical forms are not required for regular meetings, but for activities other than regular meetings (i.e. conventions, workshops, bowling parties, etc.), these forms are required.

Permission slips and medical forms are also required for transporting Alateens to and from events and meetings.

6. The NJ Assembly Safety and Behavioral Requirements must be reviewed by local counsel.
7. All new Alateen Sponsors must attend an Educational Training and Awareness Program.
8. All Alateen Sponsors must attend an Annual Sponsor Training Review and Refresher Program.
  - a. The Information Services Alateen Activities Chairpersons will coordinate the training.
  - b. Co-Sponsors must comply with any and all requirements of a sponsor.

### **The Process for Alateen Sponsor Approval**

A potential Sponsor must:

1. Contact the Area Alateen Coordinator, who will supply the appropriate paperwork. (A New Alateen Sponsor Packet);
2. Complete and return the application to the Alateen Coordinator; and
3. Attend and complete a New Sponsor Education and Training Program.

### **Responsibilities of an Alateen Sponsor**

An Alateen Sponsor:

1. Attends at least one regular Al-Anon meeting per week.
2. Makes a two-year commitment to be an Alateen Sponsor.
3. Updates the Group registration information with WSO, Area Assembly, and local Information Service, as needed.
4. Is familiar with the NJ Assembly and World Service Alateen Safety and Behavioral Requirements.
5. Has a working knowledge of the Steps, Traditions and Concepts and the Area and Al-Anon structure.
6. Is familiar with and uses the most current Conference Approved Literature available.
7. Participates in annual Alateen Sponsor Training.
8. Attends Area Alateen Sponsor Meetings.
9. Knows who their local Information Service and Area Alateen Coordinators are and how to contact them.
10. Is familiar with NJ laws regarding the reporting of abuse and the Alateen Sponsor's role.
11. Reminds the group at the beginning of each meeting that NJ law mandates reporting suspected child abuse.
12. Provides a safe and secure meeting place.
13. Guides the Alateens toward working with the Twelve Steps for personal recovery.
14. Helps the Alateens take responsibility for the affairs of the group and implement the Twelve Traditions and Concepts.

15. Encourages the participation of Alateen members in local Information Service and Area functions.
16. Keeps their Sponsor Certification current by following the Safety and Behavioral Requirements.

### **Archives Coordinator**

The archivist keeps historical records for the NJ Assembly. This requires not only organizational skills but also skills necessary for preparing display boards for the materials for presentation at meetings and other events. Required skills include organization, some knowledge of graphic arts and the ability to construct effective presentations. This position is appointed by the Chairperson and serves a term of three years.

### **Literature Coordinator**

This position involves working with the World Service Office to ensure that the needs of the NJ Assembly for program literature are met. The Literature Coordinator keeps the DRs and GRs informed of new literature and of the status of literature in production that has not yet been released. The Literature Coordinator is responsible for creating and printing the Al-Anon Assembly Calendar each year. This position is appointed by the Chairperson and serves a term of three years.

### **Public Outreach Coordinator**

The Public Outreach Coordinator acts as a communications link between the World Services Office, the NJ Assembly, Districts and Groups. The Public Outreach Coordinator's responsibilities include:

- Communicating and working cooperatively in team efforts both within and outside the NJ Assembly;
- Motivating District and Group participation;
- Offering public outreach presentations and workshops;
- Formulating, creating, and implementing public outreach service projects relevant to the NJ Assembly;
- Facilitating Districts and Groups in carrying out outreach projects and disseminating information; and
- Working with institutions within the NJ Assembly area and partnering with Alateen outreach efforts.

### **Website Coordinator**

The Website coordinator manages the NJ Al-Anon website, [www.nj-al-anon.org](http://www.nj-al-anon.org). This position is appointed by the Chairperson and serves a term of three years.

The Website coordinator responsibilities include:

- Monitor/Renew Domain Name and Hosting services
- Monitor/Maintain backups
- Monitor and keep up-to date with website and plugin updates
- Report on Website Traffic and Trends

- Maintain Assembly email addresses for the Officers, Coordinators, Liaison's and DR's
- Post events/flyers (after approved by Chairperson and Delegate)
- Post Approved Assembly Minutes and Alagram

**Modifications:**

3/1999 – Motion: Creation of a new position for Web Page Coordinator.

3/2002 – Motion: The Assembly shall invite AA Areas 44 and 45 to establish links from their web site to the Assembly web site. Similarly, Assembly shall link to the AA Areas 44 and 45 web sites. (Note: AA would not link due to a violation of the Traditions and we agreed).

3/2005 – Motion: A copy of our website be created in Spanish.

**3.3 Liaisons**

Liaisons are members of the New Jersey Al-Anon Information Services/Intergroups and Jal Con, Inc. that are appointed as members of the Area World Service Committee. Following is a description of the Liaison positions:

**Information Service/Intergroup Liaisons**

The Information Service/Intergroup Liaisons are members of the Information Service/ Intergroups who are assigned to coordinate with the NJ Assembly and report to the NJ Assembly and the AWSC on activities and problems at the Information Services/Intergroups and Literature Depot. This ensures consistency between these service arms and avoids double-headed management. These positions are assigned to the NJ Assembly by their respective Information Service/Intergroup and their terms of office are the purview of the respective Information Service/Intergroup.

**Jal-Con, Inc. Liaison**

The Jal-Con, Inc. Liaison is a representative of the Jal-Con Board of Trustees and is assigned to coordinate with the NJ Assembly and report to the NJ Assembly on the progress of the planning for the annual Al-Anon Convention. This position is assigned to the NJ Assembly by Jal-Con, Inc. and the term of office at the NJ Assembly is coincident with the term of office designated by Jal-Con Inc. Support for Jal-Con is contingent upon cooperation with the NJ Assembly and AWSC.



## SECTION 4 MEETINGS

### 4.1 Assemblies

Three meetings of the NJ Assembly will be held each year. The Area Assembly is the business meeting where the groups send their Group Representative to express a voice and vote on behalf of the group.

- The winter Assembly (March) is held to review the status of approved projects for the current year and provide a forum for member input to the Delegate prior to the annual World Service Conference.
- The spring Assembly (June) is held so that the Delegate may report on the proceedings of the World Service Conference.
- The autumn Assembly (November) is held to approve the budget for the following year. As designated in the Bylaws, elections of officers may also be held.

#### **Modifications:**

5/1993 – Motion: The 2 minute limit on discussion be extended to all discussion at Assemblies.

6/1994 – Motion: Adoption of a method for the final vote for the Delegate. The first method was the drawing by lot for the Delegate from the two highest runners and the second was to keep voting until a winner was chosen. Method two was adopted.

11/1994 – Motion: Candidates for officer positions shall be required to state their Al-Anon qualifications.

5/1998 – Motion: Any NJ Service may open a table for information at Assembly and the tables be open during break and lunch.

3/2009 - Motion: All Assembly meetings be held in the approximate center of the state.

3/2014 - Motion: Election Policy - Members standing in Absentia: At Area Election, qualified members must be present to stand for any elected position.

11/2015 - Motion: Election eligibility for any officer position, first qualification be a current or past District Representative (DR). If no eligible DR candidate volunteers, then the position be opened for current officers or coordinators or past officers or coordinators who have remained active at the Assembly level. If there are still no qualified volunteers then the position will be opened to all members.



## 4.2 Area World Service Committee

The primary function of the Area World Service Committee (AWSC) is to plan for the general improvement of both the Assembly and the groups. Three Area World Service Committee meetings will be held annually. These meetings may be held at any convenient time, but have customarily been held approximately four weeks prior to the meetings of the NJ Assembly. Each member **holding a position, that qualifies**, has one vote at the Area World Service Committee meetings. Past Delegates are considered members of the AWSC and are allowed to make motions and have a voice but they are not entitled to vote. This function is accomplished by:

- discussing Area, District and Group issues
- planning the agenda and conduct of the meetings of the NJ Assembly
- studying and proposing projects and making recommendations to the NJ Assembly
- setting the dates for the Area World Service Committee meetings and the meetings of the NJ Assembly
- reviewing and approving yearly budget and other recommendations prior to submittal to NJ Al-Anon, Inc. and the NJ Assembly
- reviewing and approving the annual Audit Report prior to submittal to NJ Al-Anon Inc. and the NJ Assembly

### Modifications:

6/1994 – Motion: The outgoing Alternate Delegate shall arrange for the first AWSC and Assembly for the incoming officers.

3/1999 – Motion: Creation of a new position for Web Page Coordinator.

3/1999 – Motion: Support for Jal-Con is contingent upon cooperation with NJ Assembly. Jal-Con must invite Delegate to trustee meetings and Jal-Con must report to Assembly and AWSC.

6/1999 – Motion: The Assembly shall invite past Delegates to Assembly and AWSC meetings with a voice but no vote, and shall reimburse all travel expenses.

3/2002 – Motion: The Assembly shall invite AA Areas 44 and 45 to establish links from their web site to the Assembly web site. Similarly, Assembly shall link to the AA Areas 44 and 45 web sites. (Was Declined by AA)

11/2002 - Motion: The Area World Service Committee has an attendance policy that authorizes the AWSC to remove any member who exceeds 2 excused and 1 unexcused absences per twelve- month period.

3/2005 – Motion: A copy of our website be created in Spanish.

6/2005 – Motion: All past Delegates are considered members of the AWSC, are allowed to make motions and have voice but no vote.

6/2008 - Motion: That the NJ Al-Anon Assembly acknowledges and collaborates with the Spanish Intergroup while they obtain their registration with WSO. This includes and does not limit adding them to the AWSC and Assembly Agenda and any internet inclusion that is allowed to the existing Information Service Offices.

11/2011- Motion: Delegates are no longer required to participate at every service arm committee meetings.

6/2012 – Motion: All Area communication distributed and or available to the general membership and public shall be approved by the Chairperson and Delegate prior to distribution.

6/2012 - Motion: All committee meeting minutes shall be reviewed and be approved by the attending committee members.

#### **4.3 Order of Business**

Unless otherwise agreed by the members the order of business shall be as follows:

1. Recitation of the Serenity Prayer;
2. Reading of the Traditions, Concepts and the General Warranties of the Conference.
3. Review of the officer's reports, coordinator reports, liaison reports, minutes of the preceding meeting, correcting the minutes as needed and approving them.
4. Old Business;
5. New Business;
  - a. Election of the Board of Trustees and Officers (to be held at the autumn meeting of the NJ Al-Anon, Inc. and the NJ Assembly Election of Board of Trustees and Officers (to be held at the autumn Assembly.)
  - b. Approval of the Budget;
6. Adjournment;

#### **Modifications:**

6/1994 – Motion: The business part of the fall election shall be held during the morning session with voting in the afternoon

5/1997 – Motion: To take roll call at the start of each meeting.

5/1998 – Motion: The hours of the Assembly meetings shall be 10:00 to 3:00 with a half hour allotted for reading of the minutes and roll call.

3/1999 – Motion: Utilize a Consensus vote. This is show of hands for, against and abstain. If substantial unanimity is clear an exact count of all votes will not be taken. Only opposed and abstain will be counted and the vote will be shown as a consensus.

3/2000 – Motion: The Alagram will be the official notification to Al-Anon members of the date and time of Assembly meetings. Separate postcards will not be sent to Group Reps.

6/2001 – Motion: There will be a registration sign in table at each Assembly meeting to record attendees with special identification for GRs who will be voting. For those voting, there shall be a sign out column to maintain an accurate vote total during the course of the meeting.

3/2002 – Motion: Insure that the mailing address information for the Al-Anon groups be kept secure and held only by the Corresponding Secretary. Requests for information by NJIS, SJIS, and WSO can be approved only by the Chairperson. Requests by the Assembly committees for mailing labels may also be approved by the Chairperson. All other requests shall be approved by the AWSC.

3/2009 – Motion: Requests for mailing labels and/or information from recognized Al-Anon service arms can be approved by the Area Chairperson.

## **SECTION 5 RELATED REFERENCES**

The following are suggested related references;

1. Bylaws of New Jersey Al-Anon Assembly, Inc
2. The Al-Anon/Alateen Service Manual;
3. The Al-Anon Guidelines;